REGULAR COUNCIL MEETING
A G E N D A
REVISED TO INCLUDE NEW ITEMS #4 AND #12

OCTOBER 8, 2012 - 7:30 P.M.

CITY HALL COUNCIL CHAMBERS
15 LOOCKERMAN PLAZA
DOVER, DELAWARE

OPEN FORUM - 15 MINUTES PRIOR TO OFFICIAL MEETING (7:15 P.M.)
The "Open Forum" segment is provided to extend the opportunity to the general public to share their questions, thoughts, comments, concerns, and complaints. Discussion of any item appearing on the agenda as a public hearing is prohibited during the Open Forum as an opportunity will be provided during consideration of that item. Citizen comments are limited to three (3) minutes. Council is prohibited from taking action since they are not in official session; however, they may schedule such items as regular agenda items and act upon them in the future.

INVOCATION BY CHAPLAIN WALLACE DIXON

PLEDGE OF ALLEGIANCE LED BY COUNCILMAN LYNN

AGENDA ADDITIONS/DELETIONS

* **CONSENT AGENDA**
Those items on the Council Agenda which are considered routine and non-controversial are marked with an asterisk (*) and will be acted upon by a single roll call vote of the Council. There will be no separate discussion of these items unless a member of Council so requests, in which event the matter shall be removed from the Consent Agenda and considered a separate item.

* **1. Adoption of Minutes - Regular Council Meeting of September 24, 2012**

2. Proclamation - Halloween Trick-or-Treat

3. Presentations
- **A. Friends of the Library**
- **B. Mayor's Arts Awards**

4. Resolution No. 2012-13 - Councilwoman Sophia R. Russell

5. Public Hearing - Violation of Dangerous Building Ordinance - Property Located at 209 North New Street, Owned by James W. and Linda A. Caccamo

6. Public Hearing - Renaming of Division Street Within the City Limits as Martin Luther King, Jr. Boulevard

* **7. Utility Committee Report - September 24, 2012**

A. Annexation Request - 110 and 136 Rustic Lane, Owned by Taililou, LLC

(Committee Recommended Adoption of Resolution #2012-12 Setting the Annexation Referendum for November 15, 2012 at 11:00 a.m.)

B. Review of Utility Related Capital Investment Plan (CIP) (July) *(Electric and Water/Wastewater)*

(Committee Recommended Acceptance of the Report)

C. Updates

(Committee Action Not Required)

8. Legislative, Finance, and Administration Committee Report - September 24, 2012

A. Financing Proposal - Garrison Oak Park Street and Storm Sewer Infrastructure

(Committee Recommended That the Garrison Farm Improvements Be Financed Using $2M from the Future Capacity Reserve and $4M from Negotiated Revenue Bond Financing, with the Assistance of the City's Financial Advisory Firm, Public Financial Management, with the Amount Borrowed to Include the Cost of Borrowing)

B. Update on Changes to the Economic Development Office

(Committee Recommended Acceptance of the Report)

* **9. Monthly Reports - August 2012**

A. Budget
B. Chief of Police
C. City Assessor
D. City Manager
E. City Planner
F. Dover Fire Department
G. Economic Development

* **10. Appointment Recommended by Mayor Carey - Planning Commission - Dr. Bobby Jones (***To Fill the Unexpired Term of Francis Nichols - Term to Expire June 2014***)**

* **11. Appointment Recommended by Council President Leary - Kent Economic Partnership - Mayor Carleton E. Carey, Sr.** *(To Fill the Unexpired Term of James L. Hutchison, Sr. - Term to Expire May 13, 2013)*

12. Setting of Dates for Special Election

13. Council Members Announcements

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THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS.

REGULAR COUNCIL MEETING

The Regular Council Meeting was held on September 24, 2012 at 7:30 p.m. with Council President Leary presiding. Council members present were Mr. Anderson, Mr. Lynn, Mr. Perza, Mr. Bonar, Mrs. Williams, Mr. Hare (absent from 8:40 p.m. to 8:50 p.m.), and Mr. Hutchison. Mrs. Russell was absent.

Council staff members present were Police Captain Stump, Mrs. Mitchell, Mrs. Townshend, Fire Chief Fortney, Mr. Koenig, City Solicitor Rodriguez, and Mrs. McDowell. Mayor Carey was also present.

OPEN FORUM

The Open Forum was held at 7:15 p.m., prior to commencement of the Official Council Meeting. Council President Leary declared the Open Forum in session and reminded those present that Council was not in official session and could not take formal action.

Ms. Yvonne Hall, 228 North State Street, expressed her appreciation of the repairs made to the sidewalk in the 200 block of North State Street, as well as concerns regarding the cost to homeowners, businesses, and those who would be affected by changing the name of Division Street to Martin Luther King, Jr. Boulevard. Noting other priorities, such as the need for additional police officers and unbudgeted expenses related to the new library, she suggested a budget analysis be conducted to determine the cost prior to making the change.

Ms. Helen McCusker, Merle Norman Cosmetic Studio, 1030 Forrest Avenue, read a draft letter from the Central Delaware Chamber of Commerce, on behalf of Judy Diogo, President, as follows:

> *The Central Delaware Chamber of Commerce is aware that the city is proposing to change the name of DE 8 to honor Martin Luther King, Jr. We do ask that the City Council consider not making the name change effective for at least eight (8) months to one (1) year to allow the businesses in that area the opportunity to utilize their current advertising and promotional items that they may have already purchased. If the effective date can be pushed back, it will allow these businesses the chance to build in new marketing materials and promotional items in their next budget cycle. Many of these business have to also take into consideration the advertising that they have already committed to, such as the Yellow Pages. Giving them an extended timeframe will allow them to make the change of address in their future advertising. As we all know, business resources are extremely limited in this economy. We ask that you help our businesses by allowing them to utilize the dollars that they have already committed. We thank you for your consideration of this request and your understanding regarding the budgets of the area businesses.*

Ms. McCusker stated that she recently spent over $240 for 1,000 new business cards because she intended to be there for a while, and letterhead because the franchise changed its logo. She noted that there were three (3) new businesses, the Acorn Book Store that just opened in the shopping center and two (2) more scheduled to open shortly, that had plans in place with the current address. Ms. McCusker stated that it had taken her 11 years at this location to explain to people who live in

Dover where Forrest Avenue is located, and she couldn't imagine going through this change all over again.

Ms. Margery Cyr, Director of the Dover Public Library, 35 Loockerman Plaza, expressed her thanks to present and previous City Councils, the present and previous City administration, the private donors who contributed more than $1.7M to support the library project, the Friends of the Library for their unwavering support, the volunteers who helped with the move and brought pot-luck lunches for the staff and volunteers every day during the moving process, and especially the staff of the library who worked so incredibly hard during all of the days of the move, both before they closed the old library and before they opened the new library. Ms. Cyr also gave thanks to the staff of the City of Dover because there was not a single department that had not gone over and above to help the library get ready for the great new opening.

Reverend John Moore, Youth Pastor of Calvary Baptist Church and Vice President for Research, Development, and Strategic Partnerships for the United Way, stated that placing a dollar value on changing the name of Division Street would be completely missing the mark. He noted that on August 28, 2012, the 49th anniversary of the March on Washington was celebrated, when Dr. King gave his most famous speech: *I Have a Dream*. It was in that speech that he spoke - absolutely contrary to what they are saying about the value of what they are missing - about his dream that his four (4) little children would one day live in a nation where they would not be judged by the color of their skin but by the content of their character. Reverend Moore stated that the amazing thing that a lot of people miss is that just 18 days later, four (4) children lost their lives in the bombing at the 16th Street Baptist Church in Birmingham, Alabama - Addie Mae Collins, Denise McNair, Carole Robertson, and Cynthia Wesley. He felt that this devastation brought the nation together because people saw the evils of what was happening because of division and segregation. It was because of that tragedy that segregation lost its power and people were able to come together. Reverend Moore stated that in downtown Dover, Delaware, there has been a task force addressing violence; there are challenges with our children in school; and there is a need to create a whole new sense of pride within our community here in the Capital city of the First State. He thought it would be an absolute miss if Dover did not set a tone, just as Wilmington did years ago, by taking the opportunity to rename a part of this city as a street that someday their children could walk up and down with great pride. Reverend Moore stated that the advantage would be to those businesses along the street during the historic moment next year when the 50th anniversary of the March on Washington and the 150th anniversary of the Emancipation Proclamation are celebrated. He felt it was an opportunity for this city to step up and really, truly sustain the dream of Dr. King. He closed his remarks with the following quotes by Dr. King: *Our lives begin to end the day we become silent about things that matter. Human progress is neither automatic nor inevitable... Every step toward the goal of (justice)* human prosperity *requires sacrifice, suffering, and struggle; the tireless exertions and* com*passionate concern*s *of dedicated individuals,* like you and I, for *(an individual*) a person *has not started (living)* to live *until he* or she *can rise above the narrow confines of (his)* their own *individualistic concerns to the broader concern(s) (of)* for *all humanity.*

Mr. Paul Olsen, 301 North State Street, spoke in support of the Police Chief's need for additional officers. He felt that expenditure of monies on any initiative, including street signs, maps, etc., was a non-essential expenditure of monies that was not needed in today's challenging economic times.

He noted that more police officers and the John W. Pitts athletic center are, and were, essential expenditures. Mr. Olsen stated that the police told him that they were too short-staffed and had more important things to investigate than his hit-and-run. He said it was necessary to support the Police Chief and provide the staff that he needs.

Ms. Gertrude Buck, 120 Bayhill Road, Magnolia, DE stated that she came from Philadelphia, which has a lot of crime, and that the need for more police will be an ongoing argument. She thought that the City of Dover needed to proceed with the naming of Martin Luther King, Jr. Boulevard to promote pride and provide better directional instruction.

Pastor Ellis Louden, Mount Sinai African Methodist Episcopal Church, 101 North Queen Street, stated that he recently visited Seattle, Washington, where a street and a county were renamed for Martin Luther King, Jr., one of the premier prophets of the 20th century. He felt that the least the City of Dover could do is to honor the memory of a man who brought so much to the quality of life for everyone in this country and to lift the quality of life for Dover, Delaware. He said that one (1) of the Seattle residents of the street that was renamed was originally opposed to it because she felt it did not measure up to the man it was to honor. However, since the renaming, she was in favor of it because Martin Luther King Way was growing into its name and had transformed many neighborhoods.

The invocation was given by Chaplain Dixon, followed by the Pledge of Allegiance.

AGENDA ADDITIONS/DELETIONS

Mr. Hutchison moved for approval of the agenda, seconded by Mr. Bonar and unanimously carried.

Mr. Anderson requested that Item #6A - Transfer of Street Light Accounting to the General Fund, be removed from the Consent Agenda.

Mrs. Williams moved for approval of the Consent Agenda, as amended, seconded by Mr. Bonar and carried by a unanimous roll call vote (Mrs. Russell absent).

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF SEPTEMBER 10, 2012

The Minutes of the Regular Council Meeting of September 10, 2012 were unanimously approved by motion of Mrs. Williams, seconded by Mr. Bonar, and bore the written approval of Mayor Carey.

CERTIFICATE OF RECOGNITION - CHARLES H. BOYER - PRESIDENT OF THE DELAWARE FIREFIGHTER'S ASSOCIATION

The City Clerk read the following Certificate of Recognition into the record:

Certificate of Recognition presented to Mr. Charles H. Boyer in recognition of being Dover's first firefighter to be elected as President of the Delaware Volunteer Firefighters Association since 1930. The City of Dover extends its congratulations on achieving such a prestigious honor.

Current Years of Service: *Dover Volunteer Fire Department for 54 Years*
Delaware Volunteer Fire Association for 25 Years.

Presented on September 24, 2012

Mayor Carey presented the Certificate to Charles Boyer and thanked him for his dedication to the fire service. Mr. Boyer thanked the Dover Fire Department, his family, Chief Fortney, and all three (3) counties for their support.

Mr. Hutchison, Mr. Bonar, Mrs. Williams, and Mr. Hare each extended their appreciation and congratulations.

PROCLAMATION - CYBER SECURITY AWARENESS MONTH

The City Clerk read the following Proclamation into the record:

WHEREAS, we recognize the vital role that technology has in our daily lives and in the future of the City of Dover, whereby today many citizens, schools, libraries, businesses, and other organizations use the Internet for a variety of tasks, including keeping in contact with family and friends, managing personal finances, performing research, enhancing education, and conducting business; and

WHEREAS, critical sectors are increasingly reliant on information systems to support financial services, energy, telecommunications, transportation, utilities, health care, and emergency response systems; and

WHEREAS, the use of the Internet at the primary and secondary school levels in our city enhances the education of youth by providing them access to online educational and research materials; and at institutions of higher education, the use of information technology is integral to teaching, learning, research, outreach, and service; and

WHEREAS, Internet users and our information infrastructure face increasing threats of malicious cyber-attack, invasion of privacy from spyware and adware, and significant financial and personal privacy losses due to identity theft and fraud; and

WHEREAS, maintaining the security of cyberspace is a shared responsibility in which each of us has a critical role, and awareness of computer security essentials will improve the security of the City of Dover information infrastructure and economy.

NOW, THEREFORE, I, CARLETON E. CAREY, SR., MAYOR OF THE CITY OF DOVER, do hereby proclaim October 2012 as ***Cyber Security Awareness Month*** in the City of Dover and urge all citizens to learn about cyber security and put that knowledge into practice.

Mayor Carey presented the Proclamation to Mr. Andy Siegel, Information Technologies (IT) Director, and noted that only Delaware and Texas received grants for Cyber Security. Mr. Siegel advised those present of resources available to them on the City's website.

PROCLAMATION - FIRE PREVENTION WEEK

The City Clerk read the following Proclamation into the record:

WHEREAS, the City of Dover is committed to ensuring the safety and security of all those living in and visiting our city, and fire is a serious public safety concern both locally and nationally; and

WHEREAS, the greatest risk of fire is in the home, and home fires result in more than 2,600 deaths per year; and

WHEREAS, one-third of those who burn fires in American households estimate a timeframe of at least six minutes before a home fire might become life threatening; however, in reality, the time available is often less; and

WHEREAS, less than one-fourth of Americans have developed and practiced a home fire escape plan and it is imperative that individuals and families practice such a plan at least twice per year; and

WHEREAS, the City of Dover Fire Marshal and Volunteer Fire Department are dedicated to reducing the occurrence of home fires and home fire deaths and injuries through prevention and proper education; and

WHEREAS, the 2012 Fire Prevention Week theme, "Have Two Ways Out!" effectively serves to remind us to develop and practice a home fire escape plan year-round.

NOW, THEREFORE, I, CARLETON E. CAREY, SR., MAYOR OF THE CITY OF DOVER, do hereby proclaim October 7 – 13, 2012 as ***Fire Prevention Week*** in the City of Dover and urge all people to practice their home fire escape plan during Fire Prevention Week and to support the many public safety activities and efforts of fire and emergency service personnel.

Mayor Carey presented the Proclamation to Charles Boyer, President of the Delaware Fire Fighter's Association. Mr. Boyer reminded everyone to change the batteries in their smoke detectors and Mayor Carey advised that if anyone could not afford a smoke detector, they should contact the Fire Department for assistance.

PUBLIC HEARING - VIOLATION OF THE DANGEROUS BUILDING ORDINANCE - 212 N. GOVERNORS AVENUE, OWNED BY DEUTSCHE BANK NATIONAL TRUST COMPANY

A public hearing was duly advertised for this time and place to consider a violation of the Dangerous Building Ordinance at 212 N. Governors Avenue, owned by Deutsche Bank National Trust Company. Mrs. Ann Marie Townshend, Director of Planning and Community Development, explained that the property was a two (2) story, wood-framed, single-family home with a detached one (1) car garage at the rear of the property. The dwelling was condemned as unfit for human habitation on July 20, 2012 due to the lack of utilities and the amount of broken windows and unsecured doors.

The City has boarded the property several times and on August 10, 2012, unknown subjects entered the dwelling and started a fire in the front second-floor bedroom, causing additional damage to the home. Currently the structure was vacant, with no active utility services and in a serious state of disrepair.

Mrs. Townshend reviewed a presentation depicting the condition of the structure ***(Exhibit #1)***.

Staff recommended that City Council take the following action for property located at 212 N. Governors Avenue: 1) declare this building and all accessory structures on this property dangerous; 2) order the property repaired or demolished by October 24, 2012 by the owner or equity owner at their own risk; 3) order the Building Inspector to cause the repair or demolition of the structures if not completed by the owner within 10 days of the date established by City Council; and 4) order the City Manager, with the assistance of the City Solicitor, to cause the cost of repairs or demolition to be charged against the land on which the building exists as a municipal lien, or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a suit at law against the owner.

Responding to questions of Council members, Mrs. Townshend noted that the notice delivery receipt had been received; the fire damage, which was not structural, was contained in one (1) bedroom; the house was significantly less than ten (10) feet from the next house; and there had been no attempt by the owner to repair the property.

Council President Leary declared the public hearing open.

Mr. Benjamin Salin, 214 North Governors Avenue, stated that he owned the property next door which was approximately four (4) feet from this house. Over the past few years, since the house had been empty, people break in, fornicate in the garage, and use drugs and leave needles in the back of the house. He said the property is a general nuisance and it is only a matter of time before someone catches his house on fire. Council President Leary noted that correspondence regarding this matter had been received from Mr. Salin ***(Exhibit #2)***.

Responding to Mr. Bonar, Mr. Salin stated that two (2) years was sufficient time to wait for someone to repair the property.

There being no one else present wishing to speak, the public hearing was closed.

Mr. Bonar moved to 1) declare the building and all accessory structures located at 212 N. Governors Avenue dangerous; 2) order the property repaired or demolished by October 24, 2012 by the owner or equity owner at their own risk; 3) order the Building Inspector to cause the repair or demolition of the structures if not completed by the owner within 10 days of the date established by City Council; and 4) order the City Manager, with the assistance of the City Solicitor, to cause the cost of repairs or demolition to be charged against the land on which the building exists as a municipal lien or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a

suit at law against the owner. The motion was seconded by Mrs. Williams and carried by a unanimous roll call vote (Mrs. Russell absent).

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE REPORT - SEPTEMBER 10, 2012

The Parks, Recreation, and Community Enhancement Committee met on September 10, 2012 with Councilman Bonar presiding in the absence of Chairwoman Russell.

Presentation - Restoration and Remediation of Mirror Lake

Mr. Dean Holden, Chair, Silver Lake Commission, recognized the joint effort of the Commission and the Department of Natural Resources and Environmental Control (DNREC) in developing a project focusing on two (2) main areas of concern at Mirror Lake, mercury/PCB contaminants (which led to a prohibition against eating fish from the Lake) and visual aesthetics, related to the sandbar in the area. Mr. Holden stated that Mr. Rick Greene, Environmental Engineer, DNREC, had presented information to the Commission regarding ways to resolve the issues, including securing funding sources for the majority of the project, and that some members of Council had attended related meetings. In addition, he noted that Mr. Scott Koenig, City Manager, and other City officials had provided input and that public workshops were held to provide the community an opportunity to voice their concerns. Mr. Holden referenced a few ideas relating to the project that were in progress, including a volunteer program for clean-up and a biannual clean up schedule. He noted that, although some residents expressed concern regarding maintenance of plantings along the waterway, the overall public response to the project was supportive. He requested that members look upon the project favorably and move it forward for Council's consideration. He noted that it was hoped that construction could begin in the Fall of 2013.

Mr. Rick Greene provided members with an informational sheet, "Remediation and Restoration of Mirror Lake" and reviewed a presentation entitled "Restoration and Remediation of Mirror Lake, Dover, dated July 1, 2012." The presentation focused on four (4) main areas, including the vision for the project, a review of problems that the project presented, options to remedy the problems, and details regarding DNREC's preferred solution.

Responding to Mr. Bonar, Mr. Greene stated that the sediment involved with this project was not so heavily contaminated that it would be considered hazardous waste. He indicated that contaminants do the most damage in an aquatic environment and accumulate in high concentration; therefore, it would be preferable to move the sediment to a dry area that could be controlled and capped rather than spreading it in a marsh.

Mr. Greene indicated that if no action were taken, it would take approximately 74 years for the concentration of PCBs in Mirror Lake sediments to drop to the point that fish from the Lake would be edible; therefore, various alternative options were considered, along with the challenges associated with them. This led to DNREC's preferred method to "Sequester it in place," and he provided a detailed explanation of the process and the costs, challenges, and benefits of this option, which would reduce the level of contaminants by 70% - 90% within five (5) years. He stated that, in an effort to further determine the feasibility of the project, DNREC reached out to

Dr. Upal Ghosh, Professor, University of Maryland, Baltimore County, and it was concluded that the Mirror Lake project was a good candidate for the carbon treatment proposed by DNREC.

Mr. Greene estimated the cost of the project to be approximately $750,000, including planning, design, construction, and monitoring. He further advised that a great deal of funding had already been secured, including $680,000 from the State Hazardous Substance Cleanup Act (HSCA) program and $63,000 from DNREC, for the development of plans and specifications. Mr. Greene stated that additional funding and assistance were still needed from the City, including support for the project concept, authorization for access to the necessary areas, drawing down the lake prior to the inception of the project, and providing labor, the use of equipment and plants. Mr. Greene acknowledged those who had contributed to this project, including Mr. Koenig; the Silver Lake Commission (and specifically Mr. Holden); members of the Parks, Recreation, and Community Enhancement Committee; and many others.

In response to Mr. Lewis regarding the procedure for capping carbon pellets, Mr. Greene advised that fill would be added to create a wetland bench that would lock in the pellets, keep them from moving downstream, and ultimately allow them to be incorporated into the sediment. He noted some fish fatalities would be unavoidable, but by drawing down the lake slowly, fish would be driven into other areas and harm would be minimized. Mr. Greene explained the State of Delaware Division of Fish and Wildlife had agreed that the long-term benefits of the project would outweigh the short-term impact.

Responding to Mrs. Horsey, Mr. Greene stated that once the pellets were contained in the sandbar along with fill that would be added, the pellets would remain stable. He noted that the heaviest contaminants were on the western side of the Lake; however, he felt that both the eastern and western sides of the Lake were fairly stable.

In response to Mr. Bonar regarding the specific contributions that were being requested from the City, Mr. Greene indicated that labor, the use of a lift truck, and sandbags were desired and he estimated the cost of the City's contribution at approximately $25,000.

Responding to Mr. Bonar, Mr. Koenig confirmed that fountain pumps that the City previously purchased to aerate Mirror Lake (which cost approximately $5,000 - $8,000) became clogged with sediment and were being stored in the City warehouse. Mr. Holden noted that the Silver Lake Commission considered this option to address green algae; however, a consultant report determined that a number of aeration stations spread throughout the lake would be needed, which would be very costly, energy intensive, and would not address the issue. He explained that the lake contained 50% agricultural and 50% urban contaminants and noted that dredging the lake could eliminate blue/green algae but might cause different types of algae, such as brown or red, that could potentially be more threatening and damaging to the environment. Mr. Holden noted that the fact that the Lake is a manmade ecosystem makes remedying the situation very challenging. He indicated that there are a number of storm water discharges and highways that drain directly into the lake and suggested that perhaps Delaware Department of Transportation (DelDOT) be approached to contribute funds toward remedying this problem. Mr. Holden explained that cost was a concern, noting that a study performed a number of years ago identified 80 storm water retrofits that were needed. He estimated

that this would cost $50M and stated the need to establish a funding source for this purpose. He explained that no single project would eliminate blue-green algae and that appropriate expectations must be set up for what could be accomplished. Mr. Holden advised members that the project could be addressed in small increments, including aspects such as storm water retrofits and streambank restoration.

Mr. Bonar expressed his support for the project and encouraged the Commission and the City Manager to look for funding sources to remedy the deterioration of Mirror Lake and Silver Lake more effectively. Responding, Mr. Holden noted that obtaining funds was a challenge and that a grant proposal was recently submitted to improve the water quality behind Central Middle School. He indicated that it is difficult for the general public to understand that it costs a great deal of money to complete such projects and suggested that members of Council speak to the public on these issues so that a funding source could be developed to address the problem on a larger scale.

Mr. Koenig advised members regarding the challenge of maintaining related projects once they are complete, noting that a 15-page maintenance document was generated related to the repair of buffers in the area and that the City did not have adequate staffing to implement this document. In addition, he anticipated that some of the residents on Park Drive would object to the project, noting that they had expressed concerns about the buffer that was put in north of the area on Park Drive. Residents indicated that growth was too tall, obstructing their view of the water, and had not been properly maintained.

Mr. Greene assured members that the residents would be able to see the water following the planting that is planned for the Lake, as outlined in this project. Mr. Holden pointed out that a program was being organized with citizen assistance to address these concerns.

The Committee recommended support for the restoration and remediation of Mirror Lake, as presented.

During the Council meeting, Mr. Rick Greene, Environmental Engineer, Department of Natural Resources and Environmental Control (DNREC), and Mr. Dean Holden, Chair of the Silver Lake Commission, reviewed a presentation entitled "Remediation and Restoration of Mirror Lake, Dover."

Mr. Greene advised Council members that the expected level of assistance being requested from the City was an access and staging agreement, assistance with drawing down the water level, a lift truck and employees to load and unload the portadam frames, 1,200 sandbags, and plantings.

Mr. Scott Koenig, City Manager, advised members that the sandbags would cost approximately $1,000 to $1,500 and the cost for the use of staff and equipment would be less than $2,500. He noted that the benefit would be significant because it would address ongoing issues with Silver Lake and Mirror Lake and the projects would help with the stormwater permitting and restore the area along the St. Jones River.

Mr. Koenig acknowledged that some residents along Park Drive had expressed concerns about the aesthetics of the project and wanting to maintain the view of the water line. He noted that staff

would work with DNREC regarding this concern, as well as the engineering and environmental issues.

Mr. Bonar moved for approval of the Committee's recommendation to support the restoration and remediation of Mirror Lake, as presented. The motion was seconded by Mr. Lynn and carried by a unanimous roll call vote (Mrs. Russell absent).

Presentation - Overview of City of Dover Recreation Programs

Mrs. Ann Marie Townshend, Director of Planning and Community Development, explained that following the retirement of Mr. Zachery Carter, former Director of Parks and Recreation, in June 2012, the City Manager made the decision to remove funding for this position from the budget. The parks responsibilities of the position were then assigned to the Public Works Department and the recreation responsibilities to the Planning Department. Due to the change in structure, Mrs. Townshend felt it important for members to be introduced to recreation staff and receive information regarding programs and employee responsibilities. Mrs. Townshend introduced staff members, including Mr. Steve Pickering, City Sports Coordinator; Mr. Wayne Voshell, Recreation Center Coordinator; Ms. Peggy O'Brien, Office Clerk; Ms. Carolyn Courtney, Administrative Assistant; and Mrs. Sherwanda Rachel-Speaks, Recreational Specialist. Mrs. Townshend also recognized the part-time employees who help the Pitts Center run successfully, including Ms. Katie Burns and Ms. Connie Dickerson (Building Supervisors) and Ms. Hollie Dee and Ms. Amy Webb, (Service Center Clerks), who were not present at the meeting.

Mrs. Townshend reviewed a presentation, entitled "City of Dover Recreation," highlighting the City's recreation programs. She advised members that the Recreation Division was faced with a number of challenges in maintaining its budget and increasing revenue. She acknowledged that recreation programs are typically not entirely self-supporting; however, she noted that the City's program was approximately 20% self-supporting, whereas Newark's program (the only comparable program in the area) was 50% self-supporting. Mrs. Townshend stated that the department was evaluating the revenue structure and fees and looking for ways to boost revenue. Some ideas that were presented included adding age 18+ drop-in basketball for a fee, offering birthday party packages, establishing a surcharge for non-residents or a discount for residents, starting a wellness program (which would include programs for healthy cooking, fitness trails, etc.), and incorporating bike safety into the programming. She noted that staff attempted to cut costs by discontinuing its newsletter; however, this proved detrimental and was reinstated in August. Mrs. Townshend indicated that a Facebook page for the Center had been established. She explained that the summer months bring a lull to the usage of the Pitts Center due to the lack of air conditioning; however, during the winter months it is in high demand. Mrs. Townshend advised members that Mr. Koenig has made rectifying this situation a priority because it presents a challenge when the Center is shut down during summer months due to high temperatures. Mrs. Townshend stated that staff would hold an all-day brainstorming and idea-sharing event on September 14, 2012 to look for ways to bridge the revenue gap by expanding on current offerings.

Mr. Bonar thanked Mrs. Townshend and her staff and expressed the Committee's support and appreciation for their efforts.

No further action was taken by the Committee regarding this matter.

UPDATES

The following updates were provided to members:

Planning and Funding for New Library

Mr. Scott Koenig, City Manager, stated that the Library was 10 days from completion and would open on time, with the Ribbon Cutting Ceremony scheduled for Thursday, September 20, 2012 at 10:00 a.m. Mr. Koenig advised members that Governor Jack Markell, members of Kent County Levy Court, and members of City Council would be in attendance, among others. Mr. Koenig acknowledged that the State of Delaware Division of Libraries had been assisting with setting up the computers and preparing for the opening.

CDBG Program

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reviewed the Status of Community Development Block Grant (CDBG) Projects for FY 2011/2012.

By consent agenda, Mr. Bonar moved for acceptance of the Parks, Recreation, and Community Enhancement Committee Report, seconded by Mrs. Williams and carried by a unanimous roll call vote (Mrs. Russell absent).

Mr. Bonar moved for acceptance of the Committee's report, seconded by Mrs. Williams and unanimously carried.

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - SEPTEMBER 10, 2012

The Legislative, Finance, and Administration Committee met on September 10, 2012 with Chairman Lynn presiding.

Transfer of Street Light Accounting to Electric Fund

Mrs. Donna Mitchell, Controller/Treasurer, reviewed correspondence received from Ms. Emilie Ninan, City of Dover Bond Counsel, dated August 24, 2012. She explained that it was the opinion of the Bond Counsel that attempting to charge for street lights through the Electric Fund could run the City in default of the bonds. Ms. Ninan recommended that the City transfer additional funds from the Electric Fund, rather than charging individual customers for all of the street lights in the City of Dover.

In response to Mr. Lynn's question regarding the legality of charging through the Electric Fund, Mrs. Mitchell stated that it was the opinion of the Bond Counsel that the City would risk running in default of the Bond Covenants. Mrs. Mitchell explained that Ms. Ninan's correspondence indicated that the City could not provide for free electric in the Electric Fund and could be in default of bond covenants if this were attempted.

Mrs. Mitchell expressed her preference that the City use the electric transfer rather than a surcharge for street lights.

Mr. Lynn informed members that, during the Special Council Meeting - Budget Review session held on May 30, 2012, he proposed moving the street lights out of the General Fund into the Electric Fund to "free up" approximately $1M from the General Fund, thus reducing the budget deficits projected for the out years.

Mr. Lynn questioned if Mrs. Mitchell knew how the municipalities of Newark, Milford, Smyrna, New Castle, Seaford, Middletown, Clayton, and Lewes handle this issue. In response, Mrs. Mitchell stated that she contacted Smyrna, Middletown, and Newark but had not yet received a response from Newark. She stated that Smyrna allows the Electric Fund to absorb the street lights and does not charge the General Fund for the street lights or any municipal electric. Middletown has free meters, but this is not charged to individual departments or to the General Fund; the transfer is reduced by that amount. However, she stated that Smyrna and Middletown have no bond covenant restrictions because they are a part of Delaware Municipal Electric Corporation, Inc. (DEMEC); therefore, their bonds are covered through DEMEC, separate from the government. She explained that DEMEC is similar to an electric co-op; therefore, there are no bond covenants that restrict how electricity is charged.

In response to Mr. Shevock, Mrs. Mitchell stated that if the City were to be in default of the bond covenants, a suit could be filed by the bondholders and the City would have to pay the bonds.

Mr. Hare stated that he would prefer to wait to make a recommendation on this item until information could be provided by the other six (6) municipalities.

In response to Mr. Rushe, Mrs. Mitchell stated that she was unsure what municipalities the Bond Counsel consulted, although they were out of their client base. She indicated that Ms. Ninan discussed this matter with other attorneys to determine if they knew of any other municipalities using this method of allocation.

Mr. Leary expressed his thought that when credible opinions are received that indicate that the City may be running the risk of default on bonds, the discussion should stop. With heightened scrutiny from bond rating agencies, he stated his opinion that too much discussion of this issue was probably not a good thing. Although members relayed their desire to reach out to the other municipalities to determine how they handle this issue, it was Mr. Leary's opinion that an equal comparison could not be made and he felt that this was a moot point.

Mr. Perza thanked Mrs. Mitchell for following up on this issue and expressed his concurrence with Mr. Leary's statement.

The Committee recommended acceptance of the recommendation of the Bond Counsel to use the provisions of 507A(e) of the resolution to transfer necessary funds to the general fund, (since) trying to get a general fund expense paid out of the electric fund in a different way runs the risk of bondholders claiming an event of default has occurred under the resolution and, ultimately, could result in acceleration of the bonds.

During the Council meeting, Mr. Anderson expressed concern regarding the lack of specificity in the correspondence provided by Bond Counsel. He stated that other municipalities do what is being proposed and he would like to see what specific provisions would be violated and how. Noting that there was no rush to make a decision, Mr. Anderson suggested inviting Bond Counsel to come and address their questions.

Mr. Anderson moved to table the matter and invite Bond Counsel to address this matter at a future meeting, seconded by Mr. Lynn.

Responding to Mr. Hare, Mrs. Donna Mitchell, Controller/Treasurer, stated that there would be a fee for Bond Counsel to attend the meeting. She suggested that Bond Counsel was being questioned because they advised that the City would "run the risk" of a claim of default and an acceleration of the bonds instead of stating their opinion absolutely.

Mr. Anderson reiterated his concerns about not being able to obtain answers to his questions.

With regard to the practice of other municipalities, Mr. Leary stated that Revenue and General Obligation bonds are completely different from the bonds being discussed.

The motion to table the matter and invite Bond Counsel to address this matter at a future meeting failed by a roll call vote of six (6) no (Perza, Bonar, Williams, Hare, Hutchison, and Leary) and two (2) yes (Anderson and Lynn) (Mrs. Russell absent).

Mr. Hutchison moved for approval of the Committee's recommendation, seconded by Mr. Bonar and carried, with Mr. Anderson voting no.

Reduced Rates for All-Electric Homes in December, January, and February

During the Open Forum Segment of the April 9, 2012 City Council Meeting, Mr. Ted George, 77 Billings Drive, requested that members consider providing an electric rate discount during the months of December, January, and February for those customers with all-electric homes. During the Regular Council Meeting of July 9, 2012, City Council approved the recommendation of the Legislative, Finance, and Administration Committee that the proposal to reduce electric rates for all-electric homes be referred to staff for cost analysis and review.

Mr. Scott Koenig, City Manager, reviewed a memorandum regarding Reduced Rates for All-Electric Homes in December, January, and February dated September 4, 2012. He stated that he understood the interest in such a program, but that he could not support the request based on the current market conditions related to the City's Electric Utility. Mr. Koenig noted that the City's rate structure does not afford for this special classification of residential customers and the added staff burdens would not be beneficial to the remaining customers.

Mr. Shevock moved to not provide reduced rates for all-electric homes, as recommended by staff, seconded by Mr. Rushe and, by a vote of two (2) yes (Rushe and Shevock) and two (2) no (Hare and Lynn), the motion failed.

Mr. Hare stated that he was not opposed to the idea but requested more in depth information because he believed that there are a lot of people who heat with electric but use gas in their homes as well. He stated his opinion that this reduction should only be considered for City residents.

In response to Mr. Shevock's question regarding what constitutes an all-electric home, Mr. Koenig explained that determining this was part of the problem, since the current billing system does not distinguish between customers who have all-electric versus partial electric homes; therefore, staff would have to conduct investigations of all of these homes to determine if the customer would qualify for such a program. He expressed his belief that the City could not offer the reduction to only in-City customers, since the City has a uniform electric rate for all of its service territories, and offering the program to in-City customers would require distinguishing between that classification. He stated that, to his knowledge, the customer who requested consideration of this item was not an in-City customer.

Mr. Hare suggested, if this were approved, that customers would apply in the same manner that property owners apply for a tax exemption. The burden would be placed on each applicant to prove they have an all-electric home. If a cost were incurred because a member of staff was required to inspect the home, the customer would incur that cost to obtain the exemption. Responding, Mr. Koenig stated that staff could create such a program if this was Council's desire; however, he cautioned that when a house is built, there is no guarantee that conditions will remain the same because of renovations or changes in technology, noting that people "chase the market." He stated that market conditions have changed since the origin of this concept; therefore, this would not be a one-time issue but would need to be updated occasionally.

Mr. Hare stated his opinion that the program would not include a rate reduction; rather, customers would be required to apply and, based on square footage or the appropriate measurement, they would qualify for a credit during the three (3) specified months, and customers would have to reapply each year. Responding to Mr. Koenig, Mr. Hare confirmed that he was suggesting a program similar to the tax exemption program. He stated his feeling that this was an issue of fairness, since there are a number of people who have lived in Dover for many years and were told that they would have this opportunity, which was then taken away.

Mr. Lynn concurred with Mr. Hare; however, he understood the reasons behind Mr. Koenig's position as stated in the memo, due to staff resources being stretched so thin. However, he stated that he would like to see a more in-depth analysis to determine the cost, although he realized that it may be impossible to quantify how many houses would be affected by such a program at this point. Responding, Mr. Koenig stated that this could be quantified, but it would take a lot of "guess work."

Mr. Hare moved that the proposal to reduce electric rates for all-electric homes be referred back to staff for a more in-depth analysis, seconded by Mr. Lynn.

Mr. Shevock requested, if the proposal were referred back to staff, that staff determine the cost for the City to administer such a program (including whether an additional employee would be necessary) and the number of houses that would be involved, and provide a cost analysis to

determine whether the program would be cost effective for the City, based on the additional cost to the City versus the savings that would be realized by the customers.

Mr. Hare expressed his opinion that a new employee should not be hired; rather, the City could contract out inspections and the applicant could incur the expense.

Mr. Hare and Mr. Lynn agreed to amend the motion to include Mr. Shevock's request.

The Committee recommended that the proposal to reduce electric rates for all-electric homes be referred back to staff for a more in-depth analysis, and that staff determine the cost for the City to administer such a program (including whether an additional employee would be necessary) and the number of houses that would be involved, and provide a cost analysis to determine whether the program would be cost effective for the City, based on the additional cost to the City versus the savings that would be realized by the customers.

By consent agenda, Mrs. Williams moved for approval of the Committee's recommendation. The motion was seconded by Mr. Bonar and carried by a unanimous roll call vote (Mrs. Russell absent).

Discussion - Renaming of Division Street as Martin Luther King, Jr. Boulevard

Mr. Lynn thanked members of the public for their attendance and interest.

Mr. Lynn stated that the proposal to change the name of Division Street to Martin Luther King, Jr. Boulevard had been under discussion for some time and that this issue was brought to his attention by the efforts of Mayor Carey as well as Senator Brian Bushweller.

Mr. Lynn expressed his concern with the current Code requirement that individuals must circulate a petition to secure the signatures of various land owners in order to begin the process of changing the name of a street. He stated that concerned citizens who want to change the name of a street could put hours of leg work and time in, and then come before Council and have the request "shot down" and have to start all over. He did not wish supporters to spend hours of time if their request would not garner the support that it needs.

Mr. Lynn stated that this was a two (2) part question; 1) should the City of Dover have a Martin Luther King, Jr. Boulevard, and (if so); 2) where it should be located. He felt that Division Street should be renamed Martin Luther King, Jr. Boulevard.

Mr. Lynn stated that in conversations with Mr. Nicholas Rodriguez, City Solicitor, Mr. Rodriguez opined that City Council could circumvent the petition portion of the street name change ordinance, since it was well within the City's purview to change the name of its own streets. Rather than having this group work to complete a petition, it was Mr. Lynn's thought to "just get it done," since this was an important issue that needed to be addressed.

Mr. Shevock questioned which sections of Division Street would be renamed. Responding, Mr. Hare stated that it was his understanding that the request was for the renaming to extend from Route 13 to Saulsbury Road.

Mr. Hare stated that he did not have a problem with the proposal but suggested another opportunity for public comment. He stated his opinion that this was an issue that was long overdue. He was aware that the community had previously discussed the possibility of renaming College Road; however, he was uncertain why that was not pursued.

Mr. Shevock questioned the ramifications this would have on the Delaware Department of Transportation (DelDOT) since Route 8 is a State road through the City. Responding, Senator Brian Bushweller stated that his office had contacted DelDOT regarding this specific question and DelDOT staff confirmed that the naming of streets in a City was up to the City and they have no role in this issue since the area in question is within the City limits.

Mr. Hare stated that the road would still be considered Route 8, as DuPont Highway is considered Route 13, and Senator Bushweller confirmed that the route markings would remain the same.

Mr. Shevock questioned who would be responsible for handling address numbering changes. Responding, Senator Bushweller stated that there are address numbering issues involved in a street renaming, for example, the 911 Center would have to be reprogrammed so that the correct address shows up when a call is received. Mr. Shevock stated that his concern was in regard to the post office refusing to deliver mail that was not properly addressed, which reportedly occurred in Sussex County. Senator Bushweller could not offer any guarantees but stated that he would be happy to be a part of the process in making sure that similar problem does not occur in Dover.

Senator Bushweller thanked Mr. Lynn for introducing this issue and allowing for public discussion. He stated that he was in attendance to reflect his personal support for the idea of renaming Division Street as Martin Luther King, Jr. Boulevard. He expressed his opinion that Martin Luther King, Jr. became a seminal figure in the development of our Constitutional republic and espoused the need for all Americans to enjoy the same rights, liberties, involvements, and access. He firmly believed that the capital city of the Delaware should have a street named after Martin Luther King, Jr. and stated that he had not heard from anyone who disagreed with that notion. It was his opinion that, given the significance of Martin Luther King, Jr. to our country, the street selected should be a significant street in the City, and as Division Street is located in the center of the City, he believed it to be a good choice. He indicated that his staff confirmed with the Division of Historical and Cultural Affairs and the Delaware Public Archives that there is no significant historical element to the name Division Street in Dover.

Mr. Lynn thanked Senator Bushweller for his support, and expressed his opinion that changing the name from Division Street to Martin Luther King, Jr. Boulevard symbolically carries great weight, and that simply changing the word “division” to recognize someone who preached unity was in and of itself symbolically powerful.

Mayor Carey concurred with Senator Bushweller's comments and expressed the importance of renaming Division Street. He reminded those present of Dr. Martin Luther King, Jr.'s concerns regarding education, and noted the presence of Booker T. Washington Elementary School, Central Middle School, Wesley College, and Elizabeth W. Murphey School in this area. He stated that this proposal meant a lot to the community and stated his support.

Mr. Lynn thanked Mayor Carey for his efforts regarding this matter.

Mr. Bonar felt that this change should have been accomplished 34 years ago. He noted that this roadway also encompasses East Division Street and Forrest Avenue within the City limits, and Forrest Avenue would soon be home to Dover High School, which is another plus from the educational standpoint of Dr. King's views. He stated that his initial reaction was not quite 100% enthusiastic because he would rather see Legislative Avenue renamed Martin Luther King, Jr. Avenue since that is where the laws of this State are made and, in his opinion, Dr. King had the greatest impact on social change and government in our country. However, given the fact that there has been discussion on changing Division Street, it was his suggestion that East Division Street and Forrest Avenue be included, from one end of the City to the other. He voiced his support for such a proposal.

Mr. Leary expressed his agreement with Mr. Lynn's opening comments and indicated he was heartened to see so many people in the Council Chambers for such an important subject. He requested that the Committee's motion encompass ample opportunity for public input.

On behalf of the Dover Human Relations Commission, Mr. Roy Sudler, Jr., Chairman, 57 Tallowick Lane, Dover, expressed support for the renaming Division Street to Martin Luther King, Jr. Boulevard. As a Fourth District constituent, Mr. Sudler expressed his hope that City Council would unanimously vote to make this change in the near future.

Reverend Michael Rogers, President, Interdenominational Ministerial Alliance (Dover vicinity), 118 Springfield Way, Dover, thanked the Mayor, Senator Bushweller, and Councilman Lynn for the opportunity to address this matter. He stated that this proposal had been discussed throughout the community for a long time, beginning with Pastor Rudolph Coleman, Mt. Zion A.M.E. Church, Dover, who initiated it between ten and fifteen years ago. He thanked members of the Committee for their comments and support and stated that this was an issue that he wanted to see come to fruition. Reverend Rogers informed members that the Interdenominational Ministerial Alliance, the Churches Association, and many groups from within the community have held several forums over the course of the past few months and asked that members call on them if there is anything they could do to move this matter forward.

Mr. Lynn thanked Reverend Rogers and Nelson Hill, President, White Oak/Towne Point Civic Association for bringing this matter to his attention during his attendance at a White Oak/Towne Point Community Outreach meeting.

Representative Donald Blakey, 956 Bison Road, Dover, Delaware, congratulated members for considering changing street that currently bears the name Division Street to Martin Luther King, Jr.

Boulevard. He explained that dramatic changes had occurred in Dover since he moved here in the early 1950s, and that with this street name change, there may be a reversal in the character of the area, which he stated would be a "real bonus."

Mr. William T. Wilson, 838 Forest Street, Dover, expressed the honor he felt to be present. He stated that he had witnessed many changes in the City of Dover during his lifetime and faced trials and tribulations in regard to segregation, and was proud to hear the Committee "speak up" for renaming Division Street Martin Luther King, Jr. Boulevard.

Mr. Fred Tolbert, Vice Chairman, City of Dover Planning Commission, 35 Karen Place, expressed his full support for the renaming of Division Street to Martin Luther King, Jr. Boulevard, and read a statement into the record, as follows:

> *The uniquely significant achievements of Reverend Martin Luther King has been acknowledged and memorialized with great pride around the world, including a Pulitzer Peace Prize. A large number of American cities and states have elected to memorialize the accomplishments of Reverend Martin Luther King and his leadership of the civil rights struggle. Unfortunately, the City of Dover, Delaware has not attempted to recognize the meaning of the civil rights struggle and Reverend Martin L. King's success, until this time, with leading America toward recognizing the real meaning of civil rights and equality. Dover, Delaware is the capital city of the First State and, as such, it should provide leadership for the State in the areas of governance, equality, and democratic beliefs and practices. The fact, to date, that the City of Dover has not officially recognized the accomplishments of Reverend Martin Luther King is unquestionably an unacceptable blemish on its record and should be corrected as quickly as possible, as this Committee is attempting to do. The renaming a portion of Division Street to honor the name of Reverend Martin Luther King is a very small way to honor such an internationally known hero and civil rights leader. In reality, it would be significantly more appropriate to name the new Dover library after Martin Luther King and/or to erect a memorial to him in a prominent place such as: 1) the front of the new library, 2) on Loockerman Street on the islands in front of City Hall, or 3) on The Green. These suggestions are offered not as an alternative to renaming Division Street but in addition to renaming Division Street. The action that Dover City Council takes on this issue is most important to all residents of the City and it will send a positive message to all that Dover, Delaware is finally approaching an area of progressive thinking that will be most beneficial to the City and all of its inhabitants.*

Pastor Richard Avant, Calvary Baptist Church; President Emeritus of the Interdenominational Ministerial Alliance; and longstanding member of the Dover community, shared that his heart was lifted to see such support for this proposal from members of the Committee as well as the community. In reference to Mr. Hare's earlier comments, he explained that Mayor Carey researched and developed the "College Road concept" which was discussed by members of the community; however, a consensus was reached that, due to the history involved in the naming of College Road, a different road should be selected in recognition of Martin Luther King, Jr. He stated that he was

overwhelmed by the support shown by Senator Bushweller, Representative Blakey, and Mayor Carey, and that he would like to see this street renaming accomplished during his lifetime.

Mr. Theodore A. Hendricson, retired Air Force Lieutenant, shared a brief history regarding the freeing of slaves in Delaware.

Mr. Lynn acknowledged that, due to a prior obligation, Mr. Rushe had to excuse himself from the meeting but he asked Mr. Lynn to share his support for Martin Luther King, Jr. Boulevard and that, pursuant to his own research, he found that as of 2009, there were at least 730 cities, spanning 39 states, which had a Martin Luther King, Jr. Boulevard.

Dr. Wilma Mishoe, 353 Rita-Wilma Road, Dover, stated that she was glad to see such support in the audience from members of the Dover community. On behalf of herself and her sister, Reverend Rita Paige, she stated that she agreed with the comments of those who preceded her at the podium and was overjoyed by the opportunity that City Council had to write a new chapter in the history of Dover. She thanked the members of the Committee for their consideration.

Mr. Kenneth Roach, 816 Slaughter Street, Dover, stated that he was born and raised in Dover, Delaware and was overjoyed by the outpouring of community support for this proposal. He explained that Dr. Martin Luther King, Jr. "brought people together" and was always one of his heroes. He expressed his opinion that it was a great injustice that the capital of the First State did not have a street named after Martin Luther King, Jr. Mr. Roach thanked members of the Committee for their consideration of this matter.

Mr. Hare moved to recommend that a public hearing regarding this matter be set for Monday, October 8, 2012 at 7:30 p.m., seconded by Mr. Lynn.

Mr. Bonar requested that the language for the renaming of Division Street to Martin Luther King, Jr. Boulevard include Division Street from "City limit to City limit."

The Committee recommended that a public hearing regarding the renaming of Division Street as Martin Luther King, Jr. Boulevard be set for Monday, October 8, 2012 at 7:30 p.m. and that the language for the renaming of Division Street to Martin Luther King, Jr. Boulevard include Division Street from "City limit to City limit."

Mr. Lynn moved for approval of the Committee's recommendation, seconded by Mr. Bonar.

Mr. Anderson stated that he supported the renaming of Division Street; however, he was concerned about the change made by the Committee to include Division Street from "city limit to city limit" instead of the requested renaming from Route 13 to Saulsbury Road. He noted that he had heard no objections from the Division Street area; however, he had heard a number of concerns from the Forrest Avenue area and suggested that the revision be revisited. Mr. Bonar recommended that it be decided after the public hearing was held.

Responding to Mr. Hutchison, Mrs. Ann Marie Townshend, Director of Planning and Community Development, outlined the six (6) step process for renaming a street, as specified in Chapter 98 of the Dover Code of Ordinances. She noted that the process starts when a petition is received; the request is reviewed by the Development Advisory Committee (DAC) and a staff report is developed for Planning Commission review. The Utility Committee then reviews the request for a recommendation to City Council. City Council then sets and subsequently holds a public hearing and takes final action. Mrs. Townshend indicated that she had requested the DAC to review the proposal and would include those comments in the packet for the October 8, 2012 City Council meeting.

The motion for approval of the Committee's recommendation that a public hearing regarding the renaming of Division Street as Martin Luther King, Jr. Boulevard be set for Monday, October 8, 2012 at 7:30 p.m. and that the language for the renaming of Division Street to Martin Luther King, Jr. Boulevard include Division Street from "City limit to City limit" was unanimously carried.

Mr. Lynn moved for acceptance of the Legislative, Finance, and Administration Committee Report, seconded by Mr. Hutchison and unanimously carried.

Meeting recessed at 8:40 p.m. and reconvened at 8:46 p.m.

MONTHLY REPORTS - JULY 2012

By motion of Mrs. Williams, seconded by Mr. Bonar, the following monthly reports were accepted by consent agenda:

Budget
Capital Investment Plan (CIP)

ENGINEERING SERVICE AGREEMENT - ENGINEERING DESIGN OF WASTEWATER FACILITIES - GARRISON FARM SUBDIVISION

Pennoni is currently one of three (3) approved consulting engineers with which the City of Dover has entered into an agreement of professional services. In order to meet the wastewater demands of the proposed Garrison Farm Subdivision, wastewater facilities upgrades need to take place. The proposal can be divided into four (4) separate tasks:

1. Design of a wastewater pump station on the Garrison Farm Subdivision.
2. Analysis and design of upgrading existing force main and gravity sewer main from the Garrison Farm Subdivision to the White Oak Farms Pump Station (Pump Station #5).
3. Analysis of existing White Oak Farms Pump Station (Pump Station #5) and design necessary upgrades to properly convey the increased flow from the Garrison Farm Subdivision.
4. Abandonment of the White Oak Road Pump Station (Pump Station #14).

Each task has an estimated cost, the estimates are based on limited knowledge of the facilities, site visits and surveying will provide proper information to better define the upgrades necessary. The

proposal cost is reflective of a "worse-case scenario" with each task. It is possible that the cost for design could be reduced. Pennoni is well versed with the City's wastewater pump station requirements, as they have designed multiple pump stations throughout the system. With Council approval, Pennoni will produce bid documents for this project for the City of Dover to publicly advertise and bid. This design will take into consideration the overall subdivision plan and water main layout provided by Becker Morgan Group. Due to the purchasing policy, this work could not be accomplished by Becker Morgan Group because they are not one of the three (3) consulting engineers that have entered into an agreement of professional service.

Staff recommended authorizing Pennoni to produce Invitation to Bid Documents in an amount not to exceed $365,000.

Mr. Bonar moved for approval of staff's recommendation, seconded by Mr. Hutchison and carried by a roll call vote of six (6) yes (Anderson, Perza, Bonar, Williams, Hutchison, and Leary), one (1) no (Lynn), and two (2) absent (Russell and Hare).

ENGINEERING SERVICE AGREEMENT - ENGINEERING DESIGN OF ELEVATED WATER STORAGE TANK - GARRISON FARM SUBDIVISION

URS is currently one of three (3) approved consulting engineers with which the City of Dover has entered into an agreement of professional services. In order to meet the hydraulic demands of the proposed Garrison Farm Subdivision, a new 1.5 million gallon elevated water storage tank is required. URS is currently designing a separate elevated water storage tank for the City of Dover at a different location; therefore, they have proper knowledge of City requirements in regard to the water distribution system. With Council approval, URS will produce Design-Build Request for Proposal (RFP) Bid Documents for the City of Dover to publicly advertise and bid. This RFP would take into consideration the overall subdivision plan and water main layout provided by Becker Morgan Group. Due to the purchasing policy, this work could not be accomplished by Becker Morgan Group, because they are not one of the three (3) consulting engineers that have entered into an agreement of professional service.

Staff recommended authorizing URS to produce a "Design-Build RFP" in the amount of $49,000.

Mrs. Williams moved for approval of staff's recommendation, seconded by Mr. Bonar and carried by a roll call vote of seven (7) yes (Anderson, Perza, Bonar, Williams, Hare, Hutchison, and Leary), one (1) no (Lynn), and one (1) absent (Russell).

FINAL READING - PROPOSED ORDINANCE #2012-05

The First Reading of the proposed ordinance was accomplished during the Council Meeting of September 10, 2012.

Mrs. Williams moved that the Final Reading of Proposed Ordinance #2012-05 be acknowledged by title only, seconded by Mr. Bonar and unanimously carried.

Mrs. Ann Marie Townshend reviewed Proposed Ordinance #2012-05, which would amend Chapter 46 - Fire Prevention and Protection and Appendix F - Fees and Fines to clarify existing

language and create new subsections which would make it unlawful for any person to tamper with or impair any fire protection system from operating as designed; specify the authority of the fire marshal; prohibit open burning, commercial barbecuing, and outdoor fireplaces to be unattended at any time and authorize the fire marshal, code official, fire officer, or police to order the open burning extinguished; and remove the requirement for fire alarm installation reports. It would also create new sections to address fire hydrants and fire department connections; the report of a fire and spreading of alarm; unlawful regulations or orders; maintaining records for inspections; and marking rated walls.

Mr. Bonar questioned if the Code should be amended to reflect the name change from Robbins Hose Company to the Dover Fire Department. He suggested that the ordinance be amended to reflect the legal name of the Fire Department, once it is determined.
(City Clerk's Office Note: According to Fire Chief Jack Fortney, although the Fire Department operates as the "Dover Fire Department" it has maintained the incorporated name of Robbins Hose Company and all official documents will continue to use the name of Robbins Hose Company.)

Mr. Lynn stated that he continued to receive complaints from residents of East Lake Gardens about residential meat smokers and asked if Section 46-5 - Open burning (f) Prohibited (2) Unattended burning could be amended by adding "residential meat smoker." Mrs. Townshend stated that she would be concerned about this change because meat smoking is an all day process, so people would normally be inside and checking on the meat only periodically.

Mr. Bonar moved for adoption of the ordinance, amending as necessary to include the Fire Department's corporate title, seconded by Mr. Hutchison.

Mr. Lynn moved to amend the motion to include the words “residential meat smoker” in Section 46-5 (f)(2), after commercial barbecuing, seconded by Mr. Anderson. The amendment failed, with Mr. Lynn voting yes.

The motion for adoption of the ordinance, amending as necessary to include the Fire Department's corporate title, was carried by a unanimous roll call vote (Mrs. Russell absent) and Ordinance #2012-05, was adopted as follows:

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:

That Chapter 46 - Fire Prevention and Protection, Article I - In General, Section 46-3 - Impairment of Fire Protection Equipment, be amended to read as follows:

Sec. 46-3. - Impairment of fire protection equipment.

(a) *Prohibited*. It shall be a violation of this chapter for any owner, renter, lessor, or contractor, after having been notified, in writing, by the fire marshal or code enforcement officer of any impairment to fire protection equipment, including but not limited to fire hydrants, fire alarm systems, sprinkler systems, commercial cooking ventilation and fire suppression systems, standpipes, and smoke removal or pressurization systems, to allow it to remain impaired for

any time beyond that allowed by the fire marshal for repair. For the purposes of this section, the term "impairment" means any effective lessening of the equipment to operate as designed, including times of maintenance and annual testing.

(b) *Impairment of fire protection systems*. All fire protection systems, devices, units, and service equipment shall be maintained in an operational condition at all times, and it shall be unlawful for any person owning, controlling, or otherwise having charge of any fire protection system to willfully or knowingly tamper with or impair the system from operating as designed without proper approval. An approval form may be obtained from the fire marshal's office. Approvals will not be required for temporary impairments caused by periodic testing and inspection. Any impairment which will render the system non-operational or out of service for more than eight hours for testing and inspection purposes must be approved prior to the start of work.

(c) *Notification required*. The owner, tenant, or contractor shall notify the Robbins Hose Company of any impaired fire protection equipment, and shall renotify the Robbins Hose Company when the fire protection equipment has been restored to normal service. Certification from the repairing contractor shall be required to verify that the system has been fixed and is functioning as designed.

(d) *Fire watch required*. When any impairment would cause a sprinkler system not to operate or a fire alarm system not to detect and signal a fire, and if the building is to remain occupied, a fire watch shall be established in that building or that portion of a building affected. It shall be the responsibility of the owner or tenant to set up the fire watch. The fire watch shall consist of an hourly check of the building or portion of the building affected, and a log kept, there stating the date, time of the checks, and who was making the checks. This log shall be accessible for immediate inspection by the fire chief, fire marshal, or code enforcement officer.

(e) *Authority of fire marshal*. The fire marshal or his/her designee is authorized to close any such building or property where fire protection equipment is found to be impaired or non-operational to ensure the life safety of the occupants.

(f) *Fines*. Any owner, occupant, contractor or body corporate found to be in violation of this section shall be issued a summons as provided for in Appendix F—Fees and Fines.

BE IT FURTHER ORDAINED THAT

Chapter 46 - Fire Prevention and Protection, Article I - In General, Section 46-5 - Open burning, Paragraph (f) - Prohibited, be amended to read as follows:

Sec. 46-5. - Open burning

(a) *Definitions*. The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Barbecuing - Commercial. The preparation and cooking of food by way of gas grill, charcoal grill, or other apparatus used for the cooking of food by way of flame produced through wood, charcoal, or gas for the purpose of cooking food for the sale to and/or consumption by the general public.

Barbecuing—Recreational. The preparation and cooking of food by way of gas grill, charcoal grill, or other apparatus used for the cooking of food by way of flame produced through wood, charcoal, or gas for the purpose of cooking food for the consumption by a family and/or guests or by the membership of a private organization or church congregation.

Open burning. The burning of materials wherein products of combustion are emitted directly into the ambient air without passing through a stack or chimney from an enclosed chamber.

Outdoor fireplace. Any homemade or commercially produced fireplace, fire pit, or fire ring used for the kindling of wood.

(b) *Permit required*. Open burning of structures, brush, or bonfires shall not be permitted without a permit obtained from the fire marshal.

(c) *Fire dimensions*. Open burning, when permitted, shall be kindled in such a manner as not to be a danger to other campers, recreational vehicles, tents, or structures and shall not be of a size greater than 18 inches by 18 inches by 18 inches. Height of the fire shall be measured from the ground or from the bottom of the inside of the container being used to kindle the fire. Open burning shall not be kindled directly on the ground unless contained in a fire ring.

(d) *Fire clearances and time restrictions*. Outdoor fireplaces shall have 36 inches clearance from all combustibles when in use. Portable fireplaces, fire pits, or fire rings shall be extinguished in a residential area between the hours of 12:00 midnight and 8:00 a.m.

(e) *Commercial barbecuing*. Commercial barbecuing shall be permitted under the following conditions:

(1) The location has been approved by city licensing and inspections and the fire marshal and an outdoor public gathering permit has been obtained.

(2) One fire extinguisher of not less than five pounds ABC is to be located within ten feet of the cooking area. Cooking area and cooking fuels shall be secured from public access.

(3) Approval from the board of public health has been obtained.

(4) The operator shall make all reasonable attempts to avoid causing a nuisance to nearby property owners with smoke, fumes, or sparks.

(5) All compressed flammable gas containers used for cooking shall be secured in such a way as to prevent them from being knocked, tipped, or blown over.

Any commercial barbecuing operations which are a continual nuisance because of smoke, fumes, or sparks shall be terminated by the code official or fire marshal and the outdoor public gathering permit revoked until such time as the director of licensing and inspections is satisfied that the problem has been corrected.

Barbecuing of any kind shall not be kindled within 200 feet of any fuel pump or storage tank fill. Cooking grease shall not be disposed of by placing it directly on the ground or in storm water drains.

(f) *Prohibited.*

(1) *Multifamily residential dwelling units*. In apartment buildings, condominiums, or any other multifamily residential dwelling of three or more units by any other name, the storage of propane tanks inside units or on balconies is prohibited. Recreational barbecuing shall be prohibited on any balcony or under any overhanging portion or within 15 feet of any structure, except that the use of electrical ranges or electrical grills shall be permitted. The use of outdoor fireplaces on balconies is prohibited.

(2) *Unattended burning*. It shall be prohibited for open burning, commercial barbecuing, and outdoor fireplaces to be unattended at any time. In the event that any open burning, commercial barbecuing, or outdoor fireplaces are found to be unattended, the fire marshal, code official, fire officer, or police shall order the open burning extinguished.

(g) *Fines*. Any owner, occupant, contractor, or body corporate found to be in violation of this section shall be issued a summons as provided for in Appendix F—Fees and Fines.

(h) *Authority of the fire marshal*. The fire marshal is authorized to impose a ban on open burning if weather conditions do not safely permit open burning. The fire marshal or fire officer shall order any fire extinguished that is deemed unsafe or not in compliance with this section of the Dover Code.

BE IT FURTHER ORDAINED THAT

Chapter 46 - Fire Prevention and Protection, Article I - In General, Section 46-7 - Preventable and Malfunctioning Alarms to the Fire Company, be amended to read as follows:

Sec. 46-7. - Preventable and malfunctioning alarms to the fire company.

(a) *Definitions*. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Automatic telephone dialing device and *digital alarm communicator system* mean an alarm system which automatically sends a prerecorded voice message or coded signal over regular telephone lines, by direct connection or otherwise, indicating the existence of the emergency situation that the alarm system is designed to detect.

Fine means the assessment of a monetary charge, payable to the city, authorized pursuant to this section, to defray the expenses of responding to a preventable alarm or alarm malfunction.

Fire alarm installation report means a report, in a form approved by the fire marshal, with the following minimum information:

(1) The name, address, business and home telephone number of the owner, lessee, operator, manager or person in possession of the premises wherein the alarm system is installed.

(2) The name, address, and telephone number of a minimum of two persons who can be notified by the Robbins Hose Company in the event of the activation of the alarm system, who shall be capable of responding to the premises within 30 minutes, and who are authorized to enter the premises to ascertain the status thereof.

Fire alarm malfunction means the activation of any alarm, which results in the response of the fire department, caused by mechanical failure, malfunction, improper installation, or lack of proper maintenance.

Fire alarm system means any mechanical, electrical or radio-controlled device which is designed to emit a sound or transmit a signal or message when activated or any such device which emits a sound and transmits a signal or message when activated because of smoke, heat or fire. Without limiting the generality of the foregoing, the term "fire alarm system" shall be deemed to include audible alarms at the site of the installation of the detection device, proprietor alarms and automatic telephone direct dial devices or digital alarm communicator systems. A single station alarm device shall not be deemed to be an alarm system under this section.

Fire alarm technician means any person who inspects, installs, repairs or performs maintenance on fire alarm systems and is licensed by the state or works under a state licensed alarm contractor.

Operative alarm system means an alarm system which the owner of a premises is required to maintain in an operative condition pursuant to statute, law, ordinance, rule or regulation of the state or the city.

Owner means any person who owns the premises in which an alarm system is installed or the person or persons who lease, operate, occupy or manage the premises.

Premises means any building or structure, or combination of buildings and structures, which serve as dwelling units, single-family or multifamily, or any other area within a building or structure, or combination thereof, which is used for any purpose, other than residential, wherein an alarm system is installed.

Preventable alarm means the activation of any alarm, which results in the response of the fire department, caused by the negligence or intentional misuse of the system by the owner or his/her employees, servants or agents; or any other activation not caused by heat, smoke or fire, exclusive

of a "fire alarm malfunction" as defined in this section. An alarm is not considered a preventable alarm if the alarm is activated due to malicious causes beyond the control of the owner.

Serve means hand-delivery, by a representative of either the fire department or police department, to the owner or authorized representative who responded to the premises. In the event the owner or authorized representative fails to respond to the premises within 30 minutes, the term "serve" shall mean placing the form or other matter in the United States mail, addressed to the owner or authorized representative.

Single-station alarm device means an assembly incorporating the detector, control equipment and alarm-sounding device in one unit, operated from a power supply either in the unit, or obtained at the point of installation.

(b) *Responsibility for malfunctioning and preventable alarms, owner response, and corrective action.*

(1) *Generally*. The responsibility for a preventable or malfunctioning alarm shall be that of the owner of the premises in which the fire alarm system is installed. A response to a preventable or malfunctioning alarm shall result when any fire marshal or member of the fire department shall be dispatched to the premises where the alarm has been activated or learns of the activation of the alarm system, by any means whatsoever, and responds thereto by traveling to that premises. After responding to a malfunctioning or preventable alarm, the responding official shall notify the owner or his/her authorized representative and such person shall thereupon travel to the premises to ascertain the status thereof. Should the person notified fail to appear at said premises within 30 minutes after being notified to do so, the fire marshal may issue the owner of the premises a fine as provided for in Appendix F—Fees and Fines. The official or member of the fire department who responded to said premises shall notify the fire marshal's office.

(2) *Malfunction*. In the event of a fire alarm deemed by the responding official to be the result of a fire alarm malfunction, the owner will be served a notice of violation form, indicating that the activation was deemed to be the result of a fire alarm malfunction, and requiring the owner to provide documentation that the fire alarm component that caused the fire alarm malfunction has been corrected, to the satisfaction of the fire marshal, and that the fire alarm system in question has actually been examined by a fire alarm technician and that a bona fide attempt has been made to identify and correct any defect of design, installation or operation of the fire alarm system which was identifiable as the cause of the fire alarm malfunction. Failure to return documentation of service/repair within the period of time stated on the notice of violation, which is satisfactory to the fire marshal, will result in assessment against the owner of a fine for the fire alarm malfunction as provided for in Appendix F—Fees and Fines.

(c) *Fine charges; multiple fire alarm malfunctions or preventable alarms.*

(1) *Amount of fine*. A fine may be assessed for the third and subsequent malfunctioning or preventable alarms at the same premises responded to by the fire department within the

prior 12-month period. Thereafter, the fines, as provided for in Appendix F - Fees and Fines, shall be paid by the owner for each preventable or malfunctioning fire alarm responded to by the fire department at the same premises during a 12-month period beginning with the date of the first alarm.

(2) *Panel reset*. Once a preventable alarm or fire alarm malfunction has been responded to by the fire department, it shall be unlawful for the alarm panel to be reset by any person until the authorization of the fire department has been obtained. A fine as provided for in Appendix F—Fees and Fines may be assessed to the owner of a premises where the fire alarm has been reset before the fire department or assisting fire department arrives.

(3) *Insufficient alarms*. When any premises are protected by a fire alarm system that, in the opinion of the fire marshal or his/her deputy(ies), will not safely alarm the occupants of a fire, the fire marshal or his/her deputy(ies) may close said building, or a portion of said building, to human occupancy until the problem with the fire alarm is corrected and a written report from a licensed fire alarm company is submitted to the fire marshal.

BE IT FURTHER ORDAINED THAT

Chapter 46 - Fire Prevention and Protection, Article I - In General, be amended by inserting a new Section 46-9 - Fire Hydrants and Fire Department Connections, to read as follows:

Sec. 46-9. - Fire hydrants and fire department connections.

(a) It shall be unlawful for any person to park, place, or keep any vehicle or object within ten feet of a fire hydrant or fire department connection on any city street or public property.

(b) Fire hydrants public and private shall have their tops painted with the appropriate color to indicate flow, and the remainder of the hydrant shall not be painted any color other than red unless approved by the fire marshal and public works department.

(c) It shall be unlawful to knowingly impair or tamper with a fire hydrant or fire department connection so as to make it non-operational when needed.

(d) It shall be unlawful for any person other than members of a fire department engaged in the performance of their duties, any person in the event of an emergency endangering life or property, or any city department for authorized purposes to open, use or take water from any fire hydrant.

(e) During times of inclement weather, snow shall not be plowed or piled as to obstruct the use of fire hydrants on private property.

(f) Fire hydrants shall be installed per the requirements of City of Dover Public Utilities Water/Wastewater Handbook, NFPA requirements, and Delaware State Fire Prevention Regulations.

BE IT FURTHER ORDAINED THAT

Chapter 46 - Fire Prevention and Protection, Article I - In General, be amended by inserting a new Section 46-10 - Notifying the Fire Department, to read as follows:

Sec. 46-10. - Report of fires required; spreading of alarm.

It shall be the duty of the owner, manager, occupant, responsible person or any person in direct control of any building or premises of any kind, upon discovery of a fire or evidence of there having been a fire even though it has apparently been extinguished, or upon receiving information that there is or was a fire on the premises, to immediately and with all reasonable dispatch and diligence call or otherwise notify the fire department of the existence, circumstances, and location of such fire and to spread an alarm to all occupants of the building. This requirement shall not be construed to forbid any person to use all diligence necessary to extinguish such fire prior to the arrival of the fire department.

BE IT FURTHER ORDAINED THAT

Chapter 46 - Fire Prevention and Protection, Article I - In General, be amended by inserting a new Section 46-11 - Unlawful Regulation or Order, to read as follows:

Sec. 46-11. - Unlawful regulation or order.

No person shall make, issue, post, or maintain any regulation or order, written or verbal, that would require any person to take any unnecessary delaying action prior to reporting a fire to the fire department.

BE IT FURTHER ORDAINED THAT

Chapter 46 - Fire Prevention and Protection, Article I - In General, be amended by inserting a new Section 46-12 - Maintaining Records for Inspections, to read as follows:

Sec. 46-12. - Maintaining records for inspections.

The building or property owner or manager of any occupancy required to have an annual fire/life safety inspection conducted by the fire marshal's office shall maintain a fire inspection log with the documentation pertinent to that occupancy for the preceding three years, as follows:

(a) Annual fire alarm system certificate of inspections
(b) Annual fire suppression system certificate of inspections
(c) Annual hood suppression system certificate of inspections
(d) Annual elevator certification of inspection
(e) Annual fire extinguisher inspection paperwork
(f) Six-month steam cleaning paperwork for hood suppression system
(g) Two year boiler inspection paperwork
(h) Three or five year electrical inspection paperwork

(i) Current respondent information
(j) Monthly fire extinguishers visual check
(k) Monthly exit lights test
(l) Monthly emergency lighting test.
(m) Monthly generator run
(n) Self-closing fire door & exit hardware
(o) Fire drills

BE IT FURTHER ORDAINED THAT

Chapter 46 - Fire Prevention and Protection, Article III - Fire Codes, Section 46-124 - Fire Marshal, be amended by inserting the text indicated in bold, blue, italics as follows:

Sec. 46-124. - Fire marshal.

(a) *Selection*. There shall be a fire marshal, who shall be selected by the city council at its annual meeting.

(b) *Fire prevention*. The fire marshal or his/her authorized agent shall enforce this article and any other fire prevention provisions of this Code and any other fire prevention regulations applicable to the city.

(c) *Investigation of fires*. The fire marshal or his/her deputies shall be responsible for the investigation of the origins and causes of fires and explosions within the corporate limits of the city, which involve the loss of life or injury or cause destruction or damage to property. Such investigation shall be initiated immediately upon the occurrence of such fire or explosion. Upon request of the fire marshal, the city police shall be authorized to assist the fire marshal in the performance of his/her duties. When any fire or explosion is found to be suspicious or criminal in nature or causes serious injury or death, the fire marshal or his/her deputies shall contact the city police and, per the agreement of the fire marshal and chief of police, conduct a joint investigation into the origin and cause of the fire or explosion.

(d) *Hazardous conditions*. When, in the opinion of the fire marshal or code official, a fire or life safety hazard is of imminent danger to occupants of a building, structure or outdoor event, the fire marshal or code official may order the unsafe condition removed, said building or structure evacuated or outdoor event terminated.

(e) *Right of entry*. The fire marshal or his/her designee is authorized at all reasonable times to enter and examine any building, marine vessel, vehicle, or premises for the purposes of making fire safety inspections. Before entering a private building or dwelling, the fire marshal or his/her designee shall obtain the consent of the occupant thereof or obtain a search warrant authorizing his/her entry for the purpose of inspection, except in those instances where an emergency exists. As used in this section, "emergency" means circumstances which the fire marshal or his/her designee knows or has reason to believe exist, and which reasonably may constitute immediate and grave danger to life or property.

(f) *Implied consent*. Application for, or acceptance of, any license or permit requested or issued pursuant to City Code constitutes agreement and consent by the person making the application or accepting the license or permit to allow the fire marshal or his/her designee to enter the premises at any reasonable time to conduct such inspections as required by this code or deemed necessary by the fire marshal or his/her designee to determine compliance with the requirements for such license or permit.

(g) The fire marshal or code official may placard any building damaged by fire or explosion as being a health hazard and unsafe to enter. No one shall enter any building having been placarded by the fire marshal or code official as being a health hazard and unsafe without first contacting the fire marshal.

(h) It shall be unlawful to enter any premise, structure, building, or vehicle which has been damaged by fire or explosion for the purpose of removing, altering or tampering with any part of the structure, appliance, or object identified and tagged by the fire marshal as being a possible ignition source or cause of the fire or explosion, without approval of the fire marshal, until the conclusion of the investigation.

BE IT FURTHER ORDAINED THAT

Chapter 46 - Fire Prevention and Protection, Article III - Fire Codes, be amended by inserting a new Section 46-128 - Marking Rated Walls, to read as follows:

Sec. 46-128. - Marking Rated Walls

(a) Fire walls, fire barriers, shaft enclosures, fire partitions, and smoke barriers shall be labeled with their rating. Markings shall be red in color, located on both sides of the separation wall, a minimum of four inches in height, and no more than fifteen feet apart for the length of the wall. Markings shall be visible when ceiling tiles are removed for inspection.

(b) Ratings are to be marked as follows:

One hour separation. 1HR
Two hour separation. 2HR
Three hour separation.. . . . . 3HR
Four hour separation. 4HR
Smoke Barriers.. . . . . SB

BE IT FURTHER ORDAINED THAT

Chapter 46 - Fire Prevention and Protection, Article IV - Public Occupancies, Section 46-168 - Reinspection Fee, be amended to read as follows:

Sec. 46-168. - Reinspection fee.

(a) *Amount*. There is hereby created a reinspection fee as provided for in Appendix F—Fees and Fines that shall be charged for any repeated violation cited by the fire marshal, determined

to be a violation and which requires a follow up inspection to confirm the correction of the violation.

(b) *Fee attached*. A fee may be attached to any summons written for any violation found to still be uncorrected upon reinspection.

BE IT FURTHER ORDAINED THAT

Appendix F - Fees and Fines, be amended to read as follows:

Sec. 46-3	Impairment of Fire Protection Equipment		
	Subsec. (f)	Fines	$50.00 first offense; $100.00 second and subsequent offenses
Sec. 46-7	Preventable and malfunctioning alarms to the fire company		
	Subsec. (b)(1)	Responsibility for malfunctioning and preventable alarms, owner response, and corrective action; Generally	Should the person notified fail to appear at said premises within 30 minutes after being notified to do so, the city may charge the owner of the premises a fine of $75.00
	Subsec. (b)(2)	Responsibility for malfunctioning and preventable alarms, owner response, and corrective action; Malfunction	Failure to return documentation of service/repair within the period of time stated on the notice of violation, which is satisfactory to the fire marshal, will result in

				assessment against the owner of a fine for the fire alarm malfunction
	Subsec. (c)(1)	Fine charges; multiple fire alarm malfunctions or preventable alarms; Amount of fine		
		Number of preventable or malfunctioning fire alarms		Fine per preventable or malfunctioning fire alarm
			Third	$75.00
			Fourth	$100.00
			Fifth	$200.00
			All over fifth, each	$250.00
	Subsec. (c)(2)	Fine charges; multiple fire alarm malfunctions or preventable alarms; Panel reset		A $25.00 fine may be assessed to the owner of a premises where the fire alarm has been reset before the fire department or assisting fire department arrives
Sec. 46-168	Reinspection Fee			
	Subsec. (a)	Amount		$25.00 for any repeated violation cited by the fire marshal, determined to be a violation and which

			requires a followup inspection to confirm the correction of the violation
	Subsec. (b)	Fee Attached	A fee may be attached to any summons written for any violation found to be uncorrected upon reinspection.

ADOPTED: SEPTEMBER 24, 2012

COUNCIL MEMBERS ANNOUNCEMENTS

Mr. Leary extended best wishes to the City's Jewish residents on the day of atonement, Yom Kippur.

By unanimous consent, the meeting adjourned at 9:03 P.M.

TRACI A. McDOWELL
CITY CLERK

All orders, ordinances, and resolutions adopted by City Council during their Regular Meeting of September 24, 2012 are hereby approved.

CARLETON E. CAREY, SR.
MAYOR

/TM
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Exhibits
Exhibit #1 - Presentation - Violation of Dangerous Building Ordinance - 212 N. Governors Avenue
Exhibit #2 - Correspondence from Benjamin Salin dated September 12, 2012

Violation of Dangerous Building Ordinance 212 North Governors Avenue

Planning & Inspections Department

Dover, Delaware

September 24, 2012

EXHIBIT #1
Regular Council Meeting of 09/24/2012

212 North Governors Avenue Case History

- History of code violations since 2002 (14 cases)
  - Interior and exterior violations
  - Tall grass and weeds/Overgrowth
  - Vacant Building
- Registered as a vacant building on 3/21/2011.
- Condemned as unfit for human habitation in July 2012 due to broken windows, no utility service, unsecured doors.
- Dwelling found unsecured multiple times and secured by City staff.
- Fire damage on August 10, 2012, due to people in the structure.
- Repeated source of neighbor complaints.

Dangerous Building Code – Chapter 22 Article XI, Sec. 22-381

- (4) *Fire Damage, etc.*
- (5) *Unfit for habitation*
- (9) *General welfare*
- *(10) Code violations*
- *(12) Unoccupied buildings*


09/21/2012 10:17


09/21/2012 10:18


09/21/2012 10:20


09/21/2012 10:19


09/21/2012 10:29


Anthony
RASHS
for
WAS Here
09/21/2012 10:24


09/21/2012 10:25


09/21/2012 10:24

Recommended Council Action

- Declare this building and accessory structure dangerous.
- Order the property repaired or demolished.
- Order the Building Inspector to cause the repair or demolition of the structures if not completed by the owner **by October 24, 2012**.
- Order the City Manager with the assistance of the City Solicitor to cause the cost of repairs or demolition to be charged against the land on which the building exists as a municipal lien or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a suit at law against the owner.

9/12/12

This letter is in regard to the letter of 9/11/12 by the City of Dover:
Ref. # L50267del
Parcel #ED05-076.08-02-770.000
Case #12-2056

Dear Councilman Anderson & Councilwoman Russell,

I would like to make you both aware that my home, located at 214 N. Governor's Ave., is being placed in considerable jeopardy because of it's very close proximity to the abandoned house, located at **212 N. Governor's Ave.,** right next door. I understand that the building has been deemed a 'dangerous building' by the City of Dover and it is none too soon. The building has been sitting vacant for more than 2 years and has been repeatedly vandalized. Although the building was boarded up to prevent trespassers, a fire was started in the house on Aug. 10, 2012. The fire was extinguished but most of the 2nd and 3rd story windows were broken out in the process and it has remained that way now for more than a month. There is broken glass surrounding the building, overgrown shrubs on the south side of the building's foundation, a garage out back, also with missing windows, sections of fencing both next to Wesley's parking lot and bordering my lot, which have been broken out and feral cats living under the front porch. Sadly, this house is located directly across from Wesley College and is on a main artery leading into the State Capitol. What a disgrace!

My house sits approximately 8' from this aptly-named 'dangerous building' and I am worried about the safety of my home. The decline in the value of my property due to the shameful condition of the building next door is also of concern to me. General neglect seems to be spreading like a cancer throughout this portion of my community - as evidence one simply has to notice the 3 large buildings in the adjacent block, all in various stages of removal and surrounded by temporary chain link fencing. I would be pleased to see 212 N. Governor's Ave. once again be a family home, but at this point it seems that will be unlikely. Won't you vote to **speedily** remove this eye-sore next to my home at your Council meeting on 9/24/12? A home is not a home if it is uncared for and neglected. These abandoned buildings are an invitation to trouble and a hazard in our community!

If you have any questions regarding this matter, you may reach me at 302-233-3849.

Thank you for your time and attention to our neighborhoods issues.

Sincerely,
Benjamin C. Salin

PROCLAMATION

WHEREAS, *the children of the City of Dover enjoy the fun and festivities associated with the observance of the Halloween Trick-or-Treat custom of traveling with friends and family going from door to door in their neighborhood, displaying their costumes, and gathering treats; and*

WHEREAS, *parents are urged to join in the festivities by accompanying their children throughout their journeys in celebrating Halloween Trick-or-Treat; and*

WHEREAS, *residents are requested to indicate their willingness to welcome children by keeping their porch or exterior lights on and that youngsters call only on homes so lighted; and*

WHEREAS, *the Mayor of the City of Dover has deemed it advisable to observe the celebration of Halloween Trick-or-Treat on Wednesday, October 31, 2012 between the hours of 6:00 p.m. and 8:00 p.m.*

NOW, THEREFORE, I, Carleton E. Carey, Sr. MAYOR OF THE CITY OF DOVER, DELAWARE do hereby proclaim that the Halloween Trick-or-Treat observance be held on the 31st day of October 2012, between the hours of 6:00 P.M. and 8:00 P.M. in the City of Dover and urge all residents, both young and old, to make this a happy and safe occasion for our children.

Carleton E. Carey, Sr.

Carleton E. Carey, Sr.
Mayor

ACTION FORM

PROCEEDING: City Council

DEPARTMENT OF ORIGIN: Planning & Inspections **DATE SUBMITTED**: September 28, 2012

PREPARED BY: Tim Taraila, Code Enforcement Supervisor; Ann Marie Townshend, AICP, Director of Planning and Community Development

SUBJECT: 209 North New Street, Dover, Delaware – Violation of Dangerous Building Ordinance

REFERENCE: Chapter 22, Article XI – Dangerous Buildings, Sec. 22-385 - Hearing before Council and Chapter 22, Article XI - Dangerous Buildings Case # 12-258

RELATED PROJECT: N/A

APPROVALS: N/A

EXHIBITS: PowerPoint Presentation and File Photos to be presented at the Council meeting.

EXPENDITURE REQUIRED: Preliminary estimate is $10,000-15,000.

AMOUNT BUDGETED: $150,000 Budgeted for all demolitions Citywide in the FY-2013 Budget; As of September 28, 2012, there is $103,843 remaining in the line item.

FUNDING SOURCE (Dept./Page in CIP & Budget): 110-1600-534-30-33.

TIMETABLE: As soon as possible.

RECOMMENDED ACTION:

1. Declare this building and all accessory structures on this property dangerous.
2. Order the property repaired or demolished by **November 8, 2012** by the owner or equity owner at their own risk.
3. Order the Building Inspector to cause the repair or demolition of the structures if not completed by the owner **within 10 days of the date established by City Council**.
4. Order the City Manager with the assistance of the City Solicitor to cause the cost of repairs or demolition to be charged against the land on which the building exists as a municipal lien or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a suit at law against the owner.

BACKGROUND AND ANALYSIS

The property is owned by James and Linda Caccamo. The property is a two-story wood-framed single family home with a detached one car garage to the rear of the property. The dwelling was condemned as unfit for human habitation on Januar 30, 2012, due to the vacancy, lack of utilities, and number of broken windows and unsecured doors. The property was boarded by City staff, and the City has hired a contractor to cut the grass and remove overgrowth on the property. The property has been vacant with no active utility service since May 2011. Prior mailings to the property owners have been returned unclaimed. Currently the structure is still vacant, with no active utility services and in a serious state of disrepair.

City of Dover

PROPOSAL FOR STREET NAME CHANGE
Staff Review Report and Development Advisory Committee Comments
In preparation for Public Hearing at City Council on October 8, 2012

Proposal: Proposal to change the street name of Division Street (Route 8) from City limit to City limit to Martin Luther King Jr. Boulevard

Note: The proposal is being brought forward by City Council through the Legislative, Finance and Administration Committee; it is not following the procedure specified in *Dover Code of Ordinances*, Chapter 98, Article II, Section 98-45 Street Name Change Procedure, which begins with a petition from property owners.

Location: Route 8 corridor encompassing the following street names along the segment: Forrest Avenue, Forest Street, West Division Street, East Division Street, Kings Highway, and North Little Creek Road

Proposed Street Name: Martin Luther King Jr. Boulevard

File Number: MI-12-23

MI-12-23 Proposal for Street Name Change: Division Street (Route 8) to Martin Luther King Jr. Boulevard – The proposal is to rename the entire Division Street (Route 8) corridor which crosses west to east through the City of Dover (City limit to City limit). The new street name proposed is Martin Luther King Jr. Boulevard. See the attached Exhibit Map of the Route 8 corridor.

The City of Dover Legislative, Finance and Administration Committee (LF&A) recently discussed this proposal for the renaming of Division Street as Martin Luther King Boulevard. The following is an excerpt from the September 10, 2012 LF&A minutes pertaining to the Proposal for Street Renaming:

> Mr. Hare moved to recommend that a public hearing be set for Monday, October 8, 2012 at 7:30 p.m., seconded by Mr. Lynn. Mr. Bonar requested that the language for the renaming of Division Street to Martin Luther King, Jr. Boulevard include Division Street from "City limit to City limit." **Mr. Hare moved to amend the motion to recommend that a public hearing be set for Monday, October 8, 2012 at 7:30 p.m. and that the language for the renaming of Division Street to Martin Luther King, Jr. Boulevard include Division Street from "City limit to City limit," seconded by Mr. Lynn and unanimously carried.**

By action of City Council on September 24, 2012, the recommendation of the Legislative Finance & Administration Committee was adopted and a Public Hearing regarding the Renaming of Division Street as Martin Luther King Jr. Boulevard was set for Monday, October 8, 2012.

Street Name Change Procedure

As it has been initiated by City Council, this Proposal for Street Renaming is bypassing the normal procedures for street name changes. The specific procedure for street name changes is outlined in the *Dover Code of Ordinances*, Chapter 98, Article II, Section 98-45 Street name change procedure. *(See Attachment A.)* As outlined in *Code*, the normal procedure for street name changes requires a formal petition of request from a majority abutting property owners to the street then review and comments by the Development Advisory Committee (DAC), review by the Planning Commission, review by the Utility Committee of City Council, and then public hearing and consideration by the City Council.

Route 8 Corridor

The Route 8 corridor passes west to east through the City of Dover. Along the length of the Route 8 corridor in the City there are six street names: Forrest Avenue, Forest Street, West Division Street, East Division Street, Kings Highway, and North Little Creek Road. The road designated as Route 8 also continues in both directions leading away from the City of Dover through Kent County. To the west it continues as Forrest Avenue and Halltown Road then terminates at the Delaware/Maryland border in Marydel becoming Maryland Road 454. To the east it continues as North Little Creek Road intersecting with Delaware Route 9 (Bayside Drive) at Little Creek, Delaware.

The street right-of-way for the Route 8 corridor is owned and maintained by the State of Delaware.

To assist in compiling information and comments about specific areas of the Route 8 corridor in the City of Dover, the following segments have been identified. See chart below and the attached Exhibit Maps (Overall Map and Maps of each segment).

Route 8 Segment	Route 8 Location	Current Street Names in Segment
A	Western City Limits at Artis Drive to Saulsbury Road	Forrest Avenue
B	Saulsbury Road to State Street	Forest Street West Division Street
C	State Street to DuPont Highway (Route 13)	East Division Street Kings Highway
D	DuPont Highway (Route 13) to eastern City limits at Long Point Road	East Division Street North Little Creek Road

History of Street Names

The layout of the now City of Dover begins in 1683 with the order of William Penn to establish the town as the county seat. Reference sources note that the actual platting into lots (c.1717) or formal layout of the town (c. 1740-41) first begins in the area known as The Green. Over time, the area within City limits expanded from this historic core.

Specific origins of each of the road names in the Route 8 corridor would require additional research;

however, some basic information is provided. The street name of Kings Highway is derived from references to the "King's Road" which in colonial times ran from Lewes to Philadelphia. On historical maps readily available to the Planning Office, the name Division Street is shown on the *1859 Map of Kent County published by A.D. Byles*. In the 1800's, Division Street was the northern limits of the Town (City). At the time, the area to the north of Division Street and other areas surrounding the Town (City) was rural farmland or woodland held by multiple large landowners. By the mid-1800's these landowner were dividing their land to establish lots and streets thus expanding the developed urban area of the Town (City). For example in 1869, one owner Cecil C. Fulton Jr. divides his "Belle Mary" farm on the north side of Division Street into a series of lots and the gridded street network in the North Governors Avenue area (Fulton's Addition). Action of Town (City) Council in 1880 to number the houses established State Street as a dividing line for the West and East segments of streets and established Division Street to serve as the dividing line for the North and South segments of streets (now referenced in *Dover Code of Ordinances,* Article VIII, Section 98-342).

Summary Information

The following chart summarizes the properties along this Route 8 corridor. For purposes of this evaluation all properties on both sides of the corridor (both properties in the City and properties in Kent County) were included to the extent of the City of Dover incorporated limits. This is to create logical break points for changes in street naming where the properties on one side of the road may be within the City of Dover and properties on the opposite side are not. For this example evaluation, the Route 8 corridor evaluated commences at the City limits at Artis Drive and continues to the City limits at Long Point Road on the east. Information on each segment is presented in the chart.

		A	**B**	**C**	**D**	**Total**
Number of properties abutting Route 8	In City	90	110	33	77	310
	In County	39	0	0	24	63
	Total	**129**	**110**	**33**	**101**	**373**
Number of addresses on the Route 8 Corridor (estimated)	In City	172	176	33	100	481
	In County	39	0	0	60	99
	Total	**211**	**176**	**33**	**160**	**580**
Number of Residential Properties		64	59	21	82	226
Number of Non-Residential Properties		64	48	6	18	136
Number of City Owned Properties		1	3	6	1	11

**Chart developed by Planning Office with data estimated from GIS Mapping and other Property Information.

Here are some key points from the Chart about the Route 8 corridor:

- Segments A and D include properties located in Kent County.

- Segments B and C include only properties within the City of Dover.
- 373 properties abut the Route 8 corridor (Segments A-D)
- 580 addresses occur along the Route 8 corridor (Segments A-D)
- The number of addresses is higher than the number of properties due to the existence of parcels with multiple buildings tenant spaces such a shopping centers, multi-family units, and mixed use buildings.
- Corridor is a mix of residential and non-residential properties
- City owned properties along the corridor include parks and electric substations.

Street Naming Guidelines

The proposed Street Name requested is Martin Luther King Jr. Boulevard for the Route 8 corridor through the City of Dover. Within the *Dover Code of Ordinances*, Appendix A: *Land Subdivision Regulations* Article VI, Section A. Streets, guidelines for the naming of streets are provided.

> Article VI. Section A. Streets. 16. Street names shall be selected so as not to duplicate, or be confused with, the names of existing streets. Street names shall be subject to the approval of the commission. All new streets shall be named in the following manner:
>
> TABLE INSET:

General Direction	Long	Short (under 1,000 ')
North and south	Streets	Places
East and west	Avenues	Courts
Diagonal	Roads	Ways
Curving	Drives	Lanes, Circles
Arterial streets shall be named Boulevards		

Delaware Route 8 and all its alternative names is considered an urban minor arterial. Thus, the use of the street term "Boulevard" would be appropriate. The directional prefix of "West" and "East" will be required for the street name under the provisions for the numbering of properties (*Dover Code of Ordinances,* Article VIII – Numbering of Buildings).

Technical Review of Street Name Change

In an effort to proactively consider the implications of such a Street Name Change, the City of Dover Planning Office contacted the Development Advisory Committee agencies including City Department. This effort was to gather technical information on the operational logistics and implementation actions regarding the proposed street renaming. These logistics and implementation actions involves items such as number of properties involved, street signage updates, re-addressing process, notification, emergency response, costs, etc. The Development Advisory Committee met on September 26, 2012 to discuss the street name change proposal. The written comments from the following Department and agencies were received in regards to this proposal and its implementation. See list below and attachments:

- City of Dover Electric and Public Works Departments (Water, Wastewater, Streets, Stormwater, Sanitation, Grounds)
- City Assessor
- Dover Police Department
- Delaware Department of Transportation (DelDOT)
- Dover/Kent County Metropolitan Planning Organization (MPO)
- Kent County 911 Addressing Section
- DNREC Sediment & Stormwater Program

Implications of Street Name Change

There are a number of implications to consider regarding this street name change. The following items are summarized.

- City vs. County Jurisdiction: Within the identified Route 8 corridor, there are enclaves of properties that are located in the unincorporated area of Kent County and other areas where one side of the street is in the City and the other is in the County. There are questions about how a street name change by the City of Dover would affect these properties under Kent County's jurisdiction. Kent County has its own procedures for street renaming.
- Number of properties/addresses involved: For the Route 8 corridor, at least 373 properties (estimated 580 addresses) will be affected.
- Awareness: A significant number of properties and addresses along the Route 8 corridor will be directly affected by the street name change; however, they may not even be aware of the proposal for the change. Notice to individual property owners of this proposal has not occurred. The only notice of the proposal has been through the meeting agendas and a newspaper advertisement on September 30, 2012 announcing the Public Hearing.
- Costs: Implementation of the street name change will involve both hard costs and soft costs to the City and potentially other agencies. The property owners affected by the name change will also have costs.
- Address Numbering: The street name change will also involve the renumbering of the building numbers as the currently building numbering is not consecutive through the length of the corridor as the various named street segments have their own series of numbers (address ranges). Also the distinction of West and East of State Street will affect numbering of properties.
- Code and Document References: There are a number of references throughout the *Dover Code of Ordinances* including in the *Zoning Ordinance* which include Division Street. It is also expected that various other policy and procedure documents for the City also reference Division Street.
- Mapping: As a street name, Division Street appears on various maps and map products published by the City and other agencies, businesses, etc.

Tasks for Implementation of Street Name Change

There are a number of tasks identified by the affected Departments that would need to be undertaken to implement the street name change (see their comments). As it relates to the responsibilities of the Planning and Inspections Department, the following items will need to be implemented.

- There are a number of code references to "Division Street" that would need to be updated by ordinance. The Planning Office and City Clerk's Office will work together to develop whatever ordinances are necessary to address this. Review and adoption of the ordinances involves the City Council and the Planning Commission Upon initial review, the following updates to the *Dover Code of Ordinances* will be necessary:
    - Chapter 2, Article II City Council, Division 1 Generally (District boundaries)
    - Chapter 98, Article VIII Numbering of Buildings
    - Appendix C: Downtown Redevelopment
    - Appendix B: Zoning, Article 3, Section 27 Corridor Overlay Zone (COZ-1)
    - Appendix B: Zoning, Article 5, Section 4 Supplementary Sign Regulations

- The Planning and Inspections Department will need to work with the Information Technology Department and City Clerk's Office to ensure that historical property records for the affected properties are linked appropriately to the new addresses. The Department of Planning and Inspections maintains history of permit activity, code violations, inspections, and other data that needs to be maintained. Mechanisms allowing for ease of access and cross references between the old address and new addresses will need to be established.

- The Planning and Inspections Department will need to complete mapping updates to the GIS ArcView Maps maintained by the Office, mapping applications like the Planning webviewer, and the City's Zoning Map (Zoning Map Book). This will involve coordination with the City's GIS Division.

- The Inspections Staff will be involved in the enforcement of the posting of numbers on houses, buildings, or structures utilized as residences or businesses when new street numbers are assigned. Inspections will be necessary to ensure compliance with the provisions of the posting of the street numbers on building in accordance with *Dover Code of Ordinances*, Chapter 98 Section 98-344 and 98-345. (Note: A permit is not required to post address numbers.)

<u>RECOMMENDATIONS and ADVISORY COMMENTS:</u>

1. The Planning Office notes that portions of Route 8 between the City's east and west boundaries lie outside of the City in unincorporated Kent County. To avoid confusion, City Council may want to consider reducing the portion of the road where the name would be changed to encompass the area bounded on the west by Saulsbury Road and on the east by U.S. Route 13 (Segments B and C on the Exhibit Map), as these segments do not include properties in unincorporated Kent County and therefore would not lead to confusion over jurisdiction between the City of Dover and Kent County.

2. Staff recommends that if the street name change is approved by City Council that an effective date of January 1, 2013 be set. This will give the affected agencies time to make the necessary operational changes and for notification of property owners.

3. As part of the Development Advisory Committee process, a series of City, County, and

State agencies were notified of the street name change request. Any comments received regarding the request are attached to this report.

4. Upon approval of the street name change, notification of appropriate City, County, and State agencies will be completed by the City of Dover.

5. Upon approval of the street name change, a public outreach effort (in various media) is recommended to alert residents, customers, visitors, etc. of the change and its implementation. A key contact point should be established for questions.

6. Upon approval of the street name change, the installation of updated street name blades and other associated street signage will need to be completed by the City of Dover.

7. Upon approval of the street name and assignment of a street number, it is the responsibility of the individual property owner to bear the cost of and take action to repost address number and update appropriate mailing address on documents.

Attachments:

- Code Excerpt for Street Name Changes

- Exhibit Maps:
  - Route 8 Proposed Street Name Change (Overall Map)
  - Section A: West City Boundary to Saulsbury Road
  - Section B: Saulsbury Road to State Street
  - Section C: State Street to US Route 13/DuPont Highway
  - Section D: US Route 13/DuPont Highway to East City Boundary

- Comments Received from Department and Agencies:
  - City of Dover Electric and Public Works Departments (Water, Wastewater, Streets, Stormwater, Sanitation, Grounds)
  - City Assessor
  - Dover Police Department
  - Delaware Department of Transportation (DelDOT)
  - Dover/Kent County Metropolitan Planning Organization (MPO)
  - Kent County 911 Addressing Section
  - DNREC Sediment & Stormwater Program

Excerpt from *Dover Code of Ordinances,* Chapter 98, Article II, Section 98-45 Street name change procedure:

Sec. 98-45. - Street name change procedure.

Recognizing that changing the name of a city street already named is a complicated and expensive procedure affecting many departments and many persons, the following procedure is adopted:

(1) *Petition.* In order to initiate the procedure for changing the name of an existing street, a petition or other formal request must be received from a majority of the property owners abutting on the street in question, which documentation must be submitted to the city clerk for further processing. The city clerk shall verify with the city assessor that the requirements of a majority of the owners has been met. If the petition or other documentation does not meet this requirement, then the request shall be summarily dismissed by the city clerk and the person or persons presenting such request shall be notified.

(2) *Comments to committee.* Once the requirements of subsection (1) of this section have been met, the city clerk shall refer the request to the development advisory committee (DAC) to obtain comments of all involved parties, specifically including the police department, fire department, public works department, department of planning and inspections, city assessor, and city manager. The response from the DAC shall be submitted to the city clerk. In considering the request for the name change, the DAC is specifically directed to consider appendix A to this Code (article VI, section A) regarding the naming of new streets.

(3) *Planning commission review.* The city clerk shall refer the petition and the DAC comments directly to the planning commission for its review and recommendation regarding the request. Once considered by the planning commission, its recommendation shall be returned to the city clerk. No public hearing is required before the planning commission and the planning commission shall recommend approval of the change of name or disapproval of the change of name, along with its reasons.

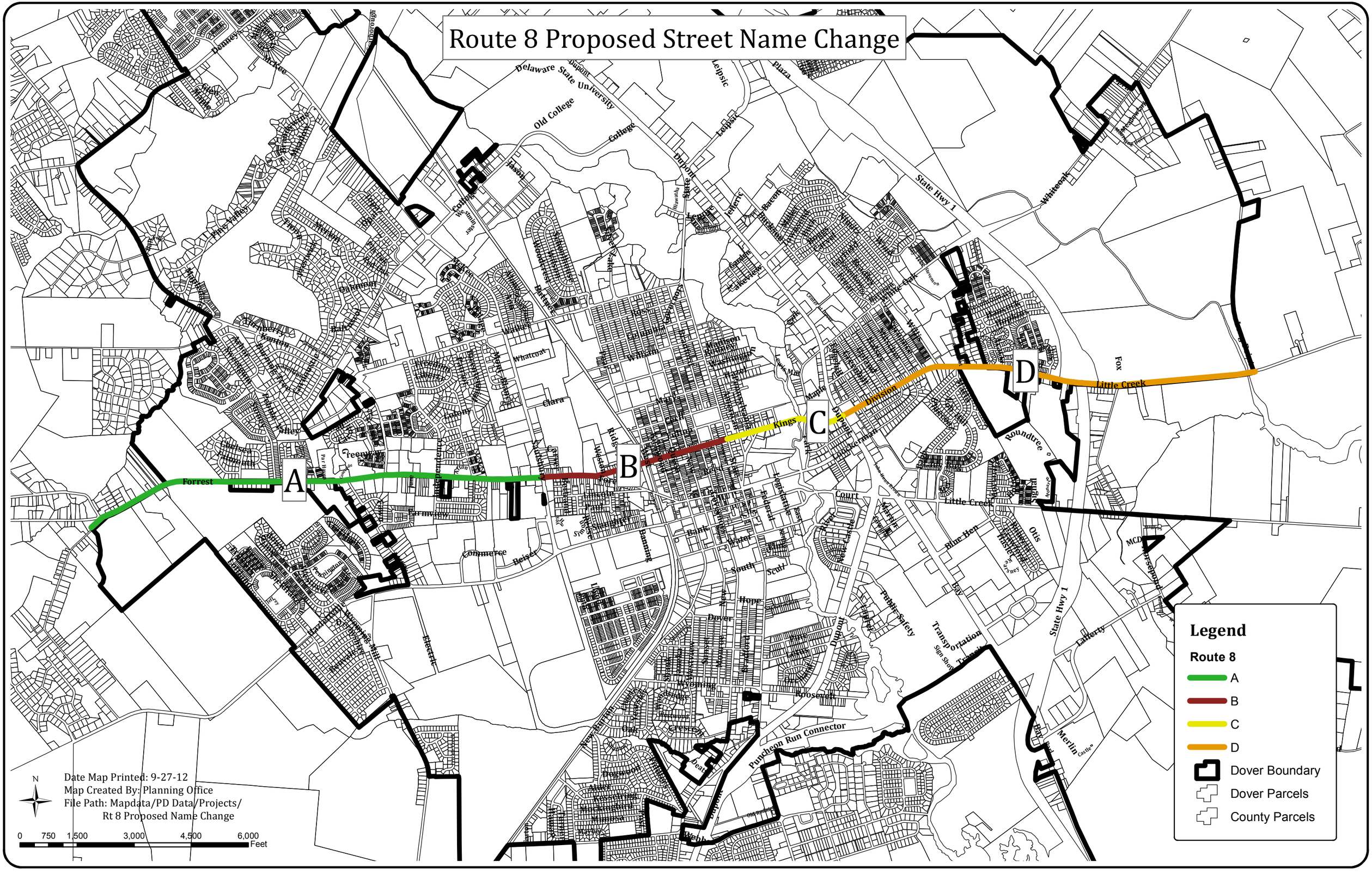
(4) *Utility committee review.* Once the planning commission's recommendation is received by the city clerk, then the recommendation and the entire file, including the request and the DAC comments, shall be submitted to the utility committee for review and recommendation directly to the council.

(5) *Notice of hearing.* Once the council receives the recommendations from the utility committee, a public hearing shall be scheduled for a regular council meeting regarding the request, and notice of the public hearing shall be given by the city clerk by placing such notice in one edition of a local newspaper, to be published at least ten days prior to the date of the public hearing before the city council.

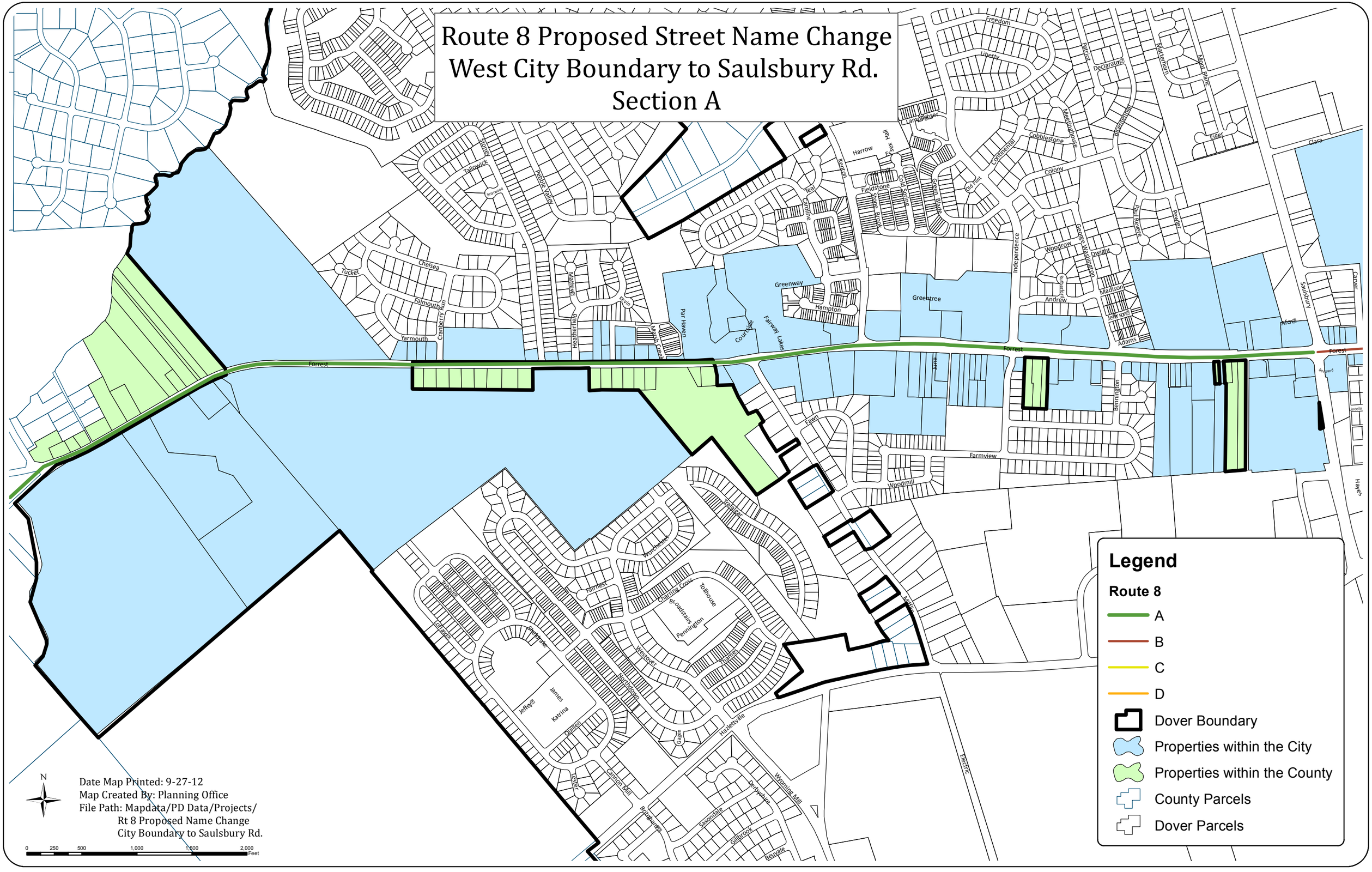
(6) *Council hearing.* The council shall hear public comments at the public hearing and shall also receive the comments of the planning commission and the utility committee, and shall, at the conclusion of the public hearing, vote to approve the change of name or to disapprove the change of name. An affirmative vote to change the name shall require an affirmative vote of two-thirds of all persons elected to the council. If the change of name is granted, then notification thereof shall be given to the city manager to implement the name change.

(Code 1981, § 19-25; Ord. of 7-10-2000)

Route 8 Proposed Street Name Change



Route 8 Proposed Street Name Change
West City Boundary to Saulsbury Rd.
Section A



Legend

Route 8

- A
- B
- C
- D

- Dover Boundary
- Properties within the City
- Properties within the County
- County Parcels
- Dover Parcels

N

Date Map Printed: 9-27-12
Map Created By: Planning Office
File Path: Mapdata/PD Data/Projects/
Rt 8 Proposed Name Change
City Boundary to Saulsbury Rd.

0 250 500 1,000 1,500 2,000 Feet

Route 8 Proposed Street Name Change
Saulsbury Rd. to State St.
Section B

Clara
Carver
Ridgely
Weston
West
Kirkwood
Cecil
Fulton
State
American
Delaware
Division
Queen
New
Governors
Bradford
Reed
Saulsbury
Forest
Bedford
Bertrand
Gibbs
Lincoln
Railroad
Reese
Jawd
Paul
Cherry
Vine
Davis
Ima
Slaughter
Clarence
Minima
Jerusalem
North
Beiser
Hayes
Simon

N

Date Map Printed: 9-27-12
Map Created By: Planning Office
File Path: Mapdata/PD Data/Projects/
Rt 8 Proposed Name Change
City Boundary to Saulsbury Rd.

0 125 250 500 750 1,000 Feet

Legend

Route 8

- A
- B
- C
- D

Dover Boundary
Properties within the City
County Parcels
Dover Parcels

Route 8 Proposed Street Name Change
State Street to US Rt 13.
Section C

Smith
American
Pennsylvania
Delaware
Kent
Maple
Edgemont
Spring Garden
Dupont
Division
Kings
Penn
Park
State
Legislative
State Street

N

Date Map Printed: 9-27-12
Map Created By: Planning Office
File Path: Mapdata/PD Data/Projects/
Rt 8 Proposed Name Change
City Boundary to Saulsbury Rd.

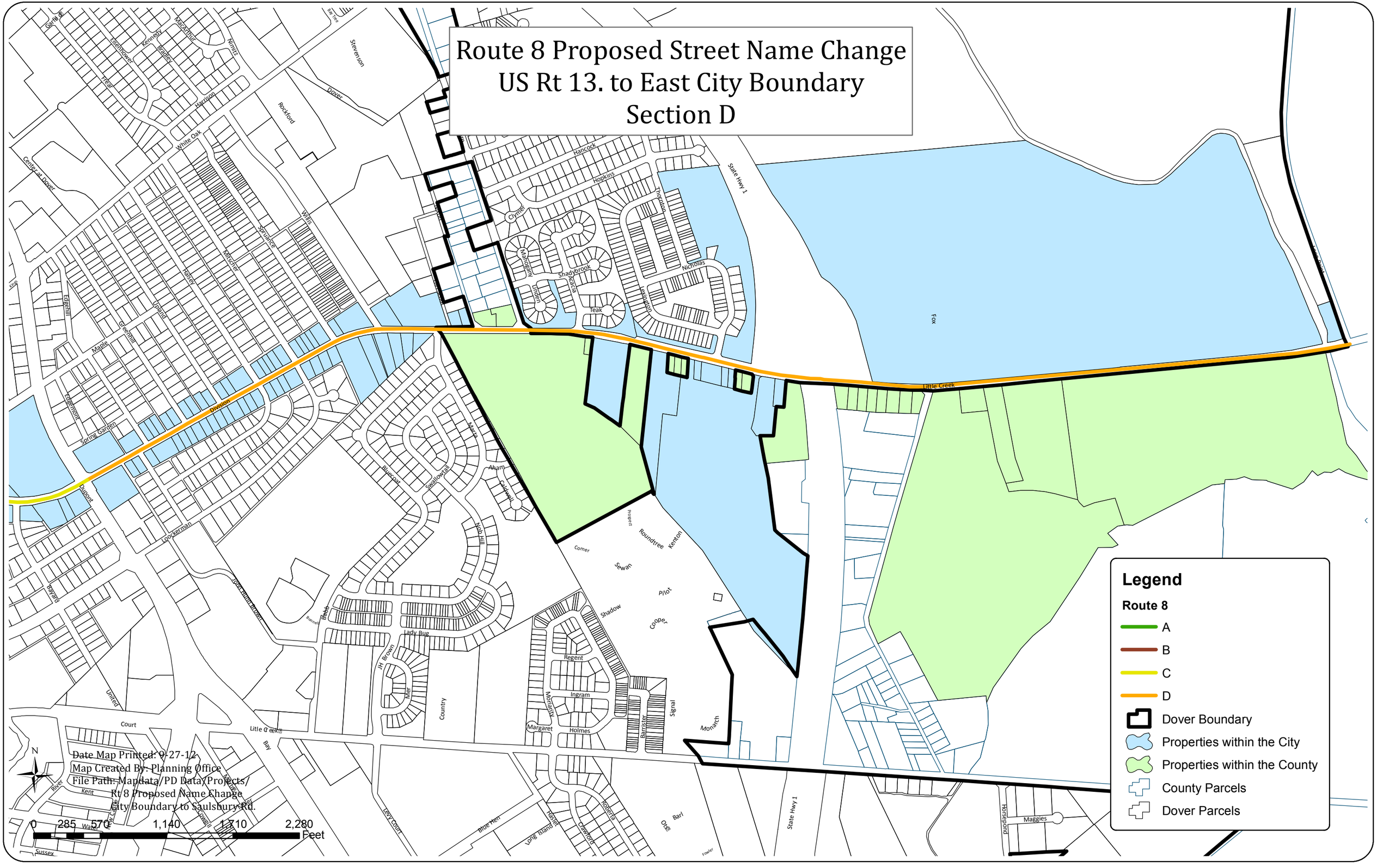
0 75 150 300 450 600 Feet

Legend

Route 8

- A
- B
- C
- D
- Dover Boundary
- Properties within the City
- Properties within the County
- County Parcels
- Dover Parcels

Route 8 Proposed Street Name Change
US Rt 13. to East City Boundary
Section D



CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: SEPTEMBER 26, 2012

CITY OF DOVER
Electric &
Public Works
Departments

APPLICATION: **PROPOSAL FOR RENAMING OF DIVISION STREET (ROUTE 8) AS MARTIN LUTHER KING JR. BOULEVARD**

FILE #: **MI-12-23**

REVIEWING AGENCY: **City of Dover Electric and Public Works Departments**

CONTACT PERSON: **Steve Enss - Electric**
Jason A. Lyon – Public Works

CONTACT PHONE #: **Electric - 302-736-7070 Public Works – 302-736-7025**

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE.

THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

ADVISORY COMMENTS TO THE APPLICANT

ELECTRIC

1. None.

WATER

1. Operationally, our water service location cards are labeled with Division Street, N. Little Creek Road, Kings Highway, Forrest Avenue and Forest Street. This would incur significant time to rename all cards, and reinsert into our database. Additionally, a fair amount of time will be needed to change the nomenclature throughout the division. Staff estimates roughly 104 hours of work should be dedicated to this task.
2. The Department of Public Works flushing program would also have to be revised in order to adhere to the name change of the roads. Staff estimates that approximately 1 hour of work should be dedicated to this task.

WASTEWATER

1. Operationally, our wastewater jet truck program is set up with Division Street, N. Little Creek Road, Kings Highway, Forrest Avenue and Forest Street. Internal staff would have to revise the paperwork to reflect the proposed changes. Additionally, a fair amount of time will be needed to change the nomenclature throughout the division. Staff estimates that approximately 1 hour of work should be dedicated to this task.

STREETS

1. As this project would be proposed by the City of Dover, and not the Delaware Department of Transportation, the City of Dover would be fully responsible for replacing all signage throughout the City. The cost estimate on the signage replacement would be as follows:

    a. Total worker hours to replace all signage, including maintenance of traffic (assuming internal personnel can be utilized as flaggers) – 268 labor hours.

    b. Total cost of materials, including, but not limited to, standards street signs, state signs, overhead state signs (installed less than 3 years ago) and brackets - $8,100. Note: this price could increase, depending on the wording of the street, if the street name is not abbreviated, a large sign and mast may be required.

c. Total cost of police presence at signalized intersection (needed at all crossings when replacing the overhead street signs) - $1,100. Note: this price could increase if staff needs to contract out flagging duties.

2. Operationally, our street sweeping program would need to be updated; this includes, but is not limited to the schedules and checklists for City personnel. Staff estimates that approximately 2 hours of work should be dedicated to this task.

3. Additionally, our emergency plan, associated with snow removal in particular, would need to be updated for City personnel. Staff estimates that approximately 2 hours of work should be dedicated to this task.

STORMWATER

1. Operationally, our catch basin cleaning program would need to be updated; this includes, but is not limited to the schedules and checklists for City personnel. Staff estimates that approximately 2 hours of work should be dedicated to this task.

SANITATION

1. Operationally, our trash routes would need to be updated; this includes, but is not limited to the schedules and new maps. Additionally, updating the recycling contractor with new information would be required. Staff estimates that approximately 2 hours of work should be dedicated to this task.

GROUNDS

1. Operationally, our mowing and property maintenance program would need to be updated; this includes, but is not limited to the schedules and new maps. Staff estimates that approximately 2 hours of work should be dedicated to this task.

2. The literature for all park information would also need to be updated and redistributed, which includes website and brochure revisions. Staff estimates that approximately 8 hours of work should be dedicated to this task.

GENERAL

1. Our Geographic Information System (GIS) would need to be updated, specifically, changing all applicable fields to Martin Luther King Jr. Boulevard. Staff estimates that approximately 1 hour of work should be dedicated to this task.

2. Staff believes consideration should be taken for the possibilities of changing address numbers at properties throughout this corridor. Currently, there are multiple street names throughout the proposed location, if the entire road becomes one name, address duplication could be present.

3. In summary, the anticipated total number of man hours that should be dedicated to this proposed change would be 393, which would equate to $12,000. The anticipated external cost would be $9,200. The Department of Public Works estimates the total cost would be $21,200.

IF YOU HAVE ANY QUESTIONS OR NEED TO DISCUSS ANY OF THE ABOVE COMMENTS, PLEASE CALL THE ABOVE CONTACT PERSON AND THE PLANNING DEPARTMENT AS SOON AS POSSIBLE.

City of Dover

Cheryl A. Russell, AAS
City Assessor

Phone: (302) 736-7022
Fax: (302) 736-4450
E-mail: crussell@dover.de.us

September 26, 2012

Ann Marie Townshend, AICP
P.O. Box 475
Dover, DE 19903

RE: Martin Luther King Jr. Blvd.
Street Re-Naming

Dear Ann Marie,

The address change for the property within the City Limits can be processed within the Assessor's Office. Additional assistance may be needed by the GIS Manager and the IT Department to ensure that all of the properties are accounted for.

1. The property locations will need to be changed as well as mailing addresses in two software products within our office (H.T.E. and iasWorld). The only concern that I have about the changes will be the mailing addresses. If someone does not own property on this corridor, but they receive mail (business tenant); this mailing address could be missed. I hope that between the Assessor's Office and IT, we may be able to alleviate this issue. This will be a lengthy progress. The Assessor's Office only maintains the mailing address for the Property Tax Billing and related properties for tax billing/notification. Mailings for Electric Service and possible Planning/Inspection mailings would be maintained by other departments.

2. State Street is the dividing line between West and East. Sec. 98-342. (2) a. & b. - Procedure:

Commencing at State Street on streets running easterly and westerly, with the odd numbers on the north side and the even numbers on the south side:

a.

Properties lying on streets east of State Street shall be known as:

No. (number)	East (name of street)

b.

Properties lying on streets west of State Street shall be known as:

No. (number)	West (name of street)

Per City of Dover code, Martin Luther King Jr. Blvd will need to distinguish between West and East.

3. Street numbers will also need to be changed in certain areas of this corridor.

4. The Assessor's Office notifies property owners of new addresses. It is assumed that the Assessor's Office will be notifying the property owners (within the City Limits) of the change in addresses, unless otherwise stated. Once the new addresses are generated and approved with Kent County 911 Addressing, the notifications will be mailed to the property owner. Our notification to property owners about new addressing states the posting of numbers for the address, and we can certainly include this in the address change notification to cut down on administrative costs to the City.

5. Address notifications are currently sent to the property owner only, and it is the responsibility of the property owner to notify any tenants of this change. I think adding a statement would be beneficial. Our office does not have records of the tenants. It may be a good idea to add a statement to the electric bills about the street name change, if it is approved; as well as the City of Dover Web-Site and WebTV.

If you have any questions or concerns, please feel free to contact our office.

Thank you.

Cheryl A. Russell, AAS
City Assessor

Melson-Williams, Dawn

From: Stump Tim (Dover PD) <tim.stump@CJ.State.de.us>
Sent: Monday, September 24, 2012 12:00 PM
To: Melson-Williams, Dawn
Cc: Bernat Paul (Dover PD); Hosfelt, James; Kober Christina (Dover PD); Cookson Paul
Subject: Street Name Change

Dawn,

It appears after consulting with Patty Virdin, Christina Kober, and Paul Cookson in regard to the street name change, that there are no apparent issues on our end. We contacted "New World", the manufacturer of our CAD System, and they too said that they did not foresee any issues with the change. They did however cover themselves by saying that they could not be 100% certain. Patty Vidin, our Records Unit Administrator, did suggest, that for simplicity purposes, to make the name change effective from Salisbury Rd. all the way out to the highway so that there are not three or four different street names for sections of that same stretch of road. I would tend to concur with her suggestion.

Captain Tim Stump
Operations Division Commander
Dover Police Department
400 S. Queen St.
Dover, DE 19904
Office 302-736-7103
Fax 302-672-1842

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: September 26, 2012

D E L D O T

==========

APPLICATION: Proposal for Street Name Change: Division Street (Route 8) to Martin Luther King Jr. Boulevard

FILE#: MI-12-23 REVIEWING AGENCY: DelDOT

CONTACT PERSON: Julio F. Seneus PHONE#: 760-2145

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THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE.

THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

CITY & STATE CODE REQUIREMENTS:

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

All existing signs with the current street name for DE Route 8 (i.e Forrest Avenue, West Division Street, North Little Creek Road) will need to be changed to the new and proposed name for DE Route 8, including any signs that direct the travelling public to DE Route 8. The City of Dover will be responsible for paying and/or installing the changes on the signs such as street blades, yellow advance name street plaques which are installed with warning signs, green guide signs, and the overhead street blades that are located on the mast arms at signalized intersections. For example, the overhead street blades on the mast arms at the signals along SR 8, will need to be designed and installed by DelDOT to read "Martin Luther King Jr. Boulevard" and the City will need to pay for these changes.

DelDOT does not have a comprehensive inventory of the existing signs. Therefore, the City will need to perform an inventory to determine the number and location of all the signs that will be affected by the renaming. Once the inventory is obtained from the City, a cost estimate will be prepared by DelDOT for the City on the costs of changing the signs that are maintained by the Department.

ADVISORY COMMENTS TO THE APPLICANT:

If you have any questions or need to discuss any of the above comments, please call the above contact person and the planning department as soon as possible.

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. SPECIAL MEETING DATE: 9/26/2012

Dover/Kent County Metropolitan Planning Organization

APPLICATION: Proposal for Street Name Change: Division Street to Martin Luther King, Jr. Boulevard

FILE #: MI-12-23 REVIEWING AGENCY: Dover/Kent County MPO

CONTACT PERSON: Jim Galvin, AICP PHONE #: (302) 387-6030

The Dover/Kent County MPO has participated in the State's Preliminary Land Use Services (PLUS) process for several months. The MPO requested the opportunity to bring the recommendations on issues of our concern to the City as well. The MPO will limit comments to projects to development proposals and applications that may lead to new development. Issues of concern to the MPO are effective transit, reducing the amount of vehicle emissions by shortening or eliminating trips, and facilities for alternative modes of transportation, including bicycle and pedestrian access. The MPO considers the bicycle facilities required by the City of Dover to be the standard for all applications, not to be waived.

City of Dover Special DAC Request

Project Review

MI-12-23 Proposal for Street Name Change: Division Street to Martin Luther King, Jr. Boulevard

The Dover/Kent County MPO has limited our comments on development proposals to the functionality of proposed improvements and the impact of development on the road, bicycling, pedestrian and transit systems, networks and services. We have NO COMMENTS on the proposed street renaming.

If you have any questions or need to discuss any of the above comments, please call the above contact person and the Planning Department as soon as possible.

Melson-Williams, Dawn

From: Sabrina Fite <Sabrina.Fite@CO.KENT.DE.US>
Sent: Tuesday, September 25, 2012 4:57 PM
To: Townshend, Ann Marie
Cc: Melson-Williams, Dawn
Subject: Re: Request for DAC Comments on Proposal for Renaming Route 8

Anne Marie,

The following are concerns after discussions with Kent County Public Safety Officers:

-Kent County currently has a moratorium on road name changes and if in the interest of public safety, any changes shall be adopted by ordinance.

-Out of an estimated 381 land parcels that will be affected by the proposed change, 64 are in County jurisdiction. What are the legal ramifications to impose this address change on those applicable parcels? If the City is bypassing normal procedures, how will this affect the County's ability to enforce something that is subject to its own procedure for renaming streets?

-Although our naming standards restrict duplicates or similar names to within the County, we recognize Martin Luther King Boulevard as a prominent name in Wilmington and are opposed to having another similar one in the State.

I plan to attend tomorrow's meeting to hear the concerns of other agencies.

-Sabrina

Sabrina Fite
GIS Specialist, 911 Addressing

Kent County Dept. of Planning Services
Division of Geographic Information Systems
555 Bay Road, Dover DE 19901
p: 302-744-2420
f: 302-736-2128
www.co.kent.de.us>>> "Melson-Williams, Dawn" <DMelson@dover.de.us> 9/19/2012 11:55 AM >>>
To Development Advisory Committee (DAC) Members:

The Dover City Council is considering a Proposal for Renaming of Division Street (Route 8) as Martin Luther King Jr. Boulevard. This would encompass the entire Route 8 corridor (of various named segments) which crosses west to east through the City. The City of Dover Planning Office is contacting the DAC agencies in an effort to gather technical information on the operational logistics and implementation actions regarding the proposed street renaming. Please submit comments in writing to the Planning Office (by 9/26/2012) and participate in the DAC Meeting scheduled for Wednesday, September 26, 2012 at 10:00am in the City Hall Conference Room.

Please see the attached Memo and Exhibit Map which provide information on the Proposal.

Email sent on behalf of: Ann Marie Townshend, AICP Planning Director

Dawn Melson-Williams, AICP
Principal Planner
City of Dover, DE - Department of Planning
(302) 736-7196 phone
(302) 736-4217 fax

Melson-Williams, Dawn

From: Webb Elaine Z. (DNREC) <Elaine.Webb@state.de.us>
Sent: Monday, September 24, 2012 3:15 PM
To: Melson-Williams, Dawn
Subject: RE: Request for DAC Comments on Proposal for Renaming Route 8

The DNREC Sediment and Stormwater Program has no comment on the proposal.

Elaine Z. Webb, P.E.
Engineer IV
DNREC Sediment and Stormwater Program
89 Kings Highway
Dover, DE 19901
(302) 739-9921

Please consider the environment before printing this e-mail

From: Melson-Williams, Dawn [mailto:DMelson@dover.de.us]
Sent: Wednesday, September 19, 2012 11:55 AM
To: Coyle Kevin F. (DNREC); Edgell David (OMB); Butler Eileen M. (DNREC); Fred Tolbert (Tolbsr1@verizon.net); James Galvin (James.Galvin@doverkentmpo.org); Sullivan James C. (DNREC); Allison Lara R. (DNREC); sabrina.fite@co.kent.de.us; Michael PetitDeMange; Cahill David (DNREC); Seneus Julio (DelDOT); Gregory V. Moore; Webb Elaine Z. (DNREC); Holland Connie (OMB)
Cc: Townshend, Ann Marie
Subject: Request for DAC Comments on Proposal for Renaming Route 8

To Development Advisory Committee (DAC) Members:

The Dover City Council is considering a Proposal for Renaming of Division Street (Route 8) as Martin Luther King Jr. Boulevard. This would encompass the entire Route 8 corridor (of various named segments) which crosses west to east through the City. The City of Dover Planning Office is contacting the DAC agencies in an effort to gather technical information on the operational logistics and implementation actions regarding the proposed street renaming. Please submit comments in writing to the Planning Office (by 9/26/2012) and participate in the DAC Meeting scheduled for Wednesday, September 26, 2012 at 10:00am in the City Hall Conference Room.

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Dawn Melson-Williams, AICP
Principal Planner
City of Dover, DE - Department of Planning
(302) 736-7196 phone
(302) 736-4217 fax
dmelson@dover.de.us

UTILITY COMMITTEE

The Utility Committee Meeting was held on September 24, 2012 at 5:30 p.m. with Chairman Bonar presiding. Members present were Mr. Perza, Mrs. Williams, Mr. Blakeman and Mr. Snaman. Members of Council present were Council President Leary, Mr. Hare, and Mr. Hutchison. Mayor Carey was also present.

AGENDA ADDITIONS/DELETIONS

By unanimous consent, the agenda was approved as presented.

Annexation Request - 110 and 136 Rustic Lane, owned by Taililou, LLC

Members were provided with the Petition to Annex and Zone Property, as amended, for properties located at 110 and 136 Rustic Lane, owned by Taililou, LLC. 110 Rustic Lane (ED00-057.02-02-38.00-000) consists of $1.118^{+/-}$ acres and is currently zoned BG - General Business (Kent County). 136 Rustic Lane (ED00-057.02-02-40.00-000) consists of $0.56986^{+/-}$ acres and is currently zoned RMH - Residential Manufactured Home District (Kent County). The proposed zoning classification for both parcels is C-2A - Limited Central Commercial (City of Dover).

Mr. Scott Koenig, City Manager, stated that the properties proposed for annexation have a Comprehensive Plan Designation of Category 1 - High Priority Annexation Areas, and he reviewed information regarding utility availability, as follows:

Water:

- There is currently an eight-inch (8") water main that terminates at 58 E. Rustic Lane. To receive water service, the developer/owner of the subject properties must extend the water main to the easternmost property line of 136 East Rustic Lane. Infrastructure must be installed in accordance with the requirements of the City of Dover Water/Wastewater Handbook and DelDOT.

- The subject parcels are currently located within Tidewater Utilities Certificate of Public Convenience and Necessity (CPCN). The property owner must follow the appropriate guidelines to allow for transference to the City of Dover's CPCN.

Wastewater:

- Currently, there is no City of Dover gravity sanitary sewer service on East Rustic Lane. The closest City of Dover gravity sanitary sewer main is roughly 770 linear feet south of the intersection of East Rustic Lane and Route 13. There is also a one and one quarter inch (1-1/4") force main located on the east side of Route 13, utilized by WaWa and Sonic, which is now a maintenance responsibility of the City of Dover.

- Providing sanitary sewer service to this area has been a long term goal of the Department of Public Works and will continue to be pursued through an out year capital improvement project as options become available to provide sanitary sewer service to the community as a whole.

- Until such time as gravity sanitary sewer service becomes available to the community, the options for service are limited. The owner/developer of the subject properties could perform the following, in accordance with the Water/Wastewater Handbook:

  - Install approximately 1,531 linear feet of sanitary sewer main (provided gravity flow can be obtained). This option has limited viability as it would be cost-prohibitive to any project and would not be approved by DelDOT for at least five (5) years, as Route 13 was recently repaved.

  - Utilize grinder pumps and install a force main connection to Route 13. This would become a long term maintenance responsibility for the City of Dover, which is discouraged unless there is a community benefit, as East Rustic Lane is a State road. In addition, the existing force main referenced may be unable to receive any additional contribution and connection in Route 13 would not be approved as noted above. The properties would be required to connect to gravity sanitary sewer when it became available.

  - The subject properties could continue to use a septic system. This option would only be viable for residential use if also approved by DNREC and adequate space was available. The property would be required to connect to public sewer when it became available.

- Due to the information above regarding the wastewater utility, future uses of the subject properties would therefore be limited.

Electric:

- The subject properties are both located in the City of Dover Electric service territory and have power available across the street. Any new service must meet the requirements of the Electric Service Handbook.

Mr. Koenig clarified that water, sanitary sewer, and electric service are available at a relatively high cost but that this cost would be borne by the applicant.

Responding to Mr. Blakeman, Mr. Koenig confirmed that the properties were currently being served by the City of Dover electric utility.

Mrs. Williams moved to recommend adoption of Resolution No. 2012-12 *(Attachment #1)* setting the annexation referendum for properties located at 110 and 136 Rustic Lane consisting of 1.118$^{+/-}$ acres (110) and 0.56986$^{+/-}$ acres (136), owned by Taililou, Inc., seconded by Mr. Perza and unanimously carried.

Review of Utility Related Capital Investment Plan (CIP) (July) ***(Electric and Water/Wastewater)***
Members reviewed a Project Tracking Report, as of July 31, 2012, for the Utility (Electric and Water/Wastewater) Related Capital Investment Plan.

Responding to Mrs. Williams, Mrs. Donna Mitchell, Controller/Treasurer, noted that the negative balance reflected for funding of the new library in FY11 was due to the timing of receipts for the project. She explained that $1.2M was included in the budget with the expectation that the building would be sold and that the building was not being depreciated or appreciated at this time.

In response to Mrs. Williams, Mrs. Mitchell explained that $1,606,700 of remaining Community Transportation grant funds were transferred to the City's Street Program, which was an appropriate use for these funds and would facilitate accounting.

In response to Mr. Blakeman, Mrs. Mitchell explained that the Unapplied CT Projects line was included in the report as a placeholder in anticipation of the receipt of State grant funds.

Responding to Mrs. Williams, Mr. Koenig advised members that the West Dover Pump Station project was on hold due to staffing limitations and was scheduled for design later in the year.

In response to Mr. Perza, Mr. Koenig noted that an easement for the Tar Ditch Interceptor Upgrade had been requested and this project was scheduled for the Fall of 2012.

Referring to Page 5 of the report, Mrs. Mitchell informed members that the Revised Fiscal Year Budget Column reflected carry forward amounts and that staff was working to make sure that funds would be available. She anticipated that a budget amendment would be brought forward in October 2012 which would provide a more visible picture of CIP funding.

UPDATES

Garrison Oak Technical Park Project
Mr. Scott Koenig, City Manager, reminded members that during the City Council meeting held on August 13, 2012, Council authorized revisions to the engineering services agreements to finish design of the sewer system and other items related to land planning. He noted that during the meeting scheduled for later in the evening, Council would consider authorizing engineering design agreements for wastewater facilities and an elevated water storage tank.

Mr. Koenig stated that air permitting was moving forward and that negotiations were ongoing between White Oak Solar Energy and Calpine. He noted that a filing was submitted in Superior Court on behalf of White Oak Solar Energy against the City of Dover Planning Commission regarding the potential for dust to affect the long-term performance of the solar array. Based on conversations between Mr. Koenig and Mr. Nathan Hanson, LS Power Development, LLC on September 24, 2012, it was expected that this issue would be resolved between White Oak Solar Energy and Calpine.

Responding to Mr. Blakeman, Mr. Koenig stated his belief that negotiations were continuing with PJM regarding access to the grid and that he expected a final document would be issued in the Fall of 2012. He noted that the building permit must be issued in January 2013 in order to meet the auction deadline; therefore, this dispute must be resolved.

Sun Park

Mr. Scott Koenig, City Manager, reviewed the Dover Sun Park - Budget vs. Actual Report which provided information on costs and revenues for July and August 2012. Responding to Mrs. Williams, Mr. Koenig noted that the City planned to budget approximately $300,000 extra each year until the cost of fossil fuel increases to the point where solar energy savings would be realized.

Responding to Mr. Snaman, Mrs. Mitchell clarified that $300,000 per year would be allocated for solar energy in addition to the $1.7M currently budgeted.

Mr. Koenig noted that the cost of solar panels has decreased rapidly and construction costs have also reduced; therefore, the City was currently paying a premium over fossil fuel and more green energy credits must be purchased to meet requirements.

Mrs. Williams requested that members be provided additional information in the subsequent meeting packet including a breakdown of the sources and projections through 2030. Concurring, Mr. Blakeman requested that the graph entitled "City of Dover Electric Fund - Monthly Activity - Sun Park - FY13" be expanded in the future to incorporate specific additional parameters ***(Attachment #2)***.

In response to Mr. Hare, Mr. Koenig explained that the City of Dover purchases all solar power produced by the facility, which typically does not exceed 10 megawatts.

By unanimous consent, the meeting adjourned at 5:56 p.m.

David L. Bonar
Chairman

DLB/TM/js/dd
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Attachment
Attachment #1 - Resolution No. 2012-12
Attachment #2 - City of Dover Electric Fund - Monthly Activity - Sun Park - FY13, Including Parameters Requested by Mr. Blakeman

City of Dover

MAYOR AND COUNCIL

DRAFT PROPOSED COUNCIL RESOLUTION NO. 2012-12

A RESOLUTION PROPOSING THE INCLUSION OF AN AREA WITHIN THE LIMITS OF THE CITY OF DOVER AND CALLING FOR A SPECIAL ELECTION TO BE HELD IN THE SAID AREA.

WHEREAS, the Charter of the City of Dover authorizes Council to extend the boundaries of the said City after a special election of the qualified voters and real estate owners of the territory proposed to be annexed, and

WHEREAS, the Mayor and Council of the City of Dover deem it in the best interest of the City of Dover to include areas located at 110 and 136 Rustic Lane, which are contiguous to the present City limits, into the limits of the City of Dover and within a zoning classification as recommended by the City of Dover Planning Commission.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:

1. That a special election be held for areas located at 110 and 136 Rustic Lane situated in East Dover Hundred, Kent County, State of Delaware.

2. That the election be held on the 15th day of November, 2012 commencing at the hour of 11:00 a.m. in the City Hall Annex, 15 Loockerman Plaza, Dover, Delaware, for the purpose of submitting the question of annexation of the above areas to those persons entitled to vote thereon.

3. That the election be held and conducted pursuant to the provisions of the Charter of the City of Dover as amended.

4. That this resolution be published in accordance with the City of Dover Charter.

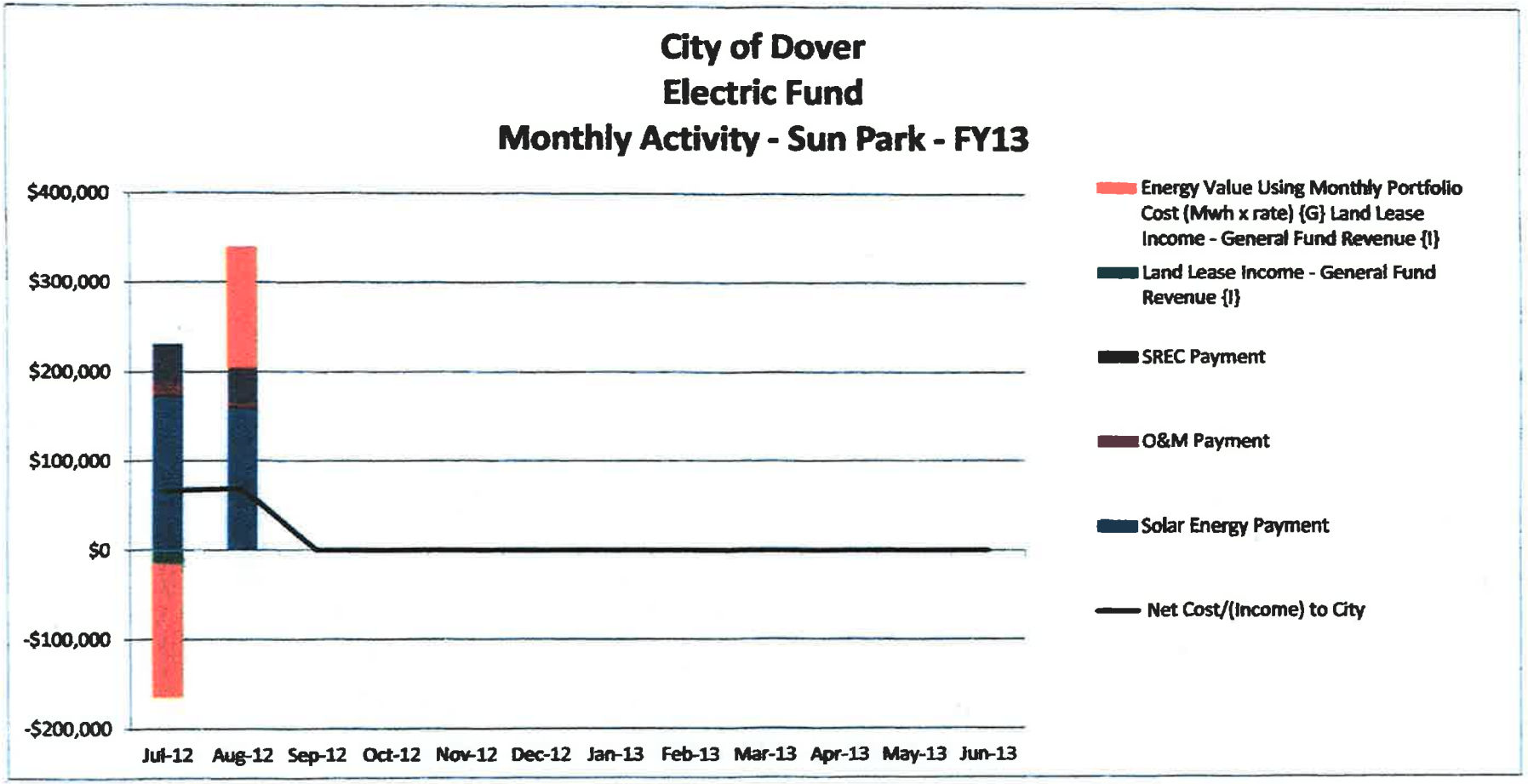
ADOPTED: *

S:\ATTACHMENTS & EXHIBITS\Committee Attachments\2012\09-24-2012 UTILITY\Res. No. 2012-12 - Annexation Referendum 110 and 136 Rustic Ln.wpd

CARLETON E. CAREY, SR. MAYOR	THOMAS J. LEARY COUNCIL PRESIDENT

Actions History:
September 24, 2012 - Introduced at Utility Committee

Draft



Current Month

Power Purchases	MW	Total Cost*	Cost Per MW
Power Grid			
Generation			
Solar Energy			
Totals			
System Sales			
Line Loss			

*does not include land lease income

ATTACHMENT #2
Utility Committee Meeting of September 24, 2012

LEGISLATIVE, FINANCE AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee meeting was held on September 24, 2012, at 6:00 p.m. with Chairman Lynn presiding. Members present were Mr. Anderson (arrived at 6:01 p.m.), Mr. Hare, Mr. Rushe, and Mr. Shevock. Members of Council present were Mr. Bonar, Mr. Perza (departed at 6:08 p.m.) and Mr. Hutchison. Mayor Carey was also present.

AGENDA ADDITIONS/DELETIONS

Mr. Shevock moved for approval of the agenda, seconded by Mr. Rushe and unanimously carried.

Financing Proposal - Garrision Oak Park Street and Storm Sewer Infrastructure

Members were reminded that on February 27, 2012, City Council approved up to $6M of in-kind contributions for the Garrison Farm infrastructure and the related Calpine project. These projects were built into the FY13 Capital Improvement Plan. Staff is working on these projects and will need to have the financing in place when the projects begin. The agenda for the City Council meeting scheduled for later in the evening includes consideration of the approval of related engineering services.

The City has approved two (2) major projects for the Garrison Tract that are meeting or will meet future power supply needs for mandated renewable energy requirements and new generation in the City of Dover (and on the Peninsula). In light of these two (2) projects, it was staff's recommendation to finance the street and storm sewer infrastructure with $2M from the Future Capacity Reserve.

Staff suggested that $4M for water/sewer projects be financed with revenue bonds to be paid by the revenues of the Water/Wastewater Fund. In order to minimize cost and required time, staff recommended using a negotiated bid rather than a competitive bid for the revenue bonds.

Mrs. Donna Mitchell, Controller/Treasurer, advised members that she was not yet ready to move forward with the financing; however, she was requesting approval for the proposed method of financing. She stated that, since the future power supply needs for mandated renewable energy requirements will be met with the use of solar energy and there is a likelihood of having a Purchase Power Agreement (PPA) with the Calpine facility for future power supply needs, the Future Capacity Reserve could be utilized rather than issuing $2M dollars of general obligation debt; however, she felt that the water/sewer portion of the project should be financed with revenue bonds. A competitive sale would still be an option; however, Mrs. Mitchell stated she would like authorization to complete a negotiated sale to save time and fees if this were the best approach and the market was favorable.

Responding to Mr. Shevock, Mrs. Mitchell stated that she was unsure of the revenue interest rate which would be paid; however, she estimated that rates would be in the 3% - 4% range. She stated that the bonds would be sold as tax exempt.

Mr. Anderson inquired if the $2M taken from the Future Capacity Reserve would have to be repaid within three (3) years. Mrs. Mitchell indicated that this would not be required if the funds were used for the growth and future of the utility since the Future Capacity Reserve was in the Electric Utility

budget. She further clarified that existing capital would be used to make the improvements in lieu of a bond, which would have to be repaid with interest.

Staff recommended that the Garrison Farm improvements be financed using $2M from the Future Capacity Reserve and $4M from negotiated revenue bond financing, with the assistance of the City's financial advisory firm, Public Financial Management, with the amount borrowed to include the cost of borrowing.

Mr. Hare moved to recommend approval of staff's recommendation, seconded by Mr. Rushe and carried with three (3) yes (Hare, Rushe, Shevock), one (1) no (Lynn), and one (1) abstention (Anderson).

Mr. Anderson stated that he was undecided on this issue, as he felt further study was needed.

Update on Changes to the Economic Development Office

Mayor Carey advised members that changes had been made since the reassignment of the Economic Development Office (EDO) to the Mayor's Office on July 1, 2012. He provided members with and reviewed a Company Visitation Schedule and Summary of EDO Staff Responsibilities ***(Attachment #1)***.

Responding to Mr. Hutchison regarding the need for the Downtown Dover Partnership (DDP) and the Mayor's Office to meet with Chief Executive Officers of large companies to conduct open dialogue regarding the City, Mayor Carey advised members that the DDP planned to have its own Executive Director in place by November 1, 2012, which would allow a greater focus on such activities. He noted that the DDP had advertised this position.

Noting that he serves as a member of the DDP Board of Directors, Mr. Bonar stated that it has been made abundantly clear to the DDP that the $180,000 provided for FY 2012/2013 would not be forthcoming in the future; therefore, the DDP must ensure that they have the financial wherewithal to handle the increased administrative costs that would occur over the next year. He cautioned members that it was important that the City not lose sight of the importance of economic development to the City's future.

Mr. Rushe moved to recommend acceptance of the report, seconded by Mr. Anderson and unanimously carried.

By unanimous consent, the meeting adjourned at 6:17 P.M.

Sean M. Lynn
Chairman

SML/TM/mk/js/dd

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Attachment

Attachment #1 - Company Visitation Schedule and Summary of Economic Development Office (EDO) Staff Responsibilities

Economic Development Office

Company Visitation Schedule

Major Employers	Minimum twice a year
Kent Economic Partnership	Minimum once a month contact with Executive Director
DEDO	Minimum once a month
DELDOT	Minimum once a month
DNREC	Minimum once a month
Commercial Realtors	Minimum once a month
Small & Medium-sized businesses	Scheduled for one afternoon per week

This schedule represents the minimum number of contacts however actual number of contacts will be determined by the needs of prospects and projects undertaken by Economic Development Office.

Bill Neaton's Current Economic Development Office Responsibilities

- Resource for Business Development throughout the City of Dover
  - Partners with DEDO, Kent Economic Partnership on business development projects/prospect visits
  - Point of contact for information regarding City of Dover incentives and services
  - Regular interactions/communication with DEDO, DNREC, DelDot, Kent County
- Oversees Garrison Tract Leases and Construction Projects

- Maintains contacts with Major City Employers
  - Gather information about changes in their Dover operations
  - Provides overview of city economic development projects
  - Serves as interface with Planning and Inspections and other City of Dover Departments as needed

- Maintains working relationships with local higher education institutions
  - Wesley College
  - Delaware State University
  - Wilmington University
  - Delaware Technical & Community College

- Memberships
  - Central Delaware Business & Entrepreneurship Consortium
  - Economic Development Committee of Greater Dover Committee
  - Serves on State of Delaware Sports Commission

- Manages Economic Development Office Staff

Ed Perez's Current Economic Development Office Responsibilities

- Intake Service for prospective business owners
  - Evaluates Business Plans and provides assistance with development of business plan
  - Provides assistance with applications for financing
  - Provides assistance in identifying location for business

- Member of Central Delaware Business and Entrepreneurship Consortium
  - Kent County Economic Summit Planning Committee

- Economic Development staff resource for Kent County is Open for Business

- Maintains close working relationship with USDA, US SBA Loan Program, Banks & Credit Unions
  - Monitors availability of US SBA loan funds and loan requirements
  - Monitors status of loans

- Provides technical assistance through workshops with community partners

- Developed tool for monitoring vacancies in Downtown District
  - Working with Inspections Department to expand information to all vacant commercial properties - citywide

- Maintains a data system to track local statistics
  - Economic investment (reinvestment figures); building inventories; photographic documentation & archives
  - Job creation and business retention; sales tax data

Beverly Jackson's Current Administrative Responsibilities

- Provides administrative support to
  - Maintains Calendar of DDP Board and Committee Meetings
  - Transcribes Monthly Minutes (Board and 5 Committees)
  - Prepares and distributes Meeting Materials
  - Writes Monthly E-News promoting downtown events and activities
  - Prepares Departmental Reports for City Council
  - Prepares Quarterly DEDO Reports
  - Prepares Annual Main Street Assessment
  - Drafts correspondence for Economic Development Office Staff
  - Assists with requests for information from City Council, Department Heads, and Business Community
  - Prepares Power Point presentations
  - Provides administrative support for DDP Committees
  - Provides administrative support for DDP Special Events and Volunteers
  - Maintains department database(s)
  - Processes all department invoices for payment and monitors budget
  - Assists callers and/or visitors with questions or concerns that can be handled without involvement of Economic Development Manager
  - Provides administrative support to the Mayor as requested

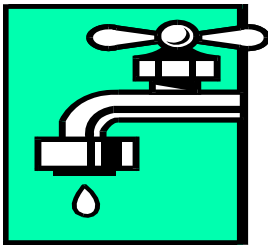
CITY OF DOVER

FINANCE & CENTRAL SERVICES DEPARTMENTS

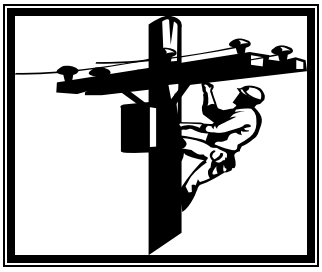
MONTHLY BUDGET REPORT

AUGUST 2012









PREPARED BY: FINANCE DEPARTMENT

PLEASE NOTE – THIS REPORT PROVIDES TOP LINE INFORMATION ON THE OPERATING FUNDS. IF YOU WOULD LIKE ADDITIONAL INFORMATION, PLEASE FEEL FREE TO CONTACT THE FINANCE DEPARTMENT.

CITY OF DOVER
August 2012 Monthly Budget Report

FINANCE DEPARTMENT ACTIVITY LEVELS

	FY12 YTD			FY13 YTD		
BANK TRENDS						
Number of Deposits Made	859			1,027		
Total Amount of All Deposits	$ 35,078,123			$ 34,191,562		
PAYROLL						
	Hours	%	Amount	Hours	%	Amount
Gross wages per registers	**173,898**	**100.0%**	**$ 4,043,068**	**132,956**	**100.0%**	**$ 3,155,877**
Wages and Hours Worked						
Regular	146,914	84.5%	$ 3,155,858	109,685	82.5%	$ 2,397,146
All over time	4,505	2.6%	$ 246,219	6,949	5.2%	$ 314,815
Other Paid or Unpaid Wages and Hours						
Vacation	14,335	8.2%	$ 381,181	9,731	7.3%	$ 255,307
Sick	5,521	3.2%	$ 159,672	3,186	2.4%	$ 77,209
Terminal Leave - Retiree Vacation/Sick Payout	496	0.3%	$ 27,256	1,600	1.2%	$ 34,628
Comp Time	1,450	0.8%	$ 46,179	1,412	1.1%	$ 37,937
Personal	224	0.1%	$ 6,157	174	0.1%	$ 4,323
Leave Without Pay	-	0.0%	$ -	-	0.0%	$ -
Other (description below)	454	0.3%	$ 20,546	221	0.2%	$ 34,511

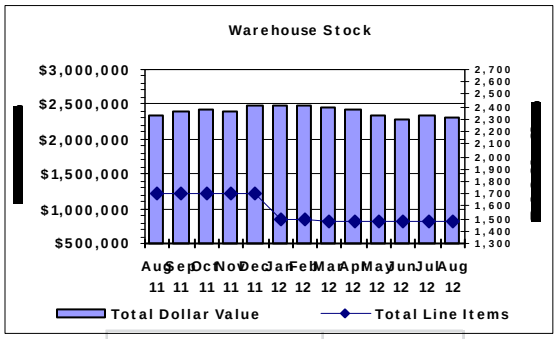
Other includes: pay adjustments, military differential pay, committee meetings, worker compensation tracking/adjustments, etc.

Other Activity		
Number of Pay Periods	5	4
Number of Payroll Checks & Direct Deposits Issued	1,993	1,491
Number of Pension Checks Issued	476	489
Total Pension Benefits Paid - Defined Benefit Plan	$ 765,268	$ 810,740

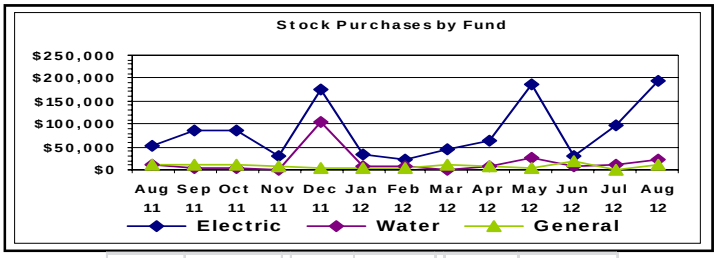
Payroll Checks & Direct Deposits issued: number of payroll checks issued for FY 2010 includes separate checks for shoe allowance & clothing allowance.

ACCOUNTS PAYABLE		
Number of Check Vouchers	932	829
Number of EFT Vouchers	325	302
Vouchers Dollar Amount Disbursed	$ 9,511,841	$ 10,977,360

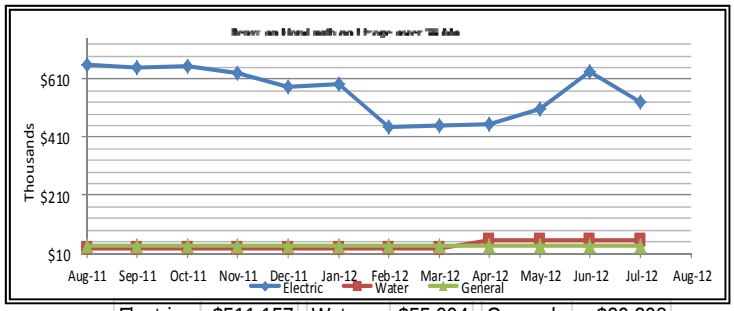
CENTRAL SERVICES AUGUST 2012 REPORT



Total Dollar Value:	$2,309,464
Total Line Items:	1,480



Electric:	$195,878	Water:	$21,272	General	$9,429



Electric:	$511,157	Water:	$55,994	General:	$39,298

Fuel Use		
Unleaded:	11,600.0	gallons
Diesel:	7,800.3	gallons
Total:	$ 60,663	

City of Dover
Finance Department
Monthly Report –August 2012

General Fund Summary

	Budget	YTD	Balance	17% of Budget
Beginning Balance - unaudited	$ 2,666,600	$ -	$ 2,666,600	0.0%
Revenues				
Court of Chancery Fees	753,800	66,140	687,660	8.8%
Fines & Police Revenues	1,162,400	212,367	950,033	18.3%
Franchise Fees	550,000	-	550,000	0.0%
Grants	708,500	80,823	627,677	11.4%
Intrafund Services	4,329,100	676,601	3,652,499	15.6%
Library & Recreation Revenues	602,100	21,158	580,942	3.5%
Licenses & Permits	2,508,300	1,503,632	1,004,668	59.9%
Property Taxes (Includes BID Revenue) (1)	11,049,000	10,685,498	363,502	96.7%
Curbside Recycling	-	-	-	0.0%
Sanitation Revenues	2,690,200	438,734	2,251,466	16.3%
Other Miscellaneous Revenues	130,500	27,031	103,469	20.7%
Garrison Farm Rent Revenue	62,000	14,094	47,906	22.7%
Transfers-In from Special Funds & Utilities				
Civil Traffic Penalties	750,000	-	750,000	0.0%
Municipal Street Aid Fund	527,400	-	527,400	0.0%
Transfer Taxes	1,370,000	94,737	1,275,263	6.9%
Verizon and CI Reserves	11,000	-	11,000	0.0%
Water/Wastewater Fund	500,000	-	500,000	0.0%
Electric Fund	8,000,000	-	8,000,000	0.0%
Total Revenues	35,704,300	13,820,815	21,883,485	38.7%
Total Beginning Balance & Revenues	**$ 38,370,900**	**$ 13,820,815**	**$ 24,550,085**	36.0%
Expenditures				
City Clerk & Council	$ 441,100	$ 54,302	$ 386,798	12.3%
Mayor, City Manager & Human Resources	822,100	105,840	716,260	12.9%
Police & Police Extra Duty	13,774,600	1,958,616	11,815,984	14.2%
Public Services	4,359,300	591,502	3,767,798	13.6%
Central Services	1,968,400	279,369	1,689,031	14.2%
Planning & Inspections	1,996,600	272,898	1,723,702	13.7%
Finance, Info Tech & Customer Services	2,423,400	429,738	1,993,662	17.7%
Library & Recreation	1,963,600	250,349	1,713,251	12.7%
Fire Department	688,300	124,351	563,949	18.1%
Assessor	187,500	32,480	155,020	17.3%
Contribution to DDP	180,000	180,000	-	100.0%
Miscellaneous Grant Expense	25,000	-	25,000	0.0%
Other Employment Expenses	463,400	-	463,400	0.0%
Insurance	600,000	129,529	470,471	21.6%
OPEB - Retiree's Health Care Contribution	1,620,600	-	1,620,600	0.0%
Police Pension Trust Contribution - State Grant	500,000	100,000	400,000	20.0%
Appropriation to Pension Fund	1,405,500	1,405,500	-	100.0%
Street Lights	869,700	147,975	721,725	17.0%
Debt Service	624,200	309,506	314,694	49.6%
Provision for Uncollectible	10,000	-	10,000	0.0%
Transfers Out				
Capital Projects Fund	613,400	-	613,400	0.0%
Total Expenditures	35,536,700	6,371,955	29,164,745	17.9%
Budget Balance - Working Capital	2,834,200	-	2,834,200	0.0%
Total Budget Balance & Expenditures	**$ 38,370,900**	**$ 6,371,955**	**$ 31,998,945**	16.6%
Reserve Balances				
Contingency	$ 731,100	$ 724,771		

(1) Property Taxes are the taxes billed and not cash received. The outstanding receivable balance as of 08/31/12 is $1,245,113.29 as compared to $1,357,047.74 in August 2011.

City of Dover
Finance Department
Monthly Report –August 2012

Water/Wastewater Fund Summary

	Budget	YTD	Balance	17% of Budget
Beginning Balance - Water - unaudited	$ 865,100	$ -	$ 865,100	0.0%
Beginning Balance - Wastewater - unaudited	$ 853,000	$ -	$ 853,000	0.0%
Beginning Balance - Kent County Treatment - unaudited	$ (553,500)	$ -	$ (553,500)	0.0%
	1,164,600	-	1,164,600	0.0%
Revenues				
Water Fees	4,730,700	969,765	3,760,935	20.5%
Wastewater Fees	3,834,600	676,693	3,157,907	17.6%
Kent County Treatment Fees	3,090,800	560,081	2,530,719	18.1%
Ground Water Adjustment Fees	1,257,600	251,422	1,006,178	20.0%
Water Tank Leases	313,500	5,702	307,798	1.8%
Interest Earnings - Water	8,700	1,279	7,421	14.7%
Interest Earnings - Water/Wastewater	17,100	1,430	15,670	8.4%
Miscellaneous	77,000	9,972	67,028	13.0%
Impact Fees - Water	350,000	28,400	321,600	8.1%
Impact Fees - Wastewater	317,000	27,600	289,400	8.7%
Total Revenues	13,997,000	2,532,344	11,464,656	18.1%
Total Beginning Balance & Revenues	**$ 15,161,600**	**$ 2,532,344**	**$ 12,629,256**	16.7%
Expenses				
Water/Wastewater Operating Divisions				
Engineering & Inspection	$ 597,900	$ 54,211	$ 543,689	9.1%
Water	408,200	53,407	354,793	13.1%
Water Treatment Plant	1,522,600	219,540	1,303,060	14.4%
Wastewater	993,000	95,567	897,433	9.6%
Construction & Inspection	345,700	43,468	302,232	12.6%
Kent County Treatment Fees	3,600,000	573,730	3,026,270	15.9%
Intrafund Services	1,235,400	186,189	1,049,211	15.1%
Pension Unfunded Liability	309,800	309,800	-	100.0%
OPEB - Retiree's Health Care Contributions	220,000	-	220,000	0.0%
Debt Service	1,263,600	69,262	1,194,338	5.5%
Inventory/Fixed Asset Write-offs	5,000	-	5,000	0.0%
Other Employment Expenses	16,200	-	16,200	0.0%
Transfers Out				0.0%
General Fund	500,000	-	500,000	0.0%
Uncollectible Reserve	5,000	-	5,000	0.0%
Water I & E Fund	1,700,000	-	1,700,000	0.0%
Wastewater I & E Fund	1,200,000	-	1,200,000	0.0%
Capital Asset Reserve - Water	70,000	-	70,000	0.0%
Capital Asset Reserve - Wastewater	22,000	-	22,000	0.0%
Total Expenses	14,014,400	1,605,174	12,409,226	11.5%
Budget Balances				
Budget Balance - Working Capital - Water	482,700	-	482,700	0.0%
Budget Balance - Working Capital - WW	664,500	-	664,500	0.0%
Total Budget Balances	1,147,200	-	1,147,200	0.0%
Total Budget Balances & Expenses	**$ 15,161,600**	**$ 1,605,174**	**$ 13,556,426**	10.6%
Reserve Balances				
Contingency-Water	$ 110,900	$ 102,789		
Contingency-Wastewater	$ 182,000	$ 185,909		
Impact Fee Reserve - Sewer	NO BUDGET	$ 3,557,056		
Impact Fee Reserve - Water	NO BUDGET	$ 380,193		
Bond Coverage Ratio (Covenant 1.20)	3.73	4.86		

City of Dover
Finance Department
Monthly Report –August 2012

Electric Revenue Fund Summary

	Budget	YTD	Balance	17% of Budget
Beginning Balance - unaudited	$ 7,184,000	$ -	$ 7,184,000	0.0%
Revenues				
Sales to Customers	85,071,400	17,864,790	67,206,610	21.0%
Utility Tax	1,595,200	283,404	1,311,796	17.8%
Weyandt Hall Rents	225,000	51,323	173,677	22.8%
Miscellaneous Revenues	979,700	236,314	743,386	24.1%
Interest Earned	107,800	28,271	79,529	26.2%
Transfer from Rate Stabilization	5,400,000	-	5,400,000	0.0%
Intrafund Service Receipts Water/Wastewater	130,800	19,845	110,955	15.2%
Total Revenues	93,509,900	18,483,947	75,025,953	19.8%
Total Beginning Balance & Revenues	**$ 100,693,900**	**$ 18,483,947**	**$ 82,209,953**	18.4%
Expenses				
Power Supply & Generation				
Power Supply	$ 40,883,400	$ 8,362,063	$ 32,521,337	20.5%
Power Supply Management/Incentive	996,000	83,000	913,000	8.3%
Capacity Charges	12,564,800	1,900,225	10,664,575	15.1%
PJM Spot Market Energy	(772,700)	-	(772,700)	0.0%
PJM Charges - Load	17,508,300	3,022,124	14,486,176	17.3%
Total Power Supply	71,179,800	13,367,412	(13,367,412)	18.8%
Plant Operations	5,914,900	1,076,453	4,838,447	18.2%
Generation Fuels	586,000	803,243	(217,243)	137.1%
Capacity Credits	(14,318,600)	(2,411,955)	(11,906,645)	16.8%
PJM Credits	(427,000)	(1,769,857)	1,342,857	414.5%
Total Generation	(8,244,700)	(2,302,116)	2,302,116	27.9%
Total Power Supply & Plant	62,935,100	11,065,296	51,869,804	17.6%
Electric Operating Divisions:				
Transmission/Distribution	3,223,600	464,156	2,759,444	14.4%
Electrical Engineering	1,163,900	154,849	1,009,051	13.3%
Administration	501,200	41,586	459,614	8.3%
Meter Reading	212,500	35,597	176,903	16.8%
Systems Operations	517,600	72,973	444,627	14.1%
Intrafund Services	3,224,500	510,257	2,714,243	15.8%
Utility Tax	1,595,200	283,404	1,311,796	17.8%
OPEB - Retirees Health Care Contribution	696,500	-	696,500	0.0%
Pension Trust Contribution - Unfunded liability	1,074,200	1,074,200	-	100.0%
Interest on Deposits	35,000	6,773	28,227	19.4%
Green Energy Payment to DEMEC	129,000	26,867	102,133	20.8%
Accounts Receivable Write-Offs	150,000	-	150,000	0.0%
Inventory Write-Offs	175,000	-	175,000	0.0%
Other Employee Expenses	157,900	-	157,900	0.0%
Contractual Services Power Supply	190,000	-	190,000	0.0%
Debt Service	3,323,600	563,094	2,760,506	16.9%
Transfers Out:				0.0%
General Fund	8,000,000	-	8,000,000	0.0%
Electric Improvement & Extension Fund	3,500,000	-	3,500,000	0.0%
Total Expenses	90,804,800	14,299,052	76,505,748	15.7%
			-	
Budget Balance - Working Capital	9,889,100	-	9,889,100	0.0%
Total Budget Balance & Expenses	**$ 100,693,900**	**$ 14,299,052**	**$ 86,394,848**	14.2%
Reserve Balances				
Contingency Reserve	$ 816,200	$ 1,076,125		
Insurance Reserve	$ 750,000	$ 338,938		
Rate Stabilization Reserve	$ 4,947,600	$ 10,280,886		
Bond Coverage Ratio (Covenant 1.25)	2.74	8.60		
Megawatt Hours Sold & Purchased				
Sales to Customers MWh (excluding Street Light MWh)	709,972	149,797		21.1%
Sales per MWh	$ 119.824	$ 119.260		99.5%
Purchased/Generated MWh	750,297	156,252		20.8%
All In MWh Supply & Generation	83.88	$ 70.817		84.4%

City of Dover
Finance Department
Monthly Report –August 2012
General Capital Project Fund Summary

	Budget	YTD	Balance	17% of Budget
Beginning Balance - Projects - unaudited	$ 294,400	$ -	$ 294,400	0.0%
Beginning Balance - Library - unaudited	$ -	$ -	$ -	0.0%
Revenues				
Transfer from General Fund for Projects	613,400	-	613,400	0.0%
State Grant - Library	884,200	(36,558)	920,758	-4.1%
State Grant - Other	108,000	-	108,000	0.0%
Police Grant	33,800	-	33,800	0.0%
Library Gifts/Donations	-	250,000	(250,000)	0.0%
Street Contributions/Donations	2,000,000	-	2,000,000	0.0%
Garrison Contributions/Donations	2,000,000	-	2,000,000	0.0%
Library Bond Issue	317,500	940,000	(622,500)	296.1%
Income from Sale of Assets	1,200,000	16,970	1,183,030	1.4%
Total Revenues	7,156,900	1,174,228	5,982,672	16.4%
Total Beginning Balance & Revenue	**$ 7,451,300**	**$ 1,174,228**	**$ 6,277,072**	15.8%
Expenditures				
Fire	$ 238,500	$ 145,614	$ 92,886	61.1%
Grounds Maintenance	112,000	-	112,000	0.0%
Library	2,535,000	63,295	2,471,705	2.5%
Recreation	30,000	-	30,000	0.0%
Police	197,000	19,864	177,136	10.1%
Streets (1)	1,974,000	8,333	1,965,667	0.4%
Sanitation	150,000	-	150,000	0.0%
Information Technology	57,000	47,878	9,122	84.0%
Facilities Management	381,000	-	381,000	0.0%
Mayor	33,000	-	33,000	0.0%
Loan Issuance Costs	56,000	-	56,000	0.0%
Transfer to Community Transportation Fund	1,606,700	-	1,606,700	0.0%
Total Expenditures	7,370,200	284,984	7,085,216	3.9%
Budget Balance - Projects	81,100	-	81,100	0.0%
Total Budget Balance & Expenditures	**$ 7,451,300**	**$ 284,984**	**$ 7,166,316**	3.8%
Reserve Balances				
Capital Asset Replacement Reserve	$ 503,000	$ 500,941		
Parkland/Recreation	$ 202,600	$ 200,270		

(1) Street program - Budget includes $2 million for street repaving and City Hall improvements to be completed over two years (FY12 & Will be funded by bond issue or commercial bank loan.

City of Dover
Finance Department
Monthly Report –August 2012

Water/Wastewater Improvement & Extension Fund Summary

	Budget	YTD	Balance	17% of Budget
Beginning Balance - Water - unaudited	$ 3,071,800	$ -	$ 3,071,800	0.0%
Beginning Balance - Wastewater - unaudited	$ 1,013,600	$ -	$ 1,013,600	0.0%
Revenues				
Bond Proceeds - Water	$ 2,000,000	$ -	$ 2,000,000	0.0%
Bond Proceeds - Wastewater	2,000,000	-	2,000,000	0.0%
Income from Sale of Assets	-	3,321	(3,321)	0.0%
Interest Earned	25,000	26,180	(1,180)	104.7%
Transfer from Water Operating Fund for Water	1,700,000	-	1,700,000	0.0%
Transfer from Wastewater Operating Fund for Wastewater	1,200,000	-	1,200,000	0.0%
Transfer from Impact Fee Reserve - Water	300,000	-	300,000	0.0%
Transfer from Impact Fee Reserve - Wastewater	250,000	-	250,000	0.0%
Total Revenues	7,475,000	29,501	7,445,499	0.4%
Total Beginning Balance & Revenues	**$ 11,560,400**	**$ 29,501**	**$ 11,530,899**	0.3%
Expenses				
Bond Issue Costs	$ 344,000	$ -	$ 344,000	0.0%
Engineering & Inspection	23,400	-	23,400	0.0%
Water	5,140,000	52,501	5,087,499	1.0%
Wastewater	3,817,300	53,020	3,764,280	1.4%
Water Treatment Plant	24,100	-	24,100	0.0%
Water Construction	31,000	-	31,000	0.0%
Total Expenses	9,379,800	105,521	8,906,879	1.1%
Budget Balance - Working Capital - Water	1,675,500	-	1,675,500	0.0%
Budget Balance - Working Capital - Wastewater	505,100	-	505,100	0.0%
Total Budget Balances	2,180,600	-	2,180,600	0.0%
Total Budget Balances & Expenses	**$ 11,560,400**	**$ 105,521**	**$ 11,087,479**	0.9%
Reserve Balances				
Capital Asset Replacement - Water	$ 501,100	$ 429,223		
Capital Asset Replacement - Wastewater	$ 501,100	$ 475,995		

City of Dover
Finance Department
Monthly Report –August 2012

Electric Improvement & Extension Fund Summary

	Budget	YTD	Balance	17% of Budget
Beginning Balance - unaudited	$ 2,714,600	$ -	$ 2,714,600	0.0%
Revenues				
Interest Earnings	40,700	14,819	25,881	36.4%
Transfer from Electric Revenue Fund	3,500,000	-	3,500,000	0.0%
Transfer from Future Capacity Reserve	550,000	-	550,000	0.0%
Total Revenues	4,090,700	14,819	4,075,881	0.4%
Total Beginning Balance & Revenues	**$ 6,805,300**	**$ 14,819**	**$ 6,790,481**	0.2%
Expenses				
Power Plant	$ 1,441,300	$ 29,226	$ 1,412,074	2.0%
Transmission/Distribution	596,000	128,132	467,868	21.5%
Electrical Engineering	1,932,700	60,035	1,872,665	3.1%
Meter Reading	-	-	-	0.0%
Total Expenses	3,970,000	217,393	3,752,607	5.5%
Budget Balance - Working Capital	2,835,300	-	2,835,300	0.0%
Total Budget Balance & Expenses	**$ 6,805,300**	**$ 217,393**	**$ 6,587,907**	3.2%
Reserve Balances				
Depreciation Reserve	$ 9,864,800	$ 9,790,389		
Future Capacity Reserve	$ 9,362,000	$ 9,854,129		

City of Dover
Finance Department
Monthly Report –August 2012

Community Transportation Improvement Fund

	Budget	YTD	Balance	17% of Budget
Beginning Balance - unaudited	$ 435,700	$ -	$ 435,700	0.0%
Revenues				
Grants Revenue	300,000	-	300,000	0.0%
Transfer from General Fund	1,606,700	-	1,606,700	0.0%
Interest Earned	500	-	500	0.0%
Total Revenues	1,907,200	-	1,907,200	0.0%
Total Beginning Balance & Revenues	**$ 2,342,900**	**$ -**	**$ 2,342,900**	0.0%
Expenses				
Program Expenses	$ 700,000	$ 2,711	$ 697,289	0.4%
Program Expenses - City appropriated	1,546,700	-	1,546,700	0.0%
Program Expenses- Concrete Program	60,000	477	59,523	0.8%
Total Expenses	2,306,700	3,188	2,303,512	0.1%
Budget Balance - Working Capital	36,200	-	36,200	0.0%
Total Budget Balances & Expenses	**$ 2,342,900**	**$ 3,188**	**$ 2,339,712**	0.1%

CITY OF DOVER
SPECIAL REVENUE FUNDS
COMBINING STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN UNRESERVED FUND
PERIOD ENDED AUGUST 31, 2012

	POLICE GRANTS	LIBRARY GRANTS (2)	CDBG/NSP HOUSING GRANTS	SUBSTANCE ABUSE PREV. GRANT (1)	TOTALS
REVENUES:					
State Grants received	$ 11,843	$ -	$ -	$ 7,008	$ 18,851
Federal Grants received	30,490	-	4,633	-	35,123
Recreation revenue	-	-	-	1,085	1,085
Investment income (loss)	-	-	-	-	-
TOTAL REVENUES	$ 42,333	$ -	$ 4,633	$ 8,093	$ 55,059
EXPENDITURES:					
Program expenditures	$ 45,584	$ 10,602	$ -	$ 28,902	$ 85,088
Program expenditures - NSP	-	-	475	-	475
Program expenditures - CDBG	-	-	11,066	-	11,066
TOTAL EXPENDITURES	$ 45,584	$ 10,602	$ 11,541	$ 28,902	$ 96,629
Excess (deficiency) of revenues over expenditures	$ (3,251)	$ (10,602)	$ (6,908)	$ (20,809)	$ (41,570)
Other financing sources (uses): Operating transfers-out	(11,908)	-	-	-	(11,908)
Excess (deficiency) of revenues and other financing sources over expenditures & other uses	$ (15,159)	$ (10,602)	$ (6,908)	$ (20,809)	$ (53,478)
FUND BALANCE AT BEGINNING OF YEAR	$ 178,433	$ 30,008	$ 16,197	$ (3,995)	$ 220,643
FUND BALANCE AT END OF PERIOD	$ 163,274	$ 19,406	$ 9,289	$ (24,804)	$ 167,165

Dover Police Department

Monthly Report

To

Mayor and City Council

"To Protect and Serve"

August 2012

DEPARTMENT OF POLICE

James E. Hosfelt, Jr.
Chief of Police
F.B.I.N.A.

400 South Queen Street
Dover, Delaware 19904
302/736-7111
Fax 302/672-1842

September 12, 2012

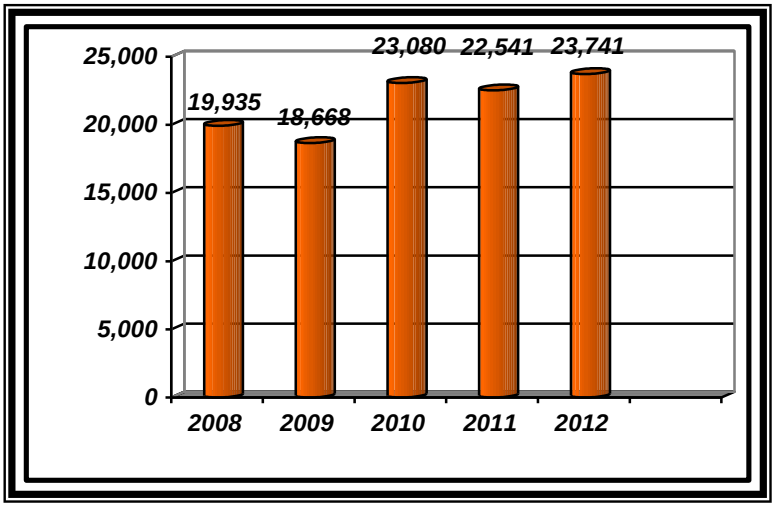
Honorable Carleton E. Carey, Sr., Mayor
Members of Dover City Council
City Hall
Dover, DE 19901

Mayor Carey and Council Members:

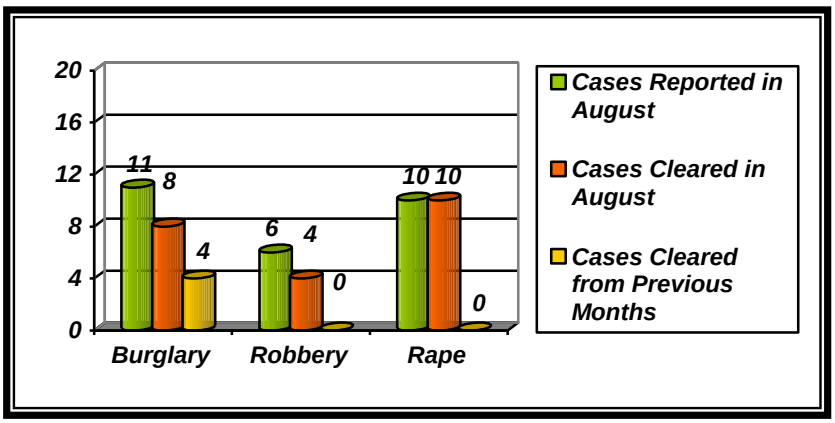
The following is the monthly report for Dover Police Department activities for the month of August 2012:

COMPLAINTS

Total complaints received through August 31st numbered 23,741. This is an increase of 1,200 complaints over the same time period last year.



CRIMINAL INVESTIGATIONS

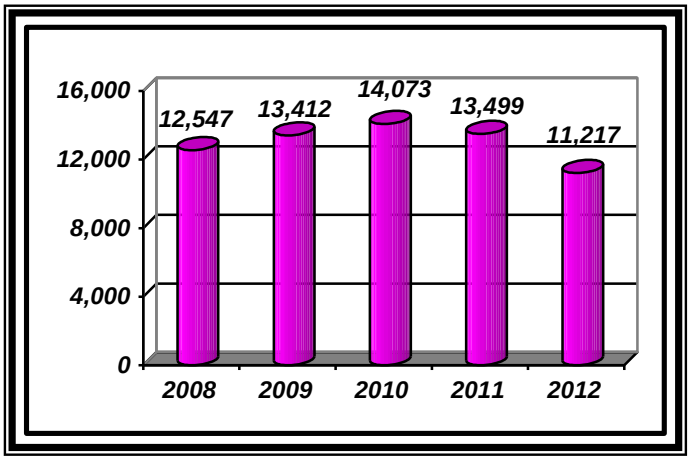


COMMUNITY POLICE SECTION

ENFORCEMENT ACTION	ARRESTS
ABANDONED VEHICLES	0
ALCOHOL VIOLATIONS/DUI'S	6
ASSIST OTHER	0
WARRANTS ON FILE	0
BIKE ON SIDEWALK	0
CITY PARK VIOLATIONS	0
CRIMINAL ARRESTS	29
DRUG RELATED ARRESTS	5
LOUD MUSIC	1
MISCELLANEOUS VIOLATIONS	1
PARKING VIOLATIONS	4
PEDDLER	0
MEETINGS	12
PROSTITUTION	0
COLLECTION OF DELINQUENT DCO'S	0
WANTED CHECKS/CPC'S	2
TRAFFIC ARRESTS	38
WARNINGS	12
FUGITIVE	4
TOTAL ARRESTS	**114**

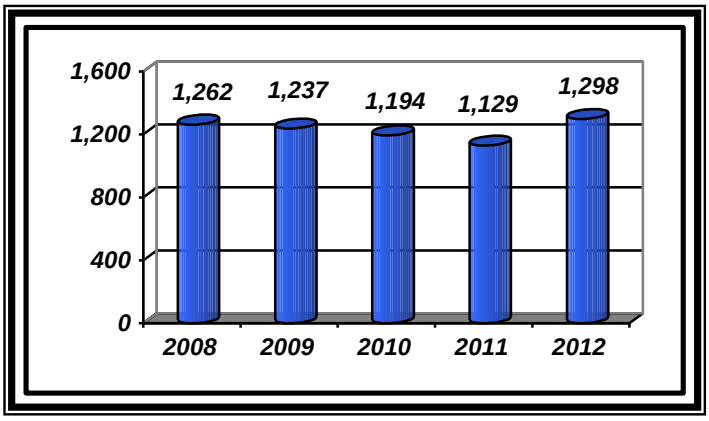
TRAFFIC ARRESTS

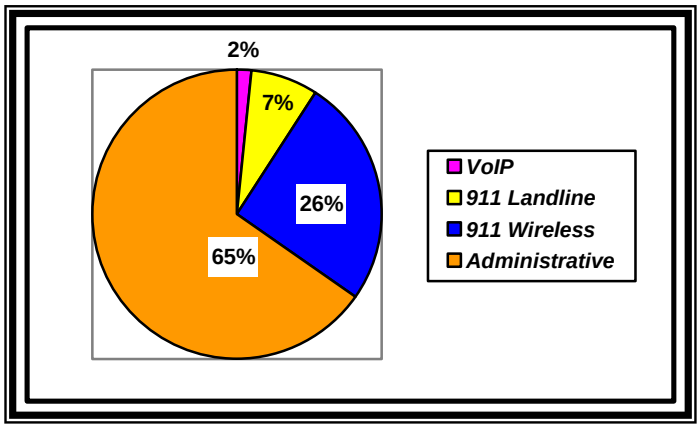
The department issued 11,217 traffic citations through this reporting period. This is a decrease of 2,282 citations over the number issued during the same period last year.



TRAFFIC CRASHES

Through August 31st, Dover Police investigated 1,298 traffic crashes. This is an increase of 169 crashes investigated during the same period last year.



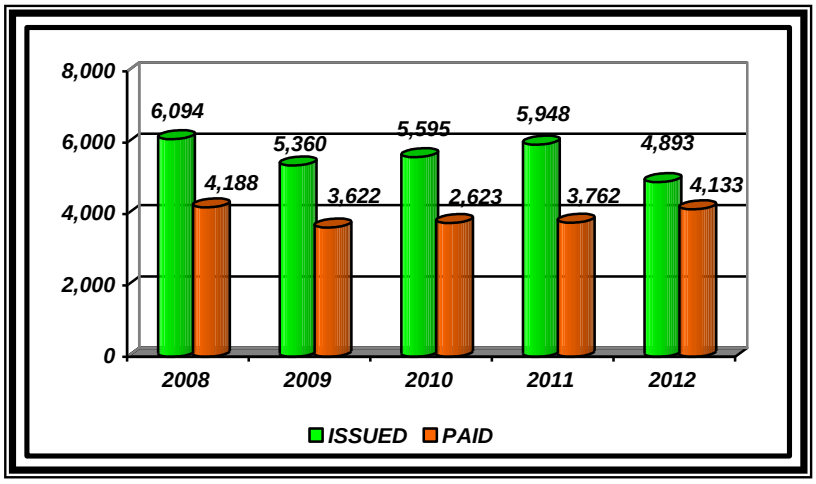


911 CENTER

During the month of August, our 911 Center handled a total of 10,896 calls averaging 352 calls per day. Dispatchers handled 2,794 calls on the 911 wireless lines, an average of 91 calls per day, 750 calls on the 911 landlines, an average of 25 calls per day, and 187 calls on the Voice Over Internet Protocol lines an average of 7 calls per day.

CITY ORDINANCE SUMMONS

*Through August 31st, we issued 4,893 city ordinance summons, a decrease 1,055 summons over the same period last year. *Note: of those summonses issued in August, 22 were issued for handicapped parking violations, 13 for fire lane parking violations, 53 for false alarms (31 for 3-5 alarms, 13 for 6-9 alarms, 9 for 10-15 alarms, and 0 for 16 or more alarms) and 9 for noise violations (6 for vehicle violations and 3 for residence violations).*

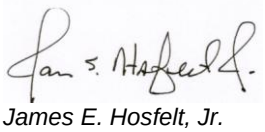


Listed below are the major crimes and activities that occurred during the month of August:

- On Wednesday, August 1, the Dover Police Department Criminal Investigation Unit received information that a subject was violating the conditions of his release while awaiting trial on 40 counts of Sexual Abuse of a Child by a Person in a Position of Trust, Authority or Supervision and 1 count of Continuous Sexual Abuse of a Child. Detectives learned that the subject was attempting to contact the victim of the above crimes through his computer. A search warrant was obtained and executed by Dover Police and the Delaware State Police High Tech Crimes Unit for the subject's computer. After examining the computer, the subject was arrested without incident and charged with Breach of Release and Tampering with a Witness.
- On August 8, the Dover Police arrested a subject for a series of daytime residential burglaries in the areas of Portmarnock Court, Hobbyhorse Lane, Troon Road, Gristmill Drive, Red Oak Drive, Forrest Avenue, Buckson Drive, and Lakewood Place. The subject used objects to break rear sliding glass doors and windows to gain entry and remove property once inside.
- Also on August 8, Dover Police installed a vehicle immobilization device (parking boot) on a vehicle due to unpaid parking fines. The following day it was discovered that there was graffiti written on the boot. Investigation revealed that the vehicle owner had written the graffiti with permanent marker after becoming angry that his vehicle had the device placed on it. He was subsequently arrested and released on his own recognizance pending trial.

- The Dover Police Criminal Investigations Unit is investigating a strong arm robbery that occurred on Saturday, August 11 at 1400 hours in the parking lot of Dover Downs Hotel and Casino. The 52 year old female victim was walking to her vehicle in the parking lot and was approached from behind by a black male suspect wearing a red hooded sweat shirt, black mask, and faded blue jeans. The suspect forcibly removed the victim's purse and fled southbound on foot. The victim was not injured.
- On Sunday, August 12 at 1935 hours, Dover Police Patrol Officers responded to E and J Liquors at 828 Forest Street for a reported Robbery in Progress. Responding officers were able to take the perpetrator into custody as he fled from the business. The Criminal Investigations Unit responded and learned that the subject entered the business with a plastic bag over his head and brandished a razor knife box cutter. He demanded money from the clerk and a struggle ensued. He then fled the store without obtaining any property and was apprehended by responding officers. No one was injured during the altercation.
- On Saturday August 18 at approximately 0220 hours, Dover Police responded to Harmony Lane for a report of shots fired. Officers arrived and were unable to locate any victims. Shortly thereafter, a 29 year old male subject walked into Bayhealth emergency room with a gunshot wound to his upper left arm. He refused to answer questions that would help law enforcement identify the subject who shot him and was subsequently arrested for Hindering Prosecution.
- On August 20 detectives from the Dover Police Criminal Investigation Unit arrested three adult employees from the Hands of Our Future LLC Daycare, located at 868 S. State St. in Dover. Investigation led to their arrests after detectives viewed cell phone video of an incident that occurred in March of 2012 where three female employees watched and encouraged two 3 year olds to fight each other while at the daycare. The subjects were each charged with Assault 2nd, Endangering the Welfare of a Child, and Conspiracy. Hands of Our Future LLC Daycare has had their City of Dover business license suspended pending a hearing.
- On August 18 an unknown suspect entered a residence through a window in the 500 block of N. State Street and once inside removed a leather wallet belonging to the victim.
- On Thursday August 23 at approximately 1845 hours, a 20 year old victim was approached by a group of black male subjects. The subjects produced a handgun and demanded victim's money. After they obtained an undetermined amount of cash, they fled. Investigation led to development of a suspect who was then positively identified. He was arrested for Robbery 1st and related charges
- On Thursday August 23 at approximately 2220 hours, three black males entered the Shore Stop located at 1358 Forrest Avenue. All three were wearing disguises and one was armed with a silver handgun. One of the suspects removed money from the register while another took cigarettes. All fled on foot eastbound.
- A female reported several domestic-related crimes to the Dover Police and Delaware State Police over a period of time in August in which she stated she was victimized by her ex-husband. On August 18 the Dover Police arrested a subject on several charges relating to these incidents. After the arrest, the victim continued reporting that her ex-husband was stalking her and on one occasion had physically attacked her. A joint investigation by Dover Police and the Delaware State Police found that she falsified all the complaints she made. She was arrested on three counts of falsely reporting an Incident and one count of providing a false statement.
- On Friday, August 31 at approximately 1700 hours, Dover Police responded to a reported Burglary in Progress at the Touch of Class Fencing Company located on the 1300 block of South State Street. As officers arrived at the business a vehicle fled from the area. Officers stopped the vehicle and learned that the driver was a former employee. Officers also observed tools inside the vehicle and property which they believed could be stolen. Further investigation found that the business was forcibly entered and the property found in the vehicle was stolen from same. The operator was arrested for Burglary III, Criminal Mischief, Theft and Possession of Burglary Tools.

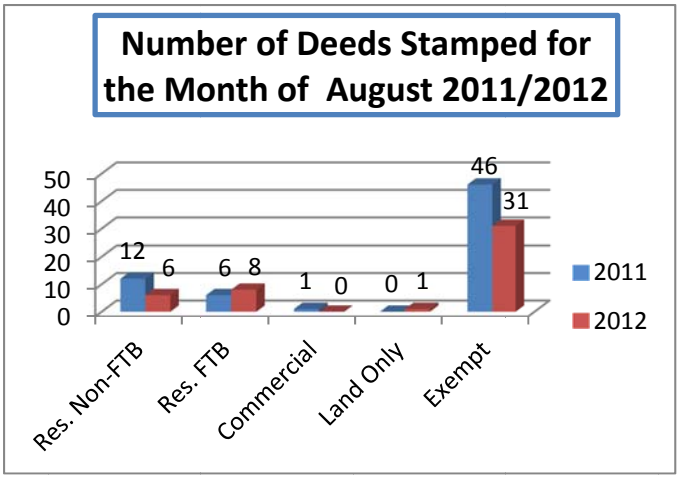
Respectfully Submitted,

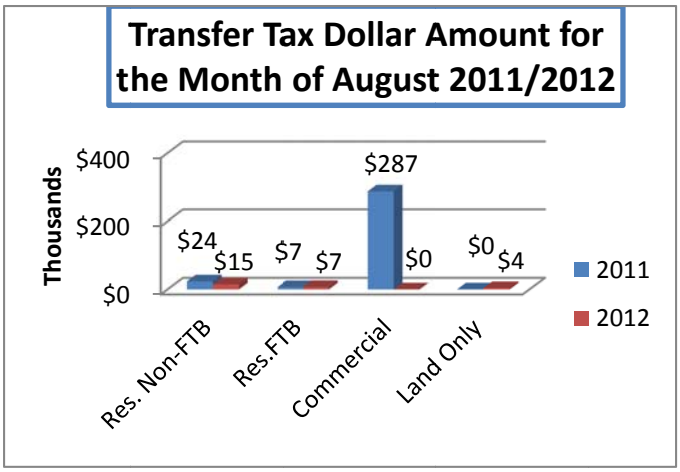


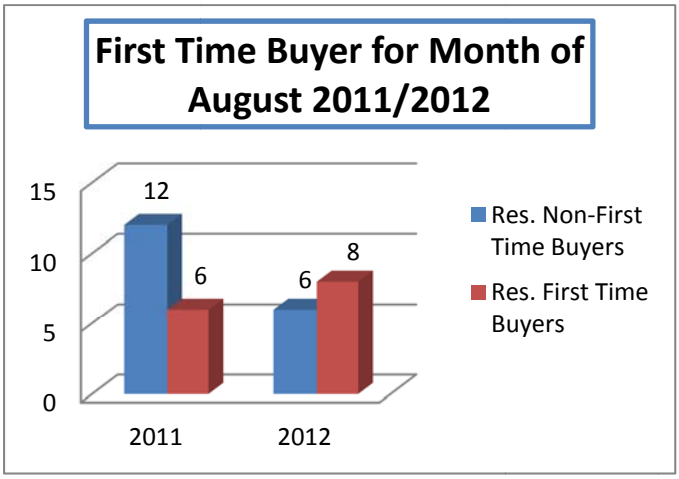
James E. Hosfelt, Jr.
Chief of Police

Monthly Report
August 2012

Office of City Assessor









Major Updates

	June - 12	July - 12	August – 12
Assessment Change	**-$3,410,800**	**-$97,000**	**$4,405,200**

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
12	**$1,957,400**	**$1,844,890**	**1.06**	**1.05**

Ratio – Assessed Value divided by Sale Price.
PRD – Mean – A PRD above 1.03 tends to indicate assessment regressivity – high valued properties are under appraised relative to low valued properties. A PRD below .98 tends to indicate assessment progressivity – high valued properties are relatively over appraised.

Points of Interest

Scanning & Filing

- All new deeds are being scanned and attached to the CAMA software for easy retrieval.

- All appeal documents and correspondence are being scanned and attached to the CAMA software for easy retrieval.

-All old property record cards are scanned and indexed into Fortis.

CITY OF DOVER
SALES RATIO REPORT

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
ED05-057.17-02-32.00	16F	R10	228 GRINDING WHEEL DR	1	8	2000	2	1697	C	AV	163,300	31-AUG-12	160,000	1.02
ED05-066.16-02-08.00	20A	R10	34 LOST TREE CT	1	8	1987	2	2148	B-	GD	191,600	07-AUG-12	157,500	1.22
ED05-067.14-03-45.00	2B	R10	18 KENT CIR	1	5	1974	2	1781	C	AV	158,600	10-AUG-12	145,000	1.09
ED05-067.15-03-09.00	2A	R10	15 MCKEE RD	1	14	1981	1	1248	C	AV	129,700	31-AUG-12	96,900	1.34
ED05-067.17-01-74.00	20	R10	25 SCIOTO CT	1	16	1974	1	2088	C+	AV	199,100	30-AUG-12	155,000	1.28
ED05-068.14-04-20.00	7	R10	118 SPRUANCE RD	1	13	1986	2	990	D+	GD	86,900	30-AUG-12	70,000	1.24
ED05-068.17-01-26.00	8	R10	547 PENNSYLVANIA AVE EXT	1	14	1953	1	1854	C+	AV	238,700	03-AUG-12	320,000	.75
ED05-068.18-02-68.00	27	R10	102 N HALSEY RD	1	14	1952	1	1064	C	AV	133,500	03-AUG-12	115,000	1.16
ED05-076.03-01-50.00	25	R10	143 E SHELDRAKE CIR	1	13	2006	2	1855	C+	AV	169,600	20-AUG-12	137,000	1.24
ED05-076.04-01-66.00	16M	R10	401 RIDGELY BLVD		13	2012	2	1880	B-	AV	185,200	02-AUG-12	189,990	.97
ED05-077.09-05-49.00	32A	R10	17 ELM TER	1	1	1950	1	1472	C+	AV	137,500	03-AUG-12	130,000	1.06
ED05-077.11-03-23.00	16I	R10	207 INGRAM ST	1	14	2002	1	1392	C	AV	163,700	09-AUG-12	168,500	.97

CITY MANAGER'S MONTHLY REPORT



AUGUST 2012

Monthly Highlights

Customer Services

In the month of August we processed 1815 payments.

City of Dover property taxes were due July 31, 2012. As of August 31, 2012 the delinquent property taxes total 1,252,352.27 for all tax years. Our collection efforts include sending a delinquent statement, making phone calls, and enforcing the Clean Hands Act. The Inspection and Planning Departments have been providing assistance in collecting these outstanding debts. In November the properties over one year delinquent will be selected to process for the monition sale.

Human Resources

- Continued contract negotiations with DOE bargaining unit.
- Signed new three-year agreement with FOP.

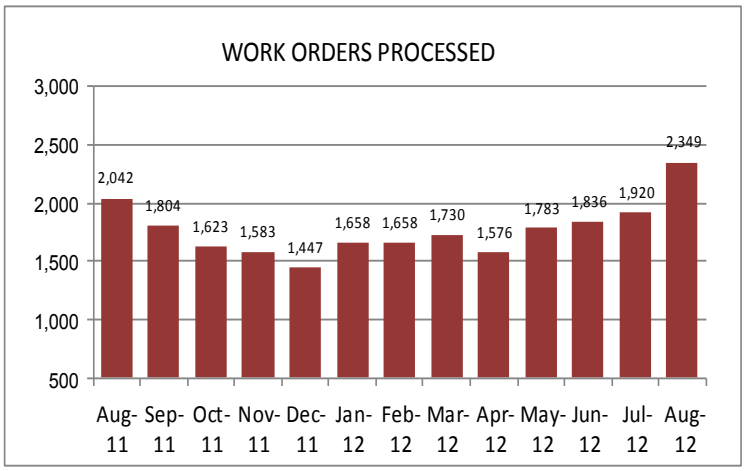
Library

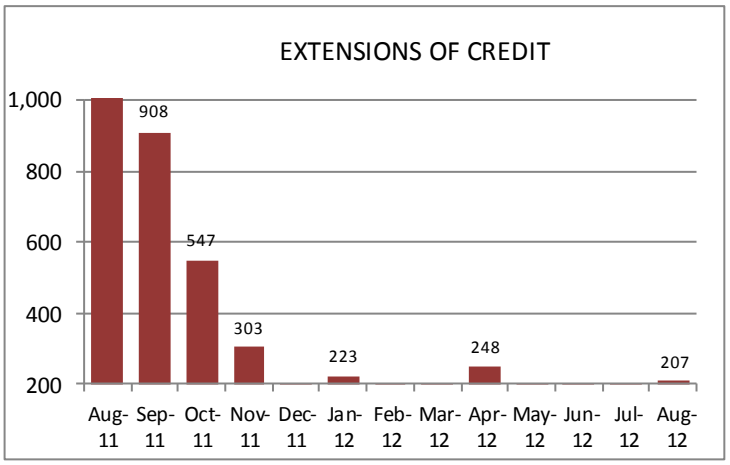
- 75 children attended 2 children's programs & 3 teens attended 1 teen program.
- Job Center noted 184 participants this month.
- 11 attended 1 adult programs.

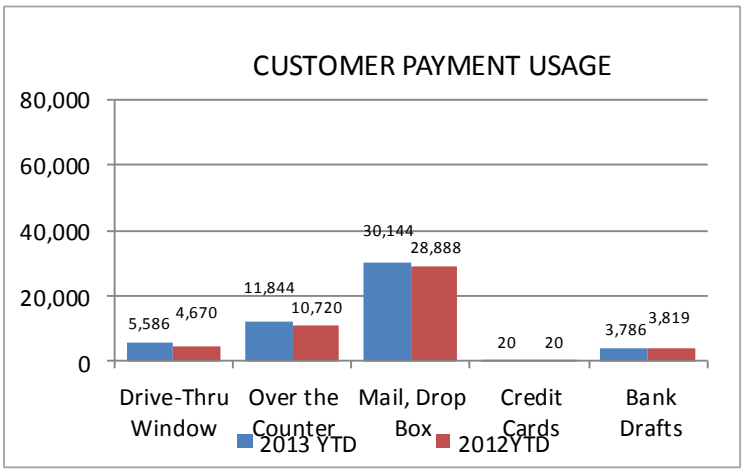
Public Works

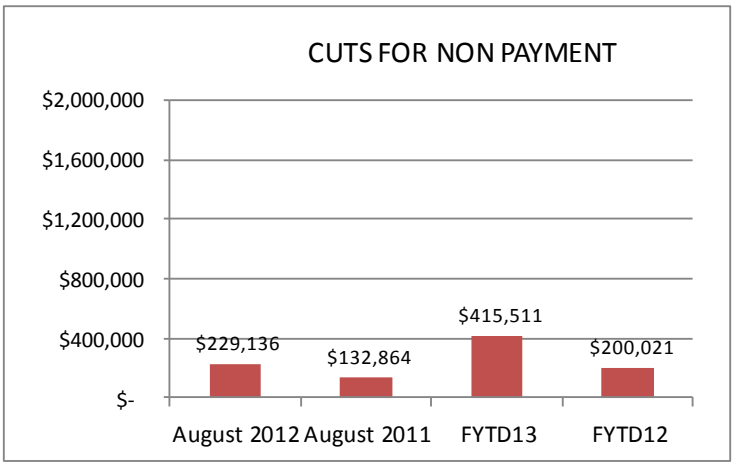
- Working on CIP and additional funding for future street program and other projects.

CUSTOMER SERVICES









Major Program Updates	Aug 2012	Aug 2011	Difference	FY 2013 Year-to-Date	FY 2012 Year-to-Date
Number of Customers Served	25,742	23,721	2,021	55,486	55,134
Final Bills	866	840	26	1,610	1,519
Estimated Bills	155	160	(5)	303	309
Penalties Posted	$ 27,117	$ 16,405	10,712	$ 41,291	$ 24,023
Extensions of Credit - Amount Extended	$ 85,980	$ 318,416	(232,435)	$ 152,867	$ 532,269
Balance Transfers	$ 2,116	$ 2,750	(633)	$ 2,752	$ 3,952
Utility Collections	$ 35,759	$ 32,817	2,941	$ 63,184	$ 66,471
Special Assessments	$ 110	$ -	110	$ 220	$ -
Miscellaneous Billings	$ 120,006	$ 126,569	(6,563)	$ 120,006	$ 220,496
CNP through Disconnect Collars	$ 34	$ 11	23	64	16
Court Cases	-	-	-	-	-
Tamperings	3	3	-	6	7
Taxes Levied	$ 10,901,726	$ 2,682,775	8,218,951	$ 1,895,646	$ 10,948,800
Billing Adjustments	$ 4,786	$ 12,529	(7,743)	$ 4,786	$ 12,529
Total Taxes Collected	$ 9,654,160	$ 1,296,336	8,357,824	$ 9,654,160	$ 9,561,193
Taxes Outstanding	$ 1,252,352	$ 1,373,910	(121,558)	$ 1,252,352	$ 1,373,910
Payments in Lieu	$ 13,450	$ -	13,450	$ 13,450	$ -
Billing Accuracy (on schedule billings)	99.0%	99.0%	-	99.0%	99.0%
Bills Published on Schedule	99.0%	99.0%	-	99.0%	99.0%
Meters Read on Schedule	99.9%	99.9%	-	99.9%	99.9%
Customer Satisfaction Rating	99.9%	99.9%	-	99.9%	99.9%
Delinquent Accounts Collected	99.7%	99.7%	-	99.7%	99.7%

HUMAN RESOURCES

Category	Aug 11	Sep 11	Oct 11	Nov 11	Dec 11	Jan 12	Feb 12	Mar 12	Apr 12	May 12	June 12	July 2012**	Aug 2012	Total
Caucasian*	306	302	299	299	299	295	294*	291	289	290	285	286	282	N/A
Minorities*	63	63	62	61	59	59	59*	57	56	57	58	59	58	N/A
Hired	-	1	-	1	-	-	2	-	-	2	6	-	1	13
Terminated/Resigned/ Retired/Other	4	5	4	2	2	4	3	5	3	2	5	-	5	44
Transferred/Promoted	-	-	-	2	-	-	-	-	-	1	1	-	-	3
Jobs Posted	1	-	-	-	-	-	-	3	4	2	2	-	4	16
Workers Comp. Injuries	7	4	2	9	4	3	3	6	2	2	1	4	2	49
Workers Comp. Hours	135	263	565	369	418	315	222	55	195	112	139	164	192	3,144
Insurance Claims	10	1	2	1	2	1	2	4	3	6	2	3	1	38

Full-time Employees: 329 **Part-time Employees: 12 (4 Pitts Center, 1 Recreation, 7 Library)**

-Numbers do not reflect, temporary, seasonal, relief fire dispatchers, committee or council members.

***** Correction to February 2012; **Correction to July 2012

Position Posted: Library Clerk (PT), Human Resources Coordinator, Public Works Director, Water Treatment Plant Operator I

Hired: Payroll Specialist

Resigned: Interim Electric Director, Administrative Assistant (Police); Inspector I, Utility Maintenance Mechanic (Wastewater), Motor Equipment Operator (Water)

Recruitment Information (Job posting closed in August)

Position	Total	Female	Male	Black	White	Hispanic	Asian/ Pacific Islander	American Indian/Alaskan Native	Unknown	In Dover	Out Dover
Library Page	146	122	24	51	85	6	-	2	-	112	34
HR Coordinator	65	61	4	28	32	3	-	1	-	48	17
Water Treatment Plant Operator I	9	-	9	2	7	-	-	-	-	4	5

Unfilled/Open Positions by Department*

Unfilled/Open Positions By Department	Aug 11	Sept 11	Oct 11	Nov 11	Dec 11	Jan 12**	Feb 12	Mar 12	Apr 12	May 12	June 12	July 12[2]	Aug 12
Electric	3	4	4	5	5	5	5	5	5	3	3	1	2
Public Works	1	3	3	5	5	9	11	13	13	15	16	9	12
Police	4	4	5	3	3	3	1	2	3	2	4	3	4
All Other Departments	6.5	8.5	12	10.5	12.5	11.5	12	13	15	14	15	8	9
Totals	**14.5**	**19.5**	**22.5**	**23.5**	**25.5**	**28.5**	**29**	**33**	**36**	**34**	**38**	**21**	**27**

**Not used for Budgeting Purposes* ***Organization Change*

[2]**The following has been updated to reflected the Fiscal 2012-13 Budget**

Electric: Electric Director, Electrical Engineer

Public Works: (2) Utility Maintenance Mechanic I/ Wastewater, (2) Motor Equipment Operator I/Water, Motor Equipment Operator II/Water, (2) Motor Equipment Operator II/Sanitation, Public Works Director, Vehicle Maintenance -Mechanic I, Water Treatment Plant Operator I, Utility Maintenance Mechanic II/Wastewater, Operations -Construction Manager

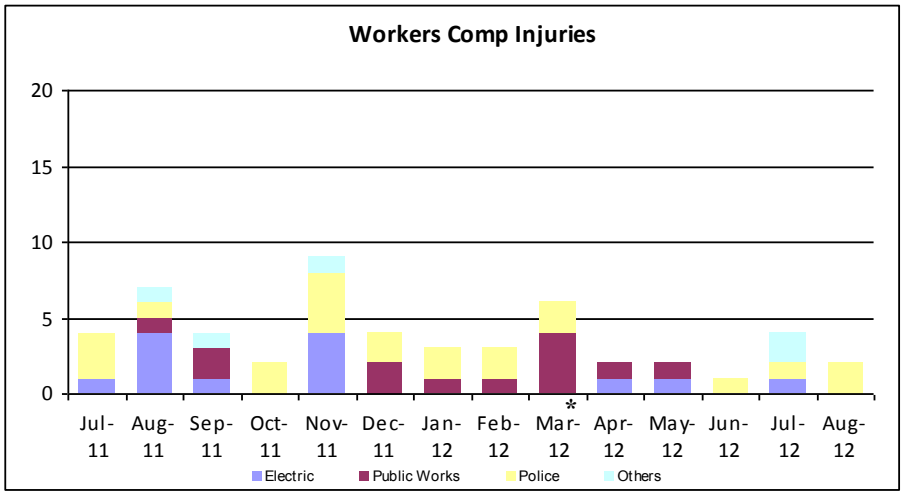
Police: Police Officer, Police Clerk, Communications Operator, Administrative Assistant

All Other Departments: Administrative Assistant - IT, Human Resources & Safety Coordinator, (4) Library Page (PT), Library Clerk I, Library Assistant, Administrative Assistant - Clerk's Office, Fire Dispatcher, Inspector I.

HUMAN RESOURCES
continued

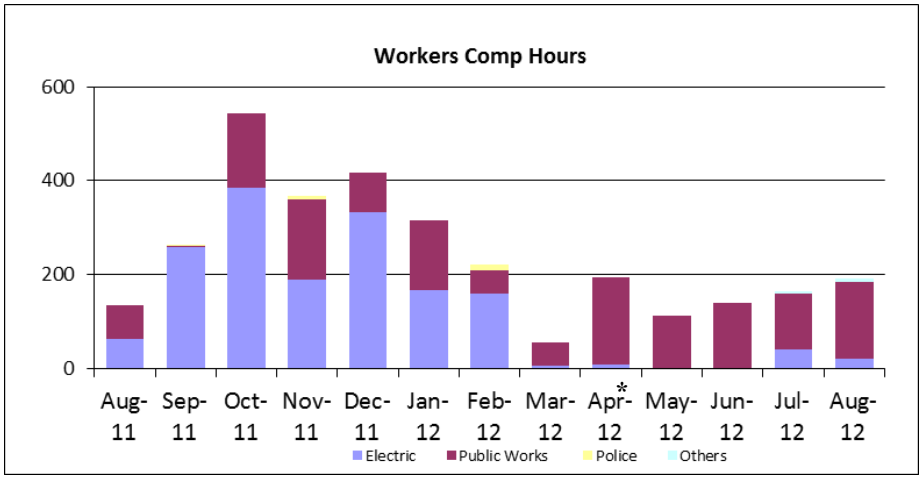
Bonus Programs by Month

Bonus Program Category	Aug 11	Sept 11	Oct 11	Nov 11	Dec 11	Jan 12	Feb 12	Mar 12	Apr 12	May 12	June 12	July 12	Aug 12	Total
Stop Program-*Sensibly Taking Off Pounds(weigh-ins)*	4	5	22	5	8	-	13	4	8	24	23	9	18	99
Caught Doing it Right-*Promotes employees productivity & creativity (submissions)*	1	1	1	-	-	-	2	-	-	-	-	-	-	5
Breathe Program-*Rewards for ending tobacco use (submissions)*	1	1	-	1	-	1	-	-	-	-	-	-	-	4
Ducs in a Row-*Doing Useful Community Service (submissions)*	-	-	-	-	-	-	-	-	-	-	-	-	-	-



*** Organization Change**

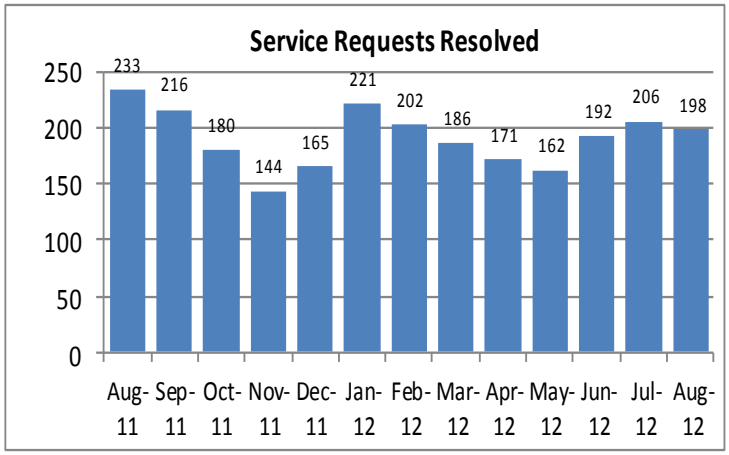
Electric: 0 Public Works: 0 Police: 12 All Other Depts.: 0

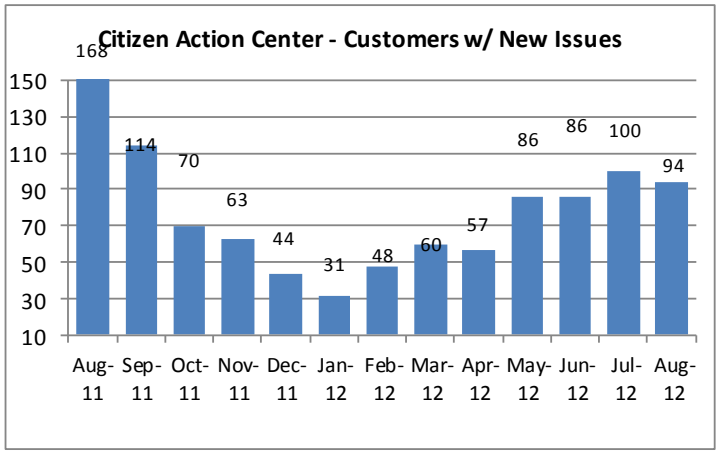


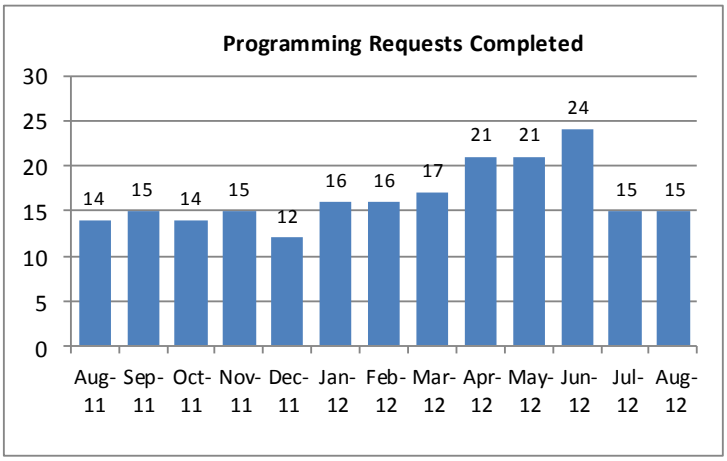
*** Organization Change**

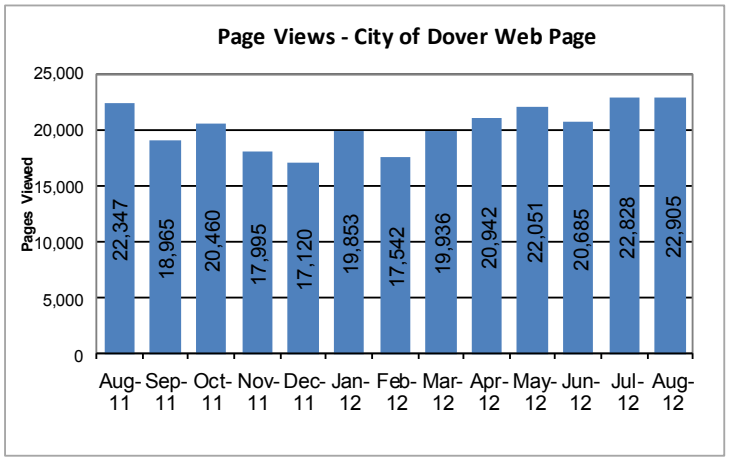
Electric: 20 Public Works: 164 Police: 0 All Other Depts.: 8

INFORMATION TECHNOLOGY





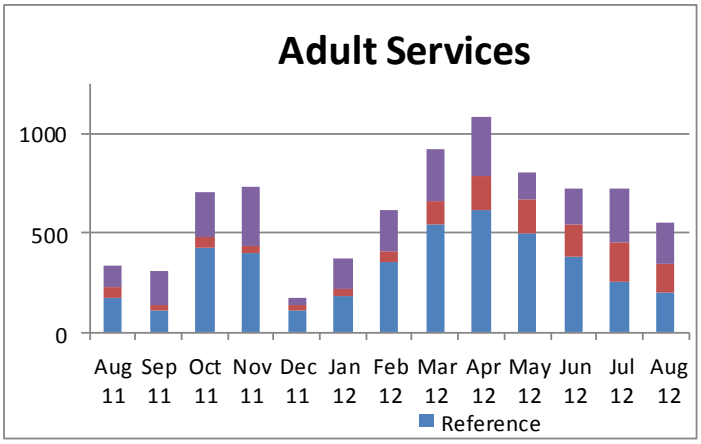


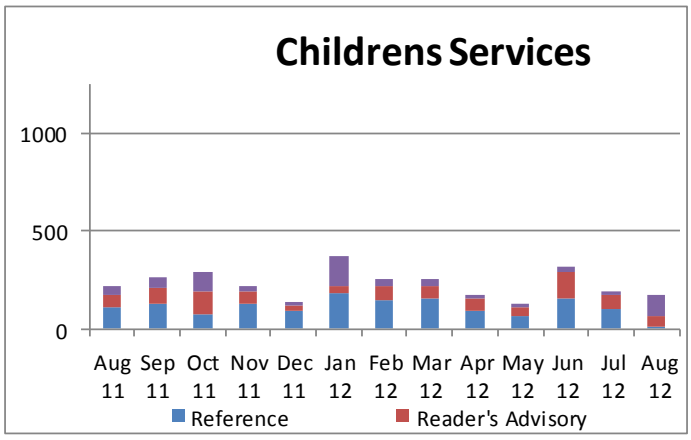


Performance Indicators	Current Month	Last Month	Same Month Last Year
iSeries Availability	100%	100%	100%
Server Availability	100%	100%	100%
AS/400 Connections *(concurrent/authorized users)*	N/A	N/A	N/A
PCs Supported	358	358	336
Scheduled PCs Replaced	-	-	-
Servers Supported	13	13	16
People Trained	11	12	7

Availability Statistics based on 7:00 AM until 5:00 PM Monday—Friday

LIBRARY





Reference – 199; Reader's Advisory – 147
Electronic Assistance – 210; Outreach—0

Reference - 15; Reader's Advisory – 48
Electronic Assistance – 114; Outreach – 0

****We have amended our Electronic Assistance, Reader's Advisory & Reference transactions to more accurately represent the actual statistics.***

Circulation	Aug 12		FYTD 13		Aug 11		FYTD 12
Dover residents	14,297		34,301		18,776		36,898
Ebooks (began 12/2011)	782		1,602				
Kent residents*	11,665		27,877		16,160		32,517
Non-county residents	1,702		4,485		1,778		3,622
Registrations							
Dover residents	158		403		228		436
Kent residents*	57		124		86		187
Non-county residents	11		12		10		22
Other							
Visiting Patrons	26,676		59,862		34,213		65,383
Meeting Room Usage**	0		20		20		20
Photocopier Usage	1,163		2,661		1,434		2,955
Dial-A-Story	598		1,911		1,438		2,392
Computer Usage	2,987		6,591		4,753		9,041
Holds (Total)	5,600				7,545		

***Breakout of Kent County Residential Statistics**

Circulation	Registrations
Harrington: 84	Harrington: 2
Smyrna: 715	Smyrna: 4
Milford: 97	Milford: 1
Outside City Limits: 10,769	Outside City Limits: 50

Total Registered Users: (Card Holders)
City: 18,438 Kent County: 13,083 Outside Kent County: 1,096

Other Points of Interest:

Inter/Interlibrary***: 33 items loaned out
50 items borrowed

Technical services: 1,976 items added
2,095 items deleted

Volunteers: 474 hours of service completed

***** Meeting Room Usage***

In preparation for the move, did not rent the meeting rooms in August.

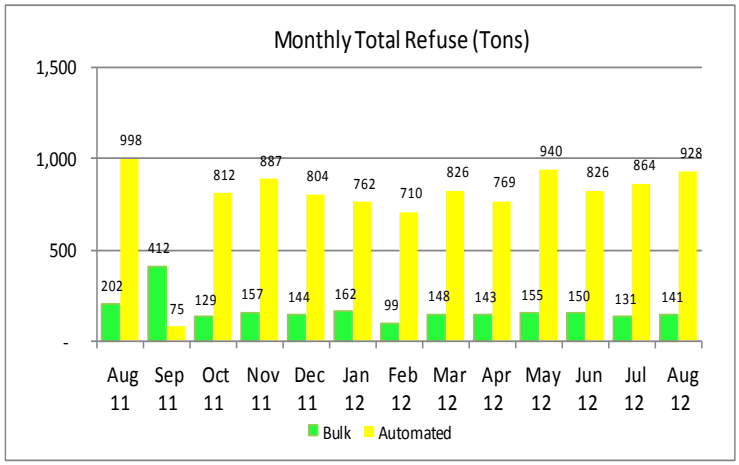
PUBLIC WORKS

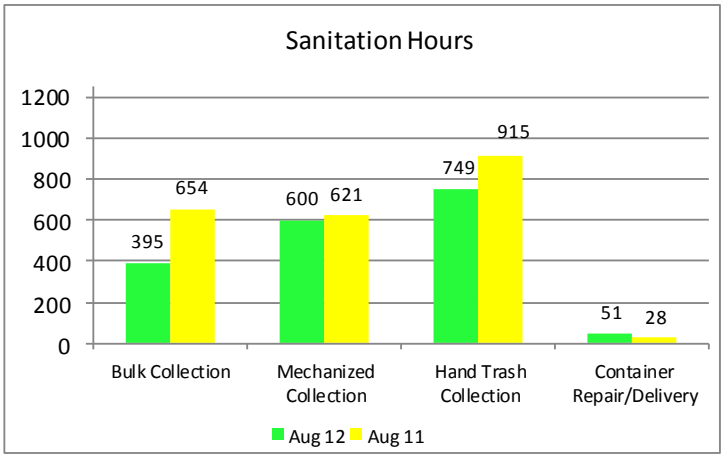
Administration

Administrative review and inspection services continued on all residential and commercial developments. The following residential subdivisions are in various phases of construction:

Oak Shadows	Emerald Pointe	Lexington Glenn
Village of Westover (Phase VI)	Farthing Woods	Eden Hill (Residential)
Patriot Village	Clearview Meadows	Village of Cannon Mill

Sanitation





	AUGUST 12	FYTD 13	AUGUST 11	FYTD 12
Trips to DSWA Sandtown Landfill	192	365	207	391
Total Tonnage to DSWA	1,068.46	2,063.94	1,199.87	2,213.70
90-Gallon Containers Delivered	26	46	24	48
300-Gallon Containers Delivered	2	6	0	2
Total Man Hours-containers Delivered	51	104	38	88

CURBSIDE RECYCLING STATS	TOTAL # OF HOUSEHOLDS COLLECTED	TOTAL # OF ACCOUNTS	WEIGHT/ LBS.	AVE. LBS.
August 2012	19,610	8,633	276,940	14.12

Streets	AUGUST 12	FYTD 13	AUGUST 11	FYTD 12
Signed Installed	50	73	25	39
Signs Repaired	19	32	16	25
Curbs Painted Yellow (feet)	0	31	65	126
New Post Installed	14	19	16	25
Storm Catch Basins Repaired	0	1	0	26
Storm Catch Basin Repairing (Hrs.)	0	1	0	10
Storm Catch Basins Cleaned	17	40	56	64
Storm Catch Basins Cleaning (Hrs.)	32	80	12	16
Hot Mix Patching (Tons)	208	236	36	63
Hot Mix Patching (Hrs.)	187	283	176	420
Cold Mix Patching Hrs.)	68	140	16	101
Concrete Work (Hrs)	162	237	340	506
Concrete Patching (Cubic Yards)	0	4	0	1
Street and Alley Maintenance (Hrs)	184	352	184	344
Ditch Work (Hrs).	12	12	24	40
Street Sweeping (Miles)	1,135	2,132	965	1,996
Street Sweeping (Cubic Yards)	266	514	184	380

Grounds

Arborist Crew	AUGUST 2012	AUGUST 2011
Trees Trimmed	200	140
Trees Removed	29	26
Root Prunning	1	0
Stumps Removed	4	0

Beautification Crew

- Continued maintenance of 44 annual/perennial beds, including weeding, edging, and fertilization.
- Continued maintenance of 74 hanging baskets and 18 36" containers on Loockerman Street in the downtown business district including watering every other day including weekends.
- Weeded and edged all mulched area around City Hall and on The Plaza.

Mowing Crew

- Mowing all areas, including parks, around City facilities, ditches and right-of-ways.
- Seven Grounds personnel attended a Pesticide/Tree Care Symposium in Georgetown, Delaware.
- Applied 18 gallons of Roundup herbicide to curbs, sidewalks, parking lots and mulched areas around the city.
- Grounds Superintendent worked with 24 Wesley College freshmen weeding, edging, and mulching along the St. Jones River for 4 hours on Saturday, August 18th. This is an annual event where students do community service work as part of the orientation.

Geographic Information Systems (GIS)

- Created Grant Area map for Economic Development office.
- Recreated new Voting Districts based on written description.
- Created Schutte Park map showing areas to be cut.
- Set up GPS for sanitary sewer data collection.
- Printed posters for the Dover Urban Music Festival.
- Created Village of Cannon Mills road surface map.

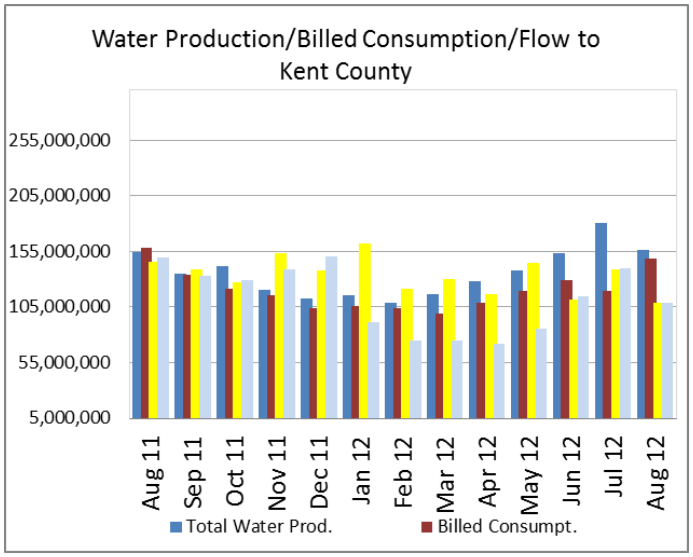
Fleet and Facilities Management

Fleet Maintenance
Work Orders: 78

Major Program Updates

Measure	AUGUST 12	AUGUST 11	DIFFERENCE
Fleet Maintenance			
Scheduled Preventative Maintenance appointments being kept *(Quantity and Percentage)*	20 out of 25 80.0% 8 Unscheduled PM's 11 Vehicles Rescheduled Or Unavailable for PM	20 out of 25 80.0%	0%
Facilities Management			
Routine work orders completed within 5 days *(Quantity and Percentage)*	45 out of 47 95.74%	45 out of 48 93.57%	+ 1.99%
Emergency work orders completed within 2 days *(Quantity and Percentage)*	2 out of 2 100%	9 out of 9 100%	0%

Water/Wastewater



ENGINEERING SUMMARY

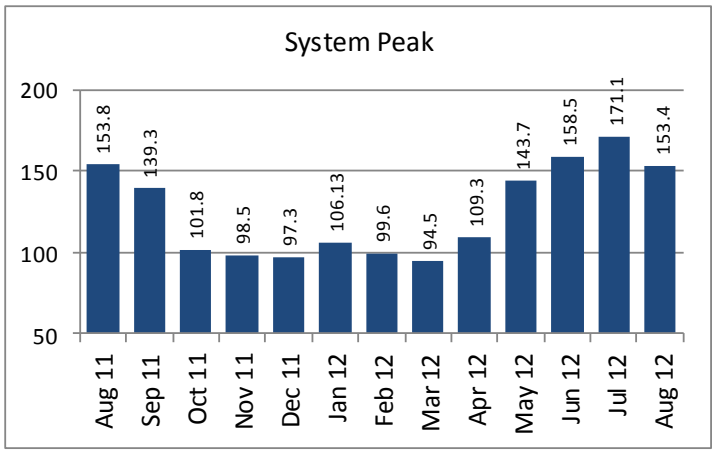
Major Program Updates	AUGUST 12	AUGUST 11	DIFF	FY13 YTD	FY12
State and Federal Violations	0 violations	0 violations	-	-	-
Water Quality Complaints	10	8	+ 2	15	25
Plan Review Completed Within 30 days of Sub-mission	9 plans 100%	6 100%	+3	16	14
Field Inspection Response within 48 hours of Request	46	36	+10	68	56

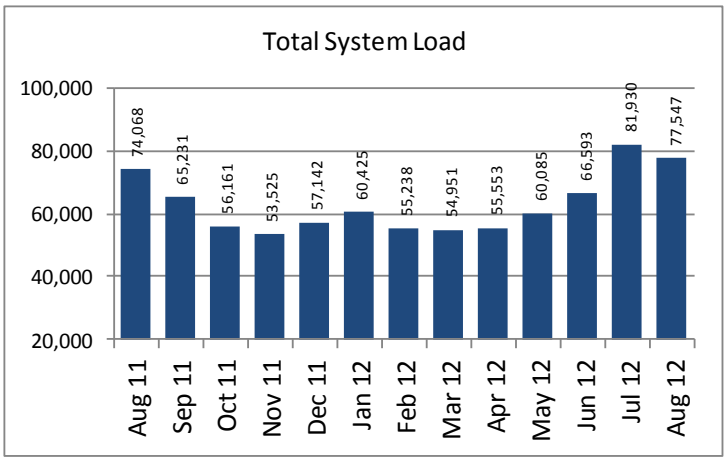
OPERATIONAL SUMMARY

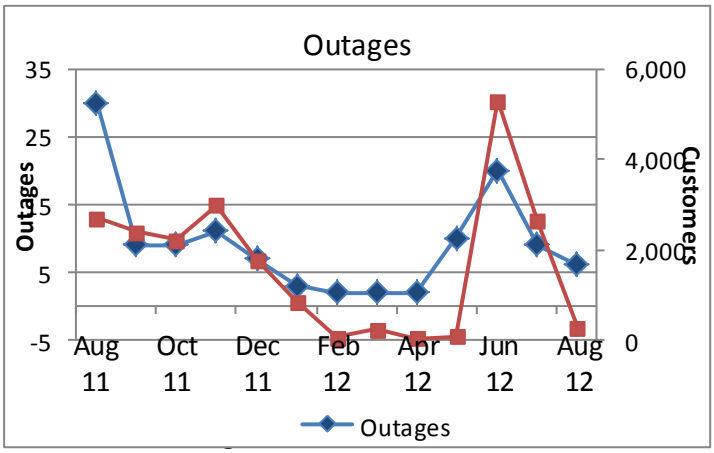
Task	AUGUST 12	AUGUST 11	CURRENT FY
Water Production - Daily Average	5,041,290	4,976,839	336,496,000
Average Field Response Time (goal is <30 minutes)	21.09	30.50	17.71
Water Mains Repaired	2	0	3
Water Service Lines Repaired	8	5	9
Wastewater Mains Repaired	0	1	1
Wastewater Service Lines Repaired	1	2	1
Sewer Lines Flushed - linear feet	159,424	104,648	258,150
Sewer Mains Videoed -linear feet	7,174	19,024	16,727
Total Fire Hydrants in Service	1,791	1,778	1,791

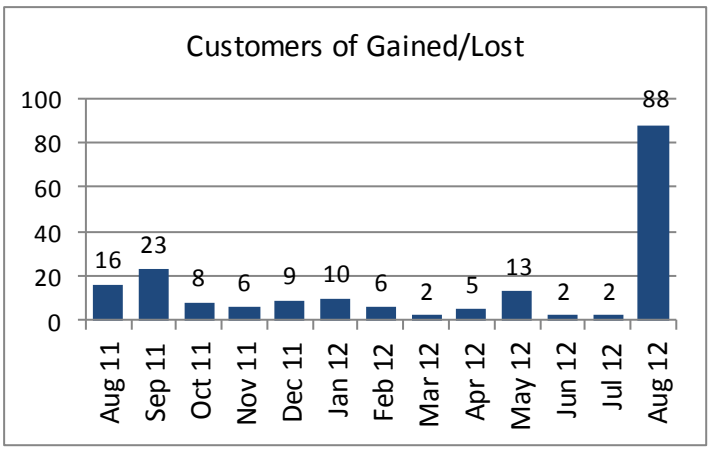
PUBLIC UTILITIES

Electric









Electric Monthly Outage Report

The annual outage goal will be less than 295 minutes per customer, which is a Delaware Standard. This will be measured by calculating the System Average Interruption Duration Index.

FY 13 YTD	FY 12	FY 11
56.8	45.84	63.78

Controllable Outages *Annual goal is less than 40*		**Average Response Time** *Goal is less than 30 minutes*	
Month	**Year-to-date**	**Month**	**Year-to-date**
2	7	17.2 Minutes	22.22 Minutes

PROGRAM UPDATES	AUG 12	AUG 11	FY13 YTD
Tree Trimming	335	146	583
Number of Oil Releases	0	1	0
Lost Time Accidents – All Electric Utility Divisions	0	2	1
New Services	88	16	90
Major Goals Completed in the Past Two Months			
N/A			

CITY PLANNER'S MONTHLY REPORT

15 Loockerman Plaza
P.O. Box 475
Dover, DE 19903
Phone: (302) 736-7196 Fax (302) 736-4217

August 2012

PERSONNEL

On August 24, 2012 Edwin Martin, Inspector I in the Planning and Inspections Department retired after starting his career with the City on November 17, 2008.

PLANNING OFFICE

Planning Staff (Dawn Melson-Williams) attended the Senate Bill 64 Floodplain and Drainage Advisory Committee Community Outreach Meeting on August 15, 2012 held at the Kent County Administration Building. The meeting included a review of the Adopted Floodplain and Drainage Standards and Recommendations (DNREC Secretary's Order # 2012-WS-0029 effective August 2, 2012). As a follow-up, municipalities are asked to self-review their existing regulations to access and report on the consistencies/deficiencies of local programs regarding floodplain and drainage activities and their capacity to implement the standards and recommendations. The Planning Office is conducting the self-review and will work on the required reporting to DNREC.

The Planning Office is part of the review process for certain types of construction activity permits (Building Permits, Sign Permits, etc.) and Certificate of Occupancy permits. Planning Staff also reviews new applications for Business Licenses and Rental Dwelling Permits. More detailed information on these permits and licenses is reported later in this document. For August 2012, Planning Staff was involved with review of 85 Permits and 12 Certificates of Occupancy permits (2012 Year to Date total of 615 Permits and COs compared to 638 year-to-date in 2011).

EDEN HILL FARM TND

- Phase 1: Residential District of Eden Hill Farm TND – 77 Dwelling units constructed. Infrastructure for Phase 1 is not yet dedicated.
- Phase 2: Residential District of Eden Hill Farm TND - Construction activity continues on a set of six townhouse dwelling units located at 512-522 Ann Moore Street within Phase 2A of the Residential District. City Staff allowed the issuance of these permits in June 2012 as infrastructure items were already in place for this block segment of Ann Moore Street.
- Prior to continuing with additional development in Phase 2, the site developer will need to address infrastructure dedication, bonding, street lighting payments for installation, tree planting requirements, and other infrastructure items.
- There was no activity associated with the Professional Office, Medical & Financial District.
- There was no activity associated with the Neighborhood Commercial District.

COMPREHENSIVE PLAN IMPLEMENTATION

Planning Staff continues to focus efforts on the implementation items identified in the *2008 Comprehensive Plan* as amended.

- On August 13, 2012, the City Council approved the revisions to the sign regulations of *Zoning Ordinance*, Article 5 Section 4 as presented in Ordinance #2012-13 with two minor amendments (MI-12-15).

NEW DOVER HIGH SCHOOL PROJECT (C-10-05/S-11-18)
Construction activities related to utilities, site improvements like parking lots, and the building construction activities continue at the site. A monthly coordination meeting between City Staff and the district's design professionals was held in August. Discussions with DelDOT continue to focus on the concerns regarding traffic and pedestrian access for the east entrance. The construction continues on the signalized west entrance (Dover High Drive) and Route 8 improvements.

NPDES – MUNICIPAL SEPARATE STORM SEWER SYSTEM PERMIT *NEED TO UPDATE*
In August, the City focused on solidifying plans and dates for the environmental lecture series that will be held in the fall at the new Dover Public Library. The first lecture is planned for September 21, 2012. The architects who designed the library will lead the presentation and discuss the Leadership in Energy and Environmental Design (LEED) elements of the building. The second lecture, scheduled for October 16, 2012, will feature the Director of the Chesapeake Bay Program, Nick DiPasquale. He will talk about the Chesapeake Bay experience and its environmental issues. With the dates and presenters set, the City and library will publicize the event with flyers and advertisements on the webpages for the public.

BOARDS AND COMMISSIONS REPORTS

Board of Adjustment:
The Board of Adjustment held a meeting on August 15, 2012 and took the following actions. The next regular scheduled meeting of the Board of Adjustment is scheduled for September 19, 2012.

1. **Applicant #V-12-09 - 38 South New Street, the House of Pride** – Moved to deny variance request pertaining to the restoration of restoration of an existing building as a non-conforming use as two dwelling units. Building must be restored to a single family dwelling.

Historic District Commission:
The Historic District Commission did not meet on August 16, 2012. The next Historic District Commission meeting is scheduled for September 20, 2012.

Planning Commission
The Planning Commission met on August 20, 2012 and took the actions summarized listed below. The next Planning Commission meeting is scheduled for September 17, 2012.

1. **C-10-02 The Arbors at 1051 College Road** - Moved to approve a one year extension of the Conditional Use Site Plan for construction of multi-family building of 48 units.
2. **C-08-01 House of Pride at Properties on North New Street and South New Street** – Annual Review of Conditional Use Permit. Presented as informational item only as the Planning Office is initiating the process for Revocation of the Conditional Use Permit.
3. **Z-12-02 Lands of Bennie Smith at 870-872 Forest Street: Rezoning from CPO to C-1A** - Moved to forward to City Council a recommendation of approval from for rezoning of the property from CPO to C-1A and subject to the COZ-1.
4. **S-12-13 Serenity Place Dover at 327 Martin Street** - Moved to approve Site Plan. The approval is also contingent upon the applicant complying with all DAC comments of record and recommendations of the Planning Commission. Action also includes approval of the waiver request for elimination of the connection of sidewalk

5. **C-11-03 Revised Governors Club Café at 144 Kings Highway** – Moved to approve the Revised Conditional Use application allowing the applicant to operate as a restaurant with the capacity to serve alcoholic beverages.
6. **MI-12-21 Garrison Energy Center, LLC Performance Standards Review Application** - Moved to approve the *Performance Standards Review Application* and to accept the remarks and Staff Review Report of the *Performance Standard Requirements Application* and are aware that the Garrison Energy Center are currently meeting the standards that are required of them.

CODE ENFORCEMENT

Case Type	# cases current month	# cases YTD	% staff initiated current month	% staff initiated YTD
No valid rental permit	1	115	100%	97%
No valid building permit	10	33	90%	94%
Tall grass and weeds	124	456	81%	68%
Unregistered vehicle	1	19	0%	68%
Abandoned vehicle	3	77	67%	56%
Annual Housing Inspection	29	455	86%	74%
Property Maintenance – Exterior	64	326	64%	58%
Electric Termination	30	217	97%	99%
Dover Code of Ordinances	42	216	76%	66%
Zoning	6	50	50%	54%
Total Cases	**310**	**1964**		
Total # of Inspections	**408**			

DANGEROUS BUILDINGS/DEMOLITION STATUS

The following buildings were declared dangerous by City Council:

- 123 Blue Beach Drive – Bi-weekly inspections occurred in August, property is improving, and pool is in compliance.
- 14 South Queen Street – Property was demolished by a City Contractor in mid-August.
- 118 N. Ann Avenue – Property was demolished by a City Contractor in early August.
- 171 Orchard Avenue – Asbestos abatement completed on home. Bids for the demolition of the home are due by the end of August.
- 488 North East Avenue – City Council granted on June 25th to allow the bank an additional 90 days to make repairs to the structure.
- 39 Primrose Drive – Council declared the structure dangerous on August 27, 2012 and gave the property owners 30 days to bring into code compliance or the demolition process with begin.

During the month of August staff registered an additional 8 structures as vacant buildings bringing the total number of active vacant buildings within the City to 441. Staff also collected in July $500.00 in registration fees for a total of $18,000 for 2012.

COMMUNITY DEVELOPMENT

CDBG FY11 PROJECTS

Homeownership Assistance Program

Eight (8) families have purchased homes using the Dover First Start Program.

Homeowner Rehabilitation Program
Three (3) homes have been completed.

Dover Interfaith Mission to the Homeless
CDBG funds have been utilized to cover the operations cost for the shelter.

Emergency Home Repair Project
Emergency repairs have been completed on 15 properties in the City of Dover.

Connections Community Support Program
Motel vouchers have been provided to 18 homeless persons in the City of Dover.

Neighborhood Stabilization Program (NSP)
The City was awarded $1,426,740 for the acquisition and rehab of foreclosed properties to be sold to qualifying families. A total of $1,277,993 has been expended on the acquisition and renovations for 9 properties. The remaining balance of $148,747 will be utilized for renovations and acquisition. Six properties have been sold, two are for sale, and one is a rental that serves persons with disabilities. Central Delaware Habitat for Humanity has purchased a property and is currently under renovation.

218 Ann Avenue (sold)
343 Mimosa Avenue (sold)
907 Woodcrest Avenue (sold)
1430 S. Hancock (group home rental)
1415 S. Hancock (for sale)
337 N. Governors Avenue (sold)
254 Green Blade Drive (sold)
302 Stonebrook Place (for sale)
11 Westover Drive (sold)
110 Thames Drive (under renovation)

FIRE MARSHAL'S OFFICE
BUILDING INSPECTIONS AND LICENSING

LIFE SAFETY

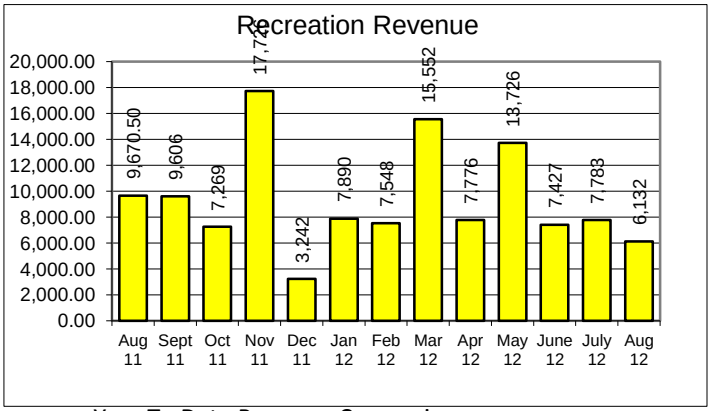
Inspections	AUGUST 12	FYTD 13	AUGUST 11	FYTD 12
Fire Protection Inspections (new & existing)	43	65	122	155
Fire Code Inspections	197	298	93	148
Inspection Deficiencies	114	130	139	199
Certificate of Occupancy	4	6	3	6
Office	73	152.5	86	198
Meetings	28	54	58	86
Plan Review	29	51.5	34	63
Training	0	0	0	0
Fire Investigations	7	13	5	12
Accidental	$0.00	$0.00	$1,400.00	$101,400.00
Incendiary	$11,000.00	$11,000.00	$100.00	$400.00
Undetermined	$0.00	$1,000.00	$0.00	$40,500.00
PERMITTING AND LICENSING				
Permits Issued	**AUGUST 12**	**FYTD 13**	**AUGUST 11**	**FYTD 12**
Administrative Permit	4	8	2	4
Building Addition/Renovation Permits	38	78	28	57
Building Permits	16	32	16	43
Demolition Permits	11	14	1	2
Fence Permits	8	18	11	22

Fire Prevention Permits	4	14	8	11
Mechanical Permits	22	85	28	43
Plumbing Permits	16	44	43	66
Sign Permits	29	43	25	44
Swimming Pool Permits	1	9	0	6
Business Licenses	200	626	209	955
Merchant Licenses	43	209	58	213
Contractor Licenses	128	453	127	521
Lodging House Licenses	1	1	0	0
Mobile Homes	54	131	110	206
Public Occupancy	6	13	11	17
Rental Dwelling	25	53	24	42
BUILDING INSPECTIONS				
	AUGUST 12	**FYTD 13**	**AUGUST 11**	**FYTD 12**
Building	381	637	302	586
Plumbing/Mechanical	371	742	380	709
Certificate of Occupancy	12	19	7	19

PARKS AND RECREATION

As of July 1, 2012, Parks and Recreation became a Division of the Department of Planning and Inspections and reports to Ann Marie Townshend (City Planner). The following information is provided on their activities and programming.

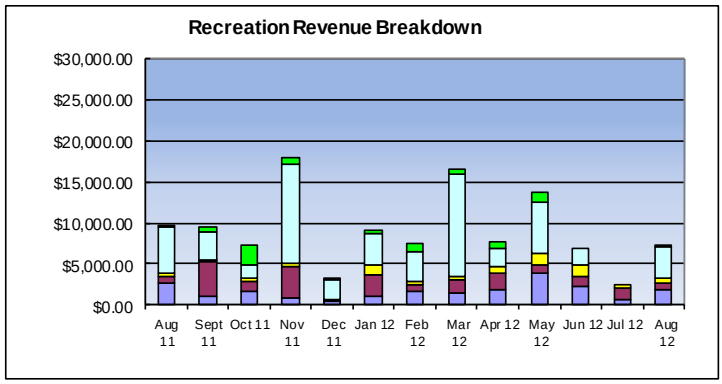
- Registration numbers have improved with the publishing of the tri-annual Recreation & Library programming guide.
- Dover Park staff have begun preparations to relocate at the Pitts Center early this fall. Move is targeted for early October.
- Thank you to Margery Cyr and the library staff for working with us to relocate programming from the Pitts Center into the new library.
- New programming for the Fall of 2012 includes birthday party packages, 18+ basketball, fitness class and much more being held at the Pitts Center.



Year To Date Revenue Comparison

FY12 $18,969 vs FY13: $13,915*

*softball league registration decline

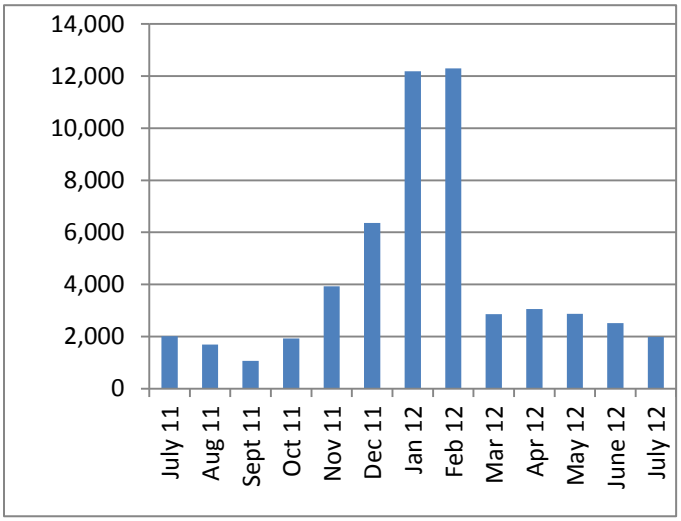


General – $1,485 Rental Payments – $927

Sports – $475 Leagues – $3,960 Trips – $70

Program Attendance**	AUGUST 12		FYTD 13		AUGUST 11		FYTD 12
Total	1,752		3,745		1,692		3,698
Open Gym	671		1,251		501		961
Fitness Classes	179		363		331		634

Rentals	AUGUST12		FYTD 13		AUGUST11		FYTD 12
Baseball/Softball Field Rentals*	3		41		14		52
Dover Park Pavilions (2)	6		27		6		26
Multipurpose/Field Hockey Field Rentals*	1		11		0		19
Recreation Center – Dover Park	12		39		13		39
Silver Lake Pavilions (2) / Schutte (1)	10		19		5		11
Soccer Field Rentals*	0		0		2		0
Stage – Mobile Platform	5		10		4		9
These numbers reflect groups that utilized our facilities during August.							
Dover Park Program Attendance*	**AUGUST12**		**FYTD 13**		**AUGUST11**		**FYTD 12**
No Programs took place in August.							
This number reflects activities that took place in August. (Not included on the JWP report.)							

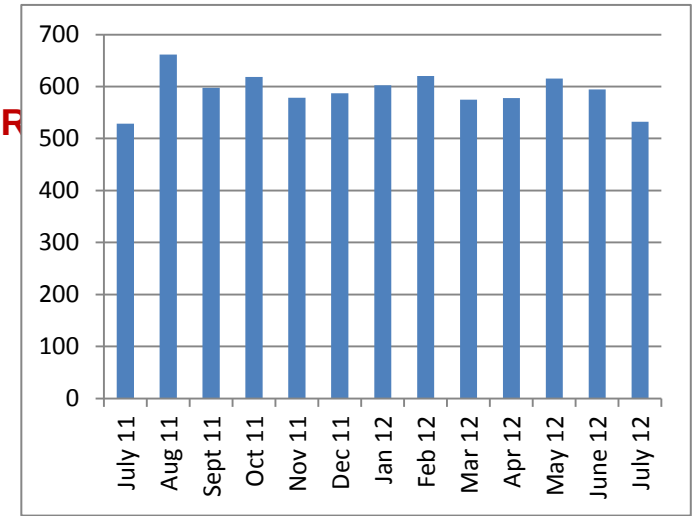


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Program Attendance figures includes participants, parents and spectators in the facility.

John W. Pitts R

Total Program Attendance



Leagues	650		1,440		620		1,290
Camps	48		254		35		348
Sports Classes	137		271		142		324
Meetings & Rentals	57		151		37		91
Enrichment Classes	10		15		26		50

Facility Usage By The Hour	AUGUST 12		FYTD 13		AUGUST 11		FYTD 12
Open Gym	509.75		894.75		517.25		888.25
Fitness Classes	33		62		38.5		89
Leagues	24		56		36		62
Camps	12		49		20		44
Sports Classes	19.5		35.5		31		49.5
Meetings & Rentals	7		40		5		37
Enrichment Classes	4		4		13.5		20
Total Facility Usage Hours	609.25		1,141.25		661.25		1,189.75

- Since our opening in late April 2008, we have had 223,493 guests at the John W. Pitts Recreation Center.
- We are issuing FREE Recreation Center ID Cards to track facility usage during Public Open Gym Periods. The statistics listed below reflect those that have completed the registration.

Open Gym Registrations:

Total ID cards issued: 5,116

City Residents: 2,263 (44%)
Non-City Residents: 2,836 (56%)
Kent County Residents: 2,357 (46%)
Sussex County Residents: 165 (3%)
New Castle County Residents: 109 (2%)
Out of State Residents: 223 (4%)

Submitted by:

Ann Marie Townshend

Ann Marie Townshend, AICP
Planning & Community Development Director

DOVER
FIRE DEPARTMENT



AUGUST
2012

Incident Type Report (Summary)

Dover Fire Department

Date Range: From 08/01/2012 to 08/31/2012

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
1 Fire					
111 Building fire		1	1.10%	$0	0.00%
113 Cooking fire, confined to container		3	3.30%	$0	0.00%
142 Brush or brush-and-grass mixture fire		1	1.10%	$0	0.00%
150 Outside rubbish fire, other		3	3.30%	$0	0.00%
160 Special outside fire, other		1	1.10%	$0	0.00%
	Totals	**9**	**9.89%**	**$0**	**0.00%**
2 Overpressure Rupture, Explosion, Overheat(no fire)					
	Totals	**0**	**0.00%**	**$0**	**0.00%**
3 Rescue & Emergency Medical Service Incident					
300 Rescue, EMS incident, other		1	1.10%	$0	0.00%
322 Motor vehicle accident with injuries		2	2.20%	$0	0.00%
324 Motor vehicle accident with no injuries.		2	2.20%	$0	0.00%
350 Extrication, rescue, other		1	1.10%	$0	0.00%
352 Extrication of victim(s) from vehicle		1	1.10%	$0	0.00%
353 Removal of victim(s) from stalled elevator		1	1.10%	$0	0.00%
372 Trapped by power lines		1	1.10%	$0	0.00%
	Totals	**9**	**9.89%**	**$0**	**0.00%**
4 Hazardous Condition (No Fire)					
400 Hazardous condition, other		1	1.10%	$0	0.00%
411 Gasoline or other flammable liquid spill		2	2.20%	$0	0.00%
412 Gas leak (natural gas or LPG)		4	4.40%	$0	0.00%
413 Oil or other combustible liquid spill		1	1.10%	$0	0.00%
440 Electrical wiring/equipment problem, other		1	1.10%	$0	0.00%
441 Heat from short circuit (wiring), defective/worn		1	1.10%	$0	0.00%
442 Overheated motor		1	1.10%	$0	0.00%
461 Building or structure weakened or collapsed		1	1.10%	$0	0.00%
	Totals	**12**	**13.19%**	**$0**	**0.00%**
5 Service Call					
531 Smoke or odor removal		2	2.20%	$0	0.00%
571 Cover assignment, standby, moveup		1	1.10%	$0	0.00%
	Totals	**3**	**3.30%**	**$0**	**0.00%**
6 Good Intent Call					
600 Good intent call, other		4	4.40%	$0	0.00%
611 Dispatched & canceled en route		1	1.10%	$0	0.00%
631 Authorized controlled burning		2	2.20%	$0	0.00%
641 Vicinity alarm (incident in other location)		1	1.10%	$0	0.00%
652 Steam, vapor, fog or dust thought to be smoke		1	1.10%	$0	0.00%
	Totals	**9**	**9.89%**	**$0**	**0.00%**
7 False Alarm & False Call					
700 False alarm or false call, other		15	16.48%	$0	0.00%
710 Malicious, mischievous false call, other		5	5.49%	$0	0.00%
721 Bomb scare - no bomb		1	1.10%	$0	0.00%
730 System malfunction, other		10	10.99%	$0	0.00%
731 Sprinkler activation due to malfunction		1	1.10%	$0	0.00%
733 Smoke detector activation due to malfunction		6	6.59%	$0	0.00%

Incident Type Report (Summary)

Dover Fire Department

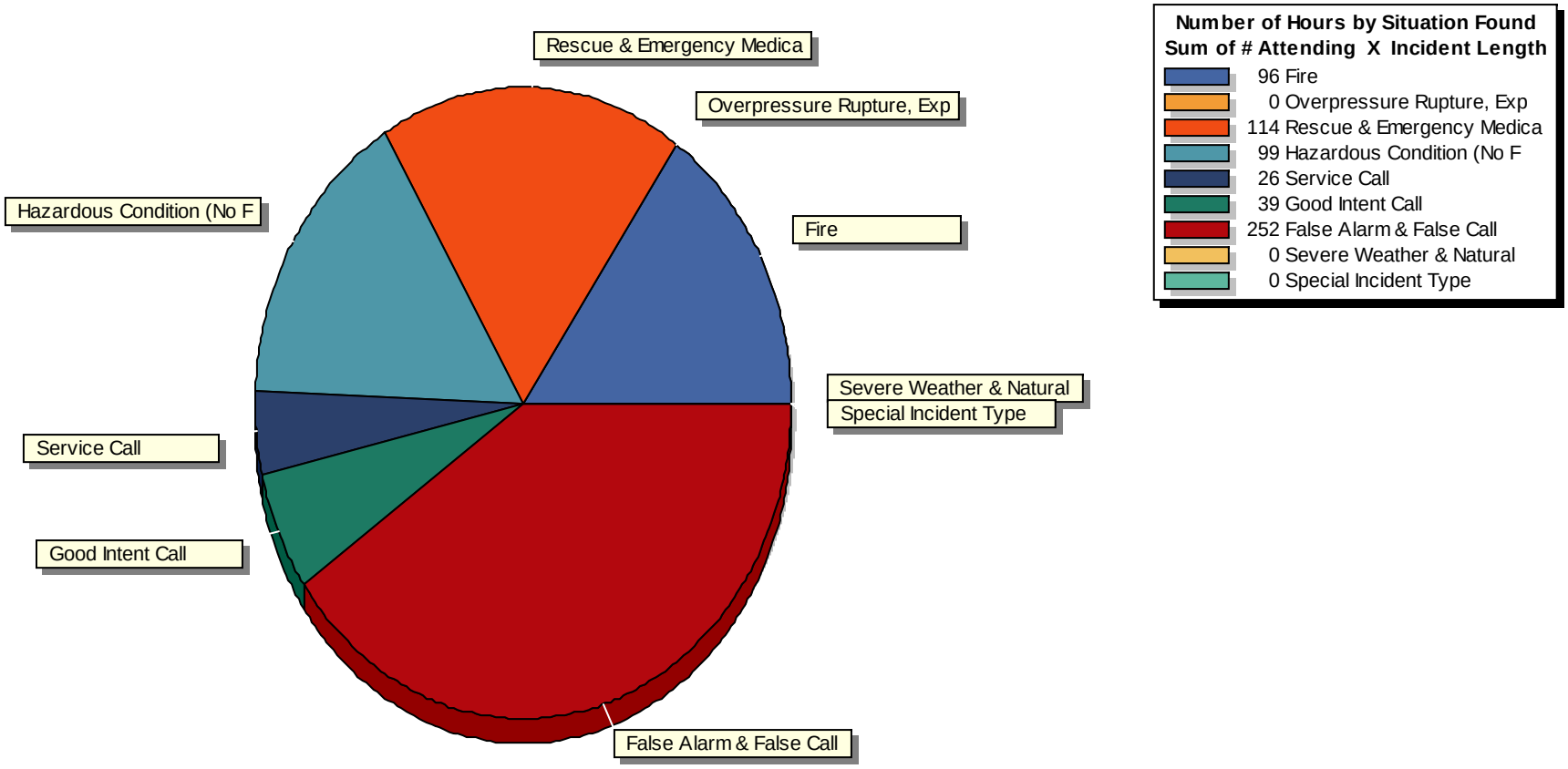
Date Range: From 08/01/2012 to 08/31/2012

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
735 Alarm system sounded due to malfunction		6	6.59%	$0	0.00%
743 Smoke detector activation, no fire - unintentional		2	2.20%	$0	0.00%
744 Detector activation, no fire - unintentional		1	1.10%	$0	0.00%
745 Alarm system activation, no fire - unintentional		1	1.10%	$0	0.00%
746 Carbon monoxide detector activation, no CO		1	1.10%	$0	0.00%
	Totals	**49**	**53.85%**	**$0**	**0.00%**
8 Severe Weather & Natural Disaster					
	Totals	**0**	**0.00%**	**$0**	**0.00%**
9 Special Incident Type					
	Totals	**0**	**0.00%**	**$0**	**0.00%**
	Totals	**91**		**$0**	

Manpower Hours by Sitation Found

Date Range: From 08/01/2012 to 08/31/2013

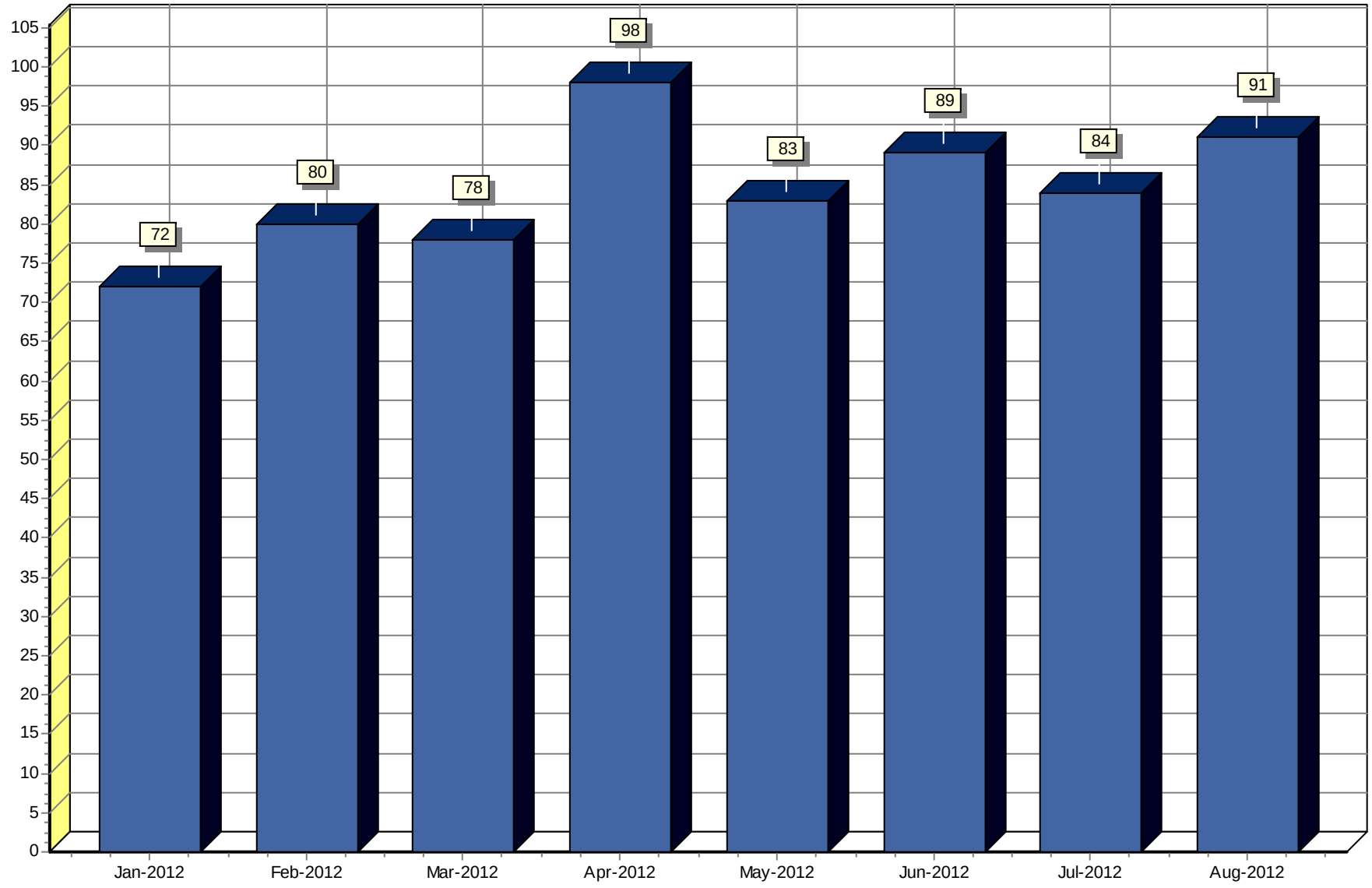
Dover Fire Department



Alarms by Month of Year

Dover Fire Department

Date Range: From 01/01/2012 to 08/31/2012



Incident Run Log

Dover Fire Department

Date Range: From 08/01/2012 to 08/31/2012
Company: All Companies
Sorted by: Incident Number

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
08/01/2012	30046	2012-000586	05:51	260	BEISER BLVD		Alarm system sounded due to malfunction
	System malfunction						
08/01/2012	30046	2012-000587	08:10	200	HIAWATHA LANE		Smoke detector activation due to malfunction
	System malfunction. Nothing found						
08/01/2012	30046	2012-000588	08:23		13/ S STATE ST		Motor vehicle accident with injuries
	Assisted PD and EMS with patient care.						
08/01/2012	30046	2012-000589	10:20	655	BAY RD		System malfunction, other
	Call for a generator room water flow. After dispatch, Dover 16 (West) called in and advised to have FF Willson handle in the Brush truck along with FM2. FF Willson advised a malfunction and that FM2 and maintenance were on scene handling the issue.						
08/01/2012	30046	2012-000590	20:56	51	WEBBS LN	AA	Gas leak (natural gas or LPG)
	Dispatched to above address for a gas leak in the structure. Upon arrival crews went inside to investigate and found nothing. Cleared.						
08/01/2012	30046	2012-000591	23:35	468	COUNTRY DR		Smoke detector activation, no fire - unintentional
	Dispatched to above address for a AFA. Upon arrival found a detector and activated in the basement area. Residents related that someone had been smoking in the area. Cleared.						
08/03/2012	30046	2012-000592	00:51	51	WEBBS LN	CC	System malfunction, other
	Dispatched to above address for an AFA. Upon arrival found the alarm system was in trouble. Turned bldg over to maintenance and put bldg on fire watch. CLeared.						
08/03/2012	30046	2012-000593	15:50	1422	MCKEE RD		Outside rubbish fire, other
	On arrival found debris and leaves on fire around a vehicle in a woods at 1422 McKee Road. Brush 9 arrived and extinguished same. Crew from Engine 6 checked for extension with negative results. Scene turned over to FM 4.						
08/03/2012	30046	2012-000594	23:13	450	ARTIS DR		Authorized controlled burning
	Call for a debris pile on fire at the above address. Upon arrival, crews found a small recreational burn. Landlord/tenant issue.						
08/04/2012	30046	2012-000595	01:44	30	OLD RUDNICK LA		Alarm system sounded due to malfunction
	System malfunction unkown						
08/04/2012	30046	2012-000596	19:53	100	HAMAN DR		Cooking fire, confined to container
	Contained grease fire in the oven.						
08/05/2012	30046	2012-000597	12:51	1030	FORREST AVE	106	Outside rubbish fire, other
	mulch fire						
08/05/2012	30046	2012-000598	16:43	1200	N DUPONT HWY		False alarm or false call, other
	Dover Fire dispatch received an automatic fire alarm for Warren Franklin Hall. Security notified DFD prior to dispatch and advised the alarm was activated as a result of a faulty panel. Dover 19 (Whitt) was notifed and no response was made.						
08/05/2012	30046	2012-000599	20:22	1369	WALKER RD		Good intent call, other
	Dispatched to above address for a oven that would not turn off. Upon arrival the resident related that her stove top was on and would not turn off. Upon investagation found the knob and been turn the wrong way. Fixed the knob and the stove turned off. Cleared.						
08/06/2012	30046	2012-000600	02:26	300	HIAWATHA LANE		System malfunction, other
	Dispatched to above address , upon arrival found the a detector in apt. 326 needed a new battery or to be changed. Advised the residence to call maintenance to check on same. Cleared.						
08/06/2012	30046	2012-000601	12:23	908	WOODCREST DR		Cooking fire, confined to container
	Small Grease fire that put itself out prior to our arrival. The fire alarm did not activate with a smoke condition in the building.Units cleared and the scene was turned over to FM2.						
08/06/2012	30046	2012-000602	13:39	724	S WEST ST		Overheated motor
	Overheated vehicle						
08/06/2012	30046	2012-000603	23:33	50	N DUPONT HWY		False alarm or false call, other
	Captain Carey completed a complete walk around of the building with negative results. There were no numbers listed in red alert or on the building to make contact. The building was placed on fire watch.						
08/07/2012	30046	2012-000604	09:01	1200	N DUPONT HWY		False alarm or false call, other
	Smoke detector m3-26 malfunctioned. The building was placed on fire watch and the scene was turned over to DSU police and FM4						
08/07/2012	30046	2012-000605	17:56	433	COUNTRY DR		Gas leak (natural gas or LPG)
	Responded to above address for a report of a gas leak at Apt 433G. Crew from Engine investigated to find a odor of gas coming from the stove. Gas to the stove was shut off and scene was placed under control and turned over to maintenance.						
08/07/2012	30046	2012-000606	19:42	150	LAFFERTY LA		False alarm or false call, other
	Crews completed a walk through of the building with negative results. Units cleared and turned the scene over to the respondent.						
08/07/2012	30046	2012-000607	23:36	1200	N DUPONT HWY		False alarm or false call, other
	DSU POLICE ADVISED THERE WAS DIRT IN THE DETECTOR AND WE WERE NOT NEEDED. UNITS CANCELLED THEIR RESPONSE.						
08/08/2012	30046	2012-000608	16:31	121	S STATE ST		System malfunction, other
	Writer responded for report of a fire alarm . We had responded to previous address several times prior for same activation. No fire or smoke was located and it was determined that their system was having problems.						

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
08/08/2012	30046	2012-000609	19:00	930	WHATCOAT DR		Electrical wiring/equipment problem, other

L1, E3 responded for report of a arching from the outlet. Crews found a slight problem however no extension was located. Power was secured to the problem area and maintenance was notified.

08/08/2012	30046	2012-000610	19:48	1200	N DUPONT HWY		System malfunction, other

Writer responded to above , Warren Franklin building. DSU PD advised it was under control and same detector as before located on the third floor.

08/08/2012	30046	2012-000611	22:45	1450	FORREST AVE		Gasoline or other flammable liquid spill

Writer responded for approx 10-12 gallons of gasoline spilled. Spill was contained using stay dry. DNREC was notified and advised that the business was able to reopen and just to keep closed the pumps where the spill was , until it was able to be cleaned.

08/09/2012	30046	2012-000612	15:29	306	ALDER RD		Good intent call, other

L1, E3 responded to above for report of alarm sounding. Crews investigated same and found no problem inside the residence. Possibly due to resident replacing a detector earlier in that day . Resident was advised to have system checked.

08/09/2012	30046	2012-000613	22:03	901	FOREST ST		Malicious, mischievous false call, other

Writer responded to above for report of alarm sounding in the gym. Writer found visible alarm in the gym area , same area as prior that day . Maintenance was notified of same and the scene was turned over to them .

08/10/2012	30046	2012-000614	09:55	725	HORSEPOND RD		Vicinity alarm (incident in other location)

Call for an AFA at the above location. Call was handled by station 54. Crews investigated and found that a detector was set off from a grille at the rear of the structure being used by construction crews. Positive pressure ventilation was used. FM4 on scene.

08/10/2012	30046	2012-000615	13:12	1200	N DUPONT HWY		Alarm system sounded due to malfunction

Dispatched to above address for a AFA. Upon arrival found the alarm panel in trouble. Upon further investigation the water flow alarm had went off.Related they get the system checked and that they would be on fire watch .

08/10/2012	30046	2012-000616	19:02	212	N GOVERNORS AVE		Building fire

Dispatched to above address for a house fire. Upon arrival in the command car, found a 2 1/2 story, single family residence with smoke showing from division 2 and 3. Dover PD make forcible entry into the residence. Also noticed that there was a broken window in the fire room on division 2.

Had E2 take the hydrant at N Governors Ave and Fulton St. and set up on side A of the structure. Had E2 crew pull a 1 3/4 line to attack the fire.
Had E3 and L1 pull into the parking lot on side B of the structure. E3 crew assisted in search and L1 crew set the main to the roof.

Had E2 Officer call out and advise that a fire fighter was injured. He was turned over to Amb 63 and transported to KGHED

Interior crews extinguished the fire and cleared the structure. Fire was placed under control at 19:23hrs. Fire Scene turned over to Dover FM1

08/11/2012	30046	2012-000617	12:09	1710	N DUPONT HWY		Malicious, mischievous false call, other

Smoke detector activation from smoking in the restroom

08/11/2012	30046	2012-000618	14:56		SR1 SB /EXIT 98		Motor vehicle accident with no injuries.

Rollover MVC on SR1. No patients upon arrival.

08/11/2012	30046	2012-000619	18:41	909	N DUPONT HWY		Motor vehicle accident with injuries

DOVERFIRE AND KCEMS DISPATCHED TO A REPORTED 5 VEHICLE MVC WITH ENTRAPMENT. DOVER 16 UPON ARRIVAL CONFIRMED ENTRAPMENT AND ESTABLISHED DUPONT HIGHWAY COMMAND. DOVER E2 ARRIVED FIRST ON SCENE, STABILZED VEHICLE AND PREFORMED A DOOR POP ON THE PASSENGER SIDE FRONT DOOR. PATIENT WAS BOARDED AND COLLARED AND TRANSPORTED BY A53. 3 PATIENTS IN 3 OTHER VEHICLES WERE TRANSPORTED BY A/B 63.

UNITS RESPONDING ENGINE2 RESCUE1 BRUSH 9 A&B 63 A 53 KM5 AND KM7 DOVER PD

08/11/2012	30046	2012-000620	22:46	300	HIAWATHA LANE		Cooking fire, confined to container

Responded to the above address for a burning odor coming from Apt. 335. After a complete walk through of the building it was conformed that it was unattended cooking in Apt. 325. Scene was placed under control and all units returned.

08/12/2012	30046	2012-000621	14:30	800	N STATE ST		Outside rubbish fire, other

Juveniles in the park lighting pine cones and pine needles on fire.

08/12/2012	30046	2012-000622	16:09		SCARBOROUGH RD		Brush or brush-and-grass mixture fire

Responded to the above location for a grass fire. Engine 3 arrived on location North bound St Rte 1 just north of the toll plaza with 30 by 10 area of grass on fire. Fire was quickly extinguished by Engine 3 and brush 9. Scene was placed under control and all units returned.

08/13/2012	30046	2012-000623	00:47	1572	N DUPONT HWY		Alarm system activation, no fire - unintentional

Workers in the building set off the system.

08/15/2012	30046	2012-000624	08:12	1137	S STATE ST		False alarm or false call, other

Alarm company failed to report they were testing the system.

08/15/2012	30046	2012-000625	08:59	901	FOREST ST		False alarm or false call, other

Alarm company failed to report they were testing the system.

08/15/2012	30046	2012-000626	10:03	102	W WATER ST		Removal of victim(s) from stalled elevator

L1, R1 responded to above for report of subject trapped in the elevator at the above location. Subject was removed from the elevator and it was turned over to maintenance. Was placed out of service. Victim did not need medical attention.

08/15/2012	30046	2012-000627	11:37	526	FULTON ST		Gas leak (natural gas or LPG)

Crews arrived on scene to find Chesapeake utilities investigating a gas leak. They advised they had everything under control and we were not needed.

08/17/2012	30046	2012-000628	04:37	204	BAY TREE RD	B	Malicious, mischievous false call, other

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
PULL STATION 1-6							
08/17/2012	30046	2012-000629	06:51	321	CHARRING CROSS DR		Gasoline or other flammable liquid spill
Call for a gasoline leak. Crews arrived on scene to find a leak coming from a car in the garage at the above address. Stay dry was put down. Ventilated the residence as well as the neighboring residence.							
An orange Dotson, New York CYM 3495							
08/17/2012	30046	2012-000630	09:37	506	S state st		Smoke detector activation, no fire - unintentional
Call for a zone 1 smoke detector activation. Crews investigated and found subjects cleaning with a leaf blower. Dust set the detector off.							
08/17/2012	30046	2012-000631	10:16	1365	N DUPONT HWY	3054	Bomb scare - no bomb
FM1 responded with DPD to a reported bomb threat at Carmike.							
08/18/2012	30046	2012-000632	04:04	24	THE GREEN		False alarm or false call, other
DFD responded to the above location in reference to an alarm activation. Crews located a faulty detector in the rear of the business. Scene turned over to building maintenance.							
08/19/2012	30046	2012-000633	04:24	401	FEDERAL ST		Heat from short circuit (wiring), defective/worn
DFD responded to the above location in reference to an alarm activation. On arrival, crews located a battery rack which had overheated and caused a light haze on the third floor. Crews secured the power and building maintenance responded. Crews set up positive pressure to remove the smoke. FM 2 responded to the scene and the scene was turned over to him. No further action taken.							
08/19/2012	30046	2012-000634	04:44	706	WILLIAM ST		False alarm or false call, other
Dover 15 responded to the above location in reference to an alarm activatioin. Writer checked the building with the respondent and met with negative results. No further action taken.							
08/19/2012	30046	2012-000635	11:39	655	N DUPONT HWY		Steam, vapor, fog or dust thought to be smoke
Writer responded to above for an alarm activation that was cancelled prior to FD dispatch. It was found to be a cleaning agent that caused a fog in room 122. Turned over to maintenance							
08/19/2012	30046	2012-000636	18:18	36	COURTSIDE DR	A	Good intent call, other
Call for a subject using a grill on the balcony (apartment A31). Dover 22 (Hall) responded to advise the subject of proper procedures. Subject was cleaning his grill.							
08/20/2012	30046	2012-000637	19:44	656	N DUPONT HWY		Extrication of victim(s) from vehicle
DFD responded to Rt 13 and Lepores Dr for a reported vehicle crash with entrapment. On arrival, I located a two vehicle crash which involved a State FM unit, which had rolled several times but came to rest on it's wheels. The operator of the FM unit was still inside the vehicle and unable to remove himself from same. Crews placed several cutters into service and removed the roof. After this, EMS provided medical to the operator and transported same to Bayhealth for treatment. The operator of the second vehicle involved was outside the vehicle prior to fire department's arrival. No further action taken.							
08/21/2012	30046	2012-000638	13:18	1074	S STATE ST		False alarm or false call, other
Malfunctioning alarm that was reset prior to our arrival.							
08/21/2012	30046	2012-000639	13:56	128	N GOVERNORS AVE		Smoke or odor removal
E2 responded to the above address in reference to a dumpster fire. On arrival crews filled the dumpster with water and departed.							
08/21/2012	30046	2012-000640	15:10	744	RIVER RD		False alarm or false call, other
DFD responded to the above location in reference to an alarm activation. Crews checked the building and met with negative results.							
08/22/2012	30046	2012-000641	08:17	1200	N DUPONT HWY		Dispatched & canceled en route
DSU called back and advised they were testing the alarm. No response made.							
08/22/2012	30046	2012-000642	08:25	1101	S DUPONT HWY		Detector activation, no fire - unintentional
On arrival owner advised she had burnt eggs on the stove. All units cleared.							
08/22/2012	30046	2012-000643	14:24	67	GREENTREE DR		False alarm or false call, other
DFD responded to the above location in reference to an alarm activation. Crews checked the building and met with negative results.							
08/22/2012	30046	2012-000644	20:05	319	BILLY MITCHELL LN		False alarm or false call, other
DFD responded to the above location in reference to an alarm activation. Crews checked the building and met with negative results. No further action taken.							
08/23/2012	30046	2012-000645	15:05	527	S STATE ST		Trapped by power lines
E2 responded to above for report of MVC where a vehicle struck the pole and was now trapped inside the vehicle due to power lines on top of vehicle. E2 arrived and Comcast advised it was just a cable line . Victim was removed from vehicle with no injuries. E2 assisted with removing pole from roadway . Scene was turned over to Dover PD and Comcast.							
08/23/2012	30046	2012-000646	16:07	21	HITCHING POST DRIVE		Special outside fire, other
Writer and L1 responded for report of a deck on fire by the pool and playground area. Fire was reported to be out, crews from L1 confirmed same and damage was minimal . Scene was turned over to FM-2 and FM-4							
08/23/2012	30046	2012-000647	18:48	227	CECIL ST		Rescue, EMS incident, other
Responded to the above address to assist A-63 with a child who leg was caught in spokes of bicycle..We were able to cut the spokes away from the child's leg and free her leg. Scene was placed under control and A-63 transported minor to KGH.							
08/24/2012	30046	2012-000648	09:54	1200	N DUPONT HWY		False alarm or false call, other
Crew completed a walk through and found a malfunctioning smoke detector.							
08/25/2012	30046	2012-000649	00:02	400	N DUPONT HWY	F	Malicious, mischievous false call, other
Building F fire alarm . Was checked by writer . Nothing found turned over to Management.							
08/25/2012	30046	2012-000650	00:22	123	N DUPONT HWY		Authorized controlled burning
Subjects having a controlled fire in a pit.							

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
08/25/2012	30046	2012-000651	01:58	1200	N DUPONT HWY		System malfunction, other
		First Floor smoke detector. Unk reason why. Scene turned over to DSU PD. Widener Towers					
08/25/2012	30046	2012-000652	06:05	65	CARVER RD		System malfunction, other
		Crews checked the school and found no problems. Detector was activated in Hallway area. Scene turned over to maintenance.					
08/25/2012	30046	2012-000653	20:20	166	RODRIC TERR		Smoke or odor removal
		Responded to the above address for a unknown odor. Did a complete walk through of the house and basement with negative results with gas meter. Advised the home owner I could smell oil from the furnace and they needed to contact the oil company to come out and service. Also if they had somewhere to stay for the night until the furnace was serviced. Scene was placed under control and i returned.					
08/26/2012	30046	2012-000654	03:58	500	PERSIMMON TREE LA	8	Smoke detector activation due to malfunction
		Responded to the above address for a AFA. Crews from Engine 3 and Engine 2 investigated to find a smoke detector activation 3rd floor in front of Apt 34. Scene was placed under control and all units returned.					
08/26/2012	30046	2012-000655	04:31	1080	SILVER LAKE BLVD		Alarm system sounded due to malfunction
		Responded to the above address for a AFA. Crews from Engine 3 and Engine investigated to find a smoke detector activation by the front desk. Scene was placed under control all units returned.					
08/26/2012	30046	2012-000656	05:00	1080	SILVER LAKE BLVD		Alarm system sounded due to malfunction
		Responded to the above address for a AFA for the second time that night. Smoke detector activation do to malfunction. Building was placed on fire watch and scene was placed under control.					
08/26/2012	30046	2012-000657	11:30	655	N DUPONT HWY		Sprinkler activation due to malfunction
		Water system activation. Crews walked building with negative results					
08/26/2012	30046	2012-000658	13:41	2035	S dupont hwy		Extrication, rescue, other
		Assisted Station 41 with removal of an injured subject. Patient was removed from second floor of her residence with assistance from Dover L2 and KC Special Ops					
08/26/2012	30046	2012-000659	14:37	104	BURNING TREE RD		Building or structure weakened or collapsed
		Dispatched to investigate possible structural damage to a residence. The home was believed to have been struck by a vehicle sometime Friday night and Saturday morning (0824/12 and 08/25/12). The homeowner remembers hearing a thud in the middle of the night but didn't think anything else of it and went back to bed. Today, while doing lawn work, he noticed car tracks in the grass that led up to a bush then the house. Upon arrival, inspected the outside of the house. Found a small, what appeared to be a superficial crack that went from the bottom of the siding, downward approx 1'. No other damage was noted outside. Investigated the basement are and found no visible damage. All utilities were operation and did not appear to have any damage. The homeowner was asked if he wanted the building inspector to respond and we both agreed it was not necessary. Cleared the scene. User: O'Connor, Jr., Michael 08/26/2012 15:49:20					
08/26/2012	30046	2012-000660	14:47	500	PERSIMMON TREE LA	8	System malfunction, other
		Dispatched to an AFA at the above location. While enroute, dispatch advised that maint was on scene and had reset the system. Single engine response continued into the scene. Upon arrival, was met by the maint person who related he had a faulty detector. He was unsure which detector was malfunctioning. When questioned, he was not able to inform me which zone or detector the alarm box was showing as faulty. The maint man was advised of the proper procedures in incident such as this. He was informed the building was being placed on fire watch and explained to him what that meant. He fully understood and related that he was calling the alarm maint people as soon as we left. Cleared the scene. User: O'Connor, Jr., Michael 08/26/2012 15:39:58					
08/26/2012	30046	2012-000661	18:14	1036	S BRADFORD ST		Good intent call, other
		DFD responded to the above address in reference to a possible house fire. On arrival, investigation revealed the occupant of the residence was grilling on the screeened in back porch. No action taken.					
08/27/2012	30046	2012-000662	09:34	1200	N DUPONT HWY		Smoke detector activation due to malfunction
		Warren Franklin Hall smoke detector activation					
08/27/2012	30046	2012-000663	09:45	1200	N DUPONT HWY		Alarm system sounded due to malfunction
		Admin building alarm system activation.					
08/27/2012	30046	2012-000664	12:45	800	N STATE ST		Malicious, mischievous false call, other
		Pull station activation at the front door. Employees did not see who activated station.					
08/27/2012	30046	2012-000665	13:20	1200	N DUPONT HWY		Smoke detector activation due to malfunction
		System activation due to malfuntion. FM placed entire complex on fire watch					
08/27/2012	30046	2012-000666	15:40	1492	N LITTLE CREEK RD	2	Oil or other combustible liquid spill
		On arrival found a residential fuel tank over turned leaking fuel crew contained the spill and the scene was turned over to DNREC for clean up.					
08/27/2012	30046	2012-000667	18:51	67	ANN AVE		Gas leak (natural gas or LPG)
		Call for a gas leak outside of the structure at the gas main. R.P. could hear and smell gas. Upon arrival crews found that a subject had accidentally cut the gas line while trimming a bush. Crews shut the gas off at the meter. Chesapeake was notified and was making a response. Owner: C. Grimm					
08/28/2012	30046	2012-000668	02:05	1200	N DUPONT HWY		System malfunction, other
		Call from Advantech operator 75669 for a zone 2 fire alarm activation at Warren Franklin. DSU was on fire watch. Contacted security to advise we were not responding due to fire watch. If the FD was needed they were to call us directly.					

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
08/28/2012	30046	2012-000669	03:59	249	SIMON CIRCLE		Smoke detector activation due to malfunction
	System activation for unknown reason. System back to normal before FD arrival						
08/28/2012	30046	2012-000670	15:14		FORREST AVE		Motor vehicle accident with no injuries.
	BUS MVC NO INJUIRES						
08/28/2012	30046	2012-000671	22:37	400	N DUPONT HWY	H	Smoke detector activation due to malfunction
	Detector activation due to malfunction						
08/30/2012	30046	2012-000672	15:13	104	GAGEN CT		Carbon monoxide detector activation, no CO
	Dispatched to a CO activation via an alarm company. Just prior to responding, the alarm company called back and related the alarm was set off by construction workers. Dover 18 reduced the assignment to the command car and responded to the scene. Upon arrival, was met by the construction workers who related they had removed the detector because they were told it was de-powered. No CO activation. Cleared the scene. User: O'Connor, Jr., Michael 08/30/2012 15:42:19						
08/30/2012	30046	2012-000673	22:35	1200	N DUPONT HWY		System malfunction, other
	DFD received an alarm activation for Warren Franklin Buliding. Dover dispatch was advised to contact security and they made a response. DSU security located a dirty smoke detector in room 832. No action taken, no response.						
08/31/2012	30046	2012-000674	10:21	7	SENATOR AVE		Hazardous condition, other
	Dover 22 responded to the above address in reference to a CO detector activation. The residence was checked and met with negative results.						
08/31/2012	30046	2012-000675	19:52	125	SPRINGFIELD WAY		False alarm or false call, other
	DFD responded to the above location for an alarm activation. Crews checked the residence and met with negative results.						
08/31/2012	30046	2012-000676	22:58		WALMART DRIVE		Cover assignment, standby, moveup
	DFD was dispatched to assist station 41 with an alarm activation at Walmart but was cancelled.						

Total Incidents: 91

FY 12-13 City Funded Account Balance Sheet

ACCOUNT	BUDGET	SPENT	BALANCE
Apparatus Repairs & Maintenance	$ 67,000.00	$ 3,450.12	$ 63,549.88
Building Maintenace Supplies	$ 1,650.00	$ -	$ 1,650.00
Contractual Services	$ 16,587.00	$ -	$ 16,587.00
Electricity	$ 51,820.00	$ 8,647.61	$ 43,172.39
Gasoline	$ 19,050.00	$ -	$ 19,050.00
Heating Expenses- Gas	$ 20,000.00	$ 128.32	$ 19,871.68
Medical Supplies	$ 700.00	$ -	$ 700.00
Office Supplies	$ 2,500.00	$ -	$ 2,500.00
Other Equipment Repairs	$ 4,000.00	$ -	$ 4,000.00
Program Expenses	$ 36,630.00	$ 3,075.49	$ 33,554.51
Radio Repairs	$ 2,000.00	$ 239.07	$ 1,760.93
Safety & Security	$ 2,150.00	$ -	$ 2,150.00
Small Tools	$ 4,800.00	$ 105.00	$ 4,695.00
Telephone	$ 13,340.00	$ 425.55	$ 12,914.45
Training & Travel	$ 8,815.00	$ 585.00	$ 8,230.00
Uniforms & Firefighting Gear	$ 27,100.00	$ 43.49	$ 27,056.51
Water/ Sewer	$ 3,150.00	$ 174.53	$ 2,975.47

Balance as of: 08/31/12

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
August 2012

	Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Ordinary Income/Expense									
Expense									
Apparatus Repairs & Maintenance									
	Check	08/04/2012	697	Atlantic Emergency Solutions	MOR2541MOP		City Fund Account	1,533.52	1,533.52
	Check	08/04/2012	697	Atlantic Emergency Solutions	MOR2542MOP		City Fund Account	46.75	1,580.27
	Check	08/04/2012	697	Atlantic Emergency Solutions	MOR2567MOP		City Fund Account	120.00	1,700.27
	Check	08/04/2012	697	Atlantic Emergency Solutions	MOR2567MOP		City Fund Account	891.36	2,591.63
	Check	08/04/2012	698	Ben Smetana	Plug for Engine 3		City Fund Account	16.60	2,608.23
	Check	08/04/2012	699	Carl King Tire Company	Invoice # 317138		City Fund Account	105.00	2,713.23
	Check	08/04/2012	703	Delaware Tire	Invoice # 213925- Oil Change Command Vehicle		City Fund Account	38.55	2,751.78
	Check	08/04/2012	704	Delaware Fire & Safety Equipment Co.	Ticket # 6762		City Fund Account	35.00	2,786.78
	Check	08/14/2012	710	Delaware Tire	Invoice # 214365- Brush 9 Tire		City Fund Account	20.00	2,806.78
	Check	08/14/2012	711	DP Fire	Invoice # 154590		City Fund Account	240.00	3,046.78
	Check	08/14/2012	711	DP Fire	Invoice # 154679		City Fund Account	257.05	3,303.83
	Check	08/25/2012	713	Airpower International	Parts for Station 1 Cascade System		City Fund Account	85.80	3,389.63
	Check	08/25/2012	717	Kunkel Auto Supply	Invoice # 056494088- Truck Cleaning Supplies		City Fund Account	26.70	3,416.33
	Check	08/26/2012	719	M&T Bank	Sanzo Specialties- Knox Box for Ladder 1		City Fund Account	33.79	3,450.12
Total Apparatus Repairs & Maintenance								3,450.12	3,450.12
Electricity									
	Check	08/04/2012	702	City of Dover Utility	Acct # 44343-32052		City Fund Account	3,657.73	3,657.73
	Check	08/14/2012	709	City of Dover Utility	Acct # 44343-32052		City Fund Account	4,018.06	7,675.79
	Check	08/25/2012	714	City of Dover Utility	Acct # 44255-31966		City Fund Account	971.82	8,647.61
Total Electricity								8,647.61	8,647.61
Heating Expenses- Gas									
	Check	08/04/2012	700	Chesapeake Utilities	Station 2- 06/26 to 07/26		City Fund Account	60.56	60.56
	Check	08/14/2012	708	Chesapeake Utilities	Station 1 from 07/05 to 08/03		City Fund Account	67.76	128.32
Total Heating Expenses- Gas								128.32	128.32
Program Expenses									
	Check	08/25/2012	716	ESI Equipment, Inc.	Resuce Tool Service Agreement		City Fund Account	2,022.00	2,022.00
	Check	08/25/2012	718	Magnum	Burger King Siren Repair-		City Fund Account	1,053.49	3,075.49
Total Program Expenses								3,075.49	3,075.49
Radio Repairs									
	Check	08/04/2012	705	Delaware Division of Communications	Invoice # 127140- Car 16 repairs		City Fund Account	239.07	239.07
Total Radio Repairs								239.07	239.07
Small Tolls									
	Check	08/25/2012	715	DP Fire	K1200 Saw Repair		City Fund Account	105.00	105.00
Total Small Tolls								105.00	105.00
Telephone									
	Check	08/04/2012	701	Chief Technologies, LLC	Invoice # 703		City Fund Account	342.00	342.00
	Check	08/04/2012	706	Verizon Wireless	Wireless Charges- 06/21 to 07/20		City Fund Account	83.55	425.55
Total Telephone								425.55	425.55
Training & Travel Expenses									
	Check	08/14/2012	712	DVFA-2011 EMS Conference	David Carey-Chris Jacobs and Mike O'Connor Jr.		City Fund Account	585.00	585.00
Total Training & Travel Expenses								585.00	585.00
Uniforms									
	Check	08/04/2012	707	Witmer Public Safety	Invoice # 1415872- Radio Strap		City Fund Account	43.49	43.49
Total Uniforms								43.49	43.49
Water/Sewer									
	Check	08/14/2012	709	City of Dover Utility	Acct # 44345-32054		City Fund Account	106.25	106.25
	Check	08/14/2012	709	City of Dover Utility	Acct # 44341-32050		City Fund Account	11.54	117.79
	Check	08/25/2012	714	City of Dover Utility	Acct # 44253-31964		City Fund Account	56.74	174.53
Total Water/Sewer								174.53	174.53
Total Expense								16,874.18	16,874.18
Net Ordinary Income								-16,874.18	-16,874.18
Net Income								**-16,874.18**	**-16,874.18**

Monthly Report

August 2012

Economic Development Office

2012_8 Monthly Report – Economic Development Office

- Conference call with Alan Perry from Montchanin Group, update on tenants in the SunRoc Building and possible expansion of ILC in the SunRoc Building
- Worked on lease information for the potential EPC for the Calpine project, provided lease information costs and terms on Lot 6 at the Garrison Tract
- Jeff Stone (DEDO), Jim Waddington (County ED Director), Mayor Carey and I met to discuss next steps with Mazzetta and potential for offering them a lot at the Garrison Tract
- Met with Parks, Recreation and Community Enhancement Committee and updated the Committee on Benchmarks for the Economic Development Office and provided a report on job growth over the last year at the largest employers in Dover
- Teleconference with Rob Stenta of Pettinaro, to discuss their concerns with the vacant building fees they've been assessed at the Blue Hen Corporate Center. He followed up with a letter outlining potential future tenants at the Blue Hen Corporate Center and requesting the City to waive the vacant building fee at those locations. The information was forwarded to the City Planner and the Mayor.
- Two teleconferences with the new owner of former Golden Corral property to introduce Economic Development office and offer assistance in moving forward
- Met with Bob Ruggio to discuss potential Economic Development coalitions with his company in the Dover area and to update him on the Garrison Tract infrastructure improvements and the Calpine project
- Mayor and I met with new Plant Manager and Human Resources Director at Proctor & Gamble to welcome him to Dover and to offer assistance in any future growth initiatives that P&G might have in Dover. Also provided an update on the utility savings that they received in FY2012 and the savings they can anticipate in FY2013
- Met with Joe Miller, a central Delaware and Cambridge, Ontario manufacturer of custom PVC and rigid foam products on how to market their products in Delaware. Agreed to assist through a referral basis
- Participated in the Economic Development Roundtable at the Kent County Administration Building hosted by the Greater Dover Committee. Gave an overview of the Economic Development initiatives within the City of Dover and Gregg Moore gave an overview of the DDP initiatives
- Had follow-up meeting with NCALL and other partners with reference to the Wells Fargo Planning Grant provided the grant writer with the Neighborhood Plan that was the result of the September 2010 Charrette
- Assisted Calpine in their request for electrical engineering data for the transmission lines and the interconnection to the Cartanza substation
- Two teleconferences with Harvey Blonder in reference to old Biter and Cullen carwash on Route 13. Discussed his concerns with the planning office in reference to the sign issues and suggested he contract with the sign contractor in Dover and submit a proposal to the planning office which he has done

- Attended the Planning Commission meeting with Calpine in which the Planning Commission approved the performance standards which Calpine had submitted to the City of Dover
- Teleconference with George Dobbins to discuss his concerns about impact fees for the relocation of his fitness center to Enterprise Park
- Teleconference with Stu Widom from Calpine to determine the talking points for the Mayor and City Manager at the Air Permitting meeting at DNREC on Wednesday, August 8th
- Teleconference with Jeff Stone from DEDO in reference to ILC Dover's search for expansion facility

Measures:

1. Maintain an unemployment rate for the City of Dover that is lower than national and state averages.

	2010-2011 Actual	**2011-2012 Actual**	**2012 - 2013 Projected**
Results	<10% unemployment rate in July 2011 9.2 % - U.S. Rate 8.0 % - DE Rate 9.9% - City of Dover Rate June 2011 – Actual	<10% unemployment rate in July 2012 8.2% - U.S. Rate 6.8 % - DE Rate 8.6% - City of Dover Rate June 2012 – Actual	<10% unemployment rate in July 2013 8.1% - U.S. Rate 6.9% - DE Rate 8.6% - City of Dover Rate August 2012 – Actual

2. Monitor number of contacts with small businesses and with out-of-town companies interested in locating in Dover.

	2010-2011 Actual	**2011-2012 Actual**	**2012 - 2013 Projected**
Results	≥20 contacts with potential small businesses; **12 contacts YTD** ≥15 contacts with out-of-town companies interested in locating in Dover. **10 contacts YTD**	≥20 contacts with potential small businesses; **10 Contacts YTD** 11 contacts with out-of-town companies interested in locating in Dover **9 Contacts YTD**	≥20 contacts with potential small businesses; **6 Contacts YTD** 11 contacts with out-of-town companies interested in locating in Dover **3 Contacts YTD**

2012_8 DDP Monthly Update

- Met with Jonathan Street to discuss the North Street Project Implementation and status of the communication cable relocation.
- Conferenced with Val DeRocili on expanded Brownfield Cleanup at the Old Capital Scrap site, discussed the need for additional monitoring at the southern site and also the need for the vapor barrier for Inner City Cultural League's building
- Met Brightfields at 680 Forest Street to review the remediation plans for the vacant property between the 680 building and the warehouse
- Made arrangements to have gas delivered to 22-24 W Loockerman Street with Chesapeake Utilities
- Signed lease agreements between the Downtown Dover Partnership, the Delaware Housing Authority, and the Von Croy Group
- Did radio interview with Clear Channel updating Economic Development strategies in downtown and First Friday initiatives
- Met with Joe Zilcosky from DEDO to discuss Frankfurt Bakery's financial needs
- Secured bids for roofing repairs at 22-24 W Loockerman Street
- Approved Windstream fiber optic relocation contract for North Street
- Met at 680 Forest Street with Brightfields and an engineer from McCrone and approved the survey for the potential parking area behind 680 and the engineering survey for the Brownfield remediation
- Teleconference with Brian DiSabatino with regard to the purchase agreement for the Acme site and in particular the length of time requested by EDIS for the extension of their due diligence period. Agreed to refund EDIS' original deposit.
- Met with George Zhang from Verizon and their subcontractor in reference to a damaged conduit which would house the permanent electric service going to 22-24 W Loockerman Street. Subcontractor agreed to dig up the conduit and repair it at their expense.
- Continued work with Kent County Entrepreneurship Consortium regarding the Summit to be held on September 25, 2012
    - Recruited two downtown merchants to be part of a panel discussion on small business success stories– Maxine Lewis from Maxine's Fashions, and Edmound Usefkhanian from Simaron's Steak & Sub
    - Assisted Kent County Consortium in creating a membership application
- Finalized content and layout for the DDP 2012 Annual Report
- Prepared update on vacant buildings
- Presented the Pop-Up Program sponsored by DEDO to downtown property owners with vacant retail space
- Completed first phase of installing new panels in the Bradford Street Kiosk
- Worked with Jarvis Savage on planning 4th Annual Dover Urban Music Festival & Block Party
- Worked with Wesley College on final logistics for student clean-up project on August 11th
- Annual Downtown Dover Beach Party during August First Friday

M E M O R A N D U M

TO: Members of City Council

FROM: Traci A. McDowell, City Clerk

DATE: October 8, 2012



SUBJECT: Special Election - Vacancy in 4th District Council Position (Term to Expire May 11, 2015)

In accordance with Section 13 of the City Charter, a Special Election must be held to fill the vacancy created by the death of Councilwoman Sophia R. Russell since the vacancy is in excess of six (6) months in duration. This position is for a Fourth (4th) District Council seat with a term that expires May 11, 2015.

The following dates are submitted for your approval relative to the Special Election:

Date of Election - Tuesday, November 27, 2012
The earliest the election can be held is November 6, 2012 and the latest it can be held is December 5, 2012.

Filing Petitions - October 9, 2012 through October 31, 2012 at 4:30 p.m.
This time frame allows three (3) weeks for filing of petitions and almost four (4) weeks for campaigning and absentee voting.

Voter Registration Close - November 9, 2012
Voter registration (for the Special Election) shall close on November 9, 2012 and reopen on January 1, 2012. The State will continue to accept voter registration applications during this time.

Oath of Office - Regular City Council Meeting of December 10, 2012
December 6, 2012 is the soonest that the Oath of Office can be administered.

The above schedule is only a suggestion for Council consideration, but official action by Council is necessary.

I have contacted the Elk's Lodge and they have tentatively reserved their facility as the polling place for the Special Election. Newspaper notices for the filing petition dates will be prepared so that we can advertise immediately following the Council Meeting (upon Council approval of the dates).

If you have any questions or suggestions regarding the above, please do not hesitate to contact me.

/tm
S:\CAFS\ELECTION RELATED\10-08-2012 Scheduling Special Election Memo to Council.wpd