ANNUAL COUNCIL MEETING
A G E N D A

MAY 14, 2012 - 7:30 P.M.

CITY HALL COUNCIL CHAMBERS
15 LOOCKERMAN PLAZA
DOVER, DELAWARE

INVOCATION BY FATHER JOSEPH MCQUAIDE

PLEDGE OF ALLEGIANCE LED BY DOVER YOUTH ADVISORY COMMITTEE

STAR-SPANGLED BANNER SUNG BY XAVIER FAGANS

AGENDA ADDITIONS/DELETIONS

1. **Adoption of Minutes - Regular Council Meeting of April 23, 2012**

2. **Presentation/Proposed Resolution No. 2012-09 - William P. McGlumphy**

3. **Oaths of Office Administered by The Honorable Henry duPont Ridgely, Justice, Supreme Court and The Honorable Charles W. Welch, III, Judge, Court of Common Pleas**

Mayor	**-**	**Carleton E. Carey, Sr.**
Council - First District	**-**	**Beverly C. Williams**
Council - Second District	**-**	**Adam M. Perza**
Council - Third District	**-**	**David L. Bonar**
Council - Fourth District	**-**	**Sophia R. Russell**

4. **Election of Council President/Vice-Mayor**

5. **Recess for Photographs (Mayor and Council) and Light Refreshments**

* 6. **<u>CONSENT AGENDA</u>**
Those items on the Council Agenda which are considered routine and non-controversial shall be 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.

7. **<u>Proclamations</u>**
   - **A. National Public Works Week**
   - **B. National Women's Health Week**
   - **C. Community Action Month**

8. **State of the City Message - Mayor Carleton E. Carey, Sr.**

* **9. Utility Committee Report - April 23, 2012**

A. Update - Garrison Oak Technical Park Project

(Committee Action Not Required)

B. Proposed Ordinance #2012-12 - Amending Chapter 110 - Utilities, Article III - Water Service, Division 1 - Generally, Section 110-61 - Definitions and Section 110-67 Private Wells

(Committee Recommended Adoption of Proposed Ordinance #2012-12) **(See Item #18)**

C. Presentation by The Energy Authority (TEA) - Capital Improvement Projects (CIPs) Related to Units 1 and 2

(Committee Took No Action)

D. Annual Engineering Consultant's Report on the Operation and Maintenance of the Electric System - Fiscal Year 2011

(Due to Time Constraints, This Item Was Deferred Until the Next Meeting)

E. FY 2013 Five-Year Capital Investment Plan (CIP)

(Due to Time Constraints, This Item Was Deferred Until the Next Meeting)

10. Legislative, Finance, and Administration Committee Report - April 23, 2012

* **A. Authorization to Proceed with Reading Garden - Library**

(Committee Recommended Reinstating the Reading Garden to the Library Building Project)

* **B. Proposed Land Lease Agreement - Boys and Girls Club**

(Committee Recommended That the City Manager Be Authorized to Negotiate and Execute a Lease Agreement with the Boys and Girls Club for Land at the Corner of Hazlettville Road and Wyoming Mill Road on Which the Boys and Girls Club Will Construct a New Boys and Girls Club Facility)

* **C. FY 2013 Five-Year Capital Investment Plan (CIP)**

(Committee Recommended Acceptance of the Draft Five-Year Capital Investment Plan (CIP) as Presented)

* **D. Presentation - Comprehensive Annual Financial Report (CAFR) - Fiscal Year Ended June 30, 2011**

(Committee Recommended Acceptance of the Comprehensive Annual Financial Report (CAFR) - Fiscal Year Ended June 30, 2011 as Presented)

E. Assignment of Emergency Management Coordinator Responsibilities

(Committee Forwarded the Matter of the Assignment of Emergency Management Coordinator Responsibilities to City Council for Consideration Without a Recommendation)

* **F. Minority Recruitment Committee Recommendations**

(Committee Recommended Acceptance of the Implementation Plan for the Minority Recruitment Committee Recommendations)

* **G. Filling of Critical Positions**

g-1. Mailroom Clerk - Central Services

(Committee Recommended Approval of the Request to Fill the Mailroom Clerk Position)

g-2. Motor Equipment Operator (MEO) I - Water (Downgrade from Water Serviceperson) and Motor Equipment Operator (MEO) II - Wastewater (Downgrade from Heavy Equipment Operator (HEO) II)

(Committee Recommended Approval of the Request to Fill the Motor Equipment Operator (MEO) I - Water and Motor Equipment Operator (MEO) II - Wastewater Positions)

10. Legislative, Finance, and Administration Committee Report - April 23, 2012 (Continued)

* **G. Filling of Critical Positions (Continued)**

g-3. Motor Equipment Operator (MEO) II - Sanitation

g-4. Utility Maintenance Mechanic (UMM) I - Wastewater

g-5. Water Plant Operator I - Water Treatment Plant

(Due to Time Constraints, Items g-3 through g-5 Were Deferred Until the Next Meeting)

* **H. Public Comment Period**

(Due to Time Constraints, There Was No Opportunity for Public Comment)

* **11. Safety Advisory and Transportation Committee Report - April 25, 2012**

A. FY 2013 Five-Year Capital Investment Plan (CIP)

(Committee Recommended Acceptance of the Report)

B. Update - Dover High School Construction

(Committee Action Not Required)

C. Briefing on Delaware Department of Transportation (DelDOT) Projects

(Committee Action Not Required)

D. Briefing on Dover/Kent County Metropolitan Planning Organization (MPO) Projects

(Committee Action Not Required)

* **12. Monthly Reports - March 2012**

A. Budget
B. Chief of Police
C. City Assessor
D. City Manager
E. City Planner
F. Dover Fire Department
G. Capital Investment Plan (CIP)

* **13. Proposed Resolutions**

A. No. 2012-07 - Approval of 2013 Community Development Block Grant (CDBG) Action Plan

B. No. 2012-08 - Authorizing Signatures for Banking Services on Behalf of the City of Dover, Delaware

* **14. Council Appointments - 2012/2013 Staff**

A. City Assessor
B. Building Inspector
C. City Clerk
D. Assistant City Clerk
E. Controller/Treasurer
F. Assistant Treasurers
G. Fire Marshal
H. City Planner
I. City Solicitor
J. Deputy City Solicitor

15. Committee Appointments - Council President

A. Legislative, Finance, and Administration Committee
B. Parks, Recreation, and Community Enhancement Committee
C. Safety Advisory and Transportation Committee
D. Utility Committee
E. Civilian Pension Board
F. Construction Code Board of Appeals
G. Other Post Employment Benefits (OPEB) Committee
H. Police Pension Board

16. Miscellaneous Appointments - Council President

A. Chamber of Commerce & Greater Dover Committee Liaison Members
B. City/County Liaison Committee
C. Kent County Tourism
D. Central Delaware Economic Development Council (CDEDC) Liaison Member

* **17. Committee Appointments - Mayor**

A. Dover 4th of July Celebration Committee
B. Dover Public Library Advisory Commission
C. Downtown Dover Partnership
D. Election Board
E. Property Maintenance Board of Appeals
F. Silver Lake Commission

18. First Reading - Proposed Ordinance #2012-12

The First Reading is offered on the following proposed ordinance. Final action by Council will take place during the Second Reading of the ordinance on May 29, 2012. Copies of all proposed ordinances are available at the entrance of the Council Chambers or can be obtained from the City Clerk's Office.

A. Ordinance #2012-12 - Amending Chapter 110 - Utilities, Article III - Water Service, Division 1 - Generally, Section 110-61 - Definitions and Section 110-67 - Private Wells
(Utility Committee)

19. Final Reading - Proposed Ordinance #2012-10

The First Reading of the following proposed ordinance was accomplished during the Council Meeting of April 23, 2012. Copies of the proposed ordinance are available at the entrance of the Council Chambers.

A. Ordinance #2012-10 - Amending Chapter 1 - General Provisions, Section 1-13 - Denial of Permits or Approvals for Failure to Comply with Requirements for Payment, Actions, or Filings (Clean Hands)

20. Council Members Announcements

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REGULAR COUNCIL MEETING

The Regular Council Meeting was held on April 23, 2012 at 7:30 p.m. with Council President Leary presiding. Council members present were Mrs. Russell, Dr. McGlumphy, Mr. Lynn, Mr. Bonar, Mrs. Williams, Mr. Hare, and Mr. Hutchison. Mr. Anderson was absent.

Council staff members present were Police Chief Hosfelt, Ms. Russell, 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.

Councilwoman Sophia R. Russell, 208 N. New Street, speaking as a resident and taxpayer, stated that she was at the Dover Public Library on Saturday for a meeting with her youth council. She stated that she was offended by the filthy condition of the bathrooms. The floor was sticky and the toilets and sinks were dirty. Mrs. Russell stated that whatever staffing time has been cut should be reinstated to take care of the building.

Fire Chief Jack Fortney, 103 S. Governors Avenue, stated that they were in the process of hiring a Fire Dispatcher for Station 2 and have received 47 applications. He noted that the applications were sent to the Dover Police Department and he has been advised that, through the criminal background process, the number of eligible applicants has been reduced to 32 and could be further reduced to 10 or 12 applicants. Chief Fortney stated that when the position was advertised, the requirements included a high school diploma/GED and two (2) years fire service experience. He noted that applications were pulled because they did not meet those requirements; however, the Human Resources Department has subsequently waived the fire service experience requirement. Chief Fortney felt that the fire service experience should be required. He also felt that they were taking too long to hire someone and it was costing the department in overtime.

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

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF APRIL 9, 2012

The Minutes of the Regular Council Meeting of April 9, 2012 were unanimously approved by motion of Mr. Bonar, seconded by Mr. Russell and bore the written approval of Mayor Carey.

PROCLAMATION - ARBOR DAY

The City Clerk read the following Proclamation into the record:

WHEREAS, J. Sterling Morton, a Nebraska pioneer, understood that trees were needed for fuel and building materials, for shade from the hot sun, and as windbreaks to keep soil in place; and

WHEREAS, J. Sterling Morton advocated tree planting by individuals and civic organizations and, on January 4, 1872, proposed a tree-planting holiday to be called "Arbor Day"; and

WHEREAS, the first holiday was set for April 10, 1872, with prizes being offered to counties and individuals for properly planting the largest number of trees and it was estimated that more than one million trees were planted in Nebraska that day; and

WHEREAS, in 1885, Arbor Day was named a legal holiday in Nebraska and April 22, Morton's birthday, was selected as the date for its permanent observance. Today, it is most common for Arbor Day to coincide with the best tree planting weather for the region; and

WHEREAS, the City of Dover was named a Tree City USA in 2011 for the twenty-second consecutive year by the National Arbor Day Foundation, recognizing Dover for its outstanding urban forestry program; and

WHEREAS, the City of Dover Planning and Inspections Department's Tree Planting and Preservation Ordinance has caused the planting of thousands of trees in all subdivisions and commercial sites since 1992 and the City has been aggressively planting street trees, which are trees planted between the curb and the sidewalk, in almost every available site in the City; and

WHEREAS, the Delaware State champion American Elm on The Green may be the only living witness to the United States Constitution Ratification enacted at the Golden Fleece Tavern 234 years ago, underscoring that the planting and caring for trees is a special gift that one generation passes down to the next.

NOW, THEREFORE, I, CARLETON E. CAREY, SR., MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim April 28th, 2012 as ARBOR DAY in the City of Dover, and urge all citizens to support the efforts to care for our trees along our streets, in our parks, and in our yards. As the City of Dover plants trees on public property, I urge all citizens to plant trees on their property to enhance the environment and promote the well-being of present and future generations.

Mayor Carey presented the Proclamation to Bill Cooper, City of Dover Superintendent of Grounds. Mr. Cooper advised members that they are partnering with the Department of Natural Resources to observe Arbor Day by planting 29 native trees and 48 native shrubs on Park Drive along the St. Jones River on Saturday.

PROCLAMATION - NATIONAL CHILD ABUSE PREVENTION MONTH

The City Clerk read the following Proclamation into the record:

WHEREAS, every child is entitled to be loved, cared for, secure, and protected from verbal, sexual, emotional, and physical abuse and neglect; and

WHEREAS, it is estimated that only one in ten child victims disclose abuse. A large percentage of children do not disclose abuse until adulthood, if at all; and

WHEREAS, one in three girls and one in five boys will be sexually assaulted before they reach the age of 18. Consequences of this abuse include fear, loneliness, blaming themselves, poor self-esteem, anger, and mental health issues; and

WHEREAS, 95% of all victims know their perpetrators, which often consist of family members, friends, and acquaintances; and

WHEREAS, children are the embodiment of innocence and hope for the future. Every child deserves to grow up in a nurturing environment, free from harm and fear.

NOW, THEREFORE, I, CARLETON E. CAREY, SR., MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim the month of April 2012 as National Child Abuse Prevention Month in the City of Dover and encourage all citizens to emphasize the importance of understanding the devastating problem of child abuse and neglect, and commit to learning more about the behavioral and physical signs of possible abuse.

Mayor Carey presented the Proclamation to Ms. Tania Culley of the Office of the Child Advocate and Mr. Kenneth Haltom of the Attorney Generals Office.

APPEAL OF DENIAL - THE HOUSE OF PRIDE - 38 SOUTH NEW STREET - BUILDING PERMIT

In accordance with Chapter 1 - General Provisions, Section 1-13 - Denial of permits or approvals for failure to comply with requirements for payment, actions, or filings, of the Dover Code, an appeal hearing has been scheduled for this time and place to consider the denial of permit #12-232 related to 38 South New Street.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reminded members that the property located at 38 South New Street was considered for a violation of the Dangerous Building Ordinance on February 27, 2012. She noted that the property was severely damaged by fire on January 8, 2012 and was subsequently condemned on January 9, 2012. On February 27, 2012, The House of Pride was denied a building permit to begin renovations at 38 South New Street due to outstanding fees for the demolition of properties located at 106 South New Street and 35 North New Street. During the February Violation of the Dangerous Building Ordinance hearing, City Council tabled the matter to allow staff the opportunity to review the possibility of amending the Clean Hands ordinance to allow exceptions. On February 28, 2012, The House of Pride requested an Appeal of the Denial of the Building Permit. At their request, the appeal hearing was delayed to afford them time to obtain the funds to pay the outstanding fees.

Responding to Mr. Bonar, Mrs. Townshend stated that the outstanding fees had not been paid.

Noting that the First Reading of the "Clean Hands" ordinance was scheduled for the latter part of the meeting, Mr. Lynn asked what the practical effect would be in this situation if the ordinance were in place. Mrs. Townshend indicated that the "Clean Hands" ordinance would enable her to issue the requested permit.

Ms. Sandra Dean, representing The House of Pride, noted that they own 13 properties on North and South New Street. She stated that they have researched the ordinance and similar ordinances in other cities and, as a result, they requested withdrawal of the appeal of denial, while reserving the right to reapply for the building permit for 38 South New Street once The House of Pride meets the qualifications. Ms. Dean stated that she was hopeful that the "Clean Hands" ordinance would be adopted to allow them to obtain the permit. She also advised members that, at the same time, they are restructuring debt and some other financial planning to pay the demolition fees.

Ms. Dean requested that Council take no further action on the demolition of 38 South New Street for a period of time to allow them to resolve the issues.

Responding to Mr. Hutchison, Ms. Dean stated that it would cost approximately $50,000 to repair the building. She noted that the insurance company has paid them and the funds are in an escrow account.

Ms. Dean indicated that they plan to apply for a variance in order to rebuild a two-family unit. Mrs. Russell indicated that she would prefer a single-family home.

Mr. Bonar moved for acceptance of the request to withdraw the Appeal of Denial of Permit #12-232 related to 38 South New Street. The motion was seconded by Mr. Hare and carried by a unanimous roll call vote (Mr. Anderson absent).

PUBLIC HEARING - PROPOSED RESOLUTION NO. 2012-05 AMENDING RESOLUTION NO. 2010-07 - WESLEY COLLEGE STREET AND ALLEY ABANDONMENTS

On August 9, 2010, at the request of Wesley College, Resolution No. 2012-05 was adopted approving the alley and street abandonment of the 100 block of North Governors Avenue Alley West, the southern portion of the 200 block of North Governors Avenue Alley East, a portion of the unit block of North Bradford Street, the unit block of Fulton Street, a portion of the unit block of Cecil Street, a portion of the 200 block of North Bradford Street, and the northern portion of the unit block of North State Street Alley West. Included in the resolution was the stipulation that the abandonment be timed such that the City maintain ownership and maintenance of the subject streets and alleys until such time that they are physically altered by construction in accordance with a site plan approved by the Planning Commission.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that the delayed timing of the abandonment has proven to be problematic for Wesley College in moving forward with the financing and construction for the streetscape project and they have, therefore, has requested that the street and alley abandonment and transfer of ownership occur immediately to allow the consolidation of the parcels and filing of the revised plot plan. She noted that both the Utility Committee and the Planning Commission have given a favorable recommendation regarding the request.

Council President Leary declared the public hearing open and, with no one present wishing to speak, the public hearing was closed.

By motion of Mr. Hare, seconded by Mrs. Williams, Council adopted Resolution No. 2012-05 by a unanimous roll call vote (Mr. Anderson absent), as follows:

A RESOLUTION AMENDING RESOLUTION NO. 2010-07 WHICH VACATED AND ABANDONED CERTAIN ALLEYS AND STREETS SITUATED IN THE CITY OF DOVER.

WHEREAS, Resolution No. 2010-07, adopted by City Council on August 9, 2010 vacated and abandoned the following streets and alleys: and

Area #1	The 100 block of North Governors Avenue Alley West
Area #2	The southern portion of the 200 block of North Governors Avenue Alley East
Area #3	A portion of the unit block of North Bradford Street
Area #4	The unit block of Fulton Street
Area #5	A portion of the unit block of Cecil Street
Area #6	A portion of the 200 block of North Bradford Street
Area #7	The northern portion of the unit block of North State Street Alley West

WHEREAS, the timing of the abandonment was such that the City would maintain ownership and maintenance of the subject streets and alleys until such time that they are physically altered by construction in accordance with a site plan approved by the Planning Commission; and

WHEREAS, Resolution No. 2010-07 was to be effective upon the filing of a revised plot plan of the aforesaid streets and alleys; and

WHEREAS, the applicant for the alley and street abandonment has requested that the street and alley abandonment and transfer of ownership occur immediately to allow the consolidation of the parcels and filing of the revised plot plan.

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

THAT Resolution No. 2010-07 be amended by deleting Section 4, Paragraph 1 - Timing of Abandonment and deleting duplicate Section 4 - Effective upon the filing of a revised plot.

ADOPTED: APRIL 23, 2012

PUBLIC HEARING - PROPOSED RESOLUTION NO. 2012-06 APPROVING ALLEY ABANDONMENT - EAST SIDE OF NORTH BRADFORD STREET (WESLEY COLLEGE)

On August 9, 2010, at the request of Wesley College, Resolution No. 2012-05 was adopted approving the alley and street abandonment of the 100 block of North Governors Avenue Alley West, the southern portion of the 200 block of North Governors Avenue Alley East, a portion of the unit block of North Bradford Street, the unit block of Fulton Street, a portion of the unit block of Cecil Street, a portion of the 200 block of North Bradford Street, and the northern portion of the unit block of North State Street Alley West.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that a recent survey revealed that an eighth section of alley was omitted from the original request for abandonment and Wesley College has requested that it also be abandoned. She noted that this segment of alley is located within a Wesley College parking lot. Mrs. Townshend stated that both the Utility Committee and the Planning Commission have given a favorable recommendation regarding the request.

Council President Leary declared the public hearing open and, with no one present wishing to speak, the public hearing was closed.

By motion of Mr. Bonar, seconded by Mrs. Williams, Council adopted Resolution No. 2012-06 by a unanimous roll call vote (Mr. Anderson absent), as follows:

A RESOLUTION VACATING AND ABANDONING A CERTAIN ALLEY SITUATED IN THE CITY OF DOVER.

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

Section 1. The Council of the City of Dover hereby vacates and abandons the following alley:

All that certain piece, parcel, or tract of land situated in the City of Dover, Kent County, State of Delaware, lying on the east side of North Bradford Street, being bounded on the north by lands of Wesley College, on the east by North State Street Alley West, on the south by other lands of Wesley College, and on the west by North Bradford Street, and being more particularly described as follows:

Beginning at a point in the easterly right of way line of North Bradford Street at the northwest corner of a 10-foot-wide public alley and lands now or formerly of Wesley College, said point of beginning being South 16°13'11" West 92.67 feet, as measured from the southeast intersection of North Bradford Street and Fulton Street right of way lines, thence from said point of beginning and running with said lands of Wesley College; 1) North 73°46'49" East 125.35 feet to a point in the westerly right of way of North State Street Alley West, thence turning and running with said right of way of North State Street Alley West; 2) South 16°13'11" West 10.00 feet to a point at a corner of said public alley and other lands now or formerly of Wesley College, thence turning and running with said lands of Wesley College; 3) South 73°46'49" West 125.35 feet to a point at a corner of said public alley and in line of the easterly right of way line of North Bradford Street, thence turning and running with said easterly right of way line of North Bradford Street; 4) North 16°13'11" West 10.00 feet to the point and place of beginning and containing 1,254 square feet of land be the same, more or less.

Section 2. Since no person has been deprived of property by the vacating and abandoning of the aforesaid alley, no compensation is awarded.

Section 3. The City shall retain a utility easement for the entire length and width of the aforesaid alley and all costs of conveyance shall be borne by the property owners.

Section 4. This resolution shall be effective upon the filing of a revised plot plan of the aforesaid alley.

ADOPTED: APRIL 23, 2012

PUBLIC HEARING - VIOLATION OF DANGEROUS BUILDING ORDINANCE - 123 BLUE BEACH DRIVE - POOL AND PUMP HOUSE (OWNER DEBORAH D. STATLER)

In accordance with Chapter 22 - Buildings and Building Regulations, Article XI – Dangerous Buildings, Section 22-385 - Hearing before Council, of the Dover Code, in cases where it reasonably appears that there is an immediate danger to the life or safety of any person, unless a dangerous building is immediately repaired, vacated and closed, or demolished, the building inspector shall report such facts to the council, which may cause the immediate repair, vacation, or demolition of such dangerous building.

Mr. Lynn indicated that he had a conflict of interest; therefore, he excused himself from the presentation and deliberations regarding this matter.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, provided a presentation including a chronological history and photos on the condition of the pool and associated pump house located at 123 Blue Beach Drive, owned by Deborah D. Statler ***(Exhibit #1)***. She noted that there have been numerous code violation cases related to the pool since 2002. On September 25, 2006, City Council declared the pool dangerous and ordered it repaired or demolished. In the months and years that followed, the demolition of the pool was delayed due to a court filing. In September 2010, the pool was found to be in compliance with Code requirements and the case was closed. Since that time, violations have re-emerged and a number of complaints from neighbors have been received about the pool in particular and the property in general.

On February 13, 2012, City Council declared the residence and accessory structures at 123 Blue Beach Drive dangerous and ordered them repaired or demolished. This action was challenged in Chancery Court and the demolition was enjoined for perceived procedural deficiencies. Subsequent inspections have shown no improvements to the pool or pump house. The pump and filtration system do not appear to be operational and must be repaired. If the pool is to remain covered, it must be covered in a manner that prevents the collection of stagnant water, attracting insects and acting as a breeding area for mosquitoes. The pump house must be repaired or removed. The metal structure is leaning and must be stabilized; it must be painted to prevent further deterioration due to
rust; and the doors must be repaired and made operational. Due to the continual code violations related to the pool and pump house, these structures are being presented to City Council for action under the Dangerous Building Ordinance.

Staff recommended that City Council: 1) declare the pool and the pump house dangerous; 2) order the pool and the pump house repaired or demolished by the owner or equity owner at their own risk; 3) order the Building Inspector to cause the repair or demolition of the pool and the pump house if not completed by the owner by May 23, 2012; 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 structures exist 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 Mr. Hare, Mrs. Townshend stated that she believed the property taxes were paid; however, there were outstanding fines associated with the property.

Council President Leary declared the public hearing open.

Mr. Eugene Ruane, 122 Shadow Court, (former City Council Member) advised members that his residence is located right around the corner from the subject property. He noted that the City has been trying to resolve this issue for 14 years. Mr. Ruane stated that there are properties very close to this property that are for sale. He felt that this property would deter the sale of those properties and that it was causing the property values in the neighborhood to deteriorate. Mr. Ruane stated that he supported the recommended action.

Ms. Sandra Kinkus, 365 Fiddler's Green, stated that this situation was not only affecting Blue Beach Drive, it was affecting the whole area of Crossgates as a poor example of what the City cannot do. She noted that there are six (6) properties that are directly affected and she hoped that the City could correct the situation.

Ms. Deborah Statler, 123 Blue Beach Drive, stated that the shed was not part of this hearing based on the paragraph of the first page of the Notice of Hearing, which states that "the City Council will order the pool to be repaired or demolished". Because the shed was not mentioned, she indicated that she was not prepared to argue against its demolition.

Ms. Statler stated that the shed has been reinforced inside and out around the bottom and around one full end. She noted that the shed does not move, although it has been tilted since they purchased the property 19 years ago. Ms. Statler stated that the shed has been painted in the accessible area in the back that was rusted and there are plans to spray paint the area behind the fence when money, time, and weather permit. She indicated that it was built as an "open air" shed, which was open on one end and the doors were not present or functioning on the other end. Ms. Statler stated that the shed was built in accordance with the Code in force at that time. She advised members that the shed has a dirt floor to allow the hoses to pass through from the pump, the filter, and the pool. Ms. Statler noted that the shed has a rock and brick foundation.

Ms. Statler stated that the pool was inspected by Atlantis Pools, who provided a letter ***(Exhibit #2)*** indicating that the pool is in a fully operational status but is in a closed, winterized condition due to the time of year.

Ms. Statler stated that the pool is constructed of gunite, which must have water in it in the winter to prevent cracking. She stated that the pool is covered appropriately to keep the leaves and debris out and the water was treated with chlorine and algaecide at the time of winterizing. Ms. Statler advised members that the water level in the pool has been raised, as recommended by the pool company, to prevent the tarp from sagging and collecting additional water. The water on the tarp is being pumped off and the remaining water has had Clorox (bleach) added to it.

Ms. Statler noted that the pool has been vandalized two (2) more times throughout this winterized season, as it was in 2009 and 2010 by a neighbor's son and his friends. She stated that a police report was made.

Ms. Statler attributed the mosquito issue to the fact that there is a creek running in and through the area, which is a heavily wooded and vined subdivision. She noted that the mosquitos are just as bad when her pool is fully functional, which she admitted has not always been the case. Ms. Statler felt that the smell was also coming from the leaves, undergrowth, and vines around the property and not from her pool.

Ms. Statler noted that the arrest for failure to pay the fines, Code violations, fees, and fines imposed prior to 2010 were dismissed by Court #7 based on illegal and inappropriate actions taken by the City.

Responding to Mr. Bonar, Ms. Statler stated that the photograph taken at 10:04 a.m. on April 23, 2012, was not an accurate representation of the pool's current condition. She stated that she began working on the pool at noon and the water level was and continues to be raised, the standing water on the tarp was drained, and chlorox was added to the water that could not be drained. Ms. Statler stated that a temporary door was also placed on the shed.

Mrs. Statler stated that the water level was not raised to the point that the tarp was taut and that she did not believe this was possible with an in-ground pool without the water spilling over the edge of the pool. Mr. Bonar stated that it was possible to have a cover that was taut and level with the ground. He suggested that it would take a day or two to increase the water level to this extent using a garden hose.

There being no one else wishing to speak, Council President Leary declared the public hearing closed.

Mrs. Townshend clarified that the fines being referenced were imposed in March and November of 2011, not the fines that were dismissed in 2010.

Mr. Bonar moved to declare the pool and pump house located at 123 Blue Beach Drive dangerous and subject to demolition, as recommended by staff. The motion was seconded by Mr. Hutchison and carried by a unanimous roll call vote (Mr. Anderson and Mr. Lynn absent).

PROPOSED RESOLUTION NO. 2012-04 - AUTHORIZING THE ISSUANCE AND SALE OF UP TO $4,700,000 GENERAL OBLIGATION BOND OF THE CITY OF DOVER FOR THE CONSTRUCTION OF A NEW LIBRARY, STREET REPAVING PROGRAM AND IMPROVEMENTS TO CITY HALL AND AUTHORIZING ALL NECESSARY ACTION IN CONNECTION THEREWITH

Mrs. Donna Mitchell, Controller/Treasurer, briefly reviewed Proposed Resolution No. 2012-04, authorizing the issuance and sale of up to $4,700,000 General Obligation Bond of the City of Dover for the construction of a new Library, Street Repaving Program and fire suppression improvements to City Hall and authorizing all necessary action in connection therewith.

By motion of Dr. McGlumphy, seconded by Mr. Lynn, Council, by a unanimous roll call vote (Mr. Anderson absent) adopted Resolution No. 2012-04, as follows:

A RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF UP TO $4,700,000 GENERAL OBLIGATION BOND OF THE CITY OF DOVER FOR THE CONSTRUCTION OF A NEW LIBRARY, STREET REPAVING PROGRAM AND IMPROVEMENTS TO CITY HALL AND AUTHORIZING ALL NECESSARY ACTION IN CONNECTION THEREWITH

WHEREAS, the City of Dover (the "City") is authorized pursuant to Section 50, Volume 77, Chapter 130, as amended ("the City Charter") to issue general obligation bonds for the municipal purposes of the City as set forth in a resolution authorizing such issuance; and

WHEREAS, pursuant to the City Charter, the City desires to issue a general obligation bond for the municipal purposes set forth herein (the "Bond");

WHEREAS, the City has approved certain capital construction projects and improvements and desires to issue the Bond to finance the costs of said improvements, including, but not limited to the following:

1. Construction of new Dover Library
2. Street Repaving Program
3. Improvements to City Hall, including installation of sprinkler system
4. Costs of Issuance of the Bond

(the "Projects").

NOW THEREFORE THE CITY OF DOVER HEREBY ORDAINS (AT LEAST THREE FOURTHS OF THE MEMBERS OF COUNCIL CONCURRING HEREIN):

Section 1. Amount and Purpose of the Bond. Acting pursuant to the City Charter, the City shall issue its general obligations in the maximum aggregate principal amount not to exceed $4,700,000 to finance or refinance a portion of the cost of the construction and equipping of the Projects, an estimate of which is appended hereto as Exhibit A.

The monies raised from the sale of the Bond (including the investment earnings thereon) after the payment of the costs of issuance, shall be expended only for the purposes authorized herein or as may otherwise be authorized by subsequent action by City Council. Authorized purposes include the costs of planning, constructing, acquiring and equipping the Projects or any portion thereof; interest on the Bond and any interim financing during the construction period and for a period of up to one year following the estimated date of completion; the costs of issuance of the Bond and any interim financing; the repayment of temporary loans incurred with respect to the Projects; and the reimbursement of authorized costs previously expended by the City from other funds.

Section 2. Terms of the Bond The Bond shall be sold to PNC Bank, National Association (the "Lender") pursuant to a proposal dated October 21, 2011 (the "Commitment"), a copy of which is appended hereto as Exhibit B, and the other terms and conditions to be contained in a Loan Agreement between the City and the Lender (the "Loan Agreement").

Section 3. Security for the Bond. The full faith and credit of the City shall be pledged to pay principal and interest on the Bond.

Section 4. Qualified Tax-Exempt Obligation. The Bond is hereby designated as a qualified tax-exempt obligation within the meaning of § 265(b)(3)(B) of the Internal Revenue Code of 1986, as amended (the "Code"). For purposes of § 265(b)(3) of the Code, the Issuer and all entities that issue on behalf of the issuer do not reasonably anticipate issuing more than $10,000,000, inclusive of the Bond, of tax-exempt obligations in calendar year 2012.

Section 5. Details of the Bond. The Mayor and City Treasurer are authorized to determine the details of the Bond including the following: the date or dates of the Bond; provisions for either serial or term bond; sinking fund or other reserve fund requirements; due dates of the interest thereon; the form of the Bond; the denominations and designations of the Bond; registration, conversion and transfer provisions; provisions for the receipt, deposit and investment of the proceeds of the Bond; provisions for the replacement of a lost, stolen, mutilated or destroyed Bond; and provisions for issuing uncertificated obligations and all procedures appropriate for the establishment of a system of issuing uncertificated debt. The Bond shall be executed by the manual or facsimile signature of the Mayor and City Treasurer, shall contain an impression of the City Seal of a facsimile thereof and shall be attested by the manual signature of the City Clerk.

Section 6. Further Action. Each of the Mayor, the President of the City Council, the City Treasurer, the City Manager and the City Clerk are authorized and directed to take such other action on behalf of the City, as may be necessary or desirable to effect the adoption of this Resolution and the issuance and sale of the Bond and to provide for their security and to carry out the intent of this Resolution, including the publication of notices and advertisements and the execution and delivery of customary closing certificates.

Section 7. Effective Date. This Resolution shall become effective immediately upon its passage. The City Clerk is hereby directed to publish once in a newspaper published in the City a notice in substantially the following form:

> "NOTICE IS HEREBY GIVEN that the City Council of The City of Dover, Delaware on April 23, 2012 pursuant to Chapter 130, Volume 77, Delaware Laws, as amended, adopted a resolution entitled as follows:
>
> "RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF UP TO $4,700,000 GENERAL OBLIGATION BOND OF THE CITY OF DOVER FOR THE CONSTRUCTION OF A NEW LIBRARY, STREET REPAVING PROGRAM AND IMPROVEMENTS TO CITY HALL AND AUTHORIZING ALL NECESSARY ACTION IN CONNECTION THEREWITH"
>
> "The purpose of the issuance and sale of said bond is to provide funds (approximately $4,700,000) to pay a portion of the costs of certain projects including, but not limited to: (1) construction of a new library; (2) street repaving program, (3) improvements to City Hall including installation of sprinkler system, and (4) pay costs of issuance of said bond."
>
> "Any action or proceeding to contest the validity of said resolution or any of its provisions must be commenced within thirty (30) days after publication of this notice. After expiration of such period of limitation, no right of action or defense

> founded upon the invalidity of said resolution or any of its provisions shall be asserted, nor shall the validity of said resolution or any of its provisions be open to question in any court upon any ground whatsoever, except in an action or proceeding commenced within such period."

By order of the City Council of the City of Dover.

ADOPTED: APRIL 23, 2012

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - APRIL 9, 2012

The Legislative, Finance, and Administration Committee met on April 9, 2012 with Chairman McGlumphy presiding.

Recommendation of Civilian Pension Board - Cost of Living Adjustment (COLA)

During their meeting of February 9, 2012, the Civilian Pension Board considered a Cost of Living Adjustment (COLA) for current retirees and surviving spouses, with the following motion being made by Mr. Lester Blakeman:

> That all members of the Civilian Pension Plan who retired on or before June 30, 2007 receive a 4% cost of living adjustment effective January 1, 2013, that the retirement income of a retired member of the Civilian Pension Plan shall be increased by 2% per annum every January 1, and that this increase in retirement pay shall be cumulative and the previous year's increase shall be included in the retired member's retirement income for the purposes of calculating the annual 2% increase, and that the first 2% increase would be effective on January 1, 2014.

During the Legislative, Finance, and Administration Committee Meeting of March 12, 2012, members recommended tabling consideration of a Cost of Living Adjustment (COLA) for retirees and that staff include this item to be discussed during the Council Retreat to consider possible funding to provide a one-time COLA.

Dr. McGlumphy advised members that the City Clerk had received a request from Mr. Blakeman to withdraw his motion in favor of a COLA.

The Committee recommended acceptance of the Civilian Pension Board members' request to withdraw their recommendation in favor of consideration of a Cost of Living Adjustment (COLA).

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

Assignment of Emergency Management Coordinator Responsibilities

During the Special Legislative, Finance, and Administration Committee Meeting held on March 27, 2012, members considered staff's request for authorization to permanently assign the duties of the Emergency Management Coordinator position to Ms. Kay Dietz-Sass. At that time, members recommended postponing action regarding the assignment of Emergency Management Coordinator responsibilities until the Legislative, Finance, and Administration Committee Meeting scheduled for April 9, 2012.

Dr. McGlumphy advised members that Mr. Scott Koenig, City Manager, was unable to attend the meeting and had requested that consideration of this matter be deferred until the Committee's next meeting, scheduled for April 23, 2012.

The Committee deferred consideration of this matter until the Committee's meeting scheduled for April 23, 2012.

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

Proposed Ordinance #2012-10 - Chapter 1 - General Provisions, Section 1-13 - Denial of Permits or Approvals for Failure to Comply with Requirements for Payment, Actions, or Filings (Clean Hands)

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that the purpose of the proposed ordinance was to amend the section of the code that is known as the "Clean Hands" ordinance. It denies approvals, permits, or other approvals to property owners who have delinquent obligations due to the city or outstanding code violations on properties. The denial is not specific to the property with the delinquency, but to all properties owned by that owner. Mrs. Townshend noted that several City departments have been working together in recent months to update and clarify the clean hands ordinance. She explained that the proposed amendments address a number of problems identified in the current language, as follows:

1) The proposal clarifies that the denial of approvals or permits is applicable to the owner or any corporation in which such owner is an owner or member. This makes it clear that an owner of corporations is subject to the denial if the corporations are not current.

2) The proposal lists the obligations that must be current. The proposed ordinance prohibits people from being appointed to a City committee, commission or board if that person has delinquent payments or uncorrected, documented code violations.

3) The proposed ordinance clarifies the language relating to violations of the Dover Code of Ordinances.

4) It changes the amount of time that staff has to notify the property owner of the denial from five (5) working days to ten working days.

5) It allows an exception if the property owner is requesting a permit to correct violations associated with the Dangerous Building Ordinance.

6) It changes the appeal from an appeal to City Council to an appeal to the City Manager.

Mrs. Townshend noted that the proposed ordinance had been reviewed internally by the affected departments and by the Deputy City Solicitor.

In response to Mr. Shevock, Mrs. Townshend verified that under the proposed ordinance, an individual who owes fines or levies on any property in the City would be unable to obtain a permit; however, she stated that the ordinance includes provisions for an appeal process and the Director

of Planning and Community Development and the City Solicitor or Deputy City Solicitor would be involved in that process.

In response to Mr. Hare, Mrs. Townshend explained that a previous draft of the Clean Hands ordinance included a provision for utility disconnection due to non-payment of taxes; however, this was removed at the suggestion of the Deputy City Solicitor because another section of code allows for this. She indicated that the City has the authority to disconnect service due to non-payment of taxes; however, a policy has not been put in place to do so.

Responding to Dr. Jones, Mrs. Townshend stated her understanding that the City would not establish new utility service for a property (even if the applicant is a renter) if the owner has delinquencies; however, service would not be terminated for an existing tenant for this reason. She stated that the only delinquency that would cause a tenant to be displaced would be non-payment of utilities for the occupied property.

In response to Mr. Lynn, Mrs. Townshend advised members that staff planned to revise the current application form to require disclosure of the names of members or owners of businesses.

Mr. Hutchison stated that a defined policy was needed to enforce the provisions of the ordinance and that the policy should be approved by the City Solicitor.

Responding to Mr. Hare, Mrs. Townshend stated that ordinances provide the City authority to take action; however, policy guidelines often set forth provisions that dictate how ordinances are enforced.

Mr. Leary conveyed his feeling that staff was seeking guidance from Council regarding how aggressively the ordinance should be enforced.

Dr. McGlumphy suggested that staff ensure that all language included in the ordinance was clear and understandable.

Mrs. Russell felt that businesses should be held accountable to the same standards as individuals and that ordinances should be written to last for an extended period of time and be applied consistently.

Responding to Dr. Jones, Mrs. Townshend said that she was comfortable that the ordinance would be enforced uniformly for businesses and individuals. She stated that enforcement would be the responsibility of multiple departments and emphasized the need to communicate and share information between departments regarding delinquencies. Mrs. Townshend noted that the development of this ordinance was part of an effort to create uniformity and institute consistent policies.

The Committee recommended adoption of Ordinance #2012-10 and to request staff to institute a consistent policy for implementing the provisions of the ordinance.

By consent agenda, Mr. Bonar moved for approval of the Committee's recommendation, seconded by Mrs. Russell and carried by a unanimous roll call vote (Mr. Anderson absent). *(The First Reading of the ordinance will take place during the latter part of the meeting).*

Council Laptop Replacement Associated with Mandatory Paperless Packets

Mrs. Traci McDowell, City Clerk, explained that in 2003, the City began providing laptops to Council members. At that time, paperless packets were made available on the City's website and to members of City Council for use during the meetings in lieu of paper packets. Over time, due to the weight and bulkiness of the laptops, members reverted back to using paper packets rather than the electronic versions for the meetings. At the suggestion of Councilman Hutchison, staff obtained pricing for tablet computers, which are much smaller than the standard laptop.

Staff recommended purchasing 12 tablet computers, nine (9) for City Council members, one (1) for the Council Chamber recording secretary, and two (2) for civilian committee members' use during meetings, and that, if tablets were purchased and distributed, production of paper packets be discontinued.

Mrs. McDowell noted that Council's budget included all but $1,200 of the funds needed to purchase the laptops and that Mrs. Donna Mitchell, Controller/Treasurer, had advised her that the remaining funds were available in the budget due to savings from a vehicle purchase.

In response to Mr. Hare, Mrs. McDowell stated that if the purchase were approved, Council members would be issued individual tablets and those used by committee members would be held by the Clerk's Office.

Responding to Mr. Leary, Mrs. McDowell affirmed that purchase of the tablet computers would create a monetary savings and conserve staff time.

In response to Dr. Jones, Mrs. McDowell stated that many of the laptops currently used by Council had passed their life cycles and that they would likely be kept by the IT Department and used as "loaners" during elections and for other purposes.

The Committee recommended authorizing staff to purchase 12 tablet computers and, once the tablets have been purchased and distributed, that production of paper packets be discontinued.

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

Public Comment Period

There was no one present wishing to address members.

By consent agenda, Mr. Bonar moved for acceptance of the Legislative, Finance, and Administration Committee Report, seconded by Mrs. Russell and carried by a unanimous roll call vote (Mr. Anderson absent).

QUARTERLY REVENUE REPORT

Mrs. Mitchell, Controller/Treasurer, reviewed the Revenue Report as of March 31, 2012. She noted that the report included updated FY2012 and, when possible, FY2013 projections and briefed members on those changes.

Mr. Bonar stated that he did not feel that the Red Light Camera revenue projection should be budgeted because it is not possible to accurately predict how many traffic violations will occur at a given intersection in one year. He suggested that it be removed from the budgetary process. Mrs. Williams concurred because of the diminishing returns related to compliance.

Responding to Mrs. Williams, Mrs. Mitchell stated that there was currently a $1.9M deficit. She stated that the method of transferring from the Electric Fund has been changed from a percentage transfer to a fixed dollar amount transfer. Mrs. Mitchell noted that costs, benefits, OPEB, and pension are still increasing and they are trying to fund the Capital Improvement Projects (CIP).

Dr. McGlumphy moved for acceptance of the Quarterly Revenue Report as of March 31, 2012, seconded by Mrs. Williams and unanimously carried.

SEMI-ANNUAL INSPECTION BY CITY MANAGER - ROBBINS HOSE COMPANY

In accordance with Chapter 46 - Fire Prevention and Protection, Article II - Fire Department, Division I - Generally, Section 46-43 of the City Code, the City Manager, Mr. Scott D. Koenig, met with the Fire Chief to discuss fire company issues. He discovered that the equipment and facilities were being maintained in excellent condition and that the Robbins Hose Company continues to provide an outstanding level of service to the City of Dover.

By consent agenda, Mr. Bonar moved for acceptance of the report of the Semi-Annual Robbins Hose Company Inspection, as submitted by the City Manager, seconded by Mrs. Russell and carried by a unanimous roll call vote (Mr. Anderson absent).

2012 MUNICIPAL ELECTION RESULTS

Mrs. Traci McDowell, City Clerk, reported the results of the 2012 Municipal Election held on April 17, 2012, as follows:

FIRST DISTRICT COUNCIL		**THIRD DISTRICT COUNCIL**	
Holly L. Malone	268	David L. Bonar	240
Beverly C. Williams	**343**	Howard Q. Earle	147
Total Votes Cast	611	Total Votes Cast	387
Total Registered Voters	6,651	Total Registered Voters	6,059

In accordance with Title 15 Del.C. §7555 (j), where the number of qualified candidates for an office is equal to or less than the number of seats up for election, the Board of Elections shall declare the candidate or candidates elected. Therefore, since the Mayoral, Second District and Fourth District positions were unopposed, the following will be sworn into office for three (3) year terms:

Mayor - Carleton E. Carey, Sr.
Second District - Adam M. Perza
Fourth District - Sophia R. Russell

Dr. McGlumphy moved for approval of the Election Results, as reported by the City Clerk. The motion was seconded by Mr. Hare and unanimously carried.

FIRST READING - PROPOSED ORDINANCE #2012-10

Council President Leary reminded the public that copies of the proposed ordinance are available at the entrance of the Council Chambers or can be obtained from the City Clerk's Office. Final action by Council on the proposed ordinance will take place during the Council Meeting of May 14, 2012.

In accordance with Section 1-9 of the Dover Code, Council acknowledged the First Reading of the Proposed Ordinance as read by the City Clerk, by title only, as follows:

> PROPOSED ORDINANCE #2012-10 - CHAPTER 1 - GENERAL PROVISIONS, SECTION 1-13 - DENIAL OF PERMITS OR APPROVALS FOR FAILURE TO COMPLY WITH REQUIREMENTS FOR PAYMENT, ACTIONS, OR FILINGS (CLEAN HANDS)

FINAL READING - PROPOSED ORDINANCE #2012-09

The First Reading of the Proposed Ordinance was accomplished during the Council Meeting of April 9, 2012.

Mr. Bonar moved that the Final Reading of the proposed ordinance be acknowledged by title only, seconded by Mr. Hare and unanimously carried.

> ORDINANCE #2012-09 - BUDGET AMENDMENTS FOR FISCAL YEAR 2012

Mr. Hare moved for adoption of Ordinance #2012-09 (Exhibit #3), seconded by Mr. Bonar and carried by a unanimous roll call vote (Mr. Anderson absent).

COUNCIL MEMBERS ANNOUNCEMENTS

Mayor Carey wished Council President Leary a happy birthday on Thursday.

Dr. McGlumphy thanked Council members for the privilege of serving with them, the residents of the Second District for supporting him and giving him the opportunity to serve them, and the Council staff, the Mayor, the City Solicitor, and the City Manager for their efforts.

Mrs. Williams thanked Dr. McGlumphy for his good advice and stated that he would be missed.

Mr. Bonar stated that he deeply appreciated Dr. McGlumphy's knowledge and the detailed work that he has done, especially related to the budget.

Mr. Hutchison thanked Dr. McGlumphy for a job well done.

Mayor Carey reminded members that Old Dover Days would be held on May 4, 5, and 6th.

Mr. Bonar moved for adjournment, seconded by Mrs. William and unanimously carried.

Meeting Adjourned at 8:36 P.M.

TRACI A. McDOWELL
CITY CLERK

All orders, ordinances, and resolutions adopted by City Council during their Regular Meeting of April 23, 2012 are hereby approved.

CARLETON E. CAREY, SR.
MAYOR

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Exhibits
Exhibit #1 - Presentation - Violation of Dangerous Building Ordinance - 123 Blue Beach Drive (Attached to Original Minutes)
Exhibit #2 - Correspondence from Atlantis Pools Related to 123 Blue Beach Drive
Exhibit #3 - Ordinance #2012-09 - Budget Amendments for Fiscal Year 2012 (Attached to Original Minutes)

ATLANTIS POOLS
302-741-2241

April 19, 2012

Atlantis Pools
312 Wyoming Ave.
Dover, De 19904
(302)741-2241

To whom it may concern,

The swimming pool at 123 Blue Beach Drive, Dover, Delaware appears to be properly winterized. It is covered appropriately with an in ground pool tarp cover and water bags. Although this cover is unappealing, it is a very common method of covering an in ground pool and is designed to shield the pool from the sun and debris from getting in the pool water; subsequently collecting rain and snow water over the winter months. It has a normal amount of water resting on it from the collection of rain. We advise that the water should be removed from on top of the cover and suggest that the pool be filled up with more water to support the cover better and prevent it sagging into the pool so low.

Although the condition of the pool pump shed is in disrepair and unattractive, this should not be a reason of demolition of the entire pool.

The pool was opened and cleaned by us, Atlantis Pools, in the spring of 2010. At that time the pool and equipment operated properly. If the pool was to be opened again at this time, we feel that all components should still be in the same functional condition that it was in 2010, considering the normal wear and tear of the pool and equipment and a proper winterization.

Allen MacDonald

A. MacDonald Jr.

Atlantis Pools
(302)741-2241

PROCLAMATION

WHEREAS, *public works services and systems, such as transportation, water supply, sewage, solid waste disposal, and public facility maintenance, are essential to the sustainability of our community and the health, safety, and well-being of our citizens; and*

WHEREAS*, the development and efficient operation of public infrastructure, including the planning, design, construction, and maintenance of public works services and facilities is dependent on the efforts and dedication of skilled public works professionals; and*

WHEREAS, *it is in the public interest that our citizens become informed and maintain an active interest in public works programs and services that are so integral to their daily lives.*

NOW, THEREFORE, I, CARLETON E. CAREY, SR., MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim May 20th - 26th, 2012 as

National Public Works Week

in the City of Dover, Delaware and urge all citizens and organizations to learn more about the vital importance of public works and recognize the contributions of dedicated public works employees to the health, safety, and quality of life of our citizens.

Carleton E. Carey Sr.

CARLETON E. CAREY, SR.
MAYOR

PROCLAMATION

WHEREAS, *National Women's Health Week celebrates the extraordinary progress in women's health and recognizes that more needs to be done to safeguard the health of women for generations to come; and*

WHEREAS, *women from all walks of life and at every stage of life have unique health needs that should be addressed in their own right; and*

WHEREAS, *keeping women healthy and safe and promoting awareness of women's health issues depends on partnerships with social, health and other services; and*

WHEREAS, *women can promote health and prevent disease and illness by taking simple steps to improve their physical, mental, social and spiritual health; and*

WHEREAS, *women's health remains a priority for families, communities and government and our commitment to keeping women healthy is stronger than ever.*

NOW, THEREFORE, I, CARLETON E. CAREY, SR., MAYOR OF THE CITY OF DOVER, DELAWARE do hereby proclaim May 13 – 19, 2012 as

National Women's Health Week

throughout the City of Dover and encourage all citizens to work together to promote and improve the health of women and to increase awareness and understanding of women's health issues.

Carleton E. Carey Sr.

Carleton E. Carey, Sr.
Mayor

PROCLAMATION

WHEREAS, *community action agencies were created when the Economic Opportunity Act of 1964 was signed into law; and*

WHEREAS, *First State Community Action Agency has a 48 year history of promoting self-sufficiency for those with limited incomes; and*

WHEREAS, *First State Community Action Agency has made an essential contribution to individuals and families in Delaware by providing them with innovative and cost-effective programs; and*

WHEREAS, *welfare reform in Delaware has benefited from the state's partnership with First State Community Action Agency; and*

WHEREAS, *those with limited incomes continue to need opportunities to improve their lives and living conditions, thus ensuring that all citizens are able to live in dignity; and*

WHEREAS, *Delaware and the entire United States must continue to promote economic security by providing support and opportunities for all citizens in need of assistance.*

NOW, THEREFORE, I, CARLETON E. CAREY, SR., MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim May 2012 as

COMMUNITY ACTION MONTH

in the City of Dover in recognition of the hard work and dedication of First State Community Action Agency.

Carleton E. Carey Sr.

CARLETON E. CAREY, SR.
Mayor

UTILITY COMMITTEE

The Utility Committee Meeting was held on April 23, 2012, at 5:00 p.m. with Chairman Bonar presiding. Members present were Mr. Lynn, Mr. Snaman, and Mr. Blakeman. Mrs. Williams was absent. Members of Council present were Mr. Leary, Mr. Hutchison, and Mr. Hare. Mayor Carey was also present.

AGENDA ADDITIONS/DELETIONS

Mr. Bonar requested that Item #5, Update - Garrison Oak Technical Park Project, be considered first.

By unanimous consent, the agenda was approved as amended.

Update - Garrison Oak Technical Park Project

Mr. Scott Koenig, City Manager, advised members that he signed the record plat last week and the subdivision can be recorded and the lots can be created.

The master plan for the Garrison Energy Center received conditional approval by the Planning Commission on April 16, 2012, which lays the path forward for Calpine to obtain the necessary permitting associated with the facility, as well as continuing review of the site plan and addressing the comments and conditions resulting from the Development Advisory Committee (DAC) review.

Mr. Koenig stated that Calpine's presentation for the New Jobs and Infrastructure Fund grant application for approximately $2.5M is scheduled for review on April 26, 2012.

Proposed Ordinance #2012-12 - Amending Chapter 110 - Utilities, Article III - Water Service, Division 1 - Generally, Section 110-61 - Definitions and Section 110-67 Private Wells

Mrs. Sharon Duca, Interim Public Works Director, reminded members that Ordinance #2011-20, which was adopted on September 12, 2011, was intended to clarify the uses of wells within the City limits. She noted that, in recent months, situations have arisen which indicate the need for further clarification. Mrs. Duca advised members that Proposed Ordinance #2012-12 adds definitions pertaining to wells, provides clarification to the installation of shallow and agriculture wells, and provides for an administrative variance for shallow wells.

Responding to Mr. Bonar, Mrs. Duca stated that the ordinance addresses the recent constituent concerns by defining "farm" as a tract of land for agricultural use and shall include farm residences, buildings, and other structures located on the farm, and being accessories to a farm operation.

Referring to (d)(1) Geothermal heat exchange wells, Mr. Lynn noted that there was very specific language related to these wells. He referenced an issue related to alternative energy encountered by a homeowners association that he represents and he requested that the City Solicitor review this section to ensure that it is consistent with State law.

Mr. Lynn moved to recommend adoption of Proposed Ordinance #2012-12, as presented, seconded by Mr. Snaman and unanimously carried.

Presentation by The Energy Authority (TEA) - Capital Improvement Projects (CIPs) Related to Units 1 and 2

Mr. Jamie Mahne, Vice President of Client Services and Chief Client Officer of The Energy Authority, advised members that they had been requested to prepare an analysis of the benefits of offering McKee Run Units 1&2 into the next capacity auction for PJM given some concerns regarding the capital improvements required to keep the units active and available. He stated that offering the units for the auction would obligate the utility to maintain the units through the next auction timeframe, which runs from June 2015 to May 2016.

Mr. Mahne reviewed the PowerPoint Presentation entitled Cost/Benefit Analysis for City of Dover McKee Run Units 1&2, dated April 23, 2012.

Responding to Mr. Bonar regarding locational pricing, Mr. Mahne stated that the premium is sometimes $100 per megawatt-day (MWd). He noted that Dover has paid an average of $180 per Mwd since the 2007/08 planning year and the market has peaked at $245 per MWd. Mr. Bonar requested information on the five (5) year average premium paid and the penalties incurred.

Mr. Mahne stated that they recommend the following:

- In the short term, offer Units 1 & 2 into the 2015/16 capacity auction in May 2012, noting that the risks are that operational failure will expose Dover to incremental capacity auctions and penalties and if additional significant capital improvements are required in the next three (3) years (i.e., Alternative Scenario), Dover's cash flows will be at risk. At that point, Dover may decide to replace the capacity in the incremental auction and not incur the capital expense.
- In the long term, create an Integrated Resource Plan (IRP) for the City of Dover's electric utility; survey all supply options, including new generation projects in and around Dover, and weigh against the cost of future capital improvements to Units 1&2; and take a holistic approach, to include future resource needs (i.e., wind); complete by April 2013.

Mr. Bonar noted that an IRP can be very expensive. Responding, Mr. Mahne stated that an IRP based on known data would be less expensive.

Mr. Blakeman expressed concern with the effect that the Calpine Energy Center would have on the capacity market once its 300 to 600 Mw is online. Mr. Mahne indicated that it would reduce the price; however, he noted that the effect of coal plant retirements and the increase in natural gas capacity that is being built is being taken into consideration for planning purposes.

Responding to Mr. Hare, Mr. Mahne stated that if there was no plant, the City's net deficit would be $3.5M.

The Committee took no action on this item.

Annual Engineering Consultant's Report on the Operation and Maintenance of the Electric System - Fiscal Year 2011

Due to time constraints, this item was deferred until the next meeting.

FY 2013 Five-Year Capital Investment Plan (CIP)

Due to time constraints, this item was deferred until the next meeting.

By unanimous consent, the meeting adjourned at 5:53 P.M.

David L. Bonar
Chairman

DLB/tm
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LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee meeting was held on April 23, 2012 at 5:57 p.m. with Chairman McGlumphy presiding. Members present were Mr. Hare and Mr. Shevock. Mr. Anderson and Dr. Jones were absent. Members of Council present were Council President Leary, Mr. Bonar (departed at 6:53 p.m.), Mr. Hutchison, and Mr. Lynn. Mayor Carey was also present.

AGENDA ADDITIONS/DELETIONS

Mr. Hare moved that items on the agenda be considered in reverse order, beginning with Item #7, seconded by Mr. Shevock and unanimously carried.

Authorization to Proceed with Reading Garden - Library

Ms. Margery Cyr, Library Director, advised members that on February 28, 2011, Council approved the EDiS contract for the construction of the new Dover Public Library with the following language:

> "If there are apparent savings during the construction, the City Manager may reinstate options to construct some features that have been removed from the project through value engineering and present them to City Council for approval."

Ms. Cyr explained that during the value engineering process, the Reading Garden was removed from the project; however, economies were found in the Moveable Equipment, Fixed Equipment, and Housekeeping Equipment budget line items that, with the addition of funds from the building contingency budget, would provide adequate funding to reinstate the Reading Garden into the building project at a cost of $123,000. *(Clerk's Office Note: Following the meeting, Ms. Cyr provided a Memorandum dated April 24, 2012* ***(Attachment #1)*** *indicating that $69,000 in savings was available in the Moveable Equipment budget line item and $55,000 in Fixed Equipment, creating a total savings of $124,000; therefore, no funds would be needed for the Reading Garden from the building project contingency funds.)* She noted that there would be no increase in the total project cost. Ms. Cyr noted that, because the Reading Garden would be a long-term aspect of the Library that would last for the life of the building, staff believed it made fiscal sense to build it into the project at this time rather than attempting to incorporate it at a later date. She indicated that landscaping of the site began recently and it would be necessary to decide on this matter very soon.

Staff recommended that the Reading Garden be reinstated in the new Library building project.

In response to Mr. Shevock, Mr. Scott Koenig, City Manager, explained that change orders for the project have been within 0.5% and contingencies for change orders were built into the authorized project budget. He noted that staff has been working toward the goal of reincorporating the Reading Garden since construction began.

Mr. Hare moved to recommend reinstatement of the Reading Garden to the new Library building project, seconded by Mr. Shevock and unanimously carried.

Proposed Land Lease Agreement - Boys and Girls Club

Mr. Scott Koenig, City Manager, reminded members that the Greater Dover Boys and Girls Club approached the City of Dover several years ago about the potential of locating a new magnet facility at Schutte Park. The area under discussion was a triangle-shaped piece of land that was donated to the City of Dover by Stover Homes with the subdivision of Nottingham Meadows, bounded by the rights-of-way for the new Wyoming Mill Road alignment and the former Wyoming Mill Road alignment. On January 14, 2008, City Council approved Schutte Park as the location for the magnet site for the Boys and Girls Club, without being specific as to its location at Schutte Park and with the stipulation that its use would not cause any loss in current field space for the Central Delaware Soccer Association (CDSA).

Mr. Koenig advised members that since that time, the Boys and Girls Club has been working on fundraising and planning for the development of this site. They have provided periodic updates to the Parks, Recreation and Community Enhancement Committee. With the construction and opening of the new alignment of Wyoming Mill Road, the Boys and Girls Club is preparing for submission of a Site Development Plan application to the City of Dover Planning Commission. In order for this application to move forward, the City Manager's signature as the property owner is required. In addition, the City of Dover must be prepared to enter into a long-term land lease agreement with the Boys and Girls Club.

Mr. Koenig stated that the Boys and Girls Club is developing a site layout, which will largely be driven by the requirements of the Delaware Department of Transportation (DelDOT) with regard to the entrance location. He reviewed one potential layout that showed the facility facing Wyoming Mill Road; however, he noted that other renderings have depicted it facing Hazlettville Road. Staff requested that City Council authorize the City Manager to negotiate and execute a land lease that will take into account the various site constraints, including the entrance location and impact of the Source Water Protection Overlay Zone on the site. It was anticipated that once the right-of-way of the former alignment of Wyoming Mill Road is vacated, lot lines would be adjusted so that the Boys and Girls Club facility would be on a separate lot from the remainder of Schutte Park.

Mr. Hare moved to recommend that the City Manager be authorized to negotiate and execute a lease agreement with the Boys and Girls Club for land at the corner of Hazlettville Road and Wyoming Mill Road on which the Boys and Girls Club will construct a new Boys and Girls Club facility, seconded by Mr. Shevock and unanimously carried.

FY 2013 Five-Year Capital Investment Plan (CIP)

Mr. Scott Koenig, City Manager, reviewed the proposed draft Capital Investment Plan (CIP) for the General Fund. He explained that staff was currently utilizing this draft in the development of the proposed FY 2013 budget and in reviewing and implementing financial models. Mr. Koenig noted that since the City is facing a deficit next year, a number of the projects included were being reviewed and various changes are being discussed with staff; therefore it was likely that the CIP would have fewer projects when examined by Council during the budget review process.

Mr. Hare moved to recommend acceptance of the draft Five-Year Capital Investment Plan (CIP) as presented, seconded by Mr. Shevock and unanimously carried.

Presentation - Comprehensive Annual Financial Report (CAFR) - Fiscal Year Ended June 30, 2011

Mrs. Donna Mitchell, Controller/Treasurer, stated that completion of the Comprehensive Annual Financial Report (CAFR) for the Fiscal Year ending June 30, 2011 was delayed for two (2) months and was accomplished in February 2012. She advised members that Faw Casson, the City's auditor, indicated no significant audit findings for the fiscal year. Mrs. Mitchell reviewed a presentation entitled the Comprehensive Annual Financial Report (CAFR) - Fiscal Year Ended June 30, 2011.

Responding to Dr. McGlumphy, Mrs. Mitchell confirmed that the General Employee Pension Fund was funded at 38.1% as of July 1, 2010 and the Police Pension Fund was funded at 52.3%.

In response to Dr. McGlumphy, Mrs. Mitchell explained that the Long-Term Liabilities for Compensated Absences and Debt represents the dollar amount of accrued sick and vacation leave for those employees who are eligible to retire.

Mr. Shevock moved to recommend acceptance of the Comprehensive Annual Financial Report (CAFR) - Fiscal Year Ended June 30, 2011 as presented, seconded by Mr. Hare and unanimously carried.

Assignment of Emergency Management Coordinator Responsibilities

During the Special Legislative, Finance, and Administration Committee Meeting held on March 27, 2012, members considered staff's request for authorization to permanently assign the duties of the Emergency Management Coordinator (EMC) position to Mrs. Kay Dietz-Sass, Public Affairs Coordinator. At that time, members recommended postponing action regarding the assignment of EMC responsibilities until the Legislative, Finance, and Administration Committee Meeting scheduled for April 9, 2012. During the regular meeting of the Legislative, Finance, and Administration Committee held on April 9, 2012, Dr. McGlumphy advised members that Mr. Scott Koenig, City Manager, was unable to attend the meeting and had requested that consideration of this matter be deferred until the meeting scheduled for April 23, 2012.

Mr. Koenig reviewed a request to assign the duties of the EMC to Mrs. Kay Dietz-Sass. He advised members that over the past ten (10) years, emergency management duties have been executed by various positions and departments throughout City government, including the former Community Services Department, the Police Department and, most recently, the Public Services Department. After September 11, 2001, federal and state emergency management requirements became more complex, requiring and tracking National Incident Management System (NIMS) training and mandated a NIMS-compliant Emergency Management Plan. These complexities supported the need for a full-time Emergency Management Coordinator (Grade 120). The City's first full-time EMC, Mr. Wayne Hutchison, was hired (promoted from the position of Inspector in the Fire Marshal's Office) on June 2, 2008. Mr. Hutchison retired on December 23, 2010 with a final salary of $53,216. During his tenure, Mr. Hutchison developed notification protocols, equipped an EMC trailer, and secured various Homeland Security grants. In addition, Mr. Hutchison was assigned safety-related duties, such as the routine inspection of the Silver Lake Dam (due to engineering staff constraints) and providing general safety training for various employee groups. Due to the economic environment at the time of Mr. Hutchison's announced retirement, the former City Manager elected

not to fill the vacated position. The duties of the position were divided among various staff members, including the Public Services Manager, the Public Affairs Coordinator, and the City Manager.

Mr. Koenig explained that Mrs. Kay Dietz-Sass, Public Affairs Coordinator (Grade 116) has been a key member of the City's emergency management team since her employment began. He indicated that, after considerable thought, he concluded that the best option to continue the City's emergency management efforts was to request permission from City Council to assign the EMC responsibilities to Mrs. Dietz-Sass. He advised members that Mrs. Dietz-Sass has degrees in Business Management, General Business, and Marketing, has completed the entire Professional Development Series for Emergency Management, as well as successfully completing Advanced Public Information Officer training. Mrs. Dietz-Sass also completed a number of courses through the U.S. Department of Homeland Security, the Federal Emergency Management Agency (FEMA) and the Delaware Emergency Management Agency (DEMA).

Mr. Koenig recommended that the EMC duties be assigned to Mrs. Dietz-Sass on a six (6) month trial basis. These additional duties would be in addition to her current duties as the Public Affairs Coordinator; thus she would be serving as both the Public Affairs Coordinator and the Emergency Management Coordinator. During this six (6) month trial basis, her salary of $40,830 would remain the same and a bonus of $1,100 per month would be paid to compensate her for the added responsibilities. This would increase her annualized compensation from $40,830 to $54,030. If her performance in both roles is acceptable to the City Manager at the end of the six (6) month trial, the bonus would be converted to base salary and her grade adjusted from 116 to 120. If the City Manager determines that one person cannot adequately perform the functions of both positions, then Mrs. Dietz-Sass' responsibilities and compensation would be returned to the former level and other alternatives would be proposed. Mr. Koenig reviewed Wage and Benefit Information outlined in the proposal.

Mr. Koenig reminded members that Mayor Carey had submitted a recommendation that the Public Information Officer and Emergency Management Coordinator positions remain separate in a memorandum dated April 17, 2012. Mr. Koenig provided members a memorandum dated April 23, 2012 responding to Mayor Carey's recommendation ***(Attachment #2)*** and read this memorandum into the record.

Mr. Koenig requested that members support assigning the Emergency Management Coordinator duties to Mrs. Dietz-Sass on a six (6) month trial basis.

Mr. Hare suggested that the duties of the EMC be distributed among various departments as follows:

- Silver Lake Dam Inspection - Public Works Department
- Oversight of Ambulance Service - Fire Department Administrative Assistant or Fire Marshal's Office
- Coordination of Shelters - Fire Marshal's Office
- Inspection of Departments for Safety Needs - Human Resources Department

Responding, Mr. Koenig noted that the Human Resources Department is currently staffed by only two (2) individuals.

Mr. Bonar stated that the City's need for an EMC was a significant concern. He noted that the savings realized by the City by combining the two (2) positions was significant and expressed his hope that the Committee would release the proposal for consideration by Council.

Mr. Hutchison noted that designation of an EMC was required in order for the City to receive funding in the event of a major storm or crisis and felt that this was a critical position for the City.

Concurring, Mr. Koenig explained the importance of identifying this position within the organization because it enables the City to apply for emergency funds. He noted that the coordination of responsibilities, collection of data, and completion and submission of paperwork to DEMA and FEMA resulting from a recent hurricane was nearly a full-time job.

Mrs. Mitchell advised members that the EMC position had been removed from the budget, so the funds requested would represent an increase in the budget.

Mayor Carey stated that the previous EMC had certified training, was able to provide training to City employees in first aid and Automatic External Defibrillator (AED) use, and could perform safety inspections; however, if the positions were merged, the City would have the extra expense of obtaining some of these services from outside the organization. He felt that the accuracy of the information he had been receiving over the past year and four (4) months (while responsibilities were divided among three (3) positions) was not up to the previous level (with the exception of the Silver Lake Dam inspection information), and indicated that he had prepared the recommendation because he thought that it was important to have separate employees performing public information and emergency management duties.

Responding to Mr. Hare, Mr. Koenig stated that the Public Affairs Coordinator is currently a full-time position and that the EMC duties would be additional responsibilities assumed by Mrs. Dietz-Sass based on current conditions in the City. He noted that this would require prioritizing the many tasks that are directed to Mrs. Dietz-Sass.

Mr. Bonar advised members of the Committee that training for AED use, first aid, and other related topics is available for City employees through the Delaware State Fire School at a nominal cost. He felt that the proposal was logical and that the employee assuming dual roles should be compensated for additional responsibilities.

Dr. McGlumphy requested that the proposed job class evaluation be completed appropriately to coincide with the job description. He stated that, although he felt the position was necessary, he did not support the proposed salary increase, noting recent salary increases in the range of 21% to 33% for four (4) positions in the City; however, he felt that if the proposal were "honed," more favorable figures could be achieved. Dr. McGlumphy stated that he did not believe that this was an appropriate time to bring forth these types of salary increases and that, due to the anticipated budget deficit, these matters should not be discussed prior to the receipt of the Salary and Compensation Committee's report and the budget review.

Mr. Shevock stated that he concurred with the combining of the two (2) positions; however, he questioned if Mrs. Dietz-Sass would accept these responsibilities without additional compensation until the budget is presented. Responding, Mr. Koenig stated that he would not consider it fair to request Mrs. Dietz-Sass to assume the additional responsibilities without additional compensation. He indicated that, if approved, his recommendation regarding the combining of the two (2) positions would be part of the draft budget presented for Council's consideration.

Mr. Shevock moved to forward the matter of the assignment of Emergency Management Coordinator responsibilities to City Council for consideration, seconded by Mr. Hare and carried by a vote of two (2) yes and one (1) no (Dr. McGlumphy).

Minority Recruitment Committee Recommendations

The Minority Recruitment Committee (MRC) was commissioned by the former City Manager to develop recommendations to improve minority hiring for the City of Dover. The Committee held a series of meetings in 2011 and concluded their work in August 2011. During the City Council Meeting of February 13, 2012, members approved the Committee's recommendation that the MRC Report be referred to staff for a report to the Committee within 60 days.

Mr. Scott Koenig, City Manager, provided an overview of the proposed Implementation Plan for the Minority Recruitment Committee Recommendations.

Responding to Mr. Shevock, Mr. Koenig indicated that he did not foresee any costs associated with implementing the Plan, with the exception of the possible employment of paid interns. He stated that programs that offered college credit for service could potentially be investigated.

In response to Mr. Hare, Mr. Koenig stated that he was not aware of any harassment problems within the City; however, the City's insurance carrier requires mandatory harassment training which is conducted by the Human Resources Department. He stated that the Police Department also offers harassment training for police officers.

Responding to Mr. Hare, Mr. Koenig stated that it was the feeling of Dr. Bobby Jones, Minority Recruitment Committee Chair, that it would be necessary to repair the morale problems that currently exist within the workplace prior to addressing minority recruitment issues within the City. This would allow new employees to join the workforce with a sense that they are welcome and that the organization is thriving. He stated that staff was making an effort to post jobs in areas where the minority community would have access and were reaching out to predominantly black colleges.

Responding to Dr. McGlumphy, Mr. Koenig stated that factors other than race, including gender, were considered by the Committee in the development of their recommendations. He indicated that concerns were expressed about the numbers of employees in various categories; however, the Committee focused on other points related to employee morale, upward mobility and career ladders, enhanced technology to promote the City's image, and recruitment and internships for high school and college students.

In response to Dr. McGlumphy, Mr. Koenig stated that the City's workforce does not currently represent the local community demographically by racial composition and that the Committee's feeling was that the City should adopt the recommendations in the report in order to move in that direction.

Responding to Mr. Hare, Mr. Koenig stated that the City does not grant hiring preference to those who reside within City limits; however, all open positions are being advertised within the local community, citizens are aware that the City is hiring, and applications are currently being received.

Mr. Hare moved to recommend acceptance of the Implementation Plan for the Minority Recruitment Committee Recommendations, seconded by Mr. Shevock and unanimously carried.

Mr. Shevock requested that the City Manager return to the Committee within one (1) year of the implementation of the Minority Recruitment Committee recommendations with a status report.

Filling of Critical Positions

During their Regular Meeting of January 23, 2012, City Council approved an amendment to the process for filling critical positions, which was approved by City Council on August 22, 2011, to specify that if a position becomes vacant that will affect public or employee safety or cause financial harm to the City, Permission to Recruit, Hiring Justification Outline, and Wage and Benefit Information for Employee Hiring and Transfers forms shall be submitted to the Legislative, Finance, and Administrative Committee, and that such requests would be forwarded to the City Manager and Controller/Treasurer for their review and recommendation prior to the Committee's consideration.

Due to time constraints, Mr. Shevock moved to defer consideration of filling the positions until a subsequent meeting.

By unanimous consent, members agreed to consider filling the Mailroom Clerk, Motor Equipment Operator (MEO) I - Water, and Motor Equipment Operator (MEO) II - Wastewater positions and to defer consideration of filling the Motor Equipment Operator (MEO) II - Sanitation, Utility Maintenance Mechanic (UMM) I - Wastewater, and Water Plant Operator I - Water Treatment Plant positions until a subsequent meeting, due to time constraints.

Mailroom Clerk

Mr. Koenig explained that the function of the Mailroom Clerk is to distribute mail and perform other warehouse responsibilities. Based on staff review, an in-house posting was recommended for this position. The total impact of this position on the FY 2013 budget was projected at approximately $42,000.

Responding to Mr. Hare, Mr. Koenig stated that the duties of this position have been shared by a number of storekeepers in the warehouse during previous months, one of whom has since retired. It was staff's opinion that the position should be filled and that the vacant storekeeper position would be eliminated in FY 2013. He noted that it was expected that this position would be filled within the City and that an internal review would then be performed to determine whether the vacated position should be filled.

Staff recommended approval of the request to fill the Mailroom Clerk position.

Responding to Dr. McGlumphy, Mr. Koenig confirmed that the position would be filled at a Pay Grade of 13, Step 1, at the bottom of the classification.

Mr. Schevock moved to recommend approval of the request to fill the Mailroom Clerk position, as recommended by staff, seconded by Mr. Hare and unanimously carried.

Motor Equipment Operator (MEO) I - Water (Downgrade from Water Serviceperson) and Motor Equipment Operator (MEO) II - Wastewater (Downgrade from Heavy Equipment Operator (HEO) II)

Mr. Scott Koenig, City Manager, reviewed a request to fill the position of one (1) Motor Equipment Operator (MEO) I - Water (downgrade from Water Serviceperson) and one (1) Motor Equipment Operator (MEO) II - Wastewater (downgrade from Heavy Equipment Operator (HEO) II). Mr. Koenig explained the intent that these positions would be to focus on the maintenance of the sewer system and allow the jet truck to operate on a more detailed and defined schedule due to a growing backlog of maintenance needs in the wastewater utility. He noted that the annual wages and benefits of the two (2) current staff persons equated to $126,501 and the revised proposal, which includes the MEO I and MEO II, has a total value of $92,089, which is a reduction of $34,412. Mr. Koenig indicated that staff has deemed these two (2) positions as critical to the long-term maintenance needs of the utility and anticipated that the projected hire date of these employees would be July 1, 2012.

Responding to Mr. Shevock, Mr. Koenig indicated that employees in the Water/Wastewater Division are typically hired from outside the City organization, typically from the construction industry.

In response to Dr. McGlumphy, Mr. Koenig noted that the positions were downgraded to meet the current needs of the utility to run the jet truck rather than performing the metering and construction crew functions performed by previous staff members and the position classifications were adjusted accordingly. He explained that the utility has had some changing needs and this proposal addresses them by putting two (2) employees on maintenance.

Mr. Hare moved to recommend approval of the request to fill the Motor Equipment Operator (MEO) I - Water and Motor Equipment Operator (MEO) II - Wastewater positions, as recommended by staff, seconded by Mr. Shevock and unanimously carried.

Public Comment
Due to time constraints, there was no opportunity for public comment.

Meeting Adjourned at 7:12 P.M.

William P. McGlumphy
Chairman

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Attachments

Attachment #1 - Memorandum from Ms. Margie Cyr, Library Director, dated April 24, 2012 Regarding Funding of the Reading Garden at the new Dover Public Library

Attachment #2- Memorandum from Scott Koenig dated April 23, 2012 Responding to Mayor Carey's Memorandum Regarding City Manager's Proposal for Assignment of Emergency Management Responsibilities

DOVER
PUBLIC LIBRARY

April 24, 2012

To: Councilman McGlumphey, Chairman, Legislative and Finance Committee
Members of the Legislative and Finance Committee

Fr: Margie Cyr, Library Director

Re: Library project: Reading Garden

Thank you for your support of the Reading Garden at last night's committee meeting.

Mr. Shevock asked me for the value of savings that we had found in the two equipment line items of the project's budget. My answer was incomplete and I apologize for that. The savings that was found is:

Moveable Equipment:	$ 69,000
Fixed Equipment:	$ 55,000
	$ 124,000

This savings allows us to not make use of the Contingency in the budget for the Reading Garden. We share Mr. Shevock's concern; and want to make sure that the Contingency is available through the end of the project.

Please do not hesitate to call with any questions.

Margie Cyr

cc: Scott Koenig, City Manager
Donna Mitchell, City Controller
Zachery Carter, Director, Parks Recreation and Library

Memorandum

Office of the City Manager
PO Box 475
Dover, DE 19903
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To: **Members of the Legislative, Finance & Administration Committee**

From: **Scott D. Koenig, P.E., City Manager**

Date: **April 23, 2012**

Subject: **Mayor Carey's Memorandum Regarding City Manager's Proposal for Assignment of Emergency Management Responsibilities**

I have reviewed Mayor Carey's memorandum dated April 17, 2012 regarding the Public Information Officer and Emergency Management Coordinator. My recommendation regarding the assignment of Emergency Management Coordinator responsibilities was made after careful consideration of the basic needs of the City of Dover as well as the current financial condition of the City. As you are aware, we are operating in a severely constrained resource environment. The City Manager's revised proposal that is in this meeting's packet has an annualized cost of $14,270 using the bonus approach. If the proposal becomes permanent, the annualized cost will increase to approximately $16,273 based on the benefit load that is applied to salary versus the bonus approach. If both positions were to be filled by separate individuals, the impact to the city budget to add an additional full-time employee as the Emergency Management Coordinator (Grade 120) would be at least $40,471 - $48,187 plus the benefit load of approximately 44% assuming the position was hired at the below market range. The total impact to the city's general fund budget for the addition of a second position to assume the responsibilities of the Emergency Management Coordinator function would be roughly $59,817 - $69,344 (salary plus benefit load).

The Mayor's memo contends that the Emergency Management Coordinator (EMC) needs to perform a number of functions. In my opinion, the EMC simply has to coordinate these functions not necessarily perform them.

- Training of City personnel with First Aid, Automatic External Defibrillator (AED) and safety equipment for all departments. This can be accomplished by either direct training provided by the Emergency Management Coordinator / Public Affairs Coordinator or indirect training by a third party (contract, other employee certified in these areas, or a combination of training resources).

- On-site inspection of different departments for safety needs. This can also be accomplished in a number of ways. The EMC should review safety polices and needs for each department with the specific department managers. The EMC must explain the city's overall goals with respect to safety and work out plans to meets those goals with each department. Safety goals are also supported by our Employee Assistance Program as well as our insurance broker / carrier.

- Inspection of the Silver Lake Dam, as required by DNREC once per month and file a report. This activity is a public works function that requires engineering oversight. It was assigned to the previous EMC due to engineering staff constraints in the former Public Services Department. The Public Services Manager, a licensed Civil Engineer, oversaw this activity while assigned to the EMC. Currently, a public works inspector conducts the monthly inspection of the dam and files an internal report. This report is reviewed by engineers in the Public Works Department. In addition, every five (5) years, the City is required to have a certified inspection performed by a third-party engineering firm that includes an underwater inspection of the structure. The monthly reports are made available for use by internal city staff. The EMC should review the reports to confirm we are adhering to all response plans; however, the technical expertise associated with the inspection is better suited to be done by the Public Works Department not the EMC.

- Oversight of the Ambulance Service Contract. Oversight of the Ambulance Service Contract will be the responsibility of the Emergency Management Coordinator / Public Affairs Coordinator; however, the review of the response times and the once or twice per month contact with the provider to ensure equipment and personnel are meeting the mandates of the State of Delaware will require a relatively small amount of time. This function will be considered a high priority for Ms. Dietz-Sass; therefore, some other tasks may need to be re-prioritized.

- Training for the National Incident Management System (NIMS). This training and the subsequent documentation of the training is mandatory and will be one of the major responsibilities assigned to Ms. Dietz-Sass; however, she will only need to coordinate the training. The training itself is typically conducted by DEMA. In addition, she will need to maintain a database of the completed training; however, each department should have the responsibility of assisting her with the compilation of the training data as well as reviewing the database to ensure the information in the database is accurate.

- Make sure shelters are prepared to handle large amounts of citizens who can be taken care of in emergency situations. DEMA, Kent County and the Red Cross have primary responsibility for sheltering. The City of Dover does not own or maintain any sheltering facilities. In the event that true sheltering needs are necessary, this effort must be coordinated through DEMA. The City of Dover should not assume liability for the sheltering of the public by taking a primary position in the sheltering operations. Ms. Dietz-Sass will coordinate with DEMA, Kent County and the Red Cross in the event that emergency sheltering is necessary.

I appreciate the opportunity to place my comments in the record regarding this matter. As I have indicated previously, my recommendation to assign these duties to an existing employee, who has both the training and experience necessary to carry out these duties, exercises fiscal restraint in the current uncertain economic environment. Obviously, we will need to prioritize the duties of the modified position. Activities that required by law or best practices and/or yield the most return on our limited time and funds will receive the highest priority.

cc: City Clerk's Office
City Council

SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

The Safety Advisory and Transportation Committee meeting was held on April 25, 2012 at 5:03 p.m. with Chairman Hutchison presiding. Members present were Mrs. Russell (arrived at 5:09 p.m), and Mr. Davis. Mr. Lynn was absent.

AGENDA ADDITIONS/DELETIONS

Due to the lack of a quorum at the commencement of the meeting, Mr. Hutchison requested that consideration of Agenda Item #1, FY 2013 Capital Investment Plan (CIP), be deferred until later in the meeting, noting that no official action could be taken until a quorum was attained.

Update - Dover High Construction

Mrs. Ann Marie Townshend, Director of Planning and Community Development, explained that progress was continuing on the construction of the new Dover High School and that steel was currently being set. She advised members that staff recently discussed the signalization of the intersection at the east entrance of the school with the Delaware Department of Transportation (DelDOT) and the Capital School District's design team and that a signal could not be placed at the intersection until a traffic study is performed. She explained that if the study concludes that a signal is not warranted, an alternate plan must be developed to allow pedestrian access to the school.

In response to Mr. Hutchison, Mr. Gary Laing, Community Relations Officer and Public Relations Liaison, DelDOT, explained that the study would measure the speed and amount of traffic during normal conditions and should be done before summer to accurately reflect traffic flow.

Mrs. Townshend stated that the monthly construction coordination meeting scheduled during the previous week was canceled and staff was awaiting information regarding rescheduling. She noted that another significant topic to be discussed was pedestrian circulation at the school and that the Capital School District would be coordinating with DelDOT on this issue.

Responding to Mr. Hutchison, Mrs. Townshend stated that construction of the high school was on schedule.

Briefing on Delaware Department of Transportation (DelDOT) Projects - *Gary Laing*

Mr. Gary Laing, Community Relations Officer and Public Relations Liaison, Delaware Department of Transportation (DelDOT), provided members a briefing on DelDOT Projects, as follows:

DelDOT Repaving Project

The repaving project, which involves milling, patching, and paving of streets, as well as construction of ramps and new crosswalks in pedestrian crossings in seven (7) locations in the City, is underway. Mr. Laing noted that DelDOT was awaiting receipt of a waiver of the noise ordinance from the City for the project and Mrs. Ann Marie Townshend, Director of Planning and Community Development, stated that she would provide this. Mr. Laing explained that most of the work was being performed at night; however, some construction in residential areas (such as curb cutting) was being done during the day. He indicated that DelDOT staff met with members of the Historic District Commission and informed them that new pavement striping at the intersections of State and Loockerman and State and Water Streets would be thermoplastic, as required by the Manual on Uniform Traffic Control Devices, which has no allowance for variation in historic areas.

West Dover Connector
A public workshop was held two (2) weeks ago to provide information on the engineering and alignment of the roadway. The workshop was well attended and positively received. Real estate acquisition for the project is scheduled for 2012, followed by final design and construction.

In response to Mr. Hutchison, Mr. Laing explained that the connector's interface with the railroad tracks would be a "flyover."

Wyoming Mill Road Project
This project is complete.

Route 8/Hazlettville Road Connector
Mr. Laing did not anticipate that this project would be addressed in the near future due to budget constraints. He indicated that the project was not included when the Community Transportation Plan (CTP) was developed during the previous year and that DelDOT would be seeking input from the City of Dover, the Dover/Kent County Metropolitan Planning Organization (MPO), and the Central Delaware Chamber of Commerce (CDCC) regarding their views on the priority of this project compared to other proposed transportation projects in the area.

Mr. Laing advised members that he would be leaving DelDOT on May 4, 2012 and expressed his appreciation for the opportunity to work with the Committee. He noted that no successor had been named to his position and was unsure if another staff member would have direct responsibility for public relations within the agency in the future; however, he indicated that DelDOT personnel were well versed regarding City projects.

Briefing on Dover/Kent Metropolitan Planning Organization (MPO) Projects - *Rich Vetter*
During the Safety Advisory and Transportation Committee Meeting held on February 29, 2012, Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that the Delaware Department of Transportation (DelDOT) and Department of Natural Resources and Environmental Control (DNREC) had proposed bicycle/pedestrian improvements in the downtown Dover area. Mr. Rich Vetter, Executive Director of the Dover/Kent County Metropolitan Planning Organization (MPO), provided members with a concept plan and artist's rendering depicting proposed traffic calming solutions for the portion of the bike path that would interface with the area of Loockerman Street just east of Fraizer's Restaurant ***(Attachment #1).*** He noted that this section of the street is scheduled for repaving in the near future and it is proposed that striping be added at that time to create 4-foot-wide bike lanes. Mr. Vetter explained that traffic calming islands were proposed for the area of Loockerman Street east of Park Drive in an effort to reduce speeds and form a gateway to the downtown area. He stated that a workshop was scheduled to discuss the proposed bicycle/pedestrian improvements on May 10, 2012 in the Council Chambers at City Hall.

In response to Mr. Hutchison, Mr. Vetter stated that, if approved, design of the project would take place in FY 13, with construction the following year.

Noting the presence of a quorum, Mr. Hutchison requested a motion for the approval of the agenda.

Mrs. Russell moved for approval of the agenda as amended, seconded by Mr. Davis and unanimously carried.

FY 2013 Five-Year Capital Investment Plan (CIP)

Mr. Scott Koenig, City Manager, reviewed the projects in the Draft FY 2013 Capital Investment Plan (CIP) that were related to safety and financed through the General Fund, as follows

1) The annual contribution to Robbins Hose Company to pay the debt on fire trucks. Mr. Koenig indicated that this is a fixed contribution that would amount to $238,524 for FY 2013.

2) Replacement of the main electric breaker at the police station. Mr. Koenig noted that problems had been experienced with the power supply unit to the police station and the estimated cost of replacing the breaker would be $33,800.

3) The repair and microsealing of the Police Department parking lot. Mr. Koenig noted that this item was previously planned for financing through the General Fund; however, it is now planned for payment through funds that Council has appropriated through a loan and bond for a street paving project; consequently, this project is a General Fund item but will be paid from bond proceeds rather than general tax dollars.

4) The replacement of vehicles. Mr. Koenig explained that the Police Department was the only department proposing the purchase of vehicles related to safety. He advised members that the draft CIP proposed nine (9) vehicles for purchase; however, he requested that the Police Chief reduce the number of vehicles since a "gap" was anticipated in the budget. Mr. Koenig stated that the CIP includes nine (9) vehicles per year for the out years. He noted that Police Department vehicles incur heavy use, long hours, and "rough" conditions.

Mr. Hutchison requested that staff provide information on the nature of each vehicle's use and the mileage breakdown when this matter is discussed during the budget process.

By unanimous consent, members recommended acceptance of the report as presented.

Mr. Davis moved for adjournment, seconded by Mrs. Russell and unanimously carried.

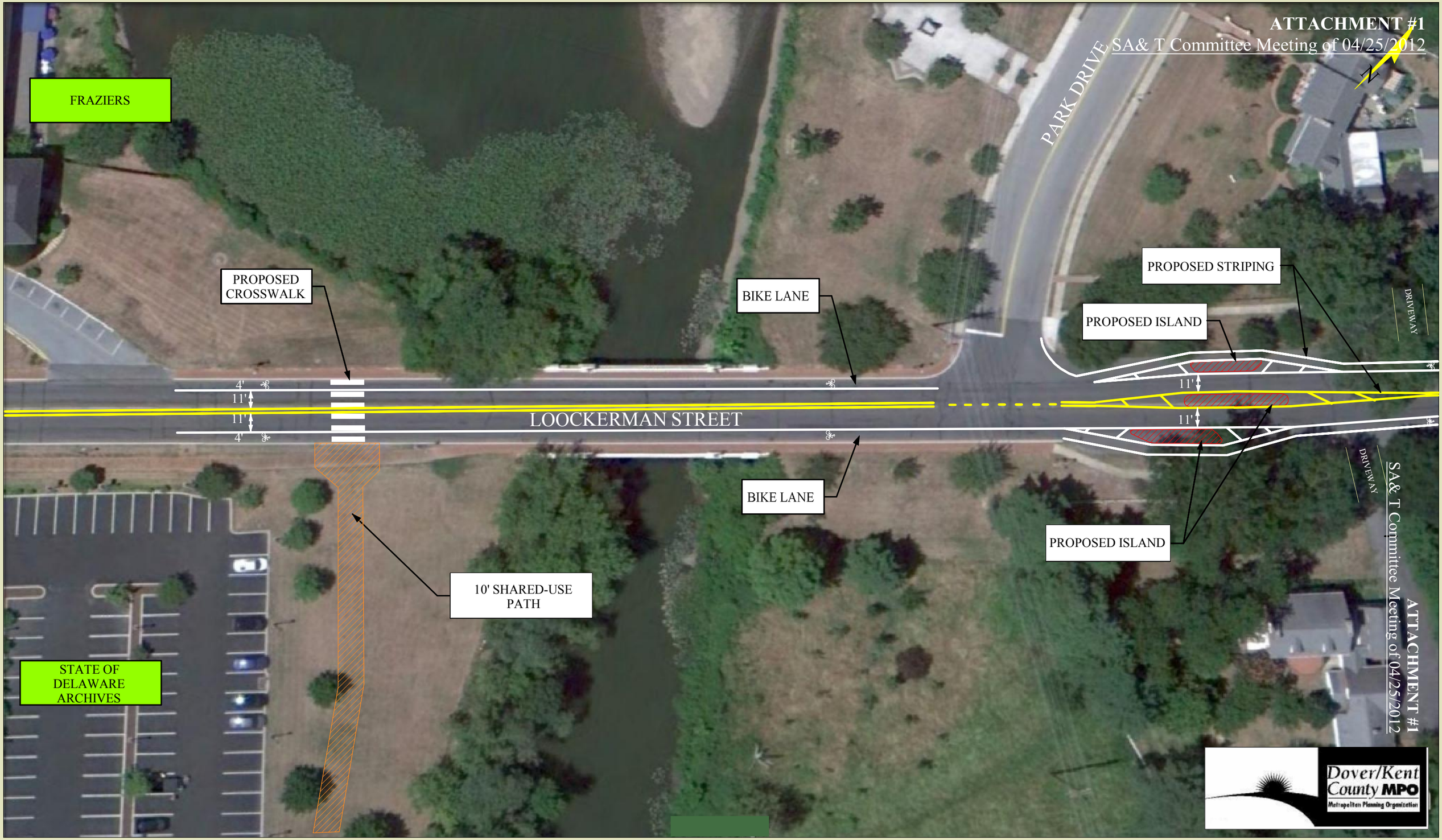
Meeting adjourned at 5:30 P.M.

James L. Hutchison, Sr.
Chairman

JLH/JS/dd/tm
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Attachment
Attachment #1 - Concept Plan and Artist's Rendering of Proposed Traffic Calming Solutions - Bike Path Interface with Loockerman Street

Proposed Traffic Calming
Loockerman Street



APRIL 2012



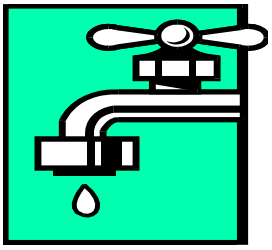
CITY OF DOVER

FINANCE & CENTRAL SERVICES DEPARTMENTS

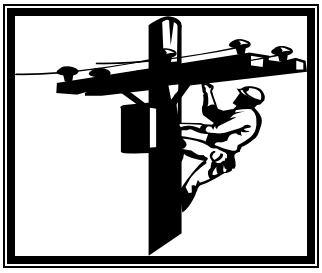
MONTHLY BUDGET REPORT

MARCH 2012









PREPARED BY: FINANCE DEPARTMENT

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

City of Dover
Finance Department
Monthly Budget Report

March 2012

Strategic Objectives for Fiscal Year 2011 – 2012

1. Coordinate audit program with the Legislative, Finance & Administrative Committee.
2. Fortis training and implementation for Payroll and Accounts Payable.
3. Each Staff Member will take three in-house Sungard training sessions.

ACTIVITY LEVELS

	FY11 YTD			FY12 YTD		
BANK TRENDS						
Number of Deposits Made	2,642			3,821		
Total Amount of All Deposits	$ 112,326,354			$ 114,560,933		
PAYROLL						
	Hours	%	Amount	Hours	%	Amount
Gross wages per registers	**698,621**	**100.3%**	**$ 15,755,946**	**694,126**	**100.0%**	**$ 16,155,534**
Wages and Hours Worked						
Regular	594,327	85.1%	$ 12,756,246	589,825	85.0%	$ 12,645,270
All over time	26,420	3.8%	$ 1,090,715	27,212	3.9%	$ 1,142,752
Other Paid or Unpaid Wages and Hours						
Vacation	40,595	5.8%	$ 1,026,188	39,069	5.6%	$ 1,233,090
Sick	16,221	2.3%	$ 377,462	18,030	2.6%	$ 438,406
Furlough (July 2010)	1,482	0.2%	$ -	-	0.0%	$ -
Terminal Leave - Retiree Vacation/Sick Payout	3,220	0.5%	$ 91,298	8,940	1.3%	$ 288,164
Comp Time (Police)	5,373	0.8%	$ 170,443	7,687	1.1%	$ 217,237
Personal	1,458	0.2%	$ 41,420	1,414	0.2%	$ 38,739
Leave Without Pay	2,440	0.3%	$ -	-	0.0%	$ -
Other (description below)	9,089	1.3%	$ 200,960	1,950	0.3%	$ 151,876

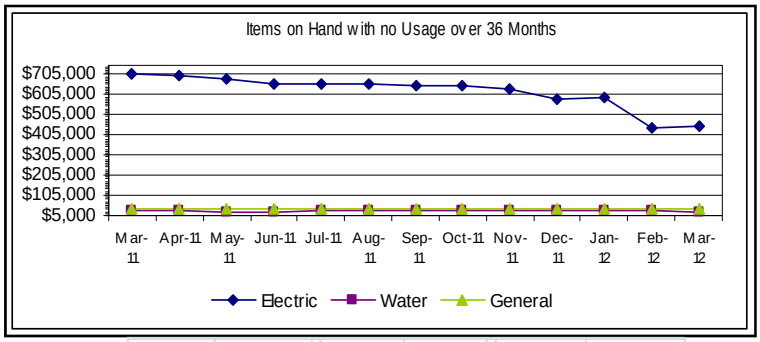
Other includes: pay adjustments, military differential pay, committee meetings, worker compensation tracking/adjustments, etc.

Other Activity						
Number of Pay Periods	20			20		
Number of Payroll Checks & Direct Deposits Issued	8,164			7,635		
Number of Pension Checks Issued	2,141			2,156		
Total Pension Benefits Paid - Defined Benefit Plan	$ 3,404,256			$ 3,511,032		

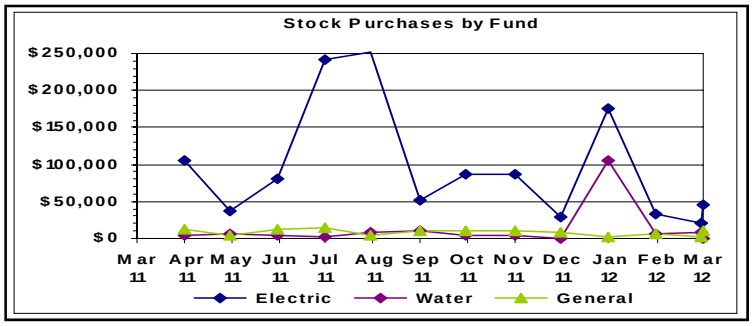
Payroll Checks & Direct Deposits issued: number of payroll checks issued for FY 2010 includes separate checks for shoe allowance & clothing allowance.

ACCOUNTS PAYABLE						
Number of Check Vouchers	4,960			4,736		
Number of EFT Vouchers	1,645			1,716		
Vouchers Dollar Amount Disbursed	$ 76,284,515			$ 70,968,490		

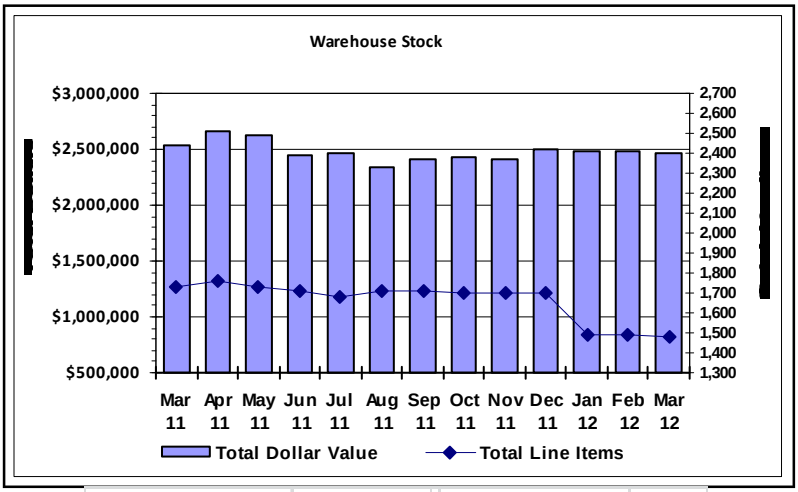
CENTRAL SERVICES
MARCH 2012 REPORT



Electric:	$448,007	Water:	$25,578	General:	$37,873



Electric:	$44,619	Water:	$35	General:	$11,324



Total Dollar Value:	$2,488,678	Total Line Items:	1,486

Fuel Use		
Unleaded:	10,267.5	gallons
Diesel:	6,688.1	gallons
Total:	$ 54,262	

Major Program Updates

Measure	March 12	FY End 2011	Difference
Issue Effectiveness – How often the warehouse has what the customer needs when it is needed.	FY to date 99.73%	99.23%	+0.05%
Turn Over Rate (4-5 per year) – Indicates that the material stocked is the material being used.	FY to date 1 every 21.03 years	1 every 9.45 years	+11.58 years
Bids for non-inventory items converted to purchase orders within timeframe. *(Quantity and Percentage)*	FY to date 3 out of 3 – 100%	11 out of 12 – 91.67%	+8.33%
Sealed bids prepared, received & distributed within 7 working days of receipt. *(Quantity and Percentage)*	FY to date 16 out of 17 – 94.1%	36 out of 38 – 94.7%	-0.6%
Mail receiving lowest discounted rate. *(Quantity and Percentage)*	FY to date 205,726 pieces – 96.84%	399,185 pieces – 95.96%	+0.88%

City of Dover
Finance Department
Monthly Report – March 2012

General Fund Summary

	Budget	Revised Budget	YTD	Balance	75% of Budget
Beginning Balance	$ 3,322,305	$ 3,322,305	$ 3,561,837	$ (239,532)	107.2%
Revenues					
Court of Chancery Fees	690,000	690,000	563,800	126,200	81.7%
Fines & Police Revenues	939,000	939,000	797,500	141,500	84.9%
Franchise Fees	520,000	520,000	276,104	243,896	53.1%
Grants	753,500	833,373	508,790	324,583	61.1%
Intrafund Services	4,359,171	4,359,171	2,976,341	1,382,830	68.3%
Library & Recreation Revenues	587,000	587,000	448,494	138,506	76.4%
Licenses & Permits	2,457,675	2,457,675	2,635,852	(178,177)	107.2%
Property Taxes (Includes BID Revenue) (1)	11,185,188	11,185,188	10,963,659	221,529	98.0%
Sanitation Revenues	2,050,000	2,050,000	1,440,570	609,430	70.3%
Other Miscellaneous Revenues	381,650	381,650	164,889	216,761	43.2%
Garrison Farm Rent Revenue	87,000	87,000	75,984	11,016	87.3%
Transfers-In from Special Funds & Utilities					
Civil Traffic Penalties	1,000,000	1,000,000	388,438	611,562	38.8%
Municipal Street Aid Fund	526,814	526,814	527,412	(598)	100.1%
Transfer Taxes	900,000	900,000	1,100,673	(200,673)	122.3%
Water/Wastewater Fund	424,508	424,508	318,381	106,127	75.0%
Electric Fund	7,876,288	7,876,288	6,000,000	1,876,288	76.2%
Total Revenues	34,737,794	34,817,667	29,186,887	5,630,780	83.8%
Total Beginning Balance & Revenues	**$ 38,060,099**	**$ 38,139,972**	**$ 32,748,724**	**$ 5,391,248**	85.9%
Expenditures					
City Clerk & Council	$ 417,092	$ 417,092	$ 248,529	$ 168,563	59.6%
Mayor, City Manager & Human Resources	1,088,039	1,088,039	705,964	382,075	64.9%
Police & Police Extra Duty	13,386,407	13,386,407	9,570,430	3,815,977	71.5%
Public Services	4,566,400	4,646,273	3,145,591	1,500,682	67.7%
Central Services	2,341,454	2,341,454	1,665,321	676,133	71.1%
Planning & Inspections	1,934,120	1,934,120	1,395,971	538,149	72.2%
Finance, Info Tech & Customer Services	2,466,266	2,466,266	1,839,329	626,937	74.6%
Library & Recreation	1,948,788	1,948,788	1,366,516	582,272	70.1%
Fire Department	684,725	684,725	478,486	206,239	69.9%
Assessor	213,175	213,175	135,283	77,892	63.5%
Insurance	550,000	550,000	387,803	162,197	70.5%
OPEB - Retiree's Health Care Contribution	1,374,709	1,374,709	1,031,030	343,679	75.0%
Police Pension Trust Contribution - State Grant	620,000	620,000	249,805	370,195	40.3%
Appropriation to Pension Fund	1,545,000	1,545,000	1,045,000	500,000	67.6%
Street Lights	960,000	960,000	740,222	219,778	77.1%
Debt Service	327,270	327,270	327,263	7	100.0%
Provision for Uncollectible	10,000	10,000	10,025	(25)	100.3%
Transfers Out					
Capital Asset Reserve	200,000	200,000	200,000	-	100.0%
Capital Projects Fund	623,847	623,847	623,847	-	100.0%
Total Expenditures	35,257,292	35,337,165	25,166,415	10,170,750	71.2%
Budget Balance - Working Capital	2,802,807	2,802,807	-	2,802,807	0.0%
Total Budget Balance & Expenditures	**$ 38,060,099**	**$ 38,139,972**	**$ 25,166,415**	**$ 12,973,557**	66.0%
Reserve Balances					
Contingency	$ 725,554	$ 711,747	$ 721,487		

(1) Property Taxes are the taxes billed and not cash received. The outstanding receivable balance as of 03/31/12 is $498,817.62 as compared to $485,366.82 in March 2011.

City of Dover
Finance Department
Monthly Report – March 2012

Water/Wastewater Fund Summary

	Budget	Revised Budget	YTD	Balance	75% of Budget
Beginning Balance - Water	$ 2,385,027	$ 2,385,027	$ 2,567,172	$ (182,145)	107.6%
Beginning Balance - Wastewater	$ 1,741,242	$ 1,741,242	$ 1,929,346	$ (188,104)	110.8%
Beginning Balance - Kent County Treatment	$ (1,757,484)	$ (1,757,484)	$ (1,243,243)	$ (514,241)	70.7%
	2,368,785	2,368,785	3,253,275	(884,490)	137.3%
Revenues					
Water Fees	4,603,400	4,603,400	3,559,576	1,043,824	77.3%
Wastewater Fees	3,756,700	3,756,700	2,791,929	964,771	74.3%
Kent County Treatment Fees	3,090,900	3,090,900	2,300,474	790,426	74.4%
Ground Water Adjustment Fees	1,386,900	1,386,900	928,330	458,570	66.9%
Water Tank Leases	307,600	307,600	197,326	110,274	64.2%
Miscellaneous	85,800	85,800	84,737	1,063	98.8%
Impact Fees - Water	323,000	323,000	237,500	85,500	73.5%
Impact Fees - Wastewater	357,000	357,000	264,600	92,400	74.1%
Total Revenues	13,911,300	13,911,300	10,364,472	3,546,828	74.5%
Total Beginning Balance & Revenues	**$ 16,280,085**	**$ 16,280,085**	**$ 13,617,747**	**$ 2,662,338**	83.6%
Expenses					
Water/Wastewater Operating Divisions					
Engineering & Inspection	$ 622,230	$ 622,230	$ 362,590	$ 259,640	58.3%
Water	382,655	382,655	287,225	95,430	75.1%
Water Treatment Plant	1,543,114	1,543,114	1,051,500	491,614	68.1%
Wastewater	959,735	959,735	666,726	293,009	69.5%
Construction & Inspection	440,088	440,088	255,406	184,682	58.0%
Kent County Treatment Fees	4,235,400	4,235,400	2,863,173	1,372,227	67.6%
Intrafund Services	1,228,596	1,228,596	785,820	442,776	64.0%
OPEB - Retiree's Health Care Contribution	190,830	190,830	95,416	95,414	50.0%
Pension Unfunded Liability	228,400	228,400	114,200	114,200	50.0%
Debt Service	736,936	736,936	414,007	322,929	56.2%
Inventory/Fixed Asset Write-offs	10,000	10,000	10,000	-	100.0%
Transfers Out					
General Fund	424,508	424,508	318,382	106,126	75.0%
Uncollectible Reserve	5,000	5,000	5,000	-	100.0%
Contingency Reserve	8,000	8,000	8,000	-	100.0%
Water I & E Fund	750,000	750,000	750,000	-	100.0%
Wastewater I & E Fund	1,000,000	1,000,000	1,000,000	-	100.0%
Capital Asset Reserve - Water	100,000	100,000	100,000	-	100.0%
Capital Asset Reserve - Wastewater	300,000	300,000	300,000	-	100.0%
Impact Fee Reserve - Water	36,147	36,147	-	36,147	0.0%
Total Expenses	13,201,639	13,201,639	9,387,445	3,814,194	71.1%
Budget Balances					
Budget Balance - Working Capital - Water	2,738,400	2,738,400	-	2,738,400	0.0%
Budget Balance - Working Capital - WW	1,855,130	1,855,130	-	1,855,130	0.0%
Budget Balance-Working Capital - KSA	(1,515,084)	(1,515,084)	-	(1,515,084)	0.0%
Total Budget Balances	3,078,446	3,078,446	-	3,078,446	0.0%
Total Budget Balances & Expenses	**$ 16,280,085**	**$ 16,280,085**	**$ 9,387,445**	**$ 6,892,640**	57.7%
Reserve Balances					
Contingency-Water	$ 130,696	$ 136,680	$ 102,174		
Contingency-Wastewater	$ 146,149	$ 152,839	$ 185,216		
Impact Fee Reserve - Sewer	NO BUDGET	NO BUDGET	$ 3,367,371		
Impact Fee Reserve - Water	NO BUDGET	NO BUDGET	$ 380,193		
Bond Coverage Ratio (Covenant 1.20)	5.39	4.47	7.08		

City of Dover
Finance Department
Monthly Report – March 2012

Electric Revenue Fund Summary

	Budget	Revised Budget	YTD	Balance	75% of Budget
Beginning Balance	$ 11,867,003	$ 11,867,003	$ 12,292,573	$ (425,570)	103.6%
Revenues					
Sales to Customers	95,675,500	95,675,500	74,042,073	21,633,427	77.4%
Purchased Power Adjustment - Credit	(6,012,000)	(6,012,000)	(4,675,759)	(1,336,241)	77.8%
Utility Tax	1,966,100	1,966,100	1,175,002	791,098	59.8%
Weyandt Hall Rents	225,000	225,000	109,924	115,076	48.9%
Miscellaneous Revenues	1,048,000	1,048,000	976,001	71,999	93.1%
Interest Earned	264,900	264,900	130,309	134,591	49.2%
Transfer from Rate Stabilization	1,000,000	1,000,000	1,000,000	-	100.0%
Intrafund Service Receipts Water/Wastewater	240,203	240,203	122,494	117,709	51.0%
Total Revenues	94,407,703	94,407,703	72,880,044	21,527,659	77.2%
Total Beginning Balance & Revenues	**$ 106,274,706**	**$ 106,274,706**	**$ 85,172,617**	**$ 21,102,089**	80.1%
Expenses					
Power Supply & Generation					
Power Supply	$ 42,047,430	$ 42,047,430	$ 32,709,857	$ 9,337,573	77.8%
Power Supply Management/Incentive	1,170,000	1,170,000	747,000	423,000	63.8%
Capacity Charges	8,506,512	8,506,512	6,349,826	2,156,686	74.6%
PJM Charges - Load	15,043,396	15,043,396	8,115,222	6,928,174	53.9%
Total Power Supply	66,767,338	66,767,338	47,921,905	18,845,433	71.8%
Plant Operations	5,964,817	5,964,817	3,600,000	2,364,817	60.4%
Generation Fuels	664,641	664,641	1,356,199	(691,558)	204.0%
Capacity Credits	(7,388,283)	(7,388,283)	(5,040,641)	(2,347,642)	68.2%
PJM Credits	(1,285,675)	(1,285,675)	(3,439,208)	2,153,533	267.5%
Total Generation	(2,044,500)	(2,044,500)	(3,523,650)	1,479,150	172.3%
Total Power Supply & Plant	64,722,838	64,722,838	44,398,255	20,324,583	68.6%
Electric Operating Divisions:					
Transmission/Distribution	3,162,026	3,142,026	2,043,416	1,098,610	65.0%
Electrical Engineering	1,177,060	1,152,060	689,801	462,259	59.9%
Administration	602,715	647,715	473,764	173,951	73.1%
Meter Reading	215,208	215,208	146,997	68,211	68.3%
Systems Operations	473,895	473,895	360,767	113,128	76.1%
Intrafund Services	3,370,778	3,370,778	2,313,015	1,057,763	68.6%
Utility Tax	1,966,100	1,966,100	1,175,002	791,098	59.8%
OPEB Trust Contribution - Unfunded Liability	1,115,300	1,115,300	1,115,300	-	100.0%
OPEB - Retirees Health Care Contribution	646,510	646,510	323,256	323,254	50.0%
Pension Trust Contribution - Unfunded liability	1,110,500	1,110,500	555,250	555,250	50.0%
Interest on Deposits	54,500	54,500	16,803	37,697	30.8%
Green Energy Payment to DEMEC	129,000	129,000	97,984	31,016	76.0%
Accounts Receivable Write-Offs	150,000	150,000	150,000	-	100.0%
Inventory Write-Offs	175,000	175,000	175,000	-	100.0%
Contractual Services Power Supply	115,000	115,000	-	115,000	0.0%
Debt Service	3,336,800	3,336,800	2,528,551	808,249	75.8%
Transfers Out:					
General Fund	7,876,288	7,876,288	6,000,000	1,876,288	76.2%
Electric Improvement & Extension Fund	3,500,000	3,500,000	2,500,000	1,000,000	71.4%
Total Expenses	93,899,518	93,899,518	65,063,161	28,836,357	69.3%
Budget Balance - Working Capital	12,375,188	12,375,188	-	12,375,188	0.0%
Total Budget Balance & Expenses	**$ 106,274,706**	**$ 106,274,706**	**$ 65,063,161**	**$ 41,211,545**	61.2%
Reserve Balances					
Contingency Reserve	$ 1,110,496	$ 1,056,789	$ 1,071,250		
Insurance Reserve	$ 350,000	$ 344,905	$ 337,402		
Rate Stabilization Reserve	$ 5,406,419	$ 5,346,768	$ 5,232,554		
Bond Coverage Ratio (Covenant 1.25)	2.07	2.07	5.15		
Megawatt Hours Sold & Purchased					
Sales to Customers MWh (excluding Street Light MWh)	707,536	707,536	545,563		
Sales per MWh	$ 129.688	$ 129.688	$ 129.480		
Purchased/Generated MWh	738,215	738,215	550,174		
All In MWh Supply & Generation	$ 87.675	$ 87.675	$ 80.699		

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

	Budget	Revised Budget	YTD	Balance	75% of Budget
Beginning Balance - Projects	$ 195,191	$ 195,191	$ 256,392	$ (61,201)	131.4%
Beginning Balance - Library	$ -	$ 100,962	$ 100,962	$ -	100.0%
Revenues					
Transfer from General Fund for Projects	623,847	623,847	623,847	-	100.0%
State Grant - Library	5,597,505	7,422,183	2,717,988	4,704,195	36.6%
Miscellaneous Receipts	-	-	91,870	(91,870)	0.0%
Library Bond Issue/Contributions	2,334,889	4,184,961	500,000	3,684,961	11.9%
Loan Proceeds - Street Projects & City Hall (1)	2,000,000	2,000,000	-	2,000,000	0.0%
Transfer from Library Reserve	3,262,615	2,590,784	2,594,860	(4,076)	100.2%
Interest Earnings	10,900	10,900	10,891	9	99.9%
Income from Sale of Assets	-	-	41,881	(41,881)	0.0%
Total Revenues	13,829,756	16,832,675	6,581,337	10,251,338	39.1%
Total Beginning Balance & Revenue	**$ 14,024,947**	**$ 17,128,828**	**$ 6,938,691**	**$ 10,190,137**	40.5%
Expenditures					
Fire	$ 244,820	$ 244,820	$ 245,556	$ (736)	100.3%
Library	11,195,009	14,298,890	6,659,916	7,638,974	46.6%
Recreation	30,000	30,000	-	30,000	0.0%
Police	65,000	65,000	62,338	2,662	95.9%
Streets (1)	1,230,027	230,027	167,803	62,224	72.9%
Sanitation	136,500	136,500	-	136,500	0.0%
Information Technology	6,400	6,400	5,204	1,196	81.3%
Facilities Management	-	220,000	-	220,000	0.0%
Loan Issuance Costs	-	30,000	1,539	28,461	5.1%
Transfer to Capital Asset Reserve	-	-	27,638	(27,638)	0.0%
Transfer Out to CT Fund-Streets	-	1,750,000	-	1,750,000	0.0%
Total Expenditures	12,907,756	17,011,637	7,169,994	9,841,643	42.1%
Budget Balance - Bond Proceeds	1,000,000	-	-	-	0.0%
Budget Balance - Projects	117,191	117,191	-	117,191	0.0%
Total Budget Balance & Expenditures	**$ 14,024,947**	**$ 17,128,828**	**$ 7,169,994**	**$ 9,958,834**	41.9%
Reserve Balances					
Capital Asset Replacement Reserve	$ 464,145	$ 460,920	$ 487,192		
Library Reserve	$ -	$ -	$ -		
Parkland/Recreation	$ 197,272	$ 201,422	$ 199,363		

(1) Street program - Budget includes $2 million for street repaving and City Hall improvements to be completed over two years (FY12 & FY13). Will be funded by bond issue or commercial bank loan.

City of Dover
Finance Department
Monthly Report – March 2012

Water/Wastewater Improvement & Extension Fund Summary

	Budget	Revised Budget	YTD	Balance	75% of Budget
Beginning Balance - Water	$ 1,139,872	$ 1,139,872	$ 1,537,774	$ (397,902)	134.9%
Beginning Balance - Wastewater	$ 303,476	$ 303,476	$ 339,673	$ (36,197)	111.9%
Revenues					
Interest Earned	-	-	28,555	(28,555)	0.0%
State Loan-Water	-	1,923,489	1,923,489	-	100.0%
State Loan-Wastewater 2009	1,800,000	1,621,272	1,259,850	361,422	77.7%
State Loan-Wastewater 2011	-	765,060	-	765,060	0.0%
Transfer from Water Operating Fund for Water	750,000	750,000	750,000	-	100.0%
Transfer from Wastewater Operating Fund for Wastewater	1,000,000	1,000,000	1,000,000	-	100.0%
Transfer from Impact Fee Reserve - Wastewater	262,840	867,032	760,270	106,762	87.7%
Total Revenues	3,812,840	6,926,853	5,724,274	1,202,579	82.6%
Total Beginning Balance & Revenues	**$ 5,256,188**	**$ 8,370,201**	**$ 7,601,721**	**$ 768,480**	90.8%
Expenses					
Water	$ 766,240	$ 3,086,468	$ 2,020,622	$ 1,065,846	65.5%
Wastewater	3,404,900	4,217,976	1,434,518	2,783,458	34.0%
Water Treatment Plant	22,900	22,900	22,898	2	100.0%
Water Construction	30,100	30,100	29,985	115	99.6%
Total Expenses	4,224,140	7,357,444	3,508,023	3,849,421	83.0%
Budget Balance - Working Capital - Water	1,070,632	673,893	-	673,893	0.0%
Budget Balance - Working Capital - Wastewater	(38,584)	338,864	-	338,864	0.0%
Total Budget Balances	1,032,048	1,012,757	-	1,012,757	0.0%
Total Budget Balances & Expenses	**$ 5,256,188**	**$ 8,370,201**	**$ 3,508,023**	**$ 4,862,178**	41.9%
Reserve Balances					
Capital Asset Replacement - Water	$ 452,146	$ 431,777	$ 427,278		
Capital Asset Replacement - Wastewater	$ 473,524	$ 473,020	$ 473,838		

City of Dover
Finance Department
Monthly Report – March 2012

Electric Improvement & Extension Fund Summary

	Budget	Revised Budget	YTD	Balance	75% of Budget
Beginning Balance	$ 2,561,096	$ 2,648,141	$ 3,175,375	$ (527,234)	119.9%
Revenues					
Interest Earnings	38,400	38,400	25,183	13,217	65.6%
Transfer from Electric Revenue Fund	3,500,000	3,500,000	2,500,000	1,000,000	71.4%
Transfer from Insurance Stabilization	70,730	70,730	70,730	-	100.0%
Transfer from Depreciation Reserve	300,000	300,000	300,000	-	100.0%
Total Revenues	3,909,130	3,909,130	2,906,655	1,002,475	74.4%
Total Beginning Balance & Revenues	**$ 6,470,226**	**$ 6,557,271**	**$ 6,082,030**	**$ 475,241**	92.8%
Expenses					
Power Plant	$ 1,810,410	$ 1,897,455	$ 531,281	$ 1,366,174	28.0%
Transmission/Distribution	648,337	648,337	366,501	281,836	56.5%
Electrical Engineering	1,790,716	1,790,716	1,196,317	594,399	66.8%
Meter Reading	20,000	20,000	10,280	9,720	51.4%
Total Expenses	4,269,463	4,356,508	2,104,379	2,252,129	48.3%
Budget Balance - Working Capital	2,200,763	2,200,763	-	2,200,763	0.0%
Total Budget Balance & Expenses	**$ 6,470,226**	**$ 6,557,271**	**$ 2,104,379**	**$ 4,452,892**	32.1%
Reserve Balances					
Depreciation Reserve	$ 10,018,155	$ 9,918,621	$ 9,746,032		
Future Capacity Reserve	$ 10,073,428	$ 9,957,571	$ 9,809,482		

City of Dover
Finance Department
Monthly Report – March 2012

Community Transportation Improvement Fund

	Budget	Revised Budget	YTD	Balance	75% of Budget
Beginning Balance	$ 312,651	$ 312,651	$ 435,160	$ (122,509)	139.2%
Revenues					
Grants Revenue	1,900,000	1,900,000	221,861	1,678,139	11.7%
Transfer In Loan Proceeds	-	1,750,000	-	1,750,000	0.0%
MSA Receipts	-	-	132,130	(132,130)	0.0%
Interest Earned	2,800	2,800	209	2,591	7.5%
Total Revenues	1,902,800	3,652,800	354,200	3,298,600	9.7%
Total Beginning Balance & Revenues	**$ 2,215,451**	**$ 3,965,451**	**$ 789,360**	**$ 3,176,091**	19.9%
Expenses					
Program Expenses	$ 2,200,000	$ 2,200,000	$ 79,790	$ 2,120,210	3.6%
Program Expenses - City appropriated	-	875,000	24,546	850,454	2.8%
Transfer to Capital Project Fund	-	-	68,000	(68,000)	0.0%
Total Expenses	2,200,000	3,075,000	172,336	2,902,664	5.6%
Budget Balance - Working Capital	15,451	890,451	-	890,451	0.0%
Total Budget Balances & Expenses	**$ 2,215,451**	**$ 3,965,451**	**$ 172,336**	**$ 3,793,115**	4.3%

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

	POLICE GRANTS	LIBRARY GRANTS (2)	CDBG/NSP HOUSING GRANTS	SUBSTANCE ABUSE PREV. GRANT (1)	TOTALS
REVENUES:					
State Grants received	$ 112,691	$ 280,467	$ -	$ 24,830	$ 417,988
Federal Grants received	149,623	1,280	202,169	-	353,072
Recreation revenue	-	-	-	8,027	8,027
Investment income (loss)	149	-	-	-	149
TOTAL REVENUES	$ 262,463	$ 281,747	$ 202,169	$ 32,857	$ 779,236
EXPENDITURES:					
Program expenditures	$ 340,772	$ 156,602	$ -	$ 60,235	$ 557,609
Program expenditures - NSP	-	-	64,215	-	64,215
Program expenditures - CDBG	-	-	158,412	-	158,412
TOTAL EXPENDITURES	$ 340,772	$ 156,602	$ 222,627	$ 60,235	$ 780,236
Excess (deficiency) of revenues over expenditures	$ (78,309)	$ 125,145	$ (20,458)	$ (27,378)	$ (1,000)
Other financing sources (uses): Operating transfers-out	(29,325)	-	-	-	(29,325)
Excess (deficiency) of revenues and other financing sources over expenditures & other uses	$ (107,634)	$ 125,145	$ (20,458)	$ (27,378)	$ (30,325)
FUND BALANCE AT BEGINNING OF YEAR	$ 415,403	$ 47,472	$ 73,368	$ 16,326	$ 552,569
FUND BALANCE AT END OF PERIOD	$ 307,769	$ 172,617	$ 52,910	$ (11,052)	$ 522,244

Notes:

(1) Substance Abuse Prev. Grant: This grant is on a reimbursement basis.

(2) Library Grants Library personnel were not able to expend all of the grant in FY 2011. A letter was written by the Department Head requesting permission to spend the grant out in FY 2012.

Dover Police Department

Monthly Report

To

Mayor and City Council

"To Protect and Serve"

March 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

April 12, 2012

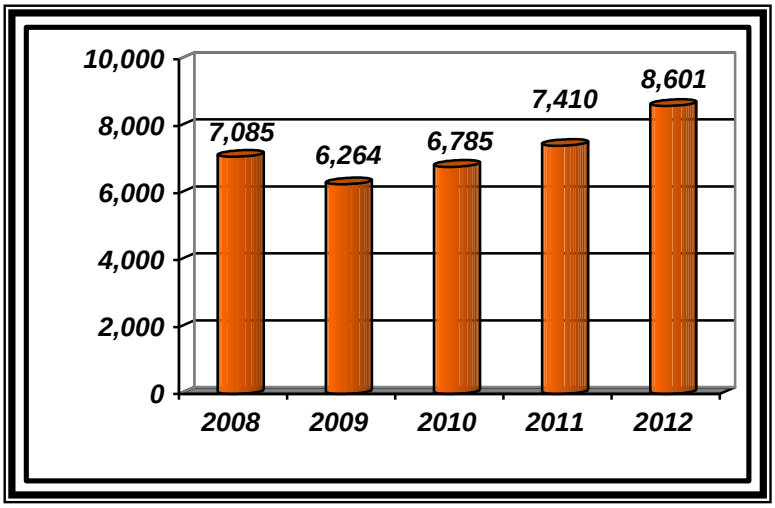
Honorable Carleton E. Carey, Sr., Mayor
Members of Dover City Council
City Hall
Dover, DE 19901

Mayor Carey and Council Members:

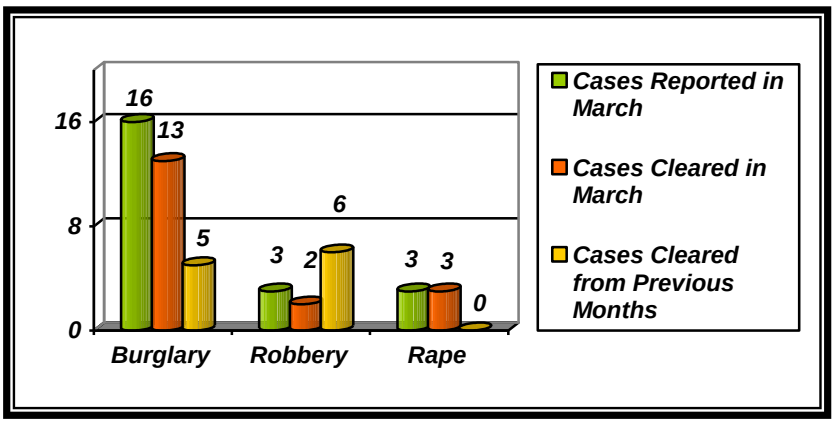
The following is the monthly report for Dover Police Department activities for the month of March 2012:

COMPLAINTS

Total complaints received through March 31st, numbered 8,601. This is an increase of 1,191 complaints over the same time period for last year.



CRIMINAL INVESTIGATIONS

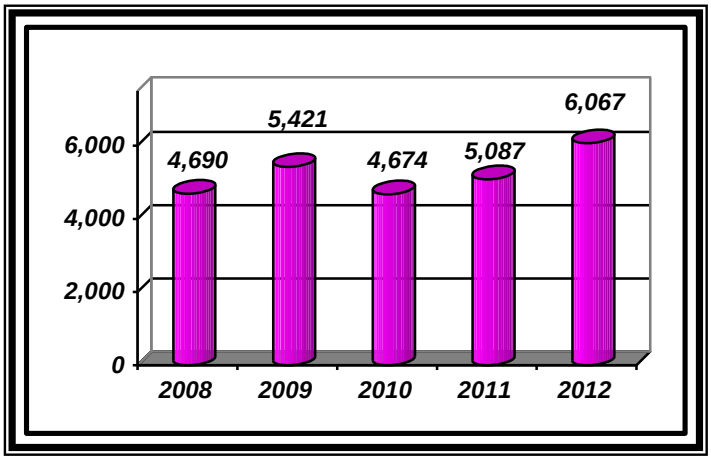


COMMUNITY POLICE SECTION

ENFORCEMENT ACTION	*ARRESTS*
ABANDONED VEHICLES	*0*
ALCOHOL VIOLATIONS/DUI'S	*0*
ASSIST OTHER	*0*
WARRANTS ON FILE	*0*
BIKE ON SIDEWALK	*0*
CITY PARK VIOLATIONS	*0*
CRIMINAL ARRESTS	*26*
DRUG RELATED ARRESTS	*11*
LOUD MUSIC	*2*
MISCELLANEOUS VIOLATIONS	*0*
PARKING VIOLATIONS	*2*
PEDDLER	*0*
MEETINGS	*4*
PROSTITUTION	*0*
COLLECTION OF DELINQUENT DCO'S	*0*
WANTED CHECKS/CPC'S	*14*
TRAFFIC ARRESTS	*27*
WARNINGS	*8*
FUGITIVE	*4*
TOTAL ARRESTS	*98*

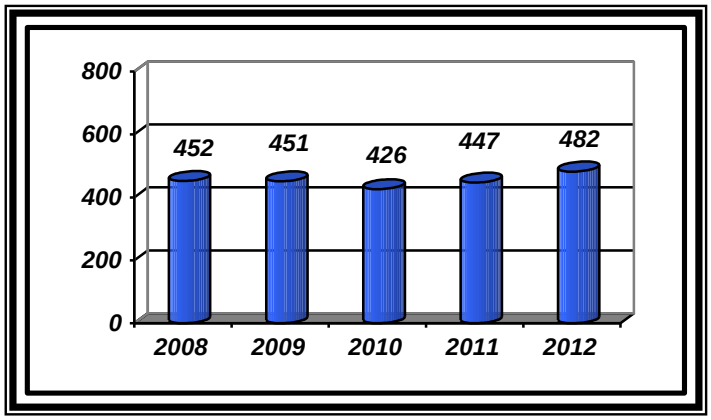
TRAFFIC ARRESTS

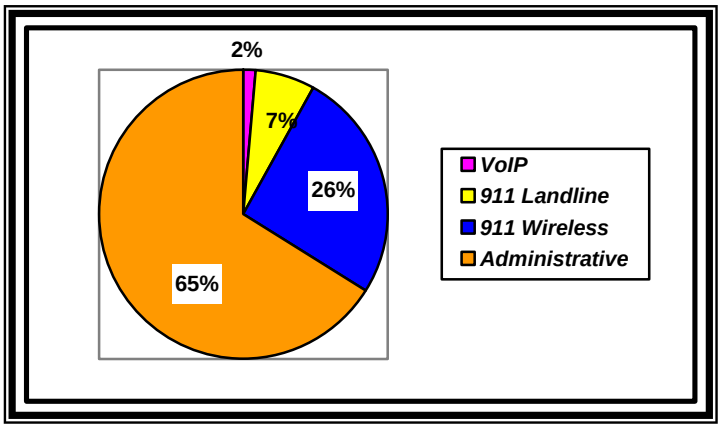
The department issued 6,067 traffic citations through this reporting period. This is an increase of 980 citations over the number issued during the same period last year.



TRAFFIC CRASHES

Through March 31st, Dover Police investigated 482 traffic crashes. This is an increase of 35 accidents investigated during the same period last year.



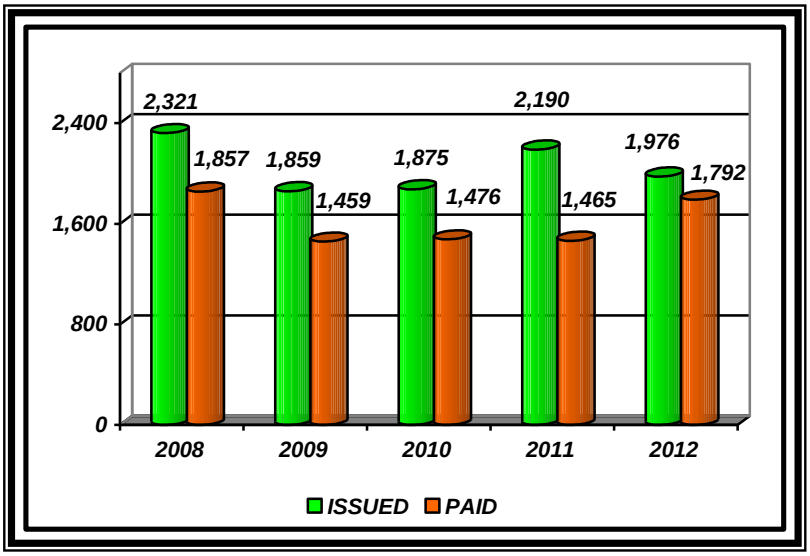


911 CENTER

During the month of March, our 911 Center handled a total of 10,500 calls averaging 339 calls per day. Dispatchers handled 2,715 calls on the 911 wireless lines, an average of 88 calls per day, 699 calls on the 911 landlines, an average of 23 calls per day, and 158 calls on the Voice Over Internet Protocol lines an average of 6 calls per day.

CITY ORDINANCE SUMMONS

*Through March 31st, we issued 1,976 city ordinance summons, a decrease of 214 summons over March of last year. *Note: of those summonses issued in March, 26 were issued for handicapped parking violations, 4 for fire lane parking violations, 58 for false alarms (40 for 3-5 alarms, 15 for 6-9 alarms, 3 for 10-15 alarms, and 0 for 16 or more alarms) and 30 for noise violations (15 for vehicle violations and 15 for residence violations).*



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

- *On Friday, March 2, 2012, at 2327 hours, Dover Officers responded to the 300 block of N. Bradford Street for a report of a gunshot being fired into a residence. Upon arrival, officers learned that there was a verbal confrontation in front of the residence between the victim residents and a group of black male subjects approximately thirty minutes prior to the shooting. At the time of the shooting, a 14 year old victim advised he was standing in a second story window and saw a laser light illuminated on his clothing from outside the residence. The 14 year old moved out of the window and then heard the gunshot. The bullet penetrated the window and several walls in the residence. None of the seven residents in the home were injured. The investigation was turned over to the Dover Police Criminal Investigations Unit.*

- *On Thursday, March 8, 2012, the Criminal Investigations Unit began investigating a complaint of child abuse that occurred in the 100 block of Haman Drive in Dover. The investigation revealed that a five year old child was sexually assaulted by a 29 year old relative. These assaults occurred in June of 2010 at the subject and victim's residences. On March 9, 2012, the perpetrator was arrested without incident.*

- *On Friday, March 9, 2012, at approximately 0115 hours, Dover Officers responded to a reported shooting in the parking lot of a home supplies store which is adjacent to a night club. A 29 year old male victim and a 31 year old male victim were shot by an unknown black male while walking with a group of subjects to their car. Both victims were treated and released from Bay Health for minor gunshot wounds to the lower left leg and the other to the right thigh. The victims and witnesses stated that a group of subjects were walking to their vehicles from the night club when a black male, who was standing in the home supplies store parking lot, removed a firearm from a dark colored SUV and fired at the group, firing 5-6 rounds. The two victims were the only ones struck by the gunfire. The dark SUV then fled the scene. The suspect is described as a light skinned black male, approximately 22 years of age, thin build, wearing a denim jacket, blue jeans and a green and white Seattle Supersonics hat. Officers from the Criminal Investigations Unit are continuing their investigation.*

- *On Saturday, March 17, 2012, at 1849 hours, a black male entered a local cigar shop located on S. State Street and produced a handgun. The subject then pointed the gun at a customer and removed money from him. He then demanded money from the clerk and after obtaining same, fled on foot. The first arriving Dover Officer observed the subject running and hiding behind bushes in the area of S. Governors Avenue. The officer approached the subject who then fired several shots at the officer. The officer returned fire, and as other Dover Officers were arriving on scene, the subject dropped his gun and surrendered. He was taken into custody and the weapon was recovered as well as the stolen money. Neither the officer nor the subject was injured. Two of the subject's rounds struck two occupied residences in the 800 block of S. Governors Avenue. The subject was later identified.*

- *On Wednesday, March 21, 2012, at approximately 1045 hours, members of the Dover Police Drugs, Vice, and Organized Crime Unit conducted a search warrant at a convenience store on Walker Road in reference to the sale and distribution of bath salts. Dover Detectives seized 471 doses of bath salts, 450 doses of synthetic marijuana, thousands of items of drug paraphernalia and over $4,500.00 USC. Three subjects, two of which were the shop owners and an employee, all of Middletown, Delaware, were arrested in connection with the search warrant.*

- *On Monday, March 26, 2012 at approximately 0225 hours, Dover Officers responded to the 100 block of Willis Road for a report of shots fired. Upon arrival, officers contacted a resident of an apartment who advised that an unknown black male knocked on her door. When she opened the door, she noticed that the suspect was carrying a shotgun. She slammed the door closed and the suspect fired into the front door. The suspect then walked across the street and fired another shot into a residence on Willis Road. One person from each residence was transported to Bay Health and treated for minor injuries resulting from debris caused by the shots. The suspect is described as a short black male wearing a black Du-rag, heavy black coat, and black pants.*

- *On Sunday, March 27, 2012, at approximately 0653 hours, Dover Officers responded to the east side of Silver Lake for a report of a car in the water with the driver still inside. Upon arrival the officers observed that the vehicle, a 2008 Lincoln MKX SUV, was in the stream side of the spillway and the driver was unresponsive. One of the officers entered the water, forced entry, and removed the driver from the vehicle pulling him to shore. The driver was then turned over to EMS who administered aid and transported the 62 year old subject to Bay Health Medical, where he was treated for hypothermia. He was later released from the hospital and arrested for DUI and Careless Driving.*

- *On Wednesday, March 28, 2012 at 1545 hours, Dover Officers responded to a reported shooting in an apartment complex. The 21 year old male victim was located inside the Kent County Family Court building with a gunshot wound to the lower right leg. The victim advised he was shot in the area of River Road and East Water Street. The victim further advised that he ran to Family Court for help. The victim was transported to Bay Health for treatment and was admitted in stable condition. The Criminal Investigations Unit began their investigation into the incident and discovered numerous inconsistencies in the victim's account of the incident. When interviewed, the victim refused to cooperate in the identification of the suspect. Detectives obtained a warrant for the victim for felony Hindering Prosecution.*

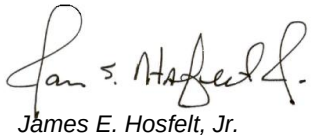
- *It is a privilege to announce that the Dover Police Department has met and exceeded the requirements of a highly regarded and broadly recognized body of law enforcement standards, and was accredited for the fifth time by the Commission on Accreditation for Law Enforcement Agencies Inc. (CALEA) on March 25, 2012. A team of CALEA assessors arrived in December, 2011 to examine all aspects of the Dover Police Department's policies, procedures, management, operations and support services. The assessors reviewed written materials, interviewed individuals and visited offices and other places where compliance could be witnessed and verified. Their report was then sent to the CALEA commission for review by a team of independent assessors in order to determine if the Dover Police Department had met this very high level of excellence. There are 480 standards of compliance that are reviewed. It is with great pride that the Dover Police reports that none of the 480 standards are in non-compliance. In addition to being re-accredited, the Dover Police Department also received the "Accreditation with Excellence Award" which has only been issued to 34 police agencies nationwide, as well as international departments from Mexico and Canada. On Saturday, March 24, 2012, members of the Dover Police Department as well as Mayor Carleton E. Carey were presented with this prestigious award while attending the conference in Mobile, Alabama.*

- *On Thursday, March 29, 2012, at approximately 1600 hours, a white male and white female entered a local restaurant located on N. DuPont Highway and produced a knife and demanded money from the register. After obtaining approximately $250.00, they both fled on foot and were chased by employees, who managed to apprehend the female and detained her until police arrived. The male suspect escaped in a red Trans Am or Camaro. The subject, 42 years of age, from Newark, Delaware was arrested and charged with Robbery 1st, and other related charges. She was committed to the Delores Baylor Women's Correctional Facility.*

- *The Criminal Investigations Unit is currently investigating a burglary of a residence on Meadow Garden Lane. The burglary occurred on Friday, March 30, 2012 between 1400 and 1915 hours. The unknown suspect entered the residence after damaging the rear door. Once inside, the suspect removed a "bb" gun before fleeing.*

- *The Criminal Investigations Unit is currently investigating a burglary of a residence in the 800 block of Woodcrest Drive. The burglary occurred on Friday, March 30, 2012 between 1145 and 1300 hours. The unknown suspect entered the residence by kicking out a panel on the rear door. Once inside, the suspect removed electronics and related items before fleeing.*

Respectfully Submitted,

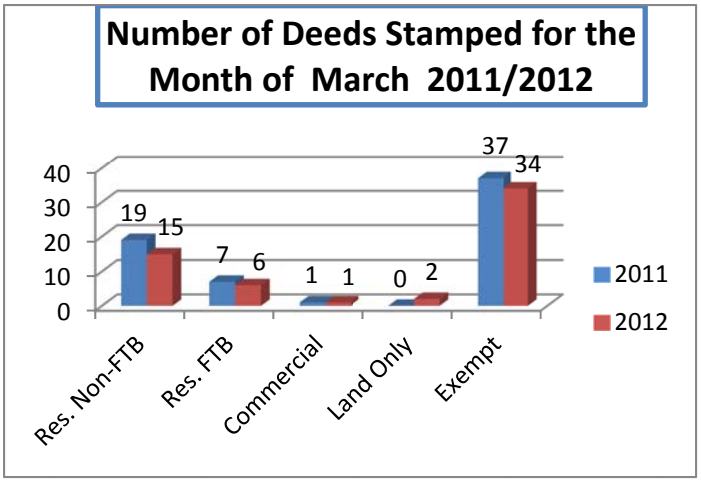


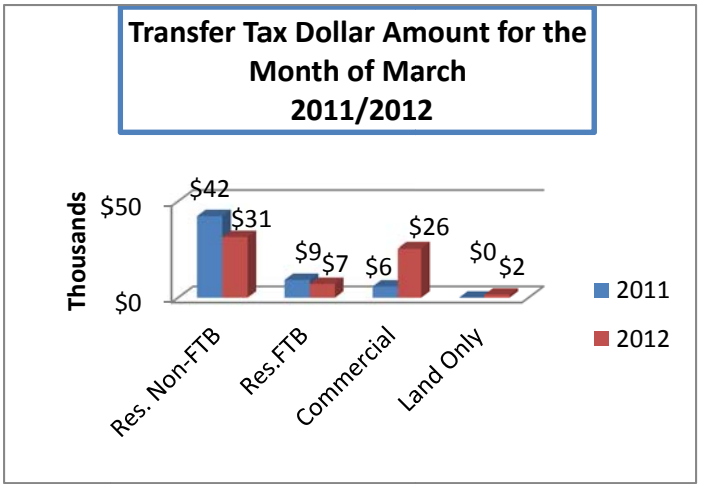
James E. Hosfelt, Jr.
Chief of Police

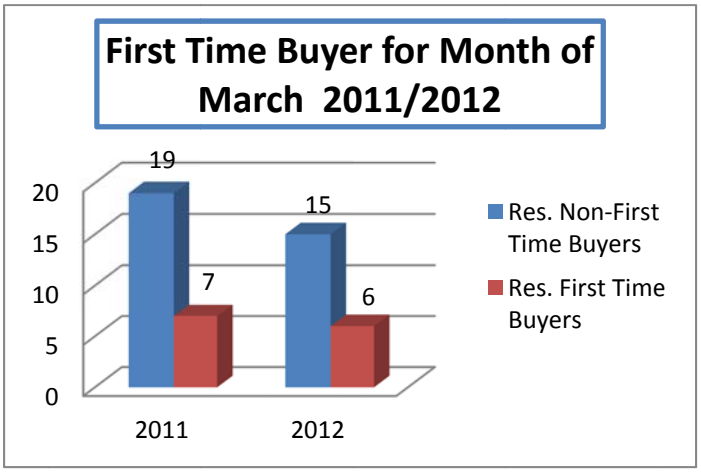
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Monthly Report
March 2012

Office of City Assessor









Major Updates

	Jan - 12	Feb - 12	Mar - 12
Assessment Change	**$333,500**	**$779,500**	**$ 2,207,400**

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
10	**$1,905,800**	**$2,040,510**	**0.93**	**1.09**

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.

Assessor's Office

- Correction of Assessment for 520 Sunset Road in Assessment Register to match the H-T-E system.

- Changed 838 Walker Road 2B1 from tax exempt to taxable property.

City of Dover Sales Ratio Report for March 2012

PARID	Address	Total Assessed Value	Sales DT	Sales Price	ASR
ED05-067.20-03-37.00	322 N GOVERNORS AVE	$146,800	9-Mar-12	$127,500	1.15
ED05-068.17-01-14.00	535 N AMERICAN AVE EXT	$210,300	27-Mar-12	$255,000	0.82
ED05-076.04-01-71.00	413 RIDGELY BLVD	$174,400	9-Mar-12	$167,285	1.04
ED05-076.04-01-71.01	415 RIDGELY BLVD	$166,100	23-Mar-12	$164,360	1.01
ED05-076.04-01-74.00	421 RIDGELY BLVD	$173,000	12-Mar-12	$158,245	1.09
ED05-076.04-01-75.00	423 RIDGELY BLVD	$150,600	14-Mar-12	$184,385	0.82
ED05-076.04-01-73.00	419 RIDGELY BLVD	$173,000	8-Mar-12	$168,835	1.02
ED05-076.06-03-48.00	480 INDEPENDENCE BLVD	$171,500	8-Mar-12	$189,900	0.90
ED05-077.14-01-09.00	41 LAUREL DR	$444,000	23-Mar-12	$565,000	0.79
LC05-058.17-04-41.00	108 GORDON PL	$95,800	26-Mar-12	$60,000	1.60

CITY MANAGER'S MONTHLY REPORT



MARCH 2012

Monthly Highlights

Customer Services

- In the month of February we processed 1,662 payments as of March 31, 2012.
- City of Dover property taxes were due July 31, 2011 (July 31 in 2011 was a Sunday). As of March 31, 2012 the delinquent property taxes total 504,723.36 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. Currently, there are approx 70 properties selected for processing.

Human Resources

- Continued contract negotiations with FOP & IBEW.

Parks, Recreation & Library

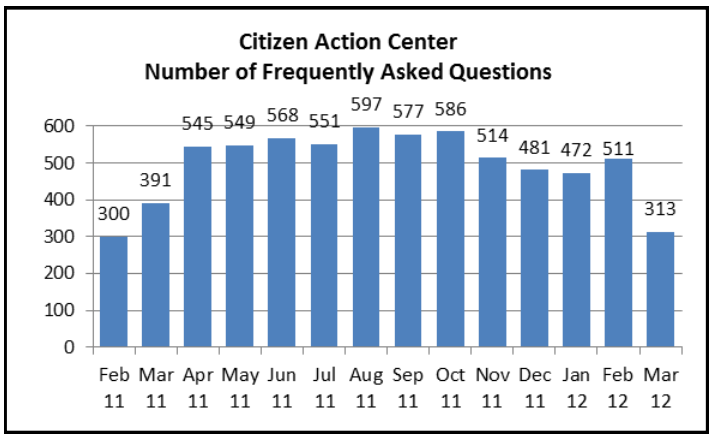
Library
- 647 children attended 27 children's programs & 40 teens attended 7 teen programs.
- Job Center noted 219 participants this month.
- 175 attended the "In Harmony" concert.

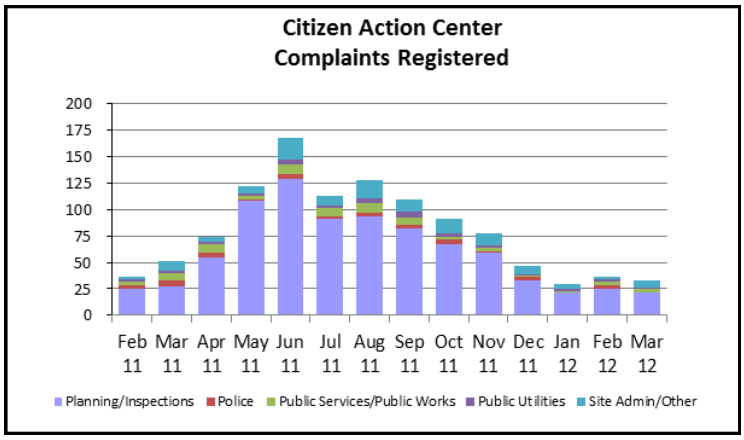
Parks & Recreation
- Silver Lake/St. Jones Restoration project is nearing completion. Many positive comments have been received from park users.

Public Works

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

PUBLIC AFFAIRS





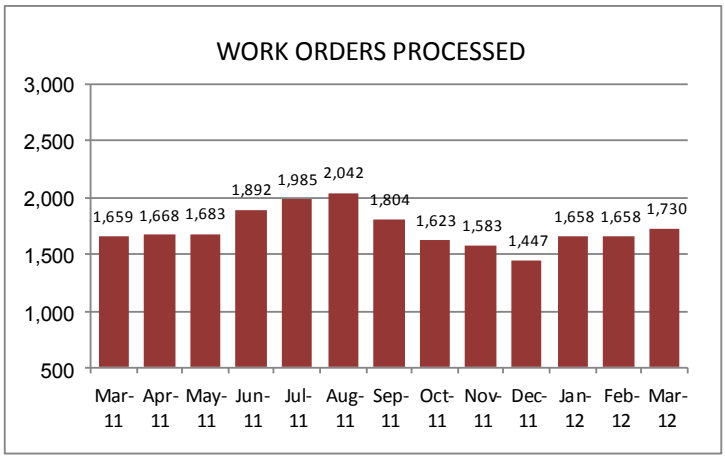
AVERAGE TIME TO CLOSE COMPLAINTS RECEIVED - MARCH 2012

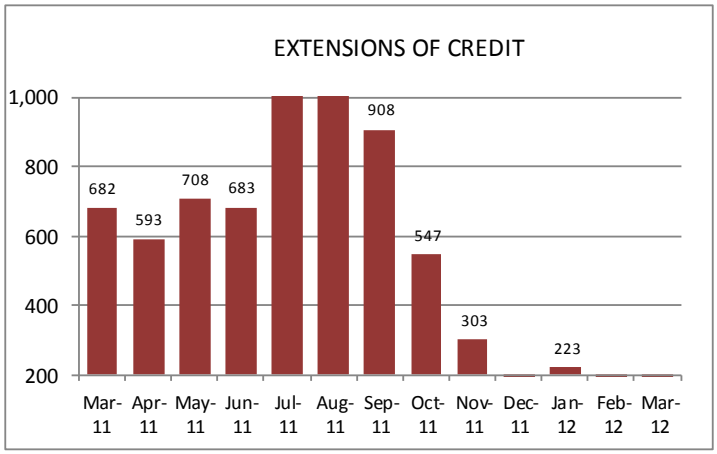
Department	Total # Complaints	# Of Days
Planning/Code Enforcement (property code violations)	21	3.9 days
Police (community policing)	1	2.1 days
Public Services - Grounds - Sanitation - Streets	 1 2 0	1.6 days
Public Utilities	3	1.2 days
Site Admin/Other Departments	7	.75 days

SOCIAL MEDIA

OTHER ACTIVITIES	*MAR 11*	*APR 11*	*MAY 11*	*JUNE 11*	*JULY 11*	*AUG 11*	*SEPT 11*	*OCT 11*	*NOV 11*	*DEC 11*	*Jan 12*	*FEB 12*	*MAR 12*
Facebook - New Posts	*42*	*37*	*34*	*29*	*17*	*29*	*22*	*21*	*17*	*9*	*11*	*12*	*19*
Facebook - Page Views	*2,114*	*2,206*	*2,217*	*2,276*	*2,196*	*2,776*	*2,796*	*2,777*	*2,198*	*2,966*	*3,112*	*3,341*	*3,276*
Facebook - Replies to questions	*19*	*11*	*12*	*16*	*13*	*26*	*14*	*11*	*17*	*9*	*11*	*7*	*14*
Press Releases	*5*	*4*	*6*	*16*	*11*	*19*	*11*	*13*	*11*	*3*	*5*	*7*	*6*
Ceremonial Documents	*17*	*20*	*19*	*18*	*17*	*11*	*24*	*22*	*19*	*16*	*19*	*17*	*17*

CUSTOMER SERVICES





Write-Offs / Electric & Trash Bills

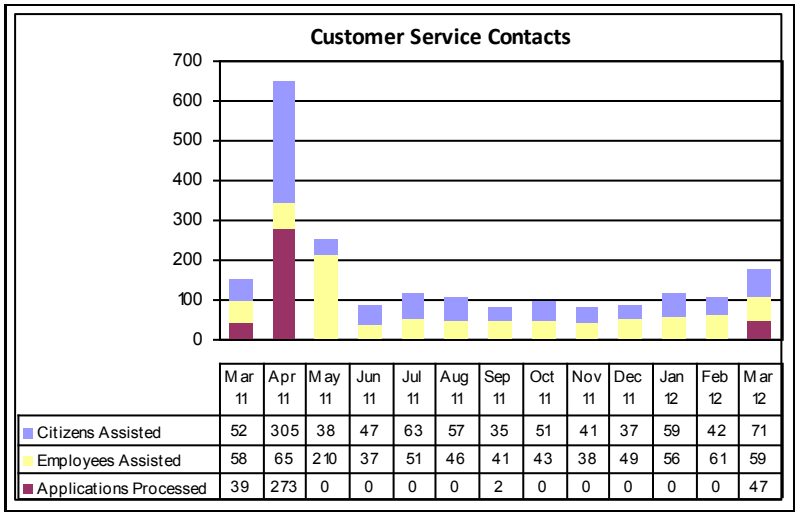
The electric write-off for outstanding electric bills with dates ranging mainly from October2009 until December 2009 . The proposed write-off of $39,113.87 includes $5,440.98 from accounts that filed for bankruptcy. The $39,113.87 is the first write-off for Fiscal 2012 and is .16 percent of the revenue ($24,039,698.) for the write-off period. In other words, the City collected 99.84% of all bills for the write-off period. For every $100 dollars of revenue the City billed in the write-off period, $0.16 was not collected.

The trash write-off for outstanding trash bills with dates ranging mainly from October 2009 until December 2009. The proposed write-off of $1,054.08 includes $21.85 from accounts that filed bankruptcy. The $1,054.08 is the first write-off for Fiscal 2012 and is $0.35 percent of the revenue ($298,462) for the write-off period. In other words, the City collected 99.65% of all bills for the write-off period. For every $100 of revenue the City billed in the write-off period, $0.35 was not collected.

According to the APPA, the industry standard for collections among publicly held utilities of similar size is 99.74% of total electric revenue. The accounts are currently assigned to our collection agency and will remain there even when they have been written off. A complete list of accounts is available upon request.

Major Program Updates	Mar 2012	Mar 2011	Difference	FY 2012 Year-to-Date	FY 2011 Year-to-Date
Number of Customers Served	21,653	23,794	(2,141)	209,934	222,342
Final Bills	637	629	8	5,956	5,808
Estimated Bills	137	129	8	1,379	1,284
Penalties Posted	$ 19,353	$ 22,738	$ (3,385)	$ 168,561	$ 194,605
Extensions of Credit - Amount Extended	$ 62,781	$ 240,630	$ (177,849)	$ 1,429,614	$ 1,834,914
Balance Transfers	$ 328	$ 2,572	$ (2,244)	$ 12,453	$ 21,460
Utility Collections	$ 22,838	$ 27,623	$ (4,785)	$ 249,409	$ 212,132
Special Assessments	$ 110	$ 1,050	$ (940)	$ 330	$ 8,609
Miscellaneous Billings	$ 93,634	$ 112,886	$ (19,252)	$ 1,216,719	$ 1,056,925
CNP through Disconnect Collars	$ 28	11	17	149	75
Court Cases	-	-	-	-	-
Tamperings	5	4	1	44	35
Taxes Levied (includes carry forward)	$ 629,131	$ 563,635	$ 65,496	$ 5,508,774	$ 4,750,642
Billing Adjustments	$ 4,008	$ 20,005	$ (15,997)	$ 28,084	$ (202,219)
Total Taxes Collected	$ 128,415	$ 82,046	$ 46,369	$ 10,549,011	$ 9,829,297
Taxes Outstanding	$ 504,723	$ 501,594	$ 3,130	$ 9,958,125	$ 7,047,740
Payments in Lieu	$ -	$ 1,500	$ (1,500)	$ -	$ 13,500
Billing Accuracy (on schedule billings)	99.0%	99.0%	-	99.0%	99.0%
Bills Published on Schedule	99.0%	99.9%	-	99.9%	99.9%
Meters Read on Schedule	99.9%	99.9%	-	99.9%	99.9%
Customer Satisfaction Rating	99.9%	99.9%	-	99.7%	99.7%
Delinquent Accounts Collected	99.7%	99.7%	-	99.8%	99.8%

HUMAN RESOURCES



	Mar 11	Apr 11	May 11	Jun 11	Jul 11	Aug 11	Sep 11	Oct 11	Nov 11	Dec 11	Jan 12	Feb 12	Mar 12
Citizens Assisted	52	305	38	47	63	57	35	51	41	37	59	42	71
Employees Assisted	58	65	210	37	51	46	41	43	38	49	56	61	59
Applications Processed	39	273	0	0	0	0	2	0	0	0	0	0	47

Category	Mar 11	Apr 11	May 11	June 11	July 11	Aug 11	Sep 11	Oct 11	Nov 11	Dec 11	Jan 12	Feb 12	Mar 12	Total
Caucasian*	315	316	316	313	310	306	302	299	299	299	295	294*	291	N/A
Minorities*	61	63	63	63	63	63	63	62	61	59	59	59*	57	N/A
Hired	1	5	1	-	-	-	1	-	1	-	-	2	-	11
Terminated/Resigned/ Retired/Other	-	2	1	2	3	4	5	4	2	2	4	3	5	37
Transferred/Promoted	-	-	-	-	-	-	-	-	2	-	-	-	-	2
Jobs Posted	1	3	-	-	-	1	-	-	-	-	-	-	3	8
Workers Comp. Injuries	2	5	5	5	4	7	4	2	9	4	3	3	6	59
Workers Comp. Hours	336	438	50	46	63	135	263	565	369	418	315	222	55	3,275
Insurance Claims	6	8	2	5	3	10	1	2	1	2	1	2	4	47

Full-time Employees: 339 **Part-time Employees: 9 (4 Pitts Center, 1 Recreation, 4 Library)**

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

* Correction to February 2012

Resigned: 2 Library Clerk I (PT), Utility Maintenance Mechanic I, Wastewater

Retired: Mechanic I, Vehicle Maintenance

Other: Secretary II, Police (Civilian)

Jobs Posted: Fire Dispatcher, Electrical Engineer, Substation Technician I

Recruitment Information

Position	Total	Female	Male	Black	White	Hispanic	Asian/ Pacific Islander	American Indian/Alaskan Native	Unknown	In Dover	Out Dover
Fire Dispatcher	47	9	38	4	41	-	1	1	-	19	28

Unfilled/Open Positions by Department*

Unfilled/Open Positions By Department	Mar 11	Apr 11	May 11	Jun 11	July 11	Aug 11	Sept 11	Oct 11	Nov 11	Dec 11	Jan 12**	Feb 12	Mar 12
Electric	3	3	2	2	2	3	4	4	5	5	5	5	5
Public Works	1	1	2	3	1	1	3	3	5	5	9	11	13
Police	2	-	-	-	4	4	4	5	3	3	3	1	2
All Other Departments	3	4.5	4.5	7.5	5	6.5	8.5	12	10.5	12.5	11.5	12	13
Totals	**9**	**8.5**	**8.5**	**12.5**	**12**	**14.5**	**19.5**	**22.5**	**23.5**	**25.5**	**28.5**	**29**	**33**

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

Human Resources Clerk on terminal leave (included in totals).

Electric: Substation Technician, Journeyman – 1st Class Lineman, Substation Relay Foreman, Public Utilities Director, Dept. Budget & Support Supervisor

Public Works: Utility Maintenance Mechanic I/ Wastewater, Water Service Person, Motor Equipment Operator II/Water, Heavy Equipment Operator II, Field Supervisor I - Streets, and (2) MEO I & (1) MEO II – Sanitation, Public Services Manager, Custodian I (1), Custodian II, Facilities Management - Craftsperson II, Vehicle Maintenance -Mechanic I

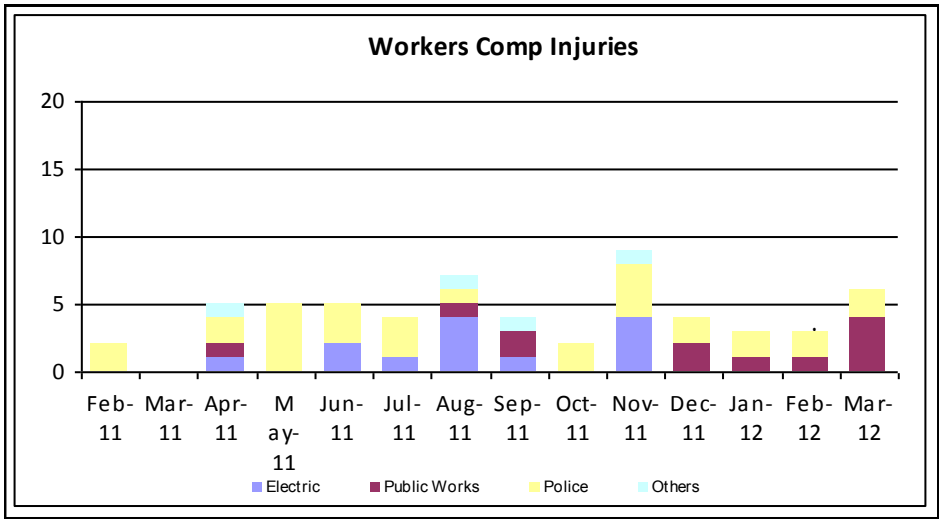
Police: Police Officer, Secretary II (Civilian)

All Other Departments: Sr. LAN Analyst (due to A. Siegel currently acting as IT Director), LAN Analyst, Human Resources Clerk, Human Resources and Safety Coordinator, Senior City Administrator, (4) Library Clerk (PT), (2)Library Page (PT), Administrative Assistant - Clerk's Office, Planner II, Fire Dispatcher, Central Services Director, Central Mailroom Clerk

HUMAN RESOURCES
continued

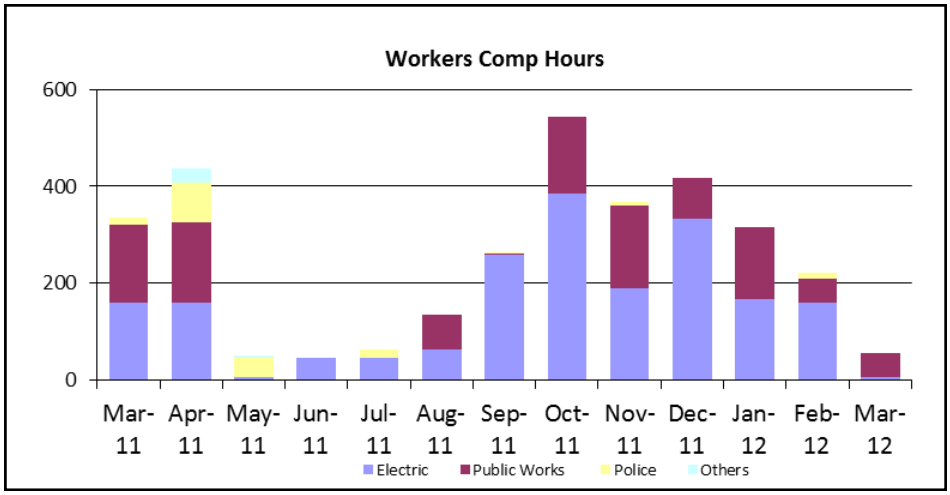
Bonus Programs by Month

Bonus Program Category	Mar 11	Apr 11	May 11	Jun 11	July 11	Aug 11	Sept 11	Oct 11	Nov 11	Dec 11	Jan 12	Feb 12	Mar 12	Total
Stop Program-*Sensibly Taking Off Pounds(weigh-ins)*	17	6	21	-	15	4	5	22	5	8	-	13	4	120
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**

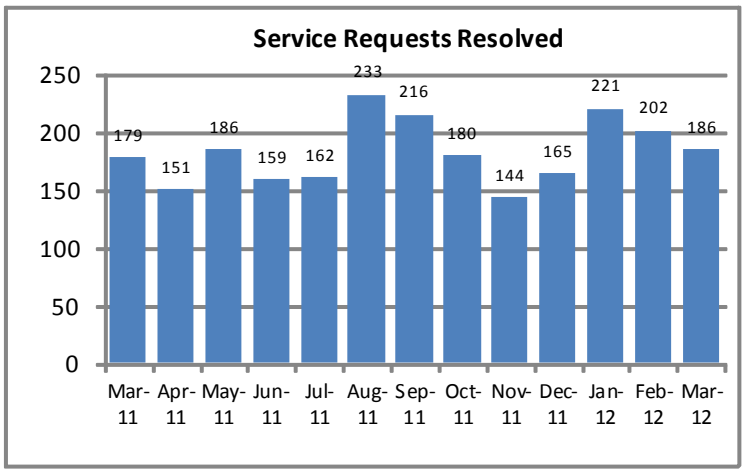
Electric: 0 Public Works: 4 Police: 2 All Other Depts.: 0

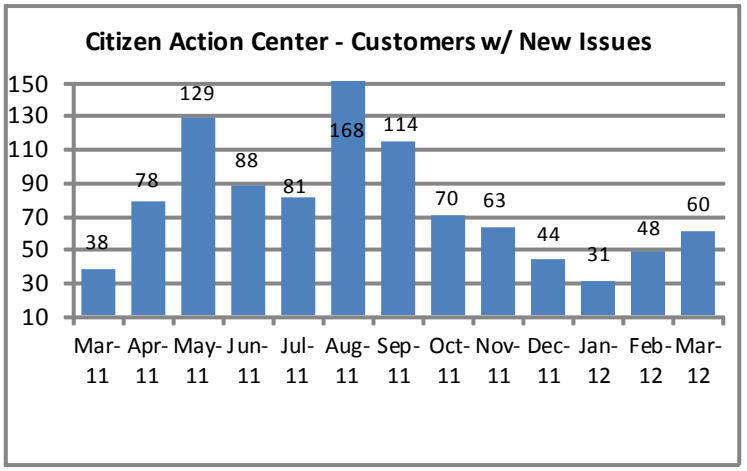


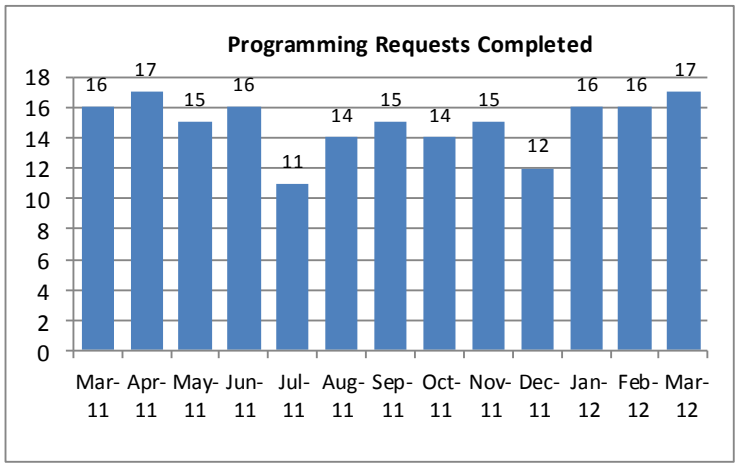
*** Organization Change**

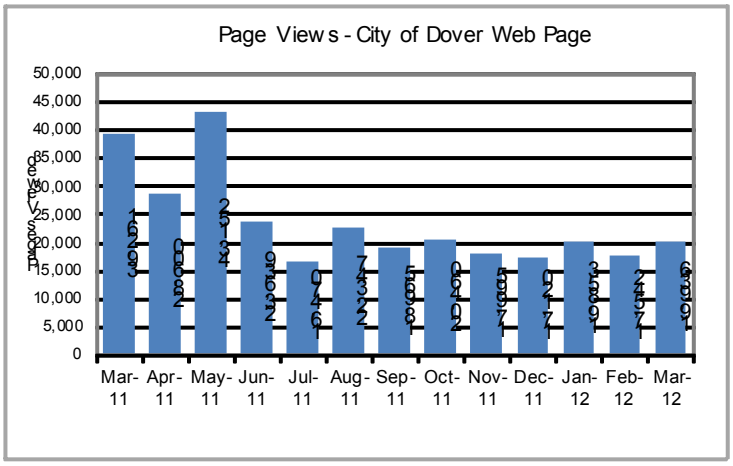
Electric: 5 Public Works: 50 Police: 0 All Other Depts.: 0

INFORMATION TECHNOLOGY







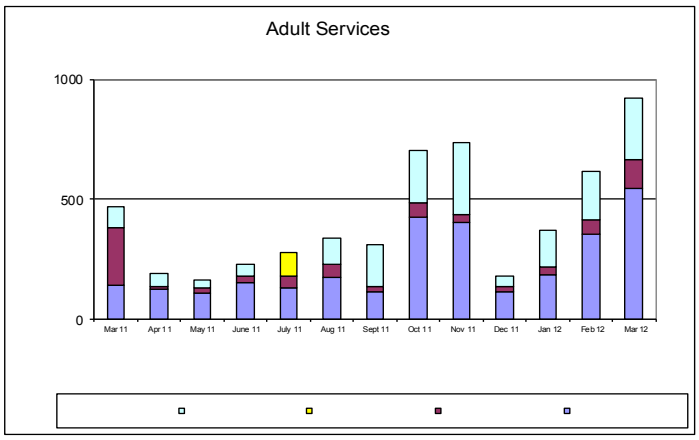


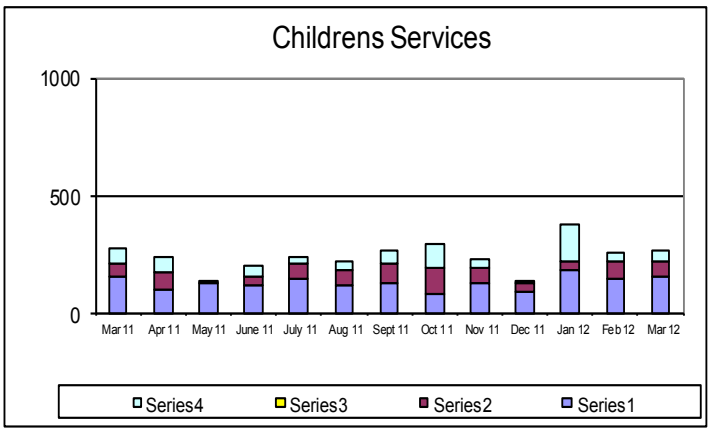
Performance Indicators	Current Month	Last Month	Same Month Last Year
iSeries Availability	100%	100%	100%
Server Availability	100%	100%	100%
AS/400 Connections *(concurrent/authorized users)*	N/A	N/A	N/A
PCs Supported	342	343	337
Scheduled PCs Replaced	-	-	-
Servers Supported	16	16	15
People Trained	20	16	18

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

PARKS, RECREATION & LIBRARY

Library





Reference – 544 Reader's Advisory – 120
Electronic Assistance – 256;

Reference - 157; Reader's Advisory – 62
Electronic Assistance – 41; Outreach – 0

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

Circulation	March12		FYTD 12		March11		FYTD 11
Dover residents	17,536		147,275		17,480		153,168
Ebooks (began 12/2011)	704		2,438		Not recorded.		
Kent residents*	14,737		128,802		15,378		136,254
Non-county residents	2,175		16,551		1,870		13,705
Registrations							
Dover residents	211		1,761		226		2,059
Kent residents*	62		694		98		865
Non-county residents	9		87		3		84
Other							
Visiting Patrons	31,364		275,473		30,320		275,229
Meeting Room Usage**	120		620		240		2,260
Photocopier Usage	2,071		13,029		1,834		14,386
Dial-A-Story	670		7,766		1,126		10,454
Computer Usage	3,949		36,647		4,675		39,987
Holds (Total)	7,442		63,334		7,340		61,496

***Breakout of Kent County Residential Statistics**

Circulation	Registrations
Harrington: 216	Harrington: 1
Smyrna: 721	Smyrna: 7
Milford: 148	Milford: 1
Outside City Limits: 13,652	Outside City Limits: 53

Total Registered Users: (Card Holders)

City: 18,183 Kent County: 13,425 Outside Kent County: 1,125

Other Points of Interest:

Inter/Interlibrary***: 0 items loaned out
31 items borrowed

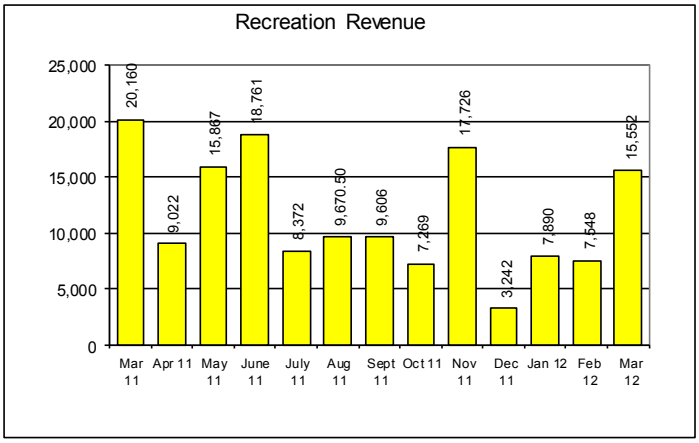
Technical services: 1,790 items added
2,644 items deleted

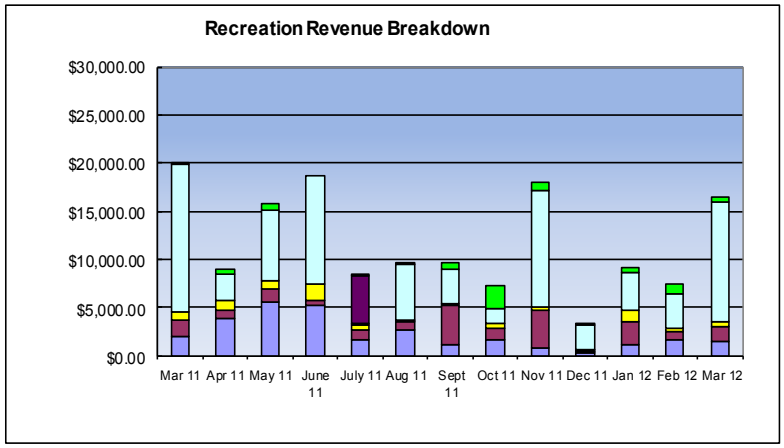
Volunteers: 552 hours of service completed

***** Meeting Room Usage***

The meeting room is no longer available for rental as it has become the designated location of the Job Center.

Parks and Recreation



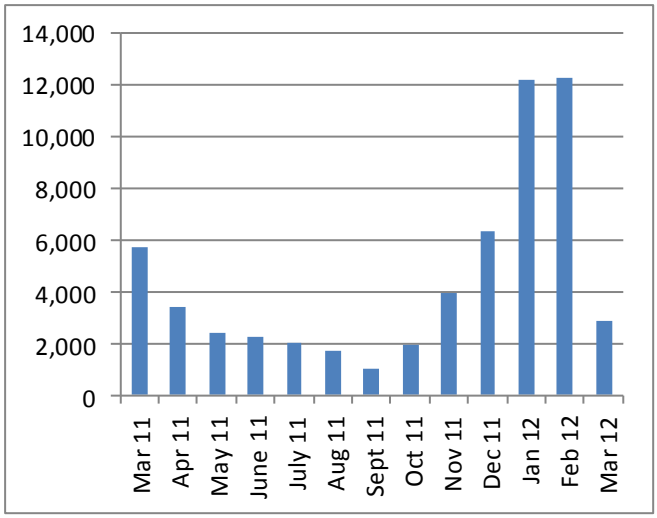


Year To Date Revenue Comparison
FY11 $77,936 vs FY12: $87,121

General – $1,457
Rental Payments – $1,615
Sports – $400
Leagues – $12,440
Trips – $660

Rentals	MARCH12		FYTD 12		MARCH11		FYTD 11
Baseball/Softball Field Rentals*	22		121		21		132
Dover Park Pavilions (2)	2		50		0		18
Multipurpose/Field Hockey Field Rentals*	0		22		0		54
Recreation Center – Dover Park	13		110		17		145
Silver Lake Pavilions (2) / Schutte (1)	4		25		1		35
Soccer Field Rentals*	3		9		4		13
Stage – Mobile Platform	0		15		0		19
These numbers reflect groups that utilized our facilities during July.							
Dover Park Program Attendance*	**MARCH12**		**FYTD 12**		**MARCH11**		**FYTD 11**
Philadelphia Flower Shower	45		45		45		45
This number reflects activities that took place in March. (Not included on the JWP report.)							

Total Program Attendance



FREE Open Gym Registration Cards

Total Cards Issued: **4,859**
City Residents: 2,157 - (44%)
Non-City Residents: 2,702- (56%)
- Kent County: 2,228 - (46%)
- Sussex County: 152 - (3%)
- New Castle County: 106 - (2%)
- Out of State: 216 - (4%)

**The cards permit entrance to the facility during scheduled Public Open Gym Periods at no charge.*

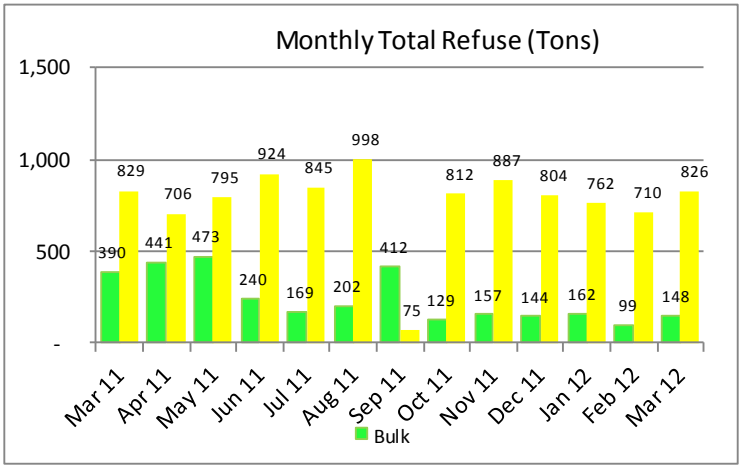
PUBLIC WORKS

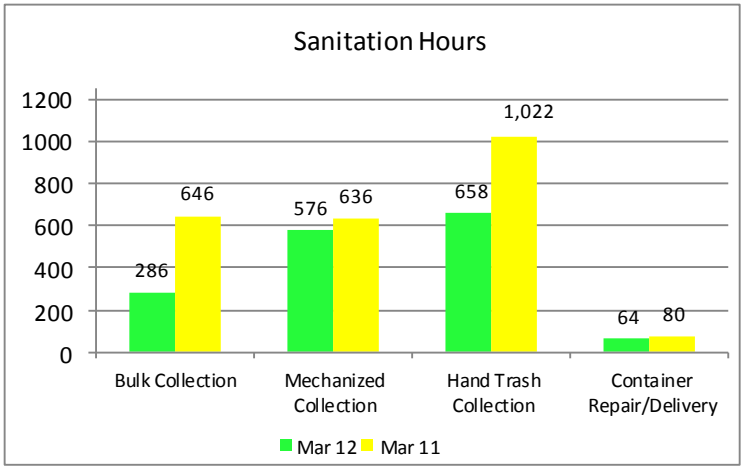
Administration

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





	MARCH 12	FYTD 12	MARCH 11	FYTD 11
Trips to DSWA Sandtown Landfill	187	1624	229	20569
Total Tonnage to DSWA	973.82	8,037.96	1,219.87	10,623.59
90-Gallon Containers Delivered	25	178	41	202
300-Gallon Containers Delivered	0	29	3	40
Total Man Hours-containers Delivered	64	423	80	506

CURBSIDE RECYCLING STATS	TOTAL # OF HOUSEHOLDS COLLECTED	TOTAL # OF AC-COUNTS	WEIGHT/LBS.	AVE. LBS.
March 2012	18,754	8,561	256,260	13.66

Streets	MARCH 12	FYTD 12	MARCH 11	FYTD 11
Signed Installed	26	241	50	221
Signs Repaired	16	153	27	202
Curbs Painted Yellow (feet)	0	942	0	948
New Post Installed	2	51	9	73
Storm Catch Basins Repaired	1	48	5	35
Storm Catch Basin Repairing (Hrs.)	16	254	20	216
Storm Catch Basins Cleaned	0	2,063	0	253
Storm Catch Basins Cleaning (Hrs.)	0	877	0	355
Hot Mix Patching (Tons)	0	63	4	99
Hot Mix Patching (Hrs.)	0	420	0	355
Cold Mix Patching Hrs.)	53	484	131	393
Concrete Work (Hrs)	57	601	140	361
Concrete Patching (Cubic Yards)	0	1	10	47
Street and Alley Maintenance (Hrs)	176	1,520	167	1,403
Ditch Work (Hrs).	0	64	0	65
Street Sweeping (Miles)	1,047	7,952	1,481	8,072
Street Sweeping (Cubic Yards)	144	1,520	288	1,647

Grounds

Arborist Crew	MARCH 2012	MARCH 2011
Trees Trimmed	38	280
Trees Removed	13*	18
Trees Planted	4	0
Stumps Removed	4	1

*****Including 6 trees removed for c construction in the Four Seasons subdivision.

- Assisted streets with installation of two radar speed signs on Webbs Lane.
- Removed a large fallen tree on Park Drive along the St. Jones River.

Beautification Crew

- Greenhouse work including: potting up plugs, watering and fertilizing.
- Finished mulching around trees on The Green and around trees n Loockerman Street between Kirkwood Street and South State Street.
- Annual bed maintenance including weeding and edging around tulips, daffodils and hyacinths.
- Hosted an outreach group of 5 Dover High students in the greenhouse to discuss jobs in the greenhouse production field.

Mowing Crew

- Began mowing of all areas the last week of March.
- All Grounds personnel attended an asbestos training session.
- Application of 42 gallons of Roundup herbicide at the following locations: City Hall/The Plaza, Loockerman Street Downtown, Library/Weyandt Hall.
- Hauled 6 dump truck loads of mulch and stone assisting contractor at Silver Lake for DNREC.

Athletic Field Crew

- Maintenance of all softball fields including:
  - Installing all new base foundations
  - Application of 9 gallons of roundup herbicide to warning tracks and under fence lines.
  - Dragging the infields
  - Hauling and spreading Diamond Tex for infields.

Small Engine Mechanic

- Repaired/serviced for the Grounds Division: Stick Saws (2), hedge trimmers (2) line trimmers (2), chain saws (4), power stick saws (2)
- Repaired/serviced for other departments: chop saw (1) line trimmer (1) small tractor (1), small riding mower (1), line trimmers (2), hand held blowers (1), push mowers (2)
- Large equipment repaired/serviced for Grounds: ball field tractor, mowers, major repair of 90 hp stump grinder.

Geographic Information Systems (GIS)

- Miss Utilities template maps.
- Creation of mowing area map.
- Creation of trash collection guidelines poster.
- Created and printed several posters for Downtown Dover Development Office.
- Printed design plan for the new Dover Public Library.
- Created street sweeping map.

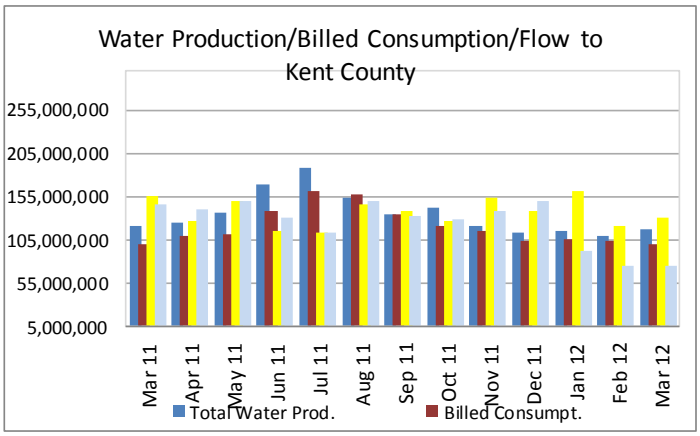
Fleet and Facilities Management

Fleet Maintenance
Work Orders: 45

Major Program Updates

Measure	March 12	March 11	DIFFERENCE
Fleet Maintenance			
Scheduled Preventative Maintenance appointments being kept *(Quantity and Percentage)*	17 out of 25 68.0%	22 out of 31 70.96%	- 2.97%
Facilities Management			
Routine work orders completed within 5 days *(Quantity and Percentage)*	22 out of 22 100%	32 out of 34 94.12%	+ 5.88%
Emergency work orders completed within 2 days *(Quantity and Percentage)*	7 out of 7 100%	4 out of 4 100%	0%

Water/Wastewater



ENGINEERING SUMMARY

Major Program Updates	MARCH 12	MARCH 11	DIFF	FY12 YTD	FY11
State and Federal Violations	0 violations	0 violations	-	-	-
Water Quality Complaints	5	16	-11	77	96
Plan Review Completed Within 30 days of Sub-mission	7 plans 100%	20 100%	-13 plans	100%	95%
Field Inspection Response within 48 hours of Request	16	20	-4	100%	100%

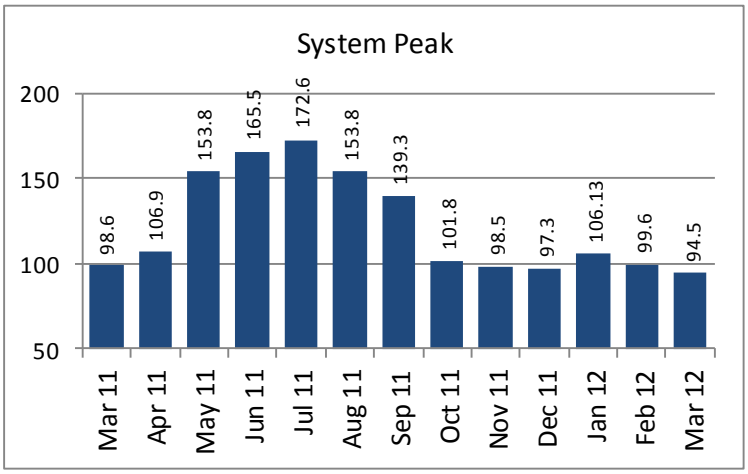
OPERATIONAL SUMMARY

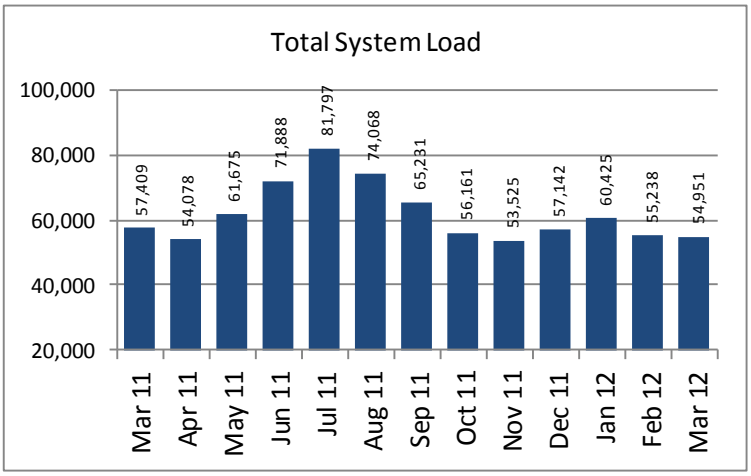
Task	MARCH 12	MARCH 11	Current FY
Water Production – Daily Average	3,768,581	3,873,000	1,625,002,000
Average Field Response Time (goal is < 30 minutes)	21.37	19.4	23.06
Water Mains Repaired	0	0	19
Water Service Lines Repaired	3	1	13
Wastewater Mains Repaired	1	0	3
Wastewater Service Lines Repaired	1	2	9
Sewer Lines Flushed – Linear Feet	59,763	82,475	520,101
Total Water Meters in City Distribution System	14,0023	13,899	83
Lost Time Accidents – All Water/Wastewater Divisions	0	0	1

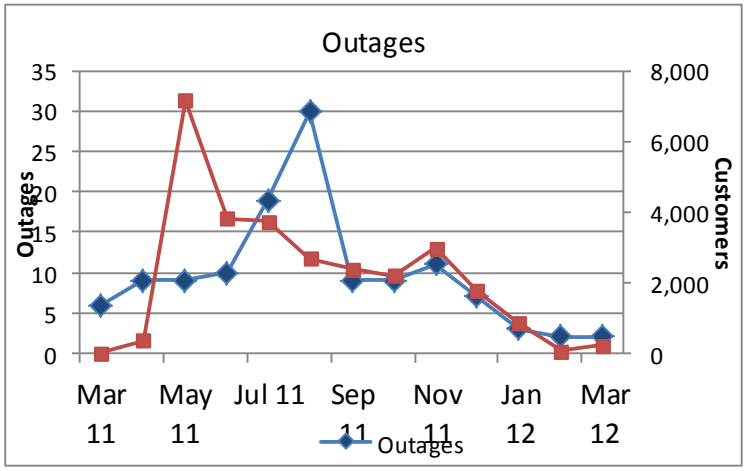
SOP/CIP Updates (percentages below represent percent completed)
FY-2011 Spring Street Program – 34.5%

PUBLIC UTILITIES

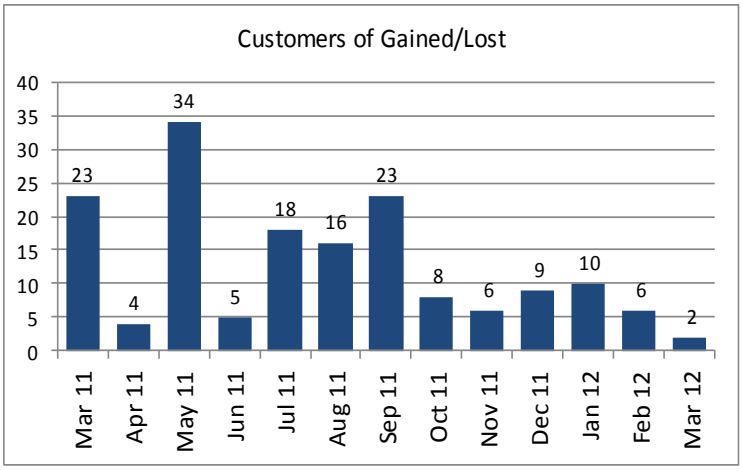
Electric







Outages: 2 Customers: 218



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 12 YTD	FY 11	FY 10
45.27	63.78	160.14

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**
1	40	25 Minutes	29.84 Minutes

Electric Engineering Design

Major Program Updates	MAR 12	MAR 11	DIFF	FY12 YTD	FY11
Extensions Design Completed Within 30 days of complete Submission	0	0	-	4	0

New Underground Installation	% Completed	New Underground Installation	% Completed
N/A			

PROGRAM UPDATES	MAR 12	MAR 11	FY12 YTD
Tree Trimming	130	206	1184
Number of Oil Releases	0	0	1
Lost Time Accidents – All Electric Utility Divisions	0	0	8
New Services	2	23	98

CITY PLANNER'S MONTHLY REPORT

Public Services Group
P.O. Box 475
Dover, DE 19903
Phone: (302) 736-7196 Fax (302) 736-4217

March 2012

PERSONNEL

During the month of March the Code Enforcement Staff continued a series of training presentations to the Dover Police Department, as a part of the Police Department's in-service training. The Code Enforcement staff presented information on what the Code Enforcement Program does and how the Code Enforcement Program and Police Department can work together to address common problems.

On March 5th, Dawn Melson-Williams attended a Public Forum Workshop held by the State Historic Preservation Office to develop goals and strategies for the next State Historic Preservation Plan.

Dawn Melson-Williams and Janelle Cornwell attended the audio-webconference entitled "Urban Agriculture and Food Systems Planning" on March 14th held at the Kent County Administration Building. It was co-sponsored by the Delaware Chapter of APA (American Planning Association).

Dawn Melson-Williams attended an all-day workshop entitled "Preservation Law Workshop" on March 28th. The Workshop was offered by Preservation Delaware Inc., Widener University School of Law, Delaware City, and Delaware State University.

On March 29, 2012 Diane Metsch, Janelle Cornwell and Dave Truax attended a Fire Marshal training session held in the City Hall Conference Room. The training will provide additional personnel to help assist in large fires with taking families back into fire damaged dwellings to gather personal belongings and/or assist in any other additional duties that may be needed.

On March 30th, Dawn Melson-Williams and Janelle Cornwell served as tour guides for a group of visitors from the State of Wyoming Main Street program to show them projects and activities in Downtown Dover.

On March 30, 2012 Tracey Harvey attended a Planning Training Conference "Planning 102 for Local Government Officials – Land Use Law" held at the Paradee Center.

PLANNING OFFICE

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 March 2012, Planning Staff was involved with review of 61 Permits and 7 Certificate of Occupancy (2012 Year to Date total of 196 Permits and COs compared to 179 year-to-date in 2011).

EDEN HILL FARM TND

- On March 20th, Building Permits were issued for a set of six townhouse dwelling units located at 501-511 Ann Moore Street within Phase 1 of the Residential District. The construction continued on a series

of six townhouse units (401-411 Ridgely Boulevard). For the Residential District of Eden Hill Farm Traditional Neighborhood Design, the totals are now 65 dwelling units complete of the 77 permits approved for dwelling units.

- With the project anticipated to seek commencement of development in Phase 2, City Staff will be working with the site developer in regards to addressing delays in street lighting installation, tree planting requirements, and other infrastructure items.
- A Revised Record Plan for adjustments to the widths of townhouse lots in the northern portion of Phase 2 was recorded on March 1, 2012 (MI-10-20).
- There was no specific 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.

- Planning Staff continues to work on the developing revisions to the sign regulations.
- On March 12, 2012, as part of the annual opportunity for consideration of applications to amend the Comprehensive Plan, the City Council conducted a Public Hearing, considered, and then adopted amendments to the *2008 Comprehensive Plan* for Map 12-1: Land Development Plan Map and Map 13-1 Annexation Areas and Map 13-2 Potential Land Use for Annexation Areas (Ordinance #2012-02).

New Dover High School Project (C-10-05/S-11-18) – Construction activities related to utilities, stormwater management facilities, site prep, and building foundation construction activities continue at the site. The Final Site Plan set associated with the overall site development plan (Bid Pack C) is awaiting confirmation of agency approvals. The monthly progress meeting on the Dover High School project was held on March 15th with Planning Staff and Public Work/Utilities Staff meeting with the district's design professionals and DelDOT staff. Review of the plans for transportation elements (the west entrance, east entrance, Dover High Drive) associated with the school project continues. The Building Permit #12-155 (Structure) application for the high school building was issued on March 16, 2012.

NPDES – MUNICIPAL SEPARATE STORM SEWER SYSTEM PERMIT

Working under the partnership between Wesley College's, Environmental Sciences Department and the City of Dover Planning Office, two public workshops were held to provide the public with information on composting. Compost bins were given to two participants in each workshop through a drawing.

Melissa Savin, the Wesley College intern who has been working with the Planning Office, continued to manage the required documentation and develop materials associated with the permit.

BOARDS AND COMMISSIONS REPORTS

Board of Adjustment:

The Board of Adjustment held a meeting on March 21, 2012 and took the following actions. The next regular scheduled meeting of the Board of Adjustment is scheduled for April 18, 2012.

1. **Applicant #V-11-08 - 508 S. State St., Yozima, LLC** – Moved to approve with conditions.

Historic District Commission:

The Historic District Commission did not meet in March. The next Historic District Commission meeting is scheduled for April 19, 2012.

Planning Commission

The Planning Commission met on March 19, 2012 and took the actions summarized listed below. The next Planning Commission meeting is scheduled for April 16, 2012.

1. **S-09-10 Fordham Brewery at 1284 McD Drive** - moved to approve the request for a second one year extension.
2. **MI-12-05 State Street Assisted Living: Waiver Request for Loading Berth** – Moved to approve with conditions.
3. **Z-12-01 Lands of Reidy, Lucas and Klewans at southwest corner of Route 8 and Mifflin Road** - Moved to forward to City Council a recommendation to approve to CPO (Commercial Professional Office) and to retain the COZ-1 (Corridor Overlay Zone) with the general reason for approval is the Staff recommendation and the fact that City Council amended the Comprehensive Plan as the land use classification of commercial combined with the public testimony
4. **C-12-01 Lands of Cornelia Jones Building Partnership at 223 South State Street** – Moved to approve.
5. **C-12-02 Lands of Paula Kinsey at 224 North State Street** – Moved to approve.
6. **S-12-02 DelTech Science and Engineering Technology Building Addition** – Moved to approve.

CODE ENFORCEMENT

Case Type	# cases current month	# cases YTD	% staff initiated current month	% staff initiated YTD
No valid rental permit	4	19	100%	100%
No valid building permit	5	13	80%	85%
Tall grass and weeds	3	3	67%	67%
Unregistered vehicle	2	14	100%	71%
Abandoned vehicle	12	42	33%	52%
Annual Housing Inspection	104	315	96%	98%
Property Maintenance – Exterior	40	110	65%	70%
Electric Termination	37	86	95%	92%
Dover Code of Ordinances	31	71	71%	77%
Zoning	7	27	71%	56%
Total Cases	**245**	**700**		
Total # of Inspections	**321**			

COMMUNITY DEVELOPMENT
CDBG FY11 PROJECTS

Homeownership Assistance Program
Seven (7) 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 nine properties in the City of Dover.

Connections Community Support Program
Motel vouchers have been provided to 17 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 $1,249,467 has been expended on the acquisition and renovations for eight (8) properties. One (1) property has been purchased with program income and is for sale. The remaining balance of $177,272 will be utilized for renovations and acquisition. Four (4) properties have been sold, three (3) are for sale, one (1) is a lease purchase and one (1) is a rental that serves persons with disabilities. The City has partnered with Central Delaware Habitat for Humanity as an NSP partner.

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

LIFE SAFETY

Inspections	MARCH 12	FYTD 12	MARCH 11	FYTD 11
Fire Protection Inspections (new & existing)	82	466	128	573
Fire Code Inspections	23	336	85	843
Inspection Deficiencies	9	381	107	889
Certificate of Occupancy	3	26	5	45
Office	65	819	160	1029
Meetings	13	263	84	425
Plan Review	47	379	52	394
Training	160	710	28	407
Fire Investigations	6	72	27	165
Accidental	$800.00	$227,910.00	$0.00	$140,850.00
Incendiary	$0.00	$262,000.00	$65,000.00	$259,550.00
Undetermined	$1,800.00	$21,800.00	$0.00	$22,600.00

PERMITTING AND LICENSING

Permits Issued	MARCH 12	FYTD 12	MARCH 11	FYTD 11
Administrative Permit	0	14	1	16
Building Addition/Renovation Permits	27	271	28	399
Building Permits	19	122	23	104
Demolition Permits	1	16	2	24
Fence Permits	13	85	14	62
Fire Prevention Permits	7	57	14	63
Mechanical Permits	15	210	36	236
Plumbing Permits	19	303	34	363
Sign Permits	23	205	23	185
Swimming Pool Permits	1	7	1	3
Business Licenses	30	1,384	34	1,576
Merchant Licenses	1	275	3	279
Contractor Licenses	30	762	30	849
Lodging House Licenses	0	15	8	48
Mobile Homes	5	305	7	240
Public Occupancy	0	124	44	363
Rental Dwelling	0	1,303	197	2,664

BUILDING INSPECTIONS				
	MARCH 12	FYTD 12	MARCH 11	FYTD 11
Building	230	2,626	422	3,347
Plumbing/Mechanical	343	3,139	454	3,392
Certificate of Occupancy	7	96	78	218

DANGEROUS BUILDINGS/DEMOLITION STATUS

The following buildings were demolished during March, after prior dangerous building declaration by City Council:

Asbestos abatement was begun on the following building, after prior dangerous building declaration by City Council:

- **41 South Queen Street** – This building and accessory structure were demolished.

The following buildings were declared dangerous by City Council on January 27, 2012:

- **123 Blue Beach Drive** – Owner is actively cleaning the home and re-inspections with the Code Officers have occurred.
- **22 Fair Wind Place** – Compliance Environmental is working to obtain bids from contractors for the cleaning of the interior of the townhome.
- **26 N. Kirkwood Street** – Went before City Council on March 12, 2012. City Council gave the property owner 60 days to obtain necessary permits and to bring the property into compliance. The owner did obtain the permits and has been working on the structure.
- **14 S. Queen Street** – Went before City Council on March 12, 2012. City Council gave the property owner 90 days to obtain the necessary permits and to bring the property into compliance. The owner did obtain the permits and a follow-up inspection did occur with the Building Inspector.

DOWNTOWN DOVER PARTNERSHIP

- The St. Patrick's Day Parade was held on March 17th and was the largest ever for Dover with more than 80 units participating.
- Renovations to 22-24 W. Loockerman Street are on-going with brick work in progress on the front facade.
- A purchase offer was received for the old Acme site.
- Ed Perez worked with staff from the Division of Historical & Cultural Affairs to complete a marketing brochure for Historically Happenings Downtown Dover which highlights Dover's History and provides contact information on more than 90 businesses in the Downtown Business District.
- The DDP and City of Dover hosted 75 visitors from the Wyoming Main Street program on March 30th. Visitors were given a tour of the Legislative Mall area and an overview of redevelopment projects underway in the downtown which included a walking tour; an opportunity to shop and meet local business owners; dinner at The Outlook at The Duncan Center; and a Lantern Tour of The Green.
- Ed Perez worked with the Organization Committee to implement the first phase of the DDP's fundraising campaign.
- One new business opened in the downtown district – Madison's Essentials.
- Bill and Mayor Carey met with representatives from Dover Interfaith Mission for further discussion of the proposed plan to place a trailer on DDP property to serve as a temporary drop-in center for the homeless.

ECONOMIC DEVELOPMENT OFFICE

- Bill Neaton met with Dave Hugg, Smyrna Town Manager.
- He continues to meet with Jeff Stone of DEDO and Jim Waddington, Kent Economic Partnership to follow-up on the Mezzetta project. Discussions continue between Mezzetta and the realtor for the

potential location they have identified. Bill did a walk-about of the property with a consultant to assess the wetlands for potential issues.

- Bill continues to work with Calpine to facilitate their application process for state funding.
- Bill met with Alan Levin and other DEDO staff to discuss progress on downtown projects.
- Bill attended the Central Delaware Chamber's Legislative Luncheon and the Kent Economic Partnership's Annual Dinner.

Measures:

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

	2009-2010 Actual	**2010-2011 Actual**	**2011-2012 Projected**
Results	<10% rate in July 2010 9.5% - U.S. Rate 8.5% - DE Rate 9.9% - City of Dover Rate July 2010 – Actual	<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 8.3% - U.S. Rate 7.0 % - DE Rate 8.5% - City of Dover Rate February 2012 – Actual

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

	2009-2010 Actual	**2010-2011 Actual**	**2011-2012 Projected**
Results	≥20 contacts with potential small businesses; **11 contacts YTD** ≥15 contacts with out-of-town companies interested in locating in Dover. **8 contacts YTD**	≥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 **8 Contacts YTD**

Submitted by:

Ann Marie Townshend

Ann Marie Townshend, AICP
Planning & Community Development Director

DOVER
FIRE DEPARTMENT



MARCH
2012

Incident Type Report (Summary)

Dover Fire Department

Date Range: From 03/01/2012 to 03/31/2012

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
1 Fire					
111 Building fire		1	1.28%	$0	0.00%
112 Fires in structure other than in a building		1	1.28%	$0	0.00%
113 Cooking fire, confined to container		9	11.54%	$0	0.00%
131 Passenger vehicle fire		3	3.85%	$0	0.00%
150 Outside rubbish fire, other		1	1.28%	$0	0.00%
151 Outside rubbish, trash or waste fire		1	1.28%	$0	0.00%
154 Dumpster or other outside trash receptacle fire		1	1.28%	$0	0.00%
162 Outside equipment fire		1	1.28%	$0	0.00%
	Totals	**18**	**23.08%**	**$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	1.28%	$0	0.00%
311 Medical assist, assist EMS crew		1	1.28%	$0	0.00%
350 Extrication, rescue, other		1	1.28%	$0	0.00%
352 Extrication of victim(s) from vehicle		1	1.28%	$0	0.00%
353 Removal of victim(s) from stalled elevator		1	1.28%	$0	0.00%
360 Water & ice-related rescue, other		1	1.28%	$0	0.00%
	Totals	**6**	**7.69%**	**$0**	**0.00%**
4 Hazardous Condition (No Fire)					
400 Hazardous condition, other		2	2.56%	$0	0.00%
411 Gasoline or other flammable liquid spill		1	1.28%	$0	0.00%
412 Gas leak (natural gas or LPG)		3	3.85%	$0	0.00%
424 Carbon monoxide incident		1	1.28%	$0	0.00%
440 Electrical wiring/equipment problem, other		2	2.56%	$0	0.00%
442 Overheated motor		1	1.28%	$0	0.00%
	Totals	**10**	**12.82%**	**$0**	**0.00%**
5 Service Call					
500 Service Call, other		2	2.56%	$0	0.00%
520 Water problem, other		1	1.28%	$0	0.00%
531 Smoke or odor removal		2	2.56%	$0	0.00%
	Totals	**5**	**6.41%**	**$0**	**0.00%**
6 Good Intent Call					
600 Good intent call, other		8	10.26%	$0	0.00%
611 Dispatched & canceled en route		1	1.28%	$0	0.00%
	Totals	**9**	**11.54%**	**$0**	**0.00%**
7 False Alarm & False Call					
700 False alarm or false call, other		11	14.10%	$0	0.00%
710 Malicious, mischievous false call, other		1	1.28%	$0	0.00%
714 Central station, malicious false alarm		1	1.28%	$0	0.00%
715 Local alarm system, malicious false alarm		1	1.28%	$0	0.00%
730 System malfunction, other		1	1.28%	$0	0.00%
733 Smoke detector activation due to malfunction		3	3.85%	$0	0.00%
735 Alarm system sounded due to malfunction		4	5.13%	$0	0.00%
736 CO detector activation due to malfunction		1	1.28%	$0	0.00%
741 Sprinkler activation, no fire - unintentional		1	1.28%	$0	0.00%

Incident Type Report (Summary)

Dover Fire Department

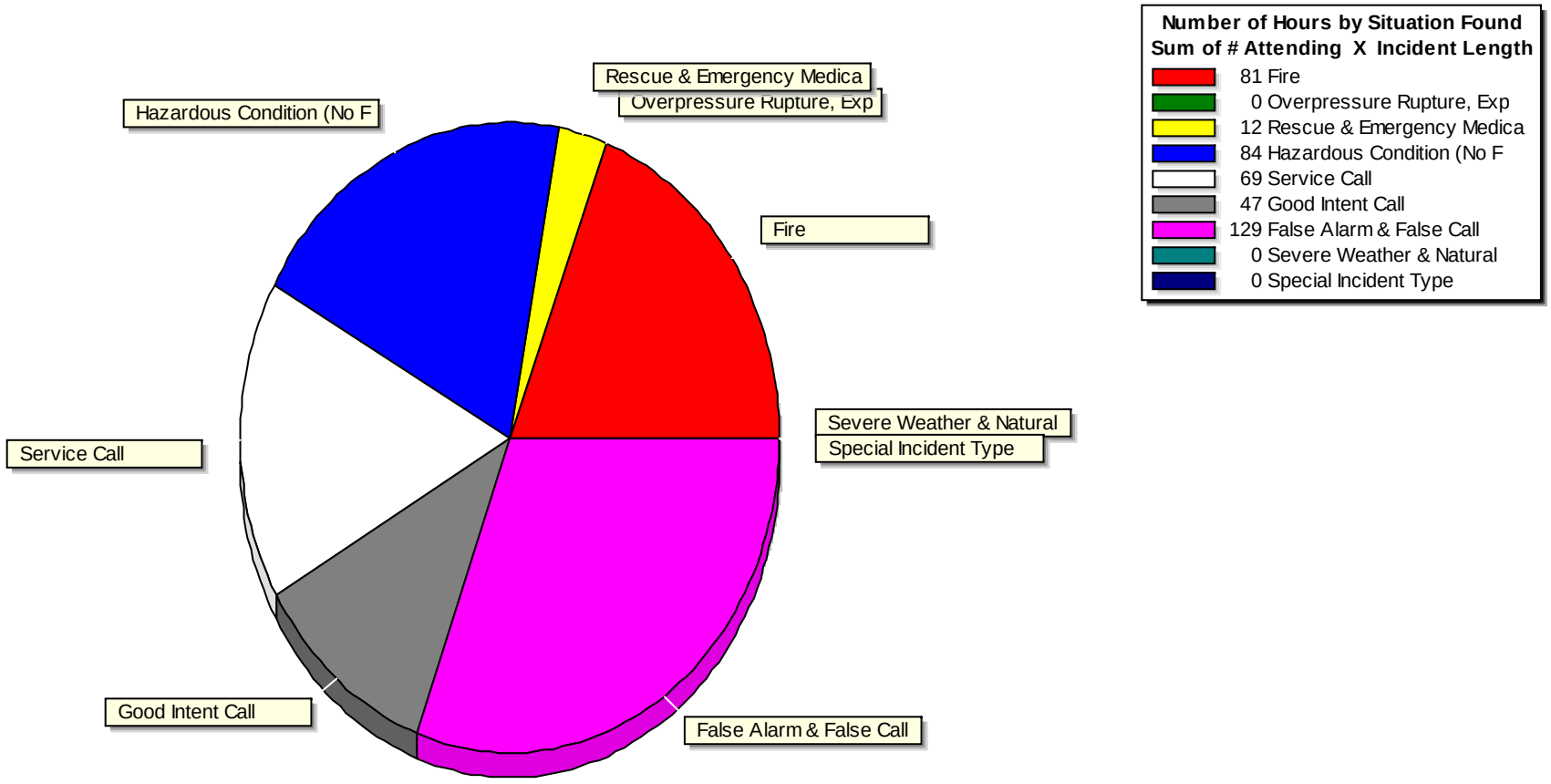
Date Range: From 03/01/2012 to 03/31/2012

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
743 Smoke detector activation, no fire - unintentional		3	3.85%	$0	0.00%
744 Detector activation, no fire - unintentional		2	2.56%	$0	0.00%
745 Alarm system activation, no fire - unintentional		1	1.28%	$0	0.00%
	Totals	**30**	**38.46%**	**$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	**78**		**$0**	

Manpower Hours by Sitation Found

Date Range: From 03/ 01/ 2012 to 03/ 31/ 2012

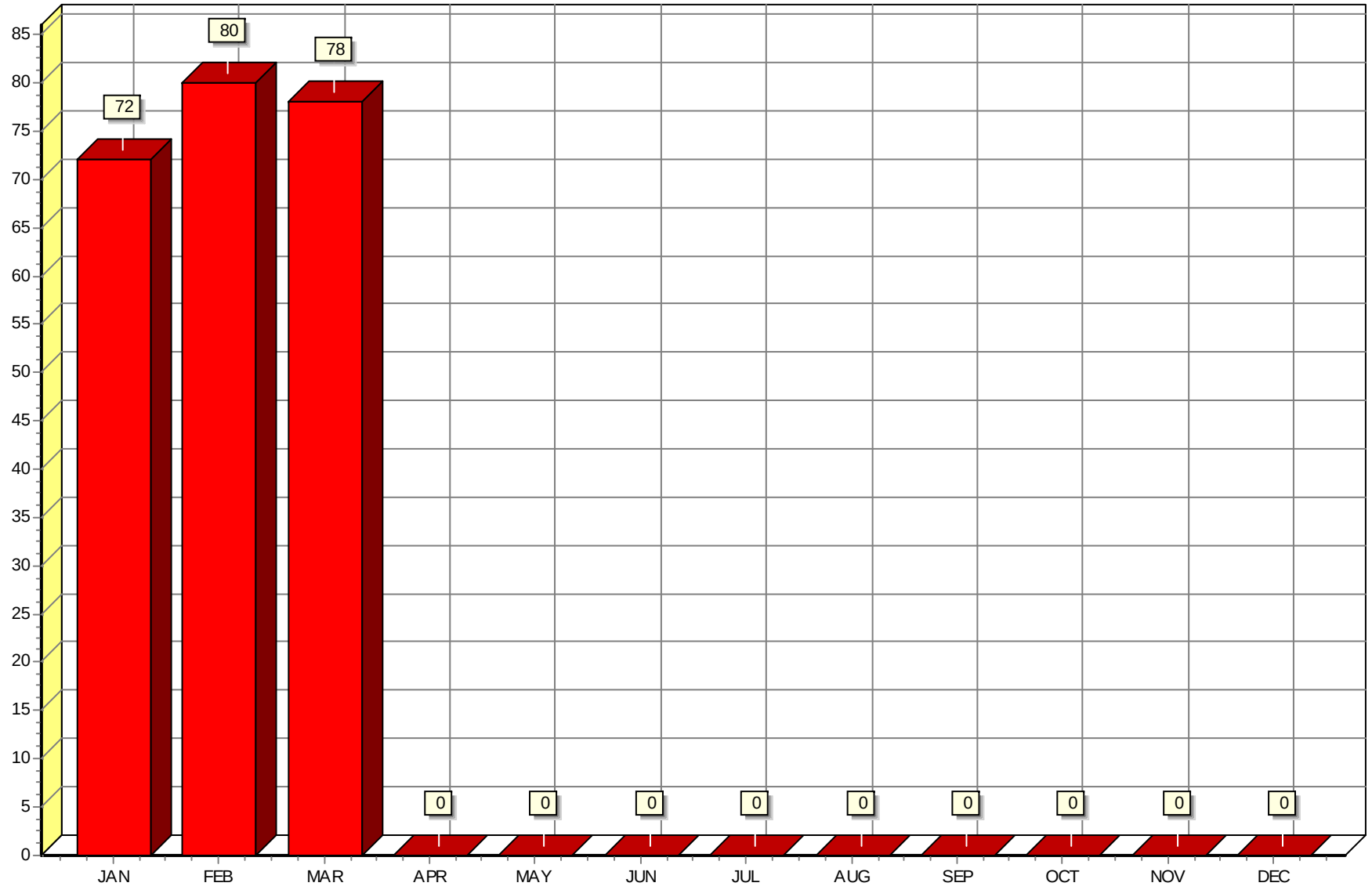
Dover Fire Department



Alarms by Month of Year

Dover Fire Department

Date Range: From 01/ 01/ 2012 to 03/ 31/ 2012



Incident Run Log

Dover Fire Department

Date Range: From 03/01/2012 to 03/31/2012
Company: All Companies
Sorted by: Incident Number

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
03/01/2012	30046	2012-000153	14:17	652	N. DUPONT HWY		Rescue, EMS incident, other

DFD WAS ALERTED FOR A ELEVATOR RESCUE AT THE ABOVE ADDRESS. PRIOR TO RESPONDING THE SUBJECT CALLED BACK TO REPORT HE WAS OUT. CAPTAIN CAREY CANCELED THE ALARM.

03/02/2012	30046	2012-000154	10:16	901	FOREST ST		Electrical wiring/equipment problem, other

E4 and Ladder 2 responded for report of alarm sounding in above location. Upon arrival the school had been evacuated as per the principal of the facilitiy. Ladder 2 arrived with writer and writer assumed command. Crews from both E4 and L2 checked the school and found the problem to be in room 115. Crews found an electrical hazard causing a light smoke condition. The problem was isolated and the scene was turned over to maintenance for further .

03/02/2012	30046	2012-000155	13:58	1200	N DUPONT HWY		Sprinkler activation, no fire - unintentional

Sprinkler activation due to hanging clothes from sprinkler head. FM notified, 3 salvage cover off of Ladder 1 used on 1st floor

03/02/2012	30046	2012-000156	17:59	1156	FORREST AVE		Cooking fire, confined to container

Writer responed for report of an alarm activation with the homeowner wishing to cancel. Writer arrived and found unattended cooking was the reason it was set off. It was placed under control.

03/03/2012	30046	2012-000157	19:49	1706	N DUPONT HWY		Smoke detector activation due to malfunction

Dispatched to the above location for a AFA. Upon arrival, crews investigated an activated detector above the food grill. No hazardous conditions noted. Under control.

User: O'Connor, Jr., Michael 03/03/2012 20:30:49

03/03/2012	30046	2012-000158	19:49	231	N QUEEN ST		Service Call, other

The DFD was requested to obtain possible CO readings at a single family residence. Earlier today, Dover PD was sent to check on the welfare of a subject. Upon entering the house, they found two deceased victims within. The bodies were turned over to the Delaware State ME Office. The ME then requested a CO reading from the residence due to the unexplained and sudden death of the individuals. Det Gott (Dover PD) requested our presence on scene. It had been several hours since anyone had been in the house. I questioned Det. Gott prior to entering the residence and asked if any officers had displayed any signs or symptoms of CO poisoning. He related none had. Crews walked the entire interior of the house and picked up no readings of CO or any other deadly combination detectable by our multi-gas meter. Crews noted two space heaters and a gas heater (not working at the time) but had no findings on the meter. The residence had no electricity or gas. Both had been disconnected by the utility companies. Informed Det. Gott of our findings. He then secured the residence and we cleared.

User: O'Connor, Jr., Michael 03/03/2012 20:39:48

03/04/2012	30046	2012-000159	08:50	30	S NEW ST		Cooking fire, confined to container

E4, Ladder 2, and Ladder 1 responded for report of an automatic fire alarm sounding . Crews arrived on scene and found unattended cooking in apartment 206 to be the cause. Units cleared.

03/05/2012	30046	2012-000160	18:12		CHESTNUT GROVE RD		Good intent call, other

Single call reporting a large fire in the area of the above intersection. R.P. stated the sky was full of fire. Due to a single call, utility 1 responded to check the area. Utility 1 confirmed it was the sun setting.

03/06/2012	30046	2012-000161	04:50	905	WESTVIEW TERR		Fires in structure other than in a building

DFD responded to the above address in reference to a dryer fire. On arrival, Engine 4's crew located a small fire on the floor in the basement and encountered heavy smoke conditions. An 1 3/4" preconnect line was placed in service and the fire was quickly extinguished. L2 and L1 arrived and assisted Engine 4's crew. Posistive pressure was placed at the front door to remove the smoke from the residence. No further action taken. The City Fire Marshal's office was contacted and made a response.

03/06/2012	30046	2012-000162	15:22	162	N DUPONT HWY		Good intent call, other

Dispatched to above address for a outside fire. FM1 on scene and advised that it was the smoker at the rear of the bldg, No response needed, Cancelled by Dover 19.

03/06/2012	30046	2012-000163	19:41	931	MCDOWELL DR		Cooking fire, confined to container

Dispatched to the above location for an AFA. While en route, dispatched advised the home owner had called the alarm company and attempted to cancel the alarm although they did have a smoke condition in the house. The engine remained in service and continued to the scene. Upon arrival, the home owner met the crew in the front yard and related everything was fine. The crews explained we would still like to check the residence. After a short conversation, the home owner agreed to let us in. Crews investigated a light smoke condition in the residence and found it to be unattended cooking on the stove. The crew encountered deplorable conditions inside the residence. There was waste high trash and clutter throughout the inside. There were only narrow paths to the kitchen and back of the house. In those isles were numerous items on the floor that made walking difficult. I observed a electrical power strip that had eight extension cords plugged into it. Off of that were other numerous cords powering various electrical equipment. We advised the home owner of the dangers of overloading the electrical circuits and the condition of the interior of the residence. They agreed that they needed to do something. No fire conditions or extension were noted. Mechanical ventilation was used to clear the smoke from the residence. Units cleared. Upon returning to the station, the writer of this report contacted FM-5 Graves and advised him of the conditions.

User: O'Connor, Jr., Michael 03/06/2012 21:22:43

03/06/2012	30046	2012-000164	21:28		S QUEEN ST		Extrication, rescue, other

Requested by Dover PD to rescue a subject in a tree next to a residence. Upon arrival, found a subject up a tree approximately 20' in the air in a tree next to a house. Crews placed a 24' extension ladder into service and the writer of this report climbed same and assisted the subject down out of the tree. The subject was laid on the ground once on the ladder. Subject admitted to consuming several beers this evening. Subject also c/o difficulty breathing due to his asthmas. A BLS unit was requested by Cpl Hermance of Dover PD. Upon BLS arrival,

Date	FDID	Incident#	Alarm	###	Address	Suite	Type

explained the situation and assisted in placing the subject on the cot for transport to KGH-ED. Cleared the scene upon BLS departure.

Subject Robert Berry
DOB: 03/06/1975

User: O'Connor, Jr., Michael 03/06/2012 22:02:04

03/06/2012	30046	2012-000165	22:05	148	JOHN HUNN BROWN RD		Outside equipment fire

Dispatched to a small outside fire in the parking lot of Target. Upon arrival, found a small burning mass in the open parking lot. A bystander related that she was attempting to jump start her vehicle with a portable charger when it began to smoke and catch fire. Extinguished same. No damage to the vehicle.

User: O'Connor, Jr., Michael 03/06/2012 23:46:28

03/06/2012	30046	2012-000166	22:40		N DUPONT HWY		Electrical wiring/equipment problem, other

E2 WENT ON SCENE OF A LARGE CONSTRUCTION ACCIDENT. ONE LARGE PIECE OF CONSTRUCTION EQUIPMENT WAS IN THE MIDDLE OF THE ROADWAY WITH LIVE ELECTRICAL LINES DRAPED ACROSS IT IN THE NORTH BOUND LANE OF RT.13. A VAN WAS IN THE SOUTH BOUND LANE WITH LIVE ELECTRIC LINES ACROSS IT AS WELL. CREWS ON SCENE WAITED FOR CITY OF DOVER ELECTRIC TO SECURE THE POWER TO THE AREA AND THEN REMOVED 2 FEMALES FROM THE VAN AND 1 MALE FROM THE CONSTRUCTION EQUIPMENT. 1 FEMALE WAS GIVEN OXYGEN BY THE CREW FROM A 63. UNITS CLEARED AND TURNED THE SCENE OVER TO DOVER POLICE AND CITY OF DOVER ELECTRIC.

03/07/2012	30046	2012-000167	23:14	2030	GENERALS WAY	B	Good intent call, other

Dispatched to above address for a AFA pull station. Upon arrival found that a resident had pulled the alarm due to the fact that he was trapped in the bldg due to the front bldg door was broken and would not open. Called for bldg maint., had E4 crew remove the lock from the door and remove the subject. Successful. Cleared.

03/08/2012	30046	2012-000168	12:19	878	ARTIS DR		Smoke or odor removal

Provided water for a stump that had smoke coming from the roots after cuttung the tree down. Flooded the roots with 200 gallons and returned

03/08/2012	30046	2012-000169	20:35	32	Harmony lane		Good intent call, other

Responded to the above address for smoke detectors sounding in the home. Crew from Ladder1 investigated with negative results advising the RP the batteries needed to be replaced. Scene was placed under control all units returned.

03/09/2012	30046	2012-000170	15:12	215	WALKER RD		Smoke detector activation, no fire - unintentional

Painting in the residence set off detector

03/09/2012	30046	2012-000171	18:37	1480	MCKEE RD		Cooking fire, confined to container

03/10/2012	30046	2012-000172	03:00	152	SPRUANCE RD		Medical assist, assist EMS crew

ASSIST A43 WITH REMOVING AN OBESE PATIENT.

03/10/2012	30046	2012-000173	11:39	65	DENNIS AVE		Hazardous condition, other

dispatched to above address for a trailer fire. Car 2 with 19 was in the area and responded in and found that a dishwasher had been smoking when it was turned on. The resident had turned the power off to the dishwasher. Cancelled all units. No fire. Told the resident to not use the diswasher again til it was repaired. Cleared.

03/11/2012	30046	2012-000174	08:56	SR1	SR1 AND THE PUNCHEON RUN		Passenger vehicle fire

Call for a car fire on SR1 on the Puncheon Run, Eastbound, West of the bridge. Upon arrival, crews found a maroon Dodge Stratus which had a break lock up and set the tire on fire. Crews extinguished the same. DSP on scene.

03/12/2012	30046	2012-000175	11:21	1200	N DUPONT HWY		Detector activation, no fire - unintentional

Sanding in the basement

03/12/2012	30046	2012-000176	17:09		Heritage Dr		Outside rubbish fire, other

Tree and grass on fire. Used approx 100 gallons

03/12/2012	30046	2012-000177	17:20	148	THAMES DR		Smoke or odor removal

Resident called in for a smell of smoke, nothing found after investigation

03/12/2012	30046	2012-000178	17:59	1402	S HANCOCK AVE		Smoke detector activation, no fire - unintentional

On arrival occupants advised they had burnt food on the stove. Crew checked the residence with negetive results and all units cleared.

03/12/2012	30046	2012-000179	20:38	430	COUNTRY DR		Detector activation, no fire - unintentional

Resident of apartment I over filled washer and flooded several apartments

03/13/2012	30046	2012-000180	12:30	814	S BRADFORD ST		False alarm or false call, other

DFD were notified of an alarm activation at the above location. Prior to responding, the call was cancelled by the owner.

03/13/2012	30046	2012-000181	19:06	309	PEBBLE VALLEY PL		Cooking fire, confined to container

Crews found food left on the stove. L1's crew provided positive pressure and cleared.

03/13/2012	30046	2012-000182	19:13	1080	SILVER LAKE BLVD		False alarm or false call, other

L1's crew completed a walk through of the building and found Detector M121 malfunctioning.

03/14/2012	30046	2012-000183	03:08	110	S NEW ST		False alarm or false call, other

Captain Carey found a stove on the second floor that was left on.

03/14/2012	30046	2012-000184	13:09	1365	N DUPONT HWY DOVER MALL		Good intent call, other

DFD responded to the parking lot in front of Dover Mall in reference to a vehicle fire. On arrival, a small engine compartment fire had been extinguished by Dover PD personnel. No action taken by DFD personnel.

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
03/14/2012	30046	2012-000185	16:40	700	WALKER RD		Smoke detector activation due to malfunction

Dispatched to aboev address for a AFA. Upon arival E4 crew went inside to investigate and found that a detector in the main hallway had activated for unknown reason. Crews did a walk thru and found nothing. Maintenace on scene and reset the alarm. Under control and cleared.

03/14/2012	30046	2012-000186	20:41	104	KATRINA WAY		False alarm or false call, other

Responded to the above address for an alarm sounding in Apt 203. Crews investigated to find that the CO detectors were going off. Crews had negative results with gas meter and determined it was faulty batteries. Scene was placed under control and all units returned.

03/14/2012	30046	2012-000187	23:38	1588	N LITTLE CREEK RD		Good intent call, other

On arrival Occupant stated she smelled an odor of gas outside her residence. Crews checked the area with negetive results. Units cleared.

03/16/2012	30046	2012-000188	02:00	430	COLLEGE RD	400	Local alarm system, malicious false alarm

Responded to the above address for a AFA. Crews from Ladder1 and Engine investigated to find a pull station had been pulled with the glass broken in front of Apt 436. Scene was placed under control and the Bldg was placed on fire watch.

03/16/2012	30046	2012-000189	22:01	1200	N DUPONT HWY		False alarm or false call, other

Dover 22 responded to Warren Franklin Hall for an alarm activation. The building was chack and placed under control. No further action taken.

03/17/2012	30046	2012-000190	19:41	103	PAR HAVEN DR	K	System malfunction, other

Dispatched to the above location for an AFA. Upon arrival, found the alarm panel indicating "system trouble" but no visual or audible warnings. Investigated and found no activated detectors. Crews were walking outside when they noticed a resident attempting to reset the alarm. She was on the phone with the maintenance man who was telling her what to do. I informed the resident (lived in K-23) to stop. She became annoyed at me and walked away. We were met by two members of the complexes BOD. I advised them of the situation and related it was unacceptable to have residents silence or reset the alarms. They agreed and related they would talk to their maintenance person (Elliot Wynnfield). Also advised the BOD members that the building was on fire watch until the system was repaired. They understood, cleared the scene.

User: O'Connor, Jr., Michael 03/18/2012 13:50:56

03/17/2012	30046	2012-000191	21:00	168	LEXINGTON PL		Cooking fire, confined to container

Dispatched to the above location for a stove fire. Upon arrival, crews investigated and found there had been a small fire on the stove. The home owner (see above) was frying chicken and dropped a piece of frozen chicken into hot oil. The oil then flashed and caught a roll of paper towels on fire. The home owner called 911 and the call taker told him to throw water onto the fire. This made things worse! The fire was extinguished prior to our arrival. There was some slight singing and discoloration of the range hood and cabinet but no fire extension. Cleared the scene.

User: O'Connor, Jar., Michael 03/18/2012 13:39:30

03/17/2012	30046	2012-000192	22:29	400	COUNTRY DR		Malicious, mischievous false call, other

Dispatched tot he above location for a fire alarm activate in building 400. Upon arrival, building 400 was clear with no alarms sounding and negative findings on a walk through. However, building 468 was activated. Crews investigated and found an activated pull station on division 2. Scene was placed under control and turned over to maintenance. Maintenance was advised of location issue.

User: O'Connor, Jr., Michael 03/18/2012 13:27:44

03/18/2012	30046	2012-000193	19:01	199	E SHELLDRAKE CIRCLE		Good intent call, other

GAS GRILL WAS ON FIRE PRIOR AND EXTINGUSHED PRIOR TO OUR ARRIVAL .E3'S CREW REMOVED THE PROPANE TANK AND CLEARED.

03/19/2012	30046	2012-000194	00:10	561	N DUPONT HWY		Smoke detector activation due to malfunction

Dispatched to above address for a smoke detector activation. Upon arrival the bldg had been evacuated and the alarm had been silenced, but not reset. The alarm was for a third floor smoke detector. Went to the third floor and found a detector by the elevator that had gone off, for unknown reason. Had the manager try to reset the panel and it did. Cleared and under control.

03/19/2012	30046	2012-000195	08:52	631	S STATE ST		Alarm system sounded due to malfunction

Responded to the above address for AFA. Crew from investigated to find alarm panel showing a pull station activation on division 2. Crew did a walk through to find no pull station was pulled on division 2. Scene was placed under control and the Bldg was placed on fire watch until they were able to get the system fixed.

03/19/2012	30046	2012-000196	14:50	1200	N DUPONT HWY		Alarm system activation, no fire - unintentional

Responded to Del State University at the Warren Granklin hall. Investigated to find burnt hair in the west wing of Apt22c had set the smoke detector off. Scene was placed under control and turned over Del State Police.

03/19/2012	30046	2012-000197	20:22	300	WATER ST		Overheated motor

On arrival security officers advised they had a smoke odor in the building. Crews checked the building and found a belt burnt up on an HVAC unit. Maintenance shut down the unit and units cleared.

03/19/2012	30046	2012-000198	21:02	200	BEECHWOOD AVE		Carbon monoxide incident

On arrival occupant advised his CO detector had activated in his residence. Crews checked same with negetive results. Units cleared.

03/20/2012	30046	2012-000199	06:04	125	N GOVERNORS BLVD		Passenger vehicle fire

Dispatched to a motorcycle on fire, in a carport, across from the dispatched residence. While en route, dispatched advised that Dover PD was on scene and the fire had been extinguished. Upon arrival (125 N. Gov's Blvd) crews found a motorcycle that had been on fire. Salvage was performed and the residence was checked for extension. Negative findings, cleared the scene.

03/21/2012	30046	2012-000200	06:36	15	S Dupont Hwy		Dispatched & canceled en route

Call for a general fire alarm, key pad activation. Second call from alarm company advised that it was accidental. Per 15, call was canceled.

03/21/2012	30046	2012-000201	09:24	400	COURT ST		Extrication of victim(s) from vehicle

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
					Dispatched to above address for a MVC subject trapped. Upon arrival A63 and Dover PD on scene, needing a door pop for a trapped driver. Crew from E4 stablized vehicle and took off driver's door to extracat the driver. Assisted A63 crew with pt care and put pt into amb. Cleared. Extrication complete at 09:32hrs.		
03/21/2012	30046	2012-000202	12:14	710	BUCKSON DR		Alarm system sounded due to malfunction
					Pull station fell off the wall		
03/21/2012	30046	2012-000203	18:47	257	N DUPONT HWY		Outside rubbish, trash or waste fire
					Juveniles lit some trash and leaves on fire at the rear of the building. Small fire, extinguished prior to FD arrival		
03/22/2012	30046	2012-000204	17:05	631	S STATE ST		Central station, malicious false alarm
					Dispatched to above address for a AFA. Upon arrival found a pull station in the south stair well that had been hit and broken, setting off the alarm. Turned over to FM1, Cleared.		
03/22/2012	30046	2012-000205	17:14	129	S GOVERNORS BLVD		Smoke detector activation, no fire - unintentional
					On arrival occuapant stated she was cooking and activated the fire alarm. Crew checked the residence with negetive results. All units cleared.		
03/23/2012	30046	2012-000206	00:38	30	CATHY AVE		Gas leak (natural gas or LPG)
					Dispatched to above address for a possible gas leak. Upon arrival DFD19 was advised that the leak was coming from behind the above address. Crew from E4 investigated and found no leak. They also checked the structure that was behind the above address too, nothing found. Good intent, Cleared.		
03/23/2012	30046	2012-000207	16:24	209	S STATE ST		Removal of victim(s) from stalled elevator
					1 SUBJECT STUCK IN THE ELEVATOR. SUBJECT WAS REMOVED BY THE CREW OF RESCUE 1. MAINTENANCE PERSON FROM THE CHURCH WAS ADVISED BY CAPTAIN CAREY TO CONTACT HIS ELEVATOR COMPANY ASAP. HE WAS ALSO TOLD TO KEEP THE ELEVATOR OUT OF SERVICE UNTIL THE REPAIR COMPANY CAME TO THE CHURCH.		
03/23/2012	30046	2012-000208	18:02	605	BAY RD		False alarm or false call, other
					MALFUNCTION ALARM. CAPTAIN CAREY ADVISED THE MANAGER TO CONTACT THERE ALARM COMPANY AND HAVE THEM COME OUT TO CHECK THE SYSTEM. EMPOLYEES ON SCENE ADVISED D.E.S HAD JUST LEFT FROM WORKING ON THE SYSTEM.		
03/24/2012	30046	2012-000209	02:05	1324	FORREST AVE		Gas leak (natural gas or LPG)
					Crews located a gas meter, actively leaking that was sawed off at the above address. Chesapeake Utilities responded and secured the gas line under ground, due to the damage done to the meter. The meter was also missing other parts of steel that were sawed off due to an apparent theft.		
03/24/2012	30046	2012-000210	08:43	1324	FORREST AVE		Water problem, other
					Assisted The Fire Marshall's office with pumping out the basement of the above address. FM 1 needed the basement pumped out so the City of Dover could secure all the utilities to the home and mark it abandoned.		
03/24/2012	30046	2012-000211	17:34	255	WEBBS LN	G	Alarm system sounded due to malfunction
					E4, L2, and L1 responded to above for report of an automatic fire alarm. Upon arrival writer assumed command. E4s crew investigated and found it to be a faulty detector on the first floor hallway . Scene was turned over to maintenance and all units returned.		
03/25/2012	30046	2012-000212	02:10	1788	N DUPONT HWY		Dumpster or other outside trash receptacle fire
					E3 arrived to find a commercial dumpster fully involved with possible extension to a storage shed. E3's crew extinguished the dumpster with 200 gallons of water. The shed was checked for extension with negative results.The scene was turned over to Dover Police and the on call Fm was made aware.		
03/25/2012	30046	2012-000213	07:02	201	STOVER BLVD		Passenger vehicle fire
					Responded to the above location for a van fire. I arrived on location with a van involved. Engine 7 arrived on location and placed 1 3/4 trash line in service. Engine 4 arrived on location and assisted with extinguishment of the van. While extinguishing the fire crews encountered magnesium at the front of the van. Crews attempted the use of a ABC extinguisher for the magnesium however found that dirt worked much better. Scene was placed under control and units remained on scene for several minutes.		
03/25/2012	30046	2012-000214	10:22	1294	FORREST AVE		False alarm or false call, other
					Crews completed a walk through of the building and found dust from turning on the heater set off the alarm. The Alarm was reset prior to our arrival		
03/25/2012	30046	2012-000215	21:22	1401	S FARMVIEW DR		Service Call, other
					DFD responded to the above address in reference to a chimney fire. On arrival crews determined there was no fire and the home owner had thrown a handful of limbs gather from the yard into the fireplace. This caused sparked and embers to travel up the chimney. No further action taken. Asst Chief Troubetaris fractured his right hand while lowering an extension ladder on this incident.		
03/26/2012	30046	2012-000216	06:08	644	S QUEEN ST	105	False alarm or false call, other
					DFD responded to the above location in reference to an alarm activation. Crews checked the building which resulted negative results. No further action taken.		
03/26/2012	30046	2012-000217	12:58	1121	FORREST AVE		Alarm system sounded due to malfunction
					Dispatched to the above location for an AFA. Upon arrival, crews investigated and found an activated pull station in the pool area. The alarm was corroded and opened due to same. Maintenance was made aware and the building was placed on fire watch until the system could be repaired.		
					User: O'Connor, Jr., Michael 03/26/2012 13:26:30		
03/26/2012	30046	2012-000218	20:29	2030	PINE CABIN RD BLDG G		Hazardous condition, other
					Dispatched to above address for a bldg fire. Upon arrival crew from E4 went into apt 106 and found an unattendent cooking. There was something in the the broiler area of the oven that started to smoke, no fire. Put PPF at front door to remove smoke. Cleared.		
03/26/2012	30046	2012-000219	22:13	1200	N DUPONT HWY		False alarm or false call, other
					Writer responded and investigated a smoke detector activation in the South Wing of the first floor. No detectors were activated and it was determined to possibly be from the barber shop area in the basement division. Scene was turned over to DSU PD		

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
03/26/2012	30046	2012-000220	23:09	6	FAIR WIND PL		Cooking fire, confined to container
		Writer and Brush 9 responded for report of an oven fire that had already been extinguished by the homeowner. Upon arrival B9 s crew investigated and found that the oven burner was not functioning properly giving the appearance of fire, however the oven was a gas fed oven and something was wrong with the burner itself. Homeowner was advised to contact Lowes or gas company whichever was her preference.					
03/27/2012	30046	2012-000221	07:10		LEWIS MILL DR		Water & ice-related rescue, other
		On arrival found a Lincoln MKX in the water just below the spill way at Silver Lake. The patient had been extricated prior to FD arrival and was transported by A63 and all of KM 9 to Kent General. Scene turned over to Dover PD. All units cleared.					
03/27/2012	30046	2012-000222	13:25	11	S NEW ST		Gas leak (natural gas or LPG)
		Chesapeke on scene with a residential gas leak/odor. FD arrival found extremely high levels of natural gas throughout the structure. COD electric notified to disconnect at the pole. 2nd floor ventilated along with the back door of residence. CU isolated leak in kitchen where the pipes had been cut by vandals. Scene turned over to City FMO and Inspections.					
03/27/2012	30046	2012-000223	21:51	276	BEECHWOOD AVE		Building fire
		Dispatched to the above location for a possible working house fire. Upon arrival, crews entered the residence through the garage and encountered a small space heater in the "Florida" room, that had caught fire. The homeowner had taken the heater out of the house. Small amount of extension to the carpet and window treatments and moderate smoke damage were noted. Crews wet down the entire area and found no more evidence of fire or damage. Mechanical ventilation was utilized to clear the residence of smoke. Situation was placed under control and all units returned. Scene was turned over to State FM-13.					
03/28/2012	30046	2012-000224	12:18	350	PEAR ST		False alarm or false call, other
		DFD responded to the above address in reference to an alarm activation. On arrival, school officials advised they were conducting a fire drill and forgot to advise the alarm company. No action taken.					
03/29/2012	30046	2012-000225	01:46	1450	N DUPONT HWY	0587	Gasoline or other flammable liquid spill
		E2 provided stay dry for approx. 3 gallons of diesal fuel spilled in the parking lot of lowes.					
03/29/2012	30046	2012-000226	11:54	350	PEAR ST		Cooking fire, confined to container
		BURNT FOOD IN MICROWAVE.					
03/29/2012	30046	2012-000227	16:52	1289	WALKER RD BUILD K		CO detector activation due to malfunction
		Call for a CO detector activation. Dover 21 responded to investigate and found a faulty detector.					
03/29/2012	30046	2012-000228	21:43		COLLEGE RD		Good intent call, other
		Units were Dispatched to a MVC roll over with a car in the woods. Dover PD along with Dover Fire Units searched the woods and field in the surrounding areas with negative results. Captain Carey also requested a Trooper Medic to check the area from above and the surrounding water areas for any signs of the vehicle in which they had negative results. City electric was requested for a downed light pole. Units cleared and the scene was turned over to Dover Police.					
03/30/2012	30046	2012-000229	03:40	315	BILLY MITCHELL LA	E	False alarm or false call, other
		DFD responded to the above location in reference to an alarm acitvation. On arrival, crews located unattended cooking in apartment 102. No damage. No further actin taken.					
03/31/2012	30046	2012-000230	19:45	51	WEBBS LN	H	Cooking fire, confined to container
		DFD responded to the above address in reference to an alarm activation. On arrival, crews located unattended cooking which caused a very light smoke conditioin. No action taken.					

Total Incidents: 78

FY 11-12 City Funded Account Balance Sheet

ACCOUNT	BUDGET	SPENT	BALANCE
Apparatus Repairs & Maintenance	$ 62,000.00	$ 55,352.32	$ 6,647.68
Gasoline	$ 19,050.00	$ 14,576.95	$ 4,473.05
Medical Supplies	$ 700.00		$ 700.00
Other Equipment Repairs	$ 3,000.00	$ 333.56	$ 2,666.44
Program Expenses	$ 36,630.00	$ 29,675.30	$ 6,954.70
Radio Repairs	$ 2,000.00	$ 652.27	$ 1,347.73
Safety & Security	$ 2,150.00	$ 2,013.72	$ 136.28
Small Tools	$ 4,800.00	$ 4,816.73	**$ (16.73)**
Uniforms & Firefighting Gear	$ 26,100.00	$ 19,700.49	$ 6,399.51
Building Expenses- Electricity	$ 51,820.00	$ 37,597.59	$ 14,222.41
Building Maintenance Supplies	$ 1,650.00	$ 62.31	$ 1,587.69
Heating Expenses- Gas	$ 20,000.00	$ 9,163.78	$ 10,836.22
Telephone	$ 20,340.00	$ 4,816.06	$ 15,523.94
Water & Sewer	$ 3,150.00	$ 922.66	$ 2,227.34
Contractual Services	$ 16,587.00		$ 16,587.00
Training & Travel	$ 8,815.00	$ 5,250.00	$ 3,565.00
Pension	$ 3,500.00		$ 3,500.00
Office Supplies	$ 2,500.00	$1,617.37	$ 882.63

Balance as of: 03/31/12

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

	Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Ordinary Income/Expense									
Expense									
Apparatus Repairs & Maintenance									
	Check	03/17/2012	616	Dover Automotive	Ref 484219		City Fund Account	1.99	1.99
	Check	03/17/2012	619	Witmer Public Safety	Invoice # 1141288		City Fund Account	110.16	112.15
	Check	03/17/2012	620	Townsend Bros. Chevrolet	Re-135779- Car 16 Service		City Fund Account	428.51	540.66
	Check	03/24/2012	622	Atlantic Emergency Solutions	MOR1681MOP		City Fund Account	130.45	671.11
	Check	03/24/2012	622	Atlantic Emergency Solutions	MOR2188MOP		City Fund Account	856.56	1,527.67
	Check	03/24/2012	622	Atlantic Emergency Solutions	MOR2129-AMO		City Fund Account	321.99	1,849.66
	Check	03/24/2012	623	Kunkel Auto Supply	Invoice # 056478164		City Fund Account	9.16	1,858.82
Total Apparatus Repairs & Maintenance								1,858.82	1,858.82
Electricity									
	Check	03/17/2012	613	City of Dover Utility	Acct # 44255-31966		City Fund Account	562.58	562.58
	Check	03/17/2012	614	City of Dover Utility	Acct # 44343-32052		City Fund Account	2,970.77	3,533.35
Total Electricity								3,533.35	3,533.35
Gasoline									
	Check	03/17/2012	615	City of Dover	Unleaded- Dec and Jan charges		City Fund Account	630.05	630.05
	Check	03/17/2012	615	City of Dover	Bio-Diesel- Dec and Jan charges		City Fund Account	2,218.53	2,848.58
Total Gasoline								2,848.58	2,848.58
Heating Expenses- Gas									
	Check	03/03/2012	611	Chesapeake Utilities	Sta 2 from 01/26 to 02/24		City Fund Account	564.61	564.61
	Check	03/17/2012	612	Chesapeake Utilities	Sta 1 from 2/3 to 3/5		City Fund Account	1,628.10	2,192.71
Total Heating Expenses- Gas								2,192.71	2,192.71
Office Supplies									
	Check	03/17/2012	615	City of Dover	Postage- Dec and Jan charges		City Fund Account	121.56	121.56
	Check	03/24/2012	625	Staples	Invoice # 2778525001		City Fund Account	152.46	274.02
Total Office Supplies								274.02	274.02
Other Equipment Repairs									
	Check	03/24/2012	621	Airpower International	Invoice # 27998- Yearly Service Contract		City Fund Account	289.57	289.57
Total Other Equipment Repairs								289.57	289.57
Telephone									
	Check	03/17/2012	615	City of Dover	Verizon- Dec and Jan charges		City Fund Account	522.74	522.74
	Check	03/17/2012	615	City of Dover	Cavalier- Dec and Jan charges		City Fund Account	30.24	552.98
	Check	03/24/2012	624	Verizon Wireless	Wireless from 02/21 to 03/20		City Fund Account	83.87	636.85
	Check	03/31/2012	627	Verizon Wireless	Verizon Wireless from 03/21 to 04/20		City Fund Account	83.80	720.65
Total Telephone								720.65	720.65
Training & Travel Expenses									
	Check	03/17/2012	617	Delaware State Fire School	Invoice # 12-2192		City Fund Account	66.00	66.00
	Check	03/17/2012	618	National Academy of Emergency Dispatch	Recerts for EFD		City Fund Account	250.00	316.00
	Check	03/31/2012	626	Twenty10 Emergency Educators	Invoice- 113		City Fund Account	375.00	691.00
Total Training & Travel Expenses								691.00	691.00
Water/Sewer									
	Check	03/17/2012	613	City of Dover Utility	Acct # 44253-31964		City Fund Account	20.58	20.58
	Check	03/17/2012	614	City of Dover Utility	Acct # 44345-32054		City Fund Account	49.25	69.83
	Check	03/17/2012	614	City of Dover Utility	Acct # 44341-32050		City Fund Account	11.54	81.37
Total Water/Sewer								81.37	81.37
Total Expense								12,490.07	12,490.07
Net Ordinary Income								-12,490.07	-12,490.07
Net Income								**-12,490.07**	**-12,490.07**

City of Dover

Capital Investment Plan

Project Tracking Report

March 31, 2012

Points to Remember -

* Original Project Budget = Original Total Project Budget initially included in approved annual budget.
* Latest Project Budget = Revised Total Project Budget included in most recent approved annual budget or one of the following: bond resolution, revolving fund loan agreement, Council approved budget amendment, or City Manager approved amendment as per the Budget Amendment Procedure.
* Current Fiscal Year - Revised Fiscal Year Budget = Current Year approved project budgets plus carry forward balances of unspent budgets in the prior fiscal year. Project Carry Forward balances will be submitted to City Council for amendment in January 2010. Can also be amended with City Manager approval per the Budget Amendment Procedure.
* Water Quality, Inflow/Infiltration, Distribution Upgrades and New Development projects are budgeted as a blanket project and once individual projects are identified and estimated they are created using an allocation of the overall budgeted amount.
* Status and Comments provided by City Manager.
* For Finance purposes projects are considered completed when placed in service and **all** charges have been processed.

Current Year Budget Funding Sources	General	Community Transportation	Water & Wastewater	Electric	Total CIP
Budget Balance	$ 78,000	$ 118,588	$ 430,591	$ 360,333	$ 987,512
Library Funding - FY11 Budget Balance	100,962	-	-	87,045	188,007
Federal and/or State Grants	7,422,183	1,400,000	-	-	8,822,183
Library Green Energy/Bridge Loan	2,700,000	-	-	-	2,700,000
Friends of the Library Donation	210,000	-	-	-	210,000
Kent County Library Contribution	1,000,000	-	-	-	1,000,000
Library Reserve	2,590,784	-	-	-	2,590,784
Construction Loan	274,961	-	-	-	274,961
Community Transportation Fund - FY11 Balances	-	678,612	-	-	678,612
Revolving Fund Loans	-	-	4,309,821	-	4,309,821
Transfer from Capital Reserves	-	-	-	370,730	370,730
Impact Fees	-	-	867,032	-	867,032
Loan Proceeds - Streets & City Hall	1,970,000	-	-	-	1,970,000
Transfer Loan Proceeds to CT Fund - Streets	-	875,000	-	-	875,000
Transfer from Operating Funds	623,847	-	1,750,000	3,500,000	5,873,847
Interest Earned	10,900	2,800	-	38,400	52,100
Total Funding Sources (Unaudited)	$ 16,981,637	$ 3,075,000	$ 7,357,444	$ 4,356,508	$ 31,770,589

City of Dover
General Fund - Major CIP Projects
March, 2012

	Hide		TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS						CURRENT FISCAL YEAR					
	Project Code	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Current Fiscal Yr. Budget	Revised Fiscal Yr. Budget	Fiscal YTD Expenses	% Budget Spent	Status	Comments
1			**FY2009**											
2	LB0901	M/G	New Library Project	$ 18,200,000	$ 20,469,080	$ 10,830,106	$ 9,638,974	52.9%	$ 11,195,009	$ 14,298,890	$ 6,659,916	46.6%	Started	Bid Pack A - Done. Bid Pack B - 40% Complete/Construction
3			**Totals - FY09**	$ 18,200,000	$ 20,469,080	$ 10,830,106	$ 9,638,974	52.9%	$ 11,195,009	$ 14,298,890	$ 6,659,916	46.6%		
4														
5			**FY2012**											
6	---		Ann FD Truck Payment	$ 244,820	$ 244,820	$ 217,556	$ 27,264	88.9%	$ 244,820	$ 244,820	$ 217,556	88.9%		
7	---		Vehicles & Equipment	377,927	377,927	260,927	117,000	69.0%	377,927	377,927	260,927	69.0%	99%	Sweeper received February 2012; Sanitation Bulk Truck due in April 2012
8	PR1201		Roof Replacement @ Dover Park	30,000	30,000	-	30,000	0.0%	30,000	30,000	-	0.0%		
9	CT Fund	B/L	Streets & Alleys Program	1,000,000	1,750,000	-	1,750,000	0.0%	1,000,000	1,750,000	-	0.0%	35%	Concrete work complete on Independence Boulevard and Hazel Road. Site work initiated on North Street Roudabout. Wesley State Street entrance complete.
10	ST1202		Concrete Program	30,000	30,000	-	30,000	0.0%	30,000	30,000	-	0.0%	0%	Bids distributed and returned in March
11	ST1203		Streets Dump Truck Refurbishment	30,000	30,000	2,418	27,582	8.1%	30,000	30,000	2,418	8.1%	33%	One Dump Truck refurbished out of three.
12			City Hall Sprinkler System	-	-	-	-	0.0%	-	220,000	-	0.0%		
13			**Totals - FY12**	$ 1,712,747	$ 2,462,747	$ 480,901	$ 1,981,846	19.5%	$ 1,712,747	$ 2,682,747	$ 480,901	17.9%		
14														
15			**Grand Totals**	$ 19,912,747	$ 22,931,827	$ 11,311,007	$ 11,620,820	49.3%	$ 12,907,756	$ 16,981,637	$ 7,140,817	42.1%		

Legend

M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is re-budgeted to start over each fiscal year.
G = Grant funded project
B/L = To be financed through bonds or commercial loan;Projects will be completed through CT Fund, therefore the loan proceeds will be transferred from Capital Fund into the Community Transportation Fun

City of Dover
Community Transportation & General Fund Street Funds - Major CIP Projects
March, 2012

	Hide			TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR					
	Project Code	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Current Fiscal Yr. Budget	Revised Fiscal Yr. Budget	Fiscal YTD Expenses	% Budget Spent	Status	Comments
1			**FY 2007**											
2	CT0708	M	E. Water Street Brick	$ 65,000	$ 65,000	$ -	$ 65,000	0.0%	$ -	$ 65,000	$ -	0.0%		Specialty contract needed.
3			**Totals**	$ 65,000	$ 65,000	$ -	$ 65,000	0.0%	$ -	$ 65,000	$ -	0.0%		
4														
5			**FY 2009**											
6	CT0977	M	Schutte Parking Lot	$ 21,950	$ 21,950	$ -	$ 21,950	0.0%	$ -	$ 21,950	$ -	0.0%		Deferred
7	CT1165	M	Rte. 13,N. State -Kings Hwy	591,662	591,662	-	591,662	0.0%	-	591,662	-	0.0%		
	CT1162	M	Library Access Road	-	68,000	68,000	-	0.0%	-	68,000	68,000	100.0%		State paid for whole paving proj
8			**Totals**	$ 613,612	$ 681,612	$ 68,000	$ 613,612	10.0%	$ -	$ 681,612	$ 68,000	10.0%		
9														
10			**FY2012**											
11	CT	M	Street Projects - State Funds	$ 950,000	$ 800,000	$ 9,135	$ 790,865	1.1%	$ 950,000	$ 53,388	$ 9,135	17.1%	35%	Concrete work on Independence Boulevard complete.
12	Various	B/L	Street Projects - General Fund	350,000	1,750,000	88,990	1,661,010	5.1%	350,000	875,000	88,990		35%	Concrete work on Hazel complete.
13	CT1201	M	North Street Roundabout	-	500,000	-	500,000	0.0%	-	500,000	-	0.0%	35%	Site work initiated.
14	TE1201	M	Lincoln Park Center	900,000	900,000	6,211	893,789	0.0%	900,000	900,000	6,211	0.7%	Started	
15			**Totals**	$ 2,200,000	$ 3,950,000	$ 104,336	$ 3,845,664	2.6%	$ 2,200,000	$ 2,328,388	$ 104,336	4.7%		
16														
17			**Grand Totals**	$ 2,878,612	$ 4,696,612	$ 172,336	$ 4,524,276	3.7%	$ 2,200,000	$ 3,075,000	$ 172,336	7.8%		

Legend
M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is re-budgeted to start over each fiscal year.
C = Project funded by combination of CT Funds and General Fund
B/L = To be financed through bonds or commercial loan; Projects will be completed through CT Fund, therefore the loan proceeds will be transferred from Capital Fund into the Community Transportation Fund;

City of Dover
Water/Wastewater Improvement & Extension Fund - Major CIP Projects
March, 2012

				TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR					
	Project Code	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Approved Fiscal Yr. Budget	Revised Fiscal Yr. Budget	Fiscal YTD Expenses	% Budget Spent	Status / % Complete	Comments
1			**FY 2008**											
2	WD0804	M	1.0 MG Elevated Water Storage	$ 4,196,600	$ 2,590,000	$ 31,861	$ 2,558,139	1.2%	$ -	$ 178,916	$ 10,777	6.0%	Started	Option to purchase land agreement under review
3	WD0805	M	Piney Point Well	398,800	665,000	71,053	593,947	10.7%	-	62,319	3,371	5.4%	Started	DNREC permitting ongoing
4	WW0810	M/SL	US 13 East Sanitary Sewer Interceptor	2,376,800	3,022,562	3,232,228	(209,666)	106.9%	-	295,722	286,629	96.9%	100.0%	Complete
5			**Totals - FY08**	$ 6,972,200	$ 6,277,562	$ 3,335,143	$ 2,942,419	53.1%	$ -	$ 536,957	$ 300,777	56.0%		
6														
7			**FY2009**											
8	WQ0905	M/SL	Bayard Avenue	$ 590,910	$ 490,910	$ 534,713	$ (43,803)	108.9%	$ -	$ 259,121	$ 247,923	95.7%	98.0%	Final connection scheduled for May.
9	WQ0907	M/SL	Route 13 Water Main	1,058,700	2,282,682	1,959,074	323,608	85.8%	-	1,899,872	1,546,264	81.4%	99.0%	Constr complete; retainage/change orders pending.
10			**Totals - FY09**	$ 1,649,610	$ 2,773,592	$ 2,493,787	$ 279,805	89.9%	$ -	$ 2,158,993	$ 1,794,186	83.1%		
11														
12			**FY2010**											
13	WW1001	M/SL	Inflow/Infiltration Removal	$ 1,800,000	$ 2,122,536	$ 1,761,684	$ 360,852	83.0%	$ 1,800,000	$ 766,201	$ 404,128	52.7%	100.0%	Complete
14	WW1007	M/SL	Fox Hall Pump Station	427,900	392,044	116,292	275,752	29.7%	-	360,687	66,079	18.3%	70.0%	Pump station delivered; instatllation underway.
15	WW1008	M/SL	Heatherfield F/M Rerouting	220,400	324,916	207,402	117,514	63.8%	-	237,506	158,707	66.8%	99.0%	Construction complete; closeout documents pending.
16	WW1010	I	Tar Ditch Interceptor Upgrade	518,230	518,230	28,014	490,216	5.4%	-	495,359	5,143	1.0%	Started	Easement request sent to residents
17			**Totals - FY10**	$ 2,966,530	$ 3,357,726	$ 2,113,392	$ 1,244,334	62.9%	$ 1,800,000	$ 1,859,753	$ 634,058	34.1%		
18														
19			**FY2011**											
20	WQ1103		WQI - Ross Street	-	71,840	-	71,840	0.0%	71,840	-	-	0.0%	---	Canceled
21	WW1101	M/SL	Inflow/Infiltration Removal	500,000	500,000	419,904	80,096	84.0%	-	457,601	377,505	82.5%	100.0%	Design and construction work complete; final bills pending.
22	WW1104	SL	Lepore Road P/S Replacement	52,000	402,000	72,620	329,380	18.1%	350,000	350,000	17,084	4.9%	Started	Out to bid, due May 22
23			**Totals - FY11**	$ 552,000	$ 973,840	$ 492,524	$ 481,316	50.6%	$ 421,840	$ 807,601	$ 394,588	48.9%		
24														
25			**FY2012**											
26	---		Vehicles & Equipment	$ 115,000	$ 115,000	$ 110,514	$ 4,486	96.1%	$ 115,000	$ 115,000	$ 110,514	96.1%	100.0%	All four vehicles received and processed by the end of January.
27	WD1201		Pay-As-You-Go Water Station	30,240	30,240	-	30,240	0.0%	30,240	30,240	-	0.0%	Started	Specs being developed
28	WD1202	R	Misc. Distribution Upgrades	60,000	60,000	5,706	54,294	9.5%	60,000	60,000	5,706	9.5%	25.0%	Misc. repairs or emergencies
29	WD1203	R	Wellhead Redevelopment Program	65,000	65,000	44,371	20,629	68.3%	65,000	65,000	44,371	68.3%	50.0%	Deep Well #1 and #9 complete; Well #10 rehab.
30	WD1204	R	Emergency Generators	80,000	80,000	-	80,000	0.0%	80,000	-	-	0.0%		Grant dependent
31	WQ1201		WQI - Wesley Campus	51,200	51,200	250.00	50,950	0.5%	51,200	106,200	250	0.2%	Started	Project to start April 9, 2012.
32	WQ1202		WQI - New Street	97,120	97,120	9,600.00	87,520	9.9%	97,120	113,960	9,600	8.4%	Started	Initial design complete; under staff review.
33	WQ1203		WQI - Silver Lake	279,840	279,840	123,544.06	156,296	44.1%	279,840	279,840	123,544	44.1%	40.0%	Rodney Road complete. Pennsylvania Avenue started. Madison and American Avenues pending.
34	WW1201	M/SL	Inflow/Infiltration Removal	1,000,000	1,000,000	27,166	972,834	2.7%	1,000,000	1,000,000	27,166	2.7%	Started	Design somplete. Bid package ready for April bid.
35	WW1202	R	SCADA Equipment Replacement	84,900	84,900	76,384	8,516	90.0%	84,900	84,900	76,384	90.0%	100.0%	Complete
36	WW1203	R	Misc. Sewer System Improve	37,000	37,000	9,935	27,065	26.9%	37,000	37,000	9,935	26.9%	50.0%	Misc. repairs or emergencies
37	WW1204	M	Wilmington College Pump Station	25,000	25,000	13,131	11,869	52.5%	25,000	25,000	13,131	52.5%	60.0%	**BALTRAY PS not WIL. UNIV.** Initial design complete; staff reviewing.
38	WW1205	M	Dover Brook Gardens P/S Replace	15,000	15,000	7,044.54	7,955	47.0%	15,000	15,000	7,045	47.0%	60.0%	Initial design complete; staff review.
39	WW1206	M	Brandywine Pump Station Replace	52,000	52,000	12,778.84	39,221	24.6%	52,000	52,000	12,779	24.6%	60.0%	Initial design complete; staff review.
40	WW1207	M	McKee Rd Pump Station Communator Replacement	10,000	10,000	5,120.60	4,879	51.2%	10,000	10,000	5,121	51.2%	60.0%	Initial design complete; staff review
41				$ 2,002,300	$ 2,002,300	$ 445,545.37	$ 1,556,755	0.0%	$ 2,002,300	$ 1,994,140	$ 445,545	22.3%		
42														
43			**Grand Totals**	$ 14,142,640	$ 15,385,020	$ 8,880,391	$ 6,504,629	57.7%	$ 4,224,140	$ 7,357,444	$ 3,569,155	48.5%		

Legend
M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is re-budgeted to start over each fiscal year.
SL = State Loan Project - construction phase is financed
I = Impact Fee (partially) financed project

City of Dover
Electric Improvement & Extension Fund - Major CIP Projects
March, 2012

				TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR					
	Project Code	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Current Fiscal Yr. Budget	Revised Fiscal Yr. Budget	Fiscal YTD Expenses	% Budget Spent	Status	Comments
1			**FY2011**											
2	EG1102	M	Units 1 & 2 Cooling Tower	372,400	199,140	134,538	64,602	67.6%	25,410	25,410	400	1.6%		Work deferred to 2012
3	EG1107	M	Units 1 & 2 Life Extension	802,000	409,000	308,968	100,032	75.5%	184,000	196,331	96,299	49.0%	In process	Work suspended, awaiting decision on units 1&2 operation
4	EG1112	M	Unit 3 Heat Expansion Joint	-	150,000	143,508	6,492	95.7%	70,000	82,807	76,315	92.2%	Complete	
5	EG1113		Units 1 & 2 Control Modifications	-	150,000	138,733	11,267	92.5%	-	25,700	14,432	56.2%	In process	Complete w/Spring outage
6	EG1114		Unit 3 Gas Line Modification	-	60,000	39,516	20,484	65.9%	-	36,207	15,723	43.4%	Complete	
7				$ 1,174,400	$ 968,140	$ 765,263	$ 202,877	79.0%	$ 279,410	$ 366,455	$ 203,170	55.4%		
8														
9			**FY2012**											
10	---		Vehicles & Equipment	$ 168,828	$ 168,828	$ 81,521	$ 87,307	48.3%	$ 168,778	$ 168,778	$ 81,521	48.3%		All vehicles received
11	EE1201		Substation PT & CT Replacement	267,715	267,715	215,371	52,344	80.4%	267,715	267,715	215,371	80.4%	In process	75% materials received
12	EE1202	R	Lighting Project & Rehabilitation	50,000	50,000	49,832	168	99.7%	50,000	50,000	49,832	99.7%	Complete	
13	EE1203	R	Equipment Replacement	40,000	40,000	10,525	29,475	26.3%	40,000	40,000	10,525	26.3%	In process	Equipment ordered
14	EE1204		Generator Replacement	50,000	50,000	30,961	19,039	61.9%	50,000	50,000	30,961	61.9%	Complete	
15	EE1205	M	Frazier Substation Upgrade	765,247	155,000	124,285	30,715	80.2%	155,000	155,000	124,285	80.2%	In process	Materials ordered
16	EE1206	R	Disb. Feeder Replacement	377,510	377,510	254,588	122,922	67.4%	377,510	353,060	254,588	72.1%	In process	On-going
17	EE1207	R	Disb. Capacitors & Controls	100,000	100,000	27,064	72,936	27.1%	100,000	100,000	27,064	27.1%	In process	Materials ordered
18	EE1208	R	Transmission Line Maintenance	75,000	75,000	75,002	(2)	100.0%	75,000	75,000	75,002	100.0%	Started	Materials ordered
19	EE1209		Scada Master Hardware Replacement	75,000	75,000	73,845	1,155	98.5%	75,000	75,000	73,845	98.5%	Started	Materials ordered
20	EE1210		Substation Battery	-	24,500	24,686	(186)	100.8%	24,500	24,500	24,686	100.8%	In process	60% materials received
21	EE1212	R	UG Transformers	70,536	70,536	49,651	20,885	70.4%	70,536	70,536	49,651	70.4%	In process	On-going
22	EE1212	R	UG Conductors	479,464	479,464	250,960	228,504	52.3%	479,464	479,464	250,960	52.3%	In process	On-going
23	EE1212	R	Meters	50,000	50,000	17,652	32,348	35.3%	50,000	50,000	17,652	35.3%	In process	On-going
24	EG1201		Unit 3 Boiler Air Heater	440,000	440,000	96,750	343,250	22.0%	440,000	440,000	96,750	22.0%	In process	Will complete Spring outage;
25	EG1202	M	Unit 3 Boiler Systems	390,000	130,000	-	130,000	0.0%	130,000	130,000	-	0.0%	In process	Will complete Spring outage;
26	EG1203		Unit 3 FD & ID Fan Control Damper Upgrade	92,000	92,000	4,795	87,205	5.2%	92,000	92,000	4,795	5.2%	In process	Will complete Spring outage;
27	EG1204		Unit 3 DCS Computers & Software Upgrades	85,000	85,000	-	85,000	0.0%	85,000	85,000	-	0.0%	In process	To be completed by 6/3012;
28	EG1205	R	Misc. Equipment Replacement	70,000	70,000	21,280	48,720	30.4%	70,000	70,000	21,280	30.4%	In process	On-going; 50% complete
29	EG1206		Demineralizer Control Replace @ McKee Run	65,000	65,000	114	64,886	0.2%	65,000	65,000	114	0.2%	In process	Bids in Feb; Complete by June
30	EG1207	M	Unit 11 Component Replacement @ Van Sant	50,000	50,000	44,915	5,085	89.8%	50,000	50,000	44,915	89.8%	In process	To be completed by 6/3012;
31	EG1208		Switchyard Blast Walls @ McKee Run	50,000	50,000	5,442	44,558	10.9%	50,000	50,000	5,442	10.9%	In process	To be completed by 6/3012;
32	EG1209	M	Building Preservation @ McKee Run	38,000	38,000	5,650	32,350	14.9%	38,000	38,000	5,650	14.9%	In process	Completion 6/12
33	EG1210	M	Unit 3 Cooling Water Line Life Extension	25,000	25,000	-	25,000	0.0%	25,000	25,000	-	0.0%		Defer to FY13
34	EG1211	M	Unit 3 Stack Repairs	25,000	25,000	-	25,000	0.0%	25,000	25,000	-	0.0%	In process	Completion 6/12
35	EG1212	M	Unit 3 Turbine Inspection	1,021,000	348,000	101,485	246,515	29.2%	348,000	348,000	101,485	29.2%	In process	Will complete Spring outage;
36	EG1213	M	Unit 3 Aux System Components	542,000	113,000	47,682	65,318	42.2%	113,000	113,000	47,682	42.2%	In process	Work complete, transferred funding to EG1212
37	EU1201	R	Distribution Upgrades	500,000	500,000	287,156	212,844	57.4%	500,000	500,000	287,156	57.4%	In process	On-going
38				$ 5,962,300	$ 4,014,553	$ 1,901,211	$ 2,113,342	0.0%	$ 4,014,503	$ 3,990,053	$ 1,901,211	47.6%		
39														
40			**Grand Totals**	$ 7,136,700	$ 4,982,693	$ 2,666,474	$ 2,316,219	21.1%	$ 4,293,913	$ 4,356,508	$ 2,104,380	48.3%		

Legend
M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is re-budgeted to start over each fiscal year.
B = Bonded Project
S = State fully or partially reimbursed project

City of Dover, Delaware

2012 ACTION PLAN

Prepared by:

City of Dover Planning Office

May 14, 2012

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INTRODUCTION

The 2012 Action Plan is submitted to continue the goals and objectives determined in the five-year Consolidated Plan (2010-2014). The Goals and Objectives focusing on developing and sustaining viable communities and improving low and moderate income persons are addressed in the Consolidated Plan as part of the strategy for addressing the needs of low and moderate income people. The specific goals and objectives are presented in this Action Plan.

Each year the U.S. Department of Housing and Urban Development upon congressional approval allocates to the City of Dover Delaware Community Development Block Grant Program.

Application for Federal Assistance

The following section contains the Application for Federal Assistance from the City of Dover Delaware for the 2012 fiscal year.

CITY OF DOVER FISCAL YEAR 2012 CDBG FEDERAL RESOURCES

City of Dover
Federal Resources
CDBG Action Plan

7/01/12 – 6/30/13
Dover, DE 19901

CDBG FEDERAL RESOURCES AVAILABLE FOR USE:

CDBG Funds Allocation:	$ 226,803
Anticipated Program Income	8,554
Total:	$ 235,357

OMB Number: 4040-0004
Expiration Date: 01/31/2009

Application for Federal Assistance SF-424 Version 02

*1. Type of Submission:	*2. Type of Application	* If Revision, select appropriate letter(s)
☐ Preapplication	☐ New	
☒ Application	☒ Continuation	*Other (Specify)
☐ Changed/Corrected Application	☐ Revision	

3. Date Received:

4. Applicant Identifier:
B-12-MC-10-0002

5a. Federal Entity Identifier:	*5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:	7. State Application Identifier:

8. APPLICANT INFORMATION:

*a. Legal Name: City of Dover

*b. Employer/Taxpayer Identification Number (EIN/TIN):	*c. Organizational DUNS:
51-6000092	171065167

d. Address:

*Street 1: 15 The Plaza
Street 2:
*City: Dover
County: Kent
*State: DE
Province:
*Country: USA
*Zip / Postal Code 19901

e. Organizational Unit:

Department Name:	Division Name:
Planning Department	Planning and Inspections

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mrs. *First Name: Tracey
Middle Name: N.
*Last Name: Harvey
Suffix:

Title: Planner I

Organizational Affiliation:

*Telephone Number: (302) 736-7175 Fax Number: (302) 736-4217

*Email: tharvey@dover.de.us

OMB Number: 4040-0004
Expiration Date: 01/31/2009

Application for Federal Assistance SF-424 Version 02

***9. Type of Applicant 1: Select Applicant Type:**

C. City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10 Name of Federal Agency:**

U. S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.218

CFDA Title:

Community Development Block Grant

***12 Funding Opportunity Number**:

*Title:

Community Development Block Grant

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

cities

***15. Descriptive Title of Applicant's Project**:

2012 Action Plan for the City of Dover

OMB Number: 4040-0004
Expiration Date: 01/31/2009

Application for Federal Assistance SF-424 Version 02

16. Congressional Districts Of:

*a. Applicant: DE-001 *b. Program/Project: At-Large

17. Proposed Project:

*a. Start Date: 07/01/2012 *b. End Date: 6/30/2013

18. Estimated Funding ($):

*a. Federal	$226,803
*b. Applicant	
*c. State	
*d. Local	
*e. Other	
*f. Program Income	$8,554
*g. TOTAL	$235,357

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on _____

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒ c. Program is not covered by E. O. 12372

***20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

☐ Yes ☒ No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

Authorized Representative:

Prefix: Mr. *First Name: Carleton

Middle Name: E.

*Last Name: Carey

Suffix: Sr.

*Title: Mayor

*Telephone Number: (302) 736-7005 Fax Number: (302) 736-7002

* Email: ccarey@dover.de.us

*Signature of Authorized Representative: *Date Signed:

OMB Number: 4040-0004
Expiration Date: 01/31/2009

Application for Federal Assistance SF-424 Version 02

***Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

I ACTION PLAN

I.1 BACKGROUND

The Congress of the United States, through the enactment of the "Housing and Community Development Act of 1992, has authorized that Federal funds be allocated to the entitlement community, the City of Dover, Delaware, to support Community Development activities within the boundaries of the City.

I.2 ADMINISTRATION RESPONSIBILITY AND CERTIFICATION

The Mayor and Council has duly adopted as an official act a resolution authorizing Tracey N. Harvey as the official representative of the City of Dover to submit certifications to the Federal Department of Housing and Urban Development that are required by Section 106(d) (2) (c) (iv) of the Housing and Community Development Act of 1974, as amended by the Housing and Community Development Act of 1992. A copy of the certifications can be found in section III titled "Certifications" found on page III-31 in this document.

I.3 AMOUNT OF AVAILABLE FUNDS

The City of Dover is in receipt of fiscal year 2012 CDBG fund assignment. The total fiscal year 2012 fund assignment for Dover has been allocated at $226,803.

I.4 PROGRAM DESIGN

The City of Dover CDBG Program has been designed so as:

- To give maximum feasible priority to activities which will benefit low and moderate income persons; or

- To aid in the prevention of slums or neighborhood blight; and to meet other Community Development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health and welfare of the community where other financial resources are not available to meet such needs.

- The funds shall principally benefit persons of low and moderate income in a manner that ensures that not less than 70 percent of such funds are used for activities that benefit low and moderate income persons.

I.5 EXECUTIVE SUMMARY **(**91.200 (c))

The Consolidated Annual Action Plan (FY 2012) is a one year plan mandated by the United States Department of Housing and Urban Development (HUD). The new local regulatory provisions for the five year Consolidated Plan Amendments have been included in this plan. This plan identifies the specific needs concerning affordable housing, homeownership, housing rehabilitation and economic development needs. The 2012 goals in order of priority are: 1. Provide aid to special needs persons. 2. Preserve the existing housing stock in the City of Dover. 3. Encourage owner occupied housing in low to moderate income areas. 4. Provide safe and livable neighborhoods.

During the 2011 program year, the following activities were accomplished.

- Three (3) low to moderate income owner occupied homes were brought up to code through the housing rehabilitation program.

- Seven (7) low to moderate income families purchased homes through the City's homeownership program.

- Motel Vouchers have been provided to seventeen (17) homeless persons year to date by Connections Community Support Program.

- CDBG funding was utilized to cover the operations cost for Dover Interfaith Mission to the Homeless.

I.6 CONSULTATION WITH LOCAL HOUSING PROVIDERS AND CITIZEN PARTICIPANTS

The National Council on Agricultural Life and labor Research Fund, Inc. (NCALL) provides comprehensive homeownership counseling services and technical assistance to non-profits involved with the HOME program, Central Delaware Habitat for Humanity and the City of Dover Homeownership Assistance Program.

There is a network of service providers presently operating in Dover that serve the City's poor. These providers include the State of Delaware Division of Health and Social Services, the State Service Centers, People's Place II and the Dover Interfaith Mission for the Homeless that shelter up to 150 homeless men annually.

Connections Community Support Program is the only permanent supportive housing program for chronically homeless adults located in the City of Dover. This program provides permanent housing and supportive services to ten chronically homeless persons with substance use disorders, offering them immediate access to housing and wrap around services. It is the City's intention to support programs to eliminate significant barriers to affordable housing.

The Elizabeth W. Murphey School services children that are considered homeless under the protection of the McKinney – Vento Act. This agency services 38 teens and young adults for housing and long term care, and services 90 teens and young adults in their day programming.

I.7 MARKET ANALYSIS

Vacant, Abandoned Buildings (91.210 (a))

Currently, there are 253 vacant buildings located in the City of Dover, where 226 are suitable for rehabilitation and 27 are beyond repairs and need to be demolished as reported from the City of Dover Inspections Department.

Chronic Homelessness (91.210 (c))

Connections Community Support Program is the only agency in the City of Dover that exclusively services the chronically homeless. Their facility has ten (10) beds in addition to supportive services programs for their clients.

Strategic Plan

Allocation of Investments (91.215(a)(1)

In preparation of the Five-Year Consolidated Plan (2010-2014), two workshops were conducted for the citizens to determine the needs of the community. The top priorities that were determined in the workshops were homelessness and housing needs which the City will continue to support activities city-wide that will service this need.

Specific Objectives (91.215 (a)(4))

Increase the availability of affordable housing

The City will continue to support the Homeownership Assistance Program by providing down payment or settlement assistance to at least eight first time homebuyers within the program year to increase affordable housing opportunities for low to moderate income persons on an annual basis. Through the City's Neighborhood Stabilization Program initiative, affordable housing will be available citywide to qualifying families.

Improve the quality of owner housing

The City will continue to support the Housing Rehabilitation Program by rehabilitating housing found in violation of the City's code and support the emergency home repair projects to decrease the number of substandard houses in the City of Dover on an annual basis.

End Chronic Homelessness

The City will support agencies that provide facilities and supportive services for the chronically homeless to assist in eliminating barriers to affordable housing during the program year and will continue to the support these agencies when possible.

Improve quality of affordable rental housing

The City will support affordable rental housing projects when possible that will provide affordable housing to low to moderate income persons to assist in increasing affordable housing opportunities for low to moderate income persons. The City will also continue to conduct code enforcement inspections on rental units throughout the City to bring the units up to the City's housing code.

Public housing (91.215(c))

The City has partnered with Dover Housing Authority as part Senator Carper's Homeownership Initiative to provide affordable housing to low to moderate income persons by purchasing substandard property in the Target Area and rehabbing the properties to be sold to low to moderate income persons. The City has assisted in this project by providing grants to Dover Housing Authority in 2005 and 2006 to renovate two properties in the target area to be sold to low to moderate income persons. The City has also provided settlement assistance to families in this program to purchase affordable housing that has been renovated in the target area.

Homeless (91.215(d) (4)

The City of Dover is involved in several efforts to promote homeownership throughout the City particularly in the Downtown Target Area. The City will review alternatives for zoning amendments that promote the construction or general availability of affordable homeownership opportunities. The City will also support those agencies that provide housing and supportive services for the chronically homeless that will help with the transition to permanent and independent living when possible.

Special Needs (91.215(g))

Handicapped Disabled – Kent Crest Inc. offers residential services for persons with disabilities throughout Delaware. There are three housing options available depending on the needs of the client. Community homes that services up to five people with 24 hour support staff, supported living if the client chooses to live independently, and supportive services available through Kent Crest such as transportation needs and apartment living is also available if the client wants fewer roommates than a group home which also has 24 hour support staff available depending on the needs of the client.

Connections Community Support Program also has affordable rental housing that services up to five persons in Dover with 24 hour support staff that was funded through the City's Neighborhood Stabilization Program.

Persons with AIDS – Since 1997, Delaware State Housing Authority has awarded HOPWA funding to the HIV consortium to provide tenant based rental assistance to people with HIV/AIDS. The program is currently providing rental assistance to 34 families with 40 percent living in Kent County. Presently, the waiting time for rental assistance is approximately four years.

Substance Abuse – Connections Community Support Program has a facility in the City that services adults that have substance use disorders that receive treatment through their Alcohol and Drug Day Treatment Program. Serenity Place also has a facility that offers a structured alcohol and drug free treatment setting for persons recovering from addiction. Serenity Place offers several individualized treatment plans depending on the needs of the client.

Neighborhood Revitalization (91.215(g))

Currently underway are various projects to continue with the efforts of the revitalization of the Downtown Target Area and surrounding areas around the City. Specific objectives the City has for carrying out these projects include providing a suitable living environment and decent housing. The City was awarded $1.5 million in Neighborhood Stabilization funding to purchase foreclosed and abandoned properties in the highest concentration areas, renovating these properties and selling them at discount to qualified homebuyers. The City through its NSP partners has purchased nine properties; has sold four, one is a lease purchase, one is a group home that provides affordable rental housing for persons with disabilities and three homes are currently for sale.

Recently, several owner occupied homes have been rehabilitated through the City of Dover Housing Repair Program and through Milford Housing's Emergency Home Repair Program who completes emergency repairs on owner occupied homes to eliminate severe safety hazards. With the completion of these projects, the number of substandard housing has been decreased, and the neighborhood has become more desirable to live in.

Coordination (91.215(l))

Community Development staff has been identified as a stakeholder and serves as a member of the Interagency Homeless Council to oversee the implementation of the Ten Year Plan to end Chronic Homelessness and educate the community about the need and for advantages of ending chronic homelessness.

The City has developed the following goals to end chronic homelessness over the next seven years:

- Revise zoning and subdivision ordinances and procedures to encourage low-cost quality projects.

- Continue to utilize programs to eliminate significant barriers to affordable housing.

- Continue working with the two housing authorities and other housing providers to provide assistance to very low and extremely low income residents.

- Continue working with the Delaware Fair Housing Task Force to ensure fair treatment and fair housing practices are being administered to the City of Dover residents.

I.8 RESOURCES

(A) FEDERAL PROGRAMS

The City of Dover anticipates that it will be pursuing funding opportunities in conjunction with the following federal programs to support the activities specified in this Consolidated Plan:

Affordable Housing Program: Provides subsidy funds for low-income and moderate-income households through number of institutions of the Federal Home Loan Bank Board (FHLBB) for the purchase, construction or rehabilitation of affordable rental or owner occupied housing. Responsible agency: FHLBB.

Community Investment Program: Provides funds through a number of institutions of the Federal Home Loan Bank (FHLBB) for community – oriented mortgage lending, including home purchase and rehabilitation for both renter and owner occupants, and to finance commercial and economic development activities. Responsible agency: FHLBB.

Lead Based Paint Abatement Program: Provides grants to abate lead-based paint and lead dust in low and moderate-income owner occupied units, and in low-income privately owned rental units. Responsible agency: Department of Housing and Urban Development.

(B) NON-FEDERAL PUBLIC PROGRAMS

1. STATE PROGRAMS

Housing Rehabilitation Loan Program (HRLP): Provides home improvement loans to owner-occupants or landlords interested in moderately rehabilitating existing properties. These loans, up to a maximum amount of $15,000 per unit, are made at 3% interest rate for a term up to ten years. Program is available statewide.

2. LOCAL PROGRAMS

City of Dover Community Development Block Grant (CDBG) Program: This program has been designed to expand housing opportunities and housing choices for low and moderate income persons living in targeted areas of Dover, to protect the public health and welfare of Dover citizens, especially low and moderate income persons by:

1) Preventing or eliminating slums or neighborhood blight.

2) Rehabilitation of substandard owner occupied housing.

3) Funding special needs facilities.

The following is a brief list of the projects funded through the City of Dover's CDBG program demonstrating the range of activities covered by the program:

- ADA improvements have been made to several city-owned buildings making them handicap accessible.

- Connections Community Support Program provided motel vouchers to ten homeless persons (year to date).

- Down payment and settlement assistance was provided to 7 first time homebuyers who are low to moderate income persons during the program year.

- In 2011, there were three owner occupied houses rehabilitated to meet the standards of the City Housing Code under the Homeowner Rehabilitation Assistance Program.

Target Block Program The purpose of the target block approach is to concentrate resources available to the public, private, and non-profit sector's for housing programs in a specific area (known as the Target Block). The Target Block consists of one of Dover's oldest working class neighborhoods located in west central Downtown. This concentrated approach is to insure the likelihood of an immediate visual impact and long-term stabilizing effect of each area.

The major element of the Target Block Program will be concentrated home-to-home internal inspections to determine deficiencies which need to be corrected. Substandard housing requiring plumbing and electrical updates to meet Dover's building code, but which is basically sound and suitable for rehabilitation have been targeted. A sufficient number of low and moderate income families must reside in the area.

Inclusionary Zoning: Unlike many communities, Dover has not practiced "exclusionary zoning" were most of the undeveloped land is designated for large lot single family detached homes. To the contrary, The Dover Plan (Dover's Comprehensive Plan) designates a large portion of undeveloped lands for medium density housing, and a smaller but significant portion for high density housing. The land is subsequently zoned accordingly, permitting a range of residential densities and housing types. The most recent *2008 Comprehensive Plan Update* was adopted in February 2009 with amendments in November 2009, March 2011, April 2011 and March 2012. The Land Development Plan specifically identifies a range of residential land uses from low density to high density throughout the City. The plan continues to recommend a range of residential densities and focuses specifically on housing in one chapter.

Traditional Neighborhood Design Zone: The ordinance establishing the Traditional Neighborhood Design (TND) was adopted in 2004 allows for the creation of a walkable pedestrian friendly mixed-use neighborhood with residential, commercial, and professional office areas. As the first TND project in the City, the residential area of Eden Hill Farm TND began construction in 2008 and continues today. By the end of 2011 Phase I of the residential district included a total of 53 townhouses and six duplexes with construction of additional townhouse units continuing into 2012. In 2008, the first office building in the office district was completed housing a variety of medical offices, a pharmacy, café and walk in care center. The general overall master plan for the Eden Hill Farm TND development incorporates a mix of residential types from single family homes to townhouses and the potential for apartments over commercial uses.

Planned Neighborhood Design Option: The Planned Neighborhood Design (PND) encourages superior site design by relaxing bulk standards, requiring more open space and recreational areas, permitting various housing styles in all zones, and providing incentives to mix housing types to encourage less homogeneous development patterns. Accessory apartment associated with single family residences are permitted if certain design criteria are met. Density bonuses for community features (such as neighborhood commercial uses for day care centers) are offered. Although there are no direct requirements for affordable housing or subsidized units, clearly these types of units could easily be accommodated within these style developments. Four PND developments are currently under construction (Lexington Glen, Clearview Meadows, Village of Cannon Mills and Patriot Village) which propose to offer over 800 new housing units including single family detached, townhouses, duplexes, and apartment units. Stonebrook West and Stonebrook East are PND projects with a mix of unit types yet to start construction. Completed under the provisions of the Senior Citizen Housing Option of the PND, the Luther Village PND (Phase I and Phase II) provides 100 style units for low & very low income persons. The Village of Maple Dale PND Senior Citizen Housing Option is a townhouse and apartment style condo project adjacent to the golf course.

Other Housing Projects: Several housing projects are also under review including Leander Lakes Apartments (240 units), The Arbors (48 units), and Dove View apartments (144 units). They will provide housing adjacent to other residential types and near commercial areas. The

Blue Hen Apartments Complex recently completed construction of 162 apartments. Currently under construction, the Bayard Plaza project located in Downtown Dover is a mixed use project with commercial /retail tenant space on the first floor with 48 apartments above.

Proactive Code Enforcement: The City of Dover has adopted the 2009 ICC International Property Maintenance Code (IPMC) as its Housing Code and has four full time Code Enforcement Officers dedicated to enforcing the provisions of the IPMC and other provisions of the Dover Code. The Officers work throughout the City, but has concentrated efforts on the older neighborhoods in west central Dover. Code Enforcement Staff routinely inspect rental dwelling units to ensure that they meet the requirements of the IPMC. Inspections typically include all exterior and interior structural members, heating, plumbing, and venting systems, space requirements, sanitary facilities and exterior property maintenance.

(C) PRIVATE RESOURCES

For-profit Resources

In the for-profit area the major resources for housing will be local lending institutions that are looking for quality housing projects (ownership and rental) to support in conjunction with their requirement to comply with the Community Reinvestment Act (CRA). Several local banking institutions in response to CRA requirements have joined together to form the Delaware Community Investment Council. The Council will provide low-interest loans to non-profits for developing affordable housing. Favorable mortgage lending terms for projects not typically financed that are in areas under-served by local financial institutions will be the primary resource expected.

Non-Profit Resources

There are several non-profit foundations that serve the Dover area and have established housing and housing related services as priorities for their annual or semi-annual grants. Among them are the following:

Delaware Community Foundation
Crystal Trust
Milton and Hattie Kutz Foundation
Gannett Communities Funds

In addition to non-profit foundations there are several non-profit organizations that provide housing or housing related services. For example the National Council on Agricultural Life and Labor Research Fund, Inc. (NCALL) provides comprehensive home ownership counseling services and technical assistance to non-profits involved with the HOME program, Central Delaware Habitat for Humanity and Dover's First Start Home Ownership Down Payment and Settlement Program.

2012 ACTION PLAN GOALS

1. Provide aid to special needs persons

2. Preserve the existing housing stock in the City of Dover

3. Encourage owner occupied housing in low to moderate income areas

4. Provide safe and livable neighborhoods

The following projects provide a recommended funding strategy for the achievement of these goals and objectives in accordance with the purpose and intent of the City of Dover 2010 -2014 Consolidated Plan.

I.8 Proposed Activities to be Undertaken

The total grant allotment for Fiscal Year 2012 is $235,357 including program income. Twenty Percent (20%) of the grant will be used for Program Administration to manage the Community Development Block Grant Program.

The following activities are projects that are proposed to be funded by the City of Dover's Community Development Office Community Development Block Grant

Project 12-1: Homeownership Assistance Program

The City will provide settlement assistance to assist low to moderate income persons that are first time homebuyers purchase homes in the City of Dover.

Total Funding ……. $30,000.00

Project 12-2: CDBG Program Administration

CDBG Funds will be used to oversee management, monitoring and coordination of the CDBG program in the City of Dover.

Total Funding ……. $47,071.00

Project 12-3: Dover Interfaith Mission to the Homeless

CDBG funds will be used for operations costs for the building that will include utility, maintenance, and lease cost.

Total Funding …….. $27,500.00

Project 12-4: NCALL Research Inc.

CDBG Funds will be used for foreclosure prevention and pre-purchase homeownership counseling services relevant to Dover residents.

Total Funding …… $7,803.00

Project 12-5: Milford Housing Home Repair Project

CDBG funds will be used to assist very low income homeowners with emergency repairs to eliminate severe housing conditions that constitute health and safety hazards in the City of Dover.

Total Funding …… $35,000.00

Project 12-6: Serenity Place

CDBG funds will be used to address rebuilding a permanent treatment facility for persons who suffer from substance abuse that was destroyed in a fire.

Total Funding ……... $27,983.00

Project 12-7: Milford Housing Homeowner Rehabilitation Program

CDBG funds will be used to rehabilitate owner occupied homes in the City of Dover found in violation of the City's Housing Code.

Total Funding …… $40,000.00

Project 12-8: Elizabeth W. Murphey School

CDBG funds will be used to install a geothermal heating system in one of the facilities that services children that are at risk for homelessness.

Total Funding $20,000.00

Total Funding ……..…. $235,357.00

I.9 Maps of Dover

The following maps depict the City of Dover, Delaware.

- Map II-1 City of Dover Census Tracts and Block Groups

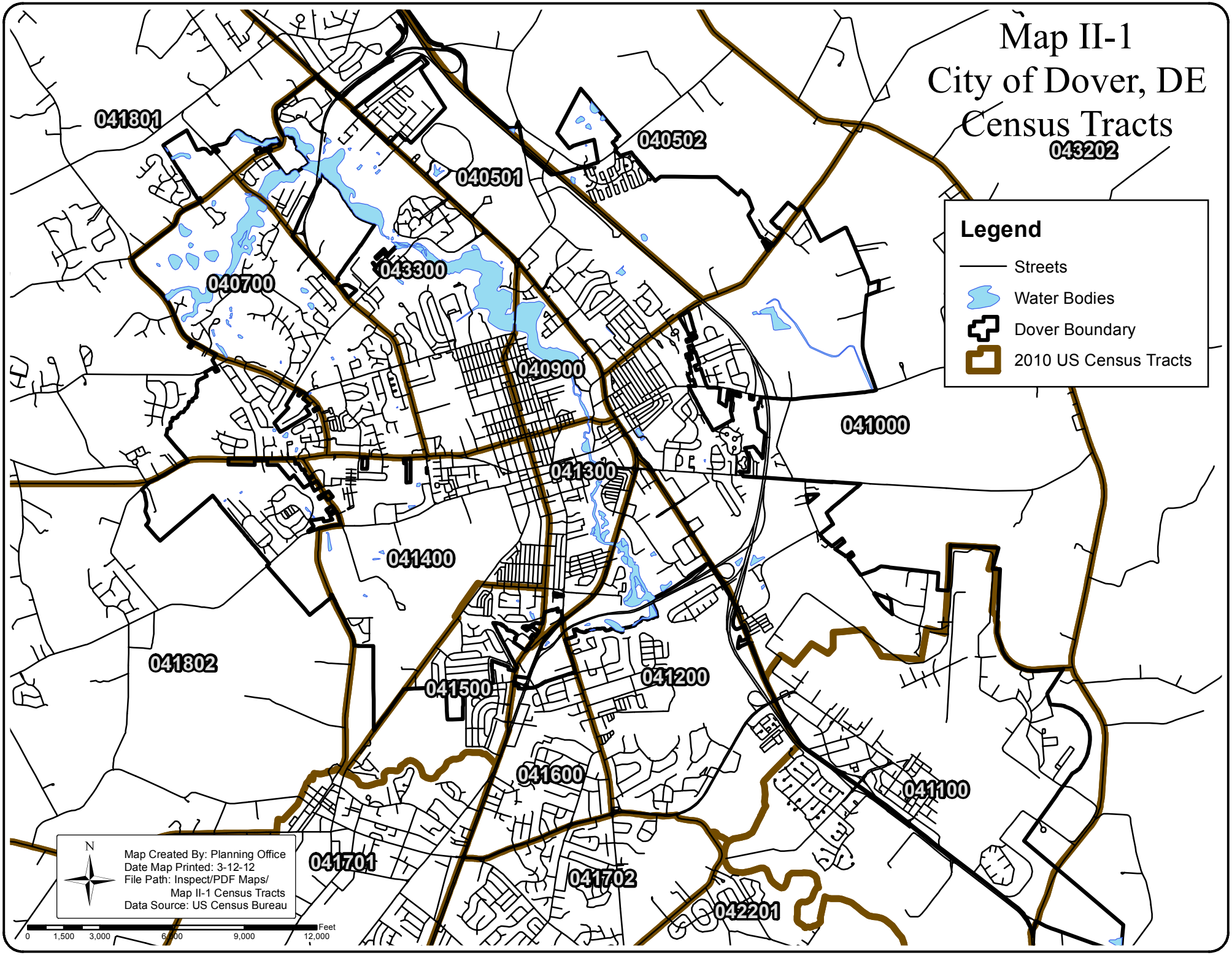
This map shows the various Census Tracts and Census Block Groups of the 2010 Census in the City of Dover area. The Tracts and Blocks are numbered for easy reference to sections of the text which mention specific tract and block numbers. Since the 2000 Census, a number of Census Tracts have been combined into one Census Tract and several have been eliminated.

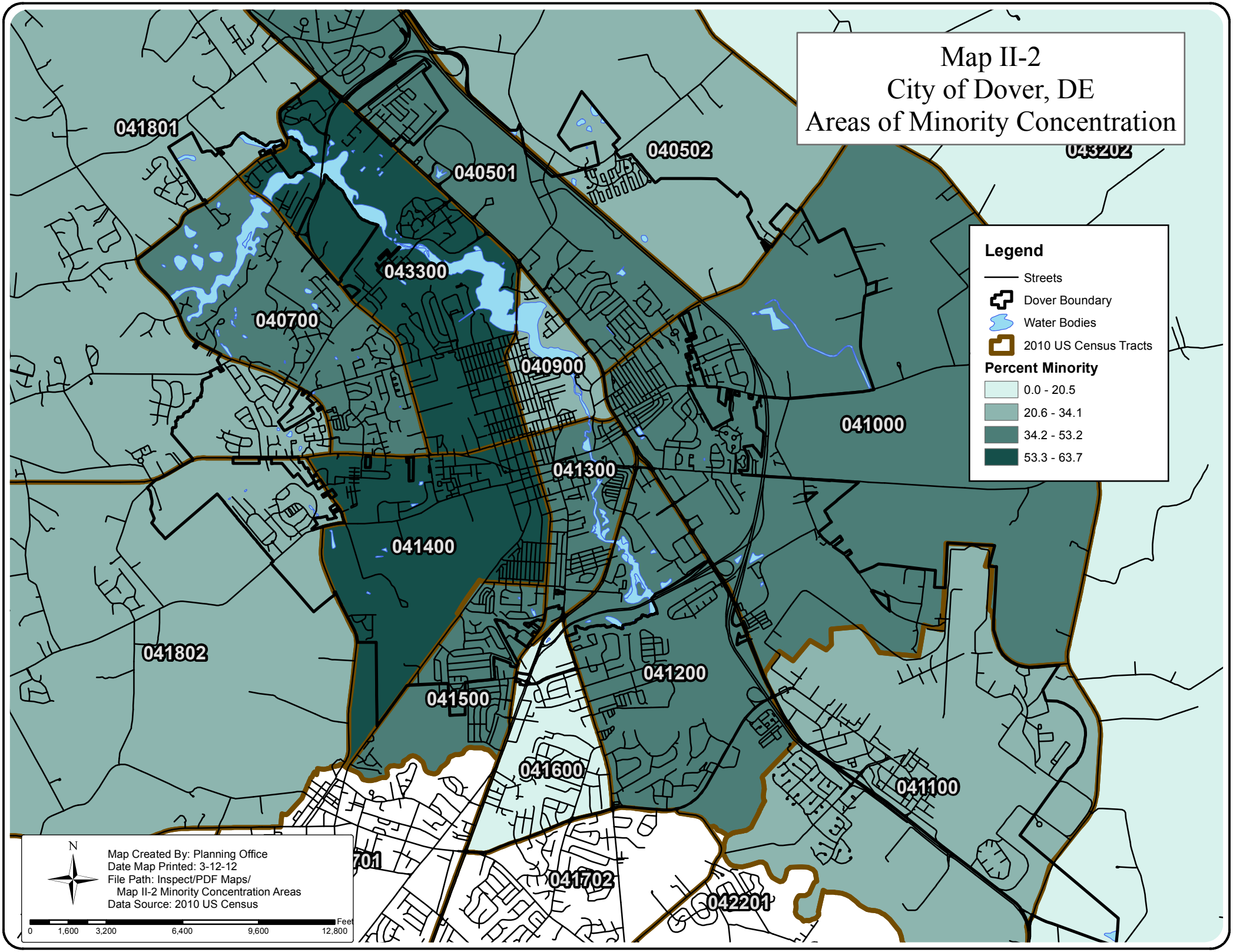
- Map II - 2 City of Dover Areas of Minority Concentration

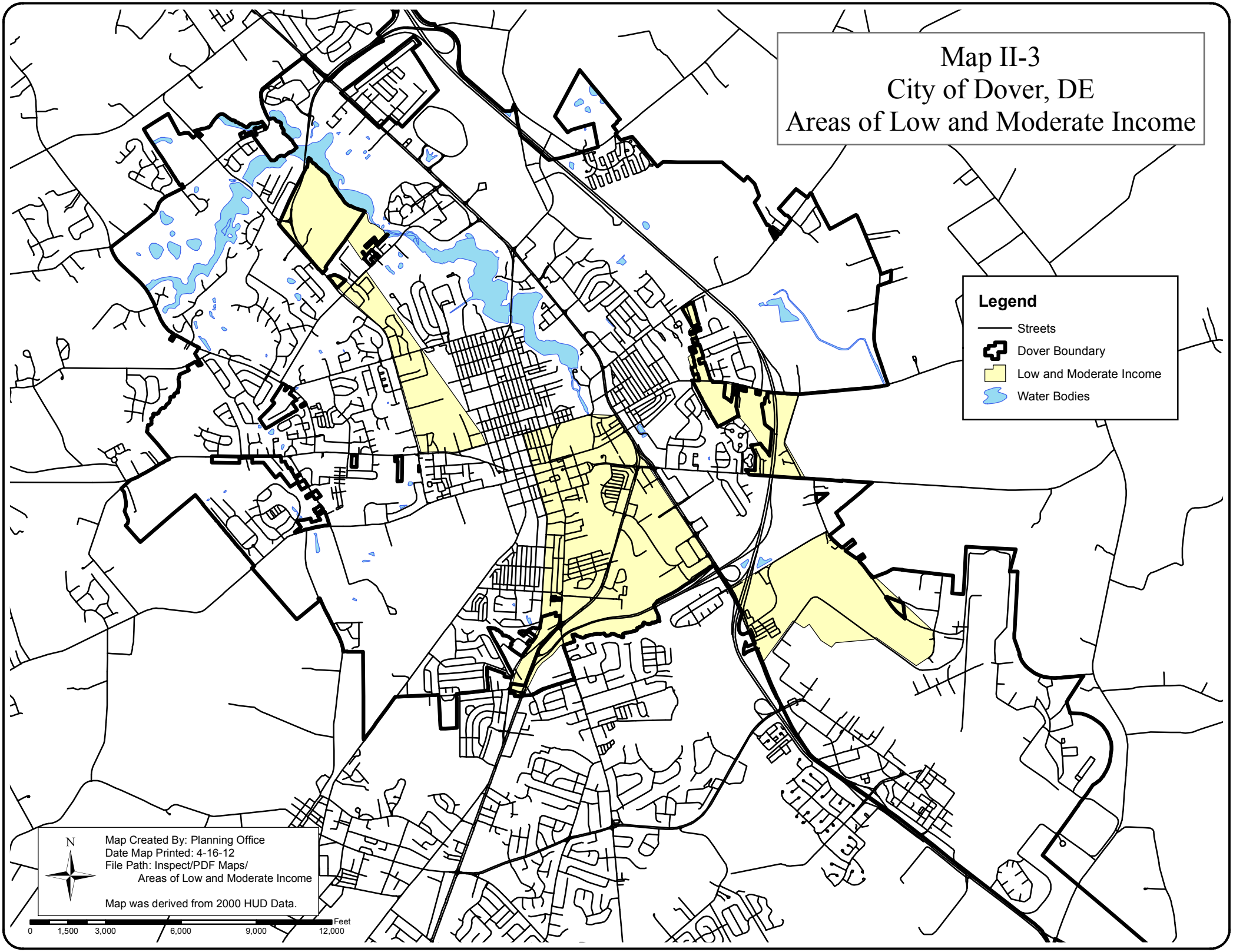
This map shows the areas where minorities are concentrated in the City of Dover based on 2010 Census data. For more information see the City of Dover 2010-2014 Consolidated Plan.

- Map II - 3 City of Dover Low to Moderate Income Areas

This map shows Dover's low to moderate income areas, based on the 2000 U.S. Census Block Groups. HUD has designated that for Dover, areas with a 51% population of low to moderate income persons qualify for area benefit activities. For more information see the City of Dover 2010 Consolidated Plan. The 2010 Census data for low to moderate income areas will not be available until late 2012.


Map II-1
City of Dover, DE
Census Tracts
Legend
Streets
Water Bodies
Dover Boundary
2010 US Census Tracts
041801
040502
040501
043202
043300
040700
040900
041000
041300
041400
041802
041500
041200
041600
041100
041701
041702
042201
N
Map Created By: Planning Office
Date Map Printed: 3-12-12
File Path: Inspect/PDF Maps/
Map II-1 Census Tracts
Data Source: US Census Bureau
0
1,500
3,000
6,000
9,000
12,000
Feet


Map II-2
City of Dover, DE
Areas of Minority Concentration
041801
040501
040502
043202
043300
040700
040900
041000
041300
041400
041802
041500
041200
041600
041100
041702
042201
Legend
Streets
Dover Boundary
Water Bodies
2010 US Census Tracts
Percent Minority
0.0 - 20.5
20.6 - 34.1
34.2 - 53.2
53.3 - 63.7
N
Map Created By: Planning Office
Date Map Printed: 3-12-12
File Path: Inspect/PDF Maps/
Map II-2 Minority Concentration Areas
Data Source: 2010 US Census
0
1,600
3,200
6,400
9,600
12,800
Feet


Map II-3
City of Dover, DE
Areas of Low and Moderate Income
Legend
Streets
Dover Boundary
Low and Moderate Income
Water Bodies
N
Map Created By: Planning Office
Date Map Printed: 4-16-12
File Path: Inspect/PDF Maps/
Areas of Low and Moderate Income
Map was derived from 2000 HUD Data.
0
1,500
3,000
6,000
9,000
12,000
Feet

II GEOGRAPHIC DISTRIBUTION:

The proposed 2012 projects will service all its clients citywide including public facilities that service special needs clients.

Project 12-1 – Homeownership Assistance Program City Wide

Project 12-2 – CDBG Program Administration City Wide

Project 12-3 – Dover Interfaith Mission to the Homeless City Wide

Project 12-4 – NCALL Research Inc. City Wide

Project 12-5– Milford Housing Development Corp (MHDC) home repair project

City of Dover residents City Wide

Project 12-6 – Serenity Place 327 Martin Street, Dover, DE City Wide residents

Project 12-7 Milford Housing Development Corp (MHDC) Homeowner Rehabilitation Program City of Dover residents City Wide

Project 12-8 Elizabeth W. Murphey School 42 Kings Highway, Dover, DE

City of Dover residents City Wide

SERVICE DELIVERY AND MANAGEMENT:

The City of Dover Planning Office will assume overall responsibility for the implementation of the Action Plan. In addition, the Planning Office will directly manage and administer the City of Dover Home Ownership Assistance Program.
.

II.1 HOMELESS AND OTHER SPECIAL NEEDS ACTIVITIES:

At the present time, there are six scattered site neighborhood homes in the City of Dover that have been developed by the Alliance for the Mentally Ill in Delaware. These homes provide housing for persons who are chronically mentally ill. The homes have been funded through the HUD Section 202 Program so that the residents pay 30% of their adjusted gross income for rent and utilities. The homes have project based rent subsidies.

The Delaware HIV Consortium's HOPWA (Housing Opportunities for People with AIDS) program is a Consortium that entered into a contract with the Delaware State Housing Authority to provide tenant based rental assistance to people with HIV/AIDS in the State of Delaware. This program is now fully operational statewide. Clients are referred to the program by staff from agencies that provide HIV case management services such as Kent County Counseling Services and the Division of Public Health located in the City of Dover. In Kent County, the program currently provides rental assistance to 40% of families within the State and a four year waiting list of families needing rental housing. Because the demand for the program is greater than can be met, staff encourages all program participants and potential program participants to apply for alternate forms of subsidized housing through such avenues as Dover Housing Authority and the Delaware State Housing Authority.

II.2 LEAD BASED PAINT HAZARD REDUCTION *(91.215 (i))*

Currently, the State of Delaware Department of Public Health enforces lead based paint abatement within the City of Dover. Under the State's program, families with children who have been diagnosed by the Public Health centers with lead poisoning are referred to a State Lead Based Paint Inspector. The inspector then performs the relevant technical analysis of the family's residence. If lead based paint is discovered, abatement is required. The City of Dover Department of Planning and Inspections acts in partnership with the State in assuring that lead paint hazards are reduced or eliminated, and that affected housing units are brought up to code.

The City currently requires lead-based paint testing and interim controls in conjunction with its CDBG rehabilitation program. The City of Dover Department of Planning and Inspections does not have the equipment necessary to accurately identify lead-based paint during housing inspections.

In addition to the activities of the City of Dover and the State of Delaware Department of Public Health, the Dover Housing Authority has been active in lead based paint abatement in the city. The Dover Housing Authority has tested and abated lead-based paint in all its public housing units. The Dover Housing Authority also deals with the lead paint hazards in private rental units through the enforcement of the Housing Quality Standards in conjunction with its Section 8 Rental Certificate/ Rental Voucher Program.

II.3 ANTI-POVERTY STRATEGY *(24 CFR 91.215 (f))*

From 2006 to 2010, the U.S. Census found that approximately 17.2% of Dover's population lived below the poverty level based on 2010 Census data. This percentage was somewhat higher than surrounding areas in Kent County (which had12.5% of the population below poverty level) and higher than the average for the State of Delaware (11%). Clearly, there is a concentration of persons living below the poverty level in Dover.

To address poverty within the City of Dover, a multi-faceted anti-poverty strategy will be described below. This strategy stresses partnership with and the support of other agencies and organizations. Within the City of Dover there are two full service housing authorities, and various social service agencies which need and deserve the city's support. In addition to these service providers, the City of Dover will direct revitalization economic development, and code enforcement efforts at low to moderate income neighborhoods. This will provide quality places for people in these neighborhoods to live and work, and provide them with new and better opportunities to earn a living.

The following are the three main elements of the City of Dover's Anti-Poverty Strategy:

- Highest Priority Given to Funding Proposals which Address or Fight Poverty: The City of Dover Parks, Recreation and Community Enhancement Committee will give the highest priority in the Five Year Plan to proposals which are targeted towards those living in poverty. These proposals must be consistent with one or more of the following Priorities identified in this plan:

  -Economic Development
  -Improve Quality of Housing Stock and Infrastructure
  -Aid to Special Needs Persons

- Support Family Self-Sufficiency Programs and other Resident Initiatives/Counseling Programs at Dover's Housing Authorities: Both the Delaware State Housing Authority and the Dover Housing Authority provide their residents with support and assistance in job training, parenting, counseling, financial management, and other skills. These programs are integrated in the housing programs through the Family Self-Sufficiency Program and/or other Resident Initiatives. It is the position of the City of Dover that these programs provide excellent opportunities for those in public housing to become economically and socially self-sufficient. The City of Dover will provide assistance and support as requested to encourage the continuance of these programs.

- Economic Development: The only way to solve the problem of poverty is to help families earn more money. To do so, there must be an abundant supply of jobs available to low and moderate income persons. It is the strategy of the City to use multiple approaches to job creation.

The Dover Downtown Dover Partnership encourages the development and expansion of businesses in the Downtown area. A special focus should be firms which provide jobs for low to moderate-income persons. Job creation in the Downtown area will serve the dual goals of maintaining and enhancing the older buildings in this historic area, and providing employment in close proximity to a low to moderate income neighborhood.

The Central Delaware Chamber of Commerce encourages the development of new businesses elsewhere in the Dover area. The attraction and retention of new corporations and manufacturing firms to Dover will provide additional jobs for low to moderate-income persons. One opportunity for new business is the Garrison Oak Technology Park.

II.4 FAIR HOUSING

As a condition to receiving federal funds from the Department of Housing and Urban Development, entitlement jurisdictions such as the City of Dover are required to affirmatively further fair housing. As a result, the City collaborated with Delaware State Housing Authority, New Castle County and the City of Wilmington to complete an "Analysis of Impediments to Fair Housing Choice in Delaware". Included in the study is a Fair Housing Action Plan for the City of Dover which identifies impediments to fair housing choice and recommended strategies for the City to undertake to affirmatively further fair housing. The following is a summary of the progress that the City has achieved during FY 2011.

City of Dover Fair Housing Action Plan Strategies

- **Enforce the City's Section 3 policy to ensure that employment opportunities generated by HUD assistance are directed towards public housing residents and low to moderate income residents –** During the program year, the contractor selected complied with the Section 3 policy requirements by providing employment to low income persons.

- **Strengthen partnerships with local lenders that will offer homebuyer education and other incentives to purchase a home in the City –** The City partnered with three new lenders that participated in the City's Homeownership Assistance Program which provided affordable housing for low to moderate income persons. The City also continues its working relationship with NCALL who continues to provide housing counseling to first time homebuyers who receive settlement assistance through the City's Homeownership Assistance Program.

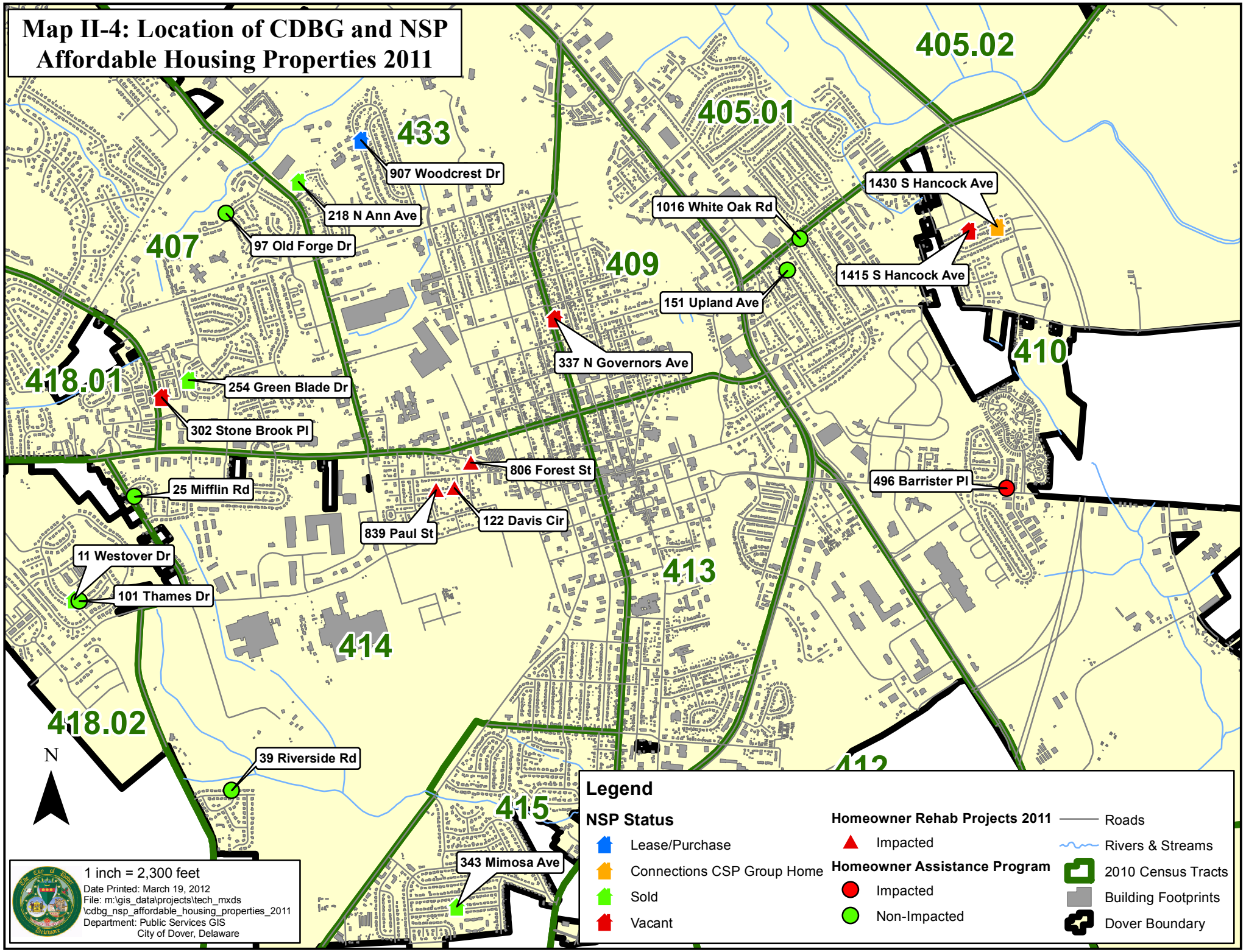
- **Increase homeownership among minorities and low to moderate income persons** The City has partnered with Central Delaware Habitat for Humanity as an NSP partner who recently purchased a foreclosed property and will renovate it to provide affordable housing to a family that is 50% below the area median income.

During the program year, through the Homeownership Assistance Program, seven low to moderate incomes families have purchase affordable housing, where six applicants were minorities.

- **Members of protected classes could be more fully represented on City boards and commissions dealing with housing issues –** The Planning Office met with the Mayor to discuss the appointment of members of protected classes to boards and commissions related to housing. For future appointments, the Mayor was in agreement. A survey form has also been developed for appointed board and commission members that identify members of protected classes that will reflect the City's diversity.

- **Encourage landlords that are registered through the City's Rental Dwelling Housing Inspections Program to attend fair housing training** – The City collaborated with the other jurisdictions involved with the development of the Analysis of Impediments to facilitate fair housing training statewide at no cost through the Division of Human Relations. The Division of Human Relations has developed a schedule of trainings that will be offered throughout the year statewide for fair housing that will also be available for elected officials and elected boards and commissions. The planning office is presently working on facilitating a scheduled time for registered landlords to attend training. In April of 2011, the City's planning staff attended the Fair Housing Annual Meeting sponsored by the State of Delaware Division of Human Relations Commission which offered several informative workshops relating to fair housing issues.

- **Map the location (Impacted Areas vs. Non Impacted Areas) of all new CDBG and NSP assisted housing projects -** Map II-4 provides an overview of the City's CDBG and NSP affordable housing properties and investments during program year 2011. The housing provisions through the Homeownership Assistance Program and the acquisition and resale of the NSP properties are not primarily located in impacted areas but located throughout the City. The homeowner repair projects completed in 2011 are primarily located in impacted areas and areas of high minority concentration due to order of applicants on the waiting list being served. Connections Community Support Program purchased a group home with NSP funds that services persons with disabilities located in a non-impacted area.


Map II-4: Location of CDBG and NSP Affordable Housing Properties 2011
405.02
405.01
433
907 Woodcrest Dr
218 N Ann Ave
97 Old Forge Dr
407
409
1016 White Oak Rd
1430 S Hancock Ave
1415 S Hancock Ave
151 Upland Ave
337 N Governors Ave
410
418.01
254 Green Blade Dr
302 Stone Brook Pl
806 Forest St
25 Mifflin Rd
839 Paul St
122 Davis Cir
496 Barrister Pl
11 Westover Dr
101 Thames Dr
413
414
418.02
N
39 Riverside Rd
415
343 Mimosa Ave
Legend
NSP Status
Lease/Purchase
Connections CSP Group Home
Sold
Vacant
Homeowner Rehab Projects 2011
Impacted
Homeowner Assistance Program
Impacted
Non-Impacted
Roads
Rivers & Streams
2010 Census Tracts
Building Footprints
Dover Boundary
1 inch = 2,300 feet
Date Printed: March 19, 2012
File: m:\gis_data\projects\tech_mxds
\cdbg_nsp_affordable_housing_properties_2011
Department: Public Services GIS
City of Dover, Delaware

II.6

HOUSING, HOMELESS AND SPECIAL NEEDS ASSEESSMENT
GENERAL *(24 CFR 91.205* ***(b))***

The following tables list the housing needs of families that are on the waiting list for subsidized housing based on income, racial composition and the elderly for Dover Housing Authority.

Dover Housing Authority Housing Needs of Families on the Section 8 Waiting List

	# of Families	% of total families
Waiting list total	405	
Extremely low income <=30% AMI	267	66%
Very low income >30% but <=50% AMI	118	29%
Low income >50% but <=80%	18	4%
Families with children	278	67%
Elderly families	20	5%
Families with Disabilities	16	4%
Race/ethnicity White	62	15%
Race/ethnicity Black	339	84%
Race/ethnicity American Indian	2	<1%
Race/ethnicity (Hispanic)	18	4%
Race/ethnicity Asian	0	0
Race/ethnicity Pacific Islander	1	<1%
Characteristics by Bedroom Size Public Housing only	N/A	N/A

Source: Dover Housing Authority 2012

Dover Housing Authority Housing Needs of Families on the Public Housing Waiting List

	# of Families	% of total families
Waiting list total	765	
Extremely low income <=30% AMI	606	79%
Very low income >30% but <=50% AMI	133	17%
Low income >50% but <=80%	22	3%
Families with children	446	58%
Elderly families	38	5%
Families with Disabilities	29	4%
Race/ethnicity White	165	22%
Race/ethnicity Black	585	76%
Race/ethnicity American Indian	4	<1%
Race/ethnicity Hispanic	47	6%
Race/ethnicity Asian	4	<1%
Characteristics by Bedroom Size		
1BR	111	15%
2BR	189	25%
3BR	315	41%
4BR	28	4%
5BR	2	<1%
5+BR	0	0

Source: Dover Housing Authority 2012

Homeless and Special Needs Population

Note: The Point in Time date is 1/31/2012 and year-round figures are based on calendar year 2012. Source of Data was provided by the Homeless Planning Council of Delaware.

Emergency Families Sheltered City of Dover

Agency	County	# of individuals	Number of beds	Persons in family with children	Total served year round
Shepherd Place	Kent	6	30	23	325
People's Place II	Kent	20	46	14	411
Total		29	91	43	736

Subpopulations Served in Emergency Housing for individuals on January 31, 2012

	Kent County
Capacity	60
Numbered Sheltered	43
Seriously Mentally III	0
Chronic Substance Abuser	0
Veterans	0
Persons with AIDS	0
Victims of Domestic Violence	2
Unaccompanied Youth under 18 years of age	0

Emergency Shelters, City of Dover (non-family)

Agency	County	# of individuals	Number of beds	Total served year round
Aid in Dover	Kent	0	6	11
Dover Interfaith Mission	Kent	32	28	140
Totals		28	34	216

II.7 OUTCOMES AND PERFROMANCE MEASUREMENTS

CPMP Version 2.0

Grantee Name: **City of Dover**

Project Name:	Homeownership Assistance Program				
Description:		**IDIS Project #:**		**UOG Code:**	UOG Code

CDBG funds will be used to provide homeownership assistance to first time homebuyers that are low to moderate income persons.

Location: City wide

Enter location, address, zip codes, census tracks, or other elements that will help to identify the location of the project.

Expected Completion Date:

(mm/dd/yyyy) 06/30/13

Objective Category

- (●) Decent Housing
- ( ) Suitable Living Environment
- ( ) Economic Opportunity

Outcome Categories

- [ ] Availability/Accessibility
- [✓] Affordability
- [ ] Sustainability

Priority Need Category

Select one: Owner Occupied Housing

Explanation:

The City's goal is to increase homeownership opportunities in low to moderate income areas and service low to moderate income persons.

Specific Objectives

1. Increase the availability of affordable owner housing
2.
3.

Project-level Accomplishments

Accompl. Type:	Proposed			Accompl. Type:	Proposed		
	Underway				Underway		
	Complete				Complete		
Accompl. Type:	Proposed			Accompl. Type:	Proposed		
	Underway				Underway		
	Complete				Complete		
04 Households	Proposed	3		Accompl. Type:	Proposed		
	Underway				Underway		
	Complete				Complete		

Proposed Outcome	Performance Measure	Actual Outcome
To increase affordable housing opportunities	3 low income residents will purchase their own home.	

13 Direct Homeownership Assistance 570.201(n) | Matrix Codes

Matrix Codes | Matrix Codes

Matrix Codes | Matrix Codes

Program Year 1

Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.		
	Actual Amount				Actual Amount		
Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.		
	Actual Amount				Actual Amount		
Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units		
	Actual Units				Actual Units		
Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units		
	Actual Units				Actual Units		

Program Year 2	CDBG	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 3	CDBG	Proposed Amt.	$30,000		Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 4	CDBG	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 5	CDBG	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	

CPMP Version 2.0

Grantee Name: **City of Dover**

Project Name:	Program Administration				
Description:		**IDIS Project #:**		**UOG Code:**	UOG Code

CDBG funds will be used to oversee management, monitoring and coordination of the CDBG program in the City of Dover.

Location: City of Dover

Priority Need Category

Select one: Planning/Administration

Explanation:

Expected Completion Date:

(mm/dd/yyyy) 06/30/13

Objective Category

- ○ Decent Housing
- ○ Suitable Living Environment
- ○ Economic Opportunity

Outcome Categories

- ☐ Availability/Accessibility
- ☐ Affordability
- ☐ Sustainability

Specific Objectives

1
2
3

Project-level Accomplishments

Accompl. Type:	**Proposed**			Accompl. Type:	**Proposed**		
	Underway				**Underway**		
	Complete				**Complete**		
Accompl. Type:	**Proposed**			Accompl. Type:	**Proposed**		
	Underway				**Underway**		
	Complete				**Complete**		
01 People	**Proposed**	1		Accompl. Type:	**Proposed**		
	Underway				**Underway**		
	Complete				**Complete**		

Proposed Outcome	**Performance Measure**	**Actual Outcome**

31B Administration - grantee	Matrix Codes
Matrix Codes	Matrix Codes
Matrix Codes	Matrix Codes

Program Year 1

Fund Source:	**Proposed Amt.**			Fund Source:	**Proposed Amt.**		
	Actual Amount				**Actual Amount**		
Fund Source:	**Proposed Amt.**			Fund Source:	**Proposed Amt.**		
	Actual Amount				**Actual Amount**		
Accompl. Type:	**Proposed Units**			Accompl. Type:	**Proposed Units**		
	Actual Units				**Actual Units**		
Accompl. Type:	**Proposed Units**			Accompl. Type:	**Proposed Units**		
	Actual Units				**Actual Units**		

Program Year 2	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 3	CDBG	Proposed Amt.	$47,071		Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 4	CDBG	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 5	CDBG	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	

CPMP Version 2.0

Grantee Name: **City of Dover**

Project Name:	Dover Interfaith Mission to the Homeless				
Description:		**IDIS Project #:**		**UOG Code:**	UOG Code

CDBG funds will be used for operating funds for the building that will include utility and lease cost.

Location: Dover

684 Forest Street, Dover, DE

Expected Completion Date:

(mm/dd/yyyy) 06/30/13

Objective Category

- ○ Decent Housing
- ◉ Suitable Living Environment
- ○ Economic Opportunity

Outcome Categories

- ☐ Availability/Accessibility
- ☐ Affordability
- ☑ Sustainability

Priority Need Category

Select one: Public Facilities

Explanation:

The funding for this project will assist in offsetting additional cost to run the daily operations of the shelter.

Specific Objectives

1. End chronic homelessness
2.
3.

Project-level Accomplishments

Accompl. Type:	**Proposed**			Accompl. Type:	**Proposed**		
	Underway				**Underway**		
	Complete				**Complete**		
Accompl. Type:	**Proposed**			Accompl. Type:	**Proposed**		
	Underway				**Underway**		
	Complete				**Complete**		
11 Public Facilities	**Proposed**	40		Accompl. Type:	**Proposed**		
	Underway				**Underway**		
	Complete				**Complete**		

Proposed Outcome	Performance Measure	Actual Outcome
To assist in decreasing homelessness	To provide shelter for up to 150 individuals within a year	

03T Operating Costs of Homeless/AIDS Patients Programs	Matrix Codes
Matrix Codes	Matrix Codes
Matrix Codes	Matrix Codes

Program Year 1

Fund Source:	**Proposed Amt.**			Fund Source:	**Proposed Amt.**		
	Actual Amount				**Actual Amount**		
Fund Source:	**Proposed Amt.**			Fund Source:	**Proposed Amt.**		
	Actual Amount				**Actual Amount**		
Accompl. Type:	**Proposed Units**			Accompl. Type:	**Proposed Units**		
	Actual Units				**Actual Units**		
Accompl. Type:	**Proposed Units**			Accompl. Type:	**Proposed Units**		
	Actual Units				**Actual Units**		

Program Year 2	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 3	CDBG	Proposed Amt.	$27,500		Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 4	CDBG	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 5	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	

CPMP Version 2.0

Grantee Name: **City of Dover**

Project Name:	NCALL Research Inc.				
Description:		**IDIS Project #:**		**UOG Code:**	UOG Code

CDBG funds will be used for foreclosure prevention and pre-purchase homeownership counseling services relevant to Dover residents.

Location: city wide

Enter location, address, zip codes, census tracks, or other elements that will help to identify the location of the project.

Expected Completion Date:

(mm/dd/yyyy) 06/30/12

Objective Category

- (●) Decent Housing
- ( ) Suitable Living Environment
- ( ) Economic Opportunity

Outcome Categories

- [ ] Availability/Accessibility
- [ ] Affordability
- [x] Sustainability

Priority Need Category

Select one: Public Services

Explanation:

This project will assist in the reduction of foreclosures and increase homeowneship opportunities in the City of Dover.

Specific Objectives

1. Improve the services for low/mod income persons
2.
3.

Project-level Accomplishments

Accompl. Type:	**Proposed**			Accompl. Type:	**Proposed**		
	Underway				**Underway**		
	Complete				**Complete**		
Accompl. Type:	**Proposed**			Accompl. Type:	**Proposed**		
	Underway				**Underway**		
	Complete				**Complete**		
04 Households	**Proposed**	15		Accompl. Type:	**Proposed**		
	Underway				**Underway**		
	Complete				**Complete**		

Proposed Outcome	Performance Measure	Actual Outcome
To sustain a suitable living environment	To decrease the number of foreclosures	

05 Public Services (General) 570.201(e)	Matrix Codes
Matrix Codes	Matrix Codes
Matrix Codes	Matrix Codes

Program Year 1

Fund Source:	**Proposed Amt.**			Fund Source:	**Proposed Amt.**		
	Actual Amount				**Actual Amount**		
Fund Source:	**Proposed Amt.**			Fund Source:	**Proposed Amt.**		
	Actual Amount				**Actual Amount**		
Accompl. Type:	**Proposed Units**			Accompl. Type:	**Proposed Units**		
	Actual Units				**Actual Units**		
Accompl. Type:	**Proposed Units**			Accompl. Type:	**Proposed Units**		
	Actual Units				**Actual Units**		

Program Year 2	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 3	CDBG	Proposed Amt.	$7,803		Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 4	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 5	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	

CPMP Version 2.0

Grantee Name: **City of Dover**

Project Name:	Milford Housing Home Repair Project				
Description:		**IDIS Project #:**		**UOG Code:**	UOG Code

CDBG funds will be used to assist very low income homeowners with emergency repairs to eliminate severe housing conditions that constitute health and safety hazards in the City of Dover.

Location: City wide

Enter location, address, zip codes, census tracks, or other elements that will help to identify the location of the project.

Expected Completion Date:

(mm/dd/yyyy) 06/30/13

Objective Category

- ○ Decent Housing
- ◉ Suitable Living Environment
- ○ Economic Opportunity

Outcome Categories

- ☐ Availability/Accessibility
- ☐ Affordability
- ☑ Sustainability

Priority Need Category

Select one: Owner Occupied Housing

Explanation:

Emergency home repairs will be completed on up to 10 very low income owner occupied homes to eliminate health and saftey hazards.

Specific Objectives

1. Improve the quality of owner housing
2.
3.

Project-level Accomplishments

Accompl. Type:	**Proposed**			Accompl. Type:	**Proposed**		
	Underway				**Underway**		
	Complete				**Complete**		
Accompl. Type:	**Proposed**			Accompl. Type:	**Proposed**		
	Underway				**Underway**		
	Complete				**Complete**		
10 Housing Units	**Proposed**	10		Accompl. Type:	**Proposed**		
	Underway				**Underway**		
	Complete				**Complete**		

Proposed Outcome	**Performance Measure**	**Actual Outcome**
To improve the existing housing stock.	To repair up to 10 owner occupied homes	

14A Rehab; Single-Unit Residential 570.202	Matrix Codes
Matrix Codes	Matrix Codes
Matrix Codes	Matrix Codes

Program Year 1

Fund Source:	**Proposed Amt.**			Fund Source:	**Proposed Amt.**		
	Actual Amount				**Actual Amount**		
Fund Source:	**Proposed Amt.**			Fund Source:	**Proposed Amt.**		
	Actual Amount				**Actual Amount**		
Accompl. Type:	**Proposed Units**			Accompl. Type:	**Proposed Units**		
	Actual Units				**Actual Units**		
Accompl. Type:	**Proposed Units**			Accompl. Type:	**Proposed Units**		
	Actual Units				**Actual Units**		

Program Year 2	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 3	CDBG	Proposed Amt.	$35,000		Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 4	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 5	CDBG	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	

CPMP Version 2.0

Grantee Name: **City of Dover**

Project Name:	Serenity Place				
Description:		**IDIS Project #:**		**UOG Code:**	UOG Code

CDBG funds will be used for the renovation of a facility that services persons that suffer from substance abuse.

Location: City of Dover

Enter location, address, zip codes, census tracks, or other elements that will help to identify the location of the project.

Expected Completion Date:

(mm/dd/yyyy) 06/30/13

Objective Category

- ○ Decent Housing
- ◉ Suitable Living Environment
- ○ Economic Opportunity

Outcome Categories

- ☐ Availability/Accessibility
- ☐ Affordability
- ☑ Sustainability

Priority Need Category

Select one: Public Facilities

Explanation:

This project will restore the permanent treatment facility that was destroyed in a fire that services clients that are unemployed or homeless.

Specific Objectives

1. Increase the number of homeless persons moving into permanent housing
2.
3.

Project-level Accomplishments

Accompl. Type:	**Proposed**			Accompl. Type:	**Proposed**		
	Underway				**Underway**		
	Complete				**Complete**		
Accompl. Type:	**Proposed**			Accompl. Type:	**Proposed**		
	Underway				**Underway**		
	Complete				**Complete**		
11 Public Facilities	**Proposed**	40		Accompl. Type:	**Proposed**		
	Underway				**Underway**		
	Complete				**Complete**		

Proposed Outcome	**Performance Measure**	**Actual Outcome**
To assist in decreasing homelessness	To provide shelter for up to 40 individuals annually	

03 Public Facilities and Improvements (General) 570.201(c)	Matrix Codes
Matrix Codes	Matrix Codes
Matrix Codes	Matrix Codes

Program Year 1

Fund Source:	**Proposed Amt.**			Fund Source:	**Proposed Amt.**		
	Actual Amount				**Actual Amount**		
Fund Source:	**Proposed Amt.**			Fund Source:	**Proposed Amt.**		
	Actual Amount				**Actual Amount**		
Accompl. Type:	**Proposed Units**			Accompl. Type:	**Proposed Units**		
	Actual Units				**Actual Units**		
Accompl. Type:	**Proposed Units**			Accompl. Type:	**Proposed Units**		
	Actual Units				**Actual Units**		

Program Year 2	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 3	CDBG	Proposed Amt.	$27,983		Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 4	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 5	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	

CPMP Version 2.0

Grantee Name: **City of Dover**

Project Name:	Milford Housing Homeowner Rehabilitation Program				
Description:		**IDIS Project #:**		**UOG Code:**	UOG Code

CDBG funds will be used to rehabilitate owner-occupied homes found in violation of the city's housing code to properties in the City of Dover.

Location: City wide

Enter location, address, zip codes, census tracks, or other elements that will help to identify the location of the project.

Expected Completion Date:

(mm/dd/yyyy) 06/30/13

Objective Category

- (●) Decent Housing
- ( ) Suitable Living Environment
- ( ) Economic Opportunity

Outcome Categories

- [ ] Availability/Accessibility
- [ ] Affordability
- [x] Sustainability

Priority Need Category

Select one: Owner Occupied Housing

Explanation:

Based on a needs assessment workshop in preparing for the Consolidated Plan, housing rehabilitation needs was ranked as a top priority.

Specific Objectives

1. Improve the quality of owner housing
2.
3.

Project-level Accomplishments

Accompl. Type:	**proposed**			Accompl. Type:	**Proposed**		
	Underway				**Underway**		
	Complete				**Complete**		
Accompl. Type:	**Proposed**			Accompl. Type:	**Proposed**		
	Underway				**Underway**		
	Complete				**Complete**		
10 Housing Units	**Proposed**	4		Accompl. Type:	**Proposed**		
	Underway				**Underway**		
	Complete				**Complete**		

Proposed Outcome	Performance Measure	Actual Outcome
Decrease number of substandard housing.	To Rehabilitate 4 owner occupied homes	

14A Rehab; Single-Unit Residential 570.202 | Matrix Codes

Matrix Codes | Matrix Codes

Matrix Codes | Matrix Codes

Program Year 1

Fund Source:	**Proposed Amt.**			Fund Source:	**Proposed Amt.**		
	Actual Amount				**Actual Amount**		
Fund Source:	**Proposed Amt.**			Fund Source:	**Proposed Amt.**		
	Actual Amount				**Actual Amount**		
Accompl. Type:	**Proposed Units**			Accompl. Type:	**Proposed Units**		
	Actual Units				**Actual Units**		
Accompl. Type:	**Proposed Units**			Accompl. Type:	**Proposed Units**		
	Actual Units				**Actual Units**		

Program Year 2	Fund Source:	**Proposed Amt.**			Fund Source:	**Proposed Amt.**	
		Actual Amount				**Actual Amount**	
	Fund Source:	**Proposed Amt.**			Fund Source:	**Proposed Amt.**	
		Actual Amount				**Actual Amount**	
	Accompl. Type:	**Proposed Units**			Accompl. Type:	**Proposed Units**	
		Actual Units				**Actual Units**	
	Accompl. Type:	**Proposed Units**			Accompl. Type:	**Proposed Units**	
		Actual Units				**Actual Units**	
Program Year 3	CDBG	**Proposed Amt.**	$40,000		Fund Source:	**Proposed Amt.**	
		Actual Amount				**Actual Amount**	
	Fund Source:	**Proposed Amt.**			Fund Source:	**Proposed Amt.**	
		Actual Amount				**Actual Amount**	
	Accompl. Type:	**Proposed Units**			Accompl. Type:	**Proposed Units**	
		Actual Units				**Actual Units**	
	Accompl. Type:	**Proposed Units**			Accompl. Type:	**Proposed Units**	
		Actual Units				**Actual Units**	
Program Year 4	CDBG	**Proposed Amt.**			Fund Source:	**Proposed Amt.**	
		Actual Amount				**Actual Amount**	
	Fund Source:	**Proposed Amt.**			Fund Source:	**Proposed Amt.**	
		Actual Amount				**Actual Amount**	
	Accompl. Type:	**Proposed Units**			Accompl. Type:	**Proposed Units**	
		Actual Units				**Actual Units**	
	Accompl. Type:	**Proposed Units**			Accompl. Type:	**Proposed Units**	
		Actual Units				**Actual Units**	
Program Year 5	CDBG	**Proposed Amt.**			Fund Source:	**Proposed Amt.**	
		Actual Amount				**Actual Amount**	
	Fund Source:	**Proposed Amt.**			Fund Source:	**Proposed Amt.**	
		Actual Amount				**Actual Amount**	
	Accompl. Type:	**Proposed Units**			Accompl. Type:	**Proposed Units**	
		Actual Units				**Actual Units**	
	Accompl. Type:	**Proposed Units**			Accompl. Type:	**Proposed Units**	
		Actual Units				**Actual Units**	

CPMP Version 2.0

Grantee Name: **City of Dover**

Project Name:	Elizabeth W. Murphey School				
Description:		**IDIS Project #:**		**UOG Code:**	UOG Code

CDBG funds will be used to install a geothermal heating system in one of the facilities that services children that are at risk for homelessness.

Location: historic area

Enter location, address, zip codes, census tracks, or other elements that will help to identify the location of the project.

Expected Completion Date:

(mm/dd/yyyy) 06/30/13

Objective Category

- ○ Decent Housing
- ◉ Suitable Living Environment
- ○ Economic Opportunity

Outcome Categories

- ☐ Availability/Accessibility
- ☐ Affordability
- ☑ Sustainability

Priority Need Category

Select one: Public Facilities

Explanation:

This project will improve the quality of housing for low to moderate income persons.

Specific Objectives

1. Improve quality / increase quantity of public improvements for lower income persons
2.
3.

Project-level Accomplishments

Accompl. Type:	Proposed			Accompl. Type:	Proposed		
	Underway				Underway		
	Complete				Complete		
Accompl. Type:	Proposed			Accompl. Type:	Proposed		
	Underway				Underway		
	Complete				Complete		
11 Public Facilities	Proposed	1		Accompl. Type:	Proposed		
	Underway				Underway		
	Complete				Complete		

Proposed Outcome	Performance Measure	Actual Outcome
to sustain a suitable living environment	To vastly improve the appearance of the facility	

03Q Abused and Neglected Children Facilities 570.201(c)	Matrix Codes
Matrix Codes	Matrix Codes
Matrix Codes	Matrix Codes

Program Year 1

Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.		
	Actual Amount				Actual Amount		
Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.		
	Actual Amount				Actual Amount		
Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units		
	Actual Units				Actual Units		
Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units		
	Actual Units				Actual Units		

Program Year 2	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 3	CDBG	Proposed Amt.	$20,000		Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 4	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 5	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	

III CERTIFICATIONS

III.1 General Certification

In accordance with the applicable statutes and the regulations governing the Consolidated Plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing - The City of Dover collaborated with Delaware State Housing Authority, New Castle County and the City of Wilmington to complete a statewide" Analysis of Impediments (AI) to Fair Housing Choice in Delaware". This study was finalized in the summer of July 2011 and includes a breakdown of the impediments specifically for Dover in which the city will take measures to eliminate on an annual basis.

Anti-Discrimination - The grants will be conducted and administered in compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), the Fair Housing Act (42 U.S.C. 3601-3620), the Age Discrimination Act of 1975, Executive Orders 11063, 11625, 12138, 12432 and 12892, Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Americans with Disabilities Act (Title II) and implementing regulations.

Anti-displacement and Relocation Plan - It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, as required under §570.606(b) and Federal implementing regulations; and that it has in effect and is following a residential and displacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, and the relocation requirements of §570.606(c) governing optional relocation assistance under section 105(a)(11) of the Housing and Community Development Act of 1974, as amended;

Drug Free Workplace -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

2. Establishing an ongoing drug-free awareness program to inform employees about

    (a) The dangers of drug abuse in the workplace;

    (b) The grantee's policy of maintaining a drug-free workplace;

    (c) Any available drug counseling, rehabilitation, and employee assistance programs; and

(d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1.

4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -

(a) Abide by the terms of the statement; and

(b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant.

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -

(a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

8. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)
Dover City Hall
15 Loockerman Plaza
Dover, DE 19901

Check ___ if there are workplaces on file that are not identified here; the certification with regard to the drug-free workplace required by 24 CFR part 24, subpart F.

Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

3. It will require that the language of paragraph (n) of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. The jurisdiction is in compliance with restrictions on lobbying required by 24 CFR part 87, together with disclosure forms, if required by that part.

Legal Authority -- It possesses legal authority under State and local law to make grant submissions and to execute a community development and housing programs and the jurisdiction's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the grantee to submit the housing and community development plan and amendments thereto and all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the grantee to act in connection with the submission of the housing and community development plan and to provide such additional information as may be required.

Applicable Laws -- The jurisdiction will comply with the other provisions of the Acts covering programs covered by the HCD plan and with other applicable laws.

Section 3 - The jurisdiction will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u), and implementing regulations at 24 CFR part 135.

/

Signature Date

Title

III.2 Specific CDBG Certifications

The Entitlement Community certifies that:

Use of Funds -- It has developed its HCD plan one-year projected use of funds so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight; (the projected use of funds may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available); except that the aggregate use of CDBG funds received under section 106 of the Housing and Community Development Act of 1974, as amended, and if applicable, under section 108 of the same Act, during program year(s) 2010-2014 (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that not less than 70 percent of such funds are used for activities that benefit such persons during such period;

Community Development Plan -- It has developed a community development plan, for the period specified in the paragraph above, that identifies community development and housing needs and specifies both short and long-term community development objectives that have been developed in accordance with the primary objective and requirements of the Housing and Community Development Act of 1974, as amended;

Special Assessments -- It will not attempt to recover any capital costs of public improvements assisted in whole or in part with funds provided under section 106 of the Housing and Community Development Act of 1974, as amended, or with amounts resulting from a guarantee under section 108 of the same Act by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless:

1. Funds received under section 106 of the Housing and Community Development Act of 1974, as amended, are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than under Title I of that Act; or

2. For purposes of assessing any amount against properties owned and occupied by persons of moderate income, the grantee certifies to the Secretary that it lacks sufficient funds received under section 106 of the

Housing and Community Development Act of 1974, as amended, to comply with the requirements of subparagraph (1) above;

Lead-Based Paint -- Its notification, inspection, testing and abatement procedures concerning lead-based paint will comply with §570.608;

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

_____ \ _____

Signature Date

_____

Title

City of Dover

MAYOR AND COUNCIL

DRAFT PROPOSED COUNCIL RESOLUTION NO. 2012-07

A RESOLUTION APPROVING THE 2012 COMMUNITY DEVELOPMENT BLOCK GRANT ACTION PLAN.

WHEREAS, the City of Dover is entitled to $226,803 through the United States Department of Housing and Urban Development Community Development Block Grant program; and

WHEREAS, the City of Dover has prepared the 2012 Action Plan, in accordance with the United States Department of Housing and Urban Development guidelines, that serve as the primary planning document for identifying and meeting the housing and community development needs for the low and moderate-income residents of Dover; and

WHEREAS, the City of Dover is in favor of utilizing the Community Development Block Grant funds for the community development purposes in accordance with the National Community Development objectives of benefiting low and moderate income families, eliminating slums and blight, and meeting other community development objectives; and

WHEREAS, the United States Department of Housing and Urban Development requires the City of Dover to submit a Consolidated Plan and an Action Plan for Application for Federal Assistance including the proposed use of funds and including certain certifications and policies to obtain its $226,803 entitlement; and use of $8,554 in program income for eligible activities; and

NOW, THEREFORE BE IT RESOLVED THAT THE MAYOR AND COUNCIL OF THE CITY OF DOVER APPROVE THE 2011 Community Development Block Grant Action Plan and application for Federal Assistance included in the Action Plan, along with certifications and policies attached and authorize its forwarding to the United States Department of Housing and Urban Development for consideration.

ADOPTED: May 14, 2012

_____ _____

MAYOR COUNCIL PRESIDENT

SUMMARY OF CITIZEN COMMENTS

NOTICE OF PUBLIC HEARING

In accordance with Federal Regulations governing the City of Dover Community Development Block Grant Program, the City of Dover will hold a public hearing Tuesday, April 17, 2012 at 5:00 PM in the City Hall Conference Room, 15 Loockerman Plaza, Dover, to afford citizens an opportunity to comment on the proposed 2012 Action Plan and projected use of funds. The City will consider any comments or views of citizens received in writing or orally at the public hearing. A summary of these comments or views and summary of any comments or views not accepted and reasons therefore, shall be attached to the plan. Receipt of written comments will close at 5:00 PM on May 2, 2012. This Federally funded program will provide funds to support Community Development activities in eligible communities within the City of Dover. If you have a vision, hearing or physical impairment that requires accommodation either in the reading of this notice or at the public hearing, the City of Dover will provide appropriate assistance, please call the Planning Office at 736-7175 between the hours of 8:00 AM and 4:30 PM. If you have a hearing impairment, the State TDD Relay Center number is 1-800-855-1155 same hours.

EQUAL HOUSING OPPORTUNITY
City of Dover
Planning Office
P.O. Box 475
Dover, DE 19903

There was no one in attendance at the public hearing.

V APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out in paragraph (o).

2. The certification set out in paragraph (o) is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

3. For grantees other than individuals, Alternate I applies. (This is the information to which entitlement grantees certify).

4. For grantees who are individuals, Alternate II applies. (Not applicable to CDBG Entitlement grantees.)

5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).

7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).

8. Definitions of terms in the No Procurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C.812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are not on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplace.

VI DEFINITIONS

Certification. A written assertion, based on supporting evidence, that must be kept available for inspection by HUD, by the Inspector General of HUD, and by the public. The assertion shall be deemed to be accurate unless HUD determines otherwise, after inspecting the evidence and providing due notice and opportunity for comment.

Consolidated plan (or "***the plan***"). The document that is submitted to HUD that serves as the planning document (comprehensive housing affordability strategy and community development plan) of the jurisdiction and an application for funding under any of the Community Planning and Development formula grant programs (CDBG, ESG, HOME, or HOPWA), which is prepared in accordance with the process prescribed in this part.

Consortium. An organization of geographically contiguous units of general local government that are acting as a single unit of general local government for purposes of the HOME program (see 24 CFR part 92).

Cost burden. The extent to which gross housing costs, including utility costs, exceed 30 percent of gross income, based on data available from the U.S. Census Bureau.

Emergency shelter. Any facility with overnight sleeping accommodations, the primary purpose of which is to provide temporary shelter for the homeless in general or for specific populations of the homeless.

Extremely low-income family. Family whose income is between 0 and 30 percent of the median income for the area, as determined by HUD with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 30 percent of the median for the area on the basis of HUD's findings that such variations are necessary because of prevailing levels of construction costs or fair market rents, or unusually high or low family incomes.

Homeless family with children. A family composed of the following types of homeless persons: at least one parent or guardian and one child under the age of 18; a pregnant woman; or a person in the process of securing legal custody of a person under the age of 18.

Homeless person. A youth (17 years or younger) not accompanied by an adult (18 years or older) or an adult without children, who is homeless (not imprisoned or otherwise detained pursuant to an Act of Congress or a State law), including the following:

(1) An individual who lacks a fixed, regular, and adequate nighttime residence; and

(2) An individual who has a primary nighttime residence that is:

(i) A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);

(ii) An institution that provides a temporary residence for individuals intended to be institutionalized; or

(iii) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

Homeless subpopulations. Include but are not limited to the following categories of homeless persons: severely mentally ill only, alcohol/drug addicted only, severely mentally ill and alcohol/drug addicted, fleeing domestic violence, youth, and persons with HIV/AIDS.

Jurisdiction. A State or unit of general local government.

Large family. Family of five or more persons.

Lead-based paint hazards. Any condition that causes exposure to lead from lead-contaminated dust, lead-contaminated soil, lead-contaminated paint that is deteriorated or present in accessible surfaces, friction surfaces, or impact surfaces that would result in adverse human health effects as established by the appropriate Federal agency.

Low-income families. Low-income families whose incomes do not exceed 50 percent of the median family income for the area, as determined by HUD with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 50 percent of the median for the area on the basis of HUD's findings that such variations are necessary because of prevailing levels of construction costs or fair market rents, or unusually high or low family incomes.

Middle-income family. Family whose income is between 80 percent and 95 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 95 percent of the median for the area on the basis of HUD's findings that such variations are necessary because of prevailing levels of construction costs or fair market rents, or unusually high or low family incomes. (This corresponds to the term *"moderate income family"* under the CHAS statute, 42 U.S.C. 12705.)

Moderate-income family. Family whose income does not exceed 80 percent of the median income for the area, as determined by HUD with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 80 percent of the median for the area on the basis of HUD's findings that such variations are necessary because of prevailing levels of construction costs or fair market rents, or unusually high or low family incomes.

Overcrowding. For purposes of describing relative housing needs, a housing unit containing more than one person per room, as defined by the U.S. Census Bureau, for which data are made available by the Census Bureau. (See 24 CFR 791.402(b).)

Person with a disability. A person who is determined to:

(1) Have a physical, mental or emotional impairment that:

(i) Is expected to be of long-continued and indefinite duration;

(ii) Substantially impedes his or her ability to live independently; and

(iii) Is of such a nature that the ability could be improved by more suitable housing conditions; or

(2) Have a developmental disability, as defined in section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001-6007); or

(3) Be the surviving member or members of any family that had been living in an assisted unit with the deceased member of the family who had a disability at the time of his or her death.

Poverty level family. Family with an income below the poverty line, as defined by the Office of Management and Budget and revised annually.

Severe cost burden. The extent to which gross housing costs, including utility costs, exceed 50 percent of gross income, based on data available from the U.S. Census Bureau.

State. Any State of the United States and the Commonwealth of Puerto Rico.

Transitional housing. A project that is designed to provide housing and appropriate supportive services to homeless persons to facilitate movement to independent living within 24 months, or a longer period approved by HUD. For purposes of the HOME program, there is no HUD- approved time period for moving to independent living.

Unit of general local government. A city, town, township, county, parish, village, or other general purpose political subdivision of a State; an urban county; and a consortium of such political subdivisions recognized by HUD in accordance with the HOME program (24 CFR part 92) or the CDBG program (24 CFR part 570).

VII MONITORING

VII.1 General Procedures

Monitoring is basically a review of programs, projects, and administrative procedures as an on-going process that is implemented. When a sub-recipient receives notification of a grant award, the process continues through invoices, monthly report submittal, and a site visit including activity closeout.

The monitoring reports are used to determine the process and identify problems. Staff reviews the reports with the sub-recipient and suggests changes and/or modifications as needed. If issues are identified, staff makes specific recommendations for addressing the problems and identifies action that must be taken and a deadline is included in the monitoring letter.

COUNCIL RESOLUTION NO. 2012-08

WHEREAS, the City of Dover's investment policy includes the investment of funds up to $100,000 per banking institution, investments in the State of Delaware Investment Pool and the purchase and sale of U.S. Treasury and agency securities; and

WHEREAS, the banking institutions, brokerage firms, trust companies and other various financial institutions require an Authorizing Resolution for the opening of accounts, and for purchasing, selling, transferring, assigning and handling securities;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Dover, that the Controller/Treasurer and Assistant Treasurers are hereby authorized to open accounts with banking institutions and purchase, sell, transfer assignment and handle securities and that they are authorized to sign all related forms;

BE IT FURTHER RESOLVED that the transactions in these accounts be carried out with any one signature; and

That the following are the office holders authorized for these purposes, until further notice:

Donna S. Mitchell	-	Controller/Treasurer
Traci A. McDowell	-	Assistant Treasurer
Denise L. Devine	-	Assistant Treasurer

ADOPTED: *

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

Actions History:

May 14, 2012 - Scheduled for Introduction at City Council

Draft

City of Dover

COUNCIL APPOINTMENTS - 2012/2013 STAFF

A. City Assessor. . . . . Cheryl A. Russell

B. Building Inspector. . . . . Ann Marie Townshend

C. City Clerk. . . . . Traci A. McDowell

D. Assistant City Clerk. . . . . Denise L. Devine

E. Controller/Treasurer. . . . . Donna S. Mitchell

F. Assistant Treasurers. . . . . Traci A. McDowell and Denise L. Devine

G. Fire Marshal. . . . . David J. Truax

H. City Planner. . . . . Ann Marie Townshend

I. City Solicitor.. . . . . Nicholas H. Rodriguez

J. Deputy City Solicitor. . . . . William W. Pepper, Sr.

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Prepared by: City Clerk's Office/tm

City of Dover

MAYORAL APPOINTMENTS - 2012/2013 COMMITTEES

A. **DOVER 4TH OF JULY CELEBRATION COMMITTEE - Operates independently in terms of raising and expending funds for the City of Dover 4th of July Celebration.** Consists of not less than five (5) members and not more than nine (9) members who shall be appointed annually upon the recommendation of the Mayor and approval of City Council. The membership shall include the Mayor of Dover (Ex-Officio) as Chairman of the Board. Other officers shall include a President/Vice Chairman, Vice President, Secretary, and Treasurer.

a-1. Greg Patterson, President/Vice Chairman

a-2. Brad Holden, Vice President

a-3. Donna Mitchell, Treasurer/Secretary (Staff Liaison)

a-4. Mayor Carleton E. Carey, Sr., Chairman (ex-officio)

a-5. Sue Betts

a-6. Elaine Brenchley

a-7. Zach Carter (Staff Liaison)

a-8. Andrea Maucher

a-9. Karen Nickerson

B. **DOVER PUBLIC LIBRARY ADVISORY COMMISSION - To assist the City in the administration and supervision of its public library facility; consider major policies proposed by staff and provide Council with advice on such policies prior to implementation, all grant requests, long range planning, etc.** One (1) member of Council shall be appointed during the Annual Meeting to serve as a liaison member.

b-1. Sean M. Lynn (Council Liaison Member)

C. **DOWNTOWN DOVER PARTNERSHIP BOARD OF DIRECTORS - To promote the public welfare of the residents of the City of Dover by promoting and furthering the development of the economic, cultural and historic resources in the downtown area, and to improve the opportunities for job creation, broaden the tax base through the development of the commercial and residential potential of the Central Dover area, and to maintain and restore the historic architectural and community qualities of the downtown area consistent with the goals of the National Main Street Program.** Consists of twenty-one (21) directors appointed from two (2) categories: governmental agency appointees and appointees from the private sector. Individuals in the first category include five (5) individuals, either elected or appointed from within the government of the City of Dover including the City Manager, the City Planner, and three (3) members of City Council (these individuals shall be nominated by the Mayor and confirmed by City Council and will serve on the Board at the pleasure of the Mayor and Council); and five (5) representatives from State government, including one (1) appointed by the Mayor; two (2) appointed by the Governor (one (1) from the Office of Economic Development, and one (1) from the Office of the Secretary of State); the elected State Senator from the 17th Senatorial District; and the elected Representative from the 31st Representative District. Individuals in the second category shall consist of eleven (11) representatives from the private sector including a resident of the downtown Dover area or an adjoining neighborhood, a downtown cultural arts representative, a downtown business owner, a downtown retailer, a real estate professional whose practice includes the downtown Dover area, a financial services professional whose practice includes the downtown Dover area, the chief executive officer of Bayhealth or his/her designee, the president of Wesley College or his/her designee, and three (3) undesignated representatives.

c-1. Gary Patterson - Resident of the Downtown Dover Area

c-2. Cindy Small - Downtown Cultural Arts Representative

c-3. Gregory V. Moore, President - Downtown Business Owner

c-4. Laura Simmons, State of Delaware Representative

c-5. Councilman David L. Anderson - Council Representative

c-6. Councilman David L. Bonar - Council Representative

c-7. Councilwoman Sophia R. Russell - Council Representative

c-8. Scott D. Koenig - City Manager

c-9. Ann Marie Townshend - Director of Planning and Community Development

D. **ELECTION BOARD - To assist Mayor and Council in matters relating to voter registration and municipal elections.** Consists of five (5) members, with staggered three (3) year terms, to be appointed by the Mayor and confirmed by Council during the Annual Meeting. One (1) member appointed from each of the four (4) council districts and one (1) appointed at-large. The Board shall consist of a non-elected body (or relative of), must be a citizen of U.S., a registered voter of the City, and have resided in the City for one (1) year prior to the appointment.

d-1. Anita L. McDowell Boyer - First District

d-2. Cherrita L. Matthews - Second District

E. **PROPERTY MAINTENANCE CODE BOARD OF APPEALS - To review appeals of the building inspectors' decisions with regards to property maintenance issues, including vacant buildings.** Consists of three (3) members, one (1) being a resident generally selected as a representative of homeowners, one (1) representative of the local real estate industry association, and one (1) member shall be the City Manager.

e-1. Heather Ennis (Representative of Homeowners)

e-2. Charles Martin (Representative of Local Real Estate)

F. **SILVER LAKE COMMISSION - To consider matters related to Silver Lake and the St. Jones River Watershed, including the Fork, Mudstone, Penrose, & Cahoon Branches, and Puncheon Run; open spaces and park lands; and water activities, to include swimming, boating, skiing, and fishing**. Consists of seven (7) members to be appointed by the Mayor and confirmed by Council at the Annual Meeting.

f-1. James Burcham

f-2. Cheryl A. Biddle

f-3. Zachery Carter

f-4. David L. Edgell

f-5. Melanie Tymes

f-6. Dean Holden

f-7. Nancy Wagner

CITY OF DOVER PROPOSED ORDINANCE #2012-12

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

That Chapter 110 - Utilities, Article III - Water Service, Division I - Generally, Section 110-61 - Definitions, and Section 110-67 Private Wells, be amended by inserting the text indicated in blue font and deleting the text indicated in red strikeout as follows:

Sec. 110-61. - Definitions.

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

Agricultural use means the use of water for the commercial production of crops including ornamentals or the growing of farm products, including, but not limited to, vegetables, citrus, and other fruits, pasture, sod or animals.

Agricultural well means any well used solely to supply water for irrigation or other agricultural purposes.

Aquifer means an underground formation from which groundwater can be usefully extracted using a water well.

Aquifer-Confined means an aquifer that is isolated from the atmosphere at the point of discharge by an impermeable geological formation.

Aquifer-Unconfined means an aquifer in which the water table is exposed to the atmosphere through openings in the overlying geological formation.

Customer means any person supplied with water by the city.

Farm. Where farms are exempt from the provisions of this article, they shall be defined as a tract of land for agricultural use and shall include farm residences, buildings, and other structures located on the farm, and being accessories to a farm operation. It shall be a farm in fact and not in name only.

Geothermal heat exchange well (including ground source heat pump wells) means any artificial excavation by any method, that uses the heat exchange capacity of the earth for heating and cooling (such as for air conditioning units) in which excavation the ambient ground temperature is eighty-six degrees Fahrenheit (thirty degrees Celsius) or less and which uses a closed-loop fluid system to prevent the discharge or escape of its fluid into surrounding aquifers or geologic formations.

Potable water means water which is in compliance with all the primary health related drinking water standards specified in the Delaware Regulations Governing Public Drinking Water Systems and the US EPA Safe Drinking Water Act, and is suitable acceptable for human consumption.

Service line means a water line connected to the water main for the purposes of serving a customer.

Shallow well means any well which obtains its groundwater from an unconfined aquifer.

Water main means any public water line, other than a service line.

Draft

Water service fees means water use fees.

Water tap means the connection of a service line to a water main.

Sec. 110-67. - Private wells.

(a) *When authorized*. It shall be unlawful and a nuisance ~~for any person to dig,~~ to drill ~~or otherwise excavate any~~ a well ~~more than 150 feet below the surface of the ground~~ within a confined aquifer within the city, or one mile thereof, without the permission of the city council given by resolution. No permission shall be given for such a well on any property where a potable water supply is available.

(b) *Shallow wells*. Shallow wells may not be drilled from the unconfined aquifers within the limits of the city, except for the following:

(1) *Agriculture wells*. Wells may be drilled in the unconfined aquifer for the sole purpose of supplying a farm with water to irrigate their respective crop. Subject to potable water for properties preservation easement in accordance with 3 Del. C. c. 9.

(c) *Administrative variance, shallow wells.* Subject to approval by the Delaware Department of Natural Resources and Environmental Control (DNREC), the City Manager may grant an administrative variance for a shallow well where documentary evidence establishes that a modification of the shallow well standards as provided in this chapter will not endanger the general public health and safety, and strict compliance would be unreasonable in view of all the circumstances.

~~(b)~~(d) *Geothermal* heat exchange *wells*. Wells may be drilled for the purpose of the installation of a geothermal heating and cooling system within the limits of the city, subject to the following:

(1) These wells shall be a closed-loop system and shall not be authorized for withdrawal or injection. They will function as borings, filled with a bentonite grout, with a piping system that acts as a heat exchanger to dissipate/absorb heat from the system to the ground.

(2) There shall be no interconnection with any public water supply, nor shall the geothermal well be used as a potable water supply for human consumption.

(3) No well shall be located within any city right-of-way or utility easement without written authorization from the city manager.

ADOPTED: *

SYNOPSIS

This ordinances adds definitions pertaining to wells, provides clarification to the installation of shallow wells, and provides for an Administrative Variance for shallow wells.

(SPONSORS: STAFF)

Actions History

May 14, 2012 - Scheduled for First Reading by City Council

April 23, 2012 - Considered by Utility Committee

Draft

CITY OF DOVER PROPOSED ORDINANCE #2012-10

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

That Chapter 1 - General Provisions, Section 1-13 - Denial of permits or approvals for failure to comply with requirements for payment, actions, or filings be amended by inserting the text indicated in bold, blue, underlined font and deleting the text indicated in bold, red, strikeout as follows:

Sec. 1-13. - ~~**Denial of permits or approvals for failure to comply with requirements for payment, actions, or filings.**~~ **Clean hands.**

(a) ~~**Noncomplying actions or filings. Prior to any administrative agency or official of the city charged with evaluation and approval of any permit required so that a legal or equitable owner of real property located in the city may utilize city services or otherwise involve the city officers, agents, or employees to permit any use of such real property, approving or issuing any permit or other indication of approval, that administrative agency or official shall make reasonable effort to determine that no payments, actions, or filings related to obligations due to or requirements by the city for the use of that parcel or any other parcel of real property remain incomplete or in violation of the city requirements. If any such noncomplying or incomplete payments, actions, or filings are determined to exist, then the administrative agency or official shall, in writing, deny the permit or other form of approval until such existing requirement for payment, action, or filing has been fully complied with or completed as to that parcel, identifying in that written denial the payment, action, or filing to be completed or complied with. Failure by the appropriate administrative agency or official to issue such written denial within five working days from receipt of application shall enable the applicant to have the application reviewed without consideration of the requirements of this section.**~~ ***Eligibility to receive city utilities or services*****. No person, corporation, or other entity shall be eligible to receive any city services, utilities, permits, licenses, or approvals if that person, corporation, or other entity, or any owner or member of that corporation or other entity, owes outstanding payments to the city; or if that person, corporation, or other entity, or any owner or member of that corporation or entity, is responsible for uncorrected, documented violations of the Dover Code of Ordinances that have been unresolved for more than 45 days. If the party requesting city approval is current on some but not all obligations owed to the city, the request shall be denied until such time as all city obligations are current and fully complied with.**

(b) ***Obligations which must be current*****. Applicants for city services, utilities, permits, licenses, or approvals shall be current on all of the following obligations to the city, including interest, penalties, court costs, and/or attorney's fees if applicable, prior to receiving such approvals:**

(1) Property taxes.
(2) Applicable Delaware realty transfer taxes.
(3) Water, sewer, and electric connection/disconnection, front footage and/or usage charges.
(4) Trash fees.
(5) Application fees.
(6) Permit fees, including building permits, building code and inspection/reinspection fees.
(7) Vacant building fees.

(8) Inspection fees.
(9) Charges for the costs of razing or demolition of buildings done through public expenditure.
(10) Charges for duly authorized improvements or maintenance to the exteriors of buildings or property done through public expenditure.
(11) Assessments for the installation of sewer lines, water mains, sidewalks, and curbing.
(12) Charges for the costs of removing weeds, grasses, refuse, rubbish, trash, or other waste material done through public expenditure.
(13) Miscellaneous charges.

(c) *Appointment to committee, commission, or board.* No person shall be appointed to any city committee, commission, or board if there are outstanding payments due to the city in their name or the name of any corporation of which they are principal; or if they are responsible for outstanding documented violations of the Dover Code of Ordinances that have been unresolved for more than 45 days. Any sitting committee, commission, or board member not in compliance with this ordinance shall be current and fully compliant with all city obligations within 30 days or shall be required to relinquish their appointment.

(d) *Responsibility of city personnel.*

(1) The administrative agency to which a request has been submitted shall have the responsibility to make a reasonable effort to determine whether there are outstanding payments or outstanding documented violations of the Dover Code of Ordinances.

(2) The appropriate administrative agency shall notify an applicant that the request cannot be processed because of an outstanding payment or an outstanding documented violation. Said notice shall be in writing and shall be sent within ten working days of receipt of the request.

(e) *Exception.* Notwithstanding the provisions of this section, the building inspector, with the concurrence of the city manager, may issue permits and approvals for work that is necessary to correct violations associated with Chapter 22 - Buildings and Building Regulations, Article XI - Dangerous Buildings.

~~(b) Appeal; hearing. Any applicant for a permit or other form of approval who receives the aforesaid written denial of a permit or other form of approval by an administrative agency or official of the city may appeal that denial to the city council within 20 calendar days of such denial. The city council or its designee shall thereafter hold a hearing wherein said applicant shall be permitted to give evidence that such payment, action or filing has been properly carried out, or otherwise show that such denial is not lawful as to that applicant.~~

(f) *Appeal; hearing.* Any applicant, person, corporation, or other entity or any owner or member of that corporation or other entity requesting such city services, utilities, permits, licenses, or approvals who receives the aforesaid written denial may appeal that denial to the city manager within 20 calendar days of such denial. The city manager, or his/her designee, shall thereafter hold a hearing at which said applicant shall be permitted to give evidence that such payment has been made or that a required action has been properly carried out, or otherwise show that such denial is based on incorrect information or is not lawful as to that applicant.

ADOPTED: *

SYNOPSIS

The proposed ordinance clarifies the denial of services, permits, and approvals for non-payment of charges due to the City or for documented and uncorrected code violations. It specifies the financial obligations that must be current to receive services, permits, or approvals. It authorizes the building inspector, with the concurrence of the city manager, to issue permits to remedy violations associated with dangerous buildings. The proposal prohibits the appointment of any person to a city committee, commission or board if that person has outstanding charges due to the city or outstanding, documented, code violations. The proposed ordinance would direct appeals of the denial of services, permits, or approvals to the city manager, rather than City Council, as is the case under the current ordinance.

(SPONSORS: STAFF)

Actions History

May 14, 2012 - Scheduled for Final Reading by City Council
April 23, 2012 - First Reading by City Council
April 9, 2012 - Considered by the Legislative, Finance, and Administration Committee

S:\ORDINANCES\2012\Draft\2012-10 - Chpt 1 - General Provisions, Sec 1-13 - Denial of Permits (Clean Hands) Final Rdg.wpd

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