REGULAR COUNCIL MEETING
A G E N D A

MARCH 12, 2012 - 7:30 P.M.

CITY HALL COUNCIL CHAMBERS
15 LOOCKERMAN PLAZA
DOVER, DELAWARE

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

INVOCATION BY CHAPLAIN WALLACE DIXON

PLEDGE OF ALLEGIANCE LED BY COUNCILMAN HUTCHISON

AGENDA ADDITIONS/DELETIONS

* **CONSENT AGENDA**
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.

* **1. Adoption of Minutes - Regular Council Meeting of February 27, 2012**
- Special Council Meeting of February 27, 2012

2. Presentation - Fire Department Annual Report

3. Proclamations
A. Earth Hour (Saturday, March 31, 2012 at 8:30 P.M.)
B. Irish-American Heritage Month

4. Appeal of Denial of Administrative Building Permit - 149 South Governors Avenue (D&S Investment Company)

5. Public Hearings - Violations of Dangerous Building Ordinance
A. Property located at 26 North Kirkwood Street, owned by Joe Burden
B. Property located at 14 South Queen Street, owned by Charles E. Marshall

6. Public Hearing/Final Reading - Proposed Ordinance

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

A. Ordinance #2012-02 Amending the 2008 Comprehensive Plan by replacing Table 12-1: Land Development Plan, Map 13-1: Annexation Areas, and Map 13-2: Potential Land Use for Annexation Areas

7. Utility Committee Report - February 27, 2012

A. Dedication of Rights-of-Way and Public Infrastructure - Lexington Glen - Phase I

(Committee Recommended Acceptance of the Dedication of Rights-of-Way and Public Infrastructure for Lexington Glen - Phase I to Include All of the Referenced Public Improvements, with the Stipulation That the Letter of Credit Is Received Prior to Council Action)

B. Cash-In-Lieu of Pump Station Upgrades Agreement - Village of Maple Dale Senior Housing

(Committee Recommended Execution of a Cash-in-Lieu Agreement with Maple Dale Country Club, Inc., with the Stipulation That No Additional Building Permits Would Be Issued Without Receipt of Payment in Full in the Amount of $36,570)

* **C. NAES Agreement Extension**

(Committee Recommended Authorizing the City Manager To: 1) Issue a Letter Advising North American Energy Services (NAES) of the City's Desire to Review and Renegotiate the Terms of the Operations and Maintenance (O & M) Agreement; and 2) Issue a Letter to Mr. Kirk Betts, Utility Attorney, to Commence Contract Negotiations)

* **D. Updates**

(Committee Action Not Required)

* **8. Legislative, Finance, and Administration Committee Report - February 27, 2012**

A. Staff Recommendations - Economic Development Office

(Committee Recommended That the Recommendations Regarding the (EDO) Be Returned to the City Manager for Redevelopment)

B. Authorization to Purchase Virtual Server (Police Department)

(Committee Recommended Approval of the Sole Vendor Purchase from Dell for a Virtual Server/Storage Array at a Cost of $42,600)

C. Proposed Ordinance #2012-07 - Incentives for Redevelopment of Vacant Commercial Buildings (See Item #14-A)

(Committee Recommended Adoption of Proposed Ordinance #2012-07, as Amended to Allow Redevelopment Incentives City-wide)

9. Safety Advisory and Transportation Committee Report - February 29, 2012

* **A. Presentation - Silver Lake to Isaacs Branch Trail Concept**
(Committee Action Not Required)

* **B. Announcement of Road Closures**
(Committee Action Not Required)

* **C. Discussion - Establishing City Emergency Operations Center**
(Committee Recommended Approval of Staff's Recommendation to Establish City Hall as the City's Designated Emergency Operations Center (EOC), with the Dover Police Department to Serve as the Backup EOC, and the Kent County 911 Center to Serve as the City's Temporary (Alternate) Backup to the Police Department)

D. Proposed Ordinances

d-1. #2012-06 Creating a New Chapter 59 - Juvenile Curfew (See Item #14-B)
(Committee Recommended Adoption of Ordinance #2012-06)

d-2. #2012-08 Amending Chapter 70 - Offenses and Miscellaneous Provisions (See Item #14-C)
(Committee Recommended Adoption of Ordinance #2012-08)

* **E. Update - Dover High School Construction**
(Committee Action Not Required)

* **10. Monthly Reports - January 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)

11. Setting of Property Assessment Appeals

* **12. Engagement Letter - Labor Negotiations**

13. Evaluation of Bids - Library Furniture

14. First Reading - Proposed Ordinances

The First Reading is offered on the following proposed ordinances. Final action by Council will take place during the Second Reading of the ordinances on April 9, 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 #2012-07 with LF&A-1 - Incentives for Redevelopment of Vacant Commercial Buildings
(Legislative, Finance, and Administration Committee)

B. Ordinance #2012-06 Creating a New Chapter 59 - Juvenile Curfew
(Safety Advisory and Transportation Committee)

C. Ordinance #2012-08 with S-1 - Amending Chapter 70 - Offenses and Miscellaneous Provisions
(Safety Advisory and Transportation Committee)

15. Final Reading - Proposed Ordinance #2012-03

The First Reading of the following proposed ordinance was accomplished during the Council Meeting of February 27, 2012. Copies of the proposed ordinance are available at the entrance of the Council Chambers.

A. Ordinance #2012-03 - Related to Senior Citizen Income Exclusions

16. Council Members Announcements

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REGULAR COUNCIL MEETING

The Regular Council Meeting was held on February 27, 2012 at 7:30 p.m. with Acting Council President Williams presiding in the absence of Council President Leary. Council members present were Mr. Anderson, Mrs. Russell, Dr. McGlumphy, Mr. Lynn, Mr. Bonar, Mr. Hare, and Mr. Hutchison.

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. Acting Council President Williams declared the Open Forum in session and reminded those present that Council was not in official session and could not take formal action.

Mr. Gerald Rocha, 523 Schooner Court, yielded his time to Pastor Gregory Gordon.

Pastor Gregory Gordon, 54 S. New Street, expressed his concerns regarding the relationship of the Downtown Dover Partnership (DDP), area merchants, and the City's Economic Development Office (EDO) and about the possibility of separating the DDP and the EDO. He felt that Mr. Ed Perez, Project Coordinator in the EDO, has played a key role in holding these entities together. Pastor Gordon explained that, as a volunteer, he had observed Mr. Perez working with and assisting merchants, shoppers, citizens, and residents of the downtown area.

Pastor Gordon relayed additional concerns regarding the lack of availability of local jobs. He advised members that he is acquainted with many skilled laborers, masons, plumbers, welders, etc., all of whom remain unemployed, despite many construction projects occurring in the downtown area. He recommended that the City's bid process be revised to consider of the number of individuals that the contractor plans to employ from the City. Pastor Gordon assured members that he has the background and employees to assist the City, explaining that the people he represents do not want a "handout;" they want to work. He commended the Police Department for improvements made to the New Street area and noted that there is much more work to be done.

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

AGENDA ADDITIONS/DELETIONS

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

Dr. McGlumphy requested that Items #7A, Review and Recommendation - Filling Critical Positions, and #7E, Request of City Manager - Employee Related Benefits/Expenses, be removed from the consent agenda.

Mr. Lynn requested that Item #6A, Garrison Tract Infrastructure Financing, be removed from the consent agenda.

Mr. Bonar moved for approval of the consent agenda as amended, seconded by Mr. Hutchison and carried by a unanimous roll call vote (Council President Leary absent).

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF FEBRUARY 13, 2012

The Minutes of the Regular Council Meeting of February 13, 2012 were unanimously approved by motion of Mr. Bonar, seconded by Mr. Hutchison and bore the written approval of Mayor Carey.

Certificate of Congratulations - 2011 Dover Post Great Person of the Year: Herb Konowitz

Mrs. Traci McDowell, City Clerk, read the following Certificate of Congratulations into the record:

CERTIFICATE OF CONGRATULATIONS

The Mayor and Council of the City of Dover
take great pleasure in honoring

Mr. Herb Konowitz

for being chosen as the winner of the prestigious
2011 Dover Post Great Person of the Year Award
which is awarded to individuals
who have made a difference in the lives of others.

We are pleased to recognize Mr. Konowitz for his past service and
continued dedication to the local community.

With gratitude and best wishes for the future.

February 27, 2012

Mayor Carey presented the Certificate to Mr. Konowitz and relayed appreciation for the work he has done for the betterment of the community. He noted that, due to the efforts of Mr. Konowitz, many citizens have been taken off the streets, were provided mentoring, and have found jobs.

Mr. Konowitz expressed his appreciation for the recognition and read the following statement into the record:

> *"Mayor Carey, Pres. Leary, City Council Persons and friends, thank you for this award you have bestowed on me as the Great Person of our community for 2011. I am humbled standing before you with that title, but I accept it not only for me but with those persons who are helping turn around our great city of Dover and the rest of Kent County.*
>
> *About 5 years ago we had an emergency in this city due to extremely cold temperatures. The House of Pride, through their leader, Marian Harris, tried to accommodate the sleeping requirements of many homeless men who showed up on their doorsteps. Although the House of Pride owned numerous, and somewhat dilapidated, houses on New Street, they did not have enough space, so Marian took*

it on herself and got 3 yellow school buses delivered to her properties. She had them located behind the houses, equipped them with electric heaters, and accepted homeless men for residency. Marian made these men somewhat comfortable and fed them. I don't think you know what it feels like when you are trying to stay warm in sub 20 degree weather.

It didn't take long for some of the owners on New Street to complain to the City of Dover. The House of Pride was found in violation of their conditional use permits and was told to remove the buses. All of these homeless men were back on the street. God outstretched his hand and found Pastor Cox of Christ Church; Jeanine Kleimo, our present Chair of the Dover Interfaith Mission; a retired Presbyterian Minister from New York, Pastor Lee McCallum; and others. They assembled some leadership and opened the meeting room of Christ Church to these abandoned homeless men. The rest is history, about which I know some of you are familiar.

I don't want to make light of it, but the men were housed in many of our churches during the winter, sometimes for a week and some for as much as a month. The outpouring of help was unbelievable. Church and synagogue members brought in food every night. The idea of a permanent shelter began to take place and approximately one and one half years ago, through the help of so many people, we were able to renovate a building that now houses 36 previously homeless men. To date, as you know, we have housed and fed over 700 homeless men, 365 days a year. Over 60% of these men have found employment. Last year we served over 12,000 plates of food with a food budget of zero. We are supported by over 47 faith community facilities by over 1000 volunteers. We are supported by local grants, a small state grant, contributions from individuals, some corporations, and, especially, some of our largest churches. Our operating budget is about $100,000 per year. We are able to do this because we have only two paid staff. The rest of us are volunteers. We would not be successful if it were not for the dedication of Mrs. Jeanine Kleimo, our Chair, last year's recipient of the Governor's Volunteer Award and, last year's Great Person Award winner for 2010; our Treasurer, Walter Bagley; our most dedicated intake manager, Cathi Kopera; and 15 other board members, including your own Sophia Russell, our newly re-elected councilwoman; and my moral supporter and wife of 53 years and a Dover Interfaith volunteer, Linda. Mayor Carlton Carey, Senators, Carper and Coons, and State Senator Brian Bushweller and Representative Daryl Scott have been right there from the beginning. I can't tell you how much support we have received from these people.

This year the community spoke through the Dover Post and an election was held with the following results: Herb Konowitz, received the most votes; board member and Capital school board member, Brian Lewis, was next; our own Cathi Kopera, next; former Kent County Levy Court Commissioner, and my friend Paul Davis, next; and another board member and our assistant treasurer Kathy Lessard, next. Four out of five top vote getters were from the Dover Interfaith Mission for Housing. I ask them to rise for a round of applause.

I accept this award not for me but for all of us. This is not about me.

As you are aware, we have recently experienced an inordinate amount of crime in our city. I am here to tell you that this will be reined in. Through the leadership of the Greater Dover Committee we have assembled the leaders who can make decisions. We have organized a Task Force that is analyzing the area from Division Street to Kent General Hospital, from the St. Jones River to just over the railroad tracks. A survey is being conducted by the City of Dover police force, under the able leadership of Chief Hosfelt. The patrolmen are in the process of going door-to-door and distributing these surveys.

As soon as they are picked up and analyzed we will proceed with making many changes to our city, such as additional lighting in key areas, and enforcing the neighborhood watch program. You are already seeing a greater concentration of our police force on the streets, and the crime has diminished.

The Downtown Dover Partnership has also stepped up to the plate. These leaders are leading. The Bayard Hotel has been leveled and a modern residential and retail facility is rising from the rubble. The Dannemann building, this week, has been leveled. Some of the old Loockerman Street buildings have been purchased and are in the process of being renovated and will be ultimately occupied by businesses that are in demand by the people of Central Delaware. Land for a beautiful commons and additional parking has been purchased with a state grant.

Streets around Wesley College will be closed to vehicular traffic making the campus more beautiful and safer for the students. Soon Wesley College will be renovating and occupying the Frear Building with their Nursing School. The transportation depot has been completed and has become more accessible to so many workers.

The City of Dover is On The Move. However, we must continue to accommodate the 250 to 300 homeless people in our area. I envision a campus facility to house, not only the homeless men, but also the homeless women and children. There is a tremendous need for a detoxification center for those whom are addicted to alcohol and drugs. Until we address these problems we will be stymied.

Plans are being formulated. The only permanent detoxification center in Delaware is located in Delaware City. One must have pull to get in. The center that was previously located in Ellendale, in Sussex County, was closed.

A recent development has occurred. Those suffering from alcohol addiction, after being treated in a permanent detox center, can be given an injection of Vivatrol, monthly, to eliminate the desire for a drink. We have tested it with two of our clients, and it is successful. There is hope for the future. Can you imagine what we can accomplish with those suffering from alcoholism? The Downtown Dover Partnership and the Greater Dover Committee have the vision we need to keep Central Delaware on the move.

I would like to just take a couple more minutes to tell you of the successes experienced by some of our guests: At Christmas time the employees of Vaughn Correction appeared at the Shelter and presented 30 gift cards for our men to show that DOC [Department of Corrections] *appreciates the help they have been given in placing ex-offenders in a safe environment while trying to acclimate themselves back into the community.*

You never know who may show up at our door. Some time ago 2 long lost cousins were reunited after 15 years. One from California. The other from Florida. They were too busy getting caught up, they hardly bothered to eat.

A student from Wilmington College, who is writing a paper for one of her classes, came to observe and help serve dinner. She visited with some of the men, after which she came and asked Cathi Kopera if she could come back at a later date to be a volunteer. Like most people she has this stereotype idea. Her whole idea of homeless has changed. She thought she would be nervous but instead felt very comfortable and found it to be a very warm and loving atmosphere - like a family. During the prayer circle she said," I felt like crying, the men are so grateful and appreciative of all you do for them."

One day I accompanied one of our men to a job interview, as I do, to the newly opened Chick-fil-A restaurant. The owner, Mary Johnson, conducted the interview from 10:00 a.m. to 12:45 p.m. She wanted to know everything about Daniel, and why was he incarcerated. Daniel had been a heavy equipment operator but couldn't find employment in Dover. She saw what she wanted to see and offered Daniel a job, at minimum wage, making sure the supplies are kept up for her customers. Daniel worked his way up through the organization and became one of her lead people.

There is a very happy man in New York. Gabby finally got his Permanent Resident Alien Card. It was sent to the mission. Cathi called him and he wanted her to pass on to anyone who had a part in helping him get his card - a huge thank you. He had been fighting to get his visa for 10 years. Only when he got to Dover Interfaith did he get the extra help needed. He is now working in the security field, doing well in New York City.

Sex offenders are the most difficult to place. These men have committed a crime but they, too, are human beings, who have paid their dues. Mark and Jesus have found employment at an orange juice plant and have worked their way up to leadership positions with numerous raises.

Lastly I have to tell you about Carlos. He came to us from an agency in Georgetown. Carlos was deaf, couldn't speak, and was homeless. No one wanted to give him the time of day. We told the agency to send him to Dover. When he arrived he couldn't talk or hear. He and I communicated with the pad and pencil. Soon he learned that he could text faster than he could write. So, here he was texting and I was writing.

I called Terry Murphy, President of Kent General and asked him to call Dr. Steve Cooper to get us an appointment. Within one half hour a call came in from Cooper's office, saying that someone had called him from DIMH [Dover Interfaith Mission for Housing]. We were told that this would not be necessary in the future, that they would take care of Carlos. Carlos was tested and was found to have little hearing in his left ear and no hearing in his right ear, but he was a candidate for the Cochlear Implant. I said, "Great." But Steve said he would never receive it because Carlos was on Medicaid, and they wouldn't pay for it. Dr. Cooper swabbed Carlo's throat and we were instructed to go directly to the hospital to get tested. He gave Carlos a prescription and was told to take the pills for 14 days. At the end of 13 days Carlos was sitting at a computer, searching for employment. He turned around and started talking. God had touched Carlos and all of us. Later, I took Carlos to Johns Hopkins where they gave him a loaner hearing aid. We are trying to raise funds for the purchase of a new hearing aid through the Lions Club Foundation and some of the local Rotaries.

These are just a few of the stories about the men of Dover Interfaith. This award is not about me. I am proud to serve as Great Person of the Year 2011 and I thank you for your support and tonight's presentation."

Mayor Carey recognized the other individuals who were nominated for the award and relayed congratulations.

PUBLIC HEARING - VIOLATION OF DANGEROUS BUILDING ORDINANCE - PROPERTY LOCATED AT 38 SOUTH NEW STREET (OWNER OF RECORD: HOUSE OF PRIDE, INC.)

A public hearing was duly advertised for this time and place to consider a violation of the Dangerous Building Ordinance at 38 S. New Street, owned by House of Pride, Inc. Mrs. Ann Marie Townshend, Director of Planning and Community Development, stated that the property consists of a two (2) story, wood-frame dwelling. She advised members that the building is a single-family dwelling that had been divided into two (2) apartments, which is a non-conforming use according to the Zoning Ordinance. Most recently, the house had received conditional use approval for the House of Pride to use as a transitional home associated with their recovery and transitional housing program. On January 8, 2012, the property was severely damaged by fire and was subsequently condemned on January 9, 2012. Mrs. Townshend reviewed a presentation depicting the condition of the structure ***(Exhibit #1)***.

Mrs. Townshend advised members that emails have been exchanged between the City Planner and Ms. Sandra Dean, attorney for the House of Pride, regarding the repair of the structure. Under the provisions of the City's Clean Hands Ordinance (Dover Code, Chapter 1, Section 1-13 - Denial of permits or approvals for failure to comply with requirements for payment, actions, or filings), the City cannot issue a building permit to reconstruct damaged portions of the structure until all outstanding payments due to the City are paid in full. Although there are no current outstanding payments against the property, she stated that there are unpaid demolition charges for

35 N. New Street ($12,977.50) and 106 S. New Street ($21,902.75). To date, these charges have not been paid, and no application has been filed to make the repairs.

Staff recommended that City Council: 1) declare this building and any accessory buildings on this property dangerous; 2) order the property repaired or demolished by March 27, 2012 by the owner or equity owner at their own risk; 3) order the Building Inspector to cause the repair or demolition of the structure if not completed by the owner within 10 days of the date established by City Council; and 4) order the City Manager, with the assistance of the City Solicitor, to cause the cost of repairs or demolition to be charged against the land on which the building exists as a municipal lien or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a suit at law against the owner.

Responding to Mr. Anderson, Mrs. Townshend confirmed that the City would not issue permits to repair this property due to outstanding charges. She also indicated that, based on information received from the insurance company, since the cost of the repairs exceeds 75% of the value of the structure, the property could not be restored to a multi-family use and reminded members that two (2) story apartments are a non-conforming use of the property.

At the request of Mr. Anderson, City Solicitor Rodriguez indicated that the City's current Clean Hands ordinance does not provide any exceptions.

In response to Mrs. Russell, Mrs. Townshend stated that although the recommendation indicates that repairs (or demolition) should be completed by March 27, 2012, if renovations are in progress and are proceeding in an adequate manner, the City would not move forward with the demolition.

Acting Council President Williams declared the public hearing open.

Ms. Sandra Dean, attorney representing House of Pride, stated that although there was no opposition to the property being declared dangerous, there was opposition to the proposed demolition. She explained that the two (2) demolition liens total $34,880.25, which the House of Pride will not have funds to pay until those lots are sold. The damage at 38 S. New Street was fully covered by insurance and that payment has been received and will be used to move forward with the repair and renovation of the building. The House of Pride was advised on February 27, 2012 of the requirement for the property to be renovated to a single-family dwelling. She stated that the Board of Directors would need to review the matter to determine if a conditional use application should be submitted for consideration. She indicated that the property would be renovated as a single-family dwelling. On behalf of the House of Pride, Ms. Dean requested that City Council waive the requirement that the demolition liens be paid prior to the City issuing a building permit in order to begin repairs at 38 S. New Street.

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

Mr. Anderson moved to table the matter to allow staff the opportunity to review the possibility of amending the Clean Hands ordinance to allow exceptions, seconded by Mrs. Russell and carried by a roll call vote of five (5) yes, three (3) no (Dr. McGlumphy, Mr. Hutchison, and Mrs. Williams), and one (1) absent (Council President Leary).

RESCHEDULING OF PUBLIC HEARING/FINAL READING - REZONING

The First Reading of proposed Ordinance #2012-04 was accomplished during the Council Meeting of January 23, 2012 and a Public Hearing set for March 12, 2012 at 7:30 p.m.

Acting Council President Williams advised members that staff requested that this item be postponed due to inadequate public notice. As a result, staff recommended that the Public Hearing/Final Reading before City Council be rescheduled for April 9, 2012.

Mr. Bonar moved to reschedule the Public Hearing/Final Reading for April 9, 2012 at 7:30 p.m. for the rezoning of property located at 4 Mifflin Road, owned by Peter and Bonnie Reidy, consisting of 1.25+/- acres; property located at 24 Mifflin Road, owned by Robert Klewans and Carol Candor, consisting of 0.55+/- acres; and property located at 1510 Forrest Avenue, owned by Doreen E. Lucas, consisting of 0.41+/- acres. The motion was seconded by Mr. Anderson and unanimously carried.

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE REPORT - FEBRUARY 13, 2012

The Parks, Recreation, and Community Enhancement Committee met on February 13, 2012 with Chairwoman Russell presiding.

Accounting of Summer Program Revenues

Members reviewed the Substance Abuse Program Revenue and Expense Report for Fiscal Year 2011. Mrs. Sherwanda Rachal-Speaks, Recreation Specialist, noted that the purpose of the grants received is to provide services to 100 at-risk youth who are identified as having economic and/or academic disadvantages. She also provided an overview of the purpose and function of the various programs funded through the grants. Mrs. Rachal-Speaks also noted that a Youth Connections Parent/Student Handbook is provided to all parents of participants in the after-school program.

Responding to Mr. Lewis, Mrs. Rachal-Speaks indicated that Youth Connections started with a grant from the State through the Delaware Prevention Network and has been in existence for 17 years. The after-school program is a licensed program that is overseen by teachers and workers who must meet specified criteria for providing care to young children, including completion of classes, background checks, and 18 hours of training each year.

Mrs. Russell suggested that Mrs. Rachal-Speaks meet with Police Chief Hosfelt to assist in the development of a program being instituted by the Police Department for the youth in the downtown area.

The Committee recommended acceptance of the Accounting of Summer Program Revenues as presented by staff.

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

Proposed Revisions to Community Development Block Grant (CDBG) Guidelines

Members were reminded that during their meeting of January 9, 2012, the Parks, Recreation and Community Enhancement Committee recommended that Council approve a change to the Community Development Block Grant (CDBG) subgrant procedure to have applicants apply for multi-year funding that would coincide with the length of the Community Development Consolidated Plan. City Council approved the Committee's recommendation on January 23, 2012.

During the January 9, 2012 Committee meeting, it was noted that if the change to the procedure was approved, staff would prepare an amendment to the Consolidated Plan with the upcoming round of funding allocation and the program guidelines would be revised and brought to the Committee for their review. As a result, staff presented proposed revisions to the CDBG Program Guidelines which would integrate the multi-year subgrant process.

Mrs. Tracey Harvey, Community Development Manager, reviewed the proposed revised CDBG Program Guidelines and noted that substantive changes were highlighted. She explained that, according to the revised guidelines, subrecipients (non-City entities) would apply for eligibility for funding on multi-year cycles and would provide the information necessary to evaluate the proposal according to the criteria in this application. City projects and programs that are eligible for funding would be specified in the Consolidated Plan and would not be required to submit a formal application. Both non-City and City applicants would be required to submit an annual funding request with a budget and program description. The revised guidelines would also allow the Director of Planning and Community Development to bring additional potential subgrantees forward to the Committee for consideration of funding during the Consolidated Plan year if special circumstances arise.

Staff recommended approval of the revised CDBG Program Guidelines, as presented.

In response to Mrs. Russell, Mrs. Ann Marie Townshend, Director of Planning and Community Development, assured members that each funding request, including any request of the City, would be ranked by the Committee during the review process.

Responding to Mr. Anderson's concerns regarding accountability, Mrs. Townshend indicated that funding requests are reviewed each year and members are provided monthly updates; therefore, if a subgrantee does not perform as expected, the Committee can reconsider their grant funding. Elaborating, Mrs. Harvey advised members that the City also has contracts with the subrecipients; therefore, if it is found that a subrecipient is not performing well, the City has the right to terminate the contract.

The Committee recommended approval of the revised Community Development Block Grant (CDBG) Program Guidelines, as recommended by staff.

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

UPDATES

The following updates were provided to members

Planning and Funding for New Library

Ms. Marjorie Cyr, Library Director, advised members that construction of the new Dover Public Library is approximately 50% complete and the metal roof should be installed next week. Staff is finalizing the shelving and furniture listing for the building. She indicated that construction is on target for completion of the building in June or July, with a ribbon cutting to occur in September 2012.

Ms. Cyr stated that the Capital Campaign has received two (2) $100,000 donations, one of which is a challenge pledge, and that the Campaign is approximately one-third of the way toward meeting the goal. She informed members that the other donation was from a local Dover family who was very specific that they did not want their gift to go toward meeting the challenge pledge in order to encourage the community to continue to contribute toward the challenge.

Ms. Cyr advised members that Memorial Brick Pavers are still for sale (at a cost of $125 each) and will be placed at the Loockerman Street entrance to the library. She also advised members that a fund raising concert is scheduled for March 3, 2012 at the Wesley Chapel.

In response to Mrs. Russell, Ms. Cyr indicated that two (2) tours of the new Library facility were conducted for City Council members and that Kent County Levy Court members were provided a tour earlier in the day. She stated that the tours are very important, particularly for potential donors, and if members knew of interested parties, she requested that they contact her to make tour arrangements.

Responding to Mr. Anderson, Ms. Cyr stated that any donation received, with the exception of the brick paver sales, would be counted toward the challenge pledge.

Ms. Cyr advised members that the Events Committee is planning a Ball to take place around the time of the ribbon cutting. The Committee is working with the Governor's Office to schedule the ribbon cutting event for September 20, 2012. She stated that it is hoped that the Ball would become an annual event to help support the Library and that this year's theme will be "Dancing with Da Vinci."

CDBG Program

Mrs. Tracey Harvey, Community Development Manager, reported on the Status of FY 2011 CDBG Projects as of January 2012. She noted that 5:00 p.m. today is the deadline for the CDBG Applications for multi-year projects.

It was noted that the report provided to members indicates an Unencumbered Balance of $0 for Connections Community Support, which should be $5,000 and that the $5,000 listed as Funds Expended should be $0.

Responding to Mrs. Russell, Mrs. Harvey confirmed that the RC&D facility has moved to Milford; however, continues to provide services to City of Dover residents. In regard to the Street Program, Mrs. Harvey indicated that it is anticipated that the project will begin in the Summer of 2012. Mrs. Ann Marie Townshend explained that a water line replacement is scheduled to occur on New Street next summer and that the paving cannot begin until the water main work has been completed.

Housing and Recovery Act of 2008 Funds (Neighborhood Stabilization Fund)
Mrs. Tracey Harvey, Community Development Manager, reviewed the Update on the Housing and Recovery Act of 2008 Funds (Neighborhood Stabilization Program).

Dover Youth Advisory Committee
Mrs. Russell advised members that during the Regular Council Meeting of January 9, 2012, Council approved reappointments to the Dover Youth Advisory Committee. She stated that the members attended a recent Delaware League of Local Governments Meeting, where they were presented with certificates in recognition that this group is the only municipal youth committee in the State of Delaware. She noted that the Boys and Girls Club is attempting to create a youth committee to serve as an advisory board.

Responding to Mr. Lewis, Mrs. Russell stated that there are nine (9) members who serve on the Youth Advisory Committee.

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

UTILITY COMMITTEE REPORT - FEBRUARY 13, 2012
The Utility Committee met on February 13, 2012 with Chairman Bonar presiding.

Garrison Tract Infrastructure Financing
Mr. Scott Koenig, City Manager, read the following statement into the record:

> *"Calpine is a leading independent power producer of reliable electricity to a wide range of customers and communities. Founded in 1984, Calpine is capable of delivering approximately 28,000 megawatts of clean efficient power generation, in 20 U.S. states and Canada, with 91 operating power plants and two under construction. Calpine's fleet of natural gas-fired plants is among the youngest and cleanest in the country. The average plant age is about 12 years old, and the fleet emits fewer greenhouse gases per megawatt hour generated than any other independent power producer in the United States. Following its acquisition of Conectiv Energy in 2010, which added 19 new plants in the Eastern PJM region,*

Calpine's portfolio now has significant scale in three major power markets: Texas, California and the Mid-Atlantic. With a modern, diverse and flexible fleet of state-of-the-art plants, Calpine is poised to benefit from price and volume improvements in all three areas as the country's economic recovery strengthens.

Calpine is proposing to construct a 309-megawatt, energy efficient, merchant power production facility (known as the Garrison Energy Center (GEC)) on a roughly 37-acre site located at the Garrison Oak Technical Park just east of Rt. 1 off of White Oak Road. Their site development application has been submitted to the City and their project will be considered by the City's Planning Commission in March 2012. The proposed site is industrially zoned although currently undeveloped. The City and Calpine are parties to an Option to Lease agreement which would permit Calpine to lease the land for a 30-year term with four (4) five-year options. Calpine has now received the results of the PJM System Impact Study. The results of the study have identified various electrical infrastructure upgrades that will be required to inject the power into the PJM grid. The necessary upgrades to the power transmission system in the Pennsylvania area may also require an additional investment on Calpine's behalf. Pending approval by their board of directors and favorable market conditions, Calpine expects to be in a position to obtain building permits and start site construction to allow for a June 2015 commercial operation date. Both DEDO (Delaware Economic Development Office) and DNREC (Department of Natural Resources and Environmental Control) are supportive of the project based on the REMI [Regional Economic Models, Inc.] *study which concluded that the GEC will provide a significant Gross Domestic Product (GDP) increase, jobs creation, and lower wholesale energy costs for Delawareans.*

Specifically, the REMI study indicates the proposed project will create 200-250 (peak) construction jobs and a GDP increase of $25 million during construction of the facility. 15 direct jobs and 67 indirect jobs and a GDP increase of $126 million during operations of the facility will also be achieved. 121 indirect jobs and a GDP increase of $96 million will be brought about by the lower wholesale energy prices Delaware will realize once the GEC is added to the regional power generation mix. According to the analysis done by an independent energy consulting firm, during the first six (6) years of operation, the GEC will:

1) *Decrease Delaware wholesale energy costs by at least $95 million.*

2) *Reduce residential customer bills by up to $1-1.25/month provided transmission and distribution charges are held constant.*

The infrastructure build-out at the Garrison Oak Technical Park will enable Delaware and the City of Dover to draw other industrial tenants, thus further expanding economic and job opportunity beyond this specific project.

Based upon the projected utility demands and property improvements, the expected revenues associated with the project have been estimated as follows:

City Water Revenue	*$1.6 million per year*
City Sewer Revenue	*$258,600 per year*
Land Lease Income	*$28,000 per year plus an annual escalator*
Property Taxes	*$150,000 (City & County Combined)*
Back Up Electric Power	*$250,000*
TOTAL:	*$2,286,600*

As we previously indicated, the City of Dover has encouraged Calpine to apply for a Delaware New Jobs Infrastructure Fund grant, which the City agreed to sign on as its public sponsor. During Calpine's discussions with the State of Delaware, representatives from State government indicated that the City of Dover must have "skin in the game" for this project to come to fruition. There are several infrastructure investments outside of the site plan boundaries that Calpine has requested third-party funding for. These investments include approximately 6 miles of a new large diameter natural gas pipeline, as well as water, sanitary sewer, storm sewer, and road improvements for a portion of the Garrison Oak Technical Park. The estimated cost of these infrastructure investments is $12 million.

My purpose for coming before the Utility Committee tonight is to request your support for funding of these infrastructure improvements up to a target amount of $6 million dollars. The City intends to work with the State of Delaware and other entities to fund the balance of the infrastructure investments. In addition, we hope to reduce the economic outlay from the City of Dover as more detailed estimates are forged. The GEC provides a unique opportunity to lower wholesale energy costs on the supply side of the energy equation since this is an energy efficient unit. This efficiency will increase the operating value of this asset. Thank You."

Responding to Mr. Blakeman, Mr. Koenig indicated that the $6M would pay for infrastructure which is associated with the extension of a gas lateral from north of Cheswold to the Garrison Farm and GEC, as well as extending water, sewer, and road infrastructure on the Garrison property. He noted that a total of $12M of off-site infrastructure improvements is associated with water, sewer, road, and gas line construction specifically being requested and it is hoped that the remaining $6M will be obtained from the State of Delaware through grant monies.

Mr. Koenig explained that the request is to offer a commitment of $6M. If this is approved by City Council, staff will distribute a letter to Calpine, which would be included in a package that Calpine is assembling for their Board and used in negotiations with the PJM grid. He stated that the commitment letter is the next step for the City and would not commit the City to pay $6M if the project does not move forward.

In response to Mr. Blakeman, Mr. Koenig stated that the City may not actually provide $6M to Calpine; however, the City of Dover may contract for the $6M to build the infrastructure. The $6M investment would occur only if Calpine pulls a building permit and begins construction of the project. Mr. Koenig explained his understanding that the City of Dover would own all of the infrastructure constructed using the $12M, including the gas pipelines, water, sewer, and roads.

Mr. Bonar clarified that the request is for the City to provide an authorization to commit up to $6M in contributions toward the project and that payment of the funds would not be guaranteed if the project does not move forward. Concurring, Mr. Koenig indicated that if the project does not move forward, the City would not be obligated to build any of the infrastructure.

Responding to Mr. Anderson, Mr. Koenig confirmed that the perceived lack of infrastructure has been delaying the development of the Garrison Tract. He advised members that preliminary designs for infrastructure have been prepared for a field located on the Garrison Tract; however, there are no roads or water for a majority of the park. The water system was expanded from the Wild Meadows Subdivision to the location of the LS Power facility in preparation of the Garrison Center. Mr. Koenig noted that a lot could not be offered for sale there since there is no infrastructure for a finished lot. He confirmed that the Calpine project could potentially provide opportunity for other projects for the Garrison Farm and the proposed infrastructure would open 65% of the project for development once completed.

Mr. Anderson questioned if fees would be involved for the gas that passes through the gas lines. Responding, Mr. Koenig stated that there have not been formal discussions with Eastern Shore Natural Gas or Chesapeake Utilities in this regard; however, it is possible the City of Dover could potentially own the gas lines and then establish an agreement for operation and maintenance with either Eastern Shore Natural Gas or Chesapeake Utilities. The City could potentially receive revenue in the future, as additional gas is delivered or additional taps are made off the line.

Mr. Lynn relayed concerns regarding the Calpine project in general and questioned if there have been any conversations with any representatives of Wild Meadows regarding their feelings about such a project being in close proximity. Mr. Koenig stated that it has been his experience that the residents of Wild Meadows have been very vocal in the past regarding any potential problems and that to date, he was not aware of any concerns. He was aware that a "field trip" has been planned in the near future to visit another facility similar to the proposed project.

Mr. Lynn advised members that, as he requested, Calpine has reached out to the residents of the Wild Meadows Subdivision to make sure they are kept abreast of all developments. It was his opinion that Calpine has shown exemplary corporate citizenship in this regard. His concern was that the residents of Wild Meadows have not rendered their opinions regarding their support of this project. His fear was that the residents would be opposed to the construction of a plant directly behind them and, as a result, he spoke to the City's Economic Development Director, Mr. Bill Neaton, to determine the possibility of moving the Calpine site to another location on the Garrison Tract (further from Wild Meadows). Responding, Mr. Koenig stated that this project has been in discussion for approximately two (2) years and feared that it may be too late to consider moving the location, particularly since

the location has been discussed with DNREC as well as the State Planning Office. He also noted that the site plan application has been filed with the City.

The Committee recommended the endorsement of up to $6M of in-kind contributions for the infrastructure financing for the Garrison Tract.

Due to recent information provided to City Council, Mr. Lynn relayed his concerns with the Committee's recommendation. Although the City would not be obligated to provide the in-kind contributions if the project does not go forward, as a result of the information provided to City Council, he had concerns regarding the City committing such a large amount.

At the request of Mr. Lynn, Mrs. Donna Mitchell, Controller/Treasurer, stated that staff is in the process of gathering detailed information regarding the project. She felt that Council could move forward since there was no obligation to commit to the bond unless the project moves forward. However, staff was unsure of what the bond coverage would be at this time.

Mr. Lynn indicated his concern regarding the funds being committed by the Department of Natural Resources and Environmental Control (DNREC) and felt that the matter warrants further discussion. He questioned if a delay in taking action on the part of the City would send a negative message to Calpine and the State in general. Responding, Mrs. Mitchell felt this would send a negative message; however, should members wish to table the matter, this would not suggest that Council is against the project but would just be a delay in action by Council. She noted that the matter was presented at this time due to a timetable that Calpine was attempting to meet for a meeting they had scheduled for the end of March 2012.

Mr. Lynn moved to table the matter to be reconsidered as soon as practical but before the end of March 2012, thus meeting Calpine's deadline, seconded by Mr. Hutchison.

In response to Mr. Hutchison, Mr. Koenig stated that the Calpine project could move forward regardless of the solar energy facility at the property.

Mr. Bonar reminded members that this project is at a very critical juncture in its discussion and felt that the new information provided to members was not a reason to table the matter. He felt that any delay by City Council would not only send a negative message to Calpine, but also to the State of Delaware, which is very interested in finding a way to bring lower utility rates to State residents. He felt strongly that Council should move forward with the bond proposal.

Mr. Anderson felt that the Garrison Tract has been a waste of money, explaining that no infrastructure has been built and none of the promises made have been fulfilled. He stated that the City now has the opportunity to take action and the State is willing to pay funds that were promised several years ago. The City is being blamed for higher utility rates, which are the result of State mandates. It was his opinion that the City should take action at this time.

In response to concerns of Dr. McGlumphy and Mr. Hare, Mr. Bonar stated that the $6M bond obligation would come to fruition only if the plant is built and if this does not occur, the City has absolutely no expense or commitment. He reminded members that there have been numerous opportunities for the City to act on items during the past several years and, because the City did not act, those projects came to fruition elsewhere. He stated that if the City does not act at this time, the State will not act favorably. Mr. Bonar indicated that not only will the project bring an estimated $2.3M to the City in additional revenues, it would also result in a benefit to every single resident of the State of Delaware. He stressed that this is a highly important matter and that the City should proceed.

Responding to Mr. Anderson, Mrs. Mitchell explained that the funding source for the bond (e.g., enterprise fund vs. general obligation bond) would depend upon what the City chooses to bond (infrastructure, purchased power, etc.).

The motion to table the matter to be reconsidered as soon as practical but before the end of March 2012, thus meeting Calpine's deadline, failed by a roll call vote of five (5) no, three (3) yes (Dr. McGlumphy, Mr. Lynn, and Mr. Hare), and one (1) absent (Council President Leary).

Mr. Bonar moved for approval of the Committee's recommendation for the endorsement of up to $6M of in-kind contributions for the infrastructure financing for the Garrison Tract. The motion was seconded by Mr. Anderson and carried by a roll call vote of six (6) yes, two(2) no (Mr. Lynn and Mr. Hare), and one (1) absent (Council President Leary).

Review of Utility Related Capital Investment Plan (CIP) ***(Electric and Water/Wastewater)***
Members reviewed a Project Tracking Report, as of December 31, 2011, for the Utility (Electric and Water/Wastewater) Related Capital Investment Plan (CIP).

Responding to Mr. Bonar, Mr. Scott Koenig, City Manager, indicated that the paving of Hazel Road should be completed in March 2012. He reminded members that a water line replacement was completed on Hazel Road and that the last street program issued included Hazel Road; therefore, curb and sidewalk repairs should be occurring. He stated that once asphalt plants open again in the Spring, the street will be paved and completed.

In response to Mr. Anderson regarding the Inflow/Infiltration project, Mr. Koenig stated that although he did not have the outlay of the scale (prioritization of areas), he assured members that staff has been working diligently to maintain the schedule. He noted that the reports provided were from December and that actual construction progress may be further than what was indicated in the report.

In response to Mr. Blakeman regarding the repairs on Unit #3, Mr. Koenig indicated that both preventative and long-term maintenance were being conducted on Unit #3 at the same time.

The Committee recommended acceptance of the Utility Related CIP Report as presented.

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

30-Day Update - Garrison Oak Technical Park Project

Mr. Bonar referred to the first agenda item discussed by members (Garrison Tract Infrastructure Financing) and noted that it would serve as the 30-day update.

Mr. Bonar moved for acceptance of the Utility Committee Report, seconded by Mr. Anderson and carried, with Mr. Lynn voting no.

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - FEBRUARY 13, 2012

The Legislative, Finance, and Administration Committee met on February 13, 2012 with Councilman Hare presiding in the absence of Chairman McGlumphy.

Review and Recommendation - Filling 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.

Fire Dispatcher

Mr. Scott Koenig, City Manager, reviewed Fire Chief Jack Fortney's request to fill one (1) vacant Fire Dispatcher position. The current vacancy was the result of the transfer/promotion of Mr. Matt Carey from a Fire Dispatcher in the Fire Department to a Communication Operator in the Police Department. The Fire Dispatcher position has been vacant since November 1, 2011, which has increased the level of stress on current staff and has the potential to degrade service if the position remains unfilled.

In reviewing the Fire Chief's hiring justification outline, Mr. Koenig stated his support of the request; however, he recommended approval with the condition that the candidate selected must pass the same background check that is required by the Police Department for Communication Operators. He reminded members that his long-term objective for both Police and Fire Department dispatch operations is to have a consolidated facility that would eventually integrate emergency dispatch functions. Mr. Koenig felt that the requirement of a background check would help lay the foundation for that transition.

Mr. Koenig noted that the total cost of annual wages and benefits for the position was estimated at $51,224.

Responding to Mr. Anderson, Fire Chief Fortney indicated that there were five (5) full-time dispatcher positions and one (1) part-time position in the Fire Department and that four (4) full-time positions and one (1) part-time position are currently filled.

The Committee recommended approval of the request to recruit for the Fire Dispatcher, with the condition that the candidate selected to fill the position must pass the same background check that is required by the Police Department for their Communication Operators, as recommended by staff.

Dr. McGlumphy explained that his request to remove the filling of critical positions from the consent agenda was due to his feeling that action by Council should be taken and voted upon separately.

Dr. McGlumphy moved for approval of the Committee's recommendation, seconded by Mr. Anderson.

Dr. McGlumphy stated that he was presenting the Committee's recommendations; however, he would vote on the matter according to his position.

Responding to comments of Mr. Hare, Mr. Hutchison suggested that members consider that there are currently 30 vacant positions within the City and that the City Manager has been charged with reviewing current operations and presenting recommendations. He felt that additional requests would be forthcoming as the City Manager continues to review and assess the operations of the City. He requested that members of Council support the City Manager in this regard.

On a call for the question by Mr. Bonar, the motion to approve the Committee's recommendation for approval of the request to recruit for the Fire Dispatcher, with the condition that the candidate selected to fill the position must pass the same background check that is required by the Police Department for their Communication Operators, as recommended by staff, was carried by a roll call vote of six (6) yes, two (2) no (Dr. McGlumphy and Mrs. Williams), and one (1) absent (Council President Leary).

Electric Department

Mr. Scott Koenig, City Manager, reviewed a request from Mr. Jeremy Johnson, Interim Electric Director, to fill three (3) vacant or soon to be vacant positions within the Electric Department. He advised members that there are a total of six (6) vacant positions within this department currently. An additional vacancy is expected on or about April 1, 2012, due to an expected retirement. Due to the considerable number of vacancies in the current fiscal year, funds are available to fill the requested positions. In addition, Mr. Koenig stated that adequate funds should be available in the FY 2013 budget since he did not anticipate filling several of the vacant positions. He noted that the Departmental Budget and Support Supervisor position will be removed from the FY 2013 budget altogether.

Mr. Koenig advised members that these positions were also identified by the former Public Utilities Director, Mr. Ron Lunt, as being critical to the function of the City's electric utility. Based upon the reviews by Mr. Johnson and Mr. Lunt, he concluded that these positions are critical and must be filled. He noted that the request would upgrade the open position of Substation Relay Foreman to

an Electrical Engineering position and that the estimated budget impact of this upgrade is $18,409; however, this change would significantly expand the City's engineering capability.

Staff recommended that the Substation Relay Foreman vacancy be filled by an Electrical Engineer, which would increase efficiency because the Substation Relay Foreman's responsibilities would be satisfied and some engineering duties could be absorbed. Additionally, staff recommended hiring two (2) Substation Technicians at the entry-level grade. This would replace the vacant Substation Technician II and prepare the department for the retirement of the other Substation Technician.

In response to Mr. Anderson, Mr. Johnson stated that the Substation Department provides safety to City employees and the general public and plays a vital role in restoring power during outages. Additional functions of this department include substation maintenance, completion of capital projects, and support of the Electric Department's daily operation. He stated that the minimum staffing level of the Substation Department is five (5) employees and that the Department is currently operating with three (3), with a Substation Technician expected to retire in April 2012.

As an example of the effect on the public's safety, Mr. Johnson explained that if a vehicle was to hit an electric pole, causing power lines to go down, and the Substation Department did not function properly and remove power from the system, those lines would remain energized and could cause danger to the public.

Mr. Hare reminded members that City Council has been considering the possibility of selling the City's utility and questioned if the proposed action should be taken at this time, since Council is waiting for responses to the Request for Proposals (RFP) for a Cost of Service Study and would be making a decision in this regard. Responding, Mr. Johnson explained that the request would address the City's immediate need to continue to provide safe and reliable electric service.

Concurring, Mr. Bonar felt that whether the City decides to maintain the electric system is a separate issue to be considered once a study of the entire system has been completed. In the interim, the City has the responsibility to maintain the safety and reliability of the system. In his opinion, the requested positions were critical for providing for the reliability, adequacy, and safety of the system and he urged members to support the request.

The Committee recommended approval of the request to recruit an Electrical Engineer for the Electric Department, as recommended by staff.

Dr. McGlumphy moved for approval of the Committee's recommendation, seconded by Mrs. Russell and carried by a roll call vote of seven (7) yes, one (1) no (Dr. McGlumphy), and one (1) absent (Council President Leary).

In regard to the anticipated retirement of a Substation Technician, Mr. Hare questioned if the employee had submitted his retirement application. Responding, Mr. Johnson stated that, although he was unsure if the paperwork had been completed, the employee had met with the Human Resources Department and indicated his intention to retire in April 2012.

Mr. Hare suggested the possibility of delaying the filling of the second position until the current employee retires. Responding, Mr. Koenig explained the length of time involved in the hiring process for such a position and suggested that if members had reservations regarding hiring two (2) Substation Technician positions at this time, they could recommend filling one (1) at this time, with the stipulation that the second position would be filled upon the retirement of the Substation Technician that is anticipated in April 2012.

The Committee recommended approval of the request to recruit for one (1) of the Substation Technicians for the Electric Department, with the caveat that if the current Substation Technician submits his retirement application, staff could recruit for the second Substation Technician.

Dr. McGlumphy moved for approval of the Committee's recommendation, seconded by Mr. Bonar and carried by a roll call vote of five (5) yes, three (3) no (Mrs. Russell, Dr. McGlumphy, and Mrs. Williams), and one (1) absent (Council President Leary).

United Networks of America Revised Letter of Agreement

During their meeting of December 12, 2011, members considered a Letter of Agreement with United Networks of America and tabled the matter until such time that some type of accounting assurance is provided to the City.

Mr. Scott Koenig, City Manager, reviewed a revised Letter of Agreement which addressed the concerns relayed by members during their December 12, 2011 meeting.

Staff recommended that staff be authorized to sign the revised Letter of Agreement with United Networks of America to begin the Health Discount Card Program.

In response to Mr. Shevock, Mr. Koenig assured members that there would be no expenses for the City of Dover as a result of this program. Elaborating, Mr. Anderson indicated that the program itself provides several thousand copies of the material (brochures, cards, etc.) free of charge; however, if the City wished to promote the program beyond what is provided, those costs would be borne by the City.

The Committee recommended that staff be authorized to sign the revised Letter of Agreement with United Networks of America to begin the Health Discount Card Program.

By consent agenda, Mr. Bonar moved for approval of the Committee's recommendation that staff be authorized to sign the revised Letter of Agreement with United Networks of America to begin the Health Discount Card Program *(Exhibit #2)*, seconded by Mr. Hutchison and carried by a unanimous roll call vote (Council President Leary absent).

Staff Recommendations - Economic Development Office

During their meeting of January 9, 2012, Mr. Scott Koenig, City Manager, reviewed a memorandum outlining a recommendation for restructuring the City's Economic Development Office and the Downtown Dover Partnership (DDP). Members tabled the matter to allow the DDP Board to submit a response.

Mr. Koenig reminded members of Recommendations #1-6 from the memorandum dated January 5, 2011. He stated that executive sessions were held to discuss qualifications and other personnel matters and the recommendations were also discussed with several members of the DDP and the DDP Board. Mr. Koenig noted that the DDP Board requested several amendments to staff's recommendation. It was the Board's opinion that the current Business Improvement District (BID) tax allocation would not be sufficient to cover the cost of the operation of the DDP; therefore, they requested that this tax be increased in the FY 2013 budget to provide a total transfer of $100,000. Mr. Koenig indicated that if the recommendation is implemented, the DDP would use its own funds and hire an Executive Director to manage the mission of the DDP. The DDP also felt that there would be a continued need for accounting and administrative support from the City of Dover in the near term (one (1) to three (3) years) for DDP Board and Committee Meetings.

Mr. Koenig stated that the IUE Union objected to Recommendation #5, stating that it would be a violation of their contract. He noted that this matter had not been reviewed by the City's labor attorney. Mr. Koenig felt that associated managerial rights provided in the contract would supercede the IUE's position on this matter.

In regard to concerns of a potential conflict of interest if the Economic Development Office was located in the Planning Department, Mr. Koenig stated that it could be argued that such a conflict could exist with any department. He indicated that the rationale for relocating the Economic Development Office to the Planning Department is that first contact typically occurs in that office, explaining that most individuals do not contact the City Manager's Office for this type of information. He felt confident that moving the Economic Development Office to the Planning Department would not create a direct conflict of interest.

Mr. Koenig reminded members that the purpose of his recommendations was to discuss with City Council ways to address budget gaps and maintain levels of service. He relayed his support for the desire of the DDP to hire their own Executive Director, who would concentrate solely on the projects and mission of the DDP. He noted that the original recommendation included an effective date of February 1, 2012, which has passed.

In response to Mr. Anderson, Mr. Koenig stated that the DDP's Board made a valid point regarding the need for additional funding and support beyond June 30, 2012; however, he felt that their request and his recommendation should be negotiated in this regard.

Mr. Koenig indicated that his recommendations would provide a savings in the amount of $100,000 in employee costs for FY 2013 and a reduction in administrative expenses. He noted that the BID tax transfer allocation is currently $51,000; therefore, an additional $49,000 would be necessary to fill the DDP's request of $100,000 for the next fiscal year. This would result in only a $51,000 savings for FY 2013.

Mr. Anderson referred to a conversation he had with Ms. Georgeanna Windley (email previously provided to members) who indicated that she thought the program should be tweaked; however, she felt this would be counterproductive without a thorough assessment.

Responding to Mr. Lynn, Mr. Koenig stated his belief that staff could not produce documentation that would outline revenues that the Economic Development Office or Economic Development Manager position produce which exceed the costs.

Mr. Lynn encouraged members not to recommend placing the Office under the Planning Department, explaining his feeling that it is imperative that the integrity of Planning Department opinions regarding site plans, subdivisions, conditional use, and rezonings be protected from accusations of bias from an opposing public. He felt that the economic development professional would surely cultivate projects that would go before the Planning Commission, Board of Adjustment, and City Council. If the economic development professional were placed under the Planning Director, their independence on any matter would be compromised and every decision that is opposed would be open to litigation. Mr. Lynn also felt that this restructuring would diminish the status of the economic development professional, who should have complete access to the City Manager and the Mayor without having to go through the Planning Director, and that this office should have its own letterhead, website, etc.

Mr. Hare reminded members that prior to 2008, the Mayor and City Manager performed the City's economic development function in association with Kent County, and that this approach had proven successful for many years. He did not support the expenditure of funds for a separate economic development office and suggested that if it is maintained, since half of the responsibilities would be eliminated, it should consist of only a part-time employee (25 hours per week).

Disagreeing, Mr. Anderson reminded members that, prior to 2008, the City's downtown area began to weaken, and there was an increase in crime and a flight in businesses and jobs. It was his opinion that since the City acquired its own Economic Development Office, there has been slow improvement in the downtown area and the City has received millions of dollars in investments which will begin to take effect in March, including the North Street Project, Collegian site, revitalization of the old C-Moore's building, the Downtown charrette plan, etc.

Mr. Koenig reiterated that staff's recommendation is based on comments that were made by members of Council and the DDP. One major concern was that the City's workforce expanded in 2008 and a revenue stream was not developed to fund the Economic Development Office. He explained that when next year's budget is prepared, staff will be required to add a funding source for this Office and one of the reasons the recommendation was developed was due to this gap in the City's budget. Mr. Koenig concurred with the importance of economic development for the City and explained that the question is how this need ranks in priority as the budget is developed. He stated no objection to members rejecting staff's recommendation or tabling the matter to have staff respond to questions; however, he did not feel that providing answers to the questions would move the matter forward.

The Committee recommended tabling the matter to allow staff additional time to work with the Downtown Dover Partnership (DDP) on the development of a recommendation.

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

Staff Recommendations - Community Development Office

During their meeting of January 9, 2012, Mrs. Ann Marie Townshend, Director of Planning and Community Development, reviewed a recommendation to restructure the Community Development Program and the current Community Development Manager position to allow the incumbent of this position to take on additional responsibilities outside the Community Development Program. Members tabled action to allow further discussion, possibly in executive session.

Mrs. Townshend reminded members of the recommendation and noted that a discussion of personnel matters related to this issue was held in executive session.

Mr. Hare stated that, after discussing this matter with other jurisdictions involved with the Community Development Block Grant (CDBG) Program, he felt that the work does not require a 40-hour week. Although he had no objections to assigning the current Community Development Manager as a Planner I, he did object to providing the employee a salary at the top of the pay scale for a Planner I since the employee does not currently qualify for the position of Planner I.
Responding, Mrs. Townshend stated that staff is working to address budgetary issues while maintaining a level of service. She stated that this employee's current salary is higher than the pay scale for a Planner I and staff's recommendation was for the Community Development Manager to retain her current salary in an attempt to be fair to the employee.

It was Mrs. Russell's feeling that it would be unfair to punish an employee who may prove to be as valuable in the new position as she has in her current position, where she provided years of service to the City.

In response to Mr. Hare, Mrs. Townshend clarified that the current Community Development Manager is not experienced in many of the primary duties of a Planner I; however, that is not an indication that the employee is not qualified. It was her opinion that the employee is qualified to serve as a Planner and, although she will need training, this is necessary even for individuals with a planning background. She noted that the recommendation is to merge the vacant Planner and CDBG positions and that the previous Planner (who earned approximately $40,000 per year) did not have a CDBG background. She explained the importance of properly managing the CDBG program and keeping it in line with Federal requirements.

The Committee recommended that staff be authorized to restructure the Community Development Program and the current Community Development Manager position to allow for this position to take on additional responsibilities outside the Community Development Program, as recommended by staff.

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

Proposed Ordinance #2012-03 - Related to Senior Citizen Income Exclusions

During their meeting of January 23, 2012, members considered Proposed Ordinance #2012-03, which would amend Chapter 102 - Taxation, Article VI - Exemptions; Board of Assessment Appeals, Section 102-183 - Tax Exemption for Senior Citizens by replacing the language "federal

civil service retirement" with "Civil Service Retirement System (CSRS)" and changing the computation of the property owner's entitlement for the deduction from a dollar amount to a percentage of the Social Security maximum benefit. After much discussion, the Committee referred the matter back to staff for clarification of the language.

Ms. Cheryl Russell, City Assessor, stated that staff considered amending the language of the proposed ordinance title to specify that the senior citizen abatement was for low-income senior citizens, which was referred to the City Solicitor for review. She advised members that the City Solicitor recommended not changing the title of the ordinance. She explained that the authority for this exemption comes from 22 Del C §1001, "Exemptions from Municipal Taxation on Real Property For Persons 65 Years of Age or Older."

Staff recommended adoption of Proposed Ordinance #2012-03 amending Section 102-183 (b)(3) to update the language to specify Civil Service Retirement System (CSRS) as the type of Civil Service Retirement to be excluded and also to strike out the dollar amount for the maximum amount allowed for the deduction from income. Staff also recommended changing the wording in Line 48 for clarification (eliminating "Appeals from").

The Committee recommended adoption of Proposed Ordinance #2012-03, as recommended by staff.

By consent agenda, Mr. Bonar moved for approval of the Committee's recommendation, seconded by Mr. Hutchison and carried by a unanimous roll call vote (Council President Leary absent). *(The First Reading of Ordinance #2012-03 will take place during the latter part of the meeting.)*

Request of City Manager - Employment Related Benefits/Expenses

Members reviewed a request from Mr. Scott Koenig, City Manager, to consider approval of a $400 car allowance rather than the use of a City vehicle and a $100 special cell phone allowance rather than the use of a City cell phone. He provided members with support documentation for each of the requests.

The Committee recommended approval of the City Manager's request for a $400 car allowance and $100 special cell phone allowance.

Dr. McGlumphy moved for approval of the Committee's recommendation, seconded by Mr. Hutchison.

Mr. Anderson requested the division of the question to allow for separate motions.

Mr. Anderson felt that the car allowance would ultimately save the City money; however, with regard to the cell phone allowance, since the City has a policy regarding the use of cell phones, he did not feel that an exception should be made for the City Manager.

The motion to approve the City Manager's request for a $400 car allowance was carried by a roll call vote of six (6) yes, two (2) no (Dr. McGlumphy and Mr. Lynn), and one (1) absent (Council President Leary).

The motion to approve the City Manager's request for a $100 special cell phone allowance was carried by a roll call vote of five (5) yes, three (3) no (Mr. Anderson, Dr. McGlumphy, and Mr. Lynn), and one (1) absent (Council President Leary).

Dr. McGlumphy moved for acceptance of the Legislative, Finance, and Administration Committee Report, seconded by Mr. Bonar and unanimously carried.

EVALUATION OF BIDS - LIBRARY FURNITURE

Mr. Scott Koenig, City Manager, reviewed a request for the purchase of furniture for the new Library and advised members that construction of the new Library is 50% complete and is progressing on schedule, with a targeted completion date in June 2012 and a potential opening date in September 2012. He explained that lead time on the order and delivery of furniture is necessary so that shelving may be installed by EDiS to meet the construction schedule and deadlines.

Mr. Koenig indicated that staff has reviewed and recommended approval of the purchase from Diversified Storage Solutions through State contract, in accordance with the City of Dover Purchasing Policy. He noted that the total amount budgeted for furniture and shelving is $703,000 and the purchase request totals $292,738, specifically for shelving, panels, and countertops. He stated that the balance of the furniture to be purchased is currently being reviewed by staff and will be brought forward to Council in March.

Staff recommended approval of the purchase of the shelving, end panels, and countertops in the amount of $292,738.

Responding to Mr. Anderson, Mr. Koenig stated that these items were not included in the City's contract with EdiS; however, he assured members that the purchase was included as a line item in the original project budget.

In response to Mrs. Williams, Mrs. Mitchell confirmed that the expenditure is part of the $3.5M included in the City's budget for the project.

Mr. Anderson moved for approval of staff's recommendation to purchase shelving, end panels, and countertops in the amount of $292,738, seconded by Mr. Hare and carried by a unanimous roll call vote.

PROPOSED CANCELLATION OF COUNCIL AND COMMITTEE MEETINGS FALLING IN THE WEEK OF THE FOURTH MONDAY OF EVERY THIRD MONTH (MARCH, JUNE, SEPTEMBER, AND DECEMBER)

Due to short staffing related to the hiring freeze and current budgetary constraints that the City is facing, some members of Council suggested holding fewer City Council and Committee meetings. Many of the recent meetings have had short agendas and it was felt that those items could be combined into one meeting, thereby providing additional time for day-to-day operations for those departments that are short-staffed.

As a result, Council President Leary recommended the cancellation of the Utility Committee, Legislative, Finance, and Administration Committee, and City Council meetings falling in the week of the fourth Monday of every third month (March, June, September, and December) and moving the Safety Advisory and Transportation Committee meetings falling in those months to the week of the second Monday of that same month.

By consent agenda, Mr. Bonar moved for approval of Council President Leary's recommendation, seconded by Mr. Hutchison and carried by a unanimous roll call vote (Council President Leary absent).

SELECTION OF POLLING PLACES FOR 2012 REGULAR MUNICIPAL ELECTION

Members were advised that the City of Dover Election Board met on February 23, 2012 and recommended that the Elk's Lodge at 200 Salisbury Road be utilized as the polling place for the First District and the Dover Park Recreation Center at 1210 White Oak Road be utilized as the polling place for the Third District for the Municipal Election to be held on Tuesday, April 17, 2012.

Mr. Hare moved for approval of the Election Board's recommendation, seconded by Mr. Lynn and unanimously carried.

APPOINTMENT RECOMMENDED BY COUNCIL PRESIDENT LEARY - PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE - DAVID L. BONAR (TO FILL UNEXPIRED TERM OF WILLIAM F. HARE - TERM TO EXPIRE MAY 14, 2012)

Council President Leary recommended the appointment of Councilman David L. Bonar to serve on the Parks, Recreation, and Community Enhancement Committee for a term to expire May 14, 2012 (to fill the unexpired term of William F. Hare).

By consent agenda, Mr. Bonar moved for approval of Council President Leary's recommendation, seconded by Mr. Hutchison and carried by a unanimous roll call vote (Council President Leary absent).

FIRST READING - PROPOSED ORDINANCE #2012-03

Council President Williams reminded the public that copies of proposed ordinances 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 March 12, 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 #2012-03 AMENDING CHAPTER 102 - TAXATION, ARTICLE VI - EXEMPTIONS; BOARD OF ASSESSMENT APPEALS, SECTION 102-183 - TAX EXEMPTION FOR SENIOR CITIZENS

COUNCIL MEMBERS ANNOUNCEMENTS

Mr. Anderson announced that on February 29, 2012, Westminster Village will introduce "Masterpiece Living," which will provide information on ways to live in older age successfully. It will be a comprehensive approach and open to the public.

Mrs. Russell advised members that the Boys and Girls Club at Simon Circle will begin a youth basketball program from 6:00 p.m. to 8:00 p.m. on February 24, 2012 and that volunteers are needed. The program is sponsored by the Drug and Alcohol Awareness Program and includes an educational component.

Mr. Hare stated that the Police Department will hold a Promotion Ceremony on February 28, 2012, at 7:00 p.m. and encouraged members of Council to attend to show their support.

In response to Mr. Hare regarding the possibility of changing the 2:00 p.m. meeting time set for the Council Retreat on March 30, 2012, Mrs. Williams suggested that this matter be reviewed with the City Clerk's Office.

Mr. Bonar moved to adjourn into executive session (which was recessed earlier in the evening), seconded by Mrs. Russell and unanimously carried.

Meeting Adjourned at 8:55 P.M.

TRACI A. McDOWELL
CITY CLERK

All orders, ordinances, and resolutions adopted by City Council during their Regular Meeting of February 27, 2012, are hereby approved.

CARLETON E. CAREY, SR.
MAYOR

/TM/jg
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Exhibits Attached to Original Minutes and File Copy
Exhibit #1 - Presentation - Violation of Dangerous Building Ordinance - 38 South New Street
Exhibit #2 - Revised Letter of Agreement with United Networks of America

SPECIAL COUNCIL MEETING

A Special Council Meeting was held on February 27, 2012 at 4:50 p.m. with Councilwoman Williams presiding in the absence of Council President Leary. Members present were Mr. Anderson, Mrs. Russell, Dr. McGlumphy, Mr. Lynn, Mr. Bonar, Mr. Hare, and Mr. Hutchison.

Council staff members present were Mr. Koenig, Mrs. Mitchell, Mr. Johnson, and Mrs. McDowell. Mayor Carey was also present.

AGENDA ADDITIONS/DELETIONS

The agenda was approved by unanimous consent.

Mr. Bonar moved to recess into executive session to discuss legal matters, seconded by Mr. Hare and unanimously carried.

Meeting recessed at 5:33 p.m., reconvened at 8:55 p.m., and adjourned at 9:30 p.m.

CALPINE PROJECT UPDATE

During the executive session, Mr. Kirk Betts, Betts & Holt, LLP, provided an update on the Calpine project.

Mr. Bonar moved to retain Mr. Betts as legal counsel for the Calpine Project, seconded by Mr. Anderson and unanimously carried.

Mr. Hare moved for adjournment, seconded by Mr. Anderson and unanimously carried.

Meeting Adjourned at 9:31 P.M.

TRACI A. McDOWELL
CITY CLERK

All orders, ordinances, and resolutions adopted by City Council during their Special Meeting of February 27, 2012, are hereby approved.

CARLETON E. CAREY, SR.
MAYOR

/TM
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DOVER FIRE DEPARTMENT

2011 ANNUAL REPORT





DOVER FIRE DEPARTMENT

Established 1882

March 12, 2012

Members of Dover City Council
Honorable Carleton E. Carey, Sr., Mayor
15 Loockerman Plaza
Dover, DE 19901

Council Members and Mayor Carey:

Once again, the members of the Dover Fire Department endured a challenging year in 2011 with fires, natural disasters and budgetary constraints. Throughout these challenges, the members and officers continually pull together to provide advanced fire and rescue services to the citizens of the City of Dover and surrounding areas.

Along with the many working house fires and MVC's with entrapment throughout the year, we experienced both a hurricane and an earthquake, both of which occurred within a week of one another. During Hurricane Irene, we responded to over 40 incidents during a 12 hour period, we were able to do so because of the tireless efforts of our members who left their own homes and families to stay at the station. The earthquake occurred in the middle of the day which is typically a difficult time for attendance; however, we responded to approximately ten calls inside an hour period.

May and September brings NASCAR to Dover, this is always a busy time for the members of the DFD and 2011 was no exception, we responded to several incidents, one of which was a working fire in a luxury motor home.

In July, we took delivery of a 2011 Pierce Quantum 100' rear mount aluminum ladder truck with a 12' jack spread, a 500 gallon tank with 1,500 gallons per minute pump. This truck holds 900' of supply line, 300' of 3" hose, and three 200' 1 ¾ pre-connects. Ladder 1 holds equipment for high angle, confined space water and ice rescues.

The Delaware Volunteer Firefighters Association Annual conference took place once again in September, during this week, the DFD also had two large fundraisers, the Annual Backyard Burner held at Bubba's Rock Shack and the Inaugural Gettin' Hosed 5K, both of these were great events and raised thousands of dollars.

103 South Governors Avenue • Dover, Delaware 19904
Headquarters: (302) 736-7168 • Fire Chief's Office: (302) 736-7167 • FAX: (302) 736-7166

Thousands of children learned about fire prevention and safety during Fire Prevention week in October. Members of the DFD travelled to several schools and daycares within the fire district and provided many station tours.

The weather held out this December and Operation Santa took place providing joy and happiness to many young people throughout the communities of the City of Dover.

As 2011 came to a close, I looked back and realized what an effort we made to stay within our budget as well as implement cost savings. Not only did we hold off on the purchase of a new engine (approx. $600K), we worked with the City to reduce our sewer and landline telephone bills (approx. $5K annually) and removed cell phones from all apparatus except for the first due piece from each station (approx. $3K annually).

I look forward to serving the citizens of the City of Dover for another year as Fire Chief.

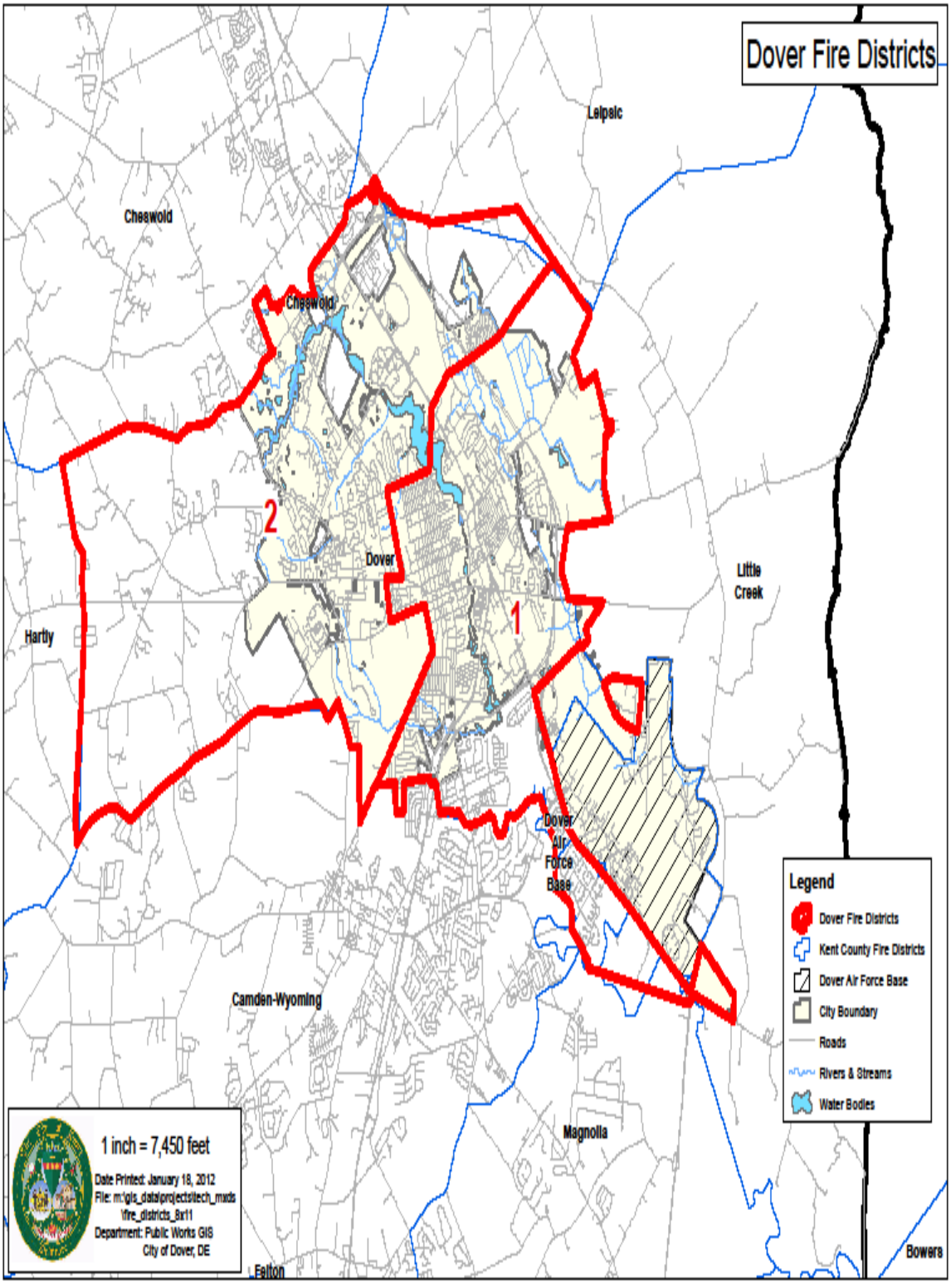
Thank you.

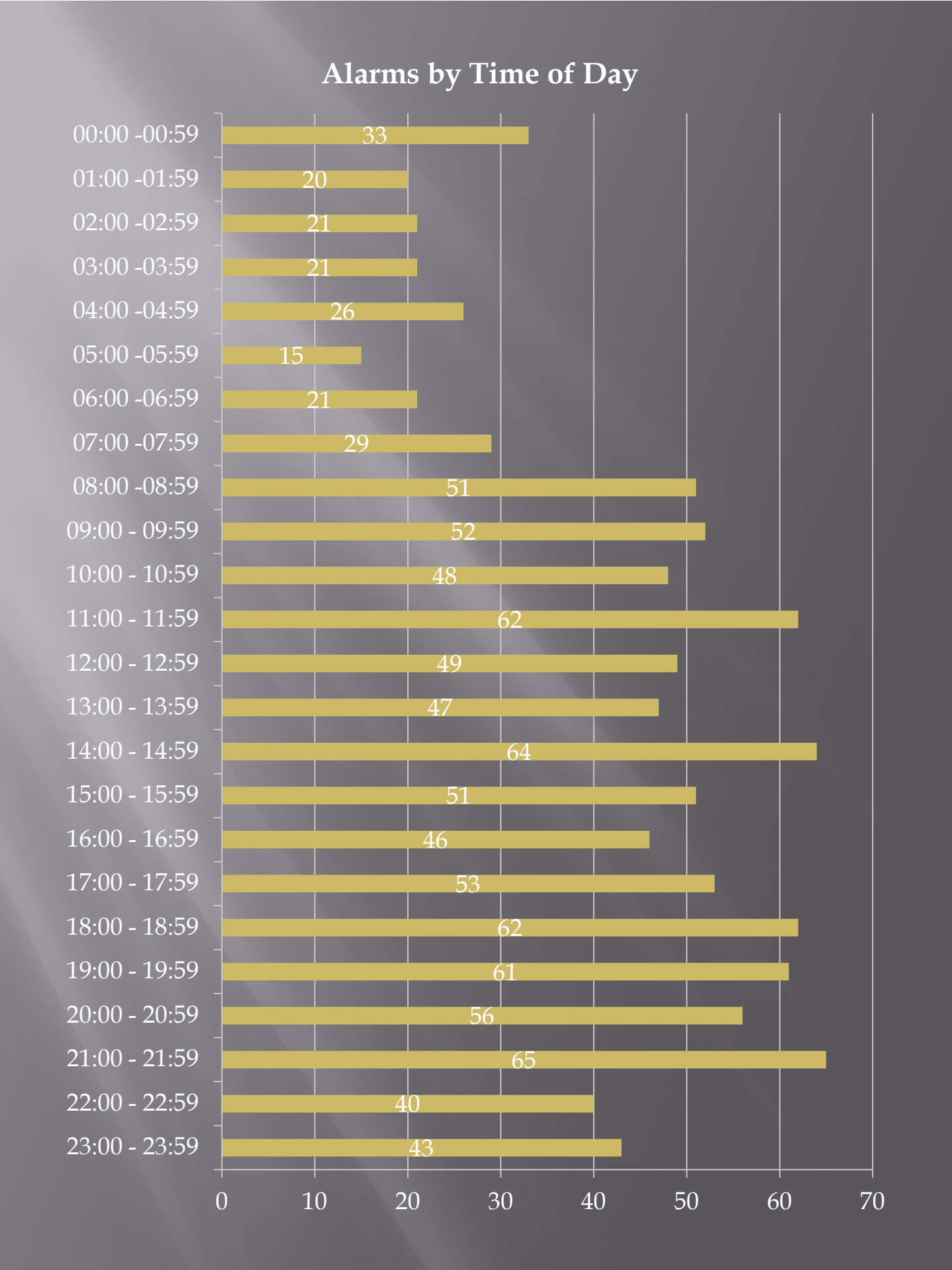
Sincerely,

Jack I. Fortney, Jr.

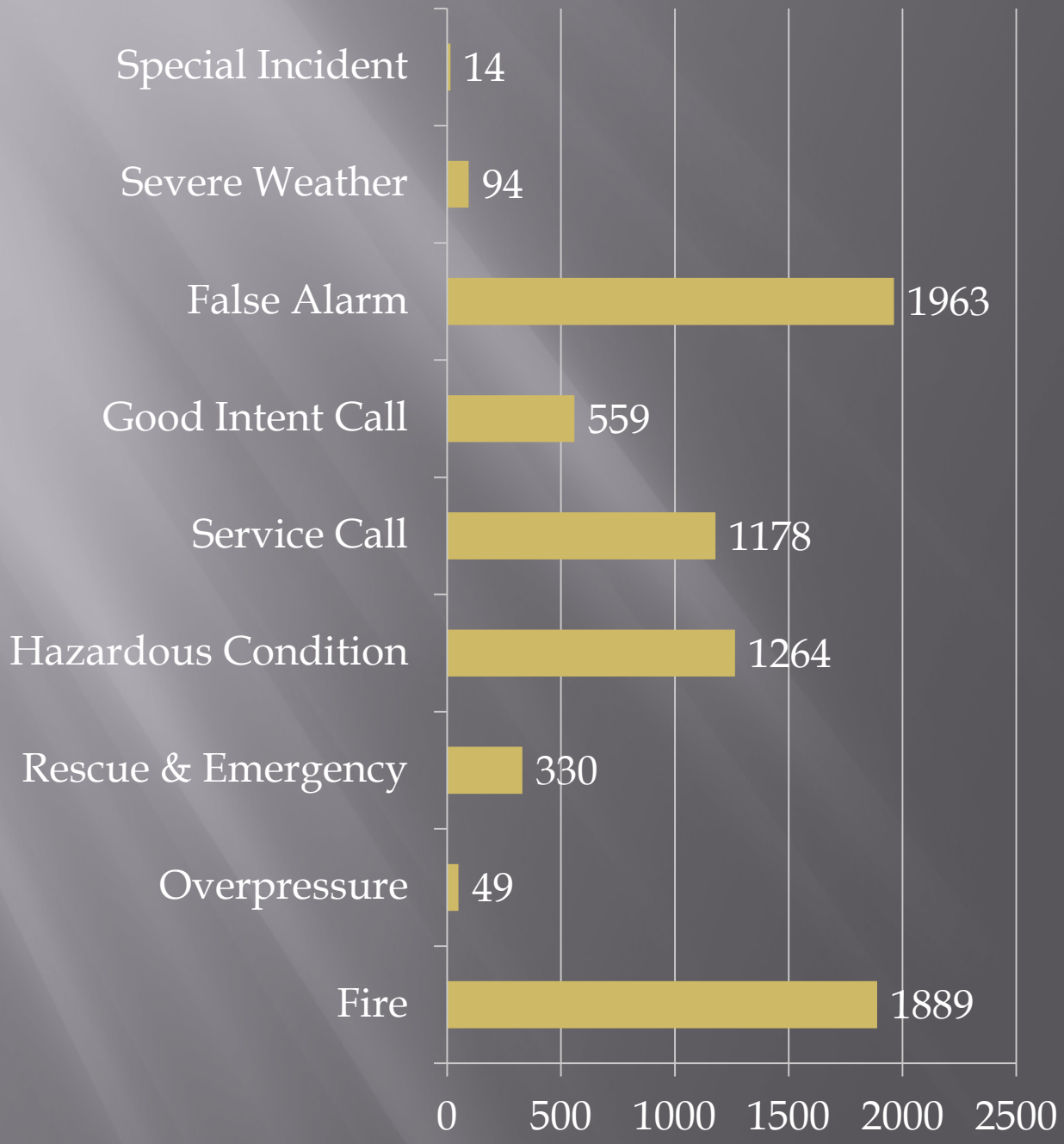
Jack I. Fortney, Jr.
Fire Chief

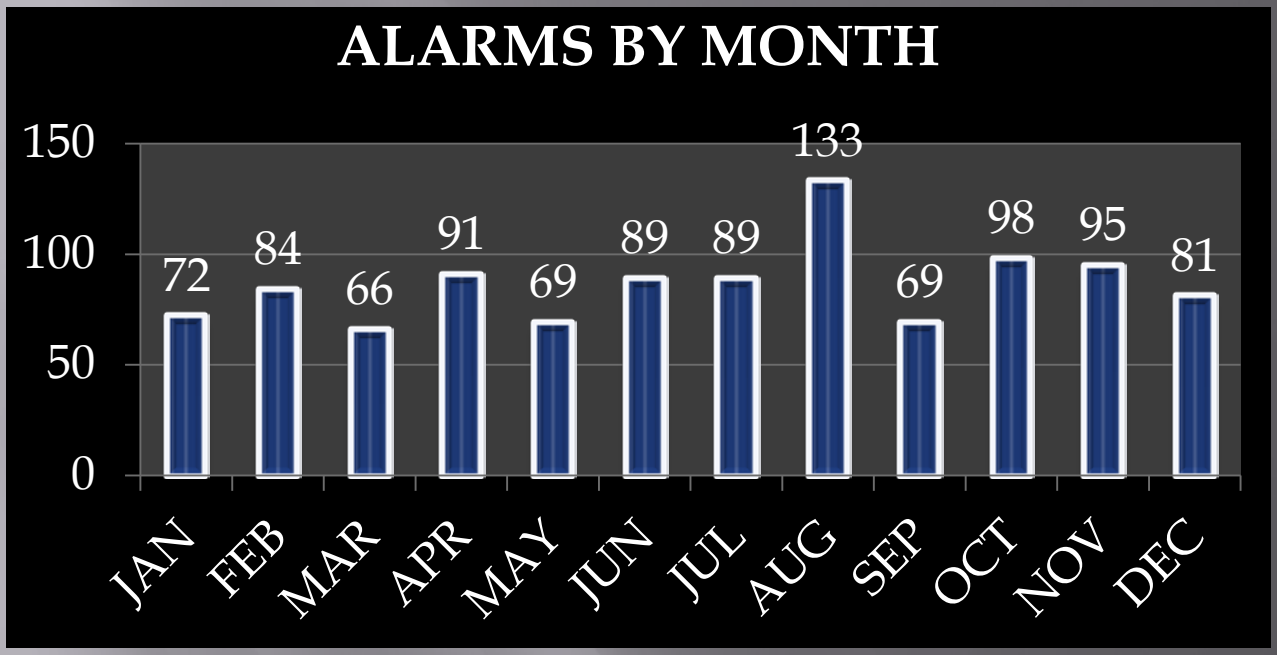
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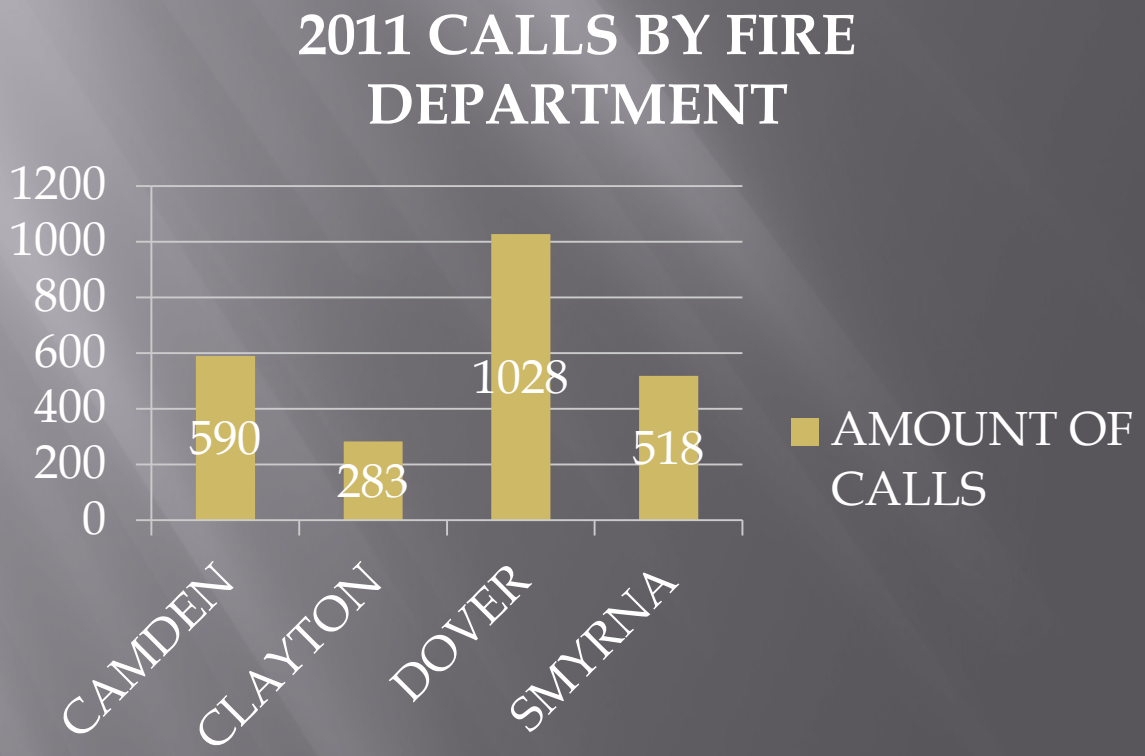

Dover Fire Districts
Leipsic
Cheswold
Cheswold
2
Dover
1
Little Creek
Hartly
Dover Air Force Base
Camden-Wyoming
Magnolia
Bowers
Felton
Legend
Dover Fire Districts
Kent County Fire Districts
Dover Air Force Base
City Boundary
Roads
Rivers & Streams
Water Bodies
1 inch = 7,450 feet
Date Printed: January 18, 2012
File: m:\gis_data\projects\tech_mxds\fire_districts_8x11
Department: Public Works GIS
City of Dover, DE


Alarms by Time of Day
00:00 -00:59
33
01:00 -01:59
20
02:00 -02:59
21
03:00 -03:59
21
04:00 -04:59
26
05:00 -05:59
15
06:00 -06:59
21
07:00 -07:59
29
08:00 -08:59
51
09:00 - 09:59
52
10:00 - 10:59
48
11:00 - 11:59
62
12:00 - 12:59
49
13:00 - 13:59
47
14:00 - 14:59
64
15:00 - 15:59
51
16:00 - 16:59
46
17:00 - 17:59
53
18:00 - 18:59
62
19:00 - 19:59
61
20:00 - 20:59
56
21:00 - 21:59
65
22:00 - 22:59
40
23:00 - 23:59
43
0
10
20
30
40
50
60
70

Manpower Hours By Situation Found




ALARMS BY MONTH
150
100
50
0
72
84
66
91
69
89
89
133
69
98
95
81
JAN
FEB
MAR
APR
MAY
JUN
JUL
AUG
SEP
OCT
NOV
DEC


2011 CALLS BY FIRE DEPARTMENT
1200
1000
800
600
400
200
0
590
283
1028
518
CAMDEN
CLAYTON
DOVER
SMYRNA
AMOUNT OF CALLS

Ladder 1
2011 - Pierce Quantum PUC

100’ rear mount foot aluminum ladder with a 12 foot jack spread, 500 gallons of water, 1,500 G.P.M. pump, 900’ 5" supply line, 300’ 3" hose, (3) 200' 1 3/4 pre-connects, Full complement of engine/truck company equipment, Equipment for high angle, confined space, water and ice rescues







INCIDENTS OF INTEREST

On November 01, 2011 at 1209, the Dover Fire Department was dispatched for a motor vehicle collision (MVC) with a subject trapped at the intersection of Scarborough Rd and N. Dupont Hwy. Dover 16, Deputy Chief West, arrived first on scene in the Command Car to find a rollback truck on its side with a vehicle on the rollback portion of the truck. The subject inside the cab was egress challenged and could not exit the vehicle under his own power. Additional units arrived on scene and were directed to stabilize the vehicles, and remove the windshield of rollback to gain access to the driver. The subject was extricated and transported to the local Emergency Department for evaluation.





On October 28, 2011 at 2311, the Dover Fire Department was dispatched to 39 S. Queen St for a working house fire. E4 under the direction of Capt. Hall was first on scene and found heavy fire showing from division 1 and 2 on the Alpha side of a 2-story single family dwelling. E4 secured a water source and advanced a 1-3/4" attack line through the front door of the residence. Crews encountered heavy fire conditions throughout the structure. L1 arrived on scene and advanced a second 1-3/4" attack line. Additional crews arrived on scene and performed search and rescue, ventilation and extensive overhaul.





On October 27, 2011 at 2125, the Dover Fire Department was dispatched to 726 Slaughter St. for a working house fire. E4 under the direction of Asst Chief Carey was first on scene and found fire showing from the Alpha side of a 2-story single family dwelling. E4 secured a water source and advanced an 1-3/4" attack line through the front door of the residence. Crews found two rooms fully involved. L1 arrived on scene and performed horizontal ventilation on all four sides of the structure. Additional crews arrived on scene and performed search and rescue and overhaul.





On October 25, 2011 at 2256, the Dover Fire Department was dispatched to 1661 S. Dupont Hwy for a ladder company assist with the Camden-Wyoming VFC for a working building fire. Capt Knight arrived on scene with L2 and was directed to place the aerial in service to vent the roof. E3 arrived on scene as well and crews from both units made several vent holes in the roof of the structure. Engine crews from CWVFC extinguished the fire within.





On October 25, 2011 at 2016, the Dover Fire Department was dispatched for a motor vehicle collision (MVC) with a subject trapped at the intersection of Leipsic Rd and Persimmon Tree Lane. Dover E4, under the direction of Chief Fortney, was first on scene and found two vehicles involved in an apparent head-on collision with a subject entrapped. Crews quickly stabilized the vehicle and removed the roof/doors to expose the subject. The subject was extricated and transported to the local Emergency Department along with the driver of the other vehicle.





On September 21, 2011 at 1836, the Dover Fire Department was dispatched to 25 N. Kirkwood St. for a working house fire. Chief Fortney arrived first on scene in the Command car to find a 2-story single family dwelling with heavy fire showing. E4 arrived on scene, secured a water source and advanced an 1-3/4" attack line through the side door of the residence. Crews encountered heavy fire conditions on the first floor. L1 arrived on scene and was directed to advance a second attack line into the structure for suppression. L1's crew advanced a second 1-3/4" attack line through the front to assist with fire attack. R1 arrived on scene and was directed to assist in suppression efforts. Due to the deteriorating conditions of the second floor and attic, Chief Fortney ordered an evacuation of the structure and ordered an exterior attack. After the bulk of the fire was knocked down, crews again advanced into the structure to perform search and rescue to extinguish any hot spots. Both primary and secondary searches proved negative. Crews remained on scene performing extensive overhaul.



On August 19, 2011 at 1301, the Dover Fire Department was dispatched to 255 S. Governors Blvd for a working house fire. E4, under the direction of Capt. Hall, was first on scene and found fire showing from the "C" side of a 1-story single family dwelling. E4 secured a water source and advanced an 1-3/4" attack line through the front door of the residence. Crews found two rooms fully involved. E41-6 arrived on scene and advanced a second 1-3/4" attack line to assist with fire attack. L2 arrived on scene, laddered the structure and performed vertical ventilation. Additional crews arrived on scene and secured utilities and assisted in overhaul and salvage. Primary and secondary searches proved negative





On July 17, 2011 at 0621, the Dover Fire Department was dispatched to 114 Spruance Rd for a working house fire. E4, under the direction of Deputy Chief West, was first on scene and found fire showing from the "A" side of a 1-story single family dwelling. E4 secured a water source and advanced an 1-3/4" attack line through the front door of the residence. Crews found the bulk of the fire to be above them in the attic. E3 arrived on scene and advanced a second 1-3/4" attack line into the residence. L2 arrived on scene, performed horizontal ventilation and secured the utilities. E54-5 assisted with fire attack and extensive overhaul. R43 provided the RIT. Primary and secondary searches were conducted and two pet birds were removed from the residence in apparent good health.





On June 7, 2011 at 1248, the Dover Fire Department was dispatched for a reported mulch fire in front of a residence. The call was quickly upgraded to a working alarm when the local communications centers began taking numerous calls of the house now on fire. Duty Officer Capt. Hall was first to arrive on scene to find a 2-story drug treatment center with heavy fire and smoke conditions on the "A" side of the structure.





On May 23, 2011 at 1859, the Dover Fire Department was dispatched to 70 Mifflin Road for a Working House fire. E3 under the direction of Past Chief Bashista was first on scene and found fire showing from the Charlie side of a 1-story single family dwelling. E3 secured a water source and advanced an 1-3/4" attack line through the front door of the residence. Crews found two rooms fully involved with extension into attic and the rear of the structure. E4 arrived on scene; Past Chief Bashista passed Command to Assistant Chief Carey. E4's crew advanced a second 1-3/4" attack line through the front to assist with fire attack. L2 arrived on scene, laddered the structure and performed vertical ventilation. E41-3 assisted with fire attack and extinguished the attic. E6 arrived on scene and advanced a 300' 1-3/4" attack line to the rear of the structure. Medical personnel on scene provided patient care to the homeowner who was home at the fires onset





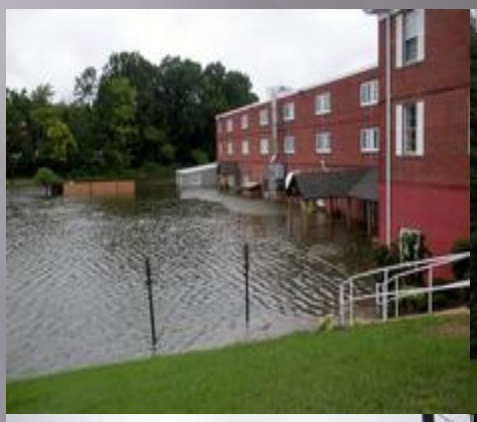
On February 9, 2011 at 0238, the Dover Fire Department was dispatched for a working house fire at 455 New Castle Ave. E4, under the direction of Chief Fortney, was first on scene and found heavy smoke billowing from a "middle of the row", row home. E4's crew established a water supply and advanced a 1-3/4" attack line into the residence through the front door. L2 arrived on scene and performed an initial search and advanced a second 1-3/4" attack line into the residence. E54-5 and E6 arrived on scene minutes afterwards and set up the RIT and the aerial. E3 and E41-3 arrived on scene and were directed to perform searches in the exposure residences and a secondary search in the fire residence. All searches proved negative. Interior crews encountered heavy fire conditions and also had a large volume of fire above in the attic. As crews were inside pulling the ceiling to gain access to the attic space, the fire vented through the roof and sections began to sag. At 0254, Chief Fortney directed the removal of all personnel from the residence and the evacuation tones were sounded. After a quick par check was complete, crews placed the aerial in service and knocked down the bulk of the remaining fire. When deemed safe, crews again entered the structure and placed hand-lines back in service to extinguish a few hot spots and perform a lengthy over haul. The crews worked in adverse conditions in bitter cold with the temperature dropping to 8F with the wind-chill. Due to an aggressive attack, the fire was contained to the residence of origin and there was no extension into the adjacent residences





Hurricane Irene
Saturday, August 27, 2011

The Dover Fire Department responded to almost 50 storm related calls in just over a 12 hour time frame in support of Hurricane Irene efforts. Volunteer crews fully staffed 4 engines, 2 ladder trucks, a brush piece, a utility piece and a marine unit for almost 24 hours. All crews were centrally located at the HQ station downtown and responded to a myriad of calls ranging from water rescues to hazardous flooding conditions at the local hospital. The Department is very proud of the herculean effort that was put forth by its members.









Dover Fire Department Community Events

FIRE PREVENTION - IN OCTOBER, DURING FIRE PREVENTION WEEK, THE DEPARTMENT GOES TO LOCAL SCHOOLS THROUGHOUT THE CITY OF DOVER TO EDUCATE THE CHILDREN ON VARIOUS ISSUES. THE MEMBERS PUT ON A DEMONSTRATION WITH A FIREFIGHTER, DRESSED AS THEY WOULD BE ON A FIRE SCENE, TO SHOW THE CHILDREN HOW IMPORTANT IT IS TO NOT BE AFRAID OF A FIREFIGHTER. THE CHILDREN ARE ABLE TO SEE WHAT THE FIREFIGHTER WOULD LOOK LIKE AND HOW THEY WOULD SOUND IN THE EVENT OF AN ACTUAL EMERGENCY.





NATIONAL NIGHT OUT - ON AUG 2ND, THE DOVER FIRE DEPARTMENT PARTICIPATED IN THE NATIONAL NIGHT OUT EVENT HELD AT THE DOVER TARGET. THE EVENT WAS SPONSORED BY DOVER POLICE DEPARTMENT AND TARGET. NATIONAL NIGHT OUT IS AN OPPORTUNITY TO HEIGHTEN AWARENESS OF DRUG AND CRIME PREVENTION EFFORTS, STRENGTHEN NEIGHBORHOOD SPIRIT AND POLICE COMMUNITY RELATIONS.





Big Event Weekend for the DFD
Saturday, September 17, 2011

The Dover Fire Department had a busy event weekend. It started Friday night with the Backyard Burner event at Bubba's Rock Shak. The evening was a big success again. Patrons enjoyed Kristen and the Noise and socializing with State firefighters. The following morning was the first annual DFD 5K. Over 80 runners participated. Ages ranged from youth through senior citizens. Along with the 5K was a push-up competition sponsored by the Punch Kettle Bell Gym and a hot wing eating competition sponsored by the Dover Buffalo Wild Wings. The DFD would like to thank the many sponsors who made these events such a great success. Special thanks go out to the Little Creek VFC for the use of their EMS gator. Members also had our Engine 2 and antique Engine 8 judged in the DVFA Conference. The apparatus were awarded 2nd and 8th place respectively in their categories. In the afternoon, the membership participated in the DVFA Conference parade followed shortly after by a crab feast put on by with the Little Creek Fire Company. None of these events would have been possible without the stand-by crews we had in our station from Friday afternoon until Sunday morning.



2011 DFD AWARDS

Charlie Boyer, Fireman of the Year
Terry Whitham, Chief's Award
Ronald Rhodes, Firefighter of the Year

TOP TEN RESPONDERS

Roger Wolfgang
John L. LeCompte, II.
Kevin Lane
Ronald Rhodes
James Naylor
Trey Small
Sabrina Naylor
Matthew Carey
Jake Shepherd
Tom Trader

1028 Incidents responded to…..

Thousands of children taught about fire safety and prevention……

Countless hours of training to become better , more experienced firefighters…..

Nights, weekends, holidays away from families…...

The above represents the dedication of the VOLUNTEERS from the Dover Fire Department!!

PROCLAMATION

Whereas, *our nation's use of energy continues to increase, resulting in damaging effects on the world's climate; and*

Whereas, *Earth Hour encourages individuals, businesses, and governments to show leadership on environmental solutions through their actions and to use Earth Hour as a platform to showcase to the world what measures they are taking to reduce their environmental impact; and*

Whereas, *it has been estimated that turning non-essential lights out in America for one hour could save as much as 15% of the energy consumed on an average Saturday night; and*

Whereas, *the energy savings will reduce carbon emissions into our air, preserve the natural resources used to produce this energy, set a positive precedent for the rest of our nation, and result in ongoing reduced costs for the taxpayers and businesses of the City of Dover; and*

Whereas, *residents' participation in Earth Hour shows a commitment to protect the one thing that unites us all – the planet.*

NOW, THEREFORE, I, Carleton E. Carey, Sr., Mayor of the City of Dover, Delaware, do hereby support the observation of

Earth Hour

in the City of Dover, Delaware, on March 31, 2012, and recommend residents and businesses participate by turning out non-essential lights from 8:30 p.m. – 9:30 p.m.

Carleton E. Carey Sr.

Carleton E. Carey, Sr.
Mayor



PROCLAMATION

WHEREAS, *Americans of Irish heritage have lived in the United States since the 17th century, and since the earliest days of our Republic, the faith, values and hard work of Irish-Americans have played an integral part in helping shape our nation and communities; and*

WHEREAS, *many people of Irish heritage came to America and the State of Delaware fleeing famine and poverty. They came with dreams of opportunity and they helped to build our democracy and advance the cause of liberty; and*

WHEREAS, *Irish-Americans have made everlasting contributions to our nation, and we honor their service. Throughout our history, Irish-Americans have helped shape this nation by participating in the signing of the Declaration of Independence and serving as Presidents of the United States; and*

WHEREAS, *during this month of March it is fitting to pay tribute to the contributions made by the Irish and to celebrate their history, heritage and culture, as we reflect upon the legacy bestowed by St. Patrick, the Patron Saint of Ireland; and*

WHEREAS, *we recognize that we are fortunate to have a thriving population of Irish-Americans, who strengthen our communities, and fellow citizens of Irish ancestry with their many achievements, which have earned them admiration and respect from people worldwide.*

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

Irish-American Heritage Month

in the City of Dover and encourage all citizens to celebrate the culture and traditions of Ireland.

_____

Carleton E. Carey, Sr.
Mayor

City of Dover

March 9, 2012

D & S Investment
Attn: Scott Slacum
500 North DuPont Highway
Dover, DE 19901

Re: Denial of Administrative Building Permit

Mr. Slacum:

Based on your conversation with Mrs. Stein on Wednesday, March 7, 2012, it is our understanding that you wish to appeal the denial of building permit #12-229 related to 149 South Governors Avenue. Your written request was received in our office this morning.

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 before City Council during their Regular meeting of Monday, March 12, 2012 at 7:30 p.m.*** in the Council Chambers at City Hall, 15 Loockerman Plaza, Dover, Delaware 19901.

The appeal hearing will afford you the opportunity to give evidence that outstanding payments in the amount of $11,492.87 for 2010 property taxes ($3,221.94) and 2011 property taxes ($8,270.93) have been paid or otherwise show that such denial is not lawful as to the applicant.

Please feel free to contact me by e-mail at cityclerk@dover.de.us or by phone at (302) 736-7008 if you have any questions or concerns.

Sincerely,

Traci A. McDowell

Traci A. McDowell, CMC
City Clerk

TAM/
S:\APPEALS-CLEAN HANDS ORDINANCE\03-08-2012 149 S. Governors Avenue - D&S Investment.wpd

cc: Ann Marie Townshend, Dir. of Planning & Community Development
Scott Koenig, City Manager
Kay Dietz-Sass, Public Affairs Coordinator
Nicholas Rodriguez, City Solicitor
Mayor and City Council

Slacum, Scott

To: cityclerk@dover.de.us
Subject: appeal

RECEIVED
MAR 08 2012
OFFICE OF THE CITY CLERK

D&S Investment Company, LLP would like to appeal the City's decision to not issue permits for 149 S Governors Ave. We have a new business that has spent the last 60 days renovating this space to be used as a salon. We have also spent $ 40,000 over the last 3 years getting the space up to code. Fleischer's Bakery operated in this space for many decades. The reason the current tenants are being denied permits is because we owe real estate taxes to the City of Dover. We have been on an installment agreement with the City of Dover since the Fall of 2011 and have made consistent monthly payments. We do not owe any City of Dover taxes on 147-153 S Governors. We still owe City of Dover taxes on other properties and will follow through with our promise to pay those before the new bills come out in July 2012.

Scott

Scott Slacum
Director of Accounting and Business Operations

Wesley
COLLEGE
Great Things Await

Wesley College
120 North State Street
Dover, DE 19901

Scott.Slacum@wesley.edu
Direct: 302.736.2493
Website: http://www.wesley.edu

McDowell, Traci

From: Mosher, Corinne
Sent: Thursday, March 08, 2012 11:04 AM
To: McDowell, Traci
Cc: Divver, Kathy
Subject: FW: D & S Investment

D & S Investment entered into a payment agreement for delinquent 2010 taxes in October of 2011, the agreement encompassed multiple properties. The payment structure was as follows:

10/24/11	$2000.00
11/26/11	$2490.00
12/21/11	$2490.00
01/21/12	$2490.00 + additional penalty

The payments were made as follows:

10/24/11	paid on time
11/23/11	paid on time

December payment paid in January
January payment was made in March

The payment made in March was all applied toward 147-153 S Governors Ave to clear all taxes due with the intent of being able to obtain necessary permits.

Due to the entire payment being applied to 147-153 S Governors Avenue, there are still outstanding 2010 taxes due in the amount of $3221.94. The outstanding 2011 taxes are $8270.93

Please let me know if you need further information.

Corinne Mosher
City of Dover Customer Service Supervisor

City of Dover

February 27, 2012

D & S Investments
500 North DuPont Hwy.
Dover, DE 19901

Dear D & S Investments,

We have received an application for a Building Permit for a new tenant located at 3149 South Governors Avenue. In a review of the City's delinquent tax list, we determined that you have delinquent taxes for the following properties.

Address	Tax Account ID	Owner
97 Par Haven Dr.	3688	D & S Investment Co LLP
856 Woodcrest Turn	1222	D & S Investment Co LLP
264 Green Blade Dr.	1218	D & S Investment Co LLP
255 North Bradford St.	3882	D & S Investment Co LLP
215 North State St.	3884	D & S Investment Co LLP
34 South Bradford St.	14558	D & S Investment Co LLP
147 South Governors Ave.	18076	D & S Investment Co LLP
131 West Loockerman St.	12776	D & S Investment Co LLP
97 Par Haven Dr.	23242	D & S Investments
97 Par Haven Dr.	23250	D & S Investments
838 Walker Rd.	3242	D & S Investments
838 Walker Rd.	3240	D & S Investments
19 Fieldstone Ct.	11002	D & S Investments
2 South Bradford St.	14216	D & S Investments
24 South Bradford St.	12782	D&S Investments Company, LLP
134 West Loockerman St.	12780	D&S Investments Company, LLP

In accordance with the provisions of *Dover Code, Chapter 1, Sec. 1-13. Denial of permits or approvals for failure to comply with requirements for payment, actions, or filings*, the City is unable to approve the permit until such time that the delinquent taxes and associated penalties on the above properties are paid. Please contact the Customer Service Department at (302) 736-7058 with any questions you may have regarding your tax bill.

Once we have received confirmation that the delinquency has been satisfied, we will process the application.

Sincerely,
Planning Office

Janelle M Cornwell

Janelle M. Cornwell, AICP
Planner II

cc: Kathy Divver, Customer Service Department

ACTION FORM

PROCEEDING: City Council
DEPARTMENT OF ORIGIN: Planning & Inspections **DATE SUBMITTED**: March 2, 2012
PREPARED BY: Ann Marie Townshend, AICP, Director of Planning and Community Development
SUBJECT: 26 North Kirkwood Street, Dover, Delaware – Violation of Dangerous Building Ordinance
REFERENCE: Chapter 22, Article XI – Dangerous Buildings, Sec. 22-385 - Hearing before Council and Chapter 22, Article XI - Dangerous Buildings Case #10-3256
RELATED PROJECT: N/A
APPROVALS: Scott D. Koenig, P.E., City Manager; Donna Mitchell, City Controller/Treasurer
EXHIBITS: PowerPoint Presentation and File Photos to be presented at the Council meeting.
EXPENDITURE REQUIRED: Preliminary estimate is $10,000-15,000. **AMOUNT BUDGETED**: $100,000 Budgeted for all demolitions Citywide in the FY-2012 Budget $17,453.16 remains in line item. **FUNDING SOURCE (Dept./Page in CIP & Budget)**: 110-1600-534-30-33 – Page 155 in the FY 2012 Operating Budget.
TIMETABLE: As soon as possible.
RECOMMENDED ACTION: 1. Declare this building on this property dangerous. 2. Order the property repaired or demolished by **April 12, 2012** by the owner or equity owner at their own risk. 3. Order the Building Inspector to cause the repair or demolition of the structures if not completed by the owner **within 10 days of the date established by City Council.** 4. Order the City Manager with the assistance of the City Solicitor to cause the cost of repairs or demolition to be charged against the land on which the building exists as a municipal lien or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a suit at law against the owner.

BACKGROUND AND ANALYSIS

The property is owned by Joe Burden, Sr. The property consists of a two-story wood frame dwelling. The dwelling was condemned as unfit for human habitation on 11/18/2010 due to the degree of damage to the structure from a fire that occurred on the night of 11/17/2010. On 5/20/2011 the City staff registered the structure as a vacant building, no fees have been paid. Mr. Burden attempted to obtain a renovation permit on 12/9/2011 but was denied by the City until all taxes, fees, citations and other outstanding charges due to the City of Dover are paid in full. Currently, the structure is still vacant, with no utilities and in a serious state of disrepair.

ACTION FORM

PROCEEDING: City Council
DEPARTMENT OF ORIGIN: Planning & Inspections **DATE SUBMITTED**: March 2, 2012
PREPARED BY: Ann Marie Townshend, AICP, Director of Planning and Community Development
SUBJECT: 14 South Queen Street, Dover, Delaware – Violation of Dangerous Building Ordinance
REFERENCE: Chapter 22, Article XI – Dangerous Buildings, Sec. 22-385 - Hearing before Council and Chapter 22, Article XI - Dangerous Buildings Case # 08-3393 & 08-3455
RELATED PROJECT: N/A
APPROVALS: Scott D. Koenig, P.E., City Manager; Donna Mitchell, City Controller/Treasurer
EXHIBITS: PowerPoint Presentation and File Photos to be presented at the Council meeting.
EXPENDITURE REQUIRED: Preliminary estimate is $10,000-15,000. **AMOUNT BUDGETED**: $100,000 Budgeted for all demolitions Citywide in the FY-2012 Budget; $17,453.16 remains in line item. **FUNDING SOURCE (Dept./Page in CIP & Budget)**: 110-1600-534-30-33 – Page 155 in the FY 2012 Operating Budget.
TIMETABLE: As soon as possible.
RECOMMENDED ACTION: 1. Declare this building on this property dangerous. 2. Order the property repaired or demolished by **April 12, 2012** by the owner or equity owner at their own risk. 3. Order the Building Inspector to cause the repair or demolition of the structures if not completed by the owner **within 10 days of the date established by City Council.** 4. Order the City Manager with the assistance of the City Solicitor to cause the cost of repairs or demolition to be charged against the land on which the building exists as a municipal lien or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a suit at law against the owner.

BACKGROUND AND ANALYSIS

The property is owned by Charles E. Marshall. The property consists of a two-story wood frame dwelling. On 9/12/2008, the property was posted for not having any electrical service, and then condemned for unfit for habitation on 9/15/2008 due to no utilities and the degree to which the property was in disrepair. There were numerous broken windows, missing siding, missing gutters, unsecurable rear door, and a collapsed rear roof. The building was staff registered as a vacant building on 2/12/2009, and the owner was ordered to secure the building. No vacant ordiance fees have been paid. Staff was preparing to present this building to Council as a dangerous building on 11/22/2010, when the owner requested additional time to make repairs to the structure. The owner obtained the necessary permit on 12/1/2010, but after 6 months, the permit expired with little work done to the home. What work was done, was not completed to code specifications. The home is currently still vacant, with no utilities, in a serious state of disrepair, and the rear utility room and part of the rear 2nd story wall are still open to the elements.

PROPOSED AMENDMENTS TO THE *2008 COMPREHENSIVE PLAN*
Public Hearing before the
Dover City Council
March 12, 2012

Proposed Amendments to the *2008 Comprehensive Plan*: A summary of the proposed amendments to the *2008 Comprehensive Plan* follows.

A. **Land Development Plan Amendment** – Change of land use classification for three parcels located at the southwest corner of Forrest Avenue (Route 8) and Mifflin Road from Residential Low Density to Commercial.

   This amendment has been requested by the affected property owners, in conjunction with a rezoning request, as specified in the *2008 Comprehensive Plan*.

B. **Annexation Plan Amendment** – Addition of property south of South Little Creek Road and east of Horsepond Road as "Category 2 Annexation Area" with a land use classification of Agriculture.

   This amendment has been requested by the affected property owner in anticipation of developing the property as a solar power generation facility.

Planning Commission Recommendation: Following public hearings before the Planning Commission on February 21, 2012 (a separate hearing on each proposed amendment), the Planning Commission passed the following motions:

A. *Mr. Ambruso moved to forward recommendation to City Council to deny MI-12-01 Comprehensive Plan Amendments 2012 Part A- request to change from Residential Low-Density to Commercial, seconded by Mr. Friedman and the motion was unanimously carried 6-0 with Mr. Holt, Mr. Nichols and Colonel Welsh absent.*

B. *Mr. Ambruso moved to forward recommendation to City Council of approval for MI-12-01 Part B- request to take into the Annexation Area of Map 13-1 and 13-2 as a Category 2 with the Land Use Classification of Agriculture, seconded by Mr. Baldwin and the motion was unanimously carried 5-0 with Mr. Holt, Mr. Nichols, Colonel Welsh and Mr. Friedman absent.*

Ordinance Number: 2012-02

File Number: MI-12-01

Project Background:
The *2008 Comprehensive Plan* was adopted by City Council on February 9, 2008, and subsequently amended on November 23, 2009, (in conjunction with the 2009 Comprehensive Rezoning Project), amended on March 14, 2011, and amended on April 11, 2011. As adopted, the *2008 Comprehensive Plan* sets forth a process by which the *Comprehensive Plan* can be amended on an annual basis. Amendments to the *Comprehensive Plan* can be initiated by staff or requested by members of the public. For amendments to the *Comprehensive Plan* that involve rezoning of property, the requests are processed concurrently.

The process to amend the *Comprehensive Plan* is detailed in the *2008 Comprehensive Plan*, Chapter 15: Implementation, specifically on pages 183 and 184 of the Plan. This process involves review of the proposed amendments through PLUS (Preliminary Land Use Services). These Comprehensive Plan Amendments 2012 were presented at the January 25, 2012 PLUS review meeting and PLUS review comments are attached to this report.

The proposed amendments are detailed below and represented in the attachments.

A. Land Use Classification Change from Residential Low Density (Map 12-1)

This proposed amendment is an applicant-initiated amendment, where three property owners are requesting a change to the Land Use Classification for three contiguous properties located at the corner of Mifflin Road and Forrest Avenue (Delaware Route 8). The request is that Land Use Classification be changed from Residential Low Density to Commercial as depicted on Map 12-1: Land Development Plan. This request is associated with the rezoning application for the same properties, identified as Z-12-01 Lands of Reidy, Lucas and Klewans at southwest corner of Route 8 and Mifflin Road. The properties involved are as follows:

- 4 Mifflin Road, ED-05-076.09-01-11.00-000
- 24 Mifflin Road, ED-05-076.09-01-12.00-000
- 1510 Forrest Avenue, ED-05-076.06-01-08.00-000

According to the applicant:

> *As these parcels are located in a very commercialized area and will provide convenient services and job opportunities for the community in addition to providing increased tax revenue for the city.*

Regarding Commercial uses, in Chapter 12 – Land Development, page 151 and 152, the *2008 Comprehensive Plan* recommends the following:

> The Delaware Route 8 corridor continues to be an area subject to increasing commercial development pressure. This area is subject to the Corridor Overlay Zone (COZ-1), which has ensured that the development of this corridor does not mirror that of Route 13.
>
> The Comprehensive Land Development Plan recommends that Route 8, west of the railroad tracks continue to develop as either commercial or professional offices. With the requirements of the Corridor Overlay Zone as well as implementation of the Route 8

study performed by the Dover/Kent County MPO, efforts to provide cross access easements and a potential service road will be an essential component to the further development of the corridor.

The subject properties are located at the southwest corner of Mifflin Road and Forrest Avenue (Delaware Route 8). The properties to the north across Forrest Avenue consist of a residential condominium complex. The properties to the east across Mifflin Road are commercial in nature. The property to the south is residential property along Mifflin Road. The property immediately west along Forrest Avenue is in unincorporated Kent County and remains agricultural in use.

When the Planning Office developed the *2008 Comprehensive Plan*, the initial staff recommendation was to change this corner to reflect a Land Use Classification of Commercial. Following public testimony at the public hearing held by City Council regarding the Comprehensive Plan, City Council unanimously voted to change the Land Use Classification from the proposed Commercial use to Residential Low Density use. This change was reflected in the final *2008 Comprehensive Plan*. Excerpts of the public testimony regarding this application are attached.

B. <u>Annexation Plan Amendment (Map 13-1 & Map 13-2)</u>

This proposed amendment is an applicant-initiated amendment, where the applicant is requesting that the annexation area be expanded in the southeast side of the City, south of South Little Creek Road and east of Horsepond Road. The request is for a portion of parcel ED-00-078.00-01-25.00-000 in the ownership of Eastern Woodlands Holdings, LLC. The request would have this area added as a Category 2 Annexation Area on Map 13-1: Annexation Areas with a Land Use Classification of Agriculture on Map 13-2: Potential Land Use for Annexation Areas.

According to the applicant:

The petition for the Comprehensive Plan Amendment is to include the subject parcel with the Category 2 Annexation area. The property is zoned AC within Kent County. The owner would be proposing to keep the zoning as A- Agriculture within the City of Dover for the purpose of constructing a solar energy farm.

The proposal is consistent with Chapter 13 of the City of Dover Comprehensive Plan goals to "Create an environment for long term investment in Dover focusing on green technology and entrepreneurial business." The developer will be making a significant investment in the solar farm to provide a longer term green energy project The project would benefit the citizens of Dover and Delaware. The City of Dover owns their own electric utility which would benefit from the solar farm.

The property is bounded on the east by parcels zoned AC within Kent County. The property is bounded on the west by parcels within the City of Dover with C-3 - Service Commercial, M – Manufacturing and IO – Institutional Office zoning districts. The proposed Agricultural zone and solar farm use would be consistent in use and activity. The solar farm would not be a significant generator of activity or traffic, similar to standard agriculture.

The subject area is located east of Delaware Route 1, which is an area where State, County and City policies have not supported large scale development. However, the property is also located adjacent to parcels within the City and within the Category 1 Annexation areas, and the proposed land use classification would not permit large scale or high intensity development.

Recommendations of the Planning Commission:

A. Land Use Classification Change from Residential Low Density (Map 12-1)

From the language in the *2008 Comprehensive Plan* and analysis of the Route 8 corridor, which is largely commercial, the proposed amendment to the *Comprehensive Plan* appears to be consistent with the development of the area and the goals of the *Comprehensive Plan*. However, there was significant public opposition to a similar proposal in 2009. The character of the adjoining residential area remains the same as it was in 2009, as does the commercial character of the Route 8 corridor.

Staff submitted a recommendation to the Planning Commission to support the change to a Land Use Classification of Commercial for these three properties, but to recommend that a less intense zone be applied to the subject properties than the requested C-2A (Limited Central Commercial Zone). These specifics regarding the zoning recommendation will be addressed in the report for the rezoning application.

The staff recommendation was made prior to and without the benefit of public testimony on the matter. Following a public hearing before the Planning Commission on February 21, 2012, where two members of the public spoke in opposition to the proposed amendment, the Planning Commission recommended that City Council deny the requested Comprehensive Plan Amendment.

B. Annexation Plan Amendment (Map 13-1 & Map 13-2)

Staff submitted a recommendation to the Planning Commission to support t the addition of this property to the Category 2 Annexation Area with a Land Use Classification of Agriculture. The support of the amendment is not indicative of support of the annexation itself. If the property is proposed for annexation, Staff believes that deference must be given to the results of the Cost Revenue Analysis to determine if the annexation is in the best interest of the City. Inclusion of the property in the annexation area would allow the applicant to request annexation, at which time a full review of the application can occur. Staff notes that the property is located within the AICUZ (Air Installations Compatible Use Zone) Study area for the Dover Air Force Base, and if annexed, the zoning of the property would be subject to the requirements of the Airport Environs Overlay Zone (AEOZ).

The staff recommendation was made prior to and without the benefit of public testimony on the matter. Following a public hearing before the Planning Commission on February 21, 2012, where no members of the public spoke regarding the proposed amendment, the

Planning Commission recommended that City Council approve the requested Comprehensive Plan Amendment.

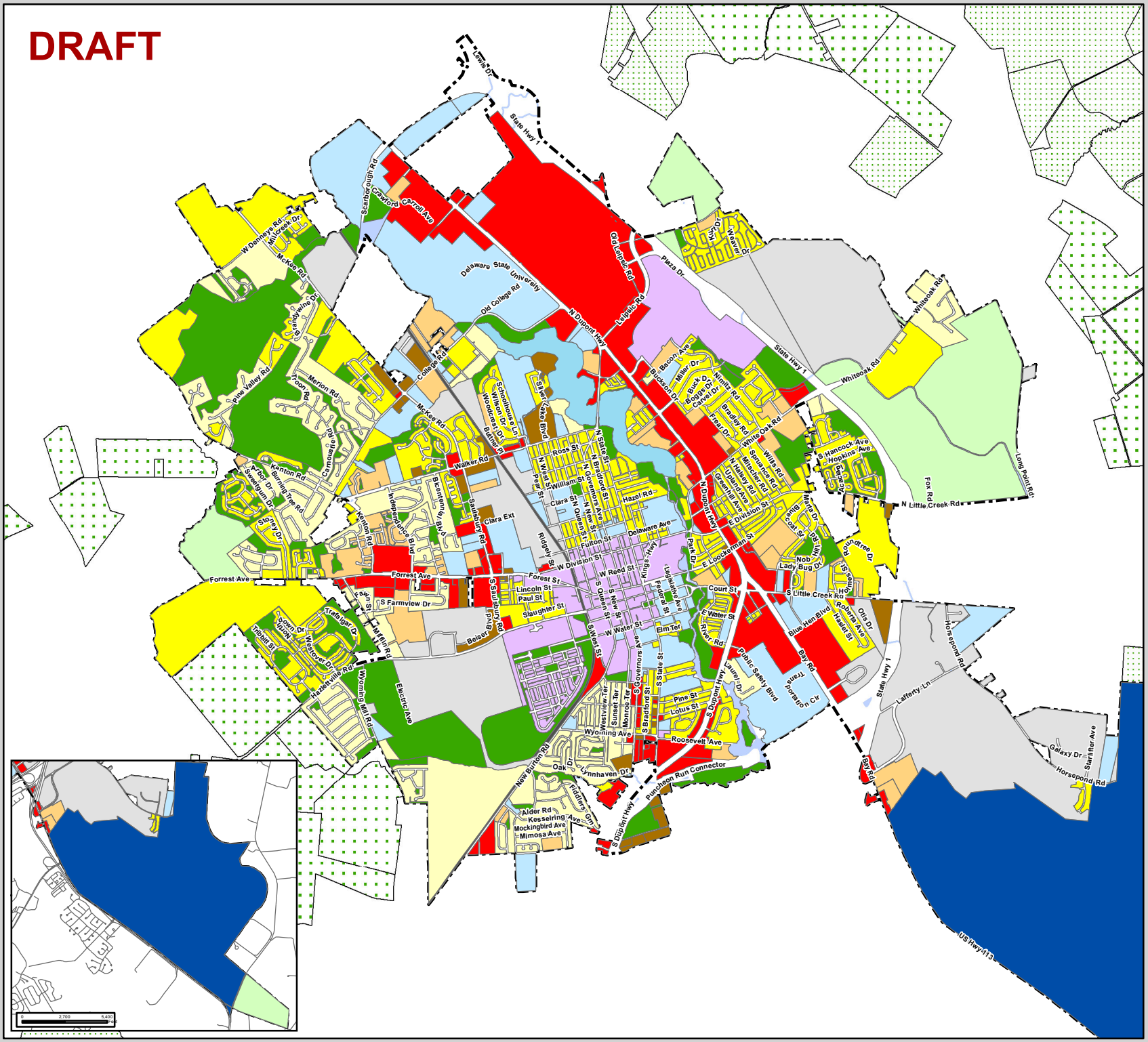
Attachments: Proposed Amendments to Maps 12-1, 13-1 & 13-2 Land Development Plan, Annexation Area, and Potential Land Use for Annexation Areas (3 maps)
City Council Minutes of January 5, 2009 (select pages)
City Council Minutes of February 2, 2009 (select pages)
Excerpt from DRAFT Planning Commission Minutes of February 21, 2012
DAC Agency Comments
PLUS Comment Letter

DRAFT

City of Dover, Delaware

Map 12-1:Land Development Plan

DRAFT



Paper Map DISCLAIMER:

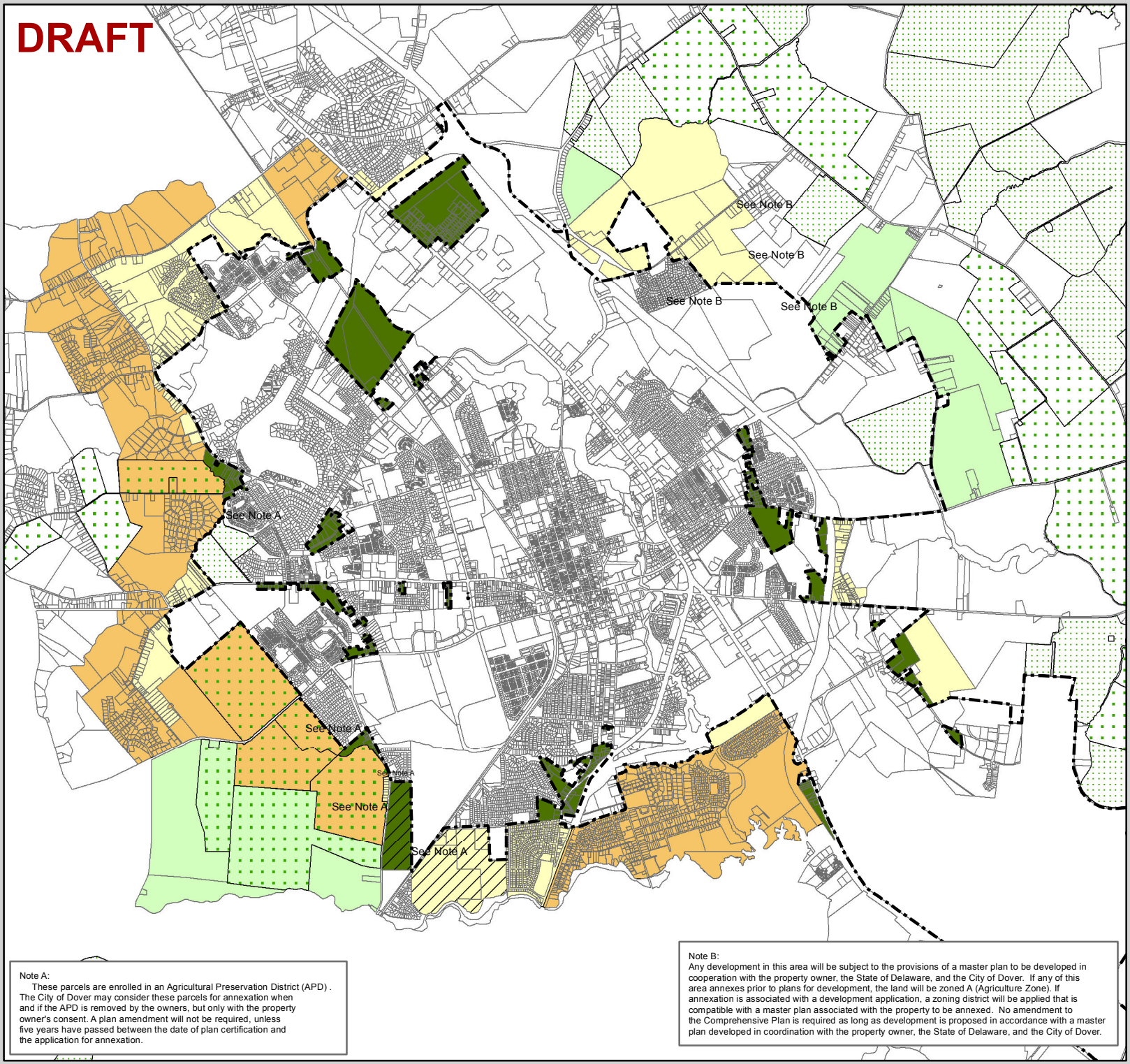
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Any errors or omissions in the material should be reported to the City of Dover, Delaware's Public Services Department.

Date Printed: April 25, 2011
Date Created: June 5, 2008
File: m:\ps_data\Comp Plan 2008
\Final Maps Update 2011
\land_development_plan
Department: Planning
City of Dover, Delaware



City of Dover, Delaware

Map 13-1 Potential Annexation Areas

DRAFT

- Ag Preservation Districts
- State Ag Easements
- Municipal Boundaries
- County Parcels
- Dover Parcels
- Common Interest with Wyoming
- Category 1: High Priority Annexation Areas
- Category 2: 0-10 years Priority Annexation Areas
- Category 3: 5 + years Areas to be Considered for Long Term Annexation
- Areas of Concern

As Adopted on February 9, 2009
As Proposed March 2012

0 4,200 8,400 Feet

Note A:
These parcels are enrolled in an Agricultural Preservation District (APD) . The City of Dover may consider these parcels for annexation when and if the APD is removed by the owners, but only with the property owner's consent. A plan amendment will not be required, unless five years have passed between the date of plan certification and the application for annexation.

Note B:
Any development in this area will be subject to the provisions of a master plan to be developed in cooperation with the property owner, the State of Delaware, and the City of Dover. If any of this area annexes prior to plans for development, the land will be zoned A (Agriculture Zone). If annexation is associated with a development application, a zoning district will be applied that is compatible with a master plan associated with the property to be annexed. No amendment to the Comprehensive Plan is required as long as development is proposed in accordance with a master plan developed in coordination with the property owner, the State of Delaware, and the City of Dover.

Paper Map DISCLAIMER:

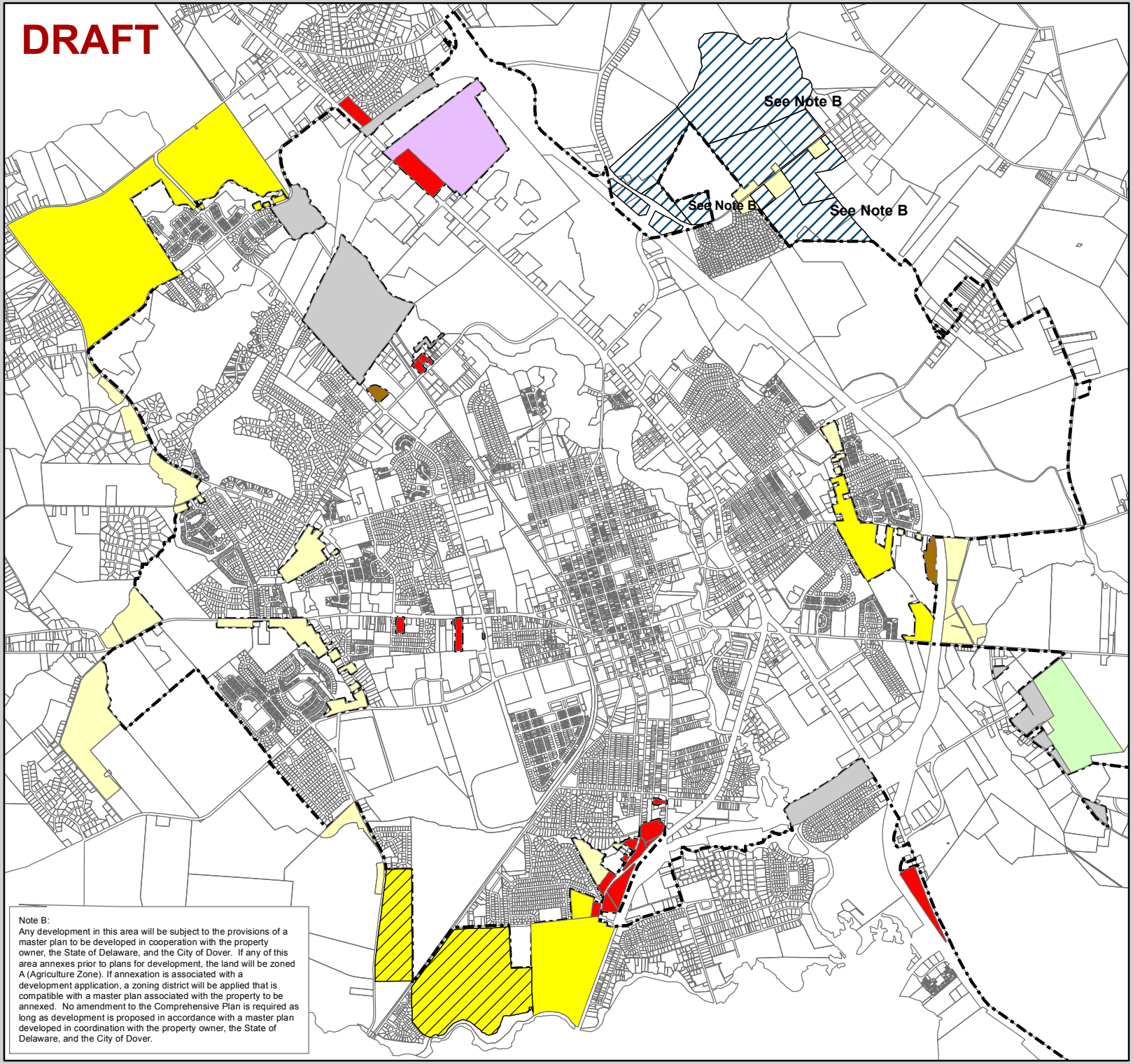
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Any errors or omissions in the material should be reported to the City of Dover, Delaware's Public Services Department.

Date Printed: February 2, 2009
Date Created: May 15, 2008
File: m:\ps_data\projects\comp_plan2008\final Maps\ \Final Potential Annexation areas
Department: Planning and Inspections
City of Dover, Delaware



City of Dover, Delaware

Map 13-2
Potential Land Use for Annexation Areas

- Commercial
- Industrial and Public Utilities
- Mixed Use
- Office and Office Park
- Residential Low Density
- Residential Medium Density
- To Be Master Planned at time of Annexation
- Active Agriculture
- **Common Interest with Wyoming**
- Municipal Boundaries
- County Parcels
- Dover Parcels

DRAFT

N W E S

As Adopted on February 9, 2009
As Proposed March 2012

0 3,000 6,000 Feet

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Any errors or omissions in the material should be reported to the City of Dover, Delaware's Public Services Department.

Date Printed: February 9, 2009
Date Created: July 17, 2008
File: m:\ps_data\projects\comp_plan2008 \Final Land Use forannexation areas
Map Created by:
Department: Planning and Inspections
City of Dover, Delaware

Mr. Ruane encouraged members to consider not only the current user of the property and how it is used, but also how it could be used under the land designation and its subsequent zoning. He suggested that a more appropriate land use designation would be institutional.

At the request of Mr. Ruane, Mrs. Townshend stated that, depending on the commercial zoning classification, convenience stores, restaurants, etc., could be permitted.

The motion to approve the Planning Commission's recommendation for Item #2 to change the land use designation from residential to commercial for property located at 200 Saulsbury Road was carried by a role call vote of five (5) yes, two (2) no (Mrs. Russell and Mr. Ruane), and two (2) abstentions (Mr. McGlumphy and Mrs. Williams). Mr. McGlumphy and Mrs. Williams abstained due to their current and previous affiliation with the Elks Lodge.

Items #3, #4, and #7 - Land Development Plan Change - #3: 4 Mifflin Road, Owned by Peter and Bonny Reidy; #4: 24 Mifflin Road, Owned by Robert Klewans and Carol Candor; and #7: 1510 Forrest Avenue, Owned by Doreen Lucas

Mrs. Townshend reviewed the requests of Peter and Bonny Reidy - 4 Mifflin Road (ED05-076.09-01-11.00) ; Robert Klewans and Carol Candor - 24 Mifflin Road (ED05-076.09-01-12.00); and Doreen Lucas - 1510 Forrest Avenue (ED05-076.09-01-08.00) to change the land use designation for the properties located at 4 Mifflin Road, 24 Mifflin Road, and 1510 Forrest Avenue from residential to commercial. She noted that staff and the Planning Commission recommended approval of the request for the properties to be reflected as commercial in the Comprehensive Plan.

Council President Hogan declared the public hearing open.

Mr. Richard L. Ornauer, 17 Mifflin Road, stated that items #3 and #4 are properties located within the Mifflin Road Neighborhood Association and since item #7 is not (1510 Forrest Avenue), he requested that the items be separated. Responding, Council President Hogan indicated that during the voting, item #7 will be considered separately.

Mr. Ornauer thanked the Planning Staff for the multiple hours of work and public workshops held in the development of the 2008 Comprehensive Plan. He relayed opposition to the request for the properties on Mifflin Road being designated as commercial. With reference to the close proximity to the proposed new Dover High School, Mr. Ornauer assured members that there is no relationship between Mifflin Road and the proposed high school. He advised members that on October 18, 1985, an application was made for changing the properties at Route 8 and Mifflin Road to commercial, which was denied by the Planning Commission on November 18, 1985 by a vote of six (6) to two (2). He also advised members that a petition was submitted by the Mifflin Road Neighborhood Association in opposition to the commercialization of the properties. He noted that two (2) of the signers of the petition are the applicants to items #3 and #4. In addition, he stated that they are signatories to a petition opposed to the establishment of the original Wawa.

Since City Council overruled the Planning Commission's recommendation to deny the application for changing the properties to commercial, Mr. Ornauer advised members that the Mifflin Road Neighborhood Association filed a law suit against the City of Dover. He stated that the court case ultimately went to Chancery Court and, in a decision issued on November 28, 1985, Vice Chancellor Jacobson supported the Association, indicating that there was nothing to support the requested change in zoning.

Mr. Ornauer indicated that Mifflin Road has been designated as a residential roadway by the State Department of Transportation. He also advised members that, in accordance with the Delaware Route 8 Study, there will be revisions to the Route 8/Mifflin Road Intersection, including access to the Country Club Apartments. He requested, on behalf of the Mifflin Road Neighborhood Association, that the proposed changes to items #3 and #4 be denied and that the R-8 zoning classification be retained, which, he noted, is the zoning classification of all properties located on the west side of Mifflin Road, as well as those located on the east side with the exception of the bank (intersection of Route 8 and Mifflin Road).

Mrs. Rexene Ornauer, 17 Mifflin Road, advised members that, due to the amount of traffic on Mifflin Road, residents have difficulty exiting their drive-ways safely. She noted safety issues involving the intersection at Route 8 and Mifflin Road, as well as the entranceway to the bank due to its close proximity to the intersection. She stated that of those proposed commercial properties, it would not be possible to install a safe entrance/exit on Mifflin Road. She urged members not to take any further action that would make Mifflin Road any more unsafe.

Ms. Jennifer Holden, 15 Mifflin Road, concurred with the traffic concerns on Mifflin Road and requested that the roadway remain residential. Although action cannot be taken to reverse the current commercial properties located at the end of Mifflin Road, she stated that action can be taken to preserve the remaining residential properties.

Mr. Carl Patterson, 19 Mifflin Road, reiterated that Mifflin Road consists of a beautiful residential area. He noted that the Wawa has encroached on the quality of life for the residents of Mifflin Road and he felt that approval of the request would be a disaster for these residents.

With no one else wishing to speak, Council President Hogan declared the public hearing closed.

Responding to Mr. Leary, Mrs. Townshend explained that the factors involving staff's recommendation were due to the corner property across from the subject parcels being commercial and that the predominant use along the Route 8 corridor is becoming commercial. She also reminded members that staff's recommendations were made prior to any public testimony.

Mr. Slavin moved to approve the Planning Commission's recommendation for items #3 - 4 Mifflin Road and #4 - 24 Mifflin Road to change the land use designation for these properties from residential to commercial. The motion was seconded by Mrs. Williams and failed by a unanimous roll call vote.

Mrs. Williams moved to deny the Planning Commission's recommendation for Item #3 - 4 Mifflin Road and Item #4 - 24 Mifflin Road and that these properties be designated as low density residential in the Land Development Plan. The motion was seconded by Mr. Leary and carried by a unanimous roll call vote.

Since the result of the motion was against the Planning Commission's recommendation, Council President Hogan explained that each member must state their reasons.

Mr. Leary stated his reasons were due to the continuing acute nature of the traffic problems along Mifflin Road and his feeling that staff and the Planning Commission did not have the opportunity to consider the changes coming forward from DelDOT.

Mrs. Russell stated her reason was due to the objections from the residents of Mifflin Road and indicated that they are homeowners and taxpayers whose opinions matter.

Mr. McGlumphy indicated his reason was due to the request being against the City's principle to establish more residential properties. He also indicated his being cognizant of the neighbors and their opinions.

Mr. Slavin stated his concurrence with the reasons as stated by Mr. Leary.

Mr. McGiffin stated his reason was for the preservation of the residential character of the neighborhood.

Mrs. Williams stated her reasons involved concerns of traffic safety and the well-being of the residents of Mifflin Road and also due to the expenditure of taxpayer's money in addressing traffic issues on this roadway.

Mr. Salters stated his reason was due to the safety of the residents of Mifflin Road.

Mr. Ruane referred to page 149 of the draft 2008 Comprehensive Plan, which indicates the assumptions for residential land use and noted that proper separation of incompatible land uses is accomplished through physical distance and buffering, which creates stronger neighborhoods. He stated that Mifflin Road is a strong neighborhood which he wishes to maintain.

In addition to those reasons as stated by members, Council President Hogan indicated his reason was a desire to maintain residential properties along Route 8 towards the proposed high school and avoid commercialization of properties surrounding the proposed high school.

Mr. Slavin moved to approve the Planning Commission's recommendation for Item #7 - 1510 Forrest Avenue to change the land use designation for this property from residential to commercial, seconded by Mr. Salters.

Mr. McGiffin noted that the property adjacent to 1510 Forrest Avenue, which is located in the County, is zoned residential. Considering the action Council took in regards to Items #3 and #4, involving 4 and 24 Mifflin Road, it was his opinion that the Planning Commission and staff's recommendations are not as logical at this time.

The motion to approve the Planning Commission's recommendation for Item #7 failed by a unanimous roll call vote.

Mrs. Williams moved to deny the Planning Commission's recommendation for Item #7 and that the property located at 1510 Forrest Avenue be designated as low density residential in the Land Development Plan. The motion was seconded by Mr. Leary and carried by a unanimous roll call vote.

Since the result of the motion was against the Planning Commission's recommendation, Council President Hogan explained that each member must state their reasons.

Mr. Leary stated his reasons were due to the continuing traffic problems along Route 8 and that a change in the land use would break up a residential neighborhood area.

Mrs. Russell stated her concurrence with the reasons stated by Mr. Leary.

Mr. McGlumphy indicated his reason was due to safety issues and spot zoning.

Mr. Slavin stated his concurrence with the reasons stated by Mr. Leary.

Mr. McGiffin stated his reason was for the preservation of the residential character of the neighborhood.

Mrs. Williams stated her reason was due to non-conforming issues.

Mr. Salters stated his reason was due to safety issues.

Mr. Ruane stated his reason was for a separation of residential areas from incompatible uses.

Council President Hogan indicated his reason was due to objections of a commercial zone between two (2) residential properties on a roadway towards the proposed high school.

Item #5 - Land Development Plan Change - 509 S. State Street, Owned by Bruce Ennis

Mrs. Townshend reviewed the request of Mr. Bruce Ennis to change the land use designation for 509 S. State Street (ED05-077.09-05-45.00) from commercial to mixed use. She noted that staff and the Planning Commission recommended approval of the request for the property to be reflected as mixed use in the Comprehensive Plan.

Responding to Mr. Ruane, Mrs. Townshend stated that although the request involved the property located at 509 S. State Street, in reviewing the request, staff has included all properties on S. State Street zoned RG-O from Water Street to Elm Terrace in the mixed use classification.

Mr. Ruane suggested that until there are provisions that identify what the mixed use designation means, it should not be utilized.

Council President Hogan declared the public hearing open. There being no one present wishing to speak, Council President Hogan declared the public hearing closed.

Mr. Slavin moved for approval of the Planning Commission's recommendation for Item #5 to change the land use classification to mixed use for property located at 509 S. State Street. The motion was seconded by Mr. McGiffin and carried by a roll call vote of eight (8) yes and one (1) no (Mr. Ruane).

Mifflin Road

Mr. Pete Reidy, 4 Mifflin Road, stated that he was "caught off guard" when Council voted in opposition to the request to convert his property to commercial. He explained that much of the traffic along Mifflin Road is a result of housing developments that have occurred during the past five (5) to six (6) years. He advised members that the property is primarily a Route 8 item as opposed to a Mifflin Road item and that when the property was purchased, it had a Forrest Avenue address. Noting that commercial properties have continued to grow along Route 8, he relayed difficulty in understanding why it should end at his property. He requested Council's reconsideration for approval of the long-term plan.

Mr. Bob Klewans, 24 Mifflin Road, stated his request to be included with the "Reidy" property was made with the understanding that the development of the property would allow ingress/egress from Route 8 and would not generate additional traffic along Mifflin Road. He explained that the traffic problem along Mifflin Road is not with the commercial properties but rather with there being no other north/south street connecting North Street with Route 8. It was his opinion that Mifflin Road has become a throughway due to the growth of the City and that the excessive traffic along Mifflin Road is not the result of the commercial properties at the intersection of Mifflin Road and Route 8. Mr. Klewans also noted that there has been additional traffic resulting from the addition of the Pitts Center and Schutte Park, located off of Electric Avenue, which is an extension of Mifflin Road that crosses North Street.

Mr. Richard Ornauer, 17 Mifflin Road, stated that in addition to his family, he was addressing members on behalf of the Mifflin Road Neighborhood Association. He advised members that there is another north/south street connecting North Street with Route 8, which is Saulsbury Road. He noted that Mifflin Road has become a thoroughfare that connects the community of Wyoming and Dover. In addition to an email previously submitted to Council, he presented a petition signed by 48 residents of Mifflin Road in opposition to any change from residential to commercial for properties located at 4 and 24 Mifflin Road (***Exhibit #2***). As indicated in the email, he reiterated that the Mifflin Road Neighborhood Association strongly opposes any change from the basic residential nature of Mifflin Road.

Mr. A.C. Lucas, 178 Humphreys Drive, Camden, stated that he owns 1521 Forrest Avenue, which is adjacent to Mr. Reidy's property. He stated that these corner properties are located in a good location for commercial use, less than 150 yards from a large shopping center, the Wawa, and WSFS bank, and offers good exposure for any business, which typically results in good revenue. With regards to the traffic, he stated that any growth in the City will create an increase in traffic. He noted that although its completion will be 10+ years, the West Side Connector will provide traffic relief to the area. Mr. Lucas reminded members that, should the land use change for the properties, it does not necessarily equate to a rezoning. A rezoning application will require analysis by the City to assure it is beneficial; however, if the land use is not changed, a rezoning request would not be permitted.

Mrs. Rexene Ornauer, 17 Mifflin Road, advised members that, while canvassing the neighborhood, she was apprised of many traffic safety concerns involving residents attempting to exit their driveways. She also indicated that there were many concerns relayed regarding the vehicular speeds

along Mifflin Road, which had been designated as a residential street by DelDOT. She stated that although there has been building west and south of Dover, there is no need to make the traffic situation worse. She felt that the commercial area along Route 8 should stop at Mifflin Road and noted that all properties along Route 8 west of Mifflin Road are residential. She felt that this would particularly be important considering that a high school is planned for the area.

Mr. Larry Josefowski, 27 Mifflin Road, stated his concurrence with the statements of Mr. and Mrs. Ornauer. Although he felt that the corner properties would be a great location for a business, he did not feel it would be a good idea for the residents of the area. He reiterated the importance of considering the close proximity of the new high school. His biggest concern is with regards to the potential of expanding commercial properties along Mifflin Road beyond the corner properties.

Ms. Dawn Ford, 44 Mifflin Road, stated her belief that the properties would provide for a successful commercial business, which is a concern. As a result of its potential success, it would only cause additional safety issues and other problems that are being realized by the residents of the area. She questioned where the residents' rights stop versus those who wish to develop commercial properties. On behalf of the mothers who reside along Mifflin Road, she requested that members consider their concerns when they hear their daughters pulling out of the driveway onto Mifflin Road and they hear horns honking. Ms. Ford advised members that she recently considered selling her home, but decided against it. Since she has been a resident for 17 years, she thought it would be best to have her voice heard by those responsible for making decisions for the betterment of the community.

East Loockerman Street

Mr. James Thistlewood, 455 East Loockerman (corner of Bayard Avenue and East Loockerman), noted that this section of East Loockerman Street serves as a gateway to the City and that the residents take pride in maintaining their property in representing the City. He felt that this area should be residential and minimally remain at its current zoning with no further commercialization. He stated that East Dover is one of the oldest communities in Dover and should be maintained as a residential area.

Dr. Joel Halpern advised members that he was raised at 445 East Loockerman Street and represents Ms. Florence Halpern. He, too, noted that this section of East Loockerman Street serves as a gateway to the City for those entering off of Route 13. He felt it was critical that the area remain residential.

Ms. Pat Heather, 432 East Loockerman Street, relayed concern with any change making commercial properties along this street. Being a resident since 1958, she stated that it is a wonderful neighborhood and requested that members keep it as such.

Mr. William Coughlin. 529 East Loockerman Street, referred to a letter dated December 20, 2007 from HUB Associates (***Exhibit #3***), which explains their intentions for the development of the southwest corner of East Loockerman Street and Route 13. He relayed concern that the changes proposed would have a negative impact on the residential community surrounding the properties. He noted that in 1997, a variance was provided to the HUB Associates and that the property with the house should have been provided an R-10 zoning classification; however, it was zoned as CPO. In

Excerpt from DRAFT Planning Commission Minutes of February 21, 2012

MI-12-01 Comprehensive Plan Amendments 2012 – Public Hearing and Review for Recommendation to City Council on a series of Amendments to the *2008 Comprehensive Plan*, as amended, by replacing Map 12-1: Land Development Plan, Map 13-1: Annexation Areas, and Map 13-2 Potential Land Use for Annexation Areas. Ordinance #2012-12. Under consideration are requests from the following applicants:

A. Request from three parcels located at the southwest corner of Forrest Avenue (Route 8) and Mifflin Road to revise the Land Use Classification from Residential Low Density to Commercial on Map 12-1: Land Development Plan Map. Property Addresses: 4 Mifflin Road, 24 Mifflin Road, and 1510 Forrest Avenue. This is associated with rezoning application Z-12-01.
B. Request from a property located south of South Little Creek Road and east of Horsepond Road to be added to Map13-1: Annexation Areas as a Category 2 Annexation Area and added to Map 13-2: Potential Land Use for Annexation Areas with a Land Use Classification as Agriculture. Property: Portion of parcel ED-00-078.00-01-25.00-000 in the ownership of Eastern Woodlands Holdings, LLC C/o Chris Coker).

Mrs. Townshend stated that we have two (2) applicants that have requested Plan Amendments. For clarity, Staff would recommend that two (2) public hearings be held, one on each. There are two (2) amendments to the *Comprehensive Plan* that have been requested by property owners. One is an amendment to the Land Development Plan which is Map 12-1 and the other is an amendment to the Annexation Plan.

Part A:

Mrs. Townshend further stated that she would start discussion with regards to the Land Development Plan Amendment. This is a change in land use classification from Residential Low-Density to Commercial for the property located at the southwest corner of Mifflin Road and Route 8. This is associated with a Rezoning application Z-12-01 which has been deferred to next month's Planning Commission. This application involves three (3) properties: 4 Mifflin Road, 24 Mifflin Road, and 1510 Forrest Avenue.

Mrs. Townshend further stated the report includes information from the applicant and analysis from Staff's perspective of how this relates to the language in the *Comprehensive Plan* and the broader goals of the *Comprehensive Plan*. In this particular case, Staff has included excerpts of minutes from City Council meetings on January 5 and February 2, 2009 when the *Comprehensive Plan* was initially adopted. At that time, the property owners had requested that this area be viewed as commercial in the *Comprehensive Plan*. You will find in the attached minutes that a number of property owners along Mifflin Road expressed concern about the commercial use of that corner.

Mrs. Townshend further stated in looking at the *Comprehensive Plan* language and the development pattern in this area, there seems to be some degree of justification in that commercial uses are appropriate for that area; however, Staff is aware of some concerns regarding conflict of some of the more intense commercial uses and how they would relate to the

adjacent residential properties.

Mrs. Townshend further started that Staff notes that the property across the street that is the location of the WSFS Bank is zoned CPO so this property is shown as commercial in the Comprehensive Plan; however, holds the CPO zoning which is a lower intensity and lower traffic generator. Typically, the operations that you have in the CPO zone have hours that are more compatible than a 24 hour convenience store. One of the suggestions that Staff has made to the applicant is that if the Comprehensive Plan Amendment moves forward with a favorable recommendation, that they look at the zoning and have a zoning that maybe more compatible to a transition between the commercial area and the residential area.

Mrs. Townshend further stated as it relates to the *Comprehensive Plan* itself, the Staff recommendation is that the requested change from Residential Low-Density to Commercial is very much in keeping with the character of the area, the Route 8 area in particular and the description of this area as depicted in the *Comprehensive Plan*.

There were no questions from any Planning Commission members at this time.

Mr. Hemmig opened a public hearing.

Mr. A.C. Lucas – Camden, Delaware – Stated that he is one of the owners of 1510 Forrest Avenue. He would like to reiterate that the *2008 Comprehensive Plan* seems to be consistent. He would also like everyone to take into consideration that this is within the Corridor Overlay Zone so hopefully it would be more suitable as a transitional area because of the enhanced design requirements of that Corridor Overlay Zone.

Mr. Tom Bynes – 1514 Forrest Avenue – Stated that he actually lives at 1514 Forrest Avenue as this is our home. We have lived here since 1985 and have watched Route 8 go from two (2) lanes to three (3) lanes. His concern is commercializing this property as he is adjacent to it. He does not understand how anything could go commercial there and not impede traffic that we already have there now. As we sit there today trying to get out of our driveway at certain times of the day, it is almost impossible with race weekends being the same. This is something that we have lived with because we have lived there a long time. With the idea of commercializing this property, he cannot see how entry and exit could work on Route 8 right now the way that it is. How will they get into whatever commercial goes in there and how are they going to get out? As close as they are to the corner he does not see it working.

Mr. Edwin Baker – 1526 Forrest Avenue – Stated that his first concern is that he is curious as to why there are three properties that are up for rezoning and what will develop here. If it is going to be a situation where there is a type of construction it will be for the business. Because we have had the Wawa store which is where the bank is now which was an overnight operation and his concern would be what is going to be the ultimate limit for this. In other words, he was told at one time that this was going to be the ultimate line for commercial usage and now all of a sudden there are three (3) more properties that have come up which is going to move it a little further. His concern is the type of zoning that it will be. He does not want to see a gas station or a liquor store or a 24 hour service center there. His concern is the type of zoning that you end up

recommending. He would assume that no one can divulge who is looking at this property and what it is going to be?

Responding to Mr. Baker, Mrs. Townshend stated that she has not heard anything from the applicant.

Mr. Baker further stated that it is odd that three (3) properties in a row have requested this zoning so there is obviously someone interested that needs a lot of property to build whatever they want to build.

Responding to Mr. Baker, Mr. Townshend stated that the request was for C-2A which is what the Wawa property has which would allow things that are twenty-four hour operations. The WSFS property at the opposite corner is zoned CPO which allows for banks, professional offices, financial institutions and insurance agencies which tend to be less intense of a use than the hard core commercial uses. The CPO zone when it was developed in the 1990's, was frequently used as a transitional zone between commercial areas and residential areas.

Mrs. Townshend further stated in fairness to the applicant, she will tell you that she only got them the zoning comparison information today so they have probably not made a determination if they will change the nature of the zoning application to either one of those zones. In the Comprehensive Plan Amendment as proposed, it would allow for either of these zoning classifications. This does not mean that they get to choose; it does have to go through the process and either would be consistent with the Plan.

Mr. Baker further stated that his concern is going to be that the zoning eliminates 24 hour service there along with those types of businesses because he can tell you from living here for 40 some years since the commercial area has come they have had several robberies in this area. The Dairy Queen has been robbed, Wawa has had some problems, and the bank has had a hold up once. You can see as a resident, we are starting to get concerned. His other concern will be that once this is rezoned and we find out what it is going to be there he will be concerned as to how they buffer the property from the rest of the residents. The reason for that is that we have livestock behind this area and when it is opened up as you may or may not know, it is hard to see our property at this point; however, when they remove these houses, it will expose our property which we have horses on. This is going to cause a potential problem because he already has some problems with the apartments across the street as he has people who come over and want to stick their hands over and want to feed the horses. As this moves forward these are the things that we would like to see addressed.

Mrs. Bonnie Reidy – 4 Mifflin Road also known as 1512 Forrest Avenue – Stated that the concerns that have been brought up today have been brought up many times before. She has been a resident of Mifflin Road for twenty-eight (28) years and when they first moved there, it was a country setting. We then went to five (5) lanes of traffic with the turn lane in the middle with several accidents happening on the corner as they still do. The traffic concerns are going to become more evident once the high school comes in and there is no stopping that right now because that is in the making and we will have a lot of younger drivers. She does not see the traffic as being the issue here because the traffic is already there. She does not see how that is

going to change anything. As far as bringing in people who are unwanted, their own house on the corner was also robbed, these things do happen. She does not see with changing this from Residential to Commercial that it is going to change any of that.

Mr. Hemmig closed the public hearing after seeing no one else wishing to speak.

Mr. Hemmig stated that he understands that people commenting on this the last time at the Planning Commission meeting and City Council meeting are here again. He has personal concerns with the types of commercial uses without some restrictions. You are jumping the creek here and going into heavy residential areas.

Mr. Friedman stated that we have spent a lot of time in working with the WSFS Bank and the Wawa site making sure that the WSFS was a lower level of density. He would not be in favor of zoning this to C-2A as it is in a residential neighborhood area.

Mr. Baldwin questioned if this application moves forward, there will be a hearing on the rezoning correct? Responding to Mr. Baldwin, Mrs. Townshend stated yes, the Rezoning hearing will be scheduled for next month. This only changes the *Comprehensive Plan* which technically under State law would have to happen before we could rezone the piece to either C-2A or CPO.

Mr. Ambruso stated that he was not comfortable with changing the zoning just for the sake of changing it. We already know what it is; we do not know what it will be.

Mr. Hemmig stated that he would agree with Mr. Ambruso as he is opposed as we have the *Comprehensive Plan* laid out as medium residential and he feels that it should stay that way.

Mr. Ambruso moved to forward recommendation to City Council to deny MI-12-01 Comprehensive Plan Amendments 2012 Part A- request to change from Residential Low-Density to Commercial, seconded by Mr. Friedman and the motion was unanimously carried 6-0 with Mr. Holt, Mr. Nichols and Colonel Welsh absent.

Part B: Request from a property located south of South Little Creek Road and east of Horsepond Road to be added to Map 13-1: Annexation Areas as a Category 2 Annexation Area and added to Map 13-2: Potential Land Use for Annexation Areas with a Land Use Classification as Agriculture.

Mrs. Townshend stated that this is for property that is located east of Horsepond Road and south of South Little Creek Road that is to be added to the annexation area. Currently, there are properties adjacent to this that front Horsepond Road that are within the Category 1 Annexation area. In keeping with the policy of limited or no growth east of State Route 1, the larger properties that are east of Horsepond Road and south of South Little Creek Road were never included in the annexation area. The property owner of this property had approached the City and is working with a solar energy provider to look at the idea of developing solar energy on the site. There have been some discussions with the City in this regard and with the Dover Air Force Base on how the energy could be used. At this point, her understanding is that neither the Base

nor the City has committed to purchasing energy from a solar facility here. Neither the City Electric Department nor the Base has determined whether there is any interest in pursuing that. This cannot be considered for annexation unless it is in the annexation area. The applicant has requested that this area be added to the annexation area as Category 2 with a Land Use Designation of Agriculture.

Mr. Friedman left the meeting at 8:40 PM leaving quorum for the remainder of the meeting at five (5) members.

Mrs. Townshend further stated that Staff has received the PLUS comments regarding this application and there was not a lot of detail provided on this particular area from the State because it is Level IV and because it is east of State Route 1. The State does not object to the Plan Amendment because of the restrictions of the Airport Environs Overlay Zone and the fact that we would be looking to bring it into an Agricultural zone.

There was no comment from any Planning Commission members at this time.

Mr. Hemmig opened a public hearing and after seeing no one wishing to speak closed the public hearing.

Mr. Hemmig stated that it makes sense to bring this as future area for annexation.

Mr. Ambruso moved to forward recommendation to City Council of approval for MI-12-01 Part B Request to take into the Annexation Area of Map 13-1 and 13-2 as a Category 2 with the Land Use Classification of Agriculture, seconded by Mr. Baldwin and the motion was unanimously carried 5-0 with Mr. Holt, Mr. Nichols, Colonel Welsh and Mr. Friedman absent.

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: FEBRUARY 1, 2012

APPLICATION: **COMPREHENSIVE PLAN AMENDMENTS 2012**

FILE #: **MI-12-01**

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

CONTACT PERSON: **Steve Enss - Electric**
Jason A. Lyon - Water, Wastewater, Stormwater

CONTACT PHONE #: **302-736-7070**

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

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

CITY AND STATE CODE REQUIREMENTS

ELECTRIC / WATER / WASTEWATER / STORMWATER

1. Our office has no objections to the proposed amendments.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

ELECTRIC / WATER / WASTEWATER / STORMWATER

1. None

ADVISORY COMMENTS TO THE APPLICANT

ELECTRIC / WATER / WASTEWATER / STORMWATER

1. None.

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

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: February 1, 2011

D E L D O T

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APPLICATION: Comprehensive Plan Amendments 2012
FILE#: MI-12-01 REVIEWING AGENCY: DelDOT

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

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

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

CITY & STATE CODE REQUIREMENTS:

1. DelDOT has no comments.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

ADVISORY COMMENTS TO THE APPLICANT:

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

RECEIVED

FEB 16 2012

CITY OF DOVER
INSPECTIONS & PLANNING

STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF STATE PLANNING COORDINATION

February 10, 2012

Ann Marie Townshend
City of Dover Planning Office
P.O. Box 475
Dover, De 19901

RE: PLUS review – 2012-01-04; City of Dover Comprehensive Plan Amendment

Dear Ms. Townshend: Ann Marie

Thank you for meeting with State agency planners on January 25, 2012 to discuss the proposed City of Dover Comprehensive Plan Amendment(s).

According to the information received, the City is seeking to amend its Comprehensive Plan as follows:

Amendment 1: Land Development Plan Amendment at the Corner of Mifflin Rd. and Rt. 8

This proposed amendment will amend the land use designation of three parcels from low density residential to commercial on the corner of Mifflin Road and Route 8. The amendment responds to a request from the three property owners to have commercial zoning. There is no proposed future use for the parcels. It is not clear if the parcels will be combined and developed as a single commercial use, or if there would be three individual commercial uses.

Amendment 2: Annexation Plan Amendment for Solar Power near South Little Creek Road.

This amendment would add a parcel in the vicinity of South Little Creek and Horsepond Roads to the City's annexation plan as a Category 2 Annexation Area. The future land use would be for agriculture. The amendment responds to a request from the property owner. The property owner intends to install a solar power generating facility on the parcel if annexed.

Please note that changes to the plan, other than those suggested in this letter, could result in additional comments from the State. Additionally, these comments reflect only issues that are the responsibility of the agencies represented at the meeting.

The State offers the following comments regarding these proposed amendments:

Office of State Planning Coordination – Contact: David Edgell 739-3090

Amendment 1: Land Development Plan Amendment at the Corner of Mifflin Rd. and Rt. 8:

The proposed Land Development Plan amendment from residential to commercial is located in Investment Level 1 according to the *Strategies for State Policies and Spending*. Our office has no objections to redevelopment and new development activities in Investment Level 1 areas. However, it is recommended that the Planning Commission and City Council carefully consider DelDOT's comments regarding this proposed amendment before making a decision on this amendment. It may not be possible to provide safe and adequate road access to certain commercial uses that would otherwise be permitted in a commercial zoning category. Said another way, even if the plan is amended and the parcels are zoned commercial, there may be a limited sub-set of commercial land uses that could obtain an entrance permit.

Amendment 2: Annexation Plan Amendment for Solar Power near South Little Creek Road:

The proposed annexation plan amendment is located in Investment Level 4 according to the *Strategies for State Policies and Spending*. Investment Level 4 indicates where State investments will support agricultural preservation, natural resource protection, and the continuation of the rural nature of these areas. It is our understanding that the proposed land use for this parcel would be agriculture, and if the parcel is annexed it would be zoned A. In addition, we are aware that future development of the parcel would be further restricted due to the City's AICUZ zone regulations. The proposed solar power generating facility would be a passive land use that would not result in the need for additional infrastructure or services in this area. In addition, this facility would provide renewable energy. Due to these factors, our office does not object to this proposed plan amendment. Please note that any land use other than agriculture or passive uses such as this proposed solar power facility would not be consistent with the *State Strategies* and will be opposed by the State.

Division of Historical and Cultural Affairs – Contact: Terrance Burns 739-5685

Amendment 1: Land Development Plan Amendment at the Corner of Mifflin Rd. and Rt. 8:

No comments.

Amendment 2: Annexation Plan Amendment for Solar Power near South Little Creek Road:

- Division of Historic and Cultural Affairs has noted that there is a National Registered Listed Property near the South Little Creek road site called the Tyn Head Court, also known as Wethered Court, which is on the National Register of Historic Places (K-149). Therefore, prior to any demolition or ground-disturbing activities, the developer should

consider hiring an archaeological consultant to examine the parcel for archaeological sites, such as a cemetery or unmarked human remains.

- In addition, if there is any federal involvement with the project, in the form of licenses, permits, or funds, the federal agency, often through its client, is responsible for complying with Section 106 of the National Historic Preservation Act (36 CFR 800) and must consider their project's effects on any known or potential cultural or historic resources. Owners and developers who may plan to apply for an Army Corps of Engineers permit or for federal funding, such as HUD or USDA grants, should be aware of the National Historic Preservation Act of 1966 (as amended). Regulations promulgated for Section 106 of this Act stipulate that no ground-disturbing or demolition activities should take place before the Corps or other involved federal agency determines the area of potential effect of the project undertaking. These stipulations are in place to allow for comment from the public, the Delaware State Historic Preservation Office, and the Advisory Council for Historic Preservation about the project's effects on historic properties. Any preconstruction activities without adherence to these stipulations may jeopardize the issuance of a permit or receipt of funding if it is determined that such opportunity to comment has been foreclosed. If you need further information or additional details pertaining to the Section 106 process and the Advisory Council's role, please review the Advisory Council's website at www.achp.gov

Department of Transportation – Contact: Bill Brockenbrough 760-2109

Amendment 1: Land Development Plan Amendment at the Corner of Mifflin Rd. and Rt. 8:

- Regarding the proposed Commercial classification for the southwest corner of Forrest Avenue (Delaware Route 8) and Mifflin Road, DelDOT recommends that the City consider designating more lots for this purpose, keeping the existing Residential Low Density Classification or, perhaps, zoning the lots for a less intense non-residential use. While they cannot say with certainty whether they could permit access without a specific proposed use, the three subject lots may not support some commercial uses one would expect to see on an assemblage of that size. If this amendment is proposed with a specific use in mind, it may be appropriate to require some level of site plan development and perhaps traffic studies before acting on it.

Amendment 2: Annexation Plan Amendment for Solar Power near South Little Creek Road:

No comments.

The Department of Natural Resources and Environmental Control – Contact: Kevin Coyle 739-9071

Amendment 1: Land Development Plan Amendment at the Corner of Mifflin Rd. and Rt. 8:

No comments.

Amendment 2: Annexation Plan Amendment for Solar Power near South Little Creek Road:

No comments.

Department of Agriculture - Contact: Scott Blaier 698-4500

Amendment 1: Land Development Plan Amendment at the Corner of Mifflin Rd. and Rt. 8:

No comments.

Amendment 2: Annexation Plan Amendment for Solar Power near South Little Creek Road:

- The Department of Agriculture does not support or oppose this request for a comprehensive plan amendment. However, regarding the annexation of additional farmland for the purposes of a solar park, the Department would prefer that one of the large parcels already located within the city limits be developed for this purpose.

Once a decision has been reached on this proposed comprehensive plan amendment, please forward a copy of the plan amendment to the Office of State Planning Coordination for our records. The plan amendment must include a revised version of the Future Land Use Map as well as any text that is necessary to amend the comprehensive plan and describe the change. You may contact David Edgell of my office to discuss the format for this amendment.

Thank you for the opportunity to review this project. If you have any questions, please contact me at 302-739-3090.

Sincerely,

Constance C. Holland

Constance C. Holland, AICP
Director, Office of State Planning Coordination

FINAL READING

CITY OF DOVER
PROPOSED ORDINANCE #2012-02

AN ORDINANCE AMENDING THE 2008 COMPREHENSIVE PLAN BY REPLACING MAP 12-1: LAND DEVELOPMENT PLAN, MAP 13-1: ANNEXATION AREAS, AND MAP 13-2 POTENTIAL LAND USE FOR ANNEXATION AREAS.

WHEREAS, the City Council of the City of Dover, on February 9, 2009, adopted the 2008 Comprehensive Plan pursuant to Title 22, Section 702 of the Delaware Code; and

WHEREAS, the Honorable Jack Markell, Governor of the State of Delaware, certified the 2008 Comprehensive Plan on April 24, 2009; and

WHEREAS, the 2008 Comprehensive Plan allows for an annual amendment process; and

WHEREAS, four property owners have requested amendments to the Land Development Plan Map (Map 12-1) and Annexation Plan (Maps 13-1 and 13-2), in accordance with the process set forth in the 2008 Comprehensive Plan; and

WHEREAS, the Planning Commission held a public hearing on February 21, 2012, after which the Commission made a recommendation in regards to the proposed amendments to the Land Development Plan and Annexation Plan related to the above request.

NOW, THEREFORE, BE IT ORDAINED THAT the Mayor and Council of the City of Dover hereby amend Map 12-1: Land Development Plan, Map 13-1: Annexation Areas, and Map 13-2 Potential Land Use for Annexation Areas of the 2008 Comprehensive Plan, as amended on November 23, 2009; March 14, 2011; and April 11, 2011, by replacing the referenced maps with the Amended Map 12-1, 13-1 and 13-2, presented to City Council on March 12, 2012.

ADOPTED:

SYNOPSIS

The proposed ordinance would adopt amendments to the 2008 Comprehensive Plan, as amended on November 23, 2009; March 14, 2011; and April 11, 2011.

Actions History

March 12, 2012 - Scheduled for Public Hearing/Final Reading by Council
January 23, 2012 - First Reading/Referral by Council
February 21, 2012 - Scheduled for Consideration by Planning Commission
March 12, 2012 - Scheduled for Public Hearing/Final Reading by Council

Draft

UTILITY COMMITTEE

The Utility Committee Meeting was held on February 27, 2012 at 5:39 p.m. with Chairman Bonar presiding. Members present were Mr. Lynn, Mrs. Williams, Mr. Blakeman, and Mr. Snaman. Members of Council present were Mr. Hare (departed at 5:48 p.m.) and Mr. Hutchison (arrived at 5:49 p.m.). Mayor Carey (arrived at 5:41 p.m.) was also present.

AGENDA ADDITIONS/DELETIONS

By unanimous consent, the agenda was approved as presented.

Dedication of Rights-of-Way and Public Infrastructure - Lexington Glen - Phase I

Members were advised that Ashburn Homes, Inc., the party responsible for completing the public infrastructure within Phase 1 of the Lexington Glen Subdivision, has requested that all public infrastructure improvements related to this phase be dedicated to the City of Dover for permanent ownership and maintenance. Members reviewed an outline of all public improvements associated with Phase 1 and a map showing the general location and configuration of the subject rights-of-way. The total construction value of the public improvements is $1,184,627. Ashburn Homes, Inc. has completed construction of the improvements within Phase 1 in accordance with City standards and specifications. After construction was completed, City staff inspected the public improvements and developed a list of repairs to be made to meet the City of Dover Standards and Specifications for Public Works Construction. As of this date, all work required by Ms. Sharon Duca, Interim Public Works Director, has been completed.

Mr. Scott Koenig, City Manager, advised members that a one (1) year Maintenance Agreement, Letter of Credit, and a Release of Liabilities is required to be submitted as part of the dedication process. Although the Letter of Credit had not yet been submitted, he stated that it was anticipated that it would be received prior to consideration of the Committee's recommendation by City Council. As-built drawings of the infrastructure have been provided to staff.

Staff recommended acceptance of the dedication of rights-of-way and public infrastructure in Phase 1 of the Lexington Glen Subdivision, with the stipulation that the Letter of Credit must be received prior to Council action, with dedication to include all of the referenced public improvements, as follows:

Sewer Utility Infrastructure (Construction Value = $234,137):			
10" SDR-35 PVC Sanitary Sewer Main	-	1,865 l.f.	
8" SDR-35 PVC Sanitary Sewer Main	-	945 l.f.	
6" PVC Sanitary Sewer Laterals	-	3,430 l.f.	(98 laterals)
4' Diameter Sanitary Sewer Manholes	-	12 ea.	(67.42 v.f.)
8" PVC Sanitary Force Main	-	110 l.f.	
Water Utility Infrastructure (Construction Value = $207,148):			
8" Ductile Iron (Class 52 Cement Lined) Water Main	-	3,815 l.f.	
6" Ductile Iron (Class 52 Cement Lined) Water Main	-	160 l.f.	
1" Polyethylene Water Service Lines	-	3,185 l.f.	(98 services)
8" Gate Valve	-	13 ea.	
6" Hydrant Valve	-	7 ea.	
Fire Hydrants	-	7 ea.	

Storm Water Infrastructure (Construction Value = $335,564):		
Catch Basins	-	45 ea.
4' Diameter Storm Sewer Manholes	-	3 ea.
Outfall Structure	-	1 ea.
15" Type III Reinforced Concrete Pipe	-	2,144 l.f.
18" Type III Reinforced Concrete Pipe	-	355 l.f.
24" Type III Reinforced Concrete Pipe	-	1,536 l.f.
30" Type III Reinforced Concrete Pipe	-	1,023 l.f.
36" Type III Reinforced Concrete Pipe	-	408 l.f.
Flared End Sections (Concrete)	-	8 ea.

Street Infrastructure (0.5771 miles) (Construction Value = $407,778):		
Nicholas Drive	Station 2+82 to Station 15+55	1,273 l.f.
Thornton Street	Station 0+00 to Station 10+00	1,000 l.f.
Lexington Place	Station 11+20 to Station 18+94	774 l.f.

Mrs. Williams moved to recommend acceptance of the dedication of rights-of-way and public infrastructure for Lexington Glen - Phase I to include all of the referenced public improvements, as recommended by staff, with the stipulation that the Letter of Credit is received prior to Council action. The motion was seconded by Mr. Snaman and unanimously carried.

Cash-In-Lieu of Pump Station Upgrades Agreement - Village of Maple Dale Senior Housing

Mr. Scott Koenig, City Manager, reminded members that the Village of Maple Dale Senior Housing Subdivision is currently under construction and that the subdivision is in the sanitary sewer basin that flows to the Retreat Pump Station, which is located on Pine Valley Road. The Retreat Pump Station is in need of upgrades in order to properly handle the proposed sanitary sewer flow from the complete build out of the Village of Maple Dale Senior Housing Subdivision. He stated that, typically, the developer would have to perform the upgrades to the infrastructure prior to building residences. The complete replacement of the Retreat Pump Station is planned to occur in Fiscal Year 2016. As such, staff believes that it is in the best interest of all to perform the overall replacement as planned in Fiscal Year 2016 but to utilize a cash-in-lieu of agreement with the developer rather than perform the upgrades now. He assured members that this would ensure that the new components are not removed after only four (4) years of usage.

Mr. Koenig explained that, in lieu of the pump station upgrades, staff and Becker Morgan Group, Inc., (consulting engineer) agreed that a specified number of residences (30 townhomes and 18 condominium units) could be built without affecting the performance of the existing pump station. This was determined after a fairly extensive technical review of the pump station's capacity and performance, as well as projected flows and construction timeframe. The monetary value of the upgrades that would be required for the pump station ($36,570) was established following staff's review and approval of submitted estimates. Members reviewed a draft agreement in which Maple Dale Country Club, Inc., would pay for the necessary improvements to the pump station. This agreement states that only 30 townhomes and 18 condominium units could be built before the Retreat Pump Station is replaced.

Staff recommended execution of the agreement.

In response to Mr. Hare, Mr. Koenig indicated that construction has already begun on four (4) units and the required building permits have been obtained. He assured members that the City would require payment of the cash-in-lieu amount of $36,570 prior to issuing any additional building permits.

Mrs. Williams moved to recommend execution of a cash-in-lieu agreement with Maple Dale Country Club, Inc. *(Attachment #1)*, with the stipulation that no additional building permits would be issued without receipt of payment in full in the amount of $36,570. The motion was seconded by Mr. Snaman and unanimously carried.

North American Energy Services (NAES) Agreement Extension

Mr. Scott Koenig, City Manager, advised members that an Operations and Maintenance (O & M) Agreement for the City's electric generating facilities was entered into with North American Energy Services (NAES) in 2006. The previous City Manager was prepared to extend the agreement as it currently stands through May 31, 2014. Mr. Koenig stated that, given recent discussions regarding electric rates and cost of service, staff believes that the City should renegotiate the terms of the O & M Agreement. Mr. Koenig indicated that, based on the review of Mr. Kirk Betts, the City's Utility Attorney, the initial term of the NAES contract was four (4) years, ending in June 2010, and the agreement has an evergreen provision that would permit the City to extend the agreement on an annual basis after the initial term. All the compensation provisions remain except escalation, which is an annual adjustment. The City may terminate the agreement by giving notice at least 18 months before the proposed termination date. This notice may be given at any time. A request may be made at any time to enter into sole source negotiations with NAES to adjust the terms of compensation.

Staff recommended that Council authorize the City Manager to: 1) issue a letter advising NAES of the City's desire to review and renegotiate the terms of the O & M Agreement; and 2) issue a letter to Mr. Kirk Betts, Utility Attorney, to commence the contract negotiations.

Responding to Mr. Blakeman, Mr. Koenig indicated that the concept of issuing a Request for Proposals (RFP) was discussed by Mrs. Donna Mitchell, Controller/Treasurer, and Mr. Betts. It was his understanding that once NAES is notified of the City's desire to renegotiate, they will respond with a very favorable contract price; however, he assured members that if this is not the case, the City could solicit proposals through the market.

Mr. Blakeman moved to recommend approval of staff's recommendation to authorize the City Manager to: 1) issue a letter advising North American Energy Services (NAES) of the City's desire to review and renegotiate the terms of the Operations and Maintenance (O & M) Agreement; and 2) issue a letter to Mr. Kirk Betts, Utility Attorney, to commence contract negotiations. The motion was seconded by Mr. Lynn and unanimously carried.

Update - Green Energy Funding and Programming

Mr. Scott Koenig, City Manager, noted that members received an update on Green Energy Funding and Programming and offered to respond to any questions.

Update - Garrison Oak Technical Park Project

Mr. Scott Koenig, City Manager, stated that staff is working on finalizing the plat for the Garrison Oak Technical Park so that lots can be recorded. It was his understanding that Calpine Corporation has filed an application which is scheduled for consideration by the Planning Commission during their March meeting. He noted that the Calpine project will be constructed on one of the lots created by the subdivision of the Garrison Oak Technical Park.

Mr. Koenig advised members that staff has also been working with Becker Morgan Group, the consulting engineer, regarding the construction drawings for the roads and the water and sewer systems associated with the subdivision plan related to the project. He stated that the discussions with Calpine Corporation are separate and on-going.

By unanimous consent, the meeting adjourned at 5:52 P.M.

David L. Bonar
Chairman

DLB/DD/jg/js/tm
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Attachment
Attachment #1 - Cash-in-Lieu Agreement - Village of Maple Dale Senior Housing

CASH IN-LIEU AGREEMENT

VILLAGE OF MAPLE DALE SENIOR HOUSING

This **AGREEMENT** made this _____ day of _____ 2012 by and between the City of Dover, a Delaware Municipal Corporation, whose address is 15 Loockerman Plaza, P.O. Box 475, Dover, Delaware 19903-0475 (hereinafter referred to as the **CITY**), and the Maple Dale Country Club, Inc., whose address is 180 Maple Dale Circle, Dover, Delaware, 19904 (hereinafter referred to as **MAPLE DALE**).

WITNESSETH:

WHEREAS, MAPLE DALE provides funding in the amount of $36,570 for the following future **CITY** project:

1. Retreat Pump Station Replacement, scheduled to begin in FY 2015 (July 1, 2014 – June 30, 2015).

WHEREAS, the purpose of these monies is to provide the necessary improvements to the Retreat Pump Station in relation to the proposed residential construction, in lieu of **MAPLE DALE** providing the required upgrades for the construction of residential units.

WHEREAS, these improvements fall within the limits of a **CITY** capital improvement project rather than a private construction project.

Now therefore, **CITY** and **MAPLE DALE**, for and in consideration of the mutual covenants hereinafter stipulated to be kept and performed, agree as follows:

SECTION I

MAPLE DALE agrees to the following terms:

A. **MAPLE DALE** will provide the **CITY** the funding of $36,570 prior to construction of the agreed upon residential units (thirty (30) townhomes as well as one eighteen (18) unit condominium).

B. **MAPLE DALE** shall not construct any additional residential units prior to the **CITY** upgrading the Retreat Pump Station, which will be designed to have the available capacity for the remaining residential units provided in the "Village of Maple Dale Senior Housing" approved subdivision plans.

C. **MAPLE DALE** acknowledges that this agreement does not relieve the owner from paying impact fees, or other associates fees deemed necessary with this project.

SECTION II

CITY agrees to the following terms:

A. **CITY** will provide appropriate notice and/or justification to **MAPLE DALE** if the Retreat Pump Station Replacement project is delayed.

B. **CITY** will provide appropriate notice to **MAPLE DALE** when the Retreat Pump Station Replacement project begins and finishes.

CITY and **MAPLE DALE** agree that this agreement is the entire and complete Agreement between the parties and that no alterations, modification or amendments of this Agreement shall be made or deemed valid unless approved in writing and signed by both parties.

IN WINESS THEREOF, the parties hereunto have caused this Agreement to be executed in duplicate, the day and year first above written.

CITY OF DOVER

Approved as to form: By:

_____ _____

City Solicitor Scott Koenig, P.E.
City Manager

MAPLE DALE COUNTY CLUB, INC.

Approved as to form: By:

_____ _____

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee meeting was held on February 27, 2012 at 6:00 p.m. with Chairman McGlumphy presiding. Members present were Mr. Anderson (arrived at 6:08 p.m.), Mr. Hare (arrived at 6:01 p.m.), Dr. Jones, and Mr. Shevock. Members of Council present were Mr. Bonar (arrived at 6:15 p.m.), Mr. Hutchison, Mr. Lynn, and Mrs. Williams (arrived at 6:16 p.m.). Mayor Carey was also present (arrived at 6:03 p.m.).

AGENDA ADDITIONS/DELETIONS

Mr. Shevock moved for approval of the agenda, as presented, seconded by Dr. Jones and unanimously carried.

Staff Recommendations - Economic Development Office *(Tabled by Committee on February 13, 2012)*

During their meeting of January 9, 2012, Mr. Scott Koenig, City Manager, reviewed a memorandum outlining a recommendation for restructuring the City's Economic Development Office (EDO) and the Downtown Dover Partnership (DDP). Members tabled the matter to allow the DDP Board to submit a response.

During their meeting of February 13, 2012, members again reviewed staff's recommendation for restructuring the City's EDO and, after much discussion, they tabled the matter to allow staff additional time to work with the DDP on the development of a recommendation.

By unanimous consent, the matter was removed from the table.

Mr. Koenig stated that, during the deliberations that have taken place over the last two (2) months regarding the recommendation to separate the economic development function of the City from the staffing of the DDP, many details were brought forth, and he felt that the initially proposed concept was lost. In an effort to help move the discussion forward, Mr. Koenig developed a simplified graphic representation of the current EDO/DDP structure and the proposed structure, which would separate the two (2) functions, and he reviewed this concept with members.

Mr. Koenig noted that the long-term cost savings that would be produced by staff's recommendation would apply in two (2) ways: 1) two (2) positions would be cut from the budget and the current employees would be relocated to other departments where vacancies exist; and 2) the City would continue to provide financial support for the DDP; however, there would be no unfunded liability or Other Post-Employment Benefits (OPEB) costs associated with staff hired by the DDP. He reminded members that these are costs that would escalate over time and would impact the budget on a long-term basis under the current structure.

Mr. Koenig reviewed a memorandum that he had prepared to address some of the questions that were posed during the previous Committee meeting regarding this issue. It was noted that one of these questions focused on whether or not the EDO is "profitable." He reviewed an email dated February 21, 2012, submitted by Mr. William Neaton, Economic Development Manager, which supported the profitability of the department. Mr. Koenig stated that some of the information provided in this email was subjective and that the annual budget for this function has averaged approximately $223,000 over the past three (3) fiscal years.

Mr. Koenig stated that one of the reasons for staff's recommendation was to assist with funding the City's budget during the next fiscal year. He reminded members that the EDO was one of the last "umbrellas" of service added to the City's portfolio. It was created in 2008 at a time when the economy started to decline, and since that time this decline has continued. Mr. Koenig noted that there was no revenue stream associated with the services provided when the EDO was created. Since funding resources are constrained, Mr. Koenig stated he felt an obligation to discuss with members whether the EDO is the most critical service and consideration of: a) the manner in which it is funded; b) how it is operated; or c) the possibility of eliminating it.

It was Mr. Hare's recollection that, in accordance with the City Charter, the Mayor was responsible for the City's economic development and questioned when the Charter was amended to eliminate this responsibility from the Mayor. Responding, Mr. Koenig stated that economic development transferred from the Mayor's oversight to a separate office in 2008.

Mrs. Holly Malone, 115 Shinnecock Road (former member of City Council), stated that the duties of the Mayor are to oversee the Police Department and that the EDO does not fall under the Police Department. Although Mrs. Malone understood that the Mayor promotes economic development, she felt this was not his primary responsibility. She noted that economic development is not currently included in the Mayor's budget.

For clarification, Dr. McGlumphy noted that prior to 2008/2009, economic development was included in the job description and objectives for the Mayor's Office; however, when new job descriptions were developed at that time, economic development was no longer listed under the Mayor's responsibilities. He suggested that Mrs. Malone review the minutes of the Parks, Recreation, and Community Enhancement Committee of June 8, 2009, and September 14, 2009, and the Legislative, Finance, and Administration Committee minutes of November 23, 2009. Dr. McGlumphy explained that these minutes clearly delineate the "power struggle" that occurred regarding the placement of the EDO in the organization, as well as difficulties in the development of its objectives and benchmarks.

Mrs. Malone suggested that the Mayor and City Council work together to enhance construction and building downtown, which is important for the livelihood of the City of Dover.

Noting that there were several concerns regarding staff's recommendation, Mr. Koenig stated no objection to developing an alternative recommendation and expressed his willingness to take direction from the Committee in this regard.

Mr. Lynn reiterated his objections to the EDO being placed under the Planning and Inspections Department, due to potential conflicts of interest. He explained his opinion that it is imperative that the integrity of the Planning Department's opinions with respect to site plans, subdivisions, conditional use, and rezonings be protected from accusations of bias from the opposing public. He felt that the economic development professional would be involved with cultivating projects that

would go before the Planning Commission, Board of Adjustment, and City Council. If the economic development professional were placed under the direction of the Planning Director, in his opinion, the Planning Director's independence in these matters would be compromised.

Responding to Mr. Lynn, Mr. Koenig stated that there are numerous models throughout the country that endorse having an economic development professional in the planning area. Although he understood the concerns regarding a potential conflict of interest, he explained that the City's economic development professional does not have independent authority to "make deals" or to offer incentives by his own actions. Any type of proposal for tax abatement or other incentives, over and above what is prescribed in other plans, would require consideration by Council or another Board for a recommendation and approval. Mr. Koenig stated his belief that the economic development professional for the City would have a relatively small range of items to negotiate within the structure of the City's government. He also felt that no matter where the economic development professional is located, that individual would have to work with the Planning Office in a very integrated fashion, since any proposal presented for economic development would first have the challenge of assuring that it meets land use specifications. Mr. Koenig reminded members that within the City's structure, there are prescribed sets of rules, explaining that the zoning ordinance indicates what can and what cannot be done with a piece of property. The Board of Adjustment is required to be very prescriptive in what is authorized and must provide specific reasons for allowing variances. He assured members that the City of Dover's government is set up in such a sophisticated manner that the City could overcome any related challenges.

Mr. Lynn noted that the definition of recklessness is "the conscious knowledge of risk and a conscious decision to disregard that risk." He felt that staff has stated that there is a potential risk and questioned whether the benefit of placing the economic development professional under the Planning Office would outweigh the risk. He suggested that the economic professional either remain under the City Manager's Office or be moved to the Mayor's Office. Responding, Mr. Koenig felt that there would be risk regardless of where this individual is placed, explaining that challenges would occur under any circumstances when there is opposition to a proposed project. He reiterated his opinion that there would be no more risk for the City if the economic development professional were placed under the Planning Office than any other office, since the City makes professional decisions based on the Dover Code and the best interests of the City.

Mr. Lynn also relayed concern that placing the economic development professional under the Planning Office would diminish the position and give the appearance that they are "less important." Responding, Mr. Koenig stated that prior to the City establishing a dedicated economic development position, economic development for the City was handled through "a committee approach." He explained that parties who were interested in development projects in the City would contact either the Mayor or City Manager and staff would develop an application for the Kent Economic Development Partnership or the Delaware Economic Development Office (DEDO). Several department heads would then fill in their components of the proposal for submission. Mr. Koenig felt that, regardless of whether the economic development position serves as a coordinator or a manager, perceptions of the position would be based on the performance of the individual, in terms of how articulate and engaging they are. He felt that this would determine the amount of respect they

are afforded by others in the economic development community. Although he understood that being a department head could add stature to the position, Mr. Koenig reminded members that the City has constrained resources, which was the rationale for staff's recommendation. He explained that placing the position in the City Manager's Office was not considered because Council had previously relayed concerns regarding the number of employees in the City Manager's Office.

Mr. Lynn reminded members that it was previously mentioned that the recommendation was submitted by staff solely for budgetary reasons. He noted that Mr. Neaton testified that the City's EDO has "paid for itself" and referred to the memo provided by Mr. Neaton, dated February 21, 2012, indicating that if the Calpine project (which Mr. Neaton is currently working on) comes to fruition, it would generate $2.3M for the City, which would cover the EDO budget for 10 years. He reiterated his opinion that the City's EDO does "pay for itself" and questioned why there would be any change whatsoever. Mr. Lynn urged members to reject staff's recommendation in its entirety.

Mrs. Williams recalled a previous development project that was handled by the City as a "committee of staff," as previously described by Mr. Koenig, which was a team effort that provided the developer the same message from all facets of the City. She questioned why certain members of Council were attempting to micro-manage staff, explaining that Mr. Koenig was hired as the City Manager and that personnel is not the purview of Council. She suggested that members accept staff's recommendation.

Mr. Hare indicated his concurrence with the concerns of Mr. Lynn regarding the position being placed under the Planning Office. He explained his perspective that the economic development professional seeks businesses to come to the City and that it is not their responsibility to obtain the necessary permits, etc. He suggested that the individual should work with the Mayor and DEDO and should not be a part of the Planning Office.

Mr. Anderson reminded members that in September 2011, he suggested that the EDO be relocated to the Mayor's Office. At that time, it was decided that members should concentrate on the hiring of a City Manager. He suggested that his recommendation be reconsidered, noting that the Mayor's Office is where the businesses are focused, and he stated the need for someone to advocate independently from other City departments. Mr. Anderson stated that technically, in accordance with the City Charter, if the economic development professional is under the City Manager's charge, Council's ability to interact with the professional could be restricted by the City Manager. He noted that if the position were under the charge of the Planning Office, this restriction would not exist. However, if the position were under the charge of the Mayor's Office, he felt it would provide a unified voice for economic development. Mr. Anderson felt that there are sections of staff's recommendation that have merit and suggested that staff reconsider the recommendation for consideration prior to the new budget year. He also relayed concern that staff's recommendation in its current form could risk millions of dollars in State monies by making changes at this time.

Mr. Bob Aellis, 29 Dornoch Way, Townshend, stated that, as a small business owner of Veterans Lighting and Firesigns 1075, approximately two (2) years ago, representatives from his company began working with Mr. Neaton and Mayor Carey to bring a Light-Emitting Diode (LED)

manufacturing company from Canada to Dover. He advised members that meetings were held with several representatives of New Castle County, Sussex County, DEDO, Senators Coons and Carper, and several other business persons and entities in an attempt to make the manufacturing facility come to fruition. It was Mr. Aeillis' opinion that these meetings would not have been possible without the assistance of Mr. Neaton and the City's EDO and that Mr. Neaton served as one of the best facilitators he has worked with. He noted that he has since worked with Mr. Neaton in attempts to bring other manufacturing facilities to the City of Dover to produce jobs. Mr. Aellis stated his feeling that the City's EDO is "more than just dollars and cents and balance sheets." He indicated that he is a member of the Delaware Economic Environmental Development (DEED) Committee, which has referred to the City's EDO on numerous occasions and is currently in the process of requesting that Mr. Neaton speak with the DEED Committee. Mr. Aeillis urged members to maintain the City's EDO as it currently is today.

Mrs. Malone clarified her understanding that economic development is a part of the Mayor's responsibility; however, she felt that Council should work with and assist the Mayor to promote economic development in the downtown area, as well as the entire City.

Based on members' comments during the past several meetings, Mr. Bonar suggested that staff go back to the "drawing board" regarding this issue.

Referring to Mrs. Williams' comments regarding micro-managing, Mr. Lynn stated that economic development is critically important to the City; therefore, he was not willing to abdicate his thoughts and have "blind faith" in the City Manager and provide him "carte blanche." He explained that economic development promotes fiscal stability; its business activities create revenues that fund local services, and the cost and quality of life of every household in the City are directly dependent on the City's local economic conditions. He did not consider his position to be one of micro-managing but an indication that he was performing the duty that he was elected to do, which is to preserve, maintain, and grow the City's economy. It was his opinion that the budget issues facing the City could not be resolved by making "cuts" and suggested that it is necessary is for the City to "plant seeds" in order to grow its way out of the budget situation.

Mrs. Williams felt that there was a duplication of economic development services provided by the State, County, and City. It was her feeling that there are more than enough economic development personnel to assist the City's growth and that the City should not replicate the efforts of other entities. She suggested that the issue be given to the City Manager to handle.

Mr. Hutchison stated that he worked on economic opportunity during his tenure as Mayor. He indicated that he was not an expert on economic development, but served as a contact person for the City and referred these matter to the experts within the City. Although he understood the importance of maintaining an economic development professional within the City, he explained the importance of the Mayor being a part of the economic development system.

Mr. Anderson moved to recommend that staff's recommendations regarding the EDO be returned to the City Manager for redevelopment, seconded by Mr. Shevock.

Responding to Mr. Hare, Mr. Koenig confirmed that staff's recommendations regarding this matter were initiated when the City was made aware of the desire of the DDP to hire their own Executive Director. It was his opinion that the only action necessary was for staff to provide a recommended effective date as to when the City's EDO would no longer provide administrative support to the DDP.

On a call for the question, the motion to recommend that staff's recommendations regarding the (EDO) be returned to the City Manager for redevelopment was unanimously carried.

Mr. Anderson moved to consider Agenda Item #3 prior to Agenda Item #2, seconded by Mr. Hare and unanimously carried.

Authorization to Purchase Virtual Server (Police Department)

Chief Hosfelt presented a request to approve a sole vendor purchase of a Virtual Server/Storage Array at a cost of $42,600. Members reviewed detailed information regarding the concept of a virtual server system. Chief Hosfelt explained that migrating to virtual servers and consolidating the computer data storage in a storage array would yield many benefits and savings over time. The Police Department would be able to reduce their physical hardware footprint and hardware costs, power consumption costs, and possibly some software licensing costs if vendor licensing methods remain the same.

Chief Hosfelt advised members that the purchase would be made from Dell, which is a State contract vendor source for computer hardware. He explained that it is necessary to purchase Dell equipment to ensure that the new hardware integrates and communicates properly with the other existing servers and storage hardware currently in use in the Police Department.

Chief Hosfelt indicated that funds from three (3) grants would be combined for this purchase and no matching funds would be required of the City.

Staff recommended approval of the sole vendor purchase from Dell for a Virtual Server/Storage Array at a cost of $42,600.

Mr. Hare moved to recommend approval of staff's recommendation, seconded by Mr. Shevock and unanimously carried.

Proposed Ordinance #2012-07 - Incentives for Redevelopment of Vacant Commercial Buildings

Staff presented members with Proposed Ordinance #2012-07 which would allow for waiver of half of the building permit fee, half of the City water and wastewater impact fees, and tax abatement on the value of improvements for redevelopment of commercial buildings of 5,000 square feet or greater, located along Route 13, Bay Road, Court Street between Bay Road and Route 13, and Route 8 west of the railroad tracks. The proposed ordinance was modeled after the downtown redevelopment incentives.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that, due to the economic downturn, municipalities in Delaware and elsewhere are offering waivers of certain fees to help spur economic growth. She noted that the proposed ordinance was drafted with a "sunset" date of December 31, 2015; therefore, incentives would be available for a finite period of time while the City attempts to encourage economic growth and filling commercial vacancies on the City's primary commercial corridors.

Mrs. Townshend indicated that the costs involved with this incentive would be associated with loss of revenue related to the waiver and are difficult to quantify, as they would depend upon the cost of specific commercial building renovations, changes in use that would require additional plumbing fixtures, and the demand for the incentives.

Staff recommended that the proposed ordinance be forwarded to City Council for a First Reading on March 12, 2012 and for a Final Reading and Council Action on April 9, 2012.

Mr. Shevock noted that the incentives would be restricted to certain areas of the City and although he understood the reasons for this, he suggested that the City consider offering the incentives to the entire City, reminding members that a sunset clause had been incorporated.

Mr. Shevock moved to amend Proposed Ordinance #2012-07 to allow redevelopment incentives City-wide *(removing Lines 17 and 18)* and to recommend adoption of the ordinance as amended *(Attachment #1)*. The motion was seconded by Mr. Anderson and unanimously carried.

Mr. Shevock moved for adjournment, seconded by Mr. Anderson and unanimously carried.

Meeting Adjourned at 6:53 P.M.

William P. McGlumphy
Chairman

WPM/DD/jg/js/tm
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Attachment to Original and File Copy
Attachment #1 - Proposed Ordinance #2012-07 with LF&A Amendment No. 1 - Incentives for Redevelopment of Vacant Commercial Buildings

SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

The Safety Advisory and Transportation Committee Meeting was held on February 29, 2012 at 5:00 p.m. with Chairman Hutchison presiding. Members present were Mr. Lynn, Mr. Davis, and Mr. W. Hutchison. Mrs. Russell was absent. Councilman Hare and Mayor Carey were also present

AGENDA ADDITIONS/DELETIONS

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

Presentation - Silver Lake to Isaacs Branch Trail Concept

Mrs. Ann Marie Townshend, Director of Planning and Community Development, provided members with a map depicting proposed bicycle/pedestrian improvements in the Silver Lake/Isaacs Branch area ***(Attachment #1)***. She reminded members that there is currently a concrete multi-use path that travels through Silver Lake Park and another path near Public Safety Boulevard, behind Winner Ford, that travels to Route 10 and is referred to as the Isaacs Branch segment. She advised members that the State has expressed an interest in connecting these two (2) trail systems with a St. Jones River Trail. Mrs. Townshend stated that in the last State Bond Bill, monies were earmarked for trails and, as a result, Delaware Department of Transportation (DelDOT) and the Department of Natural Resources and Environmental Control (DNREC) have become very active in cultivating community trails.

Mrs. Townshend indicated that both DNREC and DelDOT contacted the City regarding the possibility of conducting a study (concept plan) regarding a connection between these two (2) trails. Referring to the map, she reviewed a proposed phased project for the Silver Lake to Isaacs Branch Trail Concept, which would provide both recreational and transportation benefits for pedestrians and bicyclists. She noted that the long-term plan would involve several property owners, environmental issues, etc. Mrs. Townshend advised members that public workshops are planned to discuss the concept plan and she felt that this matter should be presented to the Committee for their information prior to the workshops.

The Committee took no further action.

Announcement of Road Closures *(Gary Laing)*

Mr. Gary Laing, Community Relations Officer and Public Relations Liaison, Delaware Department of Transportation (DelDOT), explained that DelDOT has scheduled several repaving projects in the next year and advised members that some of the work includes the City's Historic District and involves curb ramps, road striping, etc. He assured members that DelDOT has complied with the mandate to notify residents regarding planned night work. Mr. Laing noted that very little response has been received in response to DelDOT's notification, which clearly indicated that non-response from residents would be construed by DelDOT as consent.

Mr. Laing stated that he was not aware of the construction schedule and, therefore, did not have a start date for the project. However, he noted that DelDOT takes certain events, such as Dover Days, NASCAR races, and holidays, into consideration when scheduling work and would not allow street closures during these times.

Chairman Hutchison requested that Mr. Laing provide staff with the details, including the exact dates and streets involved.

Responding to Mr. W. Hutchison, Mr. Laing explained that roadways are constructed so that the water runs off toward the curb and into the drainage system and water can accumulate where American Disabilities Act (ADA) sidewalk ramps are located. He indicated that it is hoped that the drainage system will support the runoff of water; however, water can sometimes build up in these areas, particularly during heavy rains.

Discussion - Establishing City Emergency Operations Center *(January 23, 2012 - Committee Recommended Referral Back to Staff for a Report to the Committee at the Next Committee Meeting)*

During their meeting of January 23, 2012, members reviewed correspondence from Mr. Dave Truax, Fire Marshal, relaying his concerns regarding the City's lack of emergency preparedness awareness (outside of emergency services and emergency management personnel) and the need for an operational Emergency Operations Center (EOC) in the City. After much discussion, the matter was referred back to staff for a report to the Committee at their next meeting.

Mr. Scott Koenig, City Manager, provided members a brief history of the City's Emergency Management Plan (approved by the Mayor in August 2010) and stated that he felt the basic plan would meet the City's current needs, although modifications would be needed as the City moves forward. He advised members that there are updates in the text of the plan that need to become more "fluid" and noted that this has not occurred because the Emergency Management Coordinator retired and a replacement was not hired due to budgetary reasons. The current plan provides for the EOC to be located at City Hall, the designation of the City's Police Department as a backup to the City Hall EOC, and the establishment of the Kent 911 Center as backup to the Police Department EOC. He stated that the City could also utilize the Electric Administration Building if necessary.

Mr. Koenig advised members that the Delaware Emergency Management Agency (DEMA) uses guidelines entitled "Design Recommendations and Criteria for Emergency Operations" as a framework for designing their EOC and advised members of some of the criteria included. He indicated that keeping the EOC at City Hall would meet many of the requirements and that it would be nearly impossible to integrate an EOC into any building and have it meet all of the requirements. Mr. Koenig noted that City Hall has ample space that is readily accessible by employees, public officials, and the public and felt assured that the Police Department would not find it desirable for people (such as volunteers) to wander through their facility during a crisis event. In addition, he noted that City Hall has restrooms, kitchen facilities, and separate rooms for confidential meetings and briefings (which play an important role in the establishment of an EOC), and additional space for a sleeping area if deemed necessary.

Mr. Koenig noted that the only shortcoming for the use of City Hall as the EOC is the lack of a backup power source. As a result, he suggested that a generator be installed at City Hall, which would produce enough power to run a portion of the building.

Mr. Koenig stated that during the design of the new Library, there was discussion regarding the concept of adding space for a designed and constructed EOC, at a cost of $500,000 to $1M. Staff felt that due to the costs, it was not possible to include an EOC and there was no further action taken to bring the matter to City Council.

Mr. Koenig stated his opinion that it would be in the best interest of the City to assign City Hall as the primary EOC. He also suggested that City Council be requested to reassign emergency management duties to a specific individual within the City's organization. He advised members that this request will be presented to the Legislative, Finance, and Administration Committee during their next meeting scheduled for March 12, 2012.

Responding to Mr. Hutchison, Mr. Koenig indicated that upon the retirement of the City's Emergency Management Coordinator, his duties were dispersed among three (3) employees: the Public Affairs Coordinator, the Public Services Manager, and the City Manager. He recommended that all responsibilities be assigned to the Public Affairs Coordinator.

In response to Mr. Davis, Mr. Koenig stated that the generator is currently being stored at the Warehouse and that the electrical engineers have estimated connection costs at $15,000 to $50,000, depending upon the need for a new pad. He indicated that he had not resolved to use that particular generator at this time; however, staff would continue to review this matter and will likely include a recommendation as part of the budget preparation for next fiscal year.

At the request of Mr. Hutchison, Chief Hosfelt indicated his support for the recommendations presented by the City Manager.

Mr. Lynn moved to recommend approval of staff's recommendation to establish City Hall as the City's designated Emergency Operations Center (EOC), with the Dover Police Department to serve as the backup EOC, and the Kent County 911 Center to serve as the City's temporary (alternate) backup to the Police Department. The motion was seconded by Mr. Davis and unanimously carried.

Proposed Ordinance - #2012-06 Creating a New Chapter 59 - Juvenile Curfew

Mr. Hare reviewed Proposed Ordinance #2012-06 - Chapter 59 - Juvenile Curfew and explained that the proposed ordinance mimics the City of Milford's juvenile curfew ordinance. He noted that the proposal was the result of his participation in numerous "ride alongs" with the Dover Police Department. Mr. Hare felt that there was no reason for individuals under the age of 17 to be out in the late night/early morning hours. During his "ride alongs," he observed several 13 to 14-year-olds walking the streets at 2:00 a.m. When questioned by the police, these juveniles indicated that they would be going home, only to be observed walking the streets again at 3:00 a.m. or 4:00 a.m. He advised members that the police indicated that they have no authority to take action in this regard.

Referring to the comments submitted by Mrs. Russell, dated February 29, 2012 ***(Attachment #2)***, Mr. Hare advised members that his observations were made in various areas throughout the City and not just in the Fourth District. He indicated that the State of Delaware does not have a curfew law.

Mr. Hare felt that the proposed ordinance includes provisions that would allow a juvenile with legitimate reasons to be out late in the evening or early morning hours and addresses other concerns that may be raised.

Responding to Mr. W. Hutchison, Chief Hosfelt indicated that the proposed ordinance would provide police officers a useful tool and he did not feel that enforcement would place a burden on the Police Department.

Mr. Lynn moved to recommend adoption of Proposed Ordinance #2012-06 - Chapter 59 - Juvenile Curfew, seconded by Mr. W. Hutchison and unanimously carried.

Proposed Ordinance #2012-08 Amending Chapter 70 - Offenses and Miscellaneous Provisions

Mr. Lynn presented Proposed Ordinance #2012-08, which would amend Chapter 70 - Offenses and Miscellaneous Provisions, by prohibiting registered Tier II and Tier III sex offenders from living or working within 500 feet of a daycare center and from participating in certain events involving children. He advised members that constituents in the White Oak/Towne Point area approached him regarding their concerns related to a home that had been occupied by multiple sex offenders and was located in close proximity to a daycare center.

Mr. Lynn advised members of a situation that occurred in the City of Wilmington whereby a daycare center moved near a residence occupied by multiple sex offenders (Harriet Tubman Safe House). The City of Wilmington police attempted to enforce the prohibition against sex offenders living near a school, which would have forced the sex offenders to move. He noted that the State statute indicates that sex offenders may not reside or work within 500 feet of a school; however, he explained his interpretation that the term "school" does not include daycare centers. The American Civil Liberties Union (ACLU) litigated the Harriet Tubman case and stated they felt that the provisions regarding schools, as indicated in the State statute, do not refer to daycare centers. Mr. Lynn explained that the practical effect of the ACLU's argument is that more protection is afforded to children from five (5) to 18 years of age than children zero (0) to five (5) years of age, although he suggested that this may not have been the General Assembly's intent. As a result, Mr. Lynn felt that the City should address the issue to resolve any problems and protect the safety of the children within the City of Dover.

In researching the matter, Mr. Lynn stated that there is a "routine activity" theory (developed in 1979 by Marcus Felson and Lawrence E. Cohen) which indicates that for crimes to occur, three (3) conditions must exist: 1) the presence of a motivated offender; 2) access to a potential victim; and 3) absence of capable guardians to prevent criminal activity. Applying this to sex offender residence restrictions would suggest that predatory or pedophiliac sex offenders are most likely to commit new assaults against children when they have unrestricted or unmonitored access to them. Thus, living in close proximity to schools or other places known to cater to children might increase opportunities for sex offenders to have contact with children or view children playing, thus reinforcing their already sexually deviant preferences and facilitating child sexual abuse.

Mr. Lynn stated that although there have not been many studies conducted regarding recidivism rates and close proximity to daycare centers and schools, he located a study conducted by Dr. Paul Zandbergen (available at www.paulzandbergen.com), which indicates that evidence was not conclusive that the residential restrictions have any effect on recidivism rates; however, Dr. Zandbergen noted that there were limitations to his study. Specifically, he noted that the sample size was diluted by the inclusion of low-level sex offenders.

Mr. Lynn explained that the State of Delaware and General Assembly determined that it was not desirable to have sex offenders living or working within 500 feet of schools and, as such, this same protection should be provided to children aged zero (0) to five (5) years of age. He noted that the proposed ordinance amendment applies only to Tier II and Tier III sex offenders and only to commercial daycare centers (in-home daycare centers would not be included). He also noted that any sex offenders affected by the amendment would have one (1) year to comply.

Referring to the comments submitted by Mrs. Russell *(see Attachment #2)*, Mr. Lynn stated that if a daycare center were to open next to a sex offender's residence, the sex offender would have one (1) year to relocate, the same timeframe would apply to offenders who currently reside within the specified distance of a daycare center. According to his discussions with Chief Hosfelt, the Police Department would be able to handle enforcement of the proposed ordinance. Mr. Lynn explained that the proposed ordinance does not include home daycare centers because their inclusion would prohibit sex offenders from living almost anywhere in the City of Dover. He assured members that the proposed ordinance does not violate State law.

Chief Hosfelt introduced Cpl. Harvey Jaksch and Cpl. Mickie Price, who serve as the Sex Offenders Unit for the City of Dover Police Department. He explained that the number of sex offenders changes daily and that it is estimated that there are 10 sex offenders in the City that the proposed ordinance would affect currently. He stated that there are 192 Tier II and Tier III sex offenders and a total of 213 sex offenders in the City of Dover. Chief Hosfelt stated that the monitoring practices employed by the City's Sex Offenders Unit far exceed State requirements.

Chief Hosfelt stated that, after researching sample ordinances throughout the nation, staff determined that similar ordinances have included language concerning holidays (such as wearing costumes, distributing candy, etc.). It was staff's opinion that the City's ordinance should include such language as well; therefore, it was incorporated in the proposed ordinance (see *Prohibited Activities for Sexual Offenders*).

Responding to Mr. Hutchison, Mrs. Ann Marie Townshend, Director of Planning and Community Development, clarified that although drafts of the proposed ordinance were submitted to the City Solicitor's Office for review, the final draft has not been reviewed at this time. Mrs. Traci McDowell, City Clerk, indicated that once a recommendation is formulated by the Committee, staff would forward the draft ordinance to the City Solicitor for final review prior to Council action. Mr. Lynn advised members that copies of the proposed ordinance have also been forwarded to the Attorney General's Office for their review and comment.

Mrs. Townshend stated that a map depicting the commercial daycare centers within the City was available. Chief Hosfelt stated that there are currently 35 commercial daycare centers and 63 in-home daycare centers.

Mr. Lynn moved to recommend adoption of Proposed Ordinance #2012-08 - Chapter 70 - Offenses and Miscellaneous Provisions, seconded by Mr. Davis and unanimously carried.

Update - Dover High School Construction

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reminded members that during their previous meeting there was much discussion regarding the new Dover High School's east entrance (which lines up with Heatherfield East), which had been planned as a signalized intersection with a pedestrian crossing. She reminded members that the most recent comments received from the Delaware Department of Transportation (DelDOT) were extremely adamant that their traffic section opposes a signal in this location. She stated that the City Manager sent a letter to Secretary Bhatt, as directed, to relay support for the signalization of the east entrance intersection and a pedestrian crossing. Staff received a response from Secretary Bhatt indicating that the letter was received and forwarded to appropriate staff. If a positive response is not received, she anticipated the need for the City to seek assistance from legislators.

Mr. Gary Laing, Community Relations Officer and Public Relations Liaison, DelDOT, stated that he spoke with the Director of Traffic regarding this matter and advised members that the Capital School District had conducted a traffic study for a signal at the west entrance, where the warrants were met. He advised members that in order for a signal to be installed, the intersection must meet warrants and that the installation of signals involves liability issues.

In response to Mr. Lynn, Mrs. Townshend stated that a signal was proposed for the east entrance on the plan documents that were submitted and approved by the Planning Commission. She assured members that DelDOT was included in development meetings with the developer for the Dover High School project.

Responding to Mr. Hutchison, Mr. Laing stated that the DelDOT Director of Traffic has recommended that the Capital School District request another study. He stated that it is not unusual for a development site plan that is submitted to a municipality or other governmental organization to include a traffic signal; however, that does not commit DelDOT to install the signal, since a study would not have been completed to determine whether or not a signal is warranted.

Mr. Hutchison requested that staff reach out to all involved parties in an attempt to resolve this matter and that the City submit a request for a study.

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

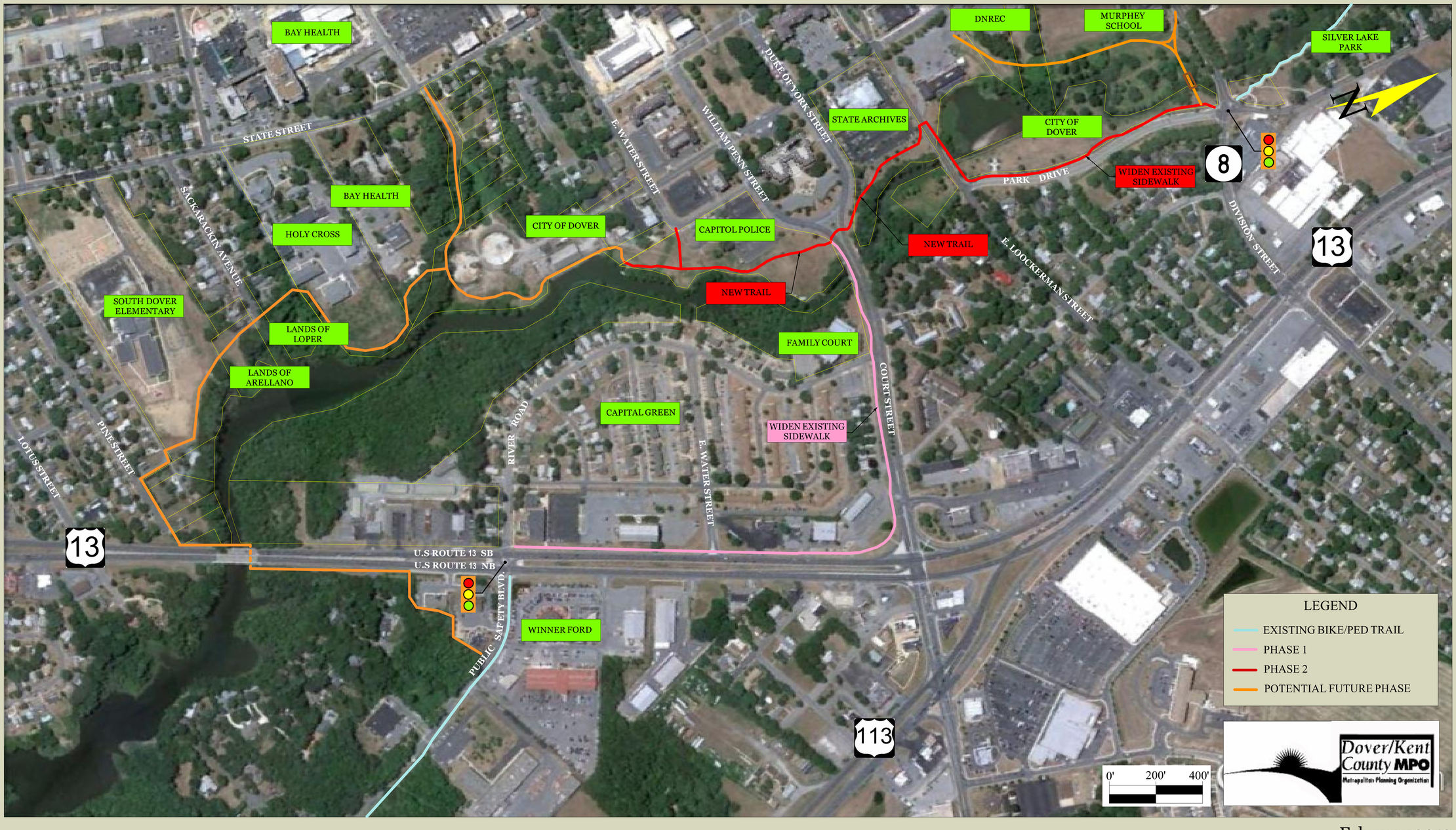
Meeting Adjourned at 6:04 P.M.

James L. Hutchison
Chairman

JLH/TM/jg/js/dd
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Attachments
Attachment #1 - Map Depicting the Proposed Bicycle/Pedestrian Improvements
Attachment #2 - Comments of Mrs. Russell, dated February 29, 2012

City Of Dover
Proposed Bicycle/Pedestrian Improvements



February 2012

ATTACHMENT #1
SA&T Committee Meeting of February 29, 2012

February 29, 2012

I am unable to attend tonight's Safety Advisory and Transportation Committee meeting; however, I would like to express my opinion regarding Agenda Item #4A, Proposed Ordinance #2012-06 Creating a New Chapter 59 - Juvenile Curfew, and Agenda Item #4B, Proposed Ordinance #2012-08 Amending Chapter 70 - Offenses and Miscellaneous Provisions.

4A. Proposed Ordinance #2012-06 Creating a New Chapter 59 - Juvenile Curfew

I do not support this Proposed Ordinance. I believe that this ordinance would place an undue burden on the parents of the children who violate it. Many parents work jobs or hours that make it difficult for them to monitor their children all the time. Additionally, I believe that every child should be treated consistently and that this ordinance allows for each case to be handled at the discretion of the police officer. I am also concerned because I believe that this Proposed Ordinance will negatively impact residents in the 4th District.

I would like staff to provide answers to the following questions:

- Does the State have a curfew law?
- If the State does not have a curfew law, then why is it necessary for the City to develop a curfew law?
- What are the consequences if the parent is unable to pay the fines?

4B. Proposed Ordinance #2012-08 Amending Chapter 70 - Offenses and Miscellaneous Provisions

I do not agree with this Proposed Ordinance. I personally believe that those individuals who are required to register with the State as sex offenders have paid their debt to society and should not be continuously punished for their crime. In regard to youth who are convicted sex offenders, I believe that the labeling of these individuals prevents them from obtaining employment and increases the chance that they will develop drug and alcohol problems. If sex offenders register with the State, follow all established rules and regulations, and pay their taxes, I believe that is enough. It is my opinion that this Proposed Ordinance will negatively impact many residents in the 4th District.

In addition, I am not sure that this type of legislation will solve the problem, because there are so many exceptions to the rules. For example, I previously spoke with the Chief of Police regarding a registered sex offender living across the street from Booker T. Washington Elementary School and next to a home daycare center, and he informed me that sex offenders are classified according to different levels. He explained that this particular offender was not prohibited from communication with young children because the nature of his original offense did not involve youth.

I would like staff to provide answers to the following questions:

- What if a registered offender has signed a lease and established residency, and then a daycare center opens?
- How will the City enforce this ordinance for those sex offenders who are now in violation?
- Will the Police Department be able to handle the enforcement of this ordinance?
- Why does this not address home daycare centers?
- Are we in violation of the State laws pertaining to this matter?

Respectfully,

Sophia R. Russell, Fourth District Representative

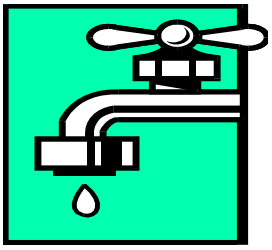
CITY OF DOVER

FINANCE & CENTRAL SERVICES DEPARTMENTS

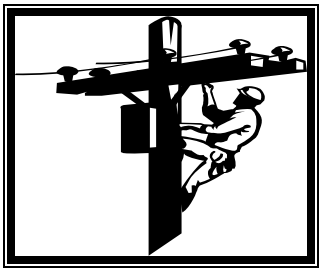
MONTHLY BUDGET REPORT

JANUARY 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

January 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	1,972			2,973		
Total Amount of All Deposits	$ 90,472,388			$ 93,489,779		
PAYROLL						
	Hours	%	Amount	Hours	%	Amount
Gross wages per registers	**560,429**	**100.0%**	**$ 12,591,416**	**548,696**	**100.0%**	**$ 13,114,572**
Wages and Hours Worked						
Regular	465,559	83.1%	$ 9,951,667	461,558	84.1%	$ 10,050,589
All over time	22,049	3.9%	$ 905,834	21,149	3.9%	$ 954,745
Other Paid or Unpaid Wages and Hours						
Vacation	36,500	6.5%	$ 928,775	35,353	6.4%	$ 1,153,017
Sick	11,200	2.0%	$ 257,354	14,394	2.6%	$ 359,805
Furlough (July 2010)	1,482	0.3%	$ -	-	0.0%	$ -
Terminal Leave - Retiree Vacation/Sick Payout	3,220	0.6%	$ 91,298	7,702	1.4%	$ 262,642
Comp Time (Police)	4,406	0.8%	$ 139,481	6,196	1.1%	$ 181,700
Personal	785	0.1%	$ 22,076	791	0.1%	$ 20,959
Leave Without Pay	2,399	0.4%	$ -	-	0.0%	$ -
Other (description below)	12,807	2.3%	$ 294,931	1,554	0.3%	$ 131,116

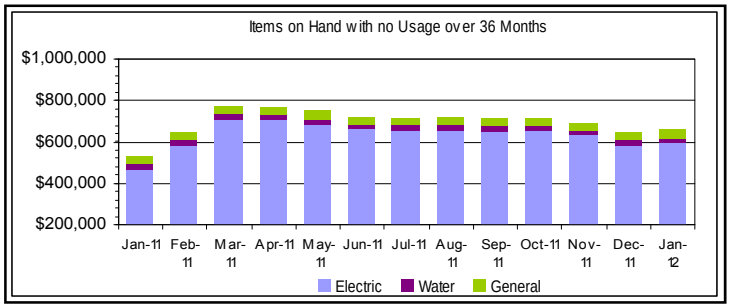
Other includes: pay adjustments, military differential pay, committee meetings, worker compensation tracking/adjustments, etc.

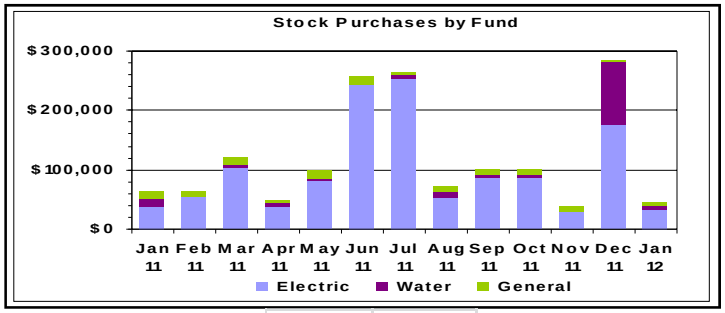
Other Activity						
Number of Pay Periods	16			16		
Number of Payroll Checks & Direct Deposits Issued	6,555			6,156		
Number of Pension Checks Issued	1,668			1,673		
Total Pension Benefits Paid - Defined Benefit Plan	$ 2,646,116			$ 2,716,295		

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

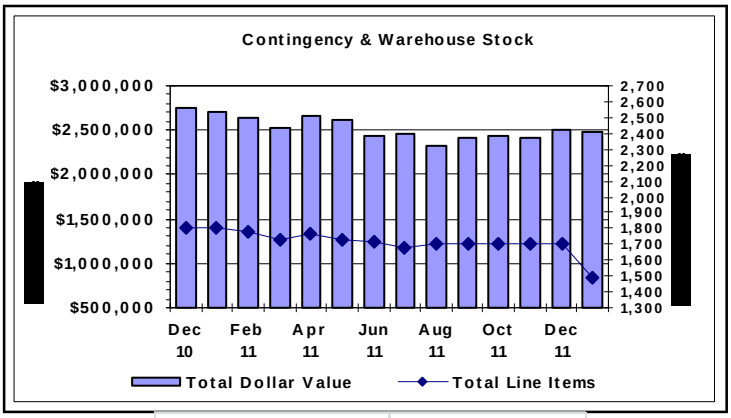
ACCOUNTS PAYABLE						
Number of Check Vouchers	3,781			3,498		
Number of EFT Vouchers	1,207			1,257		
Vouchers Dollar Amount Disbursed	$ 58,215,528			$ 53,315,202		

CENTRAL SERVICES
JANUARY 2012REPORT





Funds	
Electric:	$33,267
Water:	$7,183
General:	$5,262



Total Dollar Value:	$2,486,742
Total Line Items:	1,491

Fuel Use

Unleaded:	10,332.1	gallons
Diesel:	6,829.0	gallons
Total:	$ 49,379	

Major Program Updates

Measure	January 12	FY End 2011	Difference
Issue Effectiveness – How often the warehouse has what the customer needs when it is needed.	FY to date 99.72%	99.23%	+0.49%
Turn Over Rate (4-5 per year) – Indicates that the material stocked is the material being used.	FY to date 1 every 11.91 years	1 every 14.42 years	-2.51 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 12 out of 13 – 92.3%	36 out of 38 – 94.7%	-2.4%
Mail receiving lowest discounted rate. *(Quantity and Percentage)*	FY to date 181,120 pieces – 96.66%	399,185 pieces – 95.96%	+0.7%

City of Dover
Finance Department
Monthly Report – January 2012

General Fund Summary

	Budget	Revised Budget	YTD	Balance	58% of Budget
Beginning Balance (Unaudited)	$ 3,322,305	$ 3,322,305	$ 3,561,837	$ (239,532)	107.2%
Revenues					
Court of Chancery Fees	690,000	690,000	321,400	368,600	46.6%
Fines & Police Revenues	939,000	939,000	639,809	299,191	68.1%
Franchise Fees	520,000	520,000	222,752	297,248	42.8%
Grants	753,500	833,373	288,703	544,670	34.6%
Intrafund Services	4,359,171	4,359,171	2,378,878	1,980,293	54.6%
Library & Recreation Revenues	587,000	587,000	401,791	185,209	68.4%
Licenses & Permits	2,457,675	2,457,675	2,075,502	382,173	84.4%
Property Taxes (Includes BID Revenue) (1)	11,185,188	11,185,188	10,933,156	252,032	97.7%
Sanitation Revenues	2,050,000	2,050,000	1,132,567	917,433	55.2%
Other Miscellaneous Revenues	381,650	381,650	107,533	274,117	28.2%
Garrison Farm Rent Revenue	87,000	87,000	61,890	25,110	71.1%
Transfers-In from Special Funds & Utilities					
Civil Traffic Penalties	1,000,000	1,000,000	360,531	639,469	36.1%
Municipal Street Aid Fund	526,814	526,814	527,412	(598)	100.1%
Transfer Taxes	900,000	900,000	963,257	(63,257)	107.0%
Water/Wastewater Fund	424,508	424,508	200,000	224,508	47.1%
Electric Fund	7,876,288	7,876,288	4,000,000	3,876,288	50.8%
Total Revenues	34,737,794	34,817,667	24,615,181	10,202,486	70.7%
Total Beginning Balance & Revenues	**$ 38,060,099**	**$ 38,139,972**	**$ 28,177,018**	**$ 9,962,954**	73.9%
Expenditures					
City Clerk & Council	$ 417,092	$ 417,092	$ 196,181	$ 220,911	47.0%
Mayor, City Manager & Human Resources	1,088,039	1,088,039	576,490	511,549	53.0%
Police & Police Extra Duty	13,386,407	13,386,407	7,553,889	5,832,518	56.4%
Public Services	4,566,400	4,646,273	2,542,185	2,104,088	54.7%
Central Services	2,341,454	2,341,454	1,336,647	1,004,807	57.1%
Planning & Inspections	1,934,120	1,934,120	1,106,475	827,645	57.2%
Finance, Info Tech & Customer Services	2,466,266	2,466,266	1,383,391	1,082,875	56.1%
Library & Recreation	1,948,788	1,948,788	1,075,306	873,482	55.2%
Fire Department	684,725	684,725	423,695	261,030	61.9%
Assessor	213,175	213,175	108,119	105,056	50.7%
Insurance	550,000	550,000	381,025	168,975	69.3%
OPEB - Retiree's Health Care Contribution	1,374,709	1,374,709	687,353	687,356	50.0%
Police Pension Trust Contribution - State Grant	620,000	620,000	165,375	454,625	26.7%
Appropriation to Pension Fund	1,545,000	1,545,000	1,045,000	500,000	67.6%
Street Lights	960,000	960,000	580,500	379,500	60.5%
Debt Service	327,270	327,270	303,400	23,870	92.7%
Provision for Uncollectible	10,000	10,000	10,000	-	100.0%
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	20,298,878	15,038,287	57.4%
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**	**$ 20,298,878**	**$ 17,841,094**	53.2%
Reserve Balances					
Contingency	$ 725,554	$ 711,747	$ 718,084		

(1) Property Taxes are the taxes billed and not cash received. The outstanding receivable balance as of 01/31/12 is $684,978.96 as compared to $642,187.58 in January 2011.

City of Dover
Finance Department
Monthly Report – January 2012

Water/Wastewater Fund Summary

	Budget	Revised Budget	YTD	Balance	58% of Budget
Beginning Balance - Water (Unaudited)	$ 2,385,027	$ 2,385,027	$ 2,567,172	$ (182,145)	107.6%
Beginning Balance - Wastewater (Unaudited)	$ 1,741,242	$ 1,741,242	$ 1,931,514	$ (190,272)	110.9%
Beginning Balance - Kent County Treatment (Unaudited)	$ (1,757,484)	$ (1,757,484)	$ (1,243,243)	$ (514,241)	70.7%
	2,368,785	2,368,785	3,255,443	(886,658)	137.4%
Revenues					
Water Fees	4,603,400	4,603,400	2,897,188	1,706,212	62.9%
Wastewater Fees	3,756,700	3,756,700	2,229,693	1,527,007	59.4%
Kent County Treatment Fees	3,090,900	3,090,900	1,840,625	1,250,275	59.5%
Ground Water Adjustment Fees	1,386,900	1,386,900	721,909	664,991	52.1%
Water Tank Leases	307,600	307,600	168,923	138,677	54.9%
Miscellaneous	85,800	85,800	55,097	30,703	64.2%
Impact Fees - Water	323,000	323,000	190,000	133,000	58.8%
Impact Fees - Wastewater	357,000	357,000	212,100	144,900	59.4%
Total Revenues	13,911,300	13,911,300	8,315,535	5,595,765	59.8%
Total Beginning Balance & Revenues	**$ 16,280,085**	**$ 16,280,085**	**$ 11,570,978**	**$ 4,709,107**	71.1%
Expenses					
Water/Wastewater Operating Divisions					
Engineering & Inspection	$ 622,230	$ 622,230	$ 278,880	$ 343,350	44.8%
Water	382,655	382,655	222,906	159,749	58.3%
Water Treatment Plant	1,543,114	1,543,114	810,959	732,155	52.6%
Wastewater	959,735	959,735	514,617	445,118	53.6%
Construction & Inspection	440,088	440,088	203,255	236,833	46.2%
Kent County Treatment Fees	4,235,400	4,235,400	2,275,736	1,959,664	53.7%
Intrafund Services	1,228,596	1,228,596	627,865	600,731	51.1%
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	318,139	418,797	43.2%
Inventory/Fixed Asset Write-offs	10,000	10,000	10,000	-	100.0%
Transfers Out					
General Fund	424,508	424,508	200,000	224,508	47.1%
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	7,834,973	5,366,666	59.3%
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**	**$ 7,834,973**	**$ 8,445,112**	48.1%
Reserve Balances					
Contingency-Water	$ 130,696	$ 136,680	$ 101,537		
Contingency-Wastewater	$ 146,149	$ 152,839	$ 184,497		
Impact Fee Reserve - Sewer	NO BUDGET	NO BUDGET	$ 3,349,696		
Impact Fee Reserve - Water	NO BUDGET	NO BUDGET	$ 380,193		
Bond Coverage Ratio (Covenant 1.20)	5.39	4.47	7.42		

City of Dover
Finance Department
Monthly Report – January 2012

Electric Revenue Fund Summary

	Budget	Revised Budget	YTD	Balance	58% of Budget
Beginning Balance (Unaudited)	$ 11,867,003	$ 11,867,003	$ 12,440,550	$ (573,547)	104.8%
Revenues					
Sales to Customers	95,675,500	95,675,500	59,256,214	36,419,286	61.9%
Purchased Power Adjustment - Credit	(6,012,000)	(6,012,000)	(3,748,116)	(2,263,884)	62.3%
Utility Tax	1,966,100	1,966,100	943,454	1,022,646	48.0%
Weyandt Hall Rents	225,000	225,000	85,496	139,504	38.0%
Miscellaneous Revenues	1,048,000	1,048,000	783,640	264,360	74.8%
Interest Earned	264,900	264,900	84,554	180,346	31.9%
Transfer from Rate Stabilization	1,000,000	1,000,000	1,000,000	-	100.0%
Intrafund Service Receipts Water/Wastewater	240,203	240,203	99,997	140,206	41.6%
Total Revenues	94,407,703	94,407,703	58,505,239	35,902,464	62.0%
Total Beginning Balance & Revenues	**$ 106,274,706**	**$ 106,274,706**	**$ 70,945,789**	**$ 35,328,917**	66.8%
Expenses					
Power Supply & Generation					
Power Supply	$ 42,047,430	$ 42,047,430	$ 26,162,558	$ 15,884,872	62.2%
Power Supply Management/Incentive	1,170,000	1,170,000	581,000	589,000	49.7%
Capacity Charges	8,506,512	8,506,512	4,801,381	3,705,131	56.4%
PJM Charges - Load	15,043,396	15,043,396	7,051,985	7,991,411	46.9%
Total Power Supply	66,767,338	66,767,338	38,596,924	28,170,414	57.8%
Plant Operations	5,964,817	5,964,817	2,905,481	3,059,336	48.7%
Generation Fuels	664,641	664,641	1,355,251	(690,610)	203.9%
Capacity Credits	(7,388,283)	(7,388,283)	(3,759,970)	(3,628,313)	50.9%
PJM Credits	(1,285,675)	(1,285,675)	(3,365,049)	2,079,374	261.7%
Total Generation	(2,044,500)	(2,044,500)	(2,864,287)	819,787	140.1%
Total Power Supply & Plant	64,722,838	64,722,838	35,732,637	28,990,201	55.2%
Electric Operating Divisions:					
Transmission/Distribution	3,162,026	3,162,026	1,607,748	1,554,278	50.8%
Electrical Engineering	1,177,060	1,177,060	538,830	638,230	45.8%
Administration	602,715	602,715	374,970	227,745	62.2%
Meter Reading	215,208	215,208	115,619	99,589	53.7%
Systems Operations	473,895	473,895	284,077	189,818	59.9%
Intrafund Services	3,370,778	3,370,778	1,851,010	1,519,768	54.9%
Utility Tax	1,966,100	1,966,100	943,454	1,022,646	48.0%
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	12,552	41,948	23.0%
Green Energy Payment to DEMEC	129,000	129,000	78,184	50,816	60.6%
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	1,966,873	1,369,927	58.9%
Transfers Out:					
General Fund	7,876,288	7,876,288	4,000,000	3,876,288	50.8%
Electric Improvement & Extension Fund	3,500,000	3,500,000	1,500,000	2,000,000	42.9%
Total Expenses	93,899,518	93,899,518	51,324,760	42,574,758	54.7%
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**	**$ 51,324,760**	**$ 54,949,946**	48.3%
Reserve Balances					
Contingency Reserve	$ 1,110,496	$ 1,056,789	$ 1,066,198		
Insurance Reserve	$ 350,000	$ 344,905	$ 335,811		
Rate Stabilization Reserve	$ 5,406,419	$ 5,346,768	$ 5,207,875		
Bond Coverage Ratio (Covenant 1.25)	2.07	2.07	5.48		
Megawatt Hours Sold & Purchased					
Sales to Customers MWh (excluding Street Light MWh)	707,536	707,536	437,349		
Sales per MWh	$ 129.688	$ 129.688	$ 129.256		
Purchased/Generated MWh	738,215	738,215	442,546		
All In MWh Supply & Generation	$ 87.675	$ 87.675	$ 80.743		

City of Dover
Finance Department
Monthly Report – January 2012

General Capital Project Fund Summary

	Budget	Revised Budget	YTD	Balance	58% of Budget
Beginning Balance - Projects (Unaudited)	$ 195,191	$ 195,191	$ 236,392	$ (41,201)	121.1%
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	1,467,775	5,954,408	19.8%
Miscellaneous Receipts	-	-	23,870	(23,870)	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	7,209	3,691	66.1%
Income from Sale of Assets	-	-	36,701	(36,701)	0.0%
Total Revenues	13,829,756	16,832,675	5,254,262	11,578,413	31.2%
Total Beginning Balance & Revenue	**$ 14,024,947**	**$ 17,128,828**	**$ 5,591,616**	**$ 11,537,212**	32.6%
Expenditures					
Fire	$ 244,820	$ 244,820	$ 216,794	$ 28,026	88.6%
Library	11,195,009	14,298,890	4,171,226	10,127,664	29.2%
Recreation	30,000	30,000	-	30,000	0.0%
Police	65,000	65,000	23,410	41,590	36.0%
Streets (1)	1,230,027	230,027	2,206	227,821	1.0%
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	-	30,000	0.0%
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	4,446,478	12,565,159	26.1%
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**	**$ 4,446,478**	**$ 12,682,350**	26.0%
Reserve Balances					
Capital Asset Replacement Reserve	$ 464,145	$ 460,920	$ 484,894		
Library Reserve	$ -	$ -	$ -		
Parkland/Recreation	$ 197,272	$ 201,422	$ 198,423		

(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 – January 2012

Water/Wastewater Improvement & Extension Fund Summary

	Budget	Revised Budget	YTD	Balance	58% of Budget
Beginning Balance - Water (Unaudited)	$ 1,139,872	$ 1,139,872	$ 1,537,774	$ (397,902)	134.9%
Beginning Balance - Wastewater (Unaudited)	$ 303,476	$ 303,476	$ 339,673	$ (36,197)	111.9%
Revenues					
Interest Earned	-	-	17,816	(17,816)	0.0%
State Loan-Water	-	1,923,489	1,819,333	104,156	94.6%
State Loan-Wastewater 2009	1,800,000	1,621,272	787,433	833,839	48.6%
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	5,134,852	1,792,001	74.1%
Total Beginning Balance & Revenues	**$ 5,256,188**	**$ 8,370,201**	**$ 7,012,299**	**$ 1,357,902**	83.8%
Expenses					
Water	$ 766,240	$ 3,086,468	$ 1,916,062	$ 1,170,406	62.1%
Wastewater	3,404,900	4,217,976	1,188,092	3,029,884	28.2%
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	3,157,037	4,200,407	74.7%
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**	**$ 3,157,037**	**$ 5,213,164**	37.7%
Reserve Balances					
Capital Asset Replacement - Water	$ 452,146	$ 431,777	$ 425,263		
Capital Asset Replacement - Wastewater	$ 473,524	$ 473,020	$ 471,604		

City of Dover
Finance Department
Monthly Report – January 2012

Electric Improvement & Extension Fund Summary

	Budget	Revised Budget	YTD	Balance	58% of Budget
Beginning Balance (Unaudited)	$ 2,561,096	$ 2,648,141	$ 3,175,375	$ (527,234)	119.9%
Revenues					
Interest Earnings	38,400	38,400	15,810	22,590	41.2%
Transfer from Electric Revenue Fund	3,500,000	3,500,000	1,500,000	2,000,000	42.9%
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	1,886,540	2,022,590	48.3%
Total Beginning Balance & Revenues	**$ 6,470,226**	**$ 6,557,271**	**$ 5,061,915**	**$ 1,495,356**	77.2%
Expenses					
Power Plant	$ 1,810,410	$ 1,897,455	$ 355,042	$ 1,542,413	18.7%
Transmission/Distribution	648,337	648,337	309,397	338,940	47.7%
Electrical Engineering	1,790,716	1,790,716	1,023,565	767,151	57.2%
Meter Reading	20,000	20,000	-	20,000	0.0%
Total Expenses	4,269,463	4,356,508	1,688,004	2,668,504	38.7%
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**	**$ 1,688,004**	**$ 4,869,267**	25.7%
Reserve Balances					
Depreciation Reserve	$ 10,018,155	$ 9,918,621	$ 9,700,066		
Future Capacity Reserve	$ 10,073,428	$ 9,957,571	$ 9,763,217		

City of Dover
Finance Department
Monthly Report – January 2012

Community Transportation Improvement Fund

	Budget	Revised Budget	YTD	Balance	58% of Budget
Beginning Balance (Unaudited)	$ 312,651	$ 312,651	$ 435,160	$ (122,509)	139.2%
Revenues					
Grants Revenue	1,900,000	1,900,000	166,627	1,733,373	8.8%
Transfer In Loan Proceeds	-	1,750,000	-	1,750,000	0.0%
Interest Earned	2,800	2,800	209	2,591	7.5%
Total Revenues	1,902,800	3,652,800	166,836	3,485,964	4.6%
Total Beginning Balance & Revenues	**$ 2,215,451**	**$ 3,965,451**	**$ 601,996**	**$ 3,363,455**	15.2%
Expenses					
Program Expenses	$ 2,200,000	$ 2,200,000	$ 29,223	$ 2,170,777	1.3%
Program Expenses - City appropriated	-	875,000	-	875,000	0.0%
Total Expenses	2,200,000	3,075,000	29,223	3,045,777	1.0%
Budget Balance - Working Capital	15,451	890,451	-	890,451	0.0%
Total Budget Balances & Expenses	**$ 2,215,451**	**$ 3,965,451**	**$ 29,223**	**$ 3,936,228**	0.7%

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

	POLICE GRANTS	LIBRARY GRANTS (2)	CDBG/NSP HOUSING GRANTS	SUBSTANCE ABUSE PREV. GRANT (1)	TOTALS
REVENUES:					
State Grants received	$ 49,778	$ 280,467	$ -	$ 21,925	$ 352,170
Federal Grants received	87,146	1,280	90,091	-	178,517
Recreation revenue	-	-	-	4,967	4,967
Investment income (loss)	149	-	-	-	149
TOTAL REVENUES	$ 137,073	$ 281,747	$ 90,091	$ 26,892	$ 535,803
EXPENDITURES:					
Program expenditures	$ 299,555	$ 96,948	$ -	$ 54,285	$ 450,788
Program expenditures - NSP	-	-	55,014	-	55,014
Program expenditures - CDBG	-	-	107,187	-	107,187
TOTAL EXPENDITURES	$ 299,555	$ 96,948	$ 162,201	$ 54,285	$ 612,989
Excess (deficiency) of revenues over expenditures	$ (162,482)	$ 184,799	$ (72,110)	$ (27,393)	$ (77,186)
Other financing sources (uses): Operating transfers-out	(20,448)	-	-	-	(20,448)
Excess (deficiency) of revenues and other financing sources over expenditures & other uses	$ (182,930)	$ 184,799	$ (72,110)	$ (27,393)	$ (97,634)
FUND BALANCE AT BEGINNING OF YEAR	$ 415,403	$ 47,472	$ 73,368	$ 16,326	$ 552,569
FUND BALANCE AT END OF PERIOD	$ 232,473	$ 232,271	$ 1,258	$ (11,067)	$ 454,935

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"

January 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

February 17, 2012

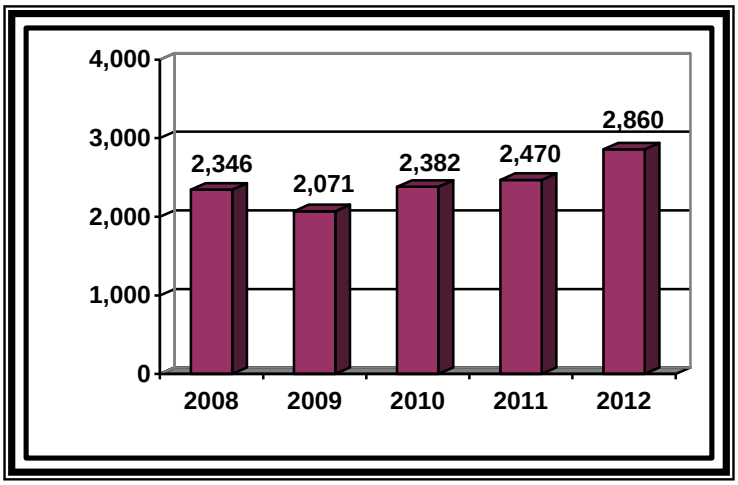
Honorable Carleton E. Carey, Sr., Mayor
Members of Dover City Council
City Hall
Dover, DE 19901

Mayor Carey and Council Members:

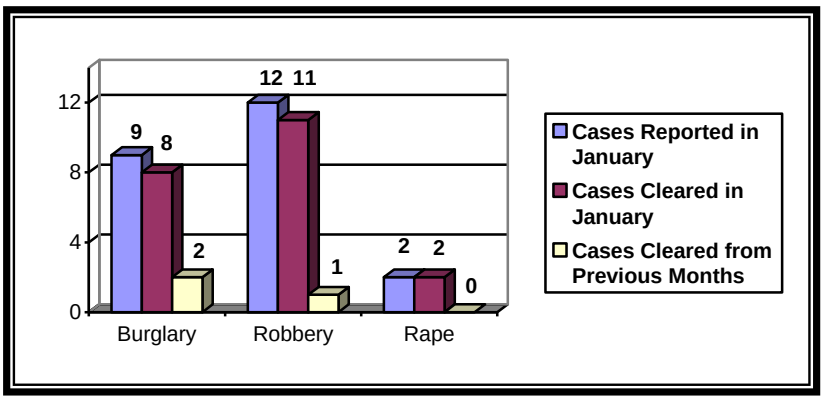
The following is the report on Police Department activities for the month of January 2012:

COMPLAINTS

Total complaints received through January 31st, numbered 2,860. This is an increase of 390 complaints over the same time period for last year.



CRIMINAL INVESTIGATIONS

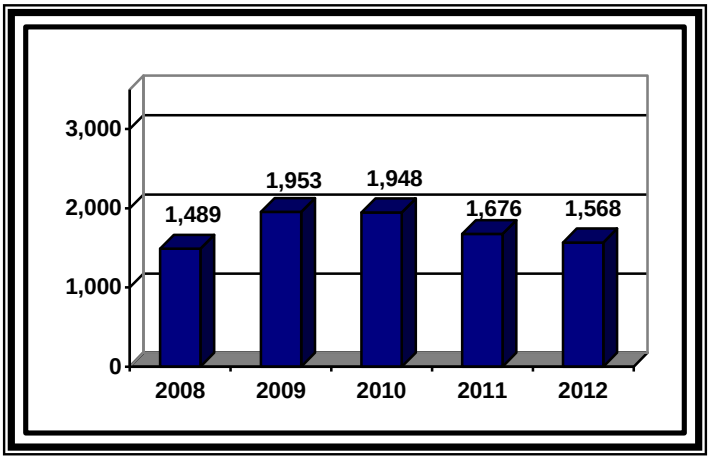


COMMUNITY POLICE SECTION

ENFORCEMENT ACTION	ARRESTS
ABANDONED VEHICLES	0
ALCOHOL VIOLATIONS/DUI'S	1
ASSIST OTHER	0
WARRANTS ON FILE	0
BIKE ON SIDEWALK	1
CITY PARK VIOLATIONS	0
CRIMINAL ARRESTS	76
DRUG RELATED ARRESTS	0
LOUD MUSIC	0
MISCELLANEOUS VIOLATIONS	1
PARKING VIOLATIONS	4
PEDDLER	0
MEETINGS	26
PROSTITUTION	0
COLLECTION OF DELINQUENT DCO'S	0
WANTED CHECKS/CPC'S	4
TRAFFIC ARRESTS	21
WARNINGS	11
FUGITIVE	2
TOTAL ARRESTS	147

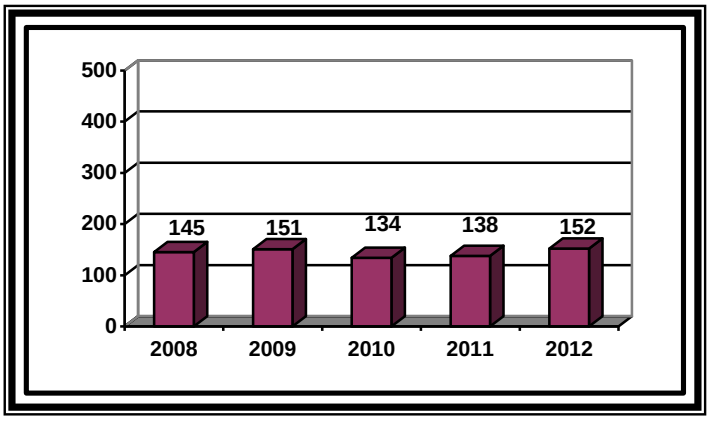
TRAFFIC ARRESTS

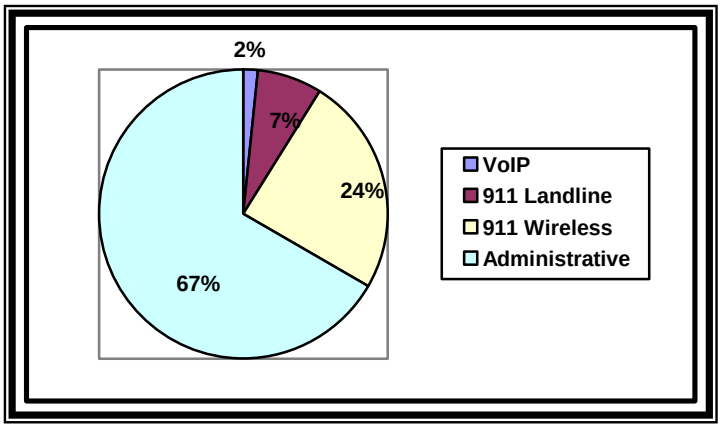
The department issued 1,568 traffic citations through this reporting period. This is decrease of 108 citations over the number issued during the same period last year.



TRAFFIC CRASHES

Through January 31st, Dover Police investigated 152 traffic crashes. This is an increase of 14 accidents investigated during the same period last year.



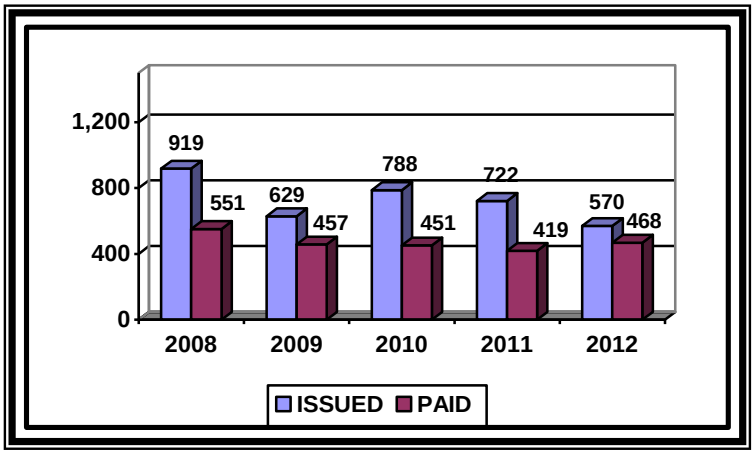


911 CENTER

During the month of January, our 911 Center handled a total of 9,648 calls averaging 312 calls per day. Dispatchers handled 2,363 calls on the 911 wireless lines, an average of 77 calls per day, 696 calls on the 911 landlines, an average of 23 calls per day, and 167 calls on the Voice Over Internet Protocol lines an average of 6 calls per day.

CITY ORDINANCE SUMMONS

Through January 31st, we issued 570 city ordinance summons, a decrease of 152 summons over January of last year. *Note: of those summonses issued in January, 19 were issued for handicapped parking violations, 9 for fire lane parking violations, 18 for false alarms (15 for 3-5 alarms, 2 for 6-9 alarms, 1 for 10-15 alarms, and 0 for 16 or more alarms) and 6 for noise violations (4 for vehicle violations and 2 for residence violations).



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

- On January 2, 2012, at approximately 1300 hours, an unknown white male, possibly Hispanic, entered a local bank located on N. DuPont Hwy., and once inside, produced a hand written note demanding money. He then indicated he had a gun and fled with an undetermined amount of money. The subject was described as being between the ages of 30-40, 5'07"—5'08", thin build, wearing a dark blue winter coat, blue jeans, and a black knit cap. An arrest of the subject was made in this case.

- On January 3, 2012, between 0800-2000 hours, an unknown person(s) entered a victim's residence through an unsecure window and removed electronic equipment and US currency before fleeing. Currently, there are no known suspects for this incident.

- On January 5, 2012, Dover Detectives responded to Bay Health Hospital Emergency Room to investigate an assault/stabbing. The investigation revealed that the two male victims, who are brothers, age 20 and 26 were at a local restaurant/bar and became involved in a physical altercation with unknown suspects in the rear parking lot at approximately 0115 hours. During the altercation, the 26 year old victim sustained an apparent broken jaw. The 20 year old victim was stabbed two times and sustained injuries to his kidney area and intestines. Both victims left the scene and were taken to a residence in Camden, DE. A 911 call was placed from the Camden residence and both victims were transported to Bay Health in Dover. Dover Officers did not receive any calls about the altercation and did not respond to the establishment at the time of the original incident. The 26 year old victim was treated at Bay Health Hospital for the broken jaw. His 20 year old brother was airlifted to the Hospital of the University of Pennsylvania in Philadelphia, PA to undergo surgery. He was listed in critical condition. An arrest of the subject was made in this case.

- The Criminal Investigations Unit made an arrest in a burglary that occurred during the holiday break at the University of Delaware campus on Transportation Circle in Dover. The investigation revealed that the suspect used his girlfriend's key to gain access to the university. The suspect's girlfriend is an employee who was out of town during the time of the incident. Once inside, the suspect removed laptop computers and other electronic equipment. The suspect was later identified and arrested without incident.

- On January 11, 2012, the Dover Police Sex Offender Unit obtained a warrant for a registered Tier 2 Sex Offender after he checked out of his motel and failed to notify S.B.I. within three days as required by law.

- On January 22, 2012, Dover Officers responded to an apartment complex regarding a possible robbery and abduction of a victim who was reported to have been taken hostage by an armed gunman. The reporting person, age 26, stated that he and the alleged victim were accosted by armed suspects in the parking lot at the apartment complex and that the victim was forced into an apartment in "F" Building. He then fled and further reported that the victim's girlfriend had gone to the apartment and was forced out by an armed gunman. He stated that the girlfriend advised that the victim was being pistol whipped by the suspects. Dover Officers activated the Crisis Negotiation Team and the Special Operations Response Team, who, in turn, initiated evacuation procedures. Crisis Negotiators were able to establish that the alleged victim was not present at the apartment complex and that he was safe. The victim denied being held hostage at any point in time, and simultaneously, the reporting person admitted to Dover Detectives that he had fabricated the story. He was arrested for Falsely Reporting an Incident.

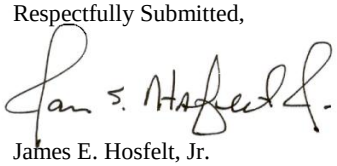
- On January 22, 2012, at approximately 0700 hours, Dover Officers responded to a robbery complaint that had occurred in the Bay Health Hospital Emergency Room waiting area. The investigation revealed that the 72 year old female victim was struck in the head and her purse was forcibly removed from her while she was seated in the waiting room. The suspect fled on foot but was apprehended by Bay Health Security Officers after a foot chase. All of the victim's property was returned and the suspect was turned over to responding Dover Officers. The victim was treated and released from the emergency room for a minor head contusion.

- On January 20, 2012, at approximately 0100 hours, it was reported that masked subjects made entry into a victim's apartment which is located in the unit block of N. Governors Avenue. One of the subjects displayed a handgun and the victim was threatened with it. The subjects then fled from the residence once they obtained money from the victim. A joint investigation with Dover Detectives and the Delaware State Police led to the identities of the subjects involved in the home invasion. The three suspects were apprehended in Cecil County, Maryland and were extradited back to Delaware.

- On Friday, January 27, 2012 at approximately 1500 hours, a Dover Officer was on patrol when he conducted a traffic stop of the subjects. After detecting the odor of fresh marijuana, and locating drug paraphernalia on one of the defendants, a vehicle search was conducted. The officer then located a large amount of pre-packaged marijuana and a loaded handgun. It was discovered that the handgun was stolen from a neighboring jurisdiction.

- On January 29, 2012, at approximately 2045 hours, a delivery driver from a local pizza establishment was robbed at gunpoint by two males in the area of Forrest Creek Drive. The suspects were described as being between 16-20 years of age and wearing dark clothing. One of them produced a handgun, demanded the food and money, then both fled on foot. An arrest of both subjects has been made in this case.

Respectfully Submitted,



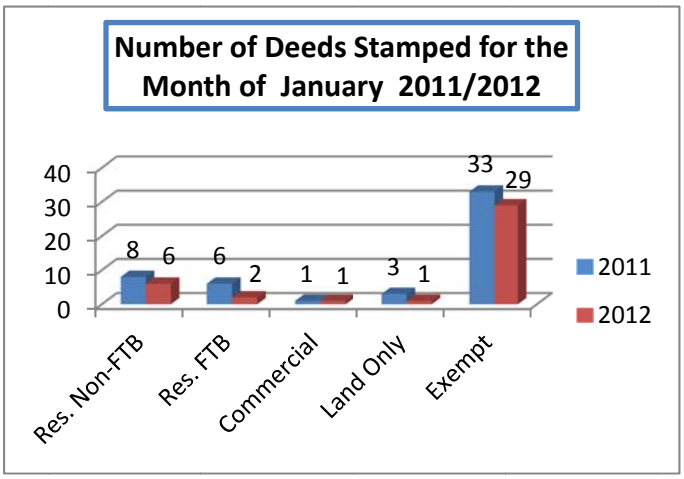
James E. Hosfelt, Jr.
Chief of Police

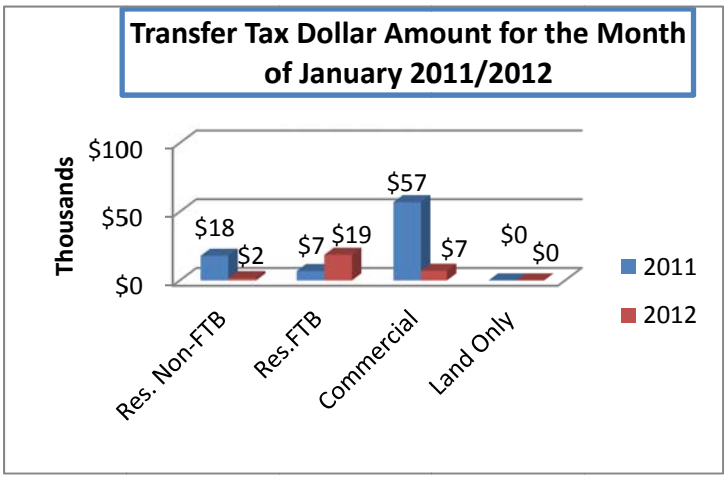
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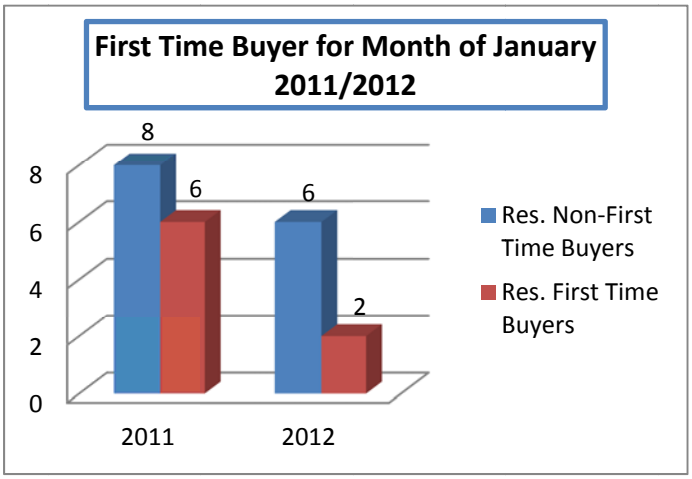
Monthly Report
January 2012

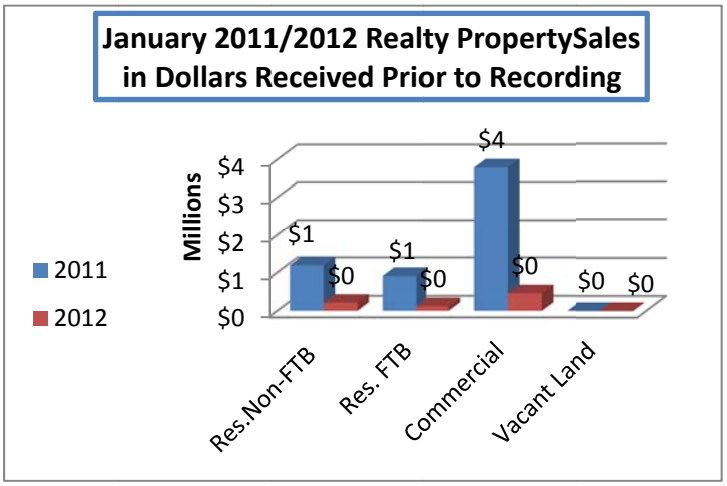
Office of City Assessor

Assessor's Report









Major Updates

	Nov - 11	Dec - 11	Jan - 12
Assessment Change	$7,200	$3,147,900	$ 333,500

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
12	$1,526,800	$1,276,000	1.23	1.06

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

Supplemental Billing

- Supplemental bills were mailed out totaling $5,293.

City of Dover Sales Ratio Report for January 2012

PARID	Address	Total Assessed Value	Sales DT	Sales Price	ASR
ED05-067.14-04-12.00	142 RED OAK RD	$163,900	31-Jan-12	$215,000	0.76
ED05-068.18-01-49.00	136 GREENHILL AVE	$141,900	20-Jan-12	$90,000	1.58
ED05-075.08-01-26.00	215 CHELSEA WAY	$223,200	6-Jan-12	$250,000	0.89
ED05-076.06-01-87.00	9 HARLECH HALL	$60,600	18-Jan-12	$61,000	0.99
ED05-076.12-02-48.00	102 KIRKWOOD ST	$43,500	31-Jan-12	$50,000	0.87
ED05-076.12-02-62.00	115-117 S KIRKWOOD ST	$93,700	31-Jan-12	$77,000	1.22
ED05-076.20-02-07.00	1158 CHARLES DR	$176,900	13-Jan-12	$125,000	1.42
ED05-077.06-02-21.00	759 S HALSEY RD	$143,700	31-Jan-12	$100,000	1.44
ED05-077.07-01-65.00	307 REGENT ST	$162,100	30-Jan-12	$83,000	1.95
ED05-085.12-01-64.00	350 ALDER RD	$148,600	31-Jan-12	$122,000	1.22

CITY MANAGER'S MONTHLY REPORT



JANUARY 2012

Monthly Highlights

Customer Services

- In the month of January we processed 1,492 payments as of January 31, 2012.
- City of Dover property taxes were due July 31, 2011 (July 31 in 2011 was a Sunday). As of January 31, 2012 the delinquent property taxes total 694,786.73 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

- Began contract negotiations with the FOP.

Parks, Recreation & Library

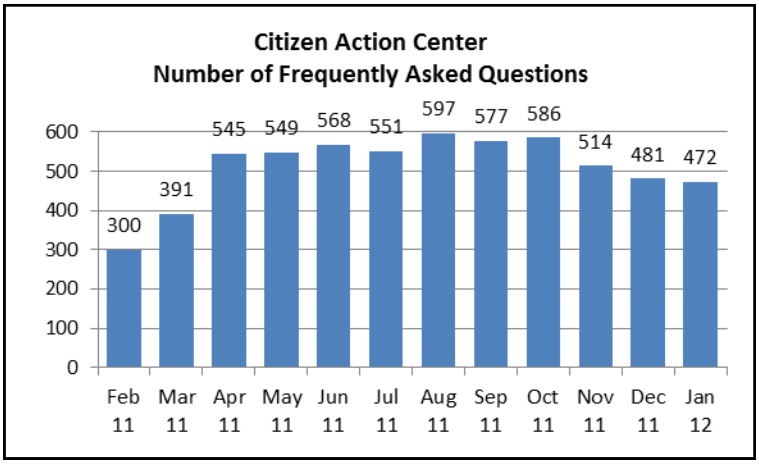
Library
- 841 children attended 27 children's programs & 53 teens attended 6 teen programs.
- Job Center noted 98 participants this month.

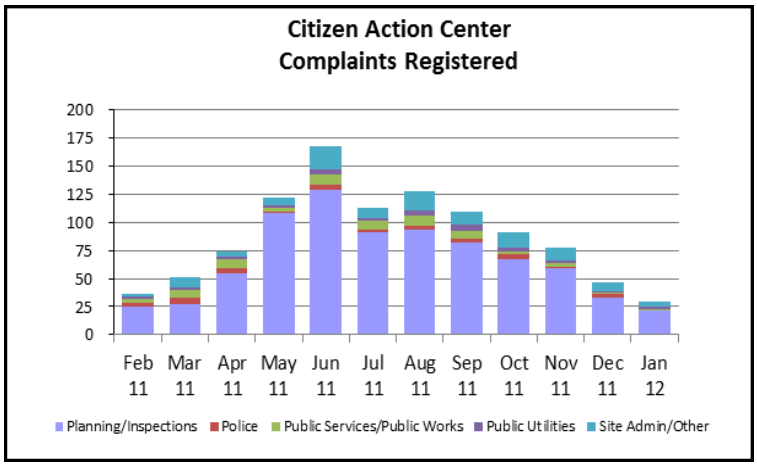
Parks & Recreation
- The Co-ed Indoor Field Hockey League kicked off with 7 adult teams & 14 teams signed up for the Middle School Indoor Field Hockey League.

Public Works

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

PUBLIC AFFAIRS





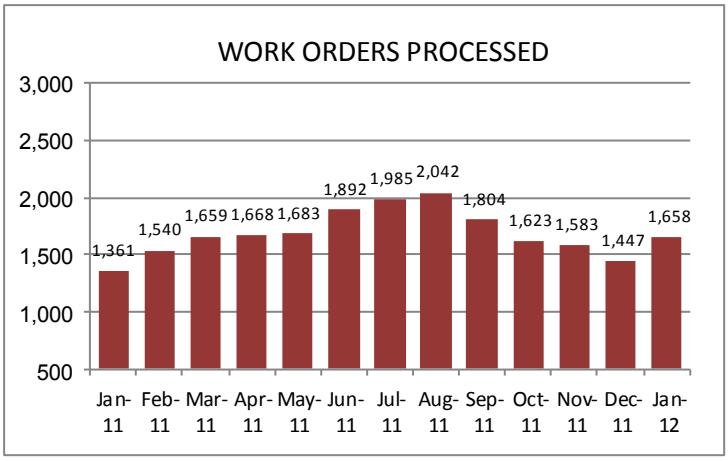
AVERAGE TIME TO CLOSE COMPLAINTS RECEIVED - January 2012

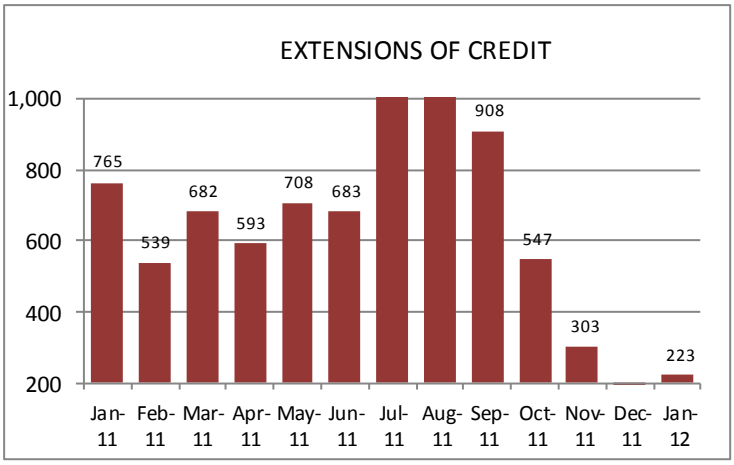
Department	Total # Complaints	# Of Days
Planning/Code Enforcement (property code violations)	22	2.3days
Police (community policing)	0	0 days
Public Services - Grounds - Sanitation - Streets	 1 0 0	1.1 days
Public Utilities	2	.85 days
Site Admin/Other Departments	5	1.2 days

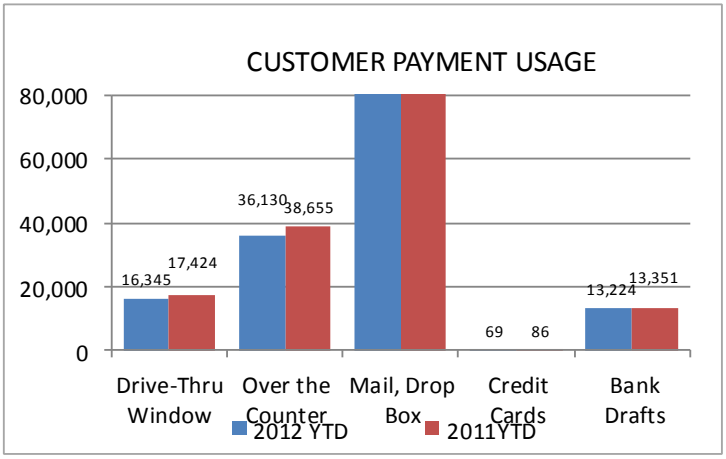
Social Media

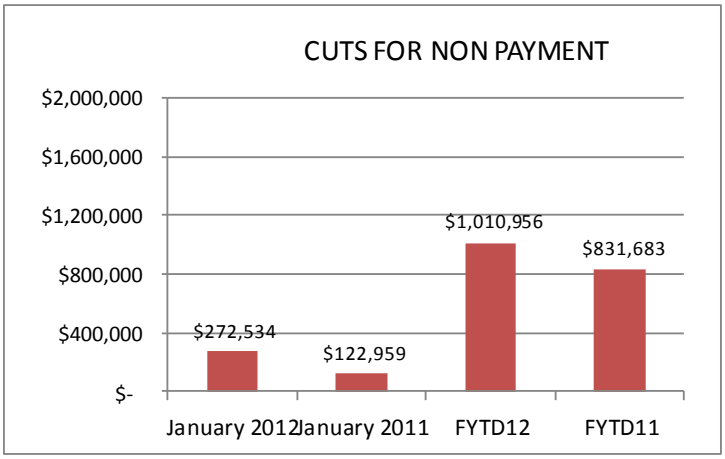
OTHER ACTIVITIES	JAN 11	FEB 11	MAR 11	APR 11	MAY 11	JUNE 11	JULY 11	AUG 11	SEPT 11	OCT 11	NOV 11	DEC 11	Jan 12
Facebook - New Posts	57	38	42	37	34	29	17	29	22	21	17	9	11
Facebook - Page Views	1,882	1,903	2,114	2,206	2,217	2,276	2,196	2,776	2,796	2,777	2,198	2,966	3,112
Facebook - Replies to questions	21	16	19	11	12	16	13	26	14	11	17	9	11
Press Releases	4	3	5	**4**	6	16	11	19	11	13	11	3	5
Ceremonial Documents	15	12	17	20	19	18	17	11	24	22	19	16	19

CUSTOMER SERVICES



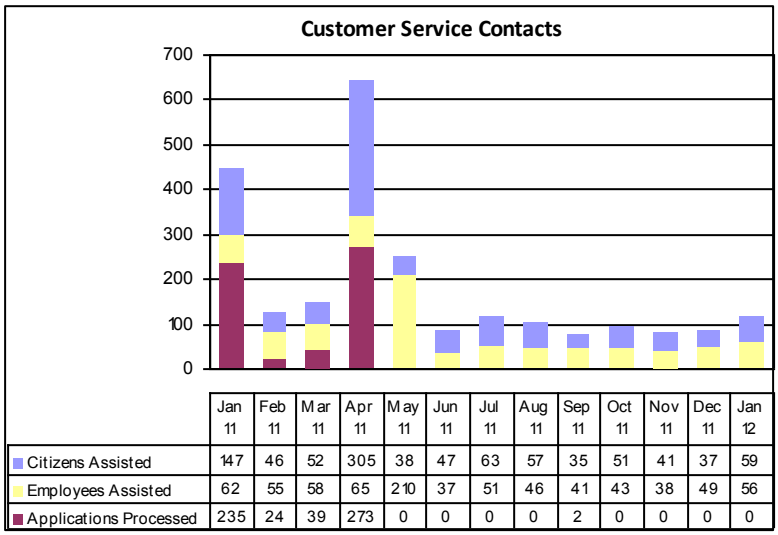






Major Program Updates	Jan 2012	Jan 2011	Difference	FY 2012 Year-to-Date	FY 2011 Year-to-Date
Number of Customers Served	21,703	22,704	(1,001)	167,755	176,065
Final Bills	585	483	102	4,687	4,591
Estimated Bills	159	139	20	1,095	1,014
Penalties Posted	$ 20,734	$ 31,703	$ (10,969)	$ 134,035	$ 161,526
Extensions of Credit - Amount Extended	$ 90,052	$ 219,241	$ (129,188)	$ 1,304,052	$ 1,397,147
Balance Transfers	$ 438	$ 3,273	$ (2,835)	$ 11,743	$ 18,637
Utility Collections	$ 27,124	$ 30,320	$ (3,196)	$ 207,318	$ 184,509
Special Assessments	$ -	$ 515	$ (515)	$ 110	$ 7,334
Miscellaneous Billings	$ 158,332	$ 62,837	$ 95,495	$ 1,028,263	$ 867,656
CNP through Disconnect Collars	$ 32	2	30	93	55
Court Cases	-	-	-	-	-
Tamperings	7	2	5	33	29
Taxes Levied (includes carry forward)	$ 833,863	$ 716,680	$ 117,184	$ 8,241,542	$ 5,319,804
Billing Adjustments	$ -	$ 8,209	$ (8,209)	$ 20,170	$ (222,224)
Total Taxes Collected	$ 139,077	$ 45,764	$ 93,313	$ 10,358,845	$ 9,648,180
Taxes Outstanding	$ 694,787	$ 662,707	$ 32,080	$ 8,824,270	$ 5,982,511
Payments in Lieu	$ -	$ 1,500	$ (1,500)	$ -	$ 10,500
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%	99.7%	-	99.7%	99.7%
Delinquent Accounts Collected	99.7%	99.8%	-	99.8%	99.8%

HUMAN RESOURCES



	Jan 11	Feb 11	Mar 11	Apr 11	May 11	Jun 11	Jul 11	Aug 11	Sep 11	Oct 11	Nov 11	Dec 11	Jan 12
Citizens Assisted	147	46	52	305	38	47	63	57	35	51	41	37	59
Employees Assisted	62	55	58	65	210	37	51	46	41	43	38	49	56
Applications Processed	235	24	39	273	0	0	0	0	2	0	0	0	0

Category	Jan 11	Feb 11	Mar 11	Apr 11	May 11	June 11	July 11	Aug 11	Sep 11	Oct 11	Nov 11	Dec 11	Jan 12	Total
Caucasian*	313	314	315	316	316	313	310	306	302	299	299	299	295	N/A
Minorities*	61	61	61	63	63	63	63	63	63	62	61	59	59	N/A
Hired	2	1	1	5	1	-	-	-	1	-	1	-	-	12
Terminated/Resigned/ Retired	-	-	-	2	1	2	3	4	5	4	2	2	4	29
Transferred/Promoted	-	-	-	-	-	-	-	-	-	-	2	-	-	2
Jobs Posted	3	-	1	3	-	-	-	1	-	-	-	-	-	8
Workers Comp. Injuries	7	2	2	5	5	5	4	7	4	2	9	4	3	59
Workers Comp. Hours	360	445	336	438	50	46	63	135	263	565	369	418	315	3,803
Insurance Claims	3	3	6	8	2	5	3	10	1	2	1	2	1	47

Full-time Employees: 342 **Part-time Employees: 12 (4 Pitts Center, 1 Recreation, 7 Library)**

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

Resigned: Public Utilities Director

Retired: Administrative Assistant (Police), Craftsperson II (Central Services), Depart. Budget & Support Supervisor (Public Utilities)

Recruitment Information

Position	Total	Female	Male	Black	White	Hispanic	Asian/Pacific Islander	American Indian/Alaskan Native	Unknown	In Dover	Ou Dov
No Positions Posted											

Unfilled/Open Positions by Department*

Unfilled/Open Positions By Department	Jan 11	Feb 11	Mar 11	Apr 11	May 11	Jun 11	July 11	Aug 11	Sept 11	Oct 11	Nov 11	Dec 11	Jan 12**
Electric	4	4	3	3	2	2	2	3	4	4	5	5	5
Public Works	1	1	1	1	2	3	1	1	3	3	5	5	9
Police	2	2	2	-	-	-	4	4	4	5	3	3	3
All Other Departments	4	3	3	4.5	4.5	7.5	5	6.5	8.5	12	10.5	12.5	11.5
Totals	**11**	**10**	**9**	**8.5**	**8.5**	**12.5**	**12**	**14.5**	**19.5**	**22.5**	**23.5**	**25.5**	**28.5**

**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: 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), Facilities Management - Craftsperson II

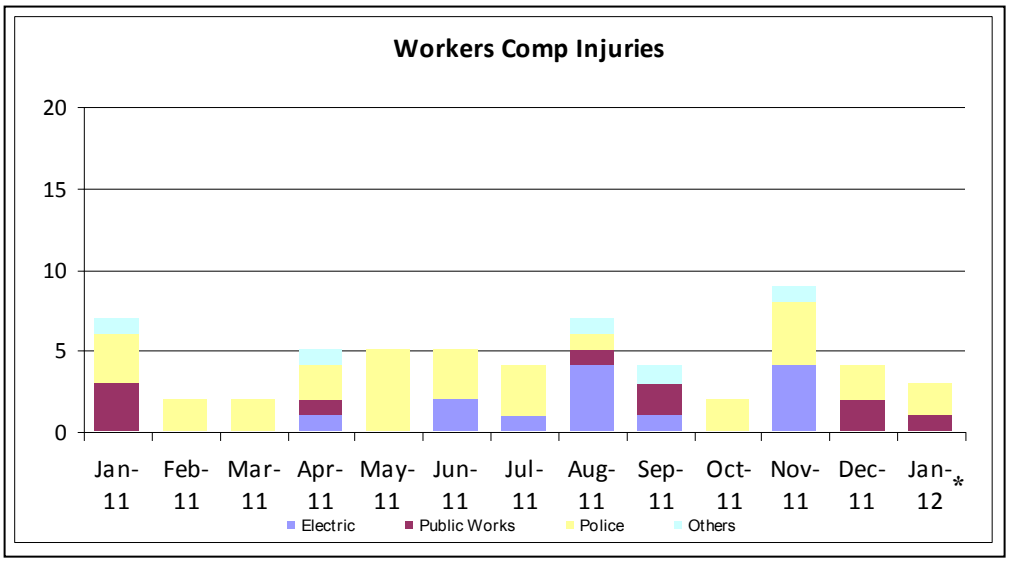
Police: (3) Police Officers

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, 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

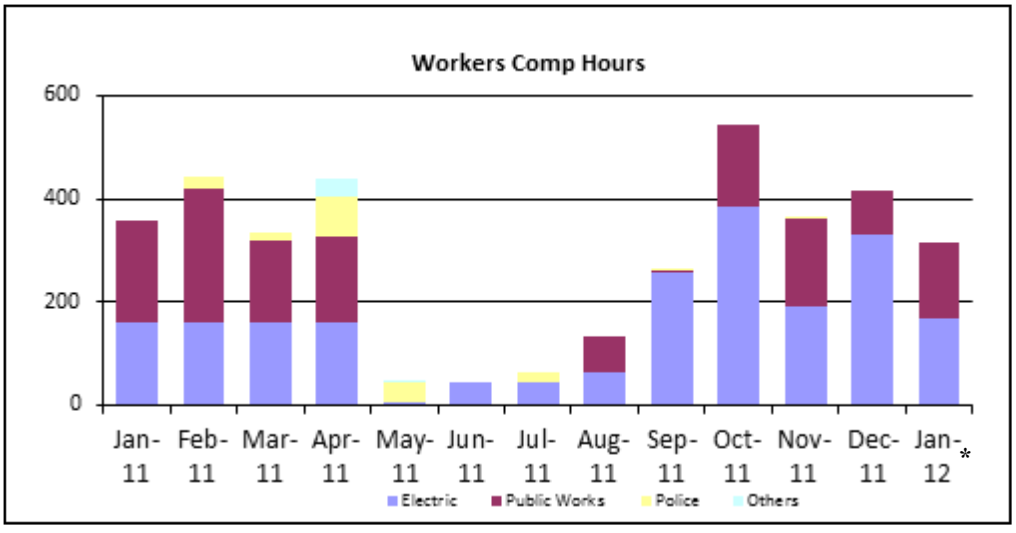
Bonus Programs by Month

Bonus Program Category	Jan 11	Feb 11	Mar 11	Apr 11	May 11	Jun 11	July 11	Aug 11	Sept 11	Oct 11	Nov 11	Dec 11	Jan 12	Total
Stop Program-*Sensibly Taking Off Pounds(weigh-ins)*	-	27	17	6	21	-	15	4	5	22	5	8	-	130
Caught Doing it Right-*Promotes employees productivity & creativity (submissions)*	-	-	-	-	-	-	-	1	1	1	-	-	-	3
Breathe Program-*Rewards for ending tobacco use (submissions)*	-	-	-	-	-	-	-	1	1	-	1	-	1	4
Ducs in a Row-*Doing Useful Community Service (submissions)*	-	-	-	-	-	-	-	-	-	-	-	-	-	-



*** Organization Change**

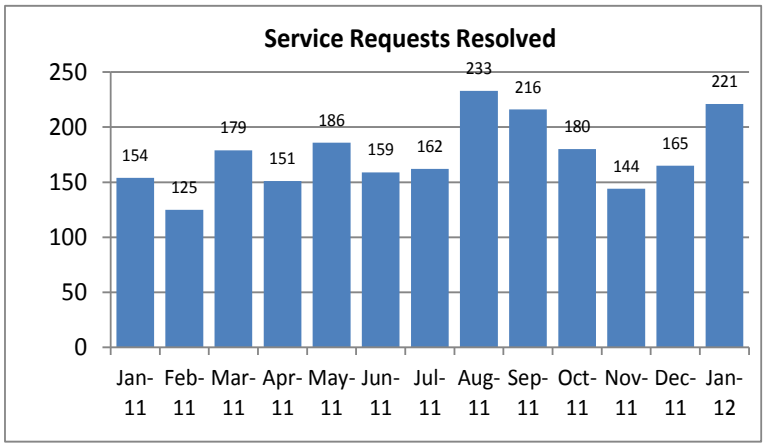
Electric: 0 Public Works: 1 Police: 2 All Other Depts.: 0

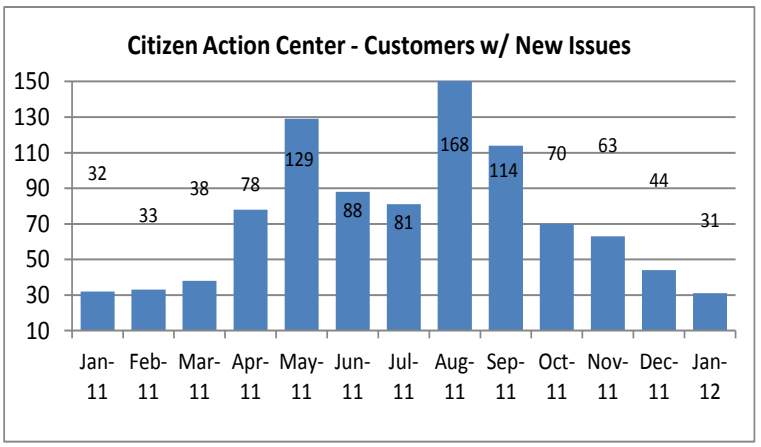


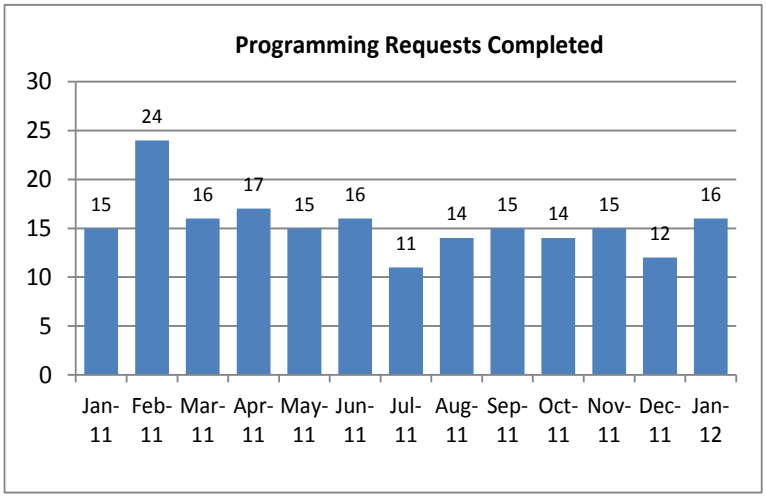
*** Organization Change**

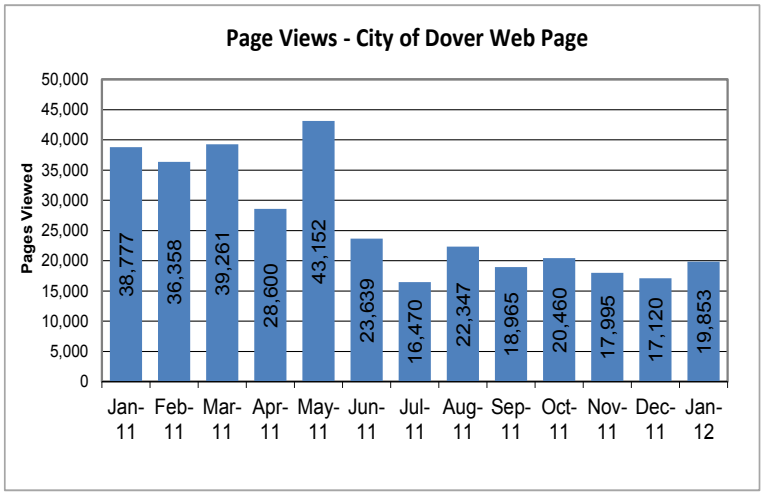
Electric: 168 Public Works: 148 Police: 0 All Other Depts.: 0

INFORMATION TECHNOLOGY







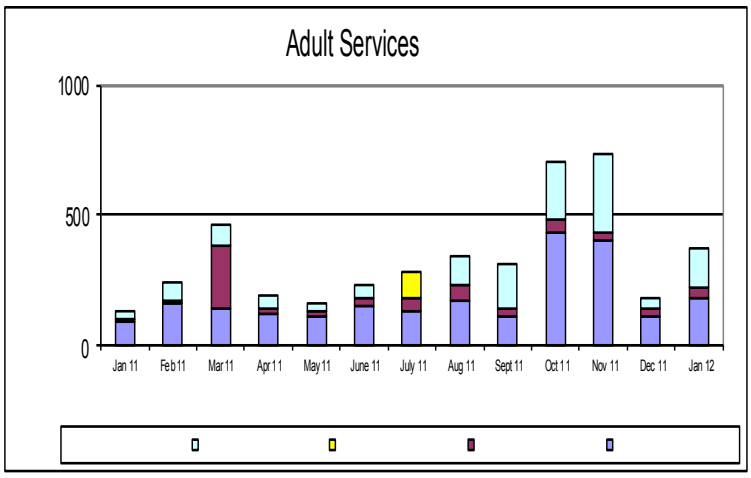


Performance Indicators	Current Month	Last Month	Same Month Last Year
iSeries Availability	100%	100%	100%
Server Availability	100%	100%	100%
AS/400 Connections *(concurrent/authorized users)*	N/A	N/A	N/A
PCs Supported	343	341	336
Scheduled PCs Replaced	-	-	-
Servers Supported	16	16	16
People Trained	4	9	2

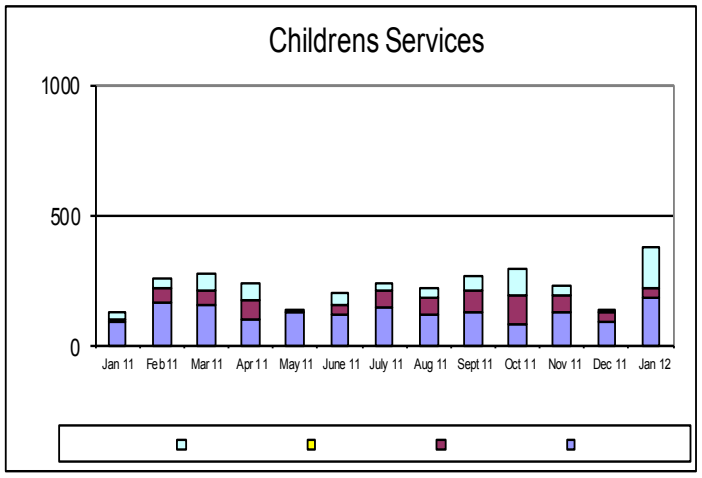
Availability Statistics based on 7:00 AM until 5:00 PM Monday—Friday

PARKS, RECREATION & LIBRARY

Library



Reference – 184 Reader's Advisory – 33
Electronic Assistance – 156;



Reference - 99; Reader's Advisory – 63
Electronic Assistance – 29; Outreach – 0

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

Circulation	January 12		FYTD 12		January 11		FYTD 11
Dover residents	16,070		114,729		16,708		119,372
Kent residents*	14,024		100,468		15,775		160,269
Non-county residents	2,102		12,162		1,905		10,232
Registrations							
Dover residents	197		1,365		220		1,635
Kent residents*	80		554		79		697
Non-county residents	8		69		7		74
Other							
Visiting Patrons	29,582		217,372		29,291		215,938
Meeting Room Usage**	80		440		180		1,620
Photocopier Usage	1,332		9,181		1,476		10,872
Dial-A-Story	607		6,658		1,014		8,348
Computer Usage	3,951		28,978		4,220		31,423
Holds (Total)	7,019		49,377		6,549		47,317

***Breakout of Kent County Residential Statistics**

Circulation	Registrations
Harrington: 130	Harrington: 1
Smyrna: 695	Smyrna: 3
Milford: 105	Milford: 1
Outside City Limits: 13,094	Outside City Limits: 83

Total Registered Users: (Card Holders)

City: 18,083 Kent County: 13,522 Outside Kent County: 1,120

Other Points of Interest:

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

Technical services: 4,481 items added
2,514 items deleted

Volunteers: 369.5 hours of service completed

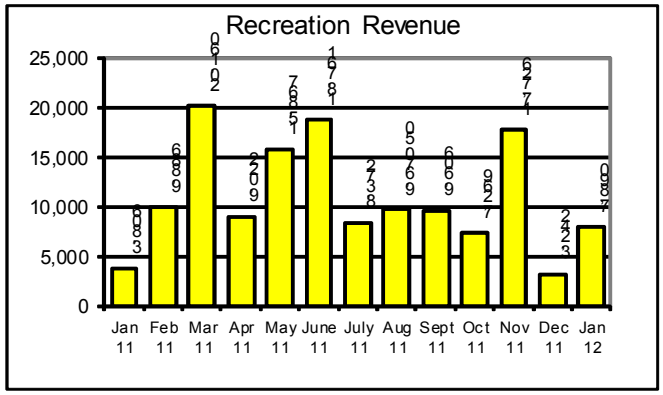
***** Meeting Room Usage***

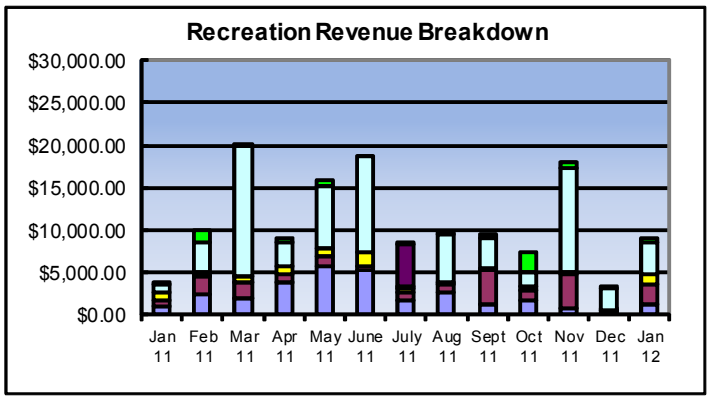
The meeting room is no longer available for rental as it has become the designated location of the Job Center.

****** Inter/Intralibrary***

We are re-evaluating the way our Interlibrary & Holds statistics are being reported. You'll notice that the totals for these stats are now being combined and the Interlibrary numbers are much lower than in the past

Parks and Recreation

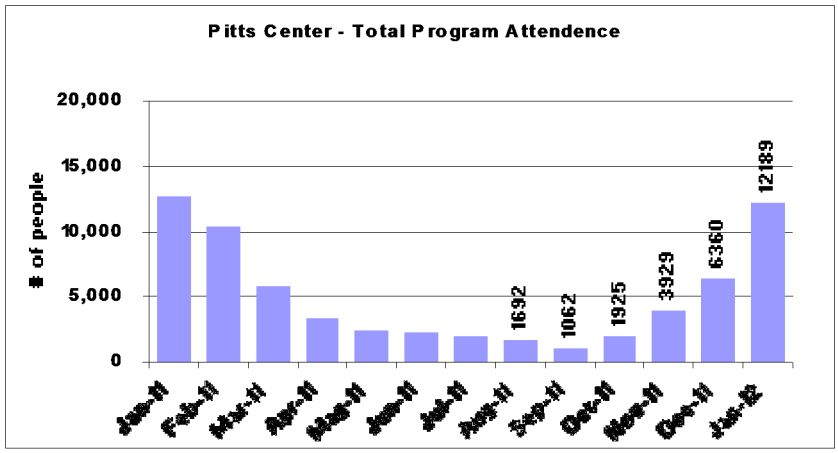




Year To Date Revenue Comparison
FY11 $58,164 vs FY12: $61,021

General – $1,138 Rental Payments – $2.468
Sports – $1.195 Leagues – $3,815 Trips – $531

Rentals	JANUARY 12		FYTD 12		JANUARY 11		FYTD 11
Baseball/Softball Field Rentals*	0		98		0		111
Dover Park Pavilions (2)	0		48		0		18
Multipurpose/Field Hockey Field Rentals*	0		22		0		54
Recreation Center – Dover Park	6		86		5		114
Silver Lake Pavilions (2) / Schutte (1)	0		19		0		34
Soccer Field Rentals*	0		6		0		9
Stage – Mobile Platform	0		15		0		19
These numbers reflect groups that utilized our facilities during July.							
Dover Park Program Attendance*	**JANUAR 12**		**FYTD 12**		**JANUARY 11**		**FYTD 11**
No program activities took place in Dover Park during January 2012. **This number reflects activities that took place in December. (Not included on the JWP report.)*							



FREE Open Gym Registration Cards* - through 12/31/2011
Total Cards Issued: **4,741**
City Residents: 2,106 - (44%)
Non-City Residents: 2,635- (56%)
- Kent County: 2,168 - (46%)
- Sussex County: 149 - (3%)
- New Castle County: 106 - (2%)
- Out of State: 212 - (4%)

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

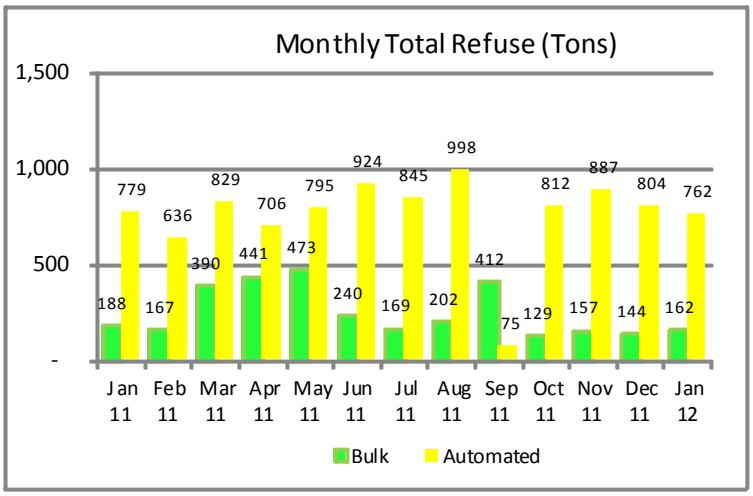
PUBLIC WORKS

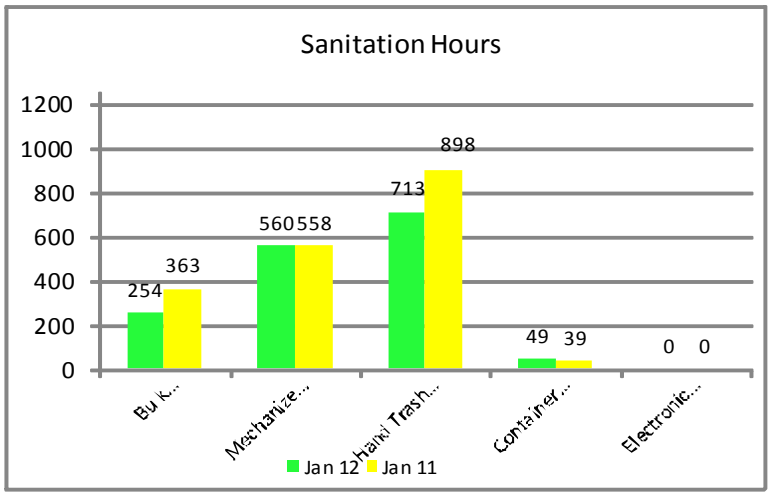
Administration

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





	JANUARY 12	FYTD 12	JANUARY 11	FYTD 11
Trips to DSWA Sandtown Landfill	181	1267	193	1,639
Total Tonnage to DSWA	924.73	7,229.20	966.76	8,486.19
90-Gallon Containers Delivered	18	136	12	139
300-Gallon Containers Delivered	5	23	3	30
Total Man Hours-containers Delivered	49	310	39	375

CURBSIDE RECYCLING STATS	TOTAL # OF HOUSEHOLDS	TOTAL # OF AC-COUNTS	WEIGHT/LBS.	AVE. LBS.
January 2012	19,173	8,532	287,260	14.98

Streets	JANUARY 12	FYTD 12	JANUARY 11	FYTD 11
Signed Installed	60	141	15	136
Signs Repaired	24	123	38	137
Curbs Painted Yellow (feet)	0	942	15	848
New Post Installed	7	46	0	50
Storm Catch Basins Repaired	1	31	0	30
Storm Catch Basin Repairing (Hrs.)	42	142	0	196
Storm Catch Basins Cleaned	1,631	1,937	50	73
Storm Catch Basins Cleaning (Hrs.)	448	681	100	110
Hot Mix Patching (Tons)	0	63	0	93
Hot Mix Patching (Hrs.)	0	420	0	351
Cold Mix Patching Hrs.)	32	261	72	224
Concrete Work (Hrs)	0	544	0	221
Concrete Patching (Cubic Yards)	0	1	0	37
Street and Alley Maintenance (Hrs)	168	1,184	155	1,089
Ditch Work (Hrs).	0	64	0	65
Street Sweeping (Miles)	1,234	5,555	303	5,629
Street Sweeping (Cubic Yards)	342	1,352	120	1,359
Leaves Collected (Cubic Yards)	475	14,674	325	8,525
Leaf Collection (Miles)	976	5,182	420	5,745

Grounds

Arborist Crew	JANUARY 2012	JANUARY 2011
Trees Trimmed	41	30
Trees Removed	24*	15
Trees Planted	12	0
Stumps Removed	17**	0

*****Most of these were small trees along the stream and ditches between Bicentennial Village and Four Seasons to Saulsbury Road to keep water flowing.

******The majority of stumps were from street trees between the curb and the sidewalk.

Removal of a large, hazardous cherry tree along the property line between 306 Kings Highway and the Silver Lake Park. The Grounds Division removed the tree, ground out the stump, repaired the landscape including hauling in topsoil and seeding the area.

Beautification Crew

- Installed fiberglass marker stakes around the flower beds on The Plaza, Route 8, and Fox Hall to alert snow removal personnel of the location of the beds.
- Removed the candles and wreaths from City Hall, the Library and Weyandt Hall.
- Cleaned up the greenhouse including weeding, washing all benches with bleach to prepare for sowing seed and potting up plugs next month.

Mowing Crew

- Collected and chipped 921 Christmas trees to be used to mulch trees and shrubs in upcoming landscape projects.
- Assisted in taking down the Peace sign on The Green and bringing in the three floating Christmas trees on Silver Lake and Mirror Lake.

Geographic Information Systems (GIS)

- Prepared Fire Marshall's monthly report.
- Prepared hand trash pickup area map for sanitation.
- Prepared alley abandonment maps for City Clerk's office.
- Created and printed several maps and posters for Downtown Dover Development Office.

Fleet and Facilities Management

Fleet Maintenance
Work Orders: 54

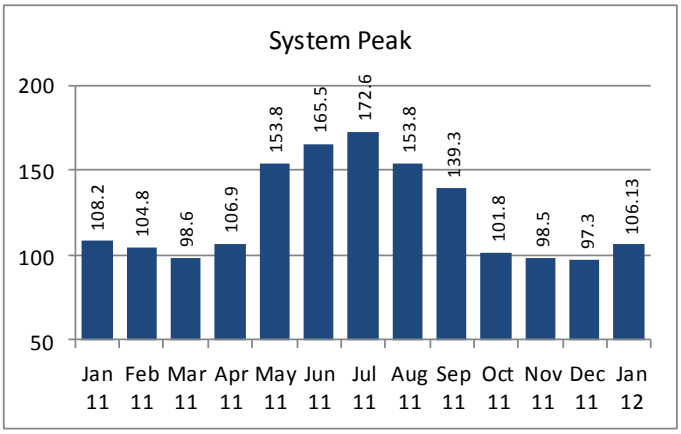
Major Program Updates

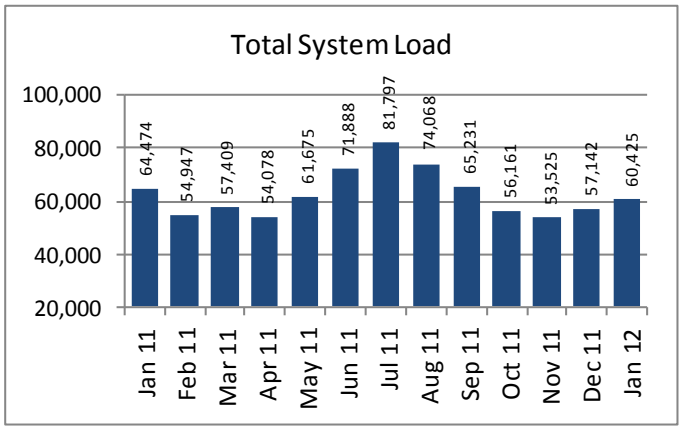
Measure	January 12	January 11	DIFFERENCE
Fleet Maintenance			
Scheduled Preventative Maintenance appointments being kept *(Quantity and Percentage)*	6 out of 32 18.75%	6 out of 20 30.0%	- 11.25%
Facilities Management			
Routine work orders completed within 5 days *(Quantity and Percentage)*	30 out of 32 93.75%	36 out of 39 92.31%	+ 1.44%
Emergency work orders completed with-in 2 days *(Quantity and Percentage)*	11 out of 11 100%	4 out of 4 100%	0%

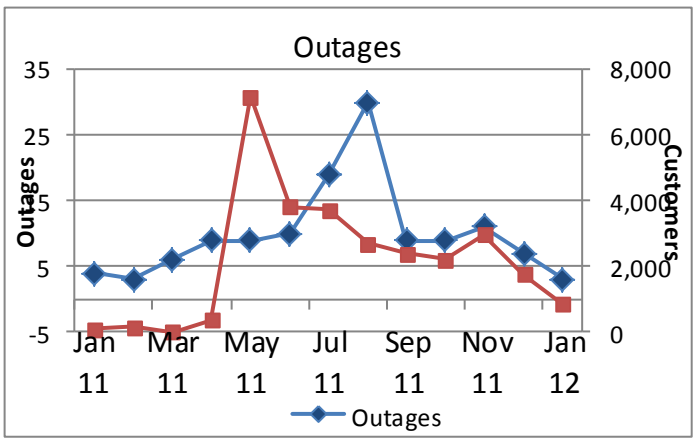
SOP/CIP Updates (percentages below represent percent completed)
FY-2011 Spring Street Program – 28.5%

PUBLIC UTILITIES

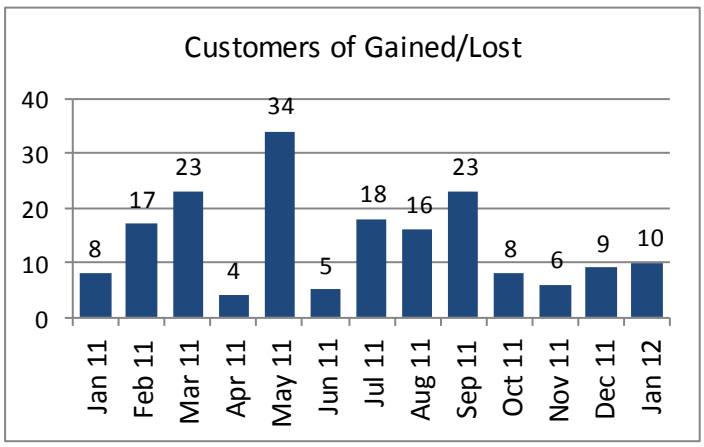
Electric







Outages: 3 Customers: 842



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**
55.35	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**
2	39	19.33 Minutes	32.22 Minutes

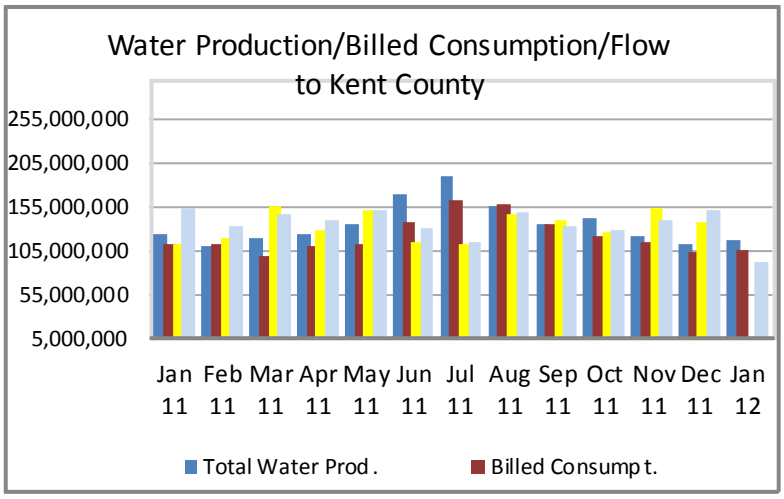
Electric Engineering Design

Major Program Updates	JAN 12	JAN 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	JAN 12	JAN 11	FY12 YTD
Tree Trimming	131	246	958
Number of Oil Releases	1	3	1
Lost Time Accidents – All Electric Utility Divisions	0	0	8
New Services	10	8	90
Major Goals Completed in the Past Two Months			
N/A			

Water/Wastewater



ENGINEERING SUMMARY

Major Program Updates	JANUARY 12	JANUARY 11	DIFF	FY12 YTD	FY11
State and Federal Violations	0 violations	0 violations	-	-	-
Water Quality Complaints	1	1	-1	65	78
Plan Review Completed Within 30 days of Sub-mission	6 plans 100%	3 100%	3 plans	100%	95%
Field Inspection Response within 48 hours of Request	96.67%	100%	3.33 %	99.14%	97.07%

Major Goals Completed in the Past Two Months
None

OPERATIONAL SUMMARY

Task	JANUARY 12	JANUARY 11	Current FY
Water Production – Daily Average	3,731,806	3,950,871	968,549,000
Average Field Response Time (goal is < 30 minutes)	18	20.25	22.4
Water Mains Repaired	3	0	18
Water Service Lines Repaired	0	0	11
Wastewater Mains Repaired	0	1	2
Wastewater Service Lines Repaired	1	0	8
Sewer Lines Flushed – Linear Feet	79,512	26,181	358,785
Percentage of Flow Sent to Kent County vs. Gallons Billed (inflow/Infiltration monitoring)	133%	100%	106%
Total Water Meters in City Distribution System	14,009	13,893	69
Lost Time Accidents – All Water/Wastewater Divisions	0	0	1

CITY PLANNER'S MONTHLY REPORT

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

January 2012

PERSONEL

On January 18, 2012 Dawn Melson-Williams (Principal Planner) and Janelle Cornwell (Planner II) attended an APA webcast audio conference "Resilient Planning Agencies" at the co-sponsored by the Delaware Chapter of the American Planning Associations (APA) and the Kent County Department of Planning Services.

EDEN HILL FARM TND

- In January 2012, construction continues on a set of six townhouse dwelling units located in the 400 block of Ridgely Boulevard within Phase 1 of the Residential District. The Building Permits for another series of six townhouse units (401-411 Ridgely Boulevard) were issued January 10, 2012. For the Residential District of Eden Hill Farm Traditional Neighborhood Design, the totals are now 59 dwelling units complete of the 71 permits approved for dwelling units.
- There are approximately six residential lots left in Phase 1 of the project. 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.
- In January, 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 development of several ordinances and a future update to the AEOZ (Airport Environs Overlay Zone).
- On January 9, 2012 the City Council approved a text amendment to the *Zoning Ordinance* to allow for limited commercial uses accessory to residential uses on properties in the General Residence Zones (RG-1 and RG-2) that are within the Historic District Zone or listed in the National Register of Historic Places through a Conditional Use process (MI-11-17, Ordinance #2011-29).
- As part of the annual opportunity for consideration of applications to amend the Comprehensive Plan, the City Council conducted the First Reading of Ordinance #2012-02 for 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. The Public Hearings on these requests were scheduled for February 21st at the Planning Commission and March 12th at City Council. These two requests were also considered at the PLUS Review (Preliminary Land Use Services) meeting of January 25, 2012.

Other Activities

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 Planning Office issued comments on the Site Plan set associated with the overall site development plan (Bid

Pack C) on January 23, 2012. The monthly progress meeting on the Dover High School project was held on January 19th with Planning Staff and Public 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. It is anticipated that the Building Permit (Structure) application for the high school building will be filed for review in the upcoming weeks.

CODE ENFORCEMENT

Case Type	# cases current month	# cases YTD	% staff initiated current month	% staff initiated YTD
No valid rental permit	6	6	100%	100%
No valid building permit	1	1	100%	100%
Tall grass and weeds	1	1	100%	100%
Unregistered vehicle	8	8	50%	50%
Abandoned vehicle	15	15	67%	67%
Annual Housing Inspection	105	105	99%	99%
Property Maintenance – Exterior	35	35	83%	83%
Electric Termination	18	18	89%	89%
Dover Code of Ordinances	18	18	94%	94%
Zoning	7	7	43%	43%
Total Cases	**214**	**214**		
Total # of Inspections	**321**			

COMMUNITY DEVELOPMENT
CDBG FY11 PROJECTS

Homeownership Assistance Program
Four families have purchased homes using the Dover First Start Program and two families are scheduled to close at the end of the month.

Homeowner Rehabilitation Program
One home has been completed and two are scheduled to be completed early February.

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

Emergency Home Repair Project
Emergency repairs have been completed on four properties.

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 8 properties. One property has been purchased with program income and is for sale. The remaining balance of $177,272 will be utilized for renovations and acquisition. Three properties have been sold, four are for sale, one is a lease purchase and one 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)
337 N. Governors Avenue (for sale)
254 Green Blade Drive (sold)

907 Woodcrest Avenue (lease purchase)
1430 S. Hancock (group home rental)
1415 S. Hancock (for sale)
302 Stonebrook Place (for sale)
11 Westover Drive (under contract)

BOARDS AND COMMISSIONS REPORTS

Board of Adjustment:
The Board of Adjustment met on January 18, 2012 and took the following actions. The next regular scheduled meeting of the Board of Adjustment is scheduled for February 15, 2012.

1. **Applicant #V-12-01 - 1159 South DuPont Highway: Mark Lloyd** – Moved to approve variance pertaining to a pylon sign.

Historic District Commission:
The Historic District Commission met on January 16, 2012 and took the following actions. The next Historic District Commission meeting is scheduled for February 16, 2012.

1. **HI-11-01 Building at 326 West Loockerman Street: Building Demolition** – Moved to approve a one year extension of the Architectural Review Certification for demolition of existing building.
2. **HI-10-04 Wesley United Methodist Church: Elevation and Canopy Addition: Architectural Review Certification** – Moved to recommend approval the requested additional height of the fence to allow a fence height of five feet.
3. **HI-12-01 Building Permit #12-0018 for Frankfurt Bakery at 323 South Governors Avenue** – Moved to approve the Architectural Review Certification for Building Permit with conditions to revise elements of the exterior finish materials and door and window replacements.

Planning Commission
The Planning Commission met on January 17, 2012 and took the actions summarized listed below. The next Planning Commission meeting is scheduled for February 21, 2012 (Tuesday due to holiday).

1. **S-11-16 Governors Avenue Animal Hospital at 1008 South Governors Avenue** – Informational item to clarify building floor area in approved Site Plan. No action required.
2. **SB-12-01 Lands of Donnelly at 99 Pine Valley Road** – Approved Minor Subdivision Plan to create two lots from the existing parcel with conditions that the property line be adjusted to accommodate the driveway and approval of the waiver as requested for the elimination of sidewalk. The Revised Plan provided the meeting was accepted.

LIFE SAFETY

Inspections	JANUARY 12	FYTD 12	JANUARY 11	FYTD 11
Fire Protection Inspections (new & existing)	15	351	30	379
Fire Code Inspections	20	296	16	695
Inspection Deficiencies	5	368	11	710
Certificate of Occupancy	5	19	1	39
Office	77	674	94	729
Meetings	15.5	215.5	46	306
Plan Review	56	282	39	294
Training	160	390	177	379
Fire Investigations	3	57	46	132
Accidental	$80,000.00	$205,010.00	$20,000.00	$88,950.00
Incendiary	$0.00	$59,500.00	$0.00	$192,550.00
Undetermined	$0.00	$20,000.00	$300.00	$22,600.00

PERMITTING AND LICENSING				
Permits Issued	**JANUARY 12**	**FYTD 12**	**JANUARY 11**	**FYTD 11**
Administrative Permit	1	13	0	12
Building Addition/Renovation Permits	34	221	34	323
Building Permits	7	101	5	72
Demolition Permits	3	12	1	13
Fence Permits	11	64	2	41
Fire Prevention Permits	9	46	6	40
Mechanical Permits	14	164	23	154
Plumbing Permits	36	252	34	284
Sign Permits	27	161	14	119
Swimming Pool Permits	0	6	0	2
Business Licenses	36	1,340	28	1,487
Fire Protection	69	412		
Merchant Licenses	3	265	1	272
Contractor Licenses	31	705	20	770
Lodging House Licenses	3	8	0	0
Mobile Homes	24	297	1	229
Public Occupancy	34	78	2	34
Rental Dwelling	389	487	1	64
BUILDING INSPECTIONS				
	JANUARY 12	**FYTD 12**	**JANUARY 11**	**FYTD 11**
Building	260	2,089	311	2,680
Plumbing/Mechanical	325	2,455	266	2,618
Certificate of Occupancy	4	67	11	131

DANGEROUS BUILDINGS/DEMOLITION STATUS

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

- 423 Collins Drive
- 29 North Kirkwood Street

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

- 41 South Queen Street

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

- 123 Blue Beach Drive
- 22 Fair Wind Place

DOWNTOWN DOVER PARTNERSHIP

- January's First Friday featured the "Meet the Artist's" Reception and Auction at the Dover Art League for the DDP's first community Art Project. More than 40 Stars were auctioned off to attendees and the evening was enjoyed by artists, their friends and family members, and the public. Proceeds from the sale of the STARS were split between the Artists and the DDP Design Committee.
- Bill Neaton and Gregg Moore provided an overview of the downtown projects for Senator Chris Coons and Bill took the Senator on a tour to meet several of the small business owners. He also provided an update on downtown projects to the Kent County Tourism Board, and the Harrington ERA Leads Group.

- Bill attended the Greater Dover Committee Legislative Lunch, the Delaware State Chamber's Annual Dinner and the CDCC Military Affaire.
- Bill Neaton and Gary Cecchett coordinated a meeting with ING Direct and Wohlsen Construction on New Market Tax Credit Financing as a possible source of financing for future downtown development projects.
- The DDP co-sponsored a workshop with the YWCA on Excel. The staff completed the annual Main Street certification self-assessment for DEDO. DDP staff provided an overview of the outcomes of the Dover Branding Project and our plans for implementation including the new street banners in the Loockerman Corridor, redesign of the Bradford Street Kiosk and the DDP website, and a downtown Dover shopping guide and information brochure.
- Demolition began on the renovation project at 22-24 West Loockerman Street.

ECONOMIC DEVELOPMENT OFFICE

- Bill Neaton continued to meet with Calpine and facilitate their application process for state funding.
- Bill had several meetings with Alan Levin and other DEDO staff to discuss progress on downtown projects.
- Bill met with Harry Williams, DSU president, to provide an update on City of Dover Economic Development projects and identify ways to work with the university.
- Bill attended meetings with Mezzetta, a food processing company interested in possible expansion to the Dover area.
- Bill provided the semi-annual update to the Parks, Recreation, and Community Enhancement Committee of employment statistics for Dover's major employers.

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 8.5 % - U.S. Rate 7.4 % - DE Rate 8.1% - City of Dover Rate DECEMBER 2011 – 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



JANUARY
2012

Incident Type Report (Summary)

Dover Fire Department

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

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
1 Fire					
111 Building fire		1	1.39%	$0	0.00%
113 Cooking fire, confined to container		11	15.28%	$0	0.00%
114 Chimney or flue fire, confined to chimney or flue		1	1.39%	$0	0.00%
116 Fuel burner/boiler malfunction, fire confined		1	1.39%	$0	0.00%
131 Passenger vehicle fire		1	1.39%	$0	0.00%
141 Forest, woods or wildland fire		1	1.39%	$0	0.00%
151 Outside rubbish, trash or waste fire		1	1.39%	$0	0.00%
	Totals	**17**	**23.61%**	**$0**	**0.00%**
2 Overpressure Rupture, Explosion, Overheat(no fire)					
221 Overpressure rupture of air or gas pipe/pipeline		1	1.39%	$0	0.00%
	Totals	**1**	**1.39%**	**$0**	**0.00%**
3 Rescue & Emergency Medical Service Incident					
322 Motor vehicle accident with injuries		1	1.39%	$0	0.00%
350 Extrication, rescue, other		2	2.78%	$0	0.00%
352 Extrication of victim(s) from vehicle		1	1.39%	$0	0.00%
	Totals	**4**	**5.56%**	**$0**	**0.00%**
4 Hazardous Condition (No Fire)					
400 Hazardous condition, other		2	2.78%	$0	0.00%
410 Combustible/flammable gas/liquid condition, other		1	1.39%	$0	0.00%
412 Gas leak (natural gas or LPG)		1	1.39%	$0	0.00%
424 Carbon monoxide incident		3	4.17%	$0	0.00%
440 Electrical wiring/equipment problem, other		1	1.39%	$0	0.00%
445 Arcing, shorted electrical equipment		1	1.39%	$0	0.00%
	Totals	**9**	**12.50%**	**$0**	**0.00%**
5 Service Call					
510 Person in distress, other		1	1.39%	$0	0.00%
511 Lock-out		1	1.39%	$0	0.00%
531 Smoke or odor removal		3	4.17%	$0	0.00%
550 Public service assistance, other		1	1.39%	$0	0.00%
571 Cover assignment, standby, moveup		1	1.39%	$0	0.00%
	Totals	**7**	**9.72%**	**$0**	**0.00%**
6 Good Intent Call					
600 Good intent call, other		6	8.33%	$0	0.00%
651 Smoke scare, odor of smoke		2	2.78%	$0	0.00%
652 Steam, vapor, fog or dust thought to be smoke		1	1.39%	$0	0.00%
	Totals	**9**	**12.50%**	**$0**	**0.00%**
7 False Alarm & False Call					
700 False alarm or false call, other		7	9.72%	$0	0.00%
715 Local alarm system, malicious false alarm		1	1.39%	$0	0.00%
730 System malfunction, other		3	4.17%	$0	0.00%
733 Smoke detector activation due to malfunction		6	8.33%	$0	0.00%
735 Alarm system sounded due to malfunction		1	1.39%	$0	0.00%
736 CO detector activation due to malfunction		2	2.78%	$0	0.00%
740 Unintentional transmission of alarm, other		1	1.39%	$0	0.00%
743 Smoke detector activation, no fire - unintentional		3	4.17%	$0	0.00%
746 Carbon monoxide detector activation, no CO		1	1.39%	$0	0.00%

Incident Type Report (Summary)

Dover Fire Department

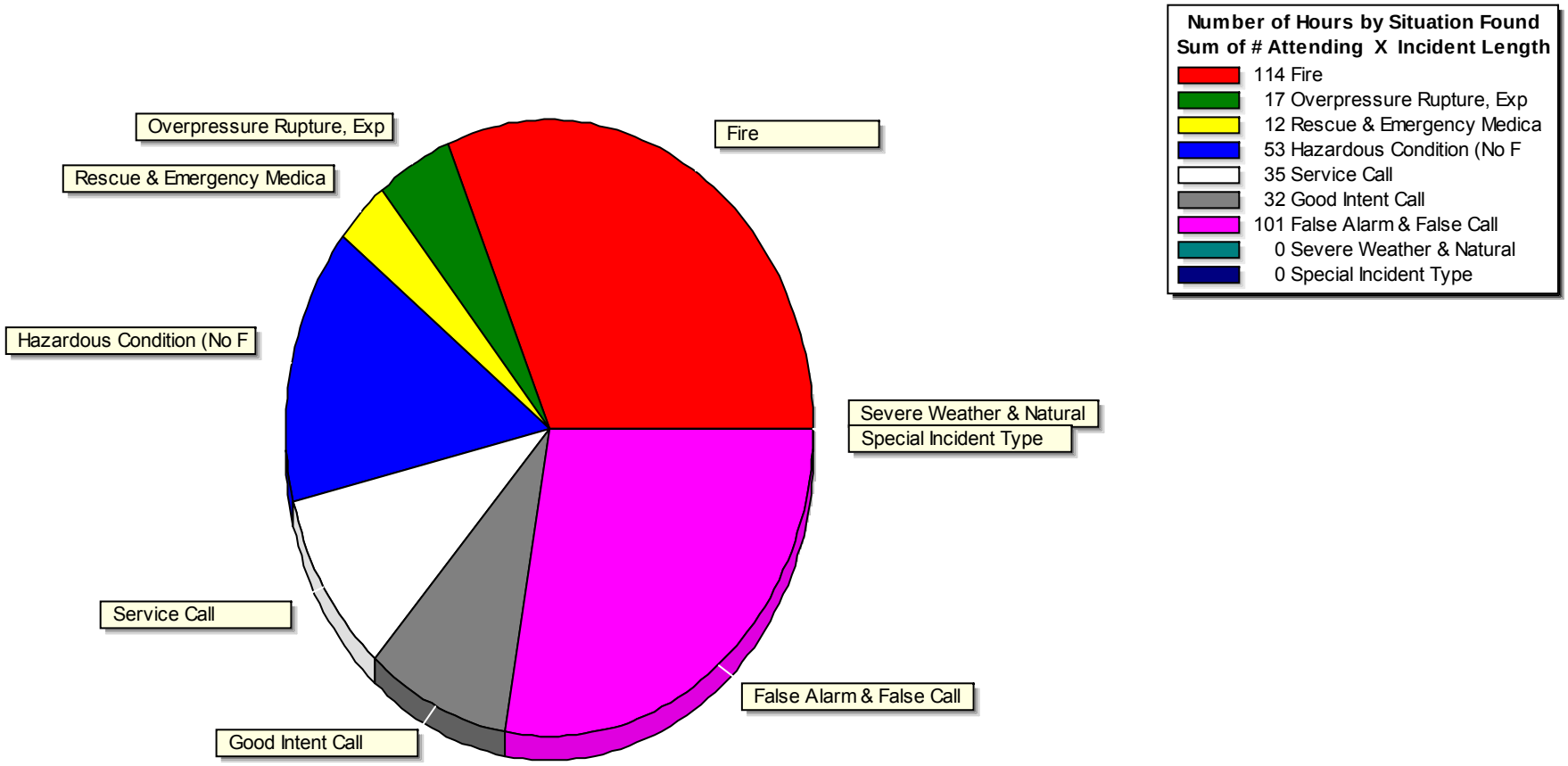
Date Range: From 01/01/2012 to 01/31/2012

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
	Totals	**25**	**34.72%**	**$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	**72**		**$0**	

Manpower Hours by Sitation Found

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

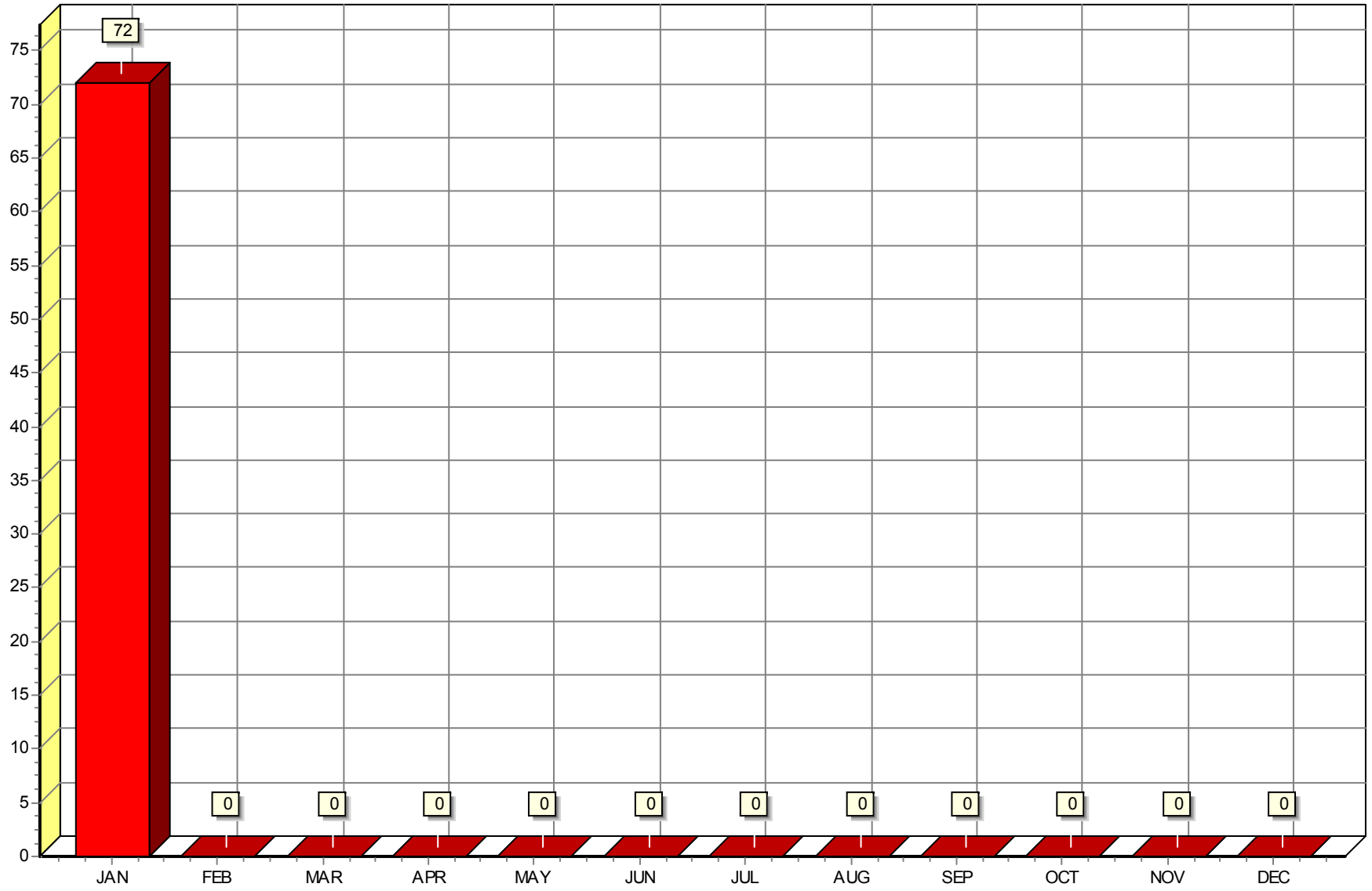
Dover Fire Department



Alarms by Month of Year

Dover Fire Department

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



Incident Run Log

Dover Fire Department

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

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
01/01/2012	30046	2012-000001	00:27	9	PAR HAVEN DR	C	False alarm or false call, other
		DFD responded to the above address in reference to am issue with the boiler. On arrival, crews determined a small motor on the boiler was in need of repair. Maintenance was on scene and stated it is due to be repaired on Tuesday. No further action taken.					
01/01/2012	30046	2012-000002	06:08	1358	FORREST AVE		Smoke or odor removal
		DFD responded to the above location in reference to smoke inside the business. On arrival, crews determined the cause was a heater malfunction. The manager of the store was advised to contact a service tech as soon as possible. No further action taken.					
01/01/2012	30046	2012-000003	09:07	756	MILLER DR		CO detector activation due to malfunction
		MALFUNCTIONING CO DETECTOR.					
01/01/2012	30046	2012-000004	19:42	1408	HOPKINS AVE		Cooking fire, confined to container
		DFD responded to the above address in reference to a possible oven fire. On arrival, crews determined there was a small cooking fire contained to the oven and same was extinguished prior to fire personnel arrival. Positive pressure was placed at the front door to remove a light haze of smoke. No further action taken.					
01/01/2012	30046	2012-000005	23:41	65	CARVER RD		False alarm or false call, other
		DFD responded to the above address in reference to an alarm activation. On arrival, crews conducted a walk through of the building and met with negative results. No further action taken.					
01/02/2012	30046	2012-000006	14:05	2	N STATE ST		False alarm or false call, other
		DFD responded to the above location in reference to an alarm activatioin. Crews conducted a walk through of the building and met with negative results. No further action taken.					
01/03/2012	30046	2012-000007	05:23	430	COLLEGE RD	500	False alarm or false call, other
		Crews from L-1 and E6 found a malfunctioning sprinkler system. The sprinkler system pump was leaking was from several spots. The scene was turned over to the property manager and the building was placed on fire watch. The FM was to be notified in the morning due to the building being listed as abandoned and should no longer be listed that way.					
01/03/2012	30046	2012-000008	09:21	1	PAT LYNN DR		Steam, vapor, fog or dust thought to be smoke
		Crews checked the second floor and found no smoke condition. The school turned there heat on for the first time in 2 weeks and dust from that action caused someone on site to pull the pull station near door 1.Scene was turned over to Fm 2					
01/03/2012	30046	2012-000009	16:28	111	W LOOCKERMAN ST		Carbon monoxide incident
		E6'S CREW PROVIDED POSITIVE PRESSURE TO APT 3. E6'S CREW TOOK READINGS OF 42 PARTS PER MILLION OF C.O. THE HOMEOWNER WAS EVALUTAED BY B63 AND E6 CLEARED TURNING THE SCENE OVER TO THEM.					
01/04/2012	30046	2012-000010	09:27	1200	N DUPONT HWY		System malfunction, other
		Writer responded to above for report of an alarm. Village Cafe was investigated and it was found that the alarm was in supervisory mode. Scene was turned over to FM-1.					
01/04/2012	30046	2012-000011	17:56	49	CATHY AVE		Gas leak (natural gas or LPG)
		CREWS FOUND A 500 GALLON PROPANE TANK LEAKING NEXT TO 49 CATHY AVE. E6'S CREW SECURED THE VALVE AND COMMAND HAD DOVER CONTACT NGS COOPERATION TO COME AND REPAIR THE TANK. UNITS CLEARED AND THE HOMEOWNER WAS ADVISED TO WAIT A 29 CATHY AVE UNTIL THE GAS COMPANY ARRIVED.					
01/04/2012	30046	2012-000012	18:36	217	HARRIET ST		Good intent call, other
		B9 CHECK THE AREA FOR A FIELD FIRE WITH NEGATIVE RESULTS. DOVER 21 MADE CONTACT WITH THE RP AND SHE ADVISED THE HOUSE 2 DOORS DOWN WAS SHOOTING OFF FIRE WORKS.					
01/05/2012	30046	2012-000013	02:12	160	WILLIS RD		Carbon monoxide incident
		On arrival found high CO readings in Apts A ,B , C, D. Crews secured all gas applances and the natural gas to the apartments. All residences were ventilated and had readings of 0 CO prior to clearing the scene. Scene turned over to Chesapeake and bulding maintenance.					
01/05/2012	30046	2012-000014	02:21	424	FEDERAL STREET		Good intent call, other
		Responded to the above address for a report of seeing smoke. Crew from engine 3 investigated to find steam coming from a building behind the courthouse. Scene was placed under control.					
01/05/2012	30046	2012-000015	17:38	201	ORCHARD AVE		Cooking fire, confined to container
		E6 responded for a reported oven fire at the above address. Upon arrival crews found that food had fallen in the coil area. The power to the stove was secured and homeowner was advised to have someone look at it before placing it back into service.					
01/05/2012	30046	2012-000016	21:00	202	BAY TREE RD	A	System malfunction, other
		On the above date and time units were alerted for report of an automatic fire alarm E6 arrived on scene and writer assumed command. Crews investigated and found the panel to say general fire alarm. Crews conducted a walk thru of buildings A. B, and C. Crews found no smoke or fire as well as no detectors lit or pull stations activated. Scene was placed under control and turned over to maintenance.					
01/06/2012	30046	2012-000017	14:41	131	W LOOCKERMAN ST		Extrication, rescue, other
		On arrival found a puppy's head stuck in a rod iron fence. Crew cut the fence and freed the puppy from same. No further action.					
01/07/2012	30046	2012-000018	07:49	1200	N DUPONT HWY		Smoke detector activation due to malfunction
		On arrival found a smoke detector activation in the elevator shaft. DSU PD had checked the area with negetive results. Fire alarm system had several trouble alarms on the panel and the system would not reset. Building placed on fire watch and PD advised to contact the Fire Dept when the system was back in service. Dover 17 cleared.					
01/07/2012	30046	2012-000019	18:10	267	MAIN ST		Person in distress, other
		assist elderly female with getting off the floor.					

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
01/07/2012	30046	2012-000020	22:48	992	WHATCOAT DR		Smoke detector activation due to malfunction
		Activation due to malfunction. Residents stated alarm had been going off for an hour. Dispatch advised they had a respondent en route but with a 45 to 1 hour ETA. Writer removed lock with and hinge with minimal damage, from door to silenced alarm.					
01/08/2012	30046	2012-000021	20:31	38	S NEW ST		Building fire
		Dover Fire Department responded to 38 S New Street in reference to a working house fire with a possible subject trapped. On arrival, Engine 4 (15) reported a two story residence with smoke showing from the second floor. At this point, wirter assumed command of the scene. Crew from Engine 4 immediately advanced a 1 3/4 " preconnect line through the front door and proceeded to the second floor. Ladder 2 arrived directly behind Engine 4 and Ladder 2's crew began search and rescue. At 2036 hours, Engine 4A (West) advised writer he and his partner (O'Connor III) located a victim in the fire room and the victim was confirmed DOA. The victim was unable to be removed. Engine 4 quickly extinguished the visible fire and Ladder 1's crew arrived and assisted with the interior search. Engine 54-5 arrived on scene and was assigned RIT and 41-3 arrived and their crew was assigned to perform vertical ventilation. Engine 3 and Engine 6 arrived and were instructed to standby rear of Engine 4 for assignment. At 2056 hours, the scene was placed under control. Crews remained on scene and performed extensive overhaul to the residence. After this, the scene was turned over to the City od Dover Fire Marshal's office and Dover Police Criminal Investigation Unit.					
01/09/2012	30046	2012-000022	11:17	1200	N DUPONT HWY		False alarm or false call, other
		BURNT HAIR APT E56.					
01/09/2012	30046	2012-000023	18:36	1300	S FARMVIEW DR	D	Cooking fire, confined to container
		Cooking fire contained to stove.					
01/09/2012	30046	2012-000024	20:18	1225	WALKER RD		Alarm system sounded due to malfunction
		Crews completed a walk through of the building and had negative results. Maintance was notified and units cleared with the alarm still sounding.					
01/10/2012	30046	2012-000025	16:47	835	BAY RD		False alarm or false call, other
		E4 responded for report of alarm sounding. Upon arrival crews investigated and found it was a false alarm.					
01/10/2012	30046	2012-000026	19:32	537	S STATE ST		Good intent call, other
		Dispatched to above address for a gas leak outside the structure. Upon arrival found an odor of sewer gas in the area. The origin of the smell was coming from the city sewer plant, at the rear of the arer. Good intent call. Cleared.					
01/11/2012	30046	2012-000027	17:09	97	Commerce way		Lock-out
		B9 responded and succesfully unlocked a TransCare ambulance that was transporting a patient from FMC at the above address. Minimal damage was done to drivers side paint inside the door area.					
01/12/2012	30046	2012-000028	13:25	132	BLUE BEACH DR		Cooking fire, confined to container
		Dispatched to the above location for a possible oven fire. Upon arrival, E-4's crews entered the residence and found a small plastic spatula had been left in the oven. The oven had been turned on by the home owner not knowing that there was a spatula inside. Crew's used an ABC extinguisher and put out the smoldering plastic. No extension noted and no mechanical ventilation required. Home owner was advised to let the plastic cool, then remove it and clean the area prior to using the oven again. State FM-13 was also on scene and witness same. Cleared the scene.					
		User: O'Connor, Jr., Michael 01/12/2012 14:30:18					
01/13/2012	30046	2012-000029	06:33	1200	N DUPONT HWY		Arcing, shorted electrical equipment
		Transformer arching next to the Washington cottage. The building was checked for any problems and it was clear. City electric was requested for pole 5 and the scene was turned over to dsu police.					
01/13/2012	30046	2012-000030	12:21	200	HIAWATHA LA	20	Cooking fire, confined to container
		Dispatched to above address for a oven fire. Upon arrival Dover PD on scene and had fire in the oven extinguished. Resident had oven in self clean mode but forgot to remove foil. Checked for extension. Cleared and turned over to bldg. maintenance. G.D.Whitt Asst. Chief					
01/13/2012	30046	2012-000031	15:44	1300	S farmview drive		Forest, woods or wildland fire
		WOODMILL APTS BRUSH FIRE					
01/13/2012	30046	2012-000032	15:51	500	PERSIMMON TREE LA	6	Cooking fire, confined to container
		Dispatched to above address for a bldg. fire. Upon arrival found an unattended cooking on the stove. Had jump seat crew investigate, found a pot on the stove had burnt but the fire was out. Went under control and set up PP fan to remove smoke. Cleared. G.D.Whitt Asst. Chief					
01/14/2012	30046	2012-000033	11:45	898	WOODCREST DR		Cooking fire, confined to container
		Responded to the above address for a possible unattended cooking. Crew from ladder 1 investigated to find unattended cooking in apt 1/7. Scene was placed under control and turned over to maintenance.					
01/14/2012	30046	2012-000034	12:24	234	S GOVERNORS BLVD		Combustible/flammable gas/liquid condition, other
		DFD responded to the above location in reference to a possible gas leak inside the residence. On arrival, crews deteremined the odor was from a space heater. No action taken.					
01/14/2012	30046	2012-000035	23:17	76	BEACON HILL DR		Cooking fire, confined to container
		RESPONDED TO THE ABOVE ADDRESS FOR A REPORT OF AN AUTOMATIC FIRE ALARM ACTIVATION. AN INVESTIGATION FOUND BURNT POPCORN IN THE MICROWAVE ACTIVATED THE ALARM. NO DAMAGE WAS CAUSED, NO ACTION TAKEN					
01/15/2012	30046	2012-000036	01:28	904	WHATCOAT DR		Passenger vehicle fire

Date	FDID	Incident#	Alarm	###	Address	Suite	Type

RESPONDED TO THE PARKING LOT OF THE ABOVE ADDRESS FOR A REPORT OF A VEHICLE FIRE. UNITS ARRIVED ON LOCATION TO FIND A VEHICLE THAT HAD BEEN ON FIRE AND WAS MOSTLY EXTINGUISHED WITH AN ABC EXTINGUISHER PRIOR TO FD ARRIVAL. THERE WAS STILL SMOKE IN THE DASH AREA. UNITS REMOVED THE DASH TO CHECK FOR EXTENSION/ADDITIONAL FIRE. THE BATTERY WAS DISCONNECTED.

BMX 325i
STEVEN KAPPER
DE# 973643

01/15/2012	30046	2012-000037	08:22	30	N NEW ST		Smoke detector activation due to malfunction

Call from the resident reporting that his alarm had activated for an unknown reason and wanted the residence checked. 54-15 (Bundek) had just cleared a stand by for Dover so he was sent to the residence to investigate. 54-15 found a detector which had malfunctioned. Resident was advised to have it replaced.

01/15/2012	30046	2012-000038	21:52	451	BANK LA		Overpressure rupture of air or gas pipe/pipeline

Dispatched to an active gas leak at the Chesapeake Storage fascility. Upon arrival, observed a leak under pressure coming from what appeared to be a relief valve and standpipe. The utility company was contacted to respond. Rail service was temporarily shut down due to the proximity of the leak to the tracks. Once technicians were on scene, the discovered a failed relief valve in the metering house. The relief valve was reset and terminated the leak. Placed the situation under control and released rail traffic.

User: O'Connor, Jr., Michael 01/15/2012 23:16:36

01/16/2012	30046	2012-000039	12:44	30	THE GREEN		Smoke detector activation, no fire - unintentional

On arrival occupant stated they were cleaning the basement and the detector activated from dust. Building checked with negetive results.

01/16/2012	30046	2012-000040	14:24	32	W LOOCKERMAN ST		Smoke detector activation due to malfunction

On arrival found a smoke detector activated outside of Apt 306. Building checked with negetive results. Units cleared.

01/16/2012	30046	2012-000041	17:04	1191	JEFFERSON CT		Carbon monoxide detector activation, no CO

On arrival occupant stated her CO detector started beeping this afternoon every few minutes. Residence was checked with FD gas meter with negetive results. Bad detector. Units cleared.

01/17/2012	30046	2012-000042	10:50	611	FOREST ST		System malfunction, other

Dispatched to above address for an automatic fire alarm. Upon arrival had crews from E4 and L2 investigate. They did not find anything and had the owner try to reset panel. Panel didn't reset, but went into trouble. Capt Hall advised tham to call thier alarm company to fix the system. Cleared.

01/17/2012	30046	2012-000043	16:17	11	LESTER CT		Electrical wiring/equipment problem, other

On the above date Dover Fire was alerted for report of a dryer fire inside the residence. Crews responded and found a electrical problem with the dryer. Dryer was removed for safety issues and homeowner was told to have electrician look into the problem. Homeowner was a Grant subject.

01/18/2012	30046	2012-000044	15:30	2030	PINE CABIN RD BLDG G		Local alarm system, malicious false alarm

PULL STATION FIRST FLOOR HALLWAY.R

01/18/2012	30046	2012-000045	15:55	141	N GOVERNORS BLVD		Public service assistance, other

CHILD LOCKED IN VEHICLE. SUBJECT EXTRICATED BY FIRE DEPARTMENT.

01/18/2012	30046	2012-000046	22:11	200	BANNING ST	170	Unintentional transmission of alarm, other

On arrival cleaning personnel stated they were leaving when the AFA activated. Crews checked the building and found a pull station activated in the Post Op area. Pull station 1M003. Building checked with negetive results. All units cleared.

No key card for front door entry in knox box.

01/18/2012	30046	2012-000047	23:59	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional

Dispatched to the above location for an AFA. Upon arrival, was met by DSU Security who advised burnt popcorn in the 3rd floor common area. Investigated and found same. Alarm was reset by security after investigation. Cleared scene.

User: O'Connor, Jr., Michael 01/22/2012 14:42:40

01/19/2012	30046	2012-000048	13:32	124	S STATE ST		Smoke scare, odor of smoke

E4's Crews checked a faulty heating system on the roof. L1's crew also checked the rest of the building for a sign or smell of smoke with no findings. Units cleared and turned the scene over to FM2.

01/19/2012	30046	2012-000049	16:26		SAULSBURY RD		Extrication of victim(s) from vehicle

MVC with no entrapment. No action taken.

01/22/2012	30046	2012-000050	11:26	400	DOGWOOD AVE		Chimney or flue fire, confined to chimney or flue

Responded to the above address for a report of a chimney fire. Crew from engine 4 investigated to find embers falling into the bottom of the fire place. They called for a salvage bucket to remove all the debris. FF Rhodes then when to the attic to check for any possible extension and FF Bashista went to the roof to check for extension. Attic division advised that there was crack on the inside part of the chimney facing the attic with embers blowing in the attic. The roof division reported alot of heat coming from the siding so he opened it up to check for extension he also requested a water can. I advised dispatch to contact the on call FM. FF Bashista was able to get the remaining embers with the water can and attic confirmed they were now clear with no embers. Scene was placed under control and turned over to FM1.

01/22/2012	30046	2012-000051	14:12	492	BARRISTER PL		Smoke scare, odor of smoke

Dispatched to the above location for a smoke investigation. Dispatched received a single call relating black smoke coming from the above location. While en route, Dover PD went on location and found the situation under control (smoke from wood stove). Held response to a single engine. Upon arrival, crew investigated and learned that the homeowner had started his wood stove by using lighter fluid. It was also noted that there was a very large pile of wood inside in the rear of the residence. Home owner was advised that using lighter fluid was not safe indoors. Cleared the scene.

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
					User: O'Connor, Jr., Michael 01/22/2012 14:36:40		
01/23/2012	30046	2012-000052	14:26	414	S GREENBERRY LANE		Carbon monoxide incident
					On arrival checked the residence and found 28ppm of CO in the residence. Chesapeake Utilities responded and the scene was turned over to same. Dover 17 cleared.		
01/24/2012	30046	2012-000053	08:12	120	S GOVERNORS AVE	A	Smoke detector activation, no fire - unintentional
					On arrival crews found unattended cooking in the kitchen of the structure. Occupants were cooking meatballs that smoked up the kitchen and activated the alarm. All units cleared.		
01/24/2012	30046	2012-000054	12:51	21	N STATE ST		Smoke detector activation due to malfunction
					On arival building manager advised there was a smoke detector activation outside Apt 330. Crews checked the area with negative results. All units cleared.		
01/24/2012	30046	2012-000055	14:07	820	CARVEL DR	J	Smoke or odor removal
					E4 ARRIVED TO FIND A TRASH CAN THAT WAS SET ON FIRE IN THE BASEMENT OF BUILDING J. DOVER 21 (M.CAREY) WAS ALSO ADVISED OF A TRASH CAN ON FIRE IN THE BASEMENT OF BUILDING I. CREWS REMOVED THE TRASH CAN THAT WAS ALREADY EXTINGUISHED BY RESIDENCES AND PROVIDED POSITIVE PRESSURE. UNITS CLEARED AND THE SCENE WAS TURNED OVER TO FM 1, FM2, AND DOVER POLICE.		
01/24/2012	30046	2012-000056	14:07	820	CARVEL DR	I	Smoke or odor removal
					E4 ARRIVED TO FIND A TRASH CAN THAT WAS SET ON FIRE IN THE BASEMENT OF BUILDING I. DOVER 21 (M.CAREY) WAS ALSO ADVISED OF A TRASH CAN ON FIRE IN THE BASEMENT OF BUILDING J. CREWS REMOVED THE TRASH CAN THAT WAS ALREADY EXTINGUISHED BY RESIDENCES. UNITS CLEARED AND THE SCENE WAS TURNED OVER TO FM 1, FM2, AND DOVER POLICE.		
01/24/2012	30046	2012-000057	14:57	25	S NEW ST		Cooking fire, confined to container
					E4'S CREW FOUND A OVEN FIRE THAT WAS EXTINGUISHED PRIOR TO OUR ARRIVAL. E4 PROVIDED POSITIVE PRESSURE AND E4 CLEARED.		
01/24/2012	30046	2012-000058	23:52	332	LOCUST POINT PL		False alarm or false call, other
					DFD responded to the above address in reference to an alarm activation. On arrival, the home owner advised he had a water leak which got inot the detector. This is the reason the alarm activated. No further action taken.		
01/25/2012	30046	2012-000059	02:45	208	PRESIDENT DR		Hazardous condition, other
					DFD responded to the above address in reference to a possible gas leak inside the residence. On arrival, crews determined the odor was emitting from a space heater. No action taken.		
01/26/2012	30046	2012-000060	16:52	956	WHATCOAT DR		Cooking fire, confined to container
					Unattended cooking. No action taken.		
01/26/2012	30046	2012-000061	18:26	139	SEWAN CIR		CO detector activation due to malfunction
					Dispatched to above address for a CO detector activation with injuries. Upon arrival found B63 on scene. B63 advised that there were no injuries but the CO detector had sounded. Crew from E4 investigated and found that the detector had malfunctioned. Told home owner of same and to change the battery. Cleared all units. G.D.Whitt Asst. Chief Dover Fire Dept.		
01/27/2012	30046	2012-000062	07:24	101	S QUEEN ST		Good intent call, other
					Dover Fire was alerted for report of a smoke detector going off in the above residence. Crews arrived on scene and found an abandoned residence with a audible smoke detector. Crews forced entry thru the front door and cleared the residence. Scene was placed under control and turned over to City Inspections and Dover PD.		
01/27/2012	30046	2012-000063	07:39	654	N DUPONT HWY		Extrication, rescue, other
					E4 and L1 responded for report of a subject with her hand trapped in the engine block to her vehicle in the parking lot of above. Upon arrival A63 had already removed the patient and was preparting for transport. Scene was placed under control and victim was transported to KGH.		
01/27/2012	30046	2012-000064	18:17	350	S QUEEN ST		Good intent call, other
					GOOD INTENT CALL FOR ODOR OF GAS.		
01/27/2012	30046	2012-000065	18:52	75	MCDANIEL DR		Fuel burner/boiler malfunction, fire confined
					On arrival found a 1 story single family dwelling with smoke in the structure. Occupant stated her kerosene heater had caught on fire in the house and that she had extinguished the fire. Occupant also removed the heater from the structure prior to FD arrival. Crews checked the residence with negative results. Crew set up positive pressure to ventilate the house. Scene turned over to the occupant all units cleared.		
01/28/2012	30046	2012-000066	19:15	164	NORWICH WAY		Outside rubbish, trash or waste fire
					Dispatched to the above location for a fire investigation. Upon arrival, found an open burn in a back yard. The home owner was burning an old tree fort. Advised the home owner of proper procedures and open burning regulations. Home owner extinguished the fire with the garden hose. No further action required.		
					User: O'Connor, Jr., Michael 01/29/2012 06:45:31		
01/29/2012	30046	2012-000067	12:13	1	E WALNUT ST		Cover assignment, standby, moveup
					Engine cover assignment Station 55 Magnolia.		
01/29/2012	30046	2012-000068	17:37		S STATE ST & BEECHWOOD AVE		Good intent call, other
					21 checked the area for a small fire on top of a picnic table. 21 checked the area with negative results.		
01/29/2012	30046	2012-000069	23:08	1131	N DUPONT HWY		Hazardous condition, other

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
					L1 AND E4 CREWS FOUND A DISH WASHER THAT WAS EXTINGUSHED PRIOR TO OUR ARRIVAL BY DOVER DOWNS SECURITY. THE POWER WAS SECURED TO THE KITCHEN AREA ON THE SECOND FLOOR. (BANQUET KITCHEN BREAKER.) CREWS CLEARED WITH NO FURTHER ACTION NEEDED AND TURNED THE SCENE OVER TO DOVER DOWNS SECURITY.		
01/30/2012	30046	2012-000070	14:31	259	NORTHDOWN DR		Smoke detector activation due to malfunction
					Smoke detector activation in vacant townhouse. Unfounded reason.		
01/30/2012	30046	2012-000071	15:02	298	S DUPONT WHY		Motor vehicle accident with injuries
					Responded to MVC with reported entrapment. Upon arrival a single patient had self extricated and was being treated by ALS/BLS		
01/31/2012	30046	2012-000072	03:06	161	WESTMINSTER DR		Cooking fire, confined to container
					Food burned on the stove by elderly gentelman.		

Total Incidents: 72

FY 11-12 City Funded Account Balance Sheet

ACCOUNT	BUDGET	SPENT	BALANCE
Apparatus Repairs & Maintenance	$ 62,000.00	$ 53,061.41	$ 8,938.59
Gasoline	$ 19,050.00	$ 11,728.37	$ 7,321.63
Medical Supplies	$ 700.00		$ 700.00
Other Equipment Repairs	$ 3,000.00		$ 3,000.00
Program Expenses	$ 36,630.00	$ 29,565.14	$ 7,064.86
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	$ 19,342.49	$ 6,757.51
Building Expenses- Electricity	$ 51,820.00	$ 30,478.86	$ 21,341.14
Building Maintenance Supplies	$ 1,650.00	$ 62.31	$ 1,587.69
Heating Expenses- Gas	$ 20,000.00	$ 4,903.72	$ 15,096.28
Telephone	$ 20,340.00	$ 3,928.49	$ 16,411.51
Water & Sewer	$ 3,150.00	$ 756.92	$ 2,393.08
Contractual Services	$ 16,587.00		$ 16,587.00
Training & Travel	$ 8,815.00	$ 4,184.00	$ 4,631.00
Pension	$ 3,500.00		$ 3,500.00
Office Supplies	$ 2,500.00	$888.90	$ 1,611.10

Balance as of: 01/31/12

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

	Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Ordinary Income/Expense									
Income									
City Quarterly Deposit									
	Deposit	01/27/2012	220092		Deposit		City Fund Account	70,323.00	70,323.00
Total City Quarterly Deposit								70,323.00	70,323.00
Total Income								70,323.00	70,323.00
Expense									
Apparatus Repairs & Maintenance									
	Check	01/15/2012	578	Atlantic Emergency Solutions	Invoice # MOR1585MOP		City Fund Account	3,419.17	3,419.17
	Check	01/15/2012	583	Dover Automotive	Invoice # 470213		City Fund Account	213.88	3,633.05
	Check	01/22/2012	588	Atlantic Emergency Solutions	Invoice-MOR1569MOP		City Fund Account	525.19	4,158.24
	Check	01/27/2012	590	Atlantic Emergency Solutions	MORO653MOP		City Fund Account	443.40	4,601.64
	Check	01/27/2012	590	Atlantic Emergency Solutions	MCR0661MC		City Fund Account	1,013.11	5,614.75
	Check	01/27/2012	590	Atlantic Emergency Solutions	MOR1516MOP		City Fund Account	1,322.42	6,937.17
	Check	01/27/2012	590	Atlantic Emergency Solutions	MOR1088MOP		City Fund Account	738.52	7,675.69
	Check	01/27/2012	593	Delmarva Kenworth	Invoice DK186457		City Fund Account	113.96	7,789.65
Total Apparatus Repairs & Maintenance								7,789.65	7,789.65
Electricity									
	Check	01/07/2012	576	City of Dover Utility	44343-32052		City Fund Account	3,038.46	3,038.46
	Check	01/15/2012	581	City of Dover Utility	Acct # 44255-31966		City Fund Account	584.66	3,623.12
Total Electricity								3,623.12	3,623.12
Gasoline									
	Check	01/27/2012	592	City of Dover	Oct & Nov Unleaded		City Fund Account	770.07	770.07
	Check	01/27/2012	592	City of Dover	Oct & Nov Bio Diesel		City Fund Account	3,121.77	3,891.84
Total Gasoline								3,891.84	3,891.84
Heating Expenses- Gas									
	Check	01/15/2012	580	Chesapeake Utilities	Acct # 01-72348-3180-1		City Fund Account	1,754.30	1,754.30
	Check	01/15/2012	580	Chesapeake Utilities	Acct # 01-300566-14195-1		City Fund Account	429.56	2,183.86
Total Heating Expenses- Gas								2,183.86	2,183.86
Office Supplies									
	Check	01/21/2012	587	Staples	Certificate Paper		City Fund Account	6.29	6.29
	Check	01/27/2012	592	City of Dover	Oct & Nov Postage Charges		City Fund Account	78.18	84.47
Total Office Supplies								84.47	84.47
Program Expenses									
	Check	01/15/2012	577	Airpower International	Annual Maintenance Contract for Air Compressor		City Fund Account	1,883.00	1,883.00
	Check	01/15/2012	585	Witmer Public Safety	Inv # 1300157		City Fund Account	924.84	2,807.84
	Check	01/15/2012	586	Witmer Public Safety	Inv # 1141284		City Fund Account	101.83	2,909.67
	Check	01/27/2012	596	Municipal Emergency Services	Invoice-00286755_SNV		City Fund Account	10,097.70	13,007.37
Total Program Expenses								13,007.37	13,007.37
Small Tolls									
	Check	01/15/2012	586	Witmer Public Safety	Inv # 1310927		City Fund Account	173.00	173.00
Total Small Tolls								173.00	173.00
Telephone									
	Check	01/07/2012	575	Chief Technologies, LLC	Invoice # 605		City Fund Account	342.00	342.00
	Check	01/27/2012	592	City of Dover	Oct & Nov Verizon Charges		City Fund Account	486.08	828.08
	Check	01/27/2012	592	City of Dover	Oct & Nov Cavalier Charges		City Fund Account	35.35	863.43
Total Telephone								863.43	863.43

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

	Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Training & Travel Expenses									
	Check	01/15/2012	582	Delaware Safety Council	15 students		City Fund Account	300.00	300.00
Total Training & Travel Expenses								300.00	300.00
Uniforms									
	Check	01/15/2012	579	Charles Boyer	Ticket # 219116		City Fund Account	21.25	21.25
	Check	01/15/2012	584	Municipal Emergency Services	Inv 00286272_SNV		City Fund Account	1,075.57	1,096.82
	Check	01/22/2012	589	Witmer Public Safety	Invoice- 1307293		City Fund Account	889.60	1,986.42
	Check	01/27/2012	591	Charles Boyer	Invoice- 219117		City Fund Account	81.60	2,068.02
	Check	01/27/2012	594	Dover Army-Navy Store	Invoice # 18922		City Fund Account	629.20	2,697.22
	Check	01/27/2012	595	Municipal Emergency Services	Invoice-00282231_SNV		City Fund Account	6,585.82	9,283.04
Total Uniforms								9,283.04	9,283.04
Water/Sewer									
	Check	01/07/2012	576	City of Dover Utility	44345-32054		City Fund Account	46.25	46.25
	Check	01/07/2012	576	City of Dover Utility	44341-32050		City Fund Account	11.54	57.79
	Check	01/15/2012	581	City of Dover Utility	Acct # 44253-31964		City Fund Account	20.96	78.75
Total Water/Sewer								78.75	78.75
Total Expense								41,278.53	41,278.53
Net Ordinary Income								29,044.47	29,044.47
Net Income								**29,044.47**	**29,044.47**

City of Dover

Capital Investment Plan

Project Tracking Report

January 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

	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	$ 8,341,416	$ 12,127,664	40.8%	$ 11,195,009	$ 14,298,890	$ 4,171,226	29.2%	Started	Bid Pack A - Done. Bid Pack B - 40% Complete/Construction
3			**Totals - FY09**	$ 18,200,000	$ 20,469,080	$ 8,341,416	$ 12,127,664	40.8%	$ 11,195,009	$ 14,298,890	$ 4,171,226	29.2%		
4														
5			**FY2012**											
6	---		Ann FD Truck Payment	$ 244,820	$ 244,820	$ 216,794	$ 28,026	88.6%	$ 244,820	$ 244,820	$ 216,794	88.6%		
7	---		Vehicles & Equipment	377,927	377,927	29,299	348,628	7.8%	377,927	377,927	29,299	7.8%		Sweeper due in Jan. 2012; Sanitation Truck due in March 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%		Pending financing
10	ST1202		Concrete Program	30,000	30,000	-	30,000	0.0%	30,000	30,000	-	0.0%		Bid development in process
11	ST1203		Streets Dump Truck Refurbishment	30,000	30,000	1,521	28,479	5.1%	30,000	30,000	1,521	5.1%		In progress
12			City Hall Sprinkler System	-	-	-	-	0.0%	-	220,000	-	0.0%		
13			**Totals - FY12**	$ 1,712,747	$ 2,462,747	$ 247,614	$ 2,215,133	10.1%	$ 1,712,747	$ 2,682,747	$ 247,614	9.2%		
14														
15			**Grand Totals**	$ 19,912,747	$ 22,931,827	$ 8,589,030	$ 14,342,797	37.5%	$ 12,907,756	$ 16,981,637	$ 4,418,840	26.0%		

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
January, 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%		
8			**Totals**	$ 613,612	$ 613,612	$ -	$ 21,950	0.0%	$ -	$ 613,612	$ -	0.0%		
9														
10			**FY2012**											
11	CT	M	Street Projects - State Funds	$ 950,000	$ 800,000	$ 9,135	$ 790,865	1.1%	$ 950,000	$ 121,388	$ 9,135	7.5%	In process	Concrete work on Independence Blvd complete
12	Various	B/L	Street Projects - General Fund	350,000	1,750,000	15,300	1,734,700	0.9%	350,000	875,000	15,300		In process	Concrete work on Hazel to proceed in January/February
13	CT1201	M	North Street Roundabout	-	500,000	-	500,000	0.0%	-	500,000	-	0.0%	In process	60% complete
14	TE1201	M	Lincoln Park Center	900,000	900,000	4,788	895,212	0.0%	900,000	900,000	4,788	0.5%		
15			**Totals**	$ 2,200,000	$ 3,950,000	$ 29,223	$ 3,920,777	0.7%	$ 2,200,000	$ 2,396,388	$ 29,223	1.3%		
16														
17			**Grand Totals**	$ 2,878,612	$ 4,628,612	$ 29,223	$ 4,007,727	0.6%	$ 2,200,000	$ 3,075,000	$ 29,223	1.3%		

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.
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
January, 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	Comments
1			**FY 2008**											
2	WD0804	M	1.0 MG Elevated Water Storage	$ 4,196,600	$ 2,590,000	$ 29,099	$ 2,560,901	1.1%	$ -	$ 178,916	$ 8,015	4.5%	Started	Option to purchase land agreement under review
3	WD0805	M	Piney Point Well	398,800	665,000	69,316	595,684	10.4%	-	147,319	1,634	1.1%	Started	DNREC permitting ongoing
4	WW0810	M/SL	US 13 East Sanitary Sewer Interceptor	2,376,800	3,022,562	3,231,960	(209,398)	106.9%	-	295,722	286,361	96.8%	Complete	Complete
5			**Totals - FY08**	$ 6,972,200	$ 6,277,562	$ 3,330,375	$ 2,947,187	53.1%	$ -	$ 621,957	$ 296,010	47.6%		
6														
7			**FY2009**											
8	WQ0905	M/SL	Bayard Avenue	$ 590,910	$ 490,910	$ 475,888	$ 15,022	96.9%	$ -	$ 239,121	$ 189,098	79.1%	In process	Complete; Final invoice Jan 2012;
9	WQ0907	M/SL	Route 13 Water Main	1,058,700	2,282,682	1,944,598	338,084	85.2%	-	1,869,872	1,531,787	81.9%	In process	Constr complete; Punchlist & Insp;
10			**Totals - FY09**	$ 1,649,610	$ 2,773,592	$ 2,420,485	$ 353,107	87.3%	$ -	$ 2,108,993	$ 1,720,885	81.6%		
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%	In process	Work is complete; close out documents/final invoice in progress
14	WW1007	M/SL	Fox Hall Pump Station	427,900	392,044	50,491	341,553	12.9%	-	360,687	278	0.1%	Started	Will start after Heatherfield;
15	WW1008	M/SL	Heatherfield F/M Rerouting	220,400	324,916	48,973	275,943	15.1%	-	237,506	278	0.1%	Started	Project 75% complete; Not paid yet;
16	WW1010	I	Tar Ditch Interceptor Upgrade	518,230	518,230	28,014	490,216	5.4%	-	495,359	5,143	1.0%	Started	Resolution of easement issue pending;
17			**Totals - FY10**	$ 2,966,530	$ 3,357,726	$ 1,889,162	$ 1,468,564	56.3%	$ 1,800,000	$ 1,859,753	$ 409,828	22.0%		
18														
19			**FY2011**											
20	WQ1103		WQI - Ross Street	-	71,840	-	71,840	0.0%	71,840	36,840	-	0.0%		Preliminary design complete
21	WW1101	M/SL	Inflow/Infiltration Removal	500,000	500,000	364,340	135,660	72.9%	-	457,601	321,940	70.4%	Started	Project 97% complete;
22	WW1104	SL	Lepore Road P/S Replacement	52,000	402,000	71,661	330,339	17.8%	350,000	350,000	16,125	4.6%	Started	Final design revisions pending;
23			**Totals - FY11**	$ 552,000	$ 973,840	$ 436,001	$ 537,839	44.8%	$ 421,840	$ 844,441	$ 338,065	40.0%		
24														
25			**FY2012**											
26	---		Vehicles & Equipment	$ 115,000	$ 115,000	$ 110,514	$ 4,486	96.1%	$ 115,000	$ 115,000	$ 110,514	96.1%	In process	Vehicles received;
27	WD1201		Pay-As-You-Go Water Station	30,240	30,240	-	30,240	0.0%	30,240	30,240	-	0.0%		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%		Misc. repairs or emergencies
29	WD1203	R	Wellhead Redevelopment Program	65,000	65,000	42,821	22,179	65.9%	65,000	65,000	42,821	65.9%	In process	Well #1 complete; Well #9 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	-	51,200	0.0%	51,200	51,200	-	0.0%		Installation to begin late February
32	WQ1202		WQI - New Street	97,120	97,120	9,600.00	87,520	9.9%	97,120	97,120	9,600	9.9%	Started	Design started;
33	WQ1203		WQI - Silver Lake	279,840	279,840	98,585.59	181,254	35.2%	279,840	279,840	98,586	35.2%	In process	Construction started
34	WW1201	M/SL	Inflow/Infiltration Removal	1,000,000	1,000,000	22,725	977,275	2.3%	1,000,000	1,000,000	22,725	2.3%	Started	Design started, early spring const.
35	WW1202	R	SCADA Equipment Replacement	84,900	84,900	65,696	19,204	77.4%	84,900	84,900	65,696	77.4%	In process	Project 50% 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%		Misc. repairs or emergencies
37	WW1204	M	Wilmington College Pump Station	25,000	25,000	8,627	16,373	34.5%	25,000	25,000	8,627	34.5%	Started	Design started - actually Baltray PS
38	WW1205	M	Dover Brook Gardens P/S Replace	15,000	15,000	3,345.57	11,654	22.3%	15,000	15,000	3,346	22.3%	Started	Design started
39	WW1206	M	Brandywine Pump Station Replace	52,000	52,000	12,624.52	39,375	24.3%	52,000	52,000	12,625	24.3%	Started	Design started
40	WW1207	M	McKee Rd Pump Station Communator Replacement	10,000	10,000	2,050.62	7,949	20.5%	10,000	10,000	2,051	20.5%		Design started
41				$ 2,002,300	$ 2,002,300	$ 392,229.63	$ 1,610,070	0.0%	$ 2,002,300	$ 1,922,300	$ 392,230	20.4%		
42														
43			**Grand Totals**	$ 14,142,640	$ 15,385,020	$ 8,468,254	$ 6,916,766	55.0%	$ 4,224,140	$ 7,357,444	$ 3,157,018	42.9%		

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
January, 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	269,517	139,483	65.9%	184,000	196,331	56,848	29.0%		Motor work this spring
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%	Started	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	$ 725,812	$ 242,328	75.0%	$ 279,410	$ 366,455	$ 163,719	44.7%		
8														
9			**FY2012**											
10	---		Vehicles & Equipment	$ 168,828	$ 168,828	$ 71,241	$ 97,587	42.2%	$ 168,828	$ 144,328	$ 71,241	49.4%		All vehicles received
11	EE1201		Substation PT & CT Replacement	267,715	267,715	188,708	79,007	70.5%	267,715	267,715	188,708	70.5%	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	110,881	44,119	71.5%	155,000	155,000	110,881	71.5%	In process	Materials ordered
16	EE1206	R	Disb. Feeder Replacement	377,510	377,510	238,729	138,781	63.2%	377,510	377,510	238,729	63.2%	In process	On-going
17	EE1207	R	Disb. Capacitors & Controls	100,000	100,000	26,494	73,506	26.5%	100,000	100,000	26,494	26.5%	In process	Materials ordered
18	EE1208	R	Transmission Line Maintenance	75,000	75,000	26,967	48,033	36.0%	75,000	75,000	26,967	36.0%	Started	Materials ordered
19	EE1209		Scada Master Hardware Replacement	75,000	75,000	71,560	3,440	95.4%	75,000	75,000	71,560	95.4%	Started	Materials ordered
20	EE1210		Substation Battery	-	24,500	15,251	9,249	62.2%	24,500	24,500	15,251	62.2%	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	193,856	285,608	40.4%	479,464	479,464	193,856	40.4%	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	76,677	363,323	17.4%	440,000	440,000	76,677	17.4%	Started	Bid rec'd; CAF to Council 2/12
25	EG1202	M	Unit 3 Boiler Systems	390,000	130,000	-	130,000	0.0%	130,000	130,000		0.0%		Will complete Spring outage;
26	EG1203		Unit 3 FD & ID Fan Control Damper Upgrade	92,000	92,000	1,478	90,522	1.6%	92,000	92,000	1,478	1.6%	Started	Developing contract scope/bid
27	EG1204		Unit 3 DCS Computers & Software Upgrades	85,000	85,000	-	85,000	0.0%	85,000	85,000	-	0.0%		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	-	65,000	0.0%	65,000	65,000	-	0.0%		Bids in Feb; Complete by June
30	EG1207	M	Unit 11 Component Replacement @ Van Sant	50,000	50,000	24,595	25,405	49.2%	50,000	50,000	24,595	49.2%	In process	Remaining scoped in devlpmnt
31	EG1208		Switchyard Blast Walls @ McKee Run	50,000	50,000	5,328	44,672	10.7%	50,000	50,000	5,328	10.7%	In process	Developing work scope; To be completed June 2012
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	Sent out bids; 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%		On track for spring outage; Bid
35	EG1212	M	Unit 3 Turbine Inspection	1,021,000	348,000	8,634	339,366	2.5%	348,000	348,000	8,634	2.5%	In process	High bid; Council amendment;
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	Partial completion; scope to finish being developed
37	EU1201	R	Distribution Upgrades	500,000	500,000	230,655	269,345	46.1%	500,000	500,000	230,655	46.1%	In process	On-going
38				$ 5,962,300	$ 4,014,553	$ 1,524,285	$ 2,490,268	0.0%	$ 4,014,553	$ 3,990,053	$ 1,524,285	38.2%		
39														
40			**Grand Totals**	$ 7,136,700	$ 4,982,693	$ 2,250,097	$ 2,732,596	25.0%	$ 4,293,963	$ 4,356,508	$ 1,688,004	38.7%		

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 Assessor's Office

MEMO

TO: Mayor & Council

FROM: Cheryl A. Russell, AAS

RE: Property Assessment Appeal Dates

I request the following dates and times be established for the 2012 Property Assessment Appeals.

May 21, 2012 - May 25, 2012 9:00 A.M. until 4:00 P.M.

May 29, 2012 - June 1, 2012 9:00 A.M. until 4:00 P.M.*

The hearing times are subject to change.

If you have any questions, please feel free to contact the Assessor's Office.

*If Needed

BAIRD MANDALAS LLC
ATTORNEYS AT LAW

103 S. BRADFORD STREET
DOVER, DELAWARE 19904
(302) 677-0061 (TEL.)
(302) 677-0065 (FAX)

AUTHOR'S EMAIL:
glenn@bairdmandalas.com

March 7, 2012

Scott Koenig, City Manager
City Hall - 15 Loockerman Plaza
Dover, Delaware 19903

RE: City of Dover Labor Negotiations

Dear City Manager Koenig:

Thank you for selecting Baird Mandalas, LLC to represent the City of Dover in connection with labor negotiations with the Dover Fraternal Order of Police, Lodge 15 ("FOP"), the International Brotherhood of Electrical Workers Local 1238 ("IBEW"), and the Dover Organization of Employees ("DOE"). This letter will confirm the terms of my firm's engagement. I will have primary responsibility for your representation but I may use other firm lawyers and legal assistants as appropriate under the circumstances. The specific terms of my firm's engagement are as follows:

1. Fees and Hourly Rates: My firm's fee to negotiate collective bargaining agreements outside of mediation, arbitration, or litigation between the City and the FOP, the City and DOE, and the wage and benefits portion of the IBEW collective bargaining agreement shall be FIFTY-FIVE THOUSAND DOLLARS ($55,000). The fee shall be for the limited services aforementioned and shall be earned as follows:

Fee Schedule	
$4,487.50	Due now for services already rendered (see enclosed invoices)
$30,000.00 (in four monthly installments)	$7,500 per month for an estimated four months, and due on the 10th day of the subsequent month for each of March, April, May, and June, 2012. For negotiating sessions, negotiating preparations, telephone calls, research, preparation of correspondence and memorandums, and other related activities.
$12,000.00	Due upon the execution of the FOP collective bargaining agreement.
$5,000.00	Due upon the execution of the DOE collective bargaining agreement.
$3,512.50	Due upon the execution of an agreement on the wage and benefits portion of the IBEW collective bargaining agreement.
$55,000 (Total)	

Any additional services including mediation, arbitration, and litigation, and tasks associated with mediation, arbitration, and litigation, shall be additional services not included in the fee schedule above, and shall be separately invoiced at the hourly rate of $160 per hour. I may rely upon other lawyers and assistants in my firm for additional services including Kevin Baird, Esquire, and Michael Hoffman, Esquire, whose services shall also be invoiced at the hourly rate of $160 per hour.

2. Billing: My firm will provide you with monthly invoices that itemize all fees and costs expended on your behalf. All invoices are due and payable upon receipt, and any balances which remain outstanding more than 60 days may accrue interest.

3. Retainer: My firm will not require an advance retainer for this representation. If we receive any money from you that is not for fees earned or costs it will be placed into our Rule 1.15 attorney trust account and will be applied to future invoices. Any of those funds remaining in our trust account at the end of this representation will be returned to you.

4. Expedited Matters: Should you require our services on an expedited or emergency basis, we may charge at a higher rate.

5. Termination for Non-Payment: We reserve the right to terminate our attorney/client relationship for non-payment of fees and costs.

6. Costs: "Costs" include any and all out-of-pocket expenses, such as filing fees, transcript costs, expert fees, copying costs, long distance telephone calls, cellular telephone charges, and travel expenses. All costs expended on your behalf will be itemized and billed on each monthly statement.

7. Documents/files: I may send you documents, correspondence, and other information throughout the representation. These copies will be your file copies, please retain them. I will also keep the information in a file in my office, which will be my file. At the conclusion of your matter, I will close my file and store your file for approximately five years. I will destroy the file after that period unless you instruct me in writing now to keep your file longer.

8. Miscellaneous. Every effort will be made to keep you well informed as to the progress of all matters at all times. Please feel free to call at any time to discuss the present status or any other aspect of any matter.

I have made no guarantees regarding the disposition of any phase of any matters in which the City has sought or may seek my assistance, and any estimation of the probable outcome is expressed only as an opinion.

At your earliest opportunity, please countersign this agreement and return it in the enclosed envelope so that we will have a mutual memorandum of our understanding.

Very truly yours,

GLENN C. MANDALAS

GCM/lss

AGREED AND UNDERSTOOD this _____ day of _____, 2012.

BY:_____
Authorized City Official

ACTION FORM

PROCEEDING: Council	
DEPARTMENT OF ORIGIN: Parks, Recreation & Library	**DATE SUBMITTED**: 3/2/12
PREPARED BY: Margery K. Cyr	
SUBJECT: Purchase of Furniture for New Library	
REFERENCE: New Library	
RELATED PROJECT: N/A	
REVIEWED BY: City Manager and Controller/Treasurer	
EXHIBITS: Furniture Specifications	
EXPENDITURE REQUIRED: $309,000	**AMOUNT BUDGETED**: $703,000
FUNDING SOURCE (Dept./Page in CIP & Budget): Parks, Recreation & Library CIP page 15	
TIMETABLE: Order in March for delivery in July 2012	
RECOMMENDED ACTION: Staff recommends City Council approval of the purchase of the furniture for the new Library in the amount of $309,000 from Corporate Interiors.	

BACKGROUND AND ANALYSIS

Ground was broken on the new Dover Public Library in April 2011. The Library is at 50% construction and on time for a June 2012 construction completion date. Included in the project budget is $703,000 for furniture and fixtures. There is lead time on the order and delivery necessary so that furniture may be delivered and installed to meet construction schedule and deadlines. The furniture and fixtures purchases are being coordinated with the construction and delivery dates. Furniture that could not be purchased through State contract will be bid and if applicable, presented to Council at a later date. In accordance with our purchasing policy, equipment purchases under $200,000 are not required to have Council approval, unless a sole source procurement, sole vendor or not low bid. Bids are required for purchased over $25,000 and staff oversees this process.

Budget – Furniture & Fixtures	$703,000
Shelving approved 2/27/11	$293,000
Furniture purchased through State contract	$309,000 (as attached)

Staff has reviewed and recommends approval of the furniture order from Corporate Interiors through the state contract which is per the cooperative purchasing policy (Section 3.5) in place in the City of Dover.

corporate interiors
a new perspective for the workplace

223 Lisa Drive New Castle, DE 19720
Phone: 302-323-9100 Fax: 302-323-9251

161 Washington Street - Suite 200 Conshohocken, PA 19428
Phone: 610-631-5400 Fax: 610-631-2720

Toll Free: 1-800-690-9101
www.corporate-interiors.com

an Authorized Steelcase Dealer

Quotation

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project Number
113375	2/16/2012		STA004	SHAWN BELL	

QUOTE TO:
JESSICA DOUGHERTY
HOLZMAN MOSS BOTTINO ARCHITECT
214 WEST 29TH STREET TOWER
17TH FLOOR
New York, NY 10001

P: 1.212.465.0808 X254
F: 1.212.465.2226

SHIP TO:
JESSICA DOUGHERTY
HOLZMAN MOSS BOTTINO ARCHITECT
214 WEST 29TH STREET TOWER
17TH FLOOR
New York, NY 10001

P: 1.212.465.0808 X254
F: 1.212.465.2226

Terms: NET 30 DAYS

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
		QUOTES OF CORPORATE INTERIORS, INC. ARE VALID FOR 30 DAYS. APPROVAL: "By my signature below, I have reviewed all surface materials (i.e. paint, fabric, plastic, veneer, etc.) with my CI sales representative. I approve the selections as quoted." ALL PRICING ON THIS QUOTE IS BASED UPON THE QUANTITIES REQUESTED ON HOLZMAN MOSS DRAWINGS AND SPREADSHEET DATED 1/13/12. FINISHES ARE BASED UPON GROUP 1 FINISHES		
BEG	**Subsection**	**1ST FLOOR**		
1	1	9798BL SAFCO PR AT YOUR DISPOSAL RECYCLING CENTER, 46"w x 16"d x 33"h, impact and moisture resistant polyethylene, three separate, 28 gallon bins under one lid, Decals are included Tag For: TR-01/RM 102-A	132.68	132.68
2	1	LNLECT2730 FIXTURES Lectern, 27x30 E06 SATIN SILVER WOODGRAIN LAMINATES Woodgrain Laminates L12 WILD CHERRY LD Solid Urethane	865.08	865.08

Client Initial: _____

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Quotation

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project Number
113375	2/16/2012		STA004	SHAWN BELL	

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
		U05 WROUGHT IRON ~ Casters ~ Standard Modesty (same HPL as worksurface)		
	Tag For:	PO-01/107A-B		
3	2	OTG11641B OFFICES TO MESH BACK TASK CHAIR, BLACK LEATHER SEAT, BLACK FRAME	180.00	360.00
	Tag For:	CH-02/112		
4	1	1961-6 GLOBAL I ALERO-Medium Back Pneumatic Task chair w/arms - Fabric FINISHES ~03 GRADE 03 ~DRMA DRAMA D804 1-BLACK ARM GL A-(STD) HEIGHT ADJUSTABLE SSU FRAME/EDGE BK F-(STD) BLACK CASTER/KEYS (OPT) C1 C-(STD) 2" DUAL-WHL CASTOR - BLCK CHAIR BASES (OPT) ~ (STD) CYLINDER OPTION (OPT) ~ (STD) SEATING FOAM (OPT) ~ (STD) ARM WIDTH (OPT) ~ (STD)	285.00	285.00
	Tag For:	CH-12/114		
5	1	2243 GLOBAL I DRAFTING STOOL KIT-W/ 10 gas cylinder. Chrome outer ring.	184.00	184.00
	Tag For:	CH-12/114		
6	6	383GA COMMUNITY MELROSE ALL WOOD CHAIR, horizontal slat back, MWO MEDIUM WALNUT ON OAK	139.59	837.54
	Tag For:	CH-04/114		
7	1	LNSH3060CH/SM/LV FIXTURES Teacher Station, 30x60, seated height, crank Adj, LH Small Cab Stg, RIGHT HAND LRG CAB ,	2,148.66	2,148.66

Client Initial: _____

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Quotation

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project Number
113375	2/16/2012		STA004	SHAWN BELL	

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
		HPLBP High Pressure Laminate Back Panel E016 SATIN SILVER WOODGRAIN LAMINATES Woodgrain Laminates L12 WILD CHERRY LD Solid Urethane U05 WROUGHT IRON M05 WROUGHT IRON ~ No Rack ~ Casters BP Black Pulls On Storage		
	Tag For:	DE-01/114		
8	4	CUSTOM TERRAIN CUSTOM DISPLAY TABLE AS PER DRAWING BD-01 PROVIDED BY HOLZMAN MOSS BOTTINO ARCHITECTURE. VENEER WITH CUSTOM FINISH TO MATCH COMMUNITY MEDIUM WALNUT ON OAK.	3,008.35	12,033.40
	Tag For:	DT-01/114		
9	6	TS31408 STEELCAS Chair-Jenny, Lounge, Wood Arms ARMS :3412 FC/OP NATURAL CHERRY UPHLSTRY:59DG GRADED IN PR. GRP. 7 DESIGNTEX GROUP Purchaser: VENDOR Pattern: OSCILLATE -3238 Color: MALLARD -401 Direction: VERTICAL OPTIONS * * OPTIONS * * LEG OPT *OPT:LEG OPTIONS WOOD WOOD LEGS LEGS LEGS WOOD VEN *LEGS:WOOD 3412 FC/OP NATURAL CHERRY	957.60	5,745.60
	Tag For:	L-01A/114		
10	5	TS31408 STEELCAS Chair-Jenny, Lounge, Wood Arms ARMS :3412 FC/OP NATURAL CHERRY UPHLSTRY:59DH GRADED IN PR. GRP. 8 DESIGNTEX GROUP Purchaser: VENDOR	982.11	4,910.55

Client Initial: _____

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Phone: 302-323-9100 Fax: 302-323-9251

161 Washington Street - Suite 200 Conshohocken, PA 19428
Phone: 610-631-5400 Fax: 610-631-2720

Toll Free: 1-800-690-9101
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an Authorized Steelcase Dealer

Quotation

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project Number
113375	2/16/2012		STA004	SHAWN BELL	

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
		Pattern: MAGLIA -3233 Color: KUMQUAT -701 Direction: VERTICAL OPTIONS * * OPTIONS * * LEG OPT *OPT:LEG OPTIONS WOOD WOOD LEGS LEGS LEGS WOOD VEN *LEGS:WOOD 3412 FC/OP NATURAL CHERRY		
	Tag For:	l-01B/114		
11	10	TS31401 STEELCAS Chair-Jenny,Armless UPHLSTRY:59DB GRADED IN PR. GRP. 2 DESIGNTEX GROUP Purchaser: VENDOR Pattern: LUDINGTON -3285 Color: EARTH -702 Direction: VERTICAL OPTIONS * * OPTIONS * * LEG OPT *OPT:LEG OPTIONS WOOD WOOD LEGS LEGS LEGS WOOD VEN *LEGS:WOOD 3412 FC/OP NATURAL CHERRY	673.17	6,731.70
	Tag For:	L-02/114		
12	1	OPAC-02A TERRAIN CUSTOM UNIT AS PER DRAWING OPAC-02A PROVIDED BY HOLZMAN MOSS BOTTINO ARCHITURE. VENEER WITH CUSTOM FINISH TO MATCH COMMUNITY MEDIUM WALNUT ON OAK.	1,584.60	1,584.60
	Tag For:	OP-02A/114		
13	8	CYLINDER TABLE TERRAIN 18" DIAMETER x 18"H OVERALL, Wilsonart Laminate-7054-60 WILD CHERRY, 3"H BLACK PLINTH BASE	251.18	2,009.44
	Tag For:	ST-01/114		
14	4	820L-30RD CAROLINA 30" DIAM x 14.5H COCKTAIL TABLE WITH LAMINATE TOP. WILSONART 7054-60 WILD CHERRY	548.91	2,195.64
	Tag For:	TA-02/114		
15	3	JE42R-29MT COMMUNITY JEFFERSON 42" DIAM x29H TABLE WITH TAPERED LEGS, ADA COMPLIANT	517.94	1,553.82

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Quotation

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project Number
113375	2/16/2012		STA004	SHAWN BELL	

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
		MWO MEDIUM WALNUT ON OAK		
	Tag For:	TA-04/114		
16	2	9798BL SAFCO PR AT YOUR DISPOSAL RECYCLING CENTER, 46"w x 16"d x 33"h, impact and moisture resistant polyethylene, three separate, 28 gallon bins under one lid, Decals are included	132.68	265.36
	Tag For:	TR-01/RM 114		
17	1	1961-6 GLOBAL I ALERO-Medium Back Pneumatic Task chair w/arms - Fabric FINISHES ~03 GRADE 03 ~DRMA DRAMA D804 1-BLACK ARM GL A-(STD) HEIGHT ADJUSTABLE SSU FRAME/EDGE BK F-(STD) BLACK CASTER/KEYS (OPT) C1 C-(STD) 2" DUAL-WHL CASTOR - BLCK CHAIR BASES (OPT) ~ (STD) CYLINDER OPTION (OPT) ~ (STD) SEATING FOAM (OPT) ~ (STD) ARM WIDTH (OPT) ~ (STD)	285.00	285.00
	Tag For:	CH-12/115		
18	1	2243 GLOBAL I DRAFTING STOOL KIT-W/ 10 gas cylinder. Chrome outer ring.	184.00	184.00
	Tag For:	CH-12/115		
19	10	SG.AY.4L.15.6BK.7BK STELTER VANERUM STELTER AIRLEY SHELL ON 4 LEG FRAME 15.5" HIGH BLACK SHELL WITH BLACK POWDER COATED FRAME FINISH, NYLON GLIDES. STANDARD VANERUM STELTER FINISHES	73.14	731.40
	Tag For:	CH-07/115		
20	10	SG.AY.4L.17.6BK.7BK STELTER VANERUM STELTER AIRLEY SHELL ON 4 LEG FRAME 17.5"HIGH BLACK SHELL WITH BLACK POWDER COATED FRAME FINISH, NYLON GLIDES, STANDARD VANERUM STELTER	73.14	731.40

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113375	2/16/2012		STA004	SHAWN BELL	

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
		FINISHES		
	Tag For:	CH-08/115		
21	1	LNSH3060CH/SM/LV FIXTURES Teacher Station, 30x60, seated height, crank Adj, LH Small Cab Stg, RIGHT HAND LRG CAB , HPLBP High Pressure Laminate Back Panel E06 SATIN SILVER WOODGRAIN LAMINATES Woodgrain Laminates L14 ZEBRANO LD Solid Urethane U05 WROUGHT IRON M05 WROUGHT IRON ~ No Rack ~ Casters BP Black Pulls On Storage	2,148.66	2,148.66
	Tag For:	DE-01/115		
22	1	OPAC-02B TERRAIN CUSTOM UNIT AS PER DRAWING OPAC-02B PROVIDED BY HOLZMAN MOSS BOTTINO ARCHITURE. VENEER WITH CUSTOM FINISH TO MATCH COMMUNITY NATURAL MAPLE ON BEECH. INSET: MARMOLEUM REAL COLOR: 3173 VAN GOGH	1,741.73	1,741.73
	Tag For:	OP-02B/115		
23	1	OPAC-02C TERRAIN CUSTOM UNIT AS PER DRAWING OPAC-02C PROVIDED BY HOLZMAN MOSS BOTTINO ARCHITURE. VENEER WITH CUSTOM FINISH TO MATCH COMMUNITY NATURAL MAPLE ON BEECH. INSET: MARMOLEUM REAL COLOR: 3173 VAN GOGH	2,850.00	2,850.00
	Tag For:	OP-02C/115		
24	1	ALT3000 AGATI ALTRA FORMA SET C- 19 PIECE SET	8,391.08	8,391.08

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113375	2/16/2012		STA004	SHAWN BELL	

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
	Tag For:	SG-02/115		
25	6	CYLINDER TABLE TERRAIN 18" DIAMETER x 18"H OVERALL, Wilsonart Laminate- 9011-58 FORMICA ZEBRANO 3"H BLACK PLINTH BASE	251.18	1,507.08
	Tag For:	ST-01/115		
26	6	TB.MIG.R.7236.7CM STELTER 72x30 EARLY CHILDHOOD COMPUTER TABLE, ADJ HGT MAPLE 2MP LAMINATE SMOKE STONE 9SS EDGE BAND	596.25	3,577.50
	Tag For:	TA-05A/115		
27	2	TB,MIG.R.3630.7CM STELTER MIRAGE 36"W X 30"D TABLE, ADJ HGT MAPLE 2MP LAMINATE SMOKE STONE 9SS EDGE BAND	454.21	908.42
	Tag For:	TA-05B/115		
28	2	9798BL SAFCO PR AT YOUR DISPOSAL RECYCLING CENTER, 46"w x 16"d x 33"h, impact and moisture resistant polyethylene, three separate, 28 gallon bins under one lid, Decals are included	132.68	265.36
	Tag For:	TR-01/RM 115		
29	33	SG.AY.4L.15.6BK.7BK STELTER VANERUM STELTER AIRLEY SHELL ON 4 LEG FRAME 15.5" HIGH BLACK SHELL WITH BLACK POWDER COATED FRAME FINISH, NYLON GLIDES. STANDARD VANERUM STELTER FINISHES	73.14	2,413.62
	Tag For:	CH-07/116		
30	33	SG.AY.4L.17.6BK.7BK STELTER VANERUM STELTER AIRLEY SHELL ON 4 LEG FRAME 17.5"HIGH BLACK SHELL WITH BLACK POWDER COATED FRAME FINISH, NYLON GLIDES, STANDARD VANERUM STELTER FINISHES	73.14	2,413.62
	Tag For:	CH-08/116		
31	2	KTV68 KRUEGER DOLLY, COLOR: BE, BASE OPTION: SC	301.60	603.20
	Tag For:	DO-01/116		

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113375	2/16/2012		STA004	SHAWN BELL	

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
32	11	S11475185 KRUEGER 30X72 table Special Items: • LEGS ARE FIXED HEIGHT AT 26" OVERALL TABLE HEIGHT STANDARD FINISHES	387.44	4,261.84
	Tag For:	TA-10/116		
33	1	SET UP FEE KRUEGER ADDITIONAL 2 WEEK LEAD TIME REQUIRED	75.00	75.00
34	1	OTG11641B OFFICES TO MESH BACK TASK CHAIR, BLACK LEATHER SEAT, BLACK FRAME	180.00	180.00
	Tag For:	CH-02/117		
35	1	TS5HLEL2466 STEELCAS Shell-Extended Corner,Curved Front, Left Hand,High-Pressure Laminate, 24x66x36 BASIC :26L1 NATURAL CHERRY (VERSION 2) LPL EDGE :6034 NATURAL CHERRY TOP-SURF:2412 NATURAL CHERRY	434.34	434.34
	Tag For:	OF-117/117		
36	1	TS5HLDS2472 STEELCAS Shell-Desk,High-Pressure Laminate,24x72 BASIC :26L1 NATURAL CHERRY (VERSION 2) LPL EDGE :6034 NATURAL CHERRY TOP-SURF:2412 NATURAL CHERRY OPTIONS * * OPTIONS * * EP OPT *OPT:END PANEL OPTIONS CALH FRH CLEAR ACCESS LH, FULL RH - EN	306.66	306.66
	Tag For:	OF-117/117		
37	1	TS5LBBF23U STEELCAS Pedestal-Underworksurface, Box/Box/File, 23dx27h BASIC :26L1 NATURAL CHERRY (VERSION 2) LPL FRONT :26L1 NATURAL CHERRY (VERSION 2) LPL LOCK :9201 POLISHED CHROME OPTIONS * * OPTIONS * * PULLS *OPT:PULL OPTIONS HDL PULL HANDLE PULL PULL PULL NICKEL *PULL:NICKEL 9211 NICKEL	285.00	285.00

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113375	2/16/2012		STA004	SHAWN BELL	

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
	Tag For:	OF-117/117		
38	1	TSAEGROM STEELCAS Grommets-Package/10	26.79	26.79
	Tag For:	OF-117/117		
39	2	TS5HL2436F2 STEELCAS File-Freestanding Lateral, High-Pressure Laminate,24dx28 1/2hx36w BASIC :26L1 NATURAL CHERRY (VERSION 2) LPL EDGE :6034 NATURAL CHERRY FRONT :26L1 NATURAL CHERRY (VERSION 2) LPL LOCK :9201 POLISHED CHROME TOP-SURF:2412 NATURAL CHERRY OPTIONS * * OPTIONS * * PULLS *OPT:PULL OPTIONS HDL PULL HANDLE PULL PULL PULL NICKEL *PULL:NICKEL 9211 NICKEL	506.16	1,012.32
	Tag For:	OF-117/117		
40	2	TS5TLSB3637 STEELCAS Bookcase-Stacking, 36w37 1/2h BASIC :26L1 NATURAL CHERRY (VERSION 2) LPL TOP-SURF:26L1 NATURAL CHERRY (VERSION 2) LPL	212.61	425.22
	Tag For:	OF-117/117		
41	1	TS30104 STEELCAS Chair-a la carte, Round Back, Guest, Leg Frame UPHLSTRY:5A21 RUST	180.69	180.69
	Tag For:	L-03/117		
42	3	TSAFHC2448M STEELCAS Desk-Corner, Curved, Half-Height Modesty Panel, High Pressure Laminate, 24x48 BASIC :7225 SAND EDGE :6631 CREAM TOP-SURF:2854 VELLUM FIBER	591.09	1,773.27
	Tag For:	OF-119/119		
43	1	TSAFHD2472M STEELCAS Desk Shell-Half Height Modesty Panel, High Pressure Laminate, 24x72 BASIC :7225 SAND	499.89	499.89

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Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
		EDGE :6631 CREAM TOP-SURF:2854 VELLUM FIBER		
	Tag For:	OF-119/119		
44	1	TSAFHE2460M STEELCAS Return-Half Height Modesty Panel, High Pressure Laminate, 24x60 BASIC :7225 SAND EDGE :6631 CREAM TOP-SURF:2854 VELLUM FIBER	375.63	375.63
	Tag For:	OF-119/119		
45	2	TSAFHR2448F STEELCAS Return-Pedestal, Full Height Modesty Panel, High Pressure Laminate, 24x48 BASIC :7225 SAND EDGE :6631 CREAM TOP-SURF:2854 VELLUM FIBER KEYS :SK PLUG OPTIONS * * OPTIONS * * PULLS *OPT:PULL OPTIONS HDL PULL HANDLE PULL PULL PULL NICKEL *PULL:NICKEL 9211 NICKEL	474.24	948.48
	Tag For:	OF-119/119		
46	1	TSAFHR2448M STEELCAS Return-Pedestal, Half Height Modesty Panel, High Pressure Laminate, 24x48 BASIC :7225 SAND EDGE :6631 CREAM TOP-SURF:2854 VELLUM FIBER KEYS :SK PLUG OPTIONS * * OPTIONS * * PULLS *OPT:PULL OPTIONS HDL PULL HANDLE PULL PULL PULL NICKEL *PULL:NICKEL 9211 NICKEL	462.27	462.27
	Tag For:	OF-119/119		
47	1	TSAWHR2448 STEELCAS Worksurface-Straight, High Pressure Laminate, 24x48 EDGE :6631 CREAM TOP-SURF:2854 VELLUM FIBER	137.94	137.94
	Tag For:	OF-119/119		
48	1	TS2F236UL STEELCAS Lateral File-Two Drawer, Under Worksurface, 36"W	414.96	414.96

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113375	2/16/2012		STA004	SHAWN BELL	

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
		BASIC :7225 SAND KEYS :SK PLUG OPTIONS * * OPTIONS * * PULLS *OPT:PULL OPTIONS HDL PULL HANDLE PULL PULL PULL NICKEL *PULL:NICKEL 9211 NICKEL		
	Tag For:	OF-119		
49	4	TS5HL2436F2 STEELCAS File-Freestanding Lateral, High-Pressure Laminate,24dx28 1/2hx36w BASIC :2L85 DUNE EDGE :6654 SAND FRONT :2L85 DUNE LOCK :9201 POLISHED CHROME TOP-SURF:2885 DUNE OPTIONS * * OPTIONS * * PULLS *OPT:PULL OPTIONS HDL PULL HANDLE PULL PULL PULL NICKEL *PULL:NICKEL 9211 NICKEL	506.16	2,024.64
	Tag For:	OF-119/119		
50	4	TS5TLSB3637 STEELCAS Bookcase-Stacking, 36w37 1/2h BASIC :2L85 DUNE TOP-SURF:2L85 DUNE	212.61	850.44
	Tag For:	OF-119/119		
51	1	TSAEGROM STEELCAS Grommets-Package/10	26.79	26.79
	Tag For:	OF-119/119		
52	2	UFB STEELCAS Flush Mount Bracket	12.54	25.08
	Tag For:	OF-119/119		
53	3	OTG11641B OFFICES TO MESH BACK TASK CHAIR, BLACK LEATHER SEAT, BLACK FRAME	180.00	540.00
	Tag For:	CH-02/119		
54	2	EFL3818868S MAYLINE 4-POST METAL SHELVING 36Wx18Dx86H, STARTER UNIT	433.78	867.56
	Tag For:	BK-12/120		

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113375	2/16/2012		STA004	SHAWN BELL	

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
55	6	EFO3618868A MAYLINE 4-POST METAL SHELVING, 36Wx18Dx85H, ADDER UNIT Tag For: BK-12/120	363.86	2,183.16
56	8	LANCASTER KRUEGER lancaster chair without tablet arm, no power or data grade 1 pallas fabric flexing muscles in navy 27.185.104 Tag For: CH-05/121A	264.48	2,115.84
57	1	KI FREIGHT KRUEGER FOR (8) LANCASTER CHAIRS	450.00	450.00
58	1	INSTALLATION KRUEGER FOR (9) LANCASTER AUDITORIUM SEATS	450.00	450.00
59	2	EFL3818868S MAYLINE 4-POST METAL SHELVING 36Wx18Dx86H, STARTER UNIT Tag For: BK-12/121-B	433.78	867.56
60	2	TS31401 STEELCAS Chair-Jenny,Armless UPHLSTRY:59DB GRADED IN PR. GRP. 2 DESIGNTEX GROUP Purchaser: VENDOR Pattern: LUDINGTON -3285 Color: EARTH -702 Direction: HORIZONTAL OPTIONS * * OPTIONS * * LEG OPT *OPT:LEG OPTIONS WOOD WOOD LEGS LEGS LEGS WOOD VEN *LEGS:WOOD 3412 FC/OP NATURAL CHERRY Tag For: L-02/122	673.17	1,346.34
61	2	CYLINDER TABLE TERRAIN 18" DIAMETER x 18"H OVERALL, Wilsonart Laminate- 7054-60 WILD CHERRY 3"H BLACK PLINTH BASE Tag For: ST-01/122	251.18	502.36
62	2	OTG11641B OFFICES TO MESH BACK TASK CHAIR, BLACK LEATHER SEAT, BLACK FRAME Tag For: CH-02/128	180.00	360.00

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113375	2/16/2012		STA004	SHAWN BELL	

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
63	2	TSAFHC2448M STEELCAS Desk-Corner, Curved, Half-Height Modesty Panel, High Pressure Laminate, 24x48 BASIC :7225 SAND EDGE :6631 CREAM TOP-SURF:2854 VELLUM FIBER OPTIONS * * OPTIONS * * SUPT OPT *OPT:SUPPORT OPTIONS 2 CA 2 CLEAR ACCESS END PANELS	591.09	1,182.18
	Tag For:	DE-02/RM 128		
64	1	TSAFHN2472M STEELCAS Desk-Single Pedestal, Half-Height Modesty Panel, High Pressure Laminate, 24x72 BASIC :7225 SAND EDGE :6631 CREAM TOP-SURF:2854 VELLUM FIBER KEYS :SK PLUG OPTIONS * * OPTIONS * * PULLS *OPT:PULL OPTIONS HDL PULL HANDLE PULL PULL PULL NICKEL *PULL:NICKEL 9211 NICKEL PED OPT *OPT:PEDESTAL OPTIONS BBF PED BOX/BOX/FILE PED	626.43	626.43
	Tag For:	DE-02/RM 128		
65	2	TSAFHE2442M STEELCAS Return-Half Height Modesty Panel, High Pressure Laminate, 24x42 BASIC :7225 SAND EDGE :6631 CREAM TOP-SURF:2854 VELLUM FIBER	329.46	658.92
	Tag For:	DE-02/RM 128		
66	2	TS2PBBF22U STEELCAS Pedestal-Box/Box/File, Under Worksurface, 22"D BASIC :7225 SAND KEYS :SK PLUG OPTIONS * * OPTIONS * * PULLS *OPT:PULL OPTIONS HDL PULL HANDLE PULL PULL PULL NICKEL *PULL:NICKEL 9211 NICKEL	235.98	471.96
	Tag For:	DE-02/RM 128		

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113375	2/16/2012		STA004	SHAWN BELL	

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
67	2	TSAFHR2448M STEELCAS Return-Pedestal, Half Height Modesty Panel, High Pressure Laminate, 24x48 BASIC :7225 SAND EDGE :6631 CREAM TOP-SURF:2854 VELLUM FIBER KEYS :SK PLUG OPTIONS * * OPTIONS * * PULLS *OPT:PULL OPTIONS HDL PULL HANDLE PULL PULL PULL NICKEL *PULL:NICKEL 9211 NICKEL	462.27	924.54
	Tag For:	DE-02/RM 128		
68	1	TSAEGROM STEELCAS Grommets-Package/10	26.79	26.79
	Tag For:	DE-02/RM 128		
69	1	OTG11641B OFFICES TO MESH BACK TASK CHAIR, BLACK LEATHER SEAT, BLACK FRAME	180.00	180.00
	Tag For:	CH-02/130		
70	1	TS5HLEL2466 STEELCAS Shell-Extended Corner,Curved Front, Left Hand,High-Pressure Laminate, 24x66x36 BASIC :26L1 NATURAL CHERRY (VERSION 2) LPL EDGE :6034 NATURAL CHERRY TOP-SURF:2412 NATURAL CHERRY	434.34	434.34
	Tag For:	OF-130/RM 130		
71	1	TS5HLDS2472 STEELCAS Shell-Desk,High-Pressure Laminate,24x72 BASIC :26L1 NATURAL CHERRY (VERSION 2) LPL EDGE :6034 NATURAL CHERRY TOP-SURF:2412 NATURAL CHERRY OPTIONS * * OPTIONS * * EP OPT *OPT:END PANEL OPTIONS CALH FRH CLEAR ACCESS LH, FULL RH - EN	306.66	306.66
	Tag For:	OF-130/RM 130		
72	1	TS5LBBF23U STEELCAS Pedestal-Underworksurface, Box/Box/File, 23dx27h BASIC :26L1 NATURAL CHERRY (VERSION 2) LPL	285.00	285.00

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Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
		FRONT :26L1 NATURAL CHERRY (VERSION 2) LPL LOCK :9201 POLISHED CHROME OPTIONS * * OPTIONS * * PULLS *OPT:PULL OPTIONS HDL PULL HANDLE PULL PULL PULL NICKEL *PULL:NICKEL 9211 NICKEL		
	Tag For:	OF-130/RM 130		
73	2	TS5HL2436F2 STEELCAS File-Freestanding Lateral, High-Pressure Laminate,24dx28 1/2hx36w BASIC :26L1 NATURAL CHERRY (VERSION 2) LPL EDGE :6034 NATURAL CHERRY FRONT :26L1 NATURAL CHERRY (VERSION 2) LPL LOCK :9201 POLISHED CHROME TOP-SURF:2412 NATURAL CHERRY OPTIONS * * OPTIONS * * PULLS *OPT:PULL OPTIONS HDL PULL HANDLE PULL PULL PULL NICKEL *PULL:NICKEL 9211 NICKEL	506.16	1,012.32
	Tag For:	OF-130/RM 130		
74	2	TS5TLSB3637 STEELCAS Bookcase-Stacking, 36w37 1/2h BASIC :26L1 NATURAL CHERRY (VERSION 2) LPL TOP-SURF:26L1 NATURAL CHERRY (VERSION 2) LPL	212.61	425.22
	Tag For:	OF-130/RM 130		
75	1	TS30104 STEELCAS Chair-a la carte, Round Back, Guest, Leg Frame UPHLSTRY:5A21 RUST	180.69	180.69
	Tag For:	L-03/130		
76	2	OTG11641B OFFICES TO MESH BACK TASK CHAIR, BLACK LEATHER SEAT, BLACK FRAME	180.00	360.00
	Tag For:	CH-02/130A		
77	2	TSAFHC2448M STEELCAS Desk-Corner, Curved, Half-Height Modesty Panel, High Pressure Laminate, 24x48	591.09	1,182.18

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113375	2/16/2012		STA004	SHAWN BELL	

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
		BASIC :7225 SAND EDGE :6631 CREAM TOP-SURF:2854 VELLUM FIBER OPTIONS * * OPTIONS * * SUPT OPT *OPT:SUPPORT OPTIONS 2 CA 2 CLEAR ACCESS END PANELS		
	Tag For:	OF-131-A/131-A		
78	1	TSAFHN2472M STEELCAS Desk-Single Pedestal, Half-Height Modesty Panel, High Pressure Laminate, 24x72 BASIC :7225 SAND EDGE :6631 CREAM TOP-SURF:2854 VELLUM FIBER KEYS :SK PLUG OPTIONS * * OPTIONS * * PULLS *OPT:PULL OPTIONS HDL PULL HANDLE PULL PULL PULL NICKEL *PULL:NICKEL 9211 NICKEL PED OPT *OPT:PEDESTAL OPTIONS BBF PED BOX/BOX/FILE PED	626.43	626.43
	Tag For:	OF-131-A/131-A		
79	2	TSAFHE2442M STEELCAS Return-Half Height Modesty Panel, High Pressure Laminate, 24x42 BASIC :7225 SAND EDGE :6631 CREAM TOP-SURF:2854 VELLUM FIBER	329.46	658.92
	Tag For:	OF-131-A/131-A		
80	2	TS2PBBF22U STEELCAS Pedestal-Box/Box/File, Under Worksurface, 22"D BASIC :7225 SAND KEYS :SK PLUG OPTIONS * * OPTIONS * * PULLS *OPT:PULL OPTIONS HDL PULL HANDLE PULL PULL PULL NICKEL *PULL:NICKEL 9211 NICKEL	235.98	471.96
	Tag For:	OF-131-A/131-A		
81	2	TSAFHR2448M STEELCAS Return-Pedestal, Half Height Modesty Panel, High Pressure Laminate, 24x48 BASIC :7225 SAND EDGE :6631 CREAM	462.27	924.54

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Quotation

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project Number
113375	2/16/2012		STA004	SHAWN BELL	

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
		TOP-SURF:2854 VELLUM FIBER KEYS :SK PLUG OPTIONS * * OPTIONS * * PULLS *OPT:PULL OPTIONS HDL PULL HANDLE PULL PULL PULL NICKEL *PULL:NICKEL 9211 NICKEL		
	Tag For:	OF-131-A/131-A		
82	1	TSAEGROM STEELCAS Grommets-Package/10	26.79	26.79
	Tag For:	OF-131-A/131-A		
83	1	CUSTOM COUNTER TERRAIN 24" DEEP x 180" WIDE x 40" HIGH, TOP: STEELCASE LAMINATE 2854 VELLUM FIBER WITH CREAM EDGE. SUPPORTS & MODESTY PANEL: STEELCASE LAMINATE 2L85 DUNE OR WILSONART MATCH	1,748.00	1,748.00
	Tag For:	OF-211		
84	1	OTG11641B OFFICES TO MESH BACK TASK CHAIR, BLACK LEATHER SEAT, BLACK FRAME	180.00	180.00
	Tag For:	CH-02/132		
85	1	TS5HLCS2442 STEELCAS Shell-Corner,High-Pressure Laminate, 24x42 BASIC :267L MARBLED CHERRY V2 LPL EDGE :6034 NATURAL CHERRY TOP-SURF:2412 NATURAL CHERRY	359.10	359.10
	Tag For:	OF-132/132		
86	1	TS5HLDS2466 STEELCAS Shell-Desk,High-Pressure Laminate,24x66 BASIC :26L1 NATURAL CHERRY (VERSION 2) LPL EDGE :6034 NATURAL CHERRY TOP-SURF:2412 NATURAL CHERRY OPTIONS * * OPTIONS * * EP OPT *OPT:END PANEL OPTIONS CALH FRH CLEAR ACCESS LH, FULL RH - EN	296.97	296.97
	Tag For:	OF-132/132		
87	1	TS5HLDS2472 STEELCAS Shell-Desk,High-Pressure Laminate,24x72 BASIC :262L MARBLED MAPLE LPL EDGE :6676 MARBLED MAPLE	306.66	306.66

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113375	2/16/2012		STA004	SHAWN BELL	

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
		TOP-SURF:2612 MARBLED MAPLE OPTIONS * * OPTIONS * * EP OPT *OPT:END PANEL OPTIONS CARH FLH CLEAR ACCESS RH, FULL LH - EN		
	Tag For:	OF-132/132		
88	1	TS5LBBF23U STEELCAS Pedestal-Underworksurface, Box/Box/File, 23dx27h BASIC :26L1 NATURAL CHERRY (VERSION 2) LPL FRONT :26L1 NATURAL CHERRY (VERSION 2) LPL LOCK :9201 POLISHED CHROME OPTIONS * * OPTIONS * * PULLS *OPT:PULL OPTIONS HDL PULL HANDLE PULL PULL PULL NICKEL *PULL:NICKEL 9211 NICKEL	285.00	285.00
	Tag For:	OF-132/132		
89	1	TS5L2436UL STEELCAS File-Underworksurface Lateral, 22dx27hx36w BASIC :26L1 NATURAL CHERRY (VERSION 2) LPL FRONT :26L1 NATURAL CHERRY (VERSION 2) LPL LOCK :9201 POLISHED CHROME OPTIONS * * OPTIONS * * PULLS *OPT:PULL OPTIONS HDL PULL HANDLE PULL PULL PULL NICKEL *PULL:NICKEL 9211 NICKEL	435.48	435.48
	Tag For:	OF-132/132		
90	1	TS5TLSB3637 STEELCAS Bookcase-Stacking, 36w37 1/2h BASIC :26L1 NATURAL CHERRY (VERSION 2) LPL TOP-SURF:26L1 NATURAL CHERRY (VERSION 2) LPL	212.61	212.61
	Tag For:	OF-132/132		
91	1	TSAEGROM STEELCAS Grommets-Package/10	26.79	26.79
	Tag For:	OF-132/132		

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113375	2/16/2012		STA004	SHAWN BELL	

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
92	1	TS30104 STEELCAS Chair-a la carte, Round Back, Guest, Leg Frame UPHLSTRY:5A21 RUST	180.69	180.69
	Tag For:	L-03/132		
93	1	OTG11641B OFFICES TO MESH BACK TASK CHAIR, BLACK LEATHER SEAT, BLACK FRAME	180.00	180.00
	Tag For:	CH-02/133		
94	1	1961-6 GLOBAL I ALERO-Medium Back Pneumatic Task chair w/arms - Fabric FINISHES ~03 GRADE 03 ~DRMA DRAMA D804 1-BLACK ARM GL A-(STD) HEIGHT ADJUSTABLE SSU FRAME/EDGE BK F-(STD) BLACK CASTER/KEYS (OPT) C1 C-(STD) 2" DUAL-WHL CASTOR - BLCK CHAIR BASES (OPT) ~ (STD) CYLINDER OPTION (OPT) ~ (STD) SEATING FOAM (OPT) ~ (STD) ARM WIDTH (OPT) ~ (STD)	285.00	285.00
	Tag For:	CH-12/133		
95	1	2243 GLOBAL I DRAFTING STOOL KIT-W/ 10 gas cylinder. Chrome outer ring.	184.00	184.00
	Tag For:	CH-12/133		
			Subsection Sub Total	110,651.38
			DELAWARE - NON TAXABLE	0.00
			Subsection Total	110,651.38
END	Subsection			
BEG	Subsection	2ND FLOOR		
96	12	383GA COMMUNITY MELROSE ALL WOOD CHAIR, horizontal slat back, MWO MEDIUM WALNUT ON OAK	139.59	1,675.08

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113375	2/16/2012		STA004	SHAWN BELL	

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
	Tag For:	CH-04/201		
97	32	TS30805W STEELCAS Chair-Crew, Guest, Armless, Wood Back, Glides BACK :3412 FC/OP NATURAL CHERRY FRAME :4799 PLATINUM METALLIC SEAT :59DB GRADED IN PR. GRP. 2 DESIGNTEX GROUP Purchaser: VENDOR Pattern: LUDINGTON -3285 Color: EARTH -702 Direction: HORIZONTAL	271.89	8,700.48
	Tag For:	CH-06/201		
98	8	TS31408 STEELCAS Chair-Jenny, Lounge, Wood Arms ARMS :3412 FC/OP NATURAL CHERRY UPHLSTRY:59DG GRADED IN PR. GRP. 7 DESIGNTEX GROUP Purchaser: VENDOR Pattern: OSCILLATE -3238 Color: MALLARD -401 Direction: VERTICAL OPTIONS * * OPTIONS * * LEG OPT *OPT:LEG OPTIONS WOOD WOOD LEGS LEGS LEGS WOOD VEN *LEGS:WOOD 3412 FC/OP NATURAL CHERRY	957.60	7,660.80
	Tag For:	L-06/201		
99	4	CYLINDER TABLE TERRAIN 18" DIAMETER x 18"H OVERALL, Wilsonart Laminate-7054-60 WILD CHERRY 3"H BLACK PLINTH BASE	251.18	1,004.72
	Tag For:	ST-01/201		
100	6	JE42R-29MT COMMUNITY JEFFERSON 42" DIAM x29H TABLE WITH TAPERED LEGS, ADA COMPLIANT MWO MEDIUM WALNUT ON OAK	517.94	3,107.64
	Tag For:	TA-04/201		
101	4	FMBDS2472 STEELCAS BASE-DUAL SIDED, STRAIGHT,24X72 BASIC :4799 PLATINUM METALLIC OPTIONS * * OPTIONS * * TOP OPT *OPT:TOP SELECTION VEN TOP VENEER TOP TOP-SURF TOP SURFACE	1,592.01	6,368.04

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113375	2/16/2012		STA004	SHAWN BELL	

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
		WOOD *TOP-SURF:WOOD 3402 FC/OP CLEAR CHERRY (AGED)		
	Tag For:	TA-11/201		
102	4	FMEDS2472 STEELCAS EXTENSION-DUAL SIDED, STRAIGHT,24X72 BASIC :4799 PLATINUM METALLIC OPTIONS * * OPTIONS * * TOP OPT *OPT:TOP SELECTION VEN TOP VENEER TOP TOP-SURF TOP SURFACE WOOD *TOP-SURF:WOOD 3402 FC/OP CLEAR CHERRY (AGED)	1,375.98	5,503.92
	Tag For:	TA-11/201		
103	4	FMVC STEELCAS Riser-Vertebral Cable	83.22	332.88
	Tag For:	TA-11/201		
104	4	FMVI12H STEELCAS Power Infeed-Hardwire to Modular, 12 Feet OPTIONS * * OPTIONS * * PWR OPT *OPT:POWER SCHEMATIC 3+1 3+1	123.12	492.48
	Tag For:	TA-11/201		
105	4	FMVH63 STEELCAS Harness-Modular, 63L OPTIONS * * OPTIONS * * PWR OPT *OPT:POWER SCHEMATIC 3+1 3+1	75.81	303.24
	Tag For:	TA-11/201		
106	8	FMVPBS STEELCAS Power Block-Standard Capacity OPTIONS * * OPTIONS * * PWR OPT *OPT:POWER SCHEMATIC 3+1 3+1	91.20	729.60
	Tag For:	TA-11/201		
107	16	FMVPS STEELCAS Power Strip-Power Strip with Cord and Rail Attachment Bracket	112.86	1,805.76
	Tag For:	TA-11/201		
108	8	FMVRD STEELCAS Receptacle-Duplex	23.94	191.52

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113375	2/16/2012		STA004	SHAWN BELL	

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
		OPTIONS * * OPTIONS * * PWR OPT *OPT:POWER SCHEMATIC 3+1 PWR 3+1 POWER OPTIONS LINE 4 LINE 4 AMPERAGE *OPT:AMPERAGE OPTIONS 15 AMP 15 AMP GROUND *OPT:GROUND TYPE OPTIONS ISOLATED ISOLATED		
	Tag For:	TA-11/201		
109	8	FMVRD STEELCAS Receptacle-Duplex OPTIONS * * OPTIONS * * PWR OPT *OPT:POWER SCHEMATIC 3+1 PWR 3+1 POWER OPTIONS LINE 1 LINE 1 AMPERAGE *OPT:AMPERAGE OPTIONS 15 AMP 15 AMP GROUND *OPT:GROUND TYPE OPTIONS SYSTEM SYSTEM	17.10	136.80
	Tag For:	TA-11/201		
110	16	DSLEDR DETAILS Task Light-Soto, LED, Rail Mount BASIC :4799 PLATINUM METALLIC	163.02	2,608.32
	Tag For:	TA-11/201		
111	1	1961-6 GLOBAL I ALERO-Medium Back Pneumatic Task chair w/arms - Fabric FINISHES ~03 GRADE 03 ~DRMA DRAMA D804 1-BLACK ARM GL A-(STD) HEIGHT ADJUSTABLE SSU FRAME/EDGE BK F-(STD) BLACK CASTER/KEYS (OPT) C1 C-(STD) 2" DUAL-WHL CASTOR - BLCK CHAIR BASES (OPT) ~ (STD) CYLINDER OPTION (OPT) ~ (STD) SEATING FOAM (OPT) ~ (STD) ARM WIDTH (OPT) ~ (STD)	285.00	285.00
	Tag For:	CH-12/202		
112	1	2243 GLOBAL I DRAFTING STOOL KIT-W/ 10 gas	184.00	184.00

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113375	2/16/2012		STA004	SHAWN BELL	

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
		cylinder. Chrome outer ring.		
	Tag For:	CH-12/202		
113	28	383GA COMMUNITY MELROSE ALL WOOD CHAIR, horizontal slat back, MWO MEDIUM WALNUT ON OAK	139.59	3,908.52
	Tag For:	CH-04/202		
114	22	TS30805W STEELCAS Chair-Crew, Guest, Armless, Wood Back, Glides BACK :3412 FC/OP NATURAL CHERRY FRAME :4799 PLATINUM METALLIC SEAT :59DB GRADED IN PR. GRP. 2 DESIGNTEX GROUP Purchaser: VENDOR Pattern: LUDINGTON -3285 Color: EARTH -702 Direction: HORIZONTAL	271.89	5,981.58
	Tag For:	CH-06/202		
115	1	LNSH3060CH/SM/LV FIXTURES Teacher Station, 30x60, seated height, crank Adj, LH Small Cab Stg, RIGHT HAND LRG CAB , HPLBP High Pressure Laminate Back Panel E06 SATIN SILVER WOODGRAIN LAMINATES Woodgrain Laminates L12 WILD CHERRY LD Solid Urethane U05 WROUGHT IRON M05 WROUGHT IRON ~ No Rack ~ Casters BP Black Pulls On Storage	2,148.66	2,148.66
	Tag For:	DE-01/202		
116	6	TS31408 STEELCAS Chair-Jenny, Lounge, Wood Arms ARMS :3412 FC/OP NATURAL CHERRY UPHLSTRY:59DG GRADED IN PR. GRP. 7	957.60	5,745.60

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113375	2/16/2012		STA004	SHAWN BELL	

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
		DESIGNTEX GROUP Purchaser: VENDOR Pattern: OSCILLATE -3238 Color: MALLARD -401 Direction: VERTICAL OPTIONS * * OPTIONS * * LEG OPT *OPT:LEG OPTIONS WOOD WOOD LEGS LEGS LEGS WOOD VEN *LEGS:WOOD 3412 FC/OP NATURAL CHERRY		
	Tag For:	L-01A/202		
117	5	TS31408 STEELCAS Chair-Jenny, Lounge, Wood Arms ARMS :3412 FC/OP NATURAL CHERRY UPHLSTRY:59DH GRADED IN PR. GRP. 8 DESIGNTEX GROUP Purchaser: VENDOR Pattern: MAGLIA -3233 Color: KUMQUAT -701 Direction: VERTICAL OPTIONS * * OPTIONS * * LEG OPT *OPT:LEG OPTIONS WOOD WOOD LEGS LEGS LEGS WOOD VEN *LEGS:WOOD 3412 FC/OP NATURAL CHERRY	982.11	4,910.55
	Tag For:	l-01B/202		
118	12	TS31401 STEELCAS Chair-Jenny,Armless UPHLSTRY:59DB GRADED IN PR. GRP. 2 DESIGNTEX GROUP Purchaser: VENDOR Pattern: LUDINGTON -3285 Color: EARTH -702 Direction: HORIZONTAL OPTIONS * * OPTIONS * * LEG OPT *OPT:LEG OPTIONS WOOD WOOD LEGS LEGS LEGS WOOD VEN *LEGS:WOOD 3412 FC/OP NATURAL CHERRY	673.17	8,078.04
	Tag For:	L-02/202		
119	4	OPAC-01 TERRAIN CUSTOM UNIT AS PER DRAWING OPAC-01 PROVIDED BY HOLZMAN MOSS BOTTINO ARCHITURE.	2,216.65	8,866.60

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113375	2/16/2012		STA004	SHAWN BELL	

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
		VENEER WITH CUSTOM FINISH TO MATCH COMMUNITY MEDIUM WALNUT ON OAK.		
	Tag For:	OP-01/202		
120	13	CYLINDER TABLE TERRAIN 18" DIAMETER x 18"H OVERALL, Wilsonart Laminate- 7054-60 WILD CHERRY 3"H BLACK PLINTH BASE	251.18	3,265.34
	Tag For:	ST-01/202		
121	1	FMBDS3096 STEELCAS BASE-DUAL SIDED, STRAIGHT,30X96 BASIC :4799 PLATINUM METALLIC OPTIONS * * OPTIONS * * TOP OPT *OPT:TOP SELECTION VEN TOP VENEER TOP TOP-SURF TOP SURFACE WOOD *TOP-SURF:WOOD 3402 FC/OP CLEAR CHERRY (AGED) LEG OPT *OPT:LEG SELECTION STD LEG STD:STANDARD POST LEG TRAY OPT *OPT:TRAY SELECTION UPR/LOWR UPPER AND LOWER TRAY	2,789.01	2,789.01
	Tag For:	TA-03A/202		
122	1	FMEDS3048 STEELCAS EXTENSION-DUAL SIDED, STRAIGHT,30X48 BASIC :4799 PLATINUM METALLIC OPTIONS * * OPTIONS * * TOP OPT *OPT:TOP SELECTION VEN TOP VENEER TOP TOP-SURF TOP SURFACE WOOD *TOP-SURF:WOOD 3402 FC/OP CLEAR CHERRY (AGED) TRAY OPT *OPT:TRAY SELECTION UPR/LOWR UPPER AND LOWER TRAY	1,366.29	1,366.29
	Tag For:	TA-03A/202		
123	1	FMCS2460 STEELCAS End Counter-Straight, 24X60 OPTIONS * * OPTIONS * * TOP OPT *OPT:TOP SELECTION VEN TOP VENEER TOP TOP-SURF TOP SURFACE WOOD *TOP-SURF:WOOD 3402 FC/OP CLEAR CHERRY (AGED)	557.46	557.46
	Tag For:	TA-03A/202		
124	3	FMSC4819 STEELCAS	247.95	743.85

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Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
		Screen-Centered, 19X48 OPTIONS * * OPTIONS * * SURF OPT *OPT:SURFACE OPTIONS FABRIC FABRIC SURFACE SURFACE SURFACE BUZZ 2 *SURFACE:BUZZ 2 5F15 STONE		
	Tag For:	TA-03A/202		
125	1	FMVC STEELCAS Riser-Vertebral Cable	83.22	83.22
	Tag For:	TA-03A/202		
126	1	FMVI12H STEELCAS Power Infeed-Hardwire to Modular, 12 Feet OPTIONS * * OPTIONS * * PWR OPT *OPT:POWER SCHEMATIC 3+1 3+1	123.12	123.12
	Tag For:	TA-03A/202		
127	2	FMVH30 STEELCAS Harness-Modular, 30L OPTIONS * * OPTIONS * * PWR OPT *OPT:POWER SCHEMATIC 3+1 3+1	59.28	118.56
	Tag For:	TA-03A/202		
128	3	FMVPBH STEELCAS Power Block-High Capacity, Accepts 1-4 Receptacles per Side OPTIONS * * OPTIONS * * PWR OPT *OPT:POWER SCHEMATIC 3+1 3+1	193.23	579.69
	Tag For:	TA-03A/202		
129	6	FMVRD STEELCAS Receptacle-Duplex OPTIONS * * OPTIONS * * PWR OPT *OPT:POWER SCHEMATIC 3+1 PWR 3+1 POWER OPTIONS LINE 4 LINE 4 AMPERAGE *OPT:AMPERAGE OPTIONS 15 AMP 15 AMP GROUND *OPT:GROUND TYPE OPTIONS ISOLATED ISOLATED	23.94	143.64
	Tag For:	TA-03A/202		
130	6	FMVRD STEELCAS Receptacle-Duplex OPTIONS * * OPTIONS * *	17.10	102.60

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Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
		PWR OPT *OPT:POWER SCHEMATIC 3+1 PWR 3+1 POWER OPTIONS LINE 1 LINE 1 AMPERAGE *OPT:AMPERAGE OPTIONS 15 AMP 15 AMP GROUND *OPT:GROUND TYPE OPTIONS SYSTEM SYSTEM		
	Tag For:	TA-03A/202		
131	6	DSLEDR DETAILS Task Light-Soto, LED, Rail Mount BASIC :4799 PLATINUM METALLIC	163.02	978.12
	Tag For:	TA-03A/202		
132	2	FMBDS3096 STEELCAS BASE-DUAL SIDED, STRAIGHT,30X96 BASIC :4799 PLATINUM METALLIC OPTIONS * * OPTIONS * * TOP OPT *OPT:TOP SELECTION VEN TOP VENEER TOP TOP-SURF TOP SURFACE WOOD *TOP-SURF:WOOD 3402 FC/OP CLEAR CHERRY (AGED) LEG OPT *OPT:LEG SELECTION STD LEG STD:STANDARD POST LEG TRAY OPT *OPT:TRAY SELECTION UPR/LOWR UPPER AND LOWER TRAY	2,789.01	5,578.02
	Tag For:	TA-03B/202		
133	2	FMEDS3096 STEELCAS EXTENSION-DUAL SIDED, STRAIGHT,30X96 BASIC :4799 PLATINUM METALLIC OPTIONS * * OPTIONS * * TOP OPT *OPT:TOP SELECTION VEN TOP VENEER TOP TOP-SURF TOP SURFACE WOOD *TOP-SURF:WOOD 3402 FC/OP CLEAR CHERRY (AGED) TRAY OPT *OPT:TRAY SELECTION UPR/LOWR UPPER AND LOWER TRAY	2,528.52	5,057.04
	Tag For:	TA-03B/202		
134	1	FMAS STEELCAS Screen-Aligner	11.97	11.97
	Tag For:	TA-03B/202		
135	8	FMSC4819 STEELCAS Screen-Centered, 19X48 OPTIONS * * OPTIONS * *	247.95	1,983.60

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Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
		SURF OPT *OPT:SURFACE OPTIONS FABRIC FABRIC SURFACE SURFACE SURFACE BUZZ 2 *SURFACE:BUZZ 2 5F15 STONE		
	Tag For:	TA-03B/202		
136	2	FMVC STEELCAS Riser-Vertebral Cable	83.22	166.44
	Tag For:	TA-03B/202		
137	2	FMVI12H STEELCAS Power Infeed-Hardwire to Modular, 12 Feet OPTIONS * * OPTIONS * * PWR OPT *OPT:POWER SCHEMATIC 3+1 3+1	123.12	246.24
	Tag For:	TA-03B/202		
138	2	FMVF STEELCAS Filler Package-Data and Power	18.24	36.48
	Tag For:	TA-03B/202		
139	6	FMVH30 STEELCAS Harness-Modular, 30L OPTIONS * * OPTIONS * * PWR OPT *OPT:POWER SCHEMATIC 3+1 3+1	59.28	355.68
	Tag For:	TA-03B/202		
140	8	FMVPBH STEELCAS Power Block-High Capacity, Accepts 1-4 Receptacles per Side OPTIONS * * OPTIONS * * PWR OPT *OPT:POWER SCHEMATIC 3+1 3+1	193.23	1,545.84
	Tag For:	TA-03B/202		
141	16	FMVRD STEELCAS Receptacle-Duplex OPTIONS * * OPTIONS * * PWR OPT *OPT:POWER SCHEMATIC 3+1 PWR 3+1 POWER OPTIONS LINE 4 LINE 4 AMPERAGE *OPT:AMPERAGE OPTIONS 15 AMP 15 AMP GROUND *OPT:GROUND TYPE OPTIONS ISOLATED ISOLATED	23.94	383.04
	Tag For:	TA-03B/202		

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Quotation

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project Number
113375	2/16/2012		STA004	SHAWN BELL	

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
142	16	FMVRD STEELCAS Receptacle-Duplex OPTIONS * * OPTIONS * * PWR OPT *OPT:POWER SCHEMATIC 3+1 PWR 3+1 POWER OPTIONS LINE 4 LINE 4 AMPERAGE *OPT:AMPERAGE OPTIONS 15 AMP 15 AMP GROUND *OPT:GROUND TYPE OPTIONS SYSTEM SYSTEM	17.10	273.60
	Tag For:	TA-03B/202		
143	6	DSLEDR DETAILS Task Light-Soto, LED, Rail Mount BASIC :4799 PLATINUM METALLIC	163.02	978.12
	Tag For:	TA-03B/202		
144	12	JE42R-29MT COMMUNITY JEFFERSON 42" DIAM x29H TABLE WITH TAPERED LEGS, ADA COMPLIANT MWO MEDIUM WALNUT ON OAK	517.94	6,215.28
	Tag For:	TA-04/202		
145	1	JE3660-27 COMMUNITY JEFFERSON SERIES TAPERED LEG TABLE, 36Dx60W MWO MEDIUM WALNUT ON OAK	487.86	487.86
	Tag For:	TA-12/202		
146	4	9798BL SAFCO PR AT YOUR DISPOSAL RECYCLING CENTER, 46"w x 16"d x 33"h, impact and moisture resistant polyethylene, three separate, 28 gallon bins under one lid, Decals are included	132.68	530.72
	Tag For:	TR-01/RM 202		
147	6	TS31401 STEELCAS Chair-Jenny,Armless UPHLSTRY:59DB GRADED IN PR. GRP. 2 DESIGNTEX GROUP Purchaser: VENDOR Pattern: LUDINGTON -3285 Color: EARTH -702 Direction: HORIZONTAL OPTIONS * * OPTIONS * * LEG OPT *OPT:LEG OPTIONS WOOD WOOD LEGS LEGS LEGS WOOD VEN *LEGS:WOOD 3412 FC/OP NATURAL	673.17	4,039.02

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Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project Number
113375	2/16/2012		STA004	SHAWN BELL	

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
		CHERRY		
	Tag For:	L-02/203		
148	5	CYLINDER TABLE TERRAIN 18" DIAMETER x 18"H OVERALL, Wilsonart Laminate- 7054-60 WILD CHERRY 3"H BLACK PLINTH BASE	251.18	1,255.90
	Tag For:	ST-01/203		
149	4	TS30805W STEELCAS Chair-Crew, Guest, Armless, Wood Back, Glides BACK :3412 FC/OP NATURAL CHERRY FRAME :4799 PLATINUM METALLIC SEAT :59DB GRADED IN PR. GRP. 2 DESIGNTEX GROUP Purchaser: VENDOR Pattern: LUDINGTON -3285 Color: EARTH -702 Direction: HORIZONTAL	271.89	1,087.56
	Tag For:	CH-06/207		
150	1	9798BL SAFCO PR AT YOUR DISPOSAL RECYCLING CENTER, 46"w x 16"d x 33"h, impact and moisture resistant polyethylene, three separate, 28 gallon bins under one lid, Decals are included	132.68	132.68
	Tag For:	TR-01/RM 208		
151	1	EFL3818868S MAYLINE 4-POST METAL SHELVING 36Wx18Dx86H, STARTER UNIT	433.78	433.78
	Tag For:	BK-12/209		
152	3	EFO3618868A MAYLINE 4-POST METAL SHELVING, 36Wx18Dx85H, ADDER UNIT	363.86	1,091.58
	Tag For:	BK-12/209		
153	10	OTG11641B OFFICES TO MESH BACK TASK CHAIR, BLACK LEATHER SEAT, BLACK FRAME	180.00	1,800.00
	Tag For:	CH-02/210		
154	1	TS5ATRE4120 STEELCAS Table Top-Rectangular, 48x120 TOP-SURF:26L1 NATURAL CHERRY (VERSION 2) LPL OPTIONS * * OPTIONS * *	469.11	469.11

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Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project Number
113375	2/16/2012		STA004	SHAWN BELL	

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
		EDGE *OPT:EDGE PROFILE OPTIONS FLAT STD:FLAT EDGE PROFILE		
	Tag For:	TA-13/210		
155	1	TS5ATBP120 STEELCAS Table Base-Panel, 24x82-1/2x28 BASIC :26L1 NATURAL CHERRY (VERSION 2) LPL	326.61	326.61
	Tag For:	TA-13/210		
156	2	OTG11641B OFFICES TO MESH BACK TASK CHAIR, BLACK LEATHER SEAT, BLACK FRAME	180.00	360.00
	Tag For:	CH-02/211		
157	2	TSAFHC2448M STEELCAS Desk-Corner, Curved, Half-Height Modesty Panel, High Pressure Laminate, 24x48 BASIC :7225 SAND EDGE :6631 CREAM TOP-SURF:2854 VELLUM FIBER OPTIONS * * OPTIONS * * SUPT OPT *OPT:SUPPORT OPTIONS 2 CA 2 CLEAR ACCESS END PANELS	591.09	1,182.18
	Tag For:	OF-211		
158	1	TSAFHN2472M STEELCAS Desk-Single Pedestal, Half-Height Modesty Panel, High Pressure Laminate, 24x72 BASIC :7225 SAND EDGE :6631 CREAM TOP-SURF:2854 VELLUM FIBER KEYS :SK PLUG OPTIONS * * OPTIONS * * PULLS *OPT:PULL OPTIONS HDL PULL HANDLE PULL PULL PULL NICKEL *PULL:NICKEL 9211 NICKEL PED OPT *OPT:PEDESTAL OPTIONS BBF PED BOX/BOX/FILE PED	626.43	626.43
	Tag For:	OF-211		
159	2	TSAFHE2442M STEELCAS Return-Half Height Modesty Panel, High Pressure Laminate, 24x42 BASIC :7225 SAND EDGE :6631 CREAM TOP-SURF:2854 VELLUM FIBER	329.46	658.92

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113375	2/16/2012		STA004	SHAWN BELL	

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
	Tag For:	OF-211		
160	2	TS2PBBF22U STEELCAS Pedestal-Box/Box/File, Under Worksurface, 22"D BASIC :7225 SAND KEYS :SK PLUG OPTIONS * * OPTIONS * * PULLS *OPT:PULL OPTIONS HDL PULL HANDLE PULL PULL PULL NICKEL *PULL:NICKEL 9211 NICKEL	235.98	471.96
	Tag For:	OF-211		
161	2	TSAFHR2448M STEELCAS Return-Pedestal, Half Height Modesty Panel, High Pressure Laminate, 24x48 BASIC :7225 SAND EDGE :6631 CREAM TOP-SURF:2854 VELLUM FIBER KEYS :SK PLUG OPTIONS * * OPTIONS * * PULLS *OPT:PULL OPTIONS HDL PULL HANDLE PULL PULL PULL NICKEL *PULL:NICKEL 9211 NICKEL	462.27	924.54
	Tag For:	OF-211		
162	1	TSAEGROM STEELCAS Grommets-Package/10	26.79	26.79
	Tag For:	OF-211		
163	1	CUSTOM COUNTER TERRAIN 24" DEEP x 228" WIDE x 29" HIGH, TOP: STEELCASE LAMINATE 2854 VELLUM FIBER WITH CREAM EDGE. SUPPORTS & MODESTY PANEL: STEELCASE LAMINATE 2L85 DUNE OR WILSONART MATCH	2,325.60	2,325.60
	Tag For:	OF-211		
164	1	OTG11641B OFFICES TO MESH BACK TASK CHAIR, BLACK LEATHER SEAT, BLACK FRAME	180.00	180.00
	Tag For:	CH-02/212		
165	1	TS30104 STEELCAS Chair-a la carte, Round Back, Guest, Leg Frame UPHLSTRY:5A21 RUST	180.69	180.69

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113375	2/16/2012		STA004	SHAWN BELL	

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
	Tag For:	L-03/212		
166	1	TS5HLMD3672 STEELCAS Peninsula-D Shape, Modesty Panel, High-Pressure Laminate, 36x72 BASIC :26L1 NATURAL CHERRY (VERSION 2) LPL COLUMN :7207 BLACK EDGE :6034 NATURAL CHERRY TOP-SURF:2412 NATURAL CHERRY	467.40	467.40
	Tag For:	OF-212		
167	1	TS5HLUL2442 STEELCAS Shell-Return,Left Hand, High-Pressure Laminate,24x42 BASIC :26L1 NATURAL CHERRY (VERSION 2) LPL EDGE :6034 NATURAL CHERRY TOP-SURF:2412 NATURAL CHERRY	222.87	222.87
	Tag For:	OF-212		
168	1	TS5HLBBF22M STEELCAS Pedestal-Mobile, Box/Box/File, High-Pressure Laminate,22dx27h BASIC :26L1 NATURAL CHERRY (VERSION 2) LPL EDGE :6034 NATURAL CHERRY FRONT :26L1 NATURAL CHERRY (VERSION 2) LPL LOCK :9201 POLISHED CHROME TOP-SURF:2412 NATURAL CHERRY OPTIONS * * OPTIONS * * PULLS *OPT:PULL OPTIONS HDL PULL HANDLE PULL PULL PULL NICKEL *PULL:NICKEL 9211 NICKEL	408.12	408.12
	Tag For:	OF-212		
169	1	TSAEGROM STEELCAS Grommets-Package/10	26.79	26.79
	Tag For:	OF-212		
170	1	RLF18365F STEELCAS Lateral File-1 Lift Up Door/Fixed Shelf, 4 Drawer, Flush Front, 18x36x65-1/2 BASIC :7238 FIELDSTONE LOCK :9201 POLISHED CHROME KEYS :SK PLUG OPTIONS * * OPTIONS * * WGHT PKG *OPT:COUNTERWEIGHT PKG	1,085.85	1,085.85

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Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project Number
113375	2/16/2012		STA004	SHAWN BELL	

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
		WEIGHT COUNTERWEIGHT PKG		
	Tag For:	OF-212		
171	2	TS5TLBK3666 STEELCAS Bookcase-36wx66h BASIC :26L1 NATURAL CHERRY (VERSION 2) LPL TOP-SURF:26L1 NATURAL CHERRY (VERSION 2) LPL	293.55	587.10
	Tag For:	OF-212		
172	1	EFL3818868S MAYLINE 4-POST METAL SHELVING 36Wx18Dx86H, STARTER UNIT	433.78	433.78
	Tag For:	BK-12/213		
173	1	OTG11641B OFFICES TO MESH BACK TASK CHAIR, BLACK LEATHER SEAT, BLACK FRAME	180.00	180.00
	Tag For:	CH-02/214		
174	1	TS5HLMD3672 STEELCAS Peninsula-D Shape, Modesty Panel, High-Pressure Laminate, 36x72 BASIC :26L1 NATURAL CHERRY (VERSION 2) LPL COLUMN :4750 CHAMPAGNE METALLIC EDGE :6034 NATURAL CHERRY TOP-SURF:2412 NATURAL CHERRY	476.52	476.52
	Tag For:	OF-214		
175	1	TS5HLRR2448 STEELCAS Return-Right Hand,High-Pressure Laminate,24x48 BASIC :26L1 NATURAL CHERRY (VERSION 2) LPL EDGE :6034 NATURAL CHERRY FRONT :26L1 NATURAL CHERRY (VERSION 2) LPL LOCK :9201 POLISHED CHROME TOP-SURF:2412 NATURAL CHERRY OPTIONS * * OPTIONS * * PED OPT *OPT:SINGLE PEDESTAL OPTIONS BBF PED BOX-BOX-FILE PEDESTAL PULLS *OPT:PULL OPTIONS HDL PULL HANDLE PULL PULL PULL NICKEL *PULL:NICKEL 9211 NICKEL	458.85	458.85
	Tag For:	OF-214		

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Quotation

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project Number
113375	2/16/2012		STA004	SHAWN BELL	

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
176	2	TS5TLBK3666 STEELCAS Bookcase-36wx66h BASIC :26L1 NATURAL CHERRY (VERSION 2) LPL TOP-SURF:26L1 NATURAL CHERRY (VERSION 2) LPL	293.55	587.10
	Tag For:	OF-214		
177	1	TS30104 STEELCAS Chair-a la carte, Round Back, Guest, Leg Frame UPHLSTRY:5A21 RUST	180.69	180.69
	Tag For:	L-03/214		
178	6	OTG11641B OFFICES TO MESH BACK TASK CHAIR, BLACK LEATHER SEAT, BLACK FRAME	180.00	1,080.00
	Tag For:	CH-02/216		
179	1	OTG11641B OFFICES TO MESH BACK TASK CHAIR, BLACK LEATHER SEAT, BLACK FRAME	180.00	180.00
	Tag For:	CH-02/217		
180	1	TS5HLMD3072 STEELCAS Peninsula-D Shape, Modesty Panel, High-Pressure Laminate, 30x72 BASIC :26L1 NATURAL CHERRY (VERSION 2) LPL COLUMN :4750 CHAMPAGNE METALLIC EDGE :6034 NATURAL CHERRY TOP-SURF:2412 NATURAL CHERRY	440.61	440.61
	Tag For:	OF-217		
181	1	TS5HLRR2448 STEELCAS Return-Right Hand,High-Pressure Laminate,24x48 BASIC :26L1 NATURAL CHERRY (VERSION 2) LPL EDGE :6034 NATURAL CHERRY FRONT :26L1 NATURAL CHERRY (VERSION 2) LPL LOCK :9201 POLISHED CHROME TOP-SURF:2412 NATURAL CHERRY OPTIONS * * OPTIONS * * PULLS *OPT:PULL OPTIONS HDL PULL HANDLE PULL PULL PULL NICKEL *PULL:NICKEL 9211 NICKEL	458.85	458.85

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Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project Number
113375	2/16/2012		STA004	SHAWN BELL	

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
	Tag For:	OF-217		
182	3	TS5HL2436F2 STEELCAS File-Freestanding Lateral, High-Pressure Laminate,24dx28 1/2hx36w BASIC :26L1 NATURAL CHERRY (VERSION 2) LPL EDGE :6034 NATURAL CHERRY FRONT :26L1 NATURAL CHERRY (VERSION 2) LPL LOCK :9201 POLISHED CHROME TOP-SURF:2412 NATURAL CHERRY OPTIONS * * OPTIONS * * PULLS *OPT:PULL OPTIONS HDL PULL HANDLE PULL PULL PULL NICKEL *PULL:NICKEL 9211 NICKEL	506.16	1,518.48
	Tag For:	OF-217		
183	5	TS5TLBK3672 STEELCAS Bookcase-36wx72h BASIC :26L1 NATURAL CHERRY (VERSION 2) LPL TOP-SURF:26L1 NATURAL CHERRY (VERSION 2) LPL	330.60	1,653.00
	Tag For:	OF217		
185	1	TS4TBASE22 STEELCAS Base-22" Diameter BASE :4750 CHAMPAGNE METALLIC	180.12	180.12
	Tag For:	OFF 217		
186	1	TS4THDR30 STEELCAS Top-Round Table, High Pressure Laminate, 30" Diameter EDGE :6034 NATURAL CHERRY TOP-SURF:2412 NATURAL CHERRY	142.50	142.50
	Tag For:	OFF 217		
187	2	TS30104 STEELCAS Chair-a la carte, Round Back, Guest, Leg Frame UPHLSTRY:5A21 RUST	180.69	361.38
	Tag For:	L-03/217		
188	2	TS31408 STEELCAS Chair-Jenny, Lounge, Wood Arms ARMS :3412 FC/OP NATURAL CHERRY UPHLSTRY:59DG GRADED IN PR. GRP. 7 DESIGNTEX GROUP	957.60	1,915.20

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113375	2/16/2012		STA004	SHAWN BELL	

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
		Purchaser: VENDOR Pattern: OSCILLATE -3238 Color: MALLARD -401 Direction: VERTICAL OPTIONS * * OPTIONS * * LEG OPT *OPT:LEG OPTIONS WOOD WOOD LEGS LEGS LEGS WOOD VEN *LEGS:WOOD 3412 FC/OP NATURAL CHERRY		
	Tag For:	L-01A/219		
189	1	CYLINDER TABLE TERRAIN 18" DIAMETER x 18"H OVERALL, Wilsonart Laminate-7054-60 WILD CHERRY 3"H BLACK PLINTH BASE	251.18	251.18
	Tag For:	ST-01/219		
190	1	OTG11641B OFFICES TO MESH BACK TASK CHAIR, BLACK LEATHER SEAT, BLACK FRAME	180.00	180.00
	Tag For:	CH-02/220		
191	1	TS5HLMD3672 STEELCAS Peninsula-D Shape, Modesty Panel, High-Pressure Laminate, 36x72 BASIC :26L1 NATURAL CHERRY (VERSION 2) LPL COLUMN :4750 CHAMPAGNE METALLIC EDGE :6034 NATURAL CHERRY TOP-SURF:2412 NATURAL CHERRY	476.52	476.52
	Tag For:	OF-220		
192	1	TS5HLRL2448 STEELCAS Return-Left Hand,High-Pressure Laminate, 24x48 BASIC :26L1 NATURAL CHERRY (VERSION 2) LPL EDGE :6034 NATURAL CHERRY FRONT :26L1 NATURAL CHERRY (VERSION 2) LPL LOCK :9201 POLISHED CHROME TOP-SURF:2412 NATURAL CHERRY OPTIONS * * OPTIONS * * PED OPT *OPT:SINGLE PEDESTAL OPTIONS BBF PED BOX-BOX-FILE PEDESTAL PULLS *OPT:PULL OPTIONS HDL PULL HANDLE PULL PULL PULL NICKEL *PULL:NICKEL	458.85	458.85

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113375	2/16/2012		STA004	SHAWN BELL	

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
		9211 NICKEL		
	Tag For:	OF-220		
193	1	TSAEGROM STEELCAS Grommets-Package/10	26.79	26.79
	Tag For:	OF-220		
194	2	TS5HL2436F2 STEELCAS File-Freestanding Lateral, High-Pressure Laminate,24dx28 1/2hx36w BASIC :26L1 NATURAL CHERRY (VERSION 2) LPL EDGE :6034 NATURAL CHERRY FRONT :26L1 NATURAL CHERRY (VERSION 2) LPL LOCK :9201 POLISHED CHROME TOP-SURF:2412 NATURAL CHERRY OPTIONS * * OPTIONS * * PULLS *OPT:PULL OPTIONS HDL PULL HANDLE PULL PULL PULL NICKEL *PULL:NICKEL 9211 NICKEL	506.16	1,012.32
	Tag For:	OF-220		
195	2	TS5TLSB3637 STEELCAS Bookcase-Stacking, 36w37 1/2h BASIC :26L1 NATURAL CHERRY (VERSION 2) LPL TOP-SURF:26L1 NATURAL CHERRY (VERSION 2) LPL	212.61	425.22
	Tag For:	OF-220		
196	1	TS30104 STEELCAS Chair-a la carte, Round Back, Guest, Leg Frame UPHLSTRY:5A21 RUST	180.69	180.69
	Tag For:	OF-220		
197	4	383GA-STOOL COMMUNITY MELROSE ALL WOOD STOOL, horizontal slat back, MWO MEDIUM WALNUT ON OAK	164.50	658.00
	Tag For:	CH-11/228		
198	4	TS31401 STEELCAS Chair-Jenny,Armless UPHLSTRY:59DB GRADED IN PR. GRP. 2 DESIGNTEX GROUP Purchaser: VENDOR Pattern: LUDINGTON -3285	673.17	2,692.68

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113375	2/16/2012		STA004	SHAWN BELL	

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
		Color: EARTH -702 Direction: HORIZONTAL OPTIONS * * OPTIONS * * LEG OPT *OPT:LEG OPTIONS WOOD WOOD LEGS LEGS LEGS WOOD VEN *LEGS:WOOD 3412 FC/OP NATURAL CHERRY		
	Tag For:	L-02/228		
199	3	CYLINDER TABLE TERRAIN 18" DIAMETER x 18"H OVERALL, Wilsonart Laminate-7054-60 WILD CHERRY 3"H BLACK PLINTH BASE	251.18	753.54
	Tag For:	ST-01/228		
			Subsection Sub Total	153,165.01
			DELAWARE - NON TAXABLE	0.00
			Subsection Total	153,165.01
END	Subsection			
BEG	Subsection	3RD FLOOR		
200	1	1961-6 GLOBAL I ALERO-Medium Back Pneumatic Task chair w/arms - Fabric FINISHES ~03 GRADE 03 ~DRMA DRAMA D804 1-BLACK ARM GL A-(STD) HEIGHT ADJUSTABLE SSU FRAME/EDGE BK F-(STD) BLACK CASTER/KEYS (OPT) C1 C-(STD) 2" DUAL-WHL CASTOR - BLCK CHAIR BASES (OPT) ~ (STD) CYLINDER OPTION (OPT) ~ (STD) SEATING FOAM (OPT) ~ (STD) ARM WIDTH (OPT) ~ (STD)	285.00	285.00
	Tag For:	CH-12/301		
201	1	2243 GLOBAL I DRAFTING STOOL KIT-W/ 10 gas cylinder. Chrome outer ring.	184.00	184.00

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Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
	Tag For:	CH-12/301		
202	16	59003 FIXTURES Pulse Armless Chair- Thermoplastic CC Clear Plastic Glide Upgrade ~ No Gang Upgrade P13 THERMO: Cornflower E06 FRAME: Satin Silver	137.70	2,203.20
	Tag For:	CH-07/301		
203	16	59003 FIXTURES Pulse Armless Chair- Thermoplastic CC Clear Plastic Glide Upgrade ~ No Gang Upgrade P16 THERMO: Kiwi E06 FRAME: Satin Silver	137.70	2,203.20
	Tag For:	CH-08/301		
204	10	480120 STEELCAS Chair-node, Tripod Base, Personal Worksurface BASE :6249 PLATINUM SOLID PAINT :4799 PLATINUM METALLIC SHELL :6333 PICASSO SURFACE :6249 PLATINUM SOLID OPTIONS * * OPTIONS * * CASTERS *OPT:CASTERS OPTIONS HARD CST HARD CASTERS CUPHLDER *OPT:CUP HOLDER OPTION NO CUP NO CUP HOLDER	367.08	3,670.80
	Tag For:	CH-09/301		
205	1	LNSH3060CH/SM/LV FIXTURES Teacher Station, 30x60, seated height, crank Adj, LH Small Cab Stg, RIGHT HAND LRG CAB , HPLBP High Pressure Laminate Back Panel E06 SATIN SILVER WOODGRAIN LAMINATES Woodgrain Laminates L14 ZEBRANO	2,148.66	2,148.66

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Quotation

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project Number
113375	2/16/2012		STA004	SHAWN BELL	

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
		LD Solid Urethane U0 WROUGHT IRON M05 WROUGHT IRON ~ No Rack ~ Casters BP Black Pulls On Storage		
	Tag For:	DE-01/301		
206	5	EN9201U JASPER ENCORE SINGLE SEAT, UPH ARM Grade D ~ MOMENTUM VERGE 09097702 COLOR: LIVING S SATIN NICKEL LCL LOUNGE COLUMN LEG S SATIN NICKEL	862.45	4,312.25
	Tag For:	L-07A/301		
207	5	EN9201U JASPER ENCORE SINGLE SEAT, UPH ARM Grade D ~ MOMENTUM VERGE 09097702 COLOR: DENIM S SATIN NICKEL LCL LOUNGE COLUMN LEG S SATIN NICKEL	862.45	4,312.25
	Tag For:	L-07B/301		
208	1	OPEC-02C TERRAIN CUSTOM UNIT AS PER DRAWING OPAC-02C PROVIDED BY HOLZMAN MOSS BOTTINO ARCHITURE. VENEER WITH CUSTOM FINISH TO MATCH COMMUNITY NATURAL MAPLE ON BEECH INSET: MARMOLEUM REAL COLOR: 3173 VAN GOGH	2,850.00	2,850.00
	Tag For:	OP-02C/301		

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113375	2/16/2012		STA004	SHAWN BELL	

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
209	3	TS4TWP STEELCAS Campfire-Personal Table	254.79	764.37
	Tag For:	ST-05/301 ONLY 1 FINISH AVAILABLE		
210	4	TS4TPT STEELCAS Campfire-Paper Table BASE :2539 WARM OAK (HPL)	513.00	2,052.00
	Tag For:	ST-06/301		
211	4	TS4TPTG STEELCAS Campfire-Glass For Paper Table	76.95	307.80
	Tag For:	ST-06/301		
212	2	CUSTOM BENCHING UNIT TERRAIN (2) 48x96 LAMINATE TABLE WITH METAL H-LEGS, METAL TABLE TOP TROUGH FOR ACCESS TO CABLING & POWER (NIC)IN CENTERED RACEWAY UNDER TABLE TOP. TERRAIN STANDARD WILSONART FUSION MAPLE LAMINATE & EDGE TERRAIN STANDARD PAINT	2,082.40	4,164.80
213	4	TS4THDR48 STEELCAS Top-Round Table, High Pressure Laminate, 48" Diameter EDGE :6038 BLONDE ON MAPLE TOP-SURF:2592 BLONDE ON MAPLE	221.16	884.64
	Tag For:	TA-14/301		
214	4	TS4TBASE28 STEELCAS Base-28" Diameter BASE :4750 CHAMPAGNE METALLIC	266.19	1,064.76
	Tag For:	TA-14/301		
215	2	9798BL SAFCO PR AT YOUR DISPOSAL RECYCLING CENTER, 46"w x 16"d x 33"h, impact and moisture resistant polyethylene, three separate, 28 gallon bins under one lid, Decals are included	132.68	265.36
	Tag For:	TR-01/RM 301		
216	1	OTG11641B OFFICES TO MESH BACK TASK CHAIR, BLACK LEATHER SEAT, BLACK FRAME	180.00	180.00
	Tag For:	CH-02/304		
217	1	TS5HLMD3672 STEELCAS Peninsula-D Shape, Modesty Panel,	476.52	476.52

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113375	2/16/2012		STA004	SHAWN BELL	

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
		High-Pressure Laminate, 36x72 BASIC :26L1 NATURAL CHERRY (VERSION 2) LPL COLUMN :4750 CHAMPAGNE METALLIC EDGE :6034 NATURAL CHERRY TOP-SURF:2412 NATURAL CHERRY		
	Tag For:	OF-304		
218	1	TS5HLRL2448 STEELCAS Return-Left Hand,High-Pressure Laminate, 24x48 BASIC :26L1 NATURAL CHERRY (VERSION 2) LPL EDGE :6034 NATURAL CHERRY FRONT :26L1 NATURAL CHERRY (VERSION 2) LPL LOCK :9201 POLISHED CHROME TOP-SURF:2412 NATURAL CHERRY OPTIONS * * OPTIONS * * PED OPT *OPT:SINGLE PEDESTAL OPTIONS BBF PED BOX-BOX-FILE PEDESTAL PULLS *OPT:PULL OPTIONS HDL PULL HANDLE PULL PULL PULL NICKEL *PULL:NICKEL 9211 NICKEL	458.85	458.85
	Tag For:	OF-304		
219	2	TS5HL2436F2 STEELCAS File-Freestanding Lateral, High-Pressure Laminate,24dx28 1/2hx36w BASIC :26L1 NATURAL CHERRY (VERSION 2) LPL EDGE :6676 MARBLED MAPLE FRONT :26L1 NATURAL CHERRY (VERSION 2) LPL LOCK :9201 POLISHED CHROME TOP-SURF:2412 NATURAL CHERRY OPTIONS * * OPTIONS * * PULLS *OPT:PULL OPTIONS HDL PULL HANDLE PULL PULL PULL NICKEL *PULL:NICKEL 9211 NICKEL	506.16	1,012.32
	Tag For:	OF-304		
220	2	TS5TLSB3637 STEELCAS Bookcase-Stacking, 36w37 1/2h BASIC :26L1 NATURAL CHERRY (VERSION 2) LPL TOP-SURF:26L1 NATURAL CHERRY (VERSION 2) LPL	212.61	425.22

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Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project Number
113375	2/16/2012		STA004	SHAWN BELL	

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
221	1	TS5LBBF23U STEELCAS Pedestal-Underworksurface, Box/Box/File, 23dx27h BASIC :26L1 NATURAL CHERRY (VERSION 2) LPL FRONT :26L1 NATURAL CHERRY (VERSION 2) LPL LOCK :9201 POLISHED CHROME OPTIONS * * OPTIONS * * PULLS *OPT:PULL OPTIONS HDL PULL HANDLE PULL PULL PULL NICKEL *PULL:NICKEL 9211 NICKEL	285.00	285.00
	Tag For:	OF-304		
222	1	TS30104 STEELCAS Chair-a la carte, Round Back, Guest, Leg Frame UPHLSTRY:5A21 RUST	180.69	180.69
	Tag For:	L-03/304		
223	1	TS5HLEL2466 STEELCAS Shell-Extended Corner,Curved Front, Left Hand,High-Pressure Laminate, 24x66x36 BASIC :26L1 NATURAL CHERRY (VERSION 2) LPL EDGE :6034 NATURAL CHERRY TOP-SURF:2412 NATURAL CHERRY	434.34	434.34
	Tag For:	OF-305		
224	1	TS5HLUR2448 STEELCAS Shell-Return,Right Hand, High-Pressure Laminate,24x48 BASIC :26L1 NATURAL CHERRY (VERSION 2) LPL EDGE :6034 NATURAL CHERRY TOP-SURF:2412 NATURAL CHERRY	239.97	239.97
	Tag For:	OF-305		
225	1	TS5LBBF23U STEELCAS Pedestal-Underworksurface, Box/Box/File, 23dx27h BASIC :26L1 NATURAL CHERRY (VERSION 2) LPL FRONT :26L1 NATURAL CHERRY (VERSION 2) LPL LOCK :9201 POLISHED CHROME OPTIONS * * OPTIONS * * PULLS *OPT:PULL OPTIONS	285.00	285.00

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Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
		HDL PULL HANDLE PULL PULL PULL NICKEL *PULL:NICKEL 9211 NICKEL		
	Tag For:	OF-305		
226	1	TSAEGROM STEELCAS Grommets-Package/10	26.79	26.79
	Tag For:	OF-305		
227	1	OTG11641B OFFICES TO MESH BACK TASK CHAIR, BLACK LEATHER SEAT, BLACK FRAME	180.00	180.00
	Tag For:	OF-305		
			Subsection Sub Total	35,857.79
			DELAWARE - NON TAXABLE	0.00
			Subsection Total	35,857.79
END	Subsection			
228	1	DESIGN CONTINGENCY CORPORAT BUDGETARY DESIGN CONTINGENCY BASED ON 3% OF THE TOTAL FOR ANY FUTURE REVISIONS THAT COULD ADD TO THE COST OF THE OVERALL JOB.	8,943.12	8,943.12

QUOTATION TOTALS

Sub Total	**308,617.30**
DELAWARE - NON TAXABLE	**0.00**
Grand Total	**308,617.30**

*******End of Quotation*******

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Terms and Conditions of Sales and Service For New and Renewed Environments Products

The sale and delivery of the goods and/or services ("Goods") by Corporate Interiors, Inc. ("CI") that are the subject of this quotation/order/invoice (referred to herein as "Order"), shall be subject to the following Terms and Conditions. Any conflict between the provisions of these Terms and Conditions and any Order shall be governed by these Terms and Conditions.

ORDERS:

A.) Acceptance
All purchases by Buyer shall be initiated by written or electronically transmitted purchase orders in form and substance satisfactory to CI. Unless otherwise expressly agreed in writing by CI, all purchases are subject to these Terms and Conditions. Such Terms and Conditions (together with the Order) shall constitute the complete agreement between the parties and shall supersede all previous understandings, written or oral, that may have existed relating to the Goods. Buyer shall be deemed to have assented and acknowledged these Terms and Conditions. Delivery and installation dates will be acknowledged by CI upon receipt and acceptance of Orders by CI. Furniture finishes must be selected and approved in order for CI to properly acknowledge and confirm delivery and installation dates. All Orders state a mutually acceptable arrival date.

B.) Changes / Cancellations
Changes to the Original Proposal: Any changes from the original accepted Order, including any changes to drawings of the Goods, quantities or furniture configuration, must be authorized in writing by CI, regardless if they are a billable change or not. CI reserves the right to, unilaterally, change any panel and/or component size in order to match specifications with availability and/or overall furniture dimensions for products remanufactured by Renewed Environments, a division of CI.
Cancellations and Returns: An order cannot be canceled except by mutual written consent between the Buyer and CI. Buyer shall reimburse CI for all costs and expenses, as reasonably determined by CI, for all canceled orders and returned merchandise.

PAYMENT TERMS/SECURITY:

A.) Invoicing and Terms
All terms are subject to credit verification and may be modified according to the Buyer's credit rating. Buyer agrees to pay all invoices within ten days unless as otherwise described on the face of CI quotes and invoices.. CI's standard terms are as stated herein. , Buyer will pay CI a minimum deposit in an amount equal to 50% of the purchase price of the Goods and Services. Deposits will be applied to each invoice on a pro-rata basis. The entire balance of the purchase price for the Goods (net of the deposit paid) is due in full upon delivery of the Goods, unless prior credit arrangements have been submitted to and approved by CI. All payments due to CI shall be paid without any set-off or claim. The amounts set forth on CI invoices shall be deemed to be conclusive evidence of the amount due from Buyer, unless notice to objection is received by CI in writing within (10) ten days of the date of the invoice. Buyer agrees to not withhold payment for any goods or services not subject to the aforementioned notice. No payment of any amount due under an invoice or Order shall be conditioned upon Buyer's receipt of payment from any third party for any Goods sold subject to these Terms and Conditions. CI shall have, and Buyer hereby grants to CI, a security interest in all Goods covered by the Order to secure such payment obligation. CI shall have all of the rights and remedies of a secured party under the Uniform Commercial Code as adopted in Delaware. Buyer appoints CI its attorney-in-fact for the purpose of executing and filing UCC-1 Financing Statements or other documents as may be necessary to perfect this security interest, and CI is hereby authorized to prepare and file such Financing Statements.

B.) Accounts Past Due/Default
All Goods will be invoiced upon delivery (either to Buyer's facilities or when placed into storage) and will be paid at the time of delivery, unless prior credit arrangements have been submitted to and approved by CI. If partial delivery of an order is made, CI shall submit a partial invoice, and Buyer shall make payment for the Goods so invoiced. CI will invoice Buyer for the remaining Goods when such Goods are delivered. Buyer shall pay a finance charge of 1½% per month or the highest legal rate, whichever is lower, on all past due accounts. Any payment not made on the date due shall be deemed past due. In the event of default, Buyer shall pay all costs of collection, including but not limited to, reasonable attorney's fees, court costs, and costs of recovery.

C.) Freight
All shipments for the Continental United States shall be F.O.B. the Manufacturer's plant(s) with freight prepaid and add. Title and risk of loss or damage shall pass from CI to Buyer upon delivery at Buyers designated location. Shipments destined for Hawaii or Alaska will be quoted upon request.

D.) Claims
Transportation claims (damage, loss or delay) shall be filed by CI for all Goods, and damaged Goods will be repaired or replaced, at CI's sole discretion. On drop shipments, it will be Buyer's responsibility to inspect the Goods upon delivery, and CI shall assist Buyer to ensure that proper claims and procedures are followed in the event of damage. Claims must be reported to CI within five (5) calendar days of receipt of the Goods by Buyer.

E.) Taxes
All prices quoted are subject to any local or state sales or use tax and any applicable taxes, which will be added to the purchase price on the invoice and paid by the Buyer. Buyer agrees to pay all required state, local and applicable use taxes. CI is registered to collect and remit sales tax only for sales delivered to customers in the states of Pennsylvania, New Jersey, Maryland, Massachusetts, Texas, California, New York, Ohio, Florida, Virginia, and Arizona. Buyer assumes all responsibilities to file and pay taxes in jurisdictions in which Corporate Interiors, Inc. is not required by law to do so.

F.) Surcharges
CI may levy certain surcharges at its discretion. Any surcharges levied will be a separate line on the quote.

DELIVERY AND INSTALLATION:
In the event that delivery and/or installation are required, the following provisions shall apply:

A.) Condition of Job Site
Buyer shall be responsible for providing a job site, which is safe, accessible, clean, clear and free of debris prior to installation.

B.) Job Site Services
Buyer shall furnish, without charge, electrical power, heat, hoisting and/or elevator service and containers for disposal of packing materials. Buyer shall provide adequate facilities for off-loading, staging, moving and handling of merchandise.

C.) Special Packaging or Handling
If special packaging or handling is required, it will be subject to an additional charge.

D.) Delivery During Normal Business Hours
Delivery and installation shall be made during normal working hours. Additional labor costs resulting from work at other times (overtime work) which is performed at the Buyer's request shall be billed at CI's standard overtime rates.

E.) Use of Labor
Delivery and installation shall be performed by non-union labor. Additional labor costs resulting from the use of union labor, at the Buyer's request or union demand, shall be billed at CI's standard union rates.

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F.) Delays
1. If the Goods cannot be installed on the scheduled installation date by reason of the unavailability of the premises, causes beyond the control of CI, or delays caused by the Buyer, then CI shall have a reasonable time to install the Goods after the premises are available or after any other causes of delay beyond the control of CI have been eliminated.

2. If the Goods cannot be installed on the scheduled installation date by reason of the unavailability of the premises, causes beyond the control of CI or delays caused by the Buyer, the Goods shall be stored (at Buyer's warehouse or location, in the case of direct shipment, or in the CI warehouse, in other cases) until installation can be resumed, and shall be considered accepted by the Buyer for purposes of payment as of such scheduled installation date. Buyer shall be responsible for all transfer, storage and related costs if Goods cannot be installed on the scheduled installation date, as described in Section 3G below. Invoicing will be paid in accordance with Section 2B/Accounts Past Due/Default.

G.) Storage
CI shall coordinate shipments with installation dates. Should Buyer be unable to accept Goods when delivered, and should storage at CI be required, the following shall apply: Labor and storage charges of 1 1/2% of the purchase price for the Goods shall accrue monthly with no proration. There will be a minimum billing of $100. CI assumes responsibility for any damage to Goods as long as it remains in CI's facilities, providing there is a storage charge applied and paid. Goods priced as a drop shipment and later not received by Buyer will be subject to a special handling and re-delivery fee.

H.) Erection and Assembly
Unless otherwise stated in writing, CI sales prices assume that all on-site labor to erect and/or install any furniture, fixtures or floor covering or labor to provide any service shall be performed by non-union personnel at prevailing wages. In situations where this is not the case, CI may charge Buyer additional amounts.

I.) Protection of Delivered Goods
Subject to Section 3F, Goods delivered to Buyer's facilities shall be inspected and accepted by Buyer. Buyer is responsible for signing CI Delivery Tickets and Installation Acknowledgement Sign-Off documents upon delivery and acceptance of the Goods. Subject to Section 3F, the responsibility for the security and safeguarding of the delivered Goods shall pass to Buyer upon delivery and inspection thereof; Buyer shall bear the full risk of loss, damage or destruction of the Goods upon and after such delivery.

J.) Force Majeure
CI shall not be considered in default of any of their obligations, to the extent that the performance thereof is delayed or rendered impossible by acts of God, war, civil commotion, governmental action, fire, storm, flood, explosion, strikes, walkouts, labor disputes or shortages, union action to stop labor performance, other industrial disturbances or any other cause that is beyond their reasonable control.

K.) Insurance
CI shall carry insurance coverage for: 1) Worker's compensation; 2) Employer's liability; 3) Automobile liability; and 4) Comprehensive general liability. in amounts and in a form of its choosing or as required by law.

ADDITIONAL TERMS:

L.) Limited Warranty/Exclusive Remedy
Renewed Environments, a division of CI, is a remanufacturer of products that may have original defects and/or minor dents in metal surfaces prior to remanufacturing. For goods remanufactured by Renewed Environments, CI agrees to repair or replace, at CI's option, any such goods that are determined to be defective during the period ending three (3) years following delivery of such Goods to Buyer. This shall be Buyer's sole and exclusive remedy with respect to these Goods. For Goods classified as 'As-Is' product, CI shall assume no responsibility for supplemental repair or refurbishment. As to all other Goods, CI shall, if able, assign to Buyer any warranties supplied or furnished by the manufacturer of any such Goods. CI makes no other representations or warranties, express or implied, and unless otherwise expressly set forth in writing and signed by CI, these shall be Buyer's sole and exclusive remedies. In no event will CI be liable for consequential or special damages, or transportation, installation, or other costs or expenses that may arise in connection with such Goods. Unless specifically agreed to in writing, CI does not warrant that any goods or materials sold are in compliance with any particular plans or specifications. CI MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED AND NO WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. ALL WARRANTIES ARE HEREBY DISCLAIMED, UNLESS EXPRESSLY CONTAINED IN A PURCHASE AGREEMENT OR OTHER WRITING SIGNED BY AN AUTHORIZED REPRESENTATIVE OF CI.

M.) Governing Law/Consent to Jurisdiction
The transactions covered by these Terms and Conditions shall be governed by, and construed in accordance with, the laws of the State of Delaware, without regard to its conflicts of laws provisions. The parties hereby irrevocably consent and agree that any and all disputes, complaints, controversies, claims or grievances arising under, out of, in connection with, or in any manner related to, these Terms and Conditions or the Goods to be sold hereunder shall only be commenced and maintained in a state or federal court located in Delaware, and the parties waive any right to have any such action or claim brought in any other jurisdiction. The parties irrevocably consent and agree to service of process by certified mail, return receipt requested, at their respective principal places of business. Any provision of these Terms and Conditions that is prohibited or unenforceable in any jurisdiction, shall, as to such jurisdiction, be ineffective to the extent of such prohibition or enforceability without invalidating the remaining provisions hereof or affecting the validity or enforceability of such provisions in any other jurisdiction.

N.) Assignment
These Terms and Conditions shall be binding upon Buyer and Buyer's heirs, successors, assigns, estates and parent or subsidiary corporations; provided, however, that Buyer may not assign its rights hereunder and any such attempted assignment shall be void and of no force and effect.

O.) Commercial Transaction
Buyer acknowledges that this is a commercial transaction and that the Goods will not be used for personal, family or household purposes (except in the event that the Goods are used for a home office). BUYER HEREBY WAIVES ANY AND ALL RIGHTS BUYER MAY HAVE UNDER APPLICABLE LAW WITH RESPECT TO ANY PREJUDGMENT REMEDY THAT CORPORATE INTERIORS, INC. MAY USE. BUYER EXPRESSLY WAIVES BUYER'S RIGHT TO NOTICE AND HEARING UNDER APPLICABLE LAW IN CONNECTION WITH ANY PREJUDGEMENT REMEDY THAT CORPORATE INTERIORS, INC. MAY SEEK.

P.) Modification/Termination, etc.
The terms of this document may not be modified except in writing signed by both Buyer and Corporate Interiors, Inc.

Corporate Interiors, Inc. Date

Client (Authorized Signature) Date

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FIRST READING

CITY OF DOVER PROPOSED ORDINANCE #2012-07 WITH LF&A #1
(LF&A Amendment Indicated in Red Strikeout)

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

That the City of Dover Code of Ordinances be amended by inserting a new Appendix E - Commercial Building Redevelopment, as follows:

APPENDIX E - COMMERCIAL BUILDING REDEVELOPMENT

ARTICLE I. - INTENT.

The city council has deemed it to be in the best interests of the residents of the city and in furtherance of their health, safety, and welfare to promote the renovation and utilization of commercial buildings on the city's principal commercial corridors. In order to promote the business growth and reutilization of vacant commercial buildings along these corridors, city council has determined that incentives in the forms of tax abatements, impact fee waivers, and building permit waivers should be offered.

ARTICLE II. - ELIGIBILITY.

Section 1. - Eligible project.

Eligible project shall mean the renovation and establishment of a business in an existing commercial building or tenant space which:

~~(a) Is located or addressed on U.S. Route 13, Bay Road, Court Street between U.S. Route 13 and Bay Road, and Delaware Route 8 west of the railroad tracks;~~

(a) Is a minimum of 5,000 square feet of floor area;
(b) The fair market value of the materials to be used in and the labor to be performed on the project exceeds the sum of $15,000.00;
(c) Is for commercial or office use;
(d) The establishment of a new business is proposed; and
(e) Conforms to the intent of this ordinance.

Construction or renovation of accessory buildings as defined in Appendix B - Zoning, Article 12 - Definitions, of the Dover code of ordinances shall not be eligible for redevelopment incentives. Construction or renovation which constitutes ordinary replacement or routine maintenance shall not qualify as an eligible project. Construction of new buildings shall not qualify as an eligible project.

Draft

Section 2. - Redevelopment incentive ineligibility.

An otherwise eligible project shall be ineligible for redevelopment incentives if:

(a) An application for a building permit for the project was filed prior to the effective date of this ordinance; or
(b) Construction or renovation commenced prior to the effective date of this ordinance;
(c) Issuance of the certificate of occupancy and/or the completion and finalization of the building permit occurs before the application for redevelopment incentives is received;
(d) Construction or renovation commenced prior to the issuance of a building permit by the city of Dover;
(e) Applications for incentives provided in this ordinance shall be subject to the provisions of Chapter 1 - General Provisions, Section 1-13 - Denial of permits or approvals for failure to comply with requirements for payment, actions, or filings.

ARTICLE III - INCENTIVES.

Section 1. - Waiver of fees.

Renovations meeting the eligibility requirements shall be eligible for the following incentives:

(a) Partial waiver of permit fees. Fifty percent of the fees for building, plumbing, mechanical, and fire protection permits shall be waived for eligible projects. Sign permit fees shall not be waived.
(b) Partial waiver of impact fees. For projects where renovation will constitute an increase in equivalent dwelling units (EDU's) and require payment of impact fees, fifty percent of the City's portion of the water and sewer impact fees shall be waived. The Kent County impact fees and administrative charges shall not be waived.

Section 2. - Tax abatement.

Eligible projects shall receive property tax waivers for a period not to exceed ten years so that improvements to the properties made in accordance with the intent of this ordinance will not be taxed for a period of time not to exceed ten years from the date of the making of the improvements. The said ten-year period will commence with the date of issuance of a building permit. The property tax waiver shall apply only to the improvements and not to the property value assessed prior to the improvements.

ARTICLE IV. - ADMINISTRATION.

The city manager and his staff shall develop the administrative procedures necessary to implement this ordinance. The city manager and his staff shall promulgate reasonable standards to be used in determining whether an eligible project shall receive redevelopment incentives and, if so, which incentives shall be granted. Administrative staff shall review applications for redevelopment incentives and grant incentives to eligible projects. Applicants shall be notified in writing of the action taken on their applications.

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ARTICLE V. - APPEALS.

Applicants denied redevelopment incentives shall have the right to appeal the decision to the city council within 30 days from the date of mailing of the formal notification. Such appeal shall be in writing, signed by the owner of the property in question, and filed with the city clerk.

ARTICLE VI. - SEVERABILITY AND EFFECTIVE DATES.

Section 1. - Severability.

Should any section or provision of this ordinance be declared to be unconstitutional or otherwise invalid, such decision shall not affect the validity of the ordinance as a whole or any part thereof other than the parts so declared to be unconstitutional or invalid.

Section 2. - Effective dates.

This ordinance shall be effective as of April 15, 2012. The provisions of this ordinance shall no longer apply after December 31, 2015.

ADOPTED: *

S:\ORDINANCES\2012\Draft\2012-07 - New Appendix E - Commercial Building Redevelopment-w LF&A Amd No 1 - 1st Rdg.wpd

SYNOPSIS

The proposed ordinance would allow a partial waiver of building permit fees and city impact fees, as well as tax abatement on improvements, for redevelopment of vacant commercial buildings ~~on Route 13, Bay Road, Court Street between Bay Road and Route 13, and Route 8 west of the railroad tracks.~~

(SPONSORS: STAFF)

Actions History:

Mar. 12, 2012 - Scheduled for First Reading Before City Council

Feb. 27, 2012 - Considered by the Legislative, Finance, and Administration Committee

Draft

FIRST READING

CITY OF DOVER PROPOSED ORDINANCE #2012-06

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

That the Dover Code of Ordinances be amended by inserting a new Chapter 59 - Juvenile Curfew, to read as follows:

Chapter 59 - JUVENILE CURFEW

Sec. 59-1. - Definitions.

When not inconsistent with the context, words used in the present tense include the future, words in the plural number include the singular, and words in the singular number include the plural. The word "shall" is always mandatory and not merely directory. The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

City means the City of Dover, Delaware, with administrative offices at 15 Loockerman Plaza, Dover, Delaware.

Emergency means an unforeseen combination of circumstances or the resulting state that calls for immediate action. The term includes, but is not limited to, a fire, natural disaster, automobile accident, or any situation requiring immediate action to prevent serious bodily injury or loss of life.

Establishment means any privately owned place of business operated for a profit to which the public is invited, including, but not limited to, any place of amusement or entertainment.

Juvenile or *Minor* means any unemancipated person under the age of 17 or, in equivalent phrasing often herein employed, any person 16 or fewer years of age.

Operator means any individual, firm, association, partnership, or corporation operating, managing, or conducting any establishment. The term includes the members or partners of an association or partnership and the officers of a corporation.

Parent means any person having legal custody of a juvenile:

(1) As a natural or adoptive parent.

(2) As a legal guardian.

(3) As a person who stands in loco parentis.

(4) As a person to whom legal custody has been given by court order.

Draft

Public Place means any place to which the public or a substantial group of the public has access and includes, but is not limited to, streets, common areas of schools, shopping centers, parking lots, parks, playgrounds, transportation facilities, theaters, restaurants, shops, bowling alleys, taverns, cafes, arcades, and similar areas that are open to the use of the public. As a type of public place, a street is a way or place, of whatever nature, open to the use of the public as a matter of right for purposes of vehicular travel or, in the case of a sidewalk thereof, for pedestrian travel. "Street" includes that legal right-of-way, including, but not limited to, the cartway of traffic lanes, the curb, the sidewalks, whether paved or unpaved, and any grass plots or other grounds found within the legal right-of-way of a street.

Remain means to stay behind, to tarry, and to stay unnecessarily in a public place, including the congregating of groups (or of interacting minors) totaling four or more persons in which any juvenile involved would not be using the streets for ordinary or serious purposes such as mere passage or going home, or to fail to leave the premises of an establishment when requested to do so by a police officer or the operator of an establishment. To implement this provision with additional precision and precaution, numerous exceptions are expressly defined in this chapter. More exceptions become available with a juvenile's increasing years and advancing maturity as appropriate in the interest of reasonable regulation.

Time of Night means based upon the prevailing standard of time, whether Eastern standard time or Eastern daylight savings time, generally observed at that hour by the public in the city, prima facie the time then observed in the city administrative offices and police station.

Years of Age means continues from one birthday, such as the 16th, to (but not including the day of) the next, such as the 17th birthday, making it clear that 16 or fewer years of age is herein treated as equivalent to the phrase "under 17 years of age." Similarly, for example, 11 or fewer years of age means "under 12 years of age."

Sec. 59-2. - Curfew established.

(a) *School year curfew*. It shall be unlawful for any person 16 years or fewer of age (under 17) to be or remain in or upon a public place within the City of Dover during the Caesar Rodney/Capital School District designated school year for the period ending at 6:00 a.m. and beginning:

(1) At 12:00 midnight on Friday and Saturday nights; and

(2) At 11:00 p.m. on all other nights.

(b) *Summer curfew*. It shall be unlawful for any person 16 years or fewer of age (under 17) to be or remain in or upon a public place within the City of Dover during the Caesar Rodney/Capital School District designated summer break for the period ending at 6:00 a.m. and beginning:

(1) At 1:00 a.m. on Friday and Saturday nights; and

(2) At 12:00 midnight on all other nights.

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Sec. 59-3. - Exceptions.

(a) The following shall constitute valid exceptions to the operation of this chapter:

(1) *Accompanied by parent*. When a juvenile is accompanied by a parent of such juvenile.

(2) *Accompanied by authorized adult*. When a juvenile is accompanied by an adult authorized by a parent of such juvenile to take said parent's place in accompanying said juvenile for a designated period of time and purpose within a specified area.

(3) *Errand directed, in writing, by parent*. When the juvenile is on an errand as directed by his/her parent, provided that such juvenile shall have on his/her person a written note, signed by the juvenile's parent, stating:

a. The date and time that the note was written (which shall not be more than 24 hours before the time of the errand);

b. The name of the juvenile;

c. The name, address, and telephone number of the parent; and

d. The specific errand directed by the parent.

(4) *Emergency*. When a juvenile is assisting in an emergency, including, by way of example and not in limitation, responding as a member of a volunteer fire company to a fire company or paramedic call.

(5) *First amendment rights*. When a juvenile is exercising first amendment rights protected by the United States Constitution, such as the free exercise of religion, freedom of speech, and the right of assembly, by first delivering, to the person designated by the city's chief of police to receive such information, a written communication, signed by the juvenile and countersigned, if practicable, by a parent of the juvenile, with his/her home address and telephone number, specifying when, where, and in what manner the juvenile will be in a public place during hours when this chapter is applicable to said minor in the exercise of a first amendment right specified in such communication.

(6) *Reasonable necessity*. In case of reasonable necessity for the juvenile remaining in a public place, but only after the juvenile's parent has communicated to the chief of police or the person designated by the chief of police to receive such notifications the facts establishing the reasonable necessity relating to a specified public place at a designated time for a described purpose, including points of origin and destination. A copy of the communication, or of the police record thereof, duly certified by the chief of police to be correct, with an appropriate notation of the time it was received and of the names and addresses of the parent and juvenile, shall be admissible evidence.

(7) *On own or neighbor's property*. When a juvenile is on the sidewalk or property where the juvenile resides, or on either side of or across the street from the place where the juvenile resides, and the adult owner or resident of that property has given permission for the juvenile to be there.

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(8) *Returning home within one hour of official activity*. When a juvenile is returning home from, and within one hour of, the termination or closing of an official school, religious, or other recreational activity supervised by adults, sponsored by the City of Dover, a recognized charitable, benevolent, or civic association, or a similar entity that takes responsibility for the minor.

(9) *Special permit (individual)*. When authorized by special permit from the chief of police carried on the person of the juvenile thus authorized, as follows:

a. When necessary nighttime activities of a juvenile may be inadequately provided for by other provisions of this chapter, then recourse may be had to the chief of police, either for a regulation as provided in subsection (a)(10) or for a special permit as the circumstances warrant.

b. Upon a finding of undue hardship and reasonable necessity for the use of a public place to the extent warranted by a written application signed by a juvenile and by a parent of the juvenile, if feasible, stating: the name, age, and address of the juvenile; the name, address, and telephone number of a parent thereof; the height, weight, sex, color of eyes and hair, and other physical characteristics of the juvenile; the necessity that requires the juvenile to remain upon a public place during the curfew hours otherwise applicable and the undue hardship that will result if such permit is not granted; the public place; and the beginning and ending of the period of time involved, by date and hour, the chief of police may grant a permit, in writing, for the juvenile's use of a public place at such hours as in the opinion of the chief of police may reasonably be necessary and consistent with the purposes of this chapter. In an emergency, this may be handled by prior telephone or other effective communication, with a corresponding record being made contemporaneously by the chief of police or by the person designated by the chief of police to act on his/her behalf in an emergency at the police station.

(10) *Special regulation (group)*. When authorized by regulation issued by the chief of police in other similar cases of reasonable necessity, similarly handled but adapted to reasonably necessary nighttime activities of more juveniles than can readily be dealt with on an individual special permit basis, but only where such juveniles will be under the active supervision of adults responsible for such juveniles. Normally such regulation by the chief of police permitting use of public places should be issued sufficiently in advance to permit appropriate publicity through news media and through other agencies, such as the schools, and shall define the activity, the scope of the use of the public places permitted, the period of time involved, not to extend more than one hour beyond the time for termination of the activity, and the reason for finding that the regulation is reasonably necessary and is consistent with the purposes of this chapter.

(11) *Employment necessity*. When the juvenile is legally employed, going to or returning home from employment, and carries a certified card of employment, renewable each calendar month when the current facts so warrant, dated or reissued not more than 45 days previously, signed by the parent and employer and briefly identifying the juvenile, the addresses and telephone numbers of the juvenile's home and place of employment, and the juvenile's hours of employment. The city shall prepare a form to be used by employers for purposes of this subsection.

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(12) *Interstate or intrastate travel*. When the juvenile is, with parental consent, engaged in normal interstate or intrastate travel through the city or originating or terminating in the city.

(13) *Married*. When the juvenile is married or has been married pursuant to state law.

(14) *Operator of establishment*. In the case of an operator of an establishment, when the operator has notified the police that a juvenile was present on the premises of the establishment during curfew hours and refused to leave.

(b) *Continuing consideration of exceptions*. Each of the foregoing exceptions and their several limitations, such as provisions for notification, are severable, as hereinafter provided but here reemphasized, and will be considered by Council when warranted by future experience.

Sec. 59-4. - Parental responsibility.

(a) The foregoing exceptions to the operation of this chapter shall act only to create a waiver of enforcement and affirmative defense(s) to such enforcement. By authorizing such exceptions, neither the city nor any member of the police department shall assume any affirmative obligation or duty to supervise the well-being of any juvenile acting pursuant to such authorized exception.

(b) It shall be unlawful for a parent having legal custody of a juvenile knowingly to permit or by inefficient control to allow the juvenile to remain in any city public place under circumstances not constituting an exception to, or otherwise beyond the scope of, this chapter. The term "knowingly" includes knowledge that a parent should reasonably be expected to have concerning the whereabouts of a juvenile in that parent's legal custody. This requirement is intended to hold a neglectful or careless parent up to a reasonable community standard of parental responsibility through an objective test. It shall, therefore, be no defense that a parent was completely indifferent to the activities or conduct or whereabouts of such juvenile.

(c) It shall be unlawful for any parent to knowingly (as defined above) provide any false authorization, information or certification, written or verbal, to the Dover police department in order to obtain an exception to the operation of this chapter under Sec. 59-3 hereof.

Sec. 59-5. - Operator responsibility.

It shall be unlawful for any operator of an establishment to knowingly permit a juvenile to remain at the establishment under circumstances not constituting an exception to, or otherwise beyond the scope of, this chapter. The term "knowingly" includes knowledge that an operator should reasonably be expected to have concerning the patrons of the establishment. The standard for "knowingly" shall be applied through an objective test: whether a reasonable person in the operator's position should have known that the patron was a juvenile in violation of this chapter.

Sec. 59-6. - Enforcement.

(a) If a police officer reasonably believes that a juvenile is in a public place in violation of this chapter, the officer shall notify the juvenile that he/she is in violation of this chapter and shall require the juvenile to provide his/her name, address, and telephone number and how to contact his/her parent or

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guardian. In determining the age of the juvenile and in the absence of convincing evidence, such as a birth certificate, a police officer shall, in the first instance of violation of the chapter, use his/her best judgment in determining age.

(b) The police officer shall issue the juvenile a written warning that the juvenile is in violation of this chapter and order the juvenile to go promptly home. The chief of police shall send the parent or guardian of the juvenile written notice of the violation pursuant to subsection (f) hereof.

(c) Police procedures shall constantly be refined in the light of experience and may provide that the police officer may deliver to a parent or guardian thereof a juvenile under appropriate circumstances; for example, a juvenile of tender age, near home, whose identity and address may readily be ascertained or are known.

(d) Notwithstanding subsection (b) of this section, when a juvenile has received one previous written warning for violation of this chapter or a police officer has reasonable grounds to believe that the juvenile has engaged in delinquent conduct, the procedure shall then be to take the juvenile to the police station where a parent or guardian shall immediately be notified to come for the juvenile, whereupon the parent or guardian and the juvenile shall be questioned. This is intended to permit ascertainment, under constitutional safeguards, of relevant facts and to centralize responsibility in the person designated there and then on duty for accurate, effective, fair, impartial, and uniform enforcement and recording, thus making available experienced personnel and access to information and records.

(e) When a parent or guardian, immediately called, has come to take charge of the juvenile and the appropriate information has been recorded, the juvenile shall be released to the custody of such parent. If the parent cannot be located or fails to take charge of the juvenile, then the juvenile shall be released to the juvenile authorities, except to the extent that, in accordance with police regulations approved in advance by juvenile authorities, the juvenile may temporarily be entrusted to an adult, neighbor, or other person who will on behalf of a parent or guardian assume the responsibility of caring for the juvenile pending the availability or arrival of a parent or guardian.

(f) In the case of a first violation of this chapter by a juvenile, the chief of police shall, by certified mail, send to a parent or guardian written notice of the violation, with a warning that any subsequent violation will result in full enforcement of this chapter, including enforcement of parental responsibility and of applicable penalties.

(g) For the first violation of this chapter by an operator of an establishment who permits a juvenile to remain on the premises, a police officer shall issue a written notice of the violation with a warning that any subsequent violation will result in full enforcement of the chapter, including enforcement of operator responsibility and of applicable penalties.

(h) In any event the police officer shall, within 24 hours, file a written report with the chief of police or shall participate, to the extent of the information for which he/she is responsible, in the preparation of a report on the curfew violation. It is not the intention of this section to require extensive reports that will prevent police officers from performing their primary police duties. The reports shall be as simple as is reasonably possible and may be completed by police department personnel other than sworn police officers.

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Sec. 59-7. - Violations and penalties.

(a) *Parents*.

(1) *Offenses by the parent*. If, after the warning notice pursuant to Sec. 59-6 of a first violation by a juvenile, a parent violates Sec. 59-4 (in connection with a second violation by the juvenile), this shall be treated as a first offense by the parent. For offenses by a parent, the fines shall be as provided for in Appendix F - Fees and Fines. [First offense by a parent - $50, and for each subsequent offense by a parent the fine shall be increased by an additional $20: e.g., $70 for the second offense and $90 for the third offense.[Locate in Appendix F] Any court of competent jurisdiction, upon finding a parent guilty, shall sentence the parent to pay this fine and the cost of prosecution.

(2) *Personnel costs.* The parent or legal guardian having custody of a juvenile subject to this section shall be liable for all costs incurred by the City of Dover for providing personnel to remain in the company of a juvenile who has been detained as a curfew violator if the parent or guardian does not pick up the juvenile within one hour after receiving notice from the city that the city is detaining the juvenile for a curfew violation. The amount to be paid by the parent or guardian shall be as provided for in Appendix F - Fees and Fines. [Locate in Appendix F] [based on the hourly wage of the city employee who is assigned to remain with the juvenile plus the cost of benefits for that employee.]

(3) The parent or legal guardian having custody of a juvenile subject to this section shall be liable for any fine or condition of restitution or reparation imposed by a court upon a curfew violator, provided that the curfew violator has not paid the fine or made restitution or reparation within the time ordered by the court and further provided that the parent or legal guardian has been made a party defendant in all enforcement proceedings against the curfew violator and shall be served with all citations, summons, complaints, notices, and other documents required to be served on the curfew violator defendant.

(b) *Juveniles*. Any juvenile who shall violate any of the provisions of this chapter more than three times shall be reported by the chief of police to the juvenile authorities as a juvenile in need of supervision, and the chief of police may proceed to file such charges with the courts as he/she may deem appropriate.

(c) *Operators*. If, after the warning notice pursuant to Sec. 59-6 of a violation of this chapter, an operator of an establishment violates Sec. 59-5 a second time, this shall be treated as a first offense by the operator. For offenses by an operator, the fines shall be as provided for in Appendix F - Fees and Fines. [Locate in Appendix F] [$50, and for each subsequent offense by an operator the fine shall be increased by an additional $20: e.g., $70 for the second offense and $90 for the third offense.]

(d) *False certification*. Any parent convicted of knowingly providing any false authorization, information or certification, written or verbal, to the Dover police department in violation of Sec. 59-4(c) shall pay a fine as provided for in Appendix F - Fees and Fines. [Locate in Appendix F] [$50 for the first offense, and for each subsequent offense the fine shall be increased by an additional $20, plus costs.]

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Sec. 59-8. - Advisory opinions.

The city manager, after consultation with the city solicitor, is hereby authorized to give advisory opinions, in writing, which shall be binding and shall be adhered to by the police until the chapter is amended in such respect, interpreting terms, phrases, parts, or any provisions. Normally such advisory opinions shall be in response to good faith, signed letters addressed to the city manager or to a member of the city council questioning this chapter as ambiguous, having a potentially chilling effect on constitutional rights specifically invoked or otherwise invalid, in all three categories with respect to proposed conduct definitely described. This administrative remedy must be exhausted prior to presenting to any court a question in any of the three categories. The city council does not intend a result through the enforcement of this chapter that is absurd, impossible of execution, or unreasonable. Council intends that the chapter be held inapplicable in such cases if anywhere its application would be unconstitutional under the Constitution of the State of Delaware or the Constitution of the United States of America.

Sec. 59-9. - Continuing evaluation.

The city council shall continue its evaluation and updating of this chapter through methods including but not limited to the following:

(a) Within six months after the implementation of this chapter, the chief of police shall provide the city council with a report concerning the effect of this chapter on crimes committed by and against minors and of the number of warnings issued and arrests of minors, parents, and operators hereunder and such other information as council may request.

(b) On a regular basis, the city council shall receive informal reports of all exceptional cases hereunder of reasonable necessity, the notices of school and other activities, the special permits and the regulations authorized above, and the advisory opinions for consideration by the council in further updating and continuing evaluation of this chapter.

Sec. 59-10. - Notice.

Notice of the existence of this chapter and of the curfew regulations established by it shall be posted in, on, or about such public or quasi-public places as may be determined by the city manager or the police department in order that the public may be constantly informed of the existence of this chapter and its regulations.

City of Dover
Juvenile Curfew Ordinance
Employment Certificate

Pursuant to Sec. 59-3(a) - 11 of the City of Dover Juvenile Curfew Ordinance, this shall certify that:

_____
Juvenile's name

_____
Address

_____
Address

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is currently employed by:

_____
Employer's name

_____
Employer's address

_____
Employer's address

_____
Employer's telephone no.

and that he/she is scheduled to work during the following hours:

Sun. _____ Mon. _____ Tue. _____ Wed. _____

Thur. _____ Fri. _____ Sat. _____

_____
Parent's name (print)

_____ _____
Parent's signature Employer's signature

BE IT FURTHER ORDAINED THAT Appendix F - Fees and Fines, be amended by inserting the text indicated in bold, blue, italics, as follows:

Chapter 59 - Juvenile Curfew			
Sec. 59-7	***Violations and penalties.***		
	Subsec. (a)(1)	***Offenses by the parent***	***First offense by a parent - $50; each subsequent offense by a parent shall be increased by an additional $20: e.g., $70 for the second offense and $90 for the third offense.***

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	Subsec. (a)(2)	***Personnel costs incurred by the City of Dover for providing personnel to remain in the company of a juvenile who has been detained as a curfew violator if the parent or guardian does not pick up the juvenile within one hour after receiving notice from the city that the city is detaining the juvenile for a curfew violation.***	***The hourly wage and cost of benefits of the city employee assigned to remain with the juvenile***
	Subsec. (c)	***Operators - Any operator who knowingly permits a juvenile to remain at the establishment under circumstances not constituting an exception***	***$50 for first offense by an operator; for each subsequent offense the fine shall be increased by an additional $20: e.g., $70 for the second offense and $90 for the third offense.***
	Subsec. (d)	***False certification - Any parent convicted of knowingly providing any false authorization, information or certification, written or verbal, to the Dover police department in violation of Sec. 59-4(c)***	***$50 for the first offense; for each subsequent offense the fine shall be increased by an additional $20, plus costs.***

ADOPTED: *

S:\ORDINANCES\2012\Draft\2012-06 - New Chapter 59 - Juvenile Curfew-1ST RDG.wpd

SYNOPSIS

The proposed ordinance would establish a juvenile curfew.

(SPONSORS: HARE, ANDERSON, AND BONAR)

Actions History

Mar. 12, 2012 - Scheduled for First Reading by Council

Feb. 29, 2012 - Considered by the Safety Advisory and Transportation Committee

Draft

FIRST READING

CITY OF DOVER
PROPOSED ORDINANCE #2012-08 WITH S #1
(Staff Amendment Indicated in Red Strikeout)

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

That Dover Code, Chapter 70 - Offenses and Miscellaneous Provisions be amended to insert a new Section 70-7 - Registered Sexual Offenders:

70-7. - Registered Sexual Offenders

(a) *Registration Required*. Sex offenders, as defined under the provisions of 11 Del. C., c. 41, §4120A, shall register their places of residence and employment as required under the provisions of 11 Del. C., c. 41, §4120.

(b) *Prohibition on Residency and Employments*.

(1) Sex offenders assigned as Risk Assessment Tier II or Tier III under the provisions of 11 Del. C., c. 41, §4120, shall be prohibited from residence or employment within 500 feet of a day care center as defined in Appendix B - Zoning, Article 12 - Definitions, of the Dover Code.

(2) Any sex offender assigned as Risk Assessment Tier II or Tier III who maintains residence or employment within 500 feet of a day care center on the date of adoption of this ordinance shall comply with the provisions of the ordinance within 12 months.

(3) Any sex offender who is under 18 years of age and resides with a parent or legal guardian shall be exempt from the provision of subsection (b)(2) of this section.

(c) *Prohibition on rentals and leaseholds*.

(1) It is unlawful for a property owner to knowingly and intentionally with actual knowledge and after being made aware the person is a sexual offender let or rent any place, structure, or part thereof, to a sexual offender, with the knowledge that it will be used as a permanent or temporary residence, if such place, structure or part thereof, is located within 500 feet of any day care center. In any prosecution for a violation of this section it must be shown:

a. That the property owner knowingly and intentionally with actual knowledge and after being made aware the person is a sexual offender let or rented the premises to a person who was a registered sexual offender; and

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b. The property owner had actual knowledge that the place, structure, or part thereof would be used by the registered sexual offender as a permanent or temporary residence of property located within the residential zoning classification.

Nothing herein shall be deemed to require the property owner to make any independent determination whether the person is a sexual offender.

(2) *Exclusions*. A sexual offender abiding, lodging, or residing in a permanent or temporary residence within 500 feet of any day care center does not commit a violation of this section provided the sexual offender is in full compliance with probation, parole, or conditional release, and does not commit another sexual offense, and is in compliance with the residency restrictions, if any of the following:

a. The sexual offender was a minor when committing the offense causing the designation as a sexual offender and was not sentenced as an adult for that offense.

b. The sexual offender is under the age of 18.

~~**c. The day care center was opened or established after the sexual offender established the permanent residence; and the residence was reported and registered.**~~

It is not the intent of this article to impair valid, existing and bona fide contract rights, provided however that the provisions of this article shall apply upon final termination. Extensions or renewals of any leasehold relationship is prohibited. When a person who is the subject of this article changes residences, this article shall fully apply to such persons.

(d) *Measurement of distance.*

For purposes of measuring separation of a residence from a day care center, all distances shall be measured from the entrances and exits of the residence or place of employment running in a direct line to the outermost entrances and exits of the day care center.

(e) *Prohibited Activities for Sexual Offenders.*

(1) It is unlawful for any Sexual Offender to participate in a holiday event or practice involving children under 18 years of age, such as distributing candy or other items to children on Valentine's Day, Halloween, Christmas, or any other holiday or event. Participation is to be defined as attendance at, or taking part of, or cooperation with an event.

(2) It is unlawful for any Sexual Offender to wear costumes for the primary purpose of entertaining, attracting, or encouraging interaction with children.

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(3) Any person designated a sexual offender shall be required on October thirty-first of each year or any other day upon which Halloween is celebrated to:

a. Avoid all Halloween related contact with children;

b. Post a sign at his/her residence stating, "No candy or treats at this residence." Such signs shall be in letters at least two inches high and shall be legible from the street or road adjacent to the residence;

c. Except for lighting provided on a year round basis by a sexual offender or the owner or manager of a multi-family residential unit for the purpose of security or walkway or hallway illumination, all outside residential lighting shall be off during the evening hours after 5:00 p.m., and no exterior holiday decorations shall be exhibited on the sexual offender's residence or on the property upon which the residence is located.

(4) Holiday events or practices in which the sexual offender is the parent or guardian of the child or children involved, and where no non-familial children are present, are exempt from this section.

(f) *Penalties*. Any person who violates this ordinance shall be fined in accordance with Appendix F - Fees and Fines, Section 70-7. Every day that a violation occurs shall constitute a separate offense.

BE IT FURTHER ORDAINED That Appendix F- Fees and Fines be amended by adding a new Section 70-7 under Chapter 70 - Offences and Miscellaneous Provisions as follows:

Sec. 70-7	Registered Sexual Offenders		
	Subsec. (d)	Penalties	$500.00 for any offense; each day shall constitute a separate offense.

ADOPTED: *

SYNOPSIS

The proposed ordinance would prohibit registered Tier II and Tier III sex offenders from living or working within 500 feet of a daycare center and from participating in certain events involving children.

(Sponsors: Lynn, Anderson, Bonar)

Actions History:

March 9, 2012 - Scheduled for First Reading by City Council

February 29, 2012 - Considered by Safety Advisory and Transportation Committee

Draft

CITY OF DOVER PROPOSED ORDINANCE #2012-03

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

That Chapter 102 - Taxation, Article VI - Exemptions; Board of Assessment Appeals, Section 102-183 - Tax Exemption for Senior Citizens, be amended by inserting the text indicated in bold, blue, italics and deleting the text indicated in red strikeout as follows:

Sec. 102-183. - Tax exemption for senior citizens.

(a) *Authority*. This section is adopted to implement 22 Del. C. § 1001 et seq., granting exemptions from municipal taxation on real property for persons 65 years of age or over. Compliance must be made with such chapter 10 and this section in order to qualify for such exemption.

(b) *Qualifications*. The exemption shall be for real property owners 60 years of age or over. If qualified, their real property shall be exempt from municipal taxation to the extent of the first $50,000.00 of assessed valuation. This exemption shall be subject to the following:

(1) *Owner resides alone*. If the income of a property owner who resides alone exceeds the sum of $15,851.00 (2008) for the income tax year immediately preceding the date of making an application for the exemption, then the exemption shall not be granted. The maximum income limit stated in the preceding sentence shall increase each year by the same percentage as the cost of living adjustment granted to recipients of Social Security retirement benefits.

(2) *Spouses reside together*. If the income of a property owner and spouse who reside together exceeds the sum of $22,192.00 (2008) for the income tax year immediately preceding the date of making an application for the exemption, then the exemption shall not be granted. The maximum income limit stated in the preceding sentence shall increase each year by the same percentage as the cost of living adjustment granted to recipients of Social Security retirement benefits.

(3) *Exclusion from income.* In computing income of the property owner in order to determine entitlement for the deduction, ***Civil Service Retirement System (CSRS) benefits up to 150 percent of the Social Security maximum benefit,*** Social Security benefits~~;~~ ***and*** railroad pensions ~~**and federal civil service retirement (not to exceed the sum of $35,190.00 (2010)—150 percent of the Social Security maximum benefit. The civil service retirement income exclusion shall be based each year on the maximum Social Security benefit at 150 percent),**~~ shall not be considered as income.

(4) *Location, use of property*. The real property must be located within the limits of the city and must be used exclusively for residential purposes.

(5) *Residence*. The real property must be the legal residence of, and be occupied in whole or in part by, the property owner.

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(6) *Owner of record*. The property owner must be the owner of record of said real property as of December 31 of the calendar year immediately preceding the date of making application for the exemption.

(7) *Time when age attained*. The property owner must have attained the age of 60 years by March 1 of the year in which the exemption application is filed.

(8) *Filing applications*. Applications for exemption shall be filed in accordance with regulations adopted by the city council and for cause shown. The city assessor may accept and act upon applications received after any established application filing date.

(9) *Refund.* The city assessor is empowered to refund taxes paid by a qualified applicant who is entitled to an exemption and successfully files for the same.

(10) *Evidence*. The city assessor's office shall be authorized to require any applicant to submit evidence substantiating income reported for receipt of the exemption. The city assessor may deny applications where requested income verification is not submitted by the applicant.

(11) *Denial; appeals*. ~~Appeals from d~~ *D*enial of exemptions by the city assessor and any other complaints regarding the exemption process may be appealed by the taxpayer directly to the board of assessment appeals **.** The board of assessment appeals shall have the power to affirm, overrule or remand the decision of the city assessor.

(12) *Interest; retroactive exemptions*. Qualified senior citizens who fail to exercise their property tax exemption shall not be entitled to any interest payments on said exemption amount; nor shall unexercised property tax exemptions be retroactive beyond the current tax year.

(13) *Penalties*. Penalties assessed to delinquent property tax accounts that are eligible for a senior citizen exemption that has not been exercised shall not be excused.

(14) *Council review*. City council will review these numbers at the conclusion of each reassessment.

ADOPTED: *

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SYNOPSIS

This amendment replaces the language "federal civil service retirement" with "Civil Service Retirement System (CSRS)" and changes the computation of the property owner's entitlement for the deduction from a dollar amount to a percentage of the Social Security maximum benefit.

Actions History

March 12, 2012 - Scheduled for Final Reading by Council
February 27, 2012 - First Reading Held by Council
February 13, 2012 - LF&A Committee Recommended Adoption
January 23, 2012 - Referred Back to Staff by the Legislative, Finance, and Administration Committee

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