REGULAR COUNCIL MEETING
A G E N D A

FEBRUARY 13, 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. 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 COUNCILWOMAN WILLIAMS

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 January 23, 2012**

2. Public Hearings - Violation of Dangerous Building Ordinance
- **A. Property Located at 22 Fairwind Place (Owner Jackie S. Powell)**
- **B. Property Located at 123 Blue Beach Drive (Owner Deborah D. Statler) (Emergency Case)**

3. Utility Committee Report - January 23, 2012
- * **A. Request for Alley Abandonment (Unimproved) - 16 Sackarackin Avenue - Alexis Bailey** *(At the Request of the Applicant, The Committee Took No Action)*
- **B. Reconsideration - Cost of Service Study**
  (Committee Recommended Approval of the Proposal Submitted by Burns & McDonnell to Perform an Updated Electric Cost-of-Service and Rate Design Study for FY 2012 at a Cost Not to Exceed $28,500)
- * **C. TEA/NAES Monthly Reports (*October and November*)**
  (Committee Recommended Acceptance of the Reports)
- * **D. Updates** *(Committee Action Not Required)*

* **4. Legislative, Finance, and Administration Committee Report - January 23, 2012**
- **A. Proposed Ordinance #2012-03 - Related to Senior Citizen Income Exclusions**
  (Committee Referred Back to Staff for Clarification of the Language)
- **B. Minority Recruitment Committee Recommendations**
  (Committee Recommended That the Minority Recruitment Committee (MRC) Report Be Referred to Staff for a Report Back to the Committee Within 60 Days)
- **C. Public Comment Period** *(No Public Comments)*

* **5. Safety Advisory and Transportation Committee Report - January 25, 2012**

A. Discussion - Establishing City Emergency Operations Center
(Committee Recommended Referral Back to Staff for a Report at the Next Committee Meeting)

B. Update - Dover High School Construction
(Committee Recommended That Staff Be Authorized to Send a Letter to Secretary Bhatt Relaying Support of the Signalization of the East Entrance Intersection, with Pedestrian Crossing, for the New Dover High School)

C. Briefing on Delaware Department of Transportation (DelDOT) Projects
(Committee Action Not Required)

D. Briefing on Dover/Kent County Metropolitan Planning Organization (MPO) Projects
(Report Not Provided)

* **6. Monthly Reports - December 2011**

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

* **7. Annual Reports**

A. Dover Human Relations Commission
B. Planning and Community Development

8. Evaluation of Bids

A. McKee Run Unit 3 Air Heater Repairs
B. McKee Run Unit 3 Turbine Repairs and Transfer of Funds Between Capital Improvement Projects (CIPs)

* **9. Reappointment Recommended by Council President Leary - Human Relations Commission - Aaron Yatskevich - Three (3) Year Term to Expire February 2015**

10. 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 #2012-01 Amending Chapter 74 - Parks and Recreation - Silver Lake Boating Regulations

11. Council Members Announcements

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REGULAR COUNCIL MEETING

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

Council staff members present were Major Bernat, Ms. Russell, Mrs. Mitchell, Mrs. Townshend, Mr. Koenig, City Solicitor Rodriguez, and Mrs. McDowell. Mayor Carey was also present.

OPEN FORUM

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

Mr. Anthony J. DePrima (retired City Manager), 575 Westwood Drive, advised members that in last week's *Wilmington News Journal,* he was "purposely" slandered and defamed by Mrs. Williams, who put his professional and personal integrity and ethics into question. He quoted the article in question, which stated, *"Williams said she suspects former city manager Tony DePrima, . . . was the one who told the FOP that budget plans included police raises."* Mr. DePrima explained that the underlying premise of this statement was that the City of Dover lost its arbitration case with the Fraternal Order of Police (FOP) because someone notified the union that money for raises was included the budget. Mr. DePrima indicated that he has filed a complaint with the City's Ethics Commission to consider the matter and stated his desire to address the absurdity and falsehood of this premise. He indicated that, to his recollection, the monies were never in the budget. Mr. DePrima noted that he recently spoke with Mrs. Teresa Tieman, former Senior City Administrator, who remembered clearly that all raises were removed during the City's budget hearings and indicated that this fact should have been known by Mrs. Williams.

Mr. DePrima stated that logic led him to believe that there must have been Council discussion regarding the theory of a "leak" and that this discussion probably took place during an executive session. He suggested the possibility of a breach of confidentiality if this information was disclosed publicly, which he stated was another matter for the Ethics Commission or City Council to consider.

Mr. DePrima encouraged members, if they were interested, to investigate whether there was a breach of confidentiality regarding the release of information to the FOP on someone's part and volunteered "to be the first in line for a lie detector test." However, he stated that if Council really wished to know why the City lost the arbitration case, he suggested that members meet with the economist who testified on behalf of the FOP, and request her to explain to Council what was explained to the State arbiter. Mr. DePrima indicated his concurrence with the statement by the FOP Representative, who was quoted in the newspaper as stating that "they were able to show that the City is not in as bad financial shape as some people in the Council believe."

Mr. DePrima stated that the projected $3.4M budget deficit, which is a figure that has repeatedly been quoted by staff and Council members is "old, stale, and trumped up." He felt that the truth could be found by dissecting that number. Quoting a statement that he said was made previously by Dr. McGlumphy, Mr. DePrima felt that "the citizens have a right to know."

Ms. Judy Diogo, representing the Central Delaware Chamber of Commerce (CDCC), urged members of Council to move forward with the feasibility study related to the sale of the City's electric department. She noted that CDCC members have urged CDCC staff to make this request and that their current concerns relate to the recent statements made by the Governor during the State of the State Address, which the CDCC feels have placed more urgency on the feasibility study.

Dr. Bryan Sterling, 111 Walker Road, stated that his property is located along Silver Lake. He read in the newspaper recently that the City would be enforcing new boating rules for Silver Lake. Having lived at this address for 16 years, he was made aware that his boat would no longer be permitted on Silver Lake. He questioned the possibility of an amendment or "grandfathering" specific situations, explaining that his boat is 14' and has 110 HP, which is within limits; however, it has a jet engine (impeller). As an alternative, he suggested that boats that allow for four (4) passengers be permitted, which would eliminate jets skis, jets, hover crafts, etc. He explained that his boat falls within all guidelines except for a propellor that is outside of the boat (it is located in the helm). He requested members' consideration regarding this matter.

Mr. Dean Holden (10 Rodney Road), Chairman of the Silver Lake Commission, stated that the newspaper article was misleading and explained that jet boats are not being made illegal, but rather personal watercraft that are jet driven. He assured members that jet boats will not necessarily be outlawed by the recommended amendments in the regulations.

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 Dr. McGlumphy and unanimously carried.

Mrs. Russell requested that Item #3A - Review of Silver Lake Boating Regulations, be removed from the consent agenda.

Mr. Bonar moved for approval of the consent agenda as amended, seconded by Mrs. Williams and carried by a unanimous roll call vote.

ADOPTION OF MINUTES - COUNCIL RETREAT OF NOVEMBER 9, 2011

The Minutes of the Council Retreat of November 9, 2011 were unanimously approved by motion of Mr. Bonar, seconded by Mrs. Williams and bore the written approval of Mayor Carey.

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

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

ADOPTION OF MINUTES - SPECIAL COUNCIL MEETING OF JANUARY 9, 2012

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

PROCLAMATION - BLACK HISTORY MONTH - BLACK WOMEN IN AMERICAN CULTURE AND HISTORY

The City Clerk read the following Proclamation into the record:

WHEREAS, African American women have played countless vital roles in the making of our nation, from the American Revolution to the present; and

WHEREAS, the efforts, struggles, organization, and sacrifices of these women have made possible the achievements of contemporary black leaders; and

WHEREAS, prominent figures in American culture are Harriet Tubman, who led hundreds of slaves to freedom along the Underground Railroad; Rosa Parks, Civil Rights Movement activist; and Toni Morrison, Nobel Prize and Pulitzer Prize-winning American novelist, editor, and professor; just to name a few; and

WHEREAS, African American women have played a vital role in organized black life in churches, community groups, sororities and support organizations, which has often been overlooked; and

WHEREAS, even though African American women have been subjected to a long history of stereotypes, they have never surrendered to become victims; and

WHEREAS, the Association for the Study of African American Life and History has selected "Black Women in American Culture and History" as the 2012 National Black History Theme.

NOW THEREFORE I, CARLETON E. CAREY, SR., MAYOR OF THE CITY OF DOVER, DELAWARE do hereby proclaim February 2012 as **BLACK HISTORY MONTH** in the City of Dover and urge all citizens to study and reflect on the value of their contributions to our community and thank them for the dedication they have shown in our city and around the country.

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE REPORT - JANUARY 9, 2012

The Parks, Recreation, and Community Enhancement Committee met on January 9, 2012 with Chairwoman Russell presiding.

Review of Silver Lake Boating Regulations *(Recommendation of the Silver Lake Commission)*

Mr. Dean Holden, Chairman of the Silver Lake Commission, reviewed proposed amendments to the Silver Lake Boating Regulations (Chapter 74 - Parks and Recreation, of the Dover Code), with additions depicted in red font and deletions in strikeout. He advised members that the proposed amendments were developed as a result of concerns regarding the presence of non-licensed hovercrafts on the lake, which required police response, as well as an ongoing issue with boats

without permits. Additionally, he noted that some of the proposed amendments provided for language clarification.

Mr. Holden assured members that the Silver Lake Commission held several meetings in which the public participated and that the proposed amendments were discussed at great length. He noted that one individual who attended the public meetings expressed a desire for the allowance of larger boat and motor sizes and the Commission discussed the aspects of this request in detail. He stated that the Commission felt that the proposed changes would bring the regulations up to date, address the ongoing concerns, and provide a good framework for operating on the lake.

In response to Mrs. Horsey, Mr. Holden confirmed that the proposed amendments provided for more enforceable rules and regulations. He stated that the Commission cross-checked the State Boating Regulations to assure that the proposed amendments were in compliance at the State level.

Mr. Anderson questioned why Personal Watercrafts (PWCs) were never permitted. Responding, Mr. Holden stated that he was not on the Commission when PWCs were originally included in the regulations; however, he stated that the reservations that people have expressed regarding PWCs relate to noise and safety. He stated that the City is unique in having a lake that allows water skiing, fishing, etc. and, due to the small size of Silver Lake, the lake can become crowded; therefore, allowing a wider use could increase liability to the City and danger to users. Mr. Zach Carter, Director of Parks and Recreation, stated that Silver Lake is quite shallow and PWCs stir up the sediment. He indicated that he was aware of only one lake in the State that allows PWCs and this was a private lake.

The Committee recommended adoption of Proposed Ordinance #2012-01 amending Chapter 74 - Parks and Recreation, of the Dover Code, as recommended by the Silver Lake Commission.

Due to comments made during the Open Forum Segment, Mrs. Russell requested clarification by Mr. Holden and Mr. Carter.

There being no objections, Mr. Holden and Mr. Carter were invited to address members regarding this issue.

Mr. Holden reviewed the proposed amendments to the Silver Lake Boating Regulations (Chapter 74 - Parks and Recreation, of the Dover Code), as recommended by the Silver Lake Commission. He noted that the proposed amendments provide for a $100 fine for non-permitted vessels, a change in language throughout the section from "boat" to "vessel," changes to the definitions, the addition of a permit sticker requirement for boats and trailers, a provision regarding a small craft launching area, and a prohibition of the use of "kite tubes" (inflatable devices designed to go up in the air which are pulled behind boats).

In response to Mr. Hare regarding the concerns previously relayed to members during the Open Forum Segment by Dr. Brian Sterling, Mr. Holden confirmed that the amendments would not affect the use of such boats. He noted that current and proposed regulations do not preclude outboard, inboard, or jet drive motors.

Mr. Anderson moved for approval of the Committee's recommendation for the adoption of Proposed Ordinance #2012-01 amending Chapter 74 - Parks and Recreation, of the Dover Code, as recommended by the Silver Lake Commission. The motion was seconded by Mr. Bonar and unanimously carried. *(The First Reading of Ordinance #2012-01 will take place during the latter part of the meeting.)*

Proposed Amendments to Community Development Block Grant (CDBG) Procedure

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reminded members that the City of Dover is an entitlement community under the federal Community Development Block Grant (CDBG) program. Each year, the City receives an allocation of funds directly from the Department of Housing and Urban Development (HUD) to support low and moderate income areas and the Parks, Recreation, and Community Enhancement Committee evaluates applications submitted by City departments, non-profit groups, and private property owners and allocates available funds according to funding priorities and the quality of the applications. She noted that 20% of the grant allocation plus program income can be utilized for grant administration. As the City's grant allocation declines and City funds are scarce, the City needs to look for efficiencies in program administration. Mrs. Townshend advised members that the City is expecting approximately $240,000 and that 20% of this amount, which is allocated for grant administration, would not cover all the costs involved.

Mrs. Townshend explained that staff intends to reduce the administrative burden of the CDBG program by soliciting subgrantees for multiple years. Under this proposal, subgrantees selected in the upcoming round of applications would be eligible for funds, depending on availability, for the next three funding cycles. After this period of time, the subgrantees would be selected to coincide with the length of the Consolidated Plan. She explained that this change to the program was presented to and accepted by HUD. If this approach is approved, she stated that 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.

Staff recommended approval of the proposed change to the subgrant procedure as presented.

The Committee recommended that the proposed amendments to the Community Development Block Grant (CDBG) procedure be implemented, as recommended by staff.

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

Statistics Regarding Jobs and Businesses Gained and Lost in the City of Dover Since July 2011

Mr. William Neaton, Economic Development Director, reviewed the semi-annual report of employment statistics on the 14 largest employers in the Dover area and reminded members that this information is updated and presented to members on a semi-annual basis.

Mr. Neaton noted that, although there have been no major changes, with the exception of seasonal jobs, there have been some major events involving these employers. He advised members that Bayhealth - Kent General Hospital recently had a ribbon cutting on their $174M expansion

(a comprehensive cancer center and new emergency department) and that the "shell" for a third floor has been completed. He strongly urged members to tour the new facilities at the hospital, noting that it has become a premier community hospital for the region. He advised members that he will be meeting with the business and investment committee from Bayhealth and that the topic will be the expansions that are scheduled for the Milford Hospital.

Mr. Neaton indicated that there has been a modest increase in the number of full-time employees at Delaware State University (DSU) and that, during a previous meeting, it was suggested that the City attempt to develop a stronger economic development relationship with DSU. As a result, he reported that meetings have been held on a regular basis with Dr. Michael Casson. DSU was the recipient of a $500,000 grant from the United States Economic Development Association and Dr. Casson will be administering those funds. Mr. Neaton stated that Dr. Casson has requested that he serve on the advisory committee and announced that the first project DSU will undertake will be a marketing analysis and study for the Garrison Tract, which will assist with the City's efforts to market the existing properties at the tract. Mr. Neaton stated that he also met with Dr. Harry Williams, President of DSU, in an attempt to enhance the City's economic development strategies with higher learning institutions. He stated that Dr. Williams would like to revitalize the concept of a Civic Center.

Mr. Neaton advised members that, due to a retirement, there is an interim Campus Director at Delaware Technical and Community College (DTCC) and a new Director of Community Relations. He stated that DTCC has always been a good partner of the City's Economic Development Office and has provided assistance with job training.

Mr. Neaton reminded members that a recent expansion at Sam's Club doubled the number of employees; however, he stated that these are seasonal employees and he expected these numbers to decrease.

Mr. Neaton stated that he planned to visit all major employers in the City this spring, as he has done in the past, and would have a spokesperson from the City's Utilities Department attend these visits as well to address any concerns.

Mr. Neaton noted that the unemployment rate in Dover has declined dramatically over the last year and has improved more than two (2) points, from 10% to 7.7%.

Responding to Mr. Anderson regarding the recent loss of Super Fresh, Mr. Neaton stated that, according to the realtor, a supermarket is considering the location and that the realtor was confident that the building will house a supermarket in the near future. In regard to the former Playtex site, Mr. Neaton stated that discussions with the broker revealed that a site visit was planned for a potential purchaser in December; however, the visit had to be rescheduled. Regarding the federally recognized Enterprise Zone, Mr. Neaton stated that he would be meeting with Senator Coons on January 11, 2012 and he had also spoken with Senator Carper's Office staff, who indicated that the Senator was conducting research on the matter. As to the former WalMart site, Mr. Neaton stated that discussions have been held with the developer and that he was not at liberty to reveal the

proposed tenants; however, he assured members that a developer was working on a business to be housed at that location.

The Committee recommended acceptance of the Statistics Report for the City's Top Employers, as presented.

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

UPDATES

The following updates were provided to members

Planning and Funding for New Library

Mr. Zachary Carter, Director of Parks and Recreation, advised members that construction on the new Dover Public Library was progressing rapidly and that a September opening was anticipated. A $100,000 donation was received and the contributor challenged the community to match the donation. At this point, an additional $38,000 has been received toward the match and another donation was anticipated within the next month.

Responding to Mr. Anderson, Mr. Scott Koenig, City Manager, stated that there has never been any official discussion that 10,000 square feet of the new building would not be utilized. He explained that the new library will be a 46,000 square foot facility that has been authorized by the State as a mixed use facility (library, meeting rooms, conference rooms, etc.); however, the primary use of the facility must be a library. He noted that concerns had been relayed regarding the reduction of the operation hours of the current library, which was due to the reduction in staff. He did not anticipate that the entire 46,000 square foot space would be opened when the new library is officially opened because he was unsure what the staffing situation would be at that time. He assured members that discussions in this regard will become more detailed and technical between now and September.

CDBG Program

Mrs. Tracey Harvey, Community Development Director, reported on the Status of FY2010 CDBG Projects as of December 2011.

Housing and Recovery Act of 2008 Funds (Neighborhood Stabilization Fund)

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

Schutte Park Space - Boys and Girls Club

Mr. Scott Brown, Board President of the Boys and Girls Club, reminded members that several years ago, the City of Dover earmarked land to be donated to the Boys and Girls Club to build a facility at Schutte Park.

Mr. Brown noted that the Boys and Girls Club's lease with the Dover Housing Authority at Simon Circle will expire in January 2013. The State of Delaware's corporate Boys and Girls Club

supports the proposed plan for the Dover facility and will be launching a $10M State-wide capital campaign, and $4.5M of this amount has been earmarked for the Dover Club facility.

Mr. Brown stated that the results of a recent feasibility study were very favorable and it was anticipated that, based on preliminary costs for a four (4) phase project, there will be enough funds to complete all but the final phase.

Mr. Wayne Sharp, Becker Morgan Group, reviewed a proposed plan for the Boys and Girls Club. He noted that the project would involve four (4) phases, as follows: Phase 1 - half of a gym, an administration area, lockers, restroom facilities, a computer room, offices, a mechanical area, classrooms, etc; Phase 2 - a four (4) classroom addition; Phase 3 - the second half of the gym and restroom facilities and lockers to support the addition; and Phase 4 - a two (2) story wing, which would consist of an eight (8) classroom addition. Members viewed a "fly-around" video depicting the proposed area and structure.

In response to Mr. Anderson, Mr. Sharp stated that if the facility is to be used as a true emergency facility, it would be necessary to re-evaluate the construction of the gymnasium area.

Responding to Mr. Carter, Mr. Brown stated that once final approval is received from the City, they will be ready to begin the process of construction. Since the current lease will expire in January 2013, he stated that the goal was to complete the project as close to that date as possible and anticipated a Spring 2013 completion date. He noted that total construction time is scheduled to be six (6) to seven (7) months, including site work.

Dover Youth Advisory Committee

Mrs. Russell reported that the Dover Youth Advisory Committee held a "Holiday Gathering." She noted that the reappointment of members was scheduled for consideration later in the evening during the Regular Council Meeting.

Mr. Anderson requested that members be provided a report on affordable housing during their next meeting

Mrs. Williams moved for acceptance of the Parks, Recreation, and Community Enhancement Committee report, seconded by Mr. Anderson and unanimously carried.

UTILITY COMMITTEE REPORT - JANUARY 9, 2012

The Utility Committee met on January 9, 2012 with Chairman Bonar presiding.

Disposition of City Owned Land and Sewer Infrastructure – Dover East Pump Station #12

Mr. Scott Koenig, City Manager, presented members with a request regarding the proposed transfer of ownership of the Dover East Sanitary Sewer Pumping Station #12 from the City of Dover to Kent County. He explained that for over five (5) years, the Grandview, M&S, and Oak Grove Mobile Home Communities have experienced various issues related to the appropriate functioning of the private sewage facilities associated with these locations. These issues led to environmental concerns as well as numerous investigations toward a means to preserve the low income housing option in the

area. In March 2011, Kent County proposed that the three (3) communities become an extension to Kent County Sewage Disposal District No. 1, including the smaller Kent County parcels immediately adjacent to the communities, as only M&S was located on a City of Dover parcel. The flow from these areas would discharge to the City's Dover East Pump Station #12. The flow would be deducted from the City's monthly Kent County wastewater bill. He assured members that the City would not lose any existing or future customers.

Mr. Koenig advised members that this proposal was negotiated and accepted by the previous administration, which allowed the County to proceed with the District expansion and to apply for the appropriate funding. Since that time, the County has been informed that they will be unable to receive the necessary funding for the project unless the scope changes. As such, they have requested to take ownership of Dover East Pump Station #12. They will upgrade the station and reroute the flow directly to the Kent County Bypass Line. In turn, they would not be required to pay City of Dover sanitary sewer impact fees for connection.

Mr. Koenig noted that, over the past few years, the abandonment of the Dover East Pump Station and the installation of an associated gravity line were included with the Capital Investment Plan (CIP). This project was to be coordinated with the construction of a new pump station in the Rojan Meadows subdivision. The project cost was $253,800. Due to the delay in the construction of this subdivision and the existing station's pressing need for an upgrade, the CIP project was to be converted from an abandonment project to an upgrade project at similar cost. Should the County's proposal be accepted, this project can instead be removed in its entirety, which would save the City $253,800. Ownership of the pump station by the County would eliminate all immediate and future operational, maintenance, and capital costs.

Mr. Koenig advised members that a parcel of land exists in conjunction with the pump station. Staff has determined that the pump station and associated parcel of land are excess in nature and their disposal would be beneficial to the City of Dover.

Staff recommended that the City Manager be authorized to sell the property located within the Dover East Mobile Home Community, in addition to the sanitary sewer pump station and associated infrastructure contained therein, to Kent County for $1.00 under Exception C of the Land Disposal Policy.

The Committee recommended approval of staff's recommendation that the property located within the Dover East Mobile Home Community, in addition to the sanitary sewer pump station and associated infrastructure contained therein, be sold to Kent County for $1.00 under Exception C of the Land Disposal Policy.

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

Review of Utility Related Capital Investment Plan *(Electric and Water/Wastewater)*

Members reviewed a Project Tracking Report, as of November 30, 2011, for the Utility Related (Electric and Water/Wastewater) Capital Investment Plan (CIP). Mr. Scott Koenig, City Manager,

reviewed the Water/Wastewater Report and noted that the Route 13 Water Main Project was near completion and that the actual construction portion was complete.

Responding to Mr. Bonar, Mr. Koenig stated that questions raised by a customer regarding a section of the lining project in East Lake Gardens appeared to have been resolved; the customer seemed to be reasonably satisfied and no further concerns have been received by staff. He noted that there was a problem with one of the lines near the new Library site and that corrective measures have been taken to resolve the issue. Mr. Koenig advised members that it would be difficult to measure the savings from Inflow and Infiltration (I & I) removal because of the size and location of the lines; however, he stated that the City spent approximate $2M on the lining project, and he planned to obtain a calculation of the return on this investment at some point. He stated that this type of work has slowed with the completion of this project; however, will increase again as staff identifies new work.

Mr. Jeremy Johnson, Interim Electric Director, advised members that although he did not have a full command of all the Capital Projects for the Power Plant as yet, he had an understanding of all other Electric projects and did not feel there were any issues or concerns.

Responding to Mr. Bonar, Mr. Johnson stated that internal staff and IBEW representatives investigated the recent accident which caused injuries to two (2) Electric Department employees and determined that there were three (3) issues which led to the incident, as follows: 1) improper labeling on the equipment when installed; 2) proper procedures were not followed in testing equipment; and 3) the employees were not wearing proper protective equipment (fire retardant shirt, pants, gloves, safety goggles, and a hard hat). He noted that the individual who sustained the most injuries was not wearing any of the protective equipment. Mr. Johnson assured members that measures will be taken to prevent such incidents in the future.

By consent agenda, Mr. Bonar moved for acceptance of the Utility Committee Report, seconded by Mrs. Williams and carried by a unanimous roll call vote.

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

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

Report by Dover Human Relations Commission

During their meeting of September 26, 2011, the Committee recommended that the Dover Human Relations Commission (DHRC) conduct a self-review and report back within three (3) months with suggestions to make operations more effective.

As directed, Mr. Roy Sudler, Jr., Chairman of the DHRC, submitted a Summary Review and Recommendations for the DHRC, dated January 6, 2012, as a follow-up to the DHRC - 2011 Annual Report.

In response to Mr. Hare regarding the need for a Youth Commission (Recommendation #3), Mr. Sudler felt that the youth in the community could provide the DHRC with guidance and insight as to how conditions could be improved in the community. He suggested that the youth may be able to offer their perspective on the causes of gang violence, juvenile delinquency, and other disruptive behavior. He suggested that a representative of the Dover Youth Advisory Commission attend meetings of the DHRC periodically to relay such information.

Mr. Sudler advised members that the minutes of the DHRC include details regarding the accomplishments of the Commission.

In regard to the suggested youth member for the DHRC, Dr. Jones suggested that consideration be given to including more than one (1) additional member, noting that it could be very intimidating for young people when they are among adult members.

Council President Leary suggested that the City pursue Recommendations #1 and #6, which he felt were very similar.

Dr. McGlumphy thanked the DHRC for the presentation and for clarifying the purpose and role of the DHRC and wished them well in future endeavors.

The Committee recommended acceptance of the Summary Review and Recommendations for the DHRC, as presented.

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

Staff Recommendation - Economic Development Office

Mr. Scott Koenig, City Manager, reviewed a memorandum submitted to members outlining a recommendation for restructuring the City's Economic Development Office and the Downtown Dover Partnership (DDP). It was noted that the date "February 1, 2011" on the second page of the memorandum should indicate "February 1, 2012." He explained that this was the first of a series of recommendations that he would be bringing forward regarding the City's restructuring.

Mr. Anderson relayed concerns with the recommendation, noting that the DDP has several upcoming projects worth millions of dollars, such as the North Street Project, the "old C-Moore's" building, refinancing, etc., and questioned if the recommendation should become effective with the new fiscal year rather than February 1, 2012. Responding, Mr. Koenig stated that the February 1, 2012 date is negotiable, depending upon Council's desire. He explained the necessity for staff to have a clear path forward on this issue, since staff will soon begin the development of the Fiscal Year 2013 Budget.

Mr. Anderson suggested that the proposed date for the changes be delayed to avoid risking millions of dollars in future funding with the State of Delaware. Mr. Koenig explained that any delay in the implementation of the recommendations could negatively affect staffing; therefore, the sooner the decision is made with regard to staffing and the employees are transferred accordingly, the better.

He assured members that the projects mentioned by Mr. Anderson would have staff support and that the City would not allow the DDP to fail on these projects.

In response to Mr. Anderson, Mr. Koenig indicated no objection to having the DDP comment on the recommendations; however, he reminded members that the recommendations involve City employees. He noted that the amount of the Business Improvement District (BID) tax is between $57,000 and $58,000 and that the recommendation would include transferring these funds for Fiscal Year 2013.

Mr. Koenig indicated no objection to Mr. Hare's suggestion to delay implementation of the recommendations for 60 days (until April 1st) to allow for the DDP to hire a new director.

With reference to the number of positions, Mr. Koenig stated that if the recommendations were adopted, two (2) of the three (3) positions would be eliminated in the Fiscal Year 2013 Budget (the Administrative Assistant position in the Economic Development Division and the Downtown Coordinator position). The Economic Development Manager position would be reclassified as a Coordinator in the Planning Office. This would result in the elimination of two (2) positions. Mr. Hare felt that there may be a need for an executive session to discuss this matter in further detail.

Concurring with the need to delay the recommendations, Dr. Jones relayed her concern for those employees who may be impacted by this transition and the negative impact on employee morale. She felt that this was a crucial issue that should be considered by staff. Referring to Recommendation #5, which would offer the current Downtown Coordinator a position as a union employee, Dr. Jones questioned if there were union requirements for posting the position (in-house). Responding, Mr. Koenig stated that he just received a letter from the union indicating their objections to the recommendation and, although staff had not been able to fully evaluate the objections, he advised members that in accordance with the IUE-CWA Union Contract, the City Manager has the right to assign staff.

Mr. Lynn indicated his objection to the recommendations and requested that the Committee table the matter to allow a more thorough review. He felt that it would be a critical mistake to consider assigning an economic development staff member to the Planning Office, explaining that there would be conflict of interest issues. Mr. Lynn stated that it was imperative that the integrity of Planning Office opinions (as they relate to site plans, subdivisions, conditional use, rezoning, etc.) be protected from accusations of bias. He explained that any economic development professional would cultivate projects that must go before the Planning Commission, Board of Adjustment, and City Council. If there were an economic development professional under the Planning Office, he felt that the Planning Director's independence in these matters would be compromised. In addition, it was his feeling that moving the economic development professional under the Planning Office would diminish this position.

Mr. Lynn stated his grave concerns with the entire proposal and cautioned members regarding the message that would be given to the business community, particularly in the current economic climate, that the City is not serious about economic development. He rejected the argument entirely that the proposal was budgetary. He reminded members that during a recent presentation by

Mr. William Neaton, Economic Development Director, it was stated that the revenue generated by the Economic Development Office exceeded the overhead of the Department; therefore, he questioned why the City would consider "cutting" a profitable department.

Responding to Mr. Lynn, Mr. Koenig stated no objections to moving the economic development professional position to serve under the City Manager's Office. His only reason for putting it under the Planning Office was due to the fact that the position was originally created in the Planning Office. With regard to the statement made by Mr. Neaton, Mr. Koenig stated that he has no formula that would prove that the statement is factual. Concurring that the function of the Economic Development Office was important, it was his feeling that the proposal presented was an option that supported and continued the function of economic development for the City. Although it would not continue as a "stand alone" office down the street from City Hall, he assured members that the proposal maintained the function and position, which would provide a point of contact for the City. As to the issue regarding which department the economic development position would be responsible to report to, he reiterated his agreement to change that to the City Manager's Office.

Mr. Koenig explained that, as City Manager, he must address a very large budget deficit and other issues associated with the general governance of the City. He stated that the proposal presented was developed based on all of the information that he had obtained and noted that not all information was public.

Mr. Hare stated that although Mr. Neaton had indicated that the revenue generated by the Economic Development Office exceeded the overhead of the Department, a report reflecting the details has not been provided to members. In addition, he stated that Dr. McGlumphy requested a Jobs Report which has not been provided to members. Responding, Mr. Koenig stated that the Jobs Report was submitted to the Parks, Recreation, and Community Enhancement Committee earlier in the day and that he would forward it to members of the Legislative, Finance, and Administration Committee as well.

In response to Council President Leary, Mr. Koenig stated that if the proposed changes were adopted, the City would have an Economic Development Coordinator position either within the City Manager's Office or another City office that would serve as the point of contact for all economic development activities for the City. He did not anticipate that the position would function any differently than currently, with the exception of the location of the office being within City Hall and a title change, since there would no longer be an office director.

At the request of Council President Leary, Mr. Greg Moore, President of the DDP, advised members that the City Manager's proposal had not yet been presented to the Board of Directors. However, he stated that the executive team of the DDP had reviewed and discussed it. He stated that the DDP understands that the City has budget issues and that changes must be made and the organization would like to work with the City in this regard. Mr. Moore indicated that the DDP was agreeable to reductions and felt that the memorandum presented by the City Manager would begin the process. He noted that the DDP is prepared for a reduction in staff and to hire a new Executive Director with the BID tax money. Mr. Moore stated that the only concern of the DDP was the need for administrative support and relayed the importance of having the City's Controller/Treasurer working

with the DDP funds, particularly during this period when there were funds involving incomplete projects. Reiterating that the DDP felt confident that an Executive Director could be hired with the BID tax money, he stated that with administrative help from the City, the DDP could continue with their projects, explaining that the DDP did not feel it was essential for the DDP to have three (3) staff members.

With regard to the proposed date for implementation (February 1, 2012), Mr. Moore stated concurrence with the desire to implement the change as soon as possible, explaining that it would not be fair to the DDP staff or Board of Directors to be in limbo for any length of time. He stated that the DDP would like to move forward and create a new plan. However, he requested that members provide him the opportunity to work with Mr. Koenig on a few of the issues of concern, such as administrative support, and to present the proposal to the Board of Directors to obtain their input. He stated that the next Board meeting was scheduled for February 2, 2012.

Responding to Council President Leary, Mr. Moore stated that the memorandum had been forwarded to members of the Board; therefore, he felt confident that a response could be provided soon after the Board's meeting on February 2, 2012.

Mr. Moore noted that there had been considerable debate in the City and with City Council in regard to the Economic Development Office, which he felt had affected the DDP in terms of the energy being created and work being done. Although the DDP was involved with economic development as it relates to their purchases and moving projects forward, he explained that the DDP is not the economic development office for the City and that the DDP is very focused on a very small downtown area. In this regard, he stated that the proposal submitted by Mr. Koenig would address some of the concerns of the DDP and is considered a strong move to resolve some of these issues.

Mr. Bonar stated that until staff presents details regarding the amount of money the proposal would save the City, he was not prepared to vote on the issue.

At the request of Mrs. Williams, Mr. Koenig estimated that approximately $88,000 to $100,000 would be saved in the Fiscal Year 2013 Budget, since the amount saved would consist of the salary and benefits of an Administrative Assistant position and the Downtown Coordinator position. He assured members that staff could determine these amounts and report back.

Mr. Hare requested that staff provide an income and expense report of the Economic Development Office, since its inception in 2008.

Mr. Lynn questioned what the proposal would cost the City due to the lack of a dedicated, full-time economic development position and if such a cost could be quantified, and he stated the importance of the perception of the business community that the City has someone actively recruiting businesses to the City to ensure that the City is competitive with other similarly situated municipalities. Responding, Mr. Koenig reiterated that the City of Dover would still maintain an Economic Development Office and economic development position that would receive administrative support to carry on the economic development function for the City as he described. Although there would be a change to the office location, he assured members that the function would remain the same.

Mr. Hare noted that prior to 2008, the City of Dover grew nicely; therefore, the perception of the City must have been good since the City attracted businesses such as Sam's Club, WalMart, Sunroc, etc. When the full-time Mayor position was created, he stated that the Mayor was designated to serve as the City's economic development representative to work with the City Manager and Kent County.

Responding to Mr. Hare, Mr. Lynn noted that in reviewing the Comprehensive Plan, the manufacturing industry in Kent County represented only 3% of the economy, while the fastest growing sector of the economy was the service industry. He explained that this sector does not provide the type of jobs which can support a family. He felt that these facts actually prove that the local economy has begun to crumble during the past 25 years.

The Committee recommended that the proposal be tabled to allow the Downtown Dover Partnership (DDP) Board to submit a response.

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

Staff Recommendation - Community Development Office

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that the City's Community Development Program administers funds from the Community Development Block Grant (CDBG) Program which are distributed to the City by the U.S. Department of Housing and Urban Development (HUD). In recent years, the City's funding allocation has been cut. The federal grant guidelines allow for up to 20% of the allocation to be used for program administration. As the City's allocation shrinks, the amount of money available to support program administration is proportionally reduced. The presence of the Neighborhood Stabilization Program, and administrative dollars utilized from this funding, have helped to reduce the General Fund's subsidy to the CDBG administration.

Mrs. Townshend advised members that, with anticipated funding for the upcoming program year, it was expected that the City would be able to spend less than $50,000 of the grant allocation on program administration. The Fiscal Year 2012 budget for program administration is approximately $75,000 ($72,493 comprising personnel costs). In reviewing how the City could reduce program costs and gain efficiency in expenditure of program administration funds, staff has considered streamlining the subgrant process. She noted that this proposal was submitted to the Parks, Recreation, and Community Enhancement Committee for their review earlier in the day and has been approved and accepted by HUD.

With gaining efficiency due to streamlining of program administration, staff recommended that they be authorized to restructure the Community Development Program and what is currently the Community Development Manager position to allow for this position to take on additional responsibilities outside the Community Development Program. She reminded members that one of the planners left the Planning Office in September 2011, after the Planning Office had taken on administration of the City's Municipal Separate Storm Sewer System (MS4) permit. This has added an increased burden to the existing planning staff. By moving the Community Development Program under the Planning Office and retitling the Community Development Manager position to

a Planner I, Mrs. Townshend explained that she would have more flexibility in assigning the workload among the members of the Planning Staff. If Council concurs with this reorganization, she assured members that she would work with the Principal Planner to distribute the workload associated with the CDBG program, permit review, and MS4 administration in a way that provides quality customer service, acceptable turnaround time on permit review, and staffing to ensure that the City's obligations under the MS4 permit are met.

Mrs. Townshend advised members that the employee who currently serves as the Community Development Manager has been made aware of the proposal. She noted that the Community Development Manager is a pay grade 120, and the Planner I is a pay grade 117; therefore, no pay adjustment is necessary since the employee's current salary is within the range for a Planner I.

Mrs. Townshend assured members that it is very common for Community Development and Planning to be combined, noting that the comparable position (Community Development Manager) for the State of Delaware is a professional planner. She indicated that the City of Newark employee who administers the CDBG Program is a professional planner whose job responsibilities are very similar to staff's recommendation.

Responding to Mr. Anderson, Mrs. Townshend confirmed that the recommendation would eliminate the need to fill the vacant position in the Planning Office; therefore, there would be a savings for the City in this respect. She explained that next year's budget would not include a Community Development Manager position, since that employee will occupy the Planner position currently vacant in the Planning Office. She also confirmed that the recommendation would allow the Department to operate more effectively. She stated that, upon approval by Council, the current Community Development Manager would begin training sessions in planning offered by the University of Delaware.

Mr. Hare felt that the matter should be tabled to allow further discussion in executive session.

The Committee recommended to table the matter to allow further discussion, possibly in executive session.

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

Clarification of Action Taken on August 8, 2011 - Reconsideration of Review and Recommendation - Filling Critical Positions as a Standing Agenda Item and Review of Necessary Documentation for Requests for Filling Critical Positions

During their Regular Meeting of August 22, 2011, City Council approved the Legislative, Finance, and Administration Committee's recommendation (of August 8, 2011) to remove the Filling of Critical Positions as a standing agenda item and affirmation and adoption of the current and proposed hiring process for filling vacant or new positions, including submission of a Permission to Recruit Form, a Hiring Justification Outline Form, and a Wage and Benefit Information for Employee Hiring and Transfers Form.

Council President Leary requested clarification regarding the intent of the Committee's recommendation from August 8, 2011, noting a recent misunderstanding among members of Council and staff.

Dr. McGlumphy assured members that the actions taken by those involved in an agenda preparation meeting were not meant to usurp and that there was an apparent misunderstanding. He expressed his concern regarding the current economic situation and how it has been and will be affecting the City of Dover, as staff and Council move forward with the preparation of the City's budget.

Council President Leary again requested clarification from the Committee regarding their motion and if it was their intent that no position requests be brought forward.

Responding, Mr. Anderson felt that it was the Committee's intention to remove the standing agenda item for consideration of filling critical positions; however, he stated that such requests could be brought forward as long as the request met those very strict criteria that were established and approved by Council on August 22, 2011 for those positions that become vacant that would affect public or employee safety or cause financial harm to the City.

For clarification, Mr. Lynn suggested that the Committee take action to re-adopt their proposal, as set forth during their meeting of August 8, 2011, with an amendment to the first paragraph to replace the word "will" with "shall." It was his feeling that the amendment would eliminate any ambiguity and avoid misunderstandings in the future.

Mr. Hutchison requested that such requests be presented to the City Manager and Controller/Treasurer for their review and recommendation prior to the Committee's consideration.

The Committee recommended amending the first paragraph in the process for filling critical positions by replacing the word "will" with "shall" and that such requests be forwarded to the City Manager and Controller/Treasurer for their review and recommendation prior to the Committee's consideration.

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

Review of Travel Policy

Members reviewed a revised City of Dover Training, Conference & Travel Policy. Mrs. Mitchell, Controller/Treasurer, advised members that after reviewing the Travel Policy, the only amendment proposed by staff at this time was to change the mileage reimbursement from .51 cents to .40 cents per mile.

The Committee recommended approval of the revised City of Dover Training, Conference & Travel Policy.

By consent agenda, Mr. Bonar moved for approval of the Committee's recommendation *(Exhibit #1)*, seconded by Mrs. Williams and carried by a unanimous roll call vote.

Sponsorship of Delaware New Jobs Infrastructure Fund Grant Application by Calpine Corporation (Garrison Oak Technical Park)

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reminded members that the City of Dover purchased the Garrison Oak Technical Park with funds allocated by the State Bond Bill in 1999. The City has been working on the subdivision and infrastructure construction plans associated with the Garrison Oak site since 2010, and the Dover Sun Park became operational in 2011. The State's FY 2012 budget includes $40 Million in funding for the Delaware New Jobs Infrastructure Fund to be administered by the Delaware Economic Development Office. The City had urged local legislators to support this funding, with the intent that this would support infrastructure development of the Garrison Oak Technical Park.

Mrs. Townshend explained that under the program, private businesses are the eligible grant recipients with municipal sponsorship. The City of Dover has been working with Calpine Corporation, who plans to develop a dual-fueled, combined-cycle power plant on one of the parcels of the Garrison Oak Technical Park. Calpine made a presentation on their plans to the Utility Committee on July 11, 2011. Calpine is preparing an application for funding through the Delaware New Jobs Infrastructure Fund, and staff recommended that the City of Dover be the municipal sponsor of the grant application. The funds sought would allow for construction of sewer, water and road infrastructure necessary to allow the Calpine project to move forward and to make other lots in the Garrison Oak Technical Park accessible and more marketable. If Calpine is awarded the grant, all grant funds would be transferred directly to Calpine Corporation. Once infrastructure is completed, it would be turned over to the City of Dover for ownership and maintenance.

Staff recommended endorsement of the City of Dover's sponsorship of the Delaware New Jobs Infrastructure Fund Grant Application by Calpine Corporation.

In response to Dr. McGlumphy, Mrs. Townshend reiterated that there would be no costs to the City whatsoever, since the City would not be the recipient of the grant.

Mr. Scott Koenig, City Manager, advised members that the City would be responsible for ownership and maintenance of the infrastructure once it is turned over to the City.

The Committee recommended endorsement of the City's sponsorship of the Delaware New Jobs Infrastructure Fund Grant Application.

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

Disposition of City Owned Land - Property Located at 120 W. Loockerman Street

Mr. Scott Koenig, City Manager, advised members that the City recently received a request from the Downtown Dover Partnership (DDP), as a part of the planned design and construction of the proposed North Street improvements, to determine whether or not the parcel of land located at 120 West Loockerman Street is excess property. He stated that the parcel of land was formerly a small park and parking area that supported the downtown business district. The park and a majority of the parking area were demolished previously; therefore, this land has been mostly idle for a

number of years. Transfer of this parcel to the DDP would allow for the consolidation of a number of land parcels and would also result in a significant capital improvement in the downtown area. Ultimately, the consolidated area would include an improved plaza, parking, and several potential building sites.

Mr. Koenig stated that, in accordance with Exception D (Donation of Land to Non-Profit Organizations) of the Land Disposal Policy, City Council has the right to make a donation of a parcel of excess land to a non-profit organization if, in their opinion, the donation would be in the best interest of the City of Dover. The tax assessed value of this parcel is $113,500.

Staff recommended donating this parcel of land to the DDP in lieu of payment for the parcel since the overall project cost for all of the North Street Projects is $3,000,000. Payment for the parcel would reduce the funds available for the construction of the project and thus may reduce the overall effectiveness of the proposed project. As such, staff requested authorization to transfer the property located at 120 W. Loockerman Street to the Downtown Dover Partnership for $1.00 under Exception D (Donation of Land to Non-Profit Organizations) of the Land Disposal Policy.

Mayor Carey indicated that he had received telephone calls from several individuals who were not opposed to the disposition of the land; however, they requested that the new owners retain the dedication of property to be known as the "Bobby Chamber Walkway." Responding, Mr. Koenig stated that there is a dedication plaque and he assured members that he has had discussions with representatives of the DDP and that there are no objections to retaining such dedication.

The Committee recommended approval of staff's recommendation to authorize the City Manager to transfer the property located at 120 W. Loockerman Street to the Downtown Dover Partnership for $1.00 under Exception D of the Land Disposal Policy.

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

Public Comment Period

Ms. Sherry Wright, of 927 S. DuPont Highway in Felton, referred to a recent incident that occurred a few weeks ago on New Street where a young man was murdered. She advised members that when the incident occurred, her son was standing by the victim. She requested that the Dover Police Department be required to take some type of sensitivity training in handling young adults, as this was a highly intense situation, and it was her opinion that the police officers did not handle the situation with consideration of those who witnessed the incident.

In response to Mr. Hutchison, Mr. Koenig indicated that he, as City Manager, is responsible for the Garrison Oak Technical Park Project. Mr. Hutchison requested that staff provide a 30-day update on the project.

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

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - JANUARY 23, 2012

The Legislative, Finance, and Administration Committee met on January 23, 2012 with Chairman McGlumphy presiding. *(City Clerk's Office Note: Except for the following time sensitive issue, the LF&A Committee Report from January 23, 2012 will be presented to Council during their Regular Meeting of February 13, 2012 for Council's review and consideration.*)

Proposed Resolution #2012-02 - Requesting the General Assembly to Amend Article IV - Financial Affairs, Section 50 - Debt Limit, of the City of Dover Charter

During the Committee meeting held earlier in the evening, members considered Proposed Resolution #2012-02, requesting the General Assembly to amend Article IV - Financial Affairs, Section 50 - Debt Limit, of the City of Dover Charter. Mrs. Donna Mitchell, Controller/Treasurer, explained that the proposed amendment would expand and clarify the purposes for debt issuance without a referendum vote by inserting specific uses of general obligation debt which would be secured by the full faith and credit of the City. She noted that there would still be a referendum requirement when the debt issuance would exceed one-fourth of one percent of the taxable assessed value of real property.

The Committee recommended approval of Proposed Resolution #2012-02, requesting the General Assembly to Amend Article IV - Financial Affairs, Section 50 - Debt Limit, of the City of Dover Charter.

Dr. McGlumphy moved for approval of the Committee's recommendation, seconded by Mr. Bonar, and by a roll call vote of eight (8) yes and one (1) no (Mr. Anderson), Council adopted Resolution No. 2012-02, as follows:

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

That the Mayor and Council have determined that the Charter of the City of Dover should be amended to expand and clarify the purposes for which bonds may be issued without a referendum vote. Therefore, the Mayor and Council of the City of Dover respectfully request the General Assembly of the State of Delaware to amend Article IV - Financial Affairs, Section 50 - Debt Limit, paragraph (c) of its Charter, which amendments, if adopted by the General Assembly, would be as follows:

CITY OF DOVER CHARTER - ARTICLE IV - FINANCIAL AFFAIRS

Sec. 50. - Debt limit.

(a) Whenever the needs of the city shall require more money than is at the time in the city treasury from current receipts, the council shall be authorized and empowered to anticipate current revenue by borrowing such sums as shall be needed not in excess of one percent of the total taxable assessment for a general tax. The amount so borrowed shall be paid back out of current revenue received thereafter.

To exercise the power aforesaid the council shall adopt a resolution to that effect, which resolution shall require the affirmative vote of at least three-fourths of all the members of the council, and the approval of the mayor. The indebtedness created under this section shall be evidenced by the bond, or note, of the city, and the faith and credit of the city shall be deemed to be pledged thereby.

(b) The mayor and council is hereby authorized and empowered to borrow from time to time on the faith and credit of the City of Dover sums of money for such purposes as may be deemed necessary and proper by the mayor and council of the said city which purpose shall be consistent with the powers conferred upon the mayor and council of the City of Dover by the Charter thereof, as amended, for the management and maintenance of the said city and for these purposes the mayor and council shall have full power and authority to issue bonds of the said "City of Dover."

The aggregate of the amounts so borrowed together with all other bonded indebtedness for which the full faith and credit of the City of Dover has been pledged shall not at any time exceed a sum equal to five percent of the total assessed value of real property situate within the bounds of the City of Dover as such boundaries shall from time to time appear.

The said bonds shall be issued in one or more series, shall bear such date or dates, shall mature at such time or times, shall bear interest at such rate or rates, shall be payable at such time or times, and at such place or places, shall be in such denominations, and shall contain such other provisions as the mayor and council may provide and shall be set forth in the said bonds. Said bonds may or may not be coupon bonds and may be registered or otherwise as the mayor and council deem advisable.

The mayor and council shall direct and effect the preparation and sale of said bonds at such time or times, at such price or prices, and upon such terms as the said mayor and council deem advisable, and all the monies arising from the sale of said bonds shall be used for the municipal purposes of the City of Dover specified in the resolution authorizing their issue.

The form of said bonds and of any coupons which may be thereunto attached shall be as prescribed by the mayor and council, and all such bonds shall be signed by the mayor and the treasurer of the City of Dover and sealed with the corporate seal thereof. Facsimile signatures of the mayor and treasurer and a facsimile of the corporate seal may be imprinted upon such bonds and any coupons attached to said bonds in lieu of the signatures of the said mayor and treasurer in their own handwriting and of the affixing of the corporate seal itself.

Said bonds of the City of Dover shall be exempt from all state, county and municipal taxes.

The mayor and council of the City of Dover are hereby authorized and required to levy and raise by taxation in each and every year such sums of money as may be required to pay the interest accrued on said bonds while all or any of said bonds remain unpaid, and the said mayor and the city council are further authorized and required to levy and raise by taxation, from time to time such sum or sums of money as shall be needed to establish such sinking

funds as the said mayor and the city council may at their discretion authorize for the redemption of said bonds, or any of them, at or before their maturity and such sum or sums of money as shall be required to otherwise redeem any or all of said bonds at or before their maturity. Taxes for interest and for redemption of said bonds shall be levied and raised as taxes for general municipal purposes in the said city are levied and raised and shall be in addition to those levied and raised for any and all other municipal purposes.

A statement appearing in the bonds issued under the provisions of this section to the effect that the bonds have been duly authorized shall be deemed and held to be conclusive evidence in favor of the lawful holder of any such bonds that the terms and conditions of this section have been fully met and complied with.

(c) Bonds may be authorized and issued pursuant to subsection (b), without a referendum vote, by a resolution of the council which shall have the affirmative vote of three-fourths of the members thereof and the approval of the mayor, for the following purposes:

(i) To finance capital projects, including, but not limited to, public storm sewers, water mains, sewer mains, streets and public buildings provided that no more than ¼ of one percent (.25%) of taxable assessed value of real property of aggregate principal amount of general obligation bonds may be issued at any one time pursuant to this clause and any new bonds issued pursuant to this clause may not cause the total aggregate principal amount of general obligation bonds outstanding at any one time to exceed one percent of the total taxable assessment for a general tax at the time such new bonds are issued; and

(ii) To refund bonds secured by the city's full faith and credit, prior to their stated maturity, provided that (A) the present value of the aggregate principal and interest payments of the refunding bonds are not greater than the present value of the aggregate principal and interest payments on the bonds to be refunded determined by discounting at the effective interest rate on the refunding bonds, calculated based on the internal rate of return: and (B) at the time of issuance of the refunding bonds there are deposited in escrow, pledged to secure the refunded bonds, sufficient monies and/or direct obligations of, or obligation the principal of and interest on which are guaranteed by, the United States government, which, without regard to any reinvestment earnings, will be sufficient to pay when due all interest, principal and redemption price on the refunded bonds at maturity or upon earlier call for redemption.

ADOPTED: JANUARY 23, 2012

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

QUARTERLY REVENUE REPORT

Mrs. Mitchell, Controller/Treasurer, reviewed the Revenue Report as of December 31, 2011. She noted that the report included updated FY2012 projections and briefed members on those changes.

Responding to Mrs. Williams, Mrs. Mitchell stated that the forecasted revenues for this year in the amount of $1.2M are based on the assumption that current trends will continue; however, she anticipated that the City will be over budgeted projections due to five (5) large transfer tax receipts totaling $696,000. She cautioned members that these receipts are larger than those received for one-time receipts during most previous years and that transfer taxes are tracking lower than anticipated in the budget. Mrs. Mitchell explained that, apart from the large transfers previously mentioned, year to date receipts for residential homes totaled $266,000, which is far below budgeted projections. With regard to funds received through the Red Light Enforcement Program, she felt that these revenues would continue to decrease, explaining that once drivers are made aware of the cameras, the violations decrease.

In response to Mr. Anderson, Major Bernat confirmed that the City currently has the maximum number of Red Light Enforcement cameras permitted.

Mr. Anderson noted that the report reveals a substantial difference in revenue from projections. Responding, Mrs. Mitchell explained that the reduction in revenues totaled $618,000; however, the projected increase in revenues total $350,000, resulting in a net reduction in the amount of $268,000. She stated that changes in other revenues, such as police fines, property taxes, etc., were anticipated and these revisions had not yet been made. Mrs. Mitchell indicated that she would be working with staff regarding the possibility of making such revisions for the future.

Responding to Mr. Anderson regarding long-term delinquencies, Mr. Koenig stated that the City is owed approximately $900,000 in delinquent taxes and that $700,000 of that delinquency is for one (1) year. He anticipated that many of these delinquencies would be paid as a result of the "clean hands" ordinance. At the request of Mr. Anderson, Mr. Koenig indicated that staff could provide members with the amount of the delinquencies which are residential versus commercial.

In response to Mr. Lynn, Mr. Koenig stated that the City waits approximately two (2) years before beginning monitions procedures. He explained that the delay is due to the understanding that there is a backlog at the Sheriff's Office regarding foreclosures. Mr. Lynn suggested that the City consider becoming more aggressive with collections and that the City Solicitor's Office could assist in this matter.

Mr. Bonar urged staff and members of Council to pay close attention to legislation during the upcoming legislative year, noting that there are several issues and initiatives on the "back burner" that could have a dramatic impact on the City's ability to raise funds, as well as the City's ability to charge for electric services in the future. He suggested that a staff member within the City Manager's Office be assigned, as a priority, to monitor legislation.

Mr. Hutchison reminded members that Mayor Wright serves as the Executive Director for the League of Local Governments, which is a full-time position, and that his job is to monitor legislation that may affect municipalities.

Mr. Hare moved for acceptance of the Quarterly Revenue Report as of December 31, 2011, seconded by Mr. Hutchison and unanimously carried.

CONFIRMATION OF POLICE PENSION ELECTION - RETIRED CPL. MARTIN STALLINGS - THREE (3) YEAR TERM TO EXPIRE JANUARY 31, 2015

The term of office of Retired Cpl. Martin Stallings, on the Police Pension Board, expires on January 31, 2012. Pursuant to Section 18-47(2)(b) of the Pension Plan, notice of an election was given to all plan members. Only one nomination was received; therefore, no election was held. Chief Hosfelt nominated Retired Cpl. Martin Stallings to serve a three (3) year term, to expire on January 31, 2015.

By consent agenda, Mr. Bonar moved for approval of the nomination of Retired Cpl. Martin Stallings to serve on the Police Pension Board, with a three (3) year term to expire on January 31, 2015. The motion was seconded by Mrs. Williams and carried by unanimous roll call vote.

APPOINTMENTS RECOMMENDED BY MAYOR CAREY

Mayor Carey requested approval of the following appointments:

Human Relations Commission - Richard Senato - Term to Expire February 2015

Richard Senato *(to fill expired term of Mark S. Monroe)* for a three (3) year term to expire February 2015.

St. Jones Greenway Commission - James Burcham - Term to Expire December 2012

James Burcham *(to fill unexpired term of Robert Gorkin)* for a three (3) year term to expire December 2012.

By consent agenda, Mr. Bonar moved for approval of the appointments as recommended by Mayor Carey, seconded by Mrs. Williams and carried by a unanimous roll call vote.

FIRST READING - PROPOSED ORDINANCE #2012-01

Council President Leary reminded the public that copies of the proposed ordinance were available at the entrance of the Council Chambers or could be obtained from the City Clerk's Office. Final action by Council on the proposed ordinances will take place during the Council Meeting of February 13, 2012.

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

ORDINANCE #2012-01 AMENDING CHAPTER 74 - PARKS AND RECREATION, ARTICLE I - IN GENERAL, ARTICLE III - SILVER LAKE AREA, AND APPENDIX F - FEES AND FINES WITH STAFF AMENDMENT #1

FIRST READING - PROPOSED 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

Council President Leary reminded the public that copies of the proposed ordinance were available at the entrance of the Council Chambers or could be obtained from the City Clerk's Office.

Members reviewed Proposed Ordinance #2012-02, which would amend the 2008 Comprehensive Plan as follows: 1) 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; and 2) Annexation Plan Amendment - Addition of property south of South Little Creek Road and east of Horsepond Road as a "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.

Since the ordinance is an amendment to the 2008 Comprehensive Plan, a public hearing is required. Staff recommended that a public hearing be scheduled before the Planning Commission on February 21, 2012, at 7:00 p.m. and that a public hearing before City Council be set for Monday, March 12, 2012, at 7:30 p.m., at which time, final action by Council will take place.

By motion of Mrs. Williams, seconded by Mr. Bonar, Council unanimously referred the request to the Planning Commission and set a public hearing for March 12, 2012 at 7:30 p.m., as recommended by staff.

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

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

REZONING REQUEST/FIRST READING - 4 MIFFLIN ROAD, OWNED BY PETER AND BONNIE REIDY, 24 MIFFLIN ROAD, OWNED BY ROBERT KLEWANS AND CAROL CANDOR, AND 1510 FORREST AVENUE, OWNED BY DOREEN E. LUCAS

A request was received to rezone properties located on the southwest corner of Mifflin Road and Forrest Avenue (Route 8), as follows: 4 Mifflin Road, consisting of $1.25^{+/-}$ acres, owned by Peter and Bonnie Reidy; 24 Mifflin Road, consisting of $0.55^{+/-}$ acres, owned by Robert Klewans and Carol Candor; and 1510 Forrest Avenue, consisting of $0.41^{+/-}$ acres, owned by Doreen E. Lucas. The

properties are currently zoned R-8 (One Family Residence) and subject to COZ-1 (Corridor Overlay) and the proposed zoning is C-2A (Limited Central Commercial) and subject to COZ-1.

Prior to amending the zoning ordinances and zoning map of the City of Dover, a public hearing is required.

By motion of Mrs. Williams, seconded by Mr. Bonar, Council unanimously referred the request to the Planning Commission and set a public hearing for March 12, 2012 at 7:30 p.m., as recommended by staff.

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

> AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTIES LOCATED AT 4 MIFFLIN ROAD, 24 MIFFLIN ROAD, AND 1510 FORREST AVENUE.

COUNCIL MEMBERS ANNOUNCEMENTS

There were no announcements provided by Members of City Council.

Mr. Bonar moved to adjourn into executive session to discuss legal and personnel matters, seconded by Mr. Hutchison and unanimously carried.

Meeting Adjourned at 8:05 P.M.

TRACI A. McDOWELL
CITY CLERK

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

CARLETON E. CAREY, SR.
MAYOR

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Exhibits Attached to Original Minutes and File Copy
Exhibit #1 - Revised City of Dover Training, Conference & Travel Policy

ACTION FORM

PROCEEDING: Council
DEPARTMENT OF ORIGIN: Planning & Inspections **DATE SUBMITTED**: January 27, 2012
PREPARED BY: Tim Taraila, Chief Code Enforcement Officer & Ann Marie Townshend, AICP, Director of Planning and Community Development
SUBJECT: 22 Fairwind Place, 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 # 11-2981
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 $5,000 - $10,000. **AMOUNT BUDGETED**: $100,000 Budgeted for all demolitions Citywide in the FY-2012 Budget; As of January 27, 2012, $25,198.16 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 dangerous. 2. Order the property repaired (cleaned) by the owner or equity owner at their own risk. 3. Order the Building Inspector to cause the repair (cleaning) of the structures if not completed by the owner **by March 13, 2012**. 4. Order the City Manager with the assistance of the City Solicitor to cause the cost of repairs to be recovered in a suit at law against the owner.

BACKGROUND AND ANALYSIS

The property is owned by Jackie S. Powell. This is a two-story, mid-block townhouse that has been the subject of recent neighbor complaints and concerns regarding potential hoarding. The house had been the subject of numerous code enforcement violations since 2005, including tall grass and weeds, overgrowth, and exterior violations.

In Septmeber 2011, Code Enforcement staff attempted to make contact with the owner of the residence, but was unable. The owner did not respond to phone calls, visits to the property, or posting of notices at the property. On November 21, 2011, the Code Enforcement staff, with support from Dover Police Department, entered the property with a search warrant. It appears that the owner has vacated the property. The home is full of clutter, garbage, debris and other effects. Staff observed no path of travel through the residence. Restrooms were not accessible, and the areas surrounding the restroom was cluttered with urine-filled soda bottles and bags containing fecal matter and used feminine hygene products.

Staff continues to be unable to make contact with the owner. The house has been vacated and utilities have been disconnected. As the unit is a mid-block townhouse, Staff requests that Council order the property cleaned, not demolished. State statute would not permit a lien to be placed for the expenses of interior abatement. Staff recommends that these expenses be recovered through suit.

ACTION FORM

PROCEEDING: Council
DEPARTMENT OF ORIGIN: Planning & Inspections **DATE SUBMITTED**: January 27, 2012
PREPARED BY: Tim Taraila, Chief Code Enforcement Officer & Ann Marie Townshend, AICP, Director of Planning and Community Development
SUBJECT: 123 Blue Beach Drive, 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, Sec. 22-388 – Emergency Cases Case # 12-148
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 $25,000 - $35,000. **AMOUNT BUDGETED**: $100,000 Budgeted for all demolitions Citywide in the FY-2012 Budget; As of January 27, 2012, $25,198.16 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 and all accessory structures including the pool dangerous. 2. Order the property **immediately** repaired or demolished by the owner or equity owner at their own risk. 3. Order the Building Inspector to cause the repair or demolition of the structures if not completed by the owner **by February 23, 2012**. 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 Deborah D. Statler. This is a one-story single family dwelling that has been the subject of numerous code enforcement violation cases and neighbor complaints over the past 14 years. Since 1998, there have been 35 code enforcement cases regarding various property code violations, including tall grass and weeds, junk and debris, unregistered vehicle, exterior violations, and interior insanitary conditions.

In May 2006, City staff condemned the residence for insanitary conditions and inadequate egress due to clutter. Following the condemnation, progress was made on removing clutter and the case was closed as compliance made. On September 25, 2006, City Council declared the pool in the rear yard of the property dangerous and ordered it repaired or demolished. In the months and years that followed, the demolition of the pool was delayed due to legal concerns related to Ms. Statler's bankruptcy. During this time, the pool remained non-compliant with City code requirements. In September 2010, after the City was determined to move forward with the demolition and hired a pool inspector to determine what corrections were necessary, the pool was brought into compliance for a brief time. Since this time, the pool and the remainder of the property have again fallen into disrepair.

In April 2011, after several weeks of junk and debris accumulating on the property, City crews removed a large amount of junk and debris from the property. At that time, City staff observed large amounts of clutter inside the house but was unable to gain entry. Staff also observed strong odor coming from the residence. On January 1, 2012 Dover Patrolmen Wilson and Thompson responded to the property for a check on the welfare complaint. Ptlm Wilson stated he had to

climb over junk on the front porch to get to the door. Ptlm Wilson attempted to gain entry after not getting a response from the resident; he was only able to open the door six to eight inches because of junk piled on the inside of the dwelling. He noticed a strong smell of ammonia coming from the interior of the dwelling. Ptlm Thompson also complained of odor coming from the interior of the dwelling and trash littering the front porch and exterior areas. Officers located the resident in the rear yard and confirmed she was safe.

On January 10, 2012 the City of Dover Animal Control Officer Mark Moore received a complaint from the Kent County SPCA that three cats were living in feces inside the home of 123 Blue Beach. Mark attempted to contact the resident at the home but no one answered the door. On January 11, 2012, Debra Statler made contact with Officer Moore and advised that the cats were fine and the odor that the officers observed might be from the cat feces as well as from the water in the basement. Ms. Statler also advised Officer Moore that he could not come in the home to see the cats, but that she will take pictures to show that they are not being abused. Officer Moore then made contact with Code Enforcement to see if they could assist him in entering the home. From these observations, the Code Enforcement staff obtained a search warrant from Court 7 to enter the home.

Entry was made on January 23, at 1:30 pm by the inspections staff along with assistance from the Dover Police, Animal Control, and the State of Delaware Division of Public Health. The home is full of clutter, garbage, debris and other effects. Staff observed very little path of travel through the residence, with some rooms being completely blocked by clutter. Both bathrooms were functional, but it appears that the resident is only using the sink and toilet for sanitation purposes. Numerous items of food were observed throughout the house that were not being properly refrigerated and were in one form or other of deterioration. It was also learned the furnace is not working and the water heater had a cracked pipe causing some water damage in the basement. The home was condemned as unfit for human occupancy and boarded. The electric and water services have not been terminated, as it has been determined that the refrigerator and freezer are full of groceries.

This is being brought forward as an emergency case due to the concerns that the house presents a health hazard due to the large amount of spoiled food and garbage present in the residence, and because the fire hazard that exists due to the large amount of clutter. While the City has condemned the residence, staff remains concerned that the owner may attempt to gain entry to reside in the residence and that in the event of a fire, there is no clear means of egress.

UTILITY COMMITTEE

The Utility Committee Meeting was held on January 23, 2012 at 6:00 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, Mr. Hutchison, and Council President Leary. Mayor Carey was also present.

AGENDA ADDITIONS/DELETIONS

Mrs. Williams moved for approval of the agenda, as presented, seconded by Mr. Snaman and unanimously carried.

Request for Alley Abandonment (Unimproved) - 16 Sackarackin Avenue - Alexis Bailey

Members were presented with a request from Ms. Alexis Bailey regarding the abandonment of the unimproved paper alley adjacent to her home located at 16 Sackarackin Avenue. Mr. Scott Koenig, City Manager, advised members that since the submission of this request, Ms. Bailey has requested that this matter be deferred to allow her the opportunity to obtain consensus from her neighbors. Staff suggested that no further action be taken by the Committee at this time and that the matter be presented to the Committee for their consideration at a later date.

The Committee took no action on this matter.

Reconsideration - Cost of Service Study

Mr. Bonar reminded members that during their meeting of September 26, 2011, the Committee recommended approval of a Request for Proposals (RFP) for a Cost of Service Study to determine the valuation of the entire City of Dover electric system and all appendices, to include generation, distribution, personnel costs, etc. As a result of recent changes in personnel and organizational structure, Mr. Bonar and Mr. Hare felt that the scope of the RFP should be further discussed.

Referring to the recent "Governor's State of the State Address" and the City's electric utility, Mr. Hare felt that the City should determine if there is a desire to be in the business of operating an electric utility or if it should be sold. Although he agreed that the recent purchase price offered for the City's electric utility was too low, he felt that an offer in the area of $200M, with some type of loan agreement, would be something the City should consider. Mr. Hare suggested the possibility of a 50-year, interest-bearing loan that would provide the City $8M, which would be added to the franchise of $1.4M, and property tax income of $400,000. The City would then be required to pay for electricity, estimated at $600,000 per year, resulting in a $9.2M income for the City. Mr. Hare noted that in the last 10 years, the City has averaged a $5.8M transfer from the Electric Fund to the General Fund and in the last five (5) years, the average transfer was $7.3M; therefore, the proposal would provide the City with approximately $2M in additional income.

Mr. Hare reminded members that the City has not generated its own electricity in well over ten (10) years and that the City pays another company to run the City's electric plants and pays others to purchase electricity for the City. According to the City's former Electric Director, the City would need to spend $150M to $175M to update facilities to stay in the electric business. It was his feeling that if the City chooses not to sell the electric utility, the City should run the plants, buy its own electricity, etc., rather than paying other companies to perform these functions. Mr. Hare suggested that members of City Council determine if they wish to remain in the electric utility business and, if so, the City should assume this responsibility 100%.

Mr. Hare felt that the City's electric rates could not be competitive at the current time, considering the manner in which operations are being run. He noted the importance of being able to offer competitive rates to residential and business customers and not deter businesses from coming to Dover. He did not feel that it was necessary to spend $300,000 for a study and suggested that there are other companies that would conduct such a study at a cost of $80,000 to $100,000.

Mrs. Donna Mitchell, Controller/Treasurer, reviewed a proposal provided by Burns & McDonnell to perform an Updated Electric Cost-of-Service and Rate Design Study for the City of Dover. She reminded members that Burns & McDonnell is the City's current engineer for the Annual Engineering Report and they have completed the City's electric rate study in the past. Mrs. Mitchell explained that the proposal will allow for a cost of service study to "true-up" the electric rates for the lower power supply cost. She advised members that, if approved, this study would be completed by April 2012 at a cost of $28,500. Staff recommended approval of the proposal submitted by Burns & McDonnell for a Cost-of-Service and Rate Design Study for FY 2012.

In response to Mr. Blakeman's concerns regarding the rate quote of $161 per hour (the previous rate was $104 per hour), Mrs. Mitchell stated that this was only a 3% increase compared to the last study conducted. Mrs. Williams requested that staff question why more hours would be needed to conduct the study. Mrs. Mitchell assured members that she would question the increase in hours and hourly rate and provide this information to members when the Committee's recommendation is presented to City Council for approval. *(City Clerk's Office Note: Mrs. Mitchell provided the following information related to the increase in the rate quote: The 2008 rate study estimate was $25,000 for approximately 190 hours. This is an hourly rate of $131.58. The current 2012 rate study estimate is $28,500 for approximately 176 hours. This is an hourly rate of $161.93. If the hourly rate of $131.58 is adjusted for the four years difference in labor costs to reflect normal increases it would be approximately $150 per hour. Additionally, the individuals performing the services have had promotions which adds a little to the hourly rate. It is beneficial to involve the same individuals in the analysis as much as possible to utilize the knowledge gained on the previous work thereby completing the study more efficiently and minimizing the cost increase as much as possible.)*

Responding to Mr. Lynn, Mrs. Mitchell confirmed that the proposal is not predicated on selling the electric utility but would provide staff the means to prepare next year's budget should rates need to be adjusted based on the current cost of service.

Referring to the concerns regarding the hourly rate, Mr. Scott Koenig, City Manager, suggested that members recommend approval with the inclusion of a clause stating that the amount authorized is "not to exceed $28,500," explaining that the information to be provided by the study would be necessary to prepare the next budget.

Mrs. Williams moved to recommend approval of the proposal submitted by Burns & McDonnell to perform an Updated Electric Cost-of-Service and Rate Design Study for FY 2012 at a cost not to exceed $28,500. The motion was seconded by Mr. Blakeman and carried, with Mr. Lynn voting no.

TEA/NAES Monthly Report *(October and November)*

The TEA/NAES Monthly Reports for October and November 2011 were provided to members to enable them to monitor electric sales and revenues received, which will provide a better

understanding of any fluctuations that occur and allow the opportunity to make improvements if deemed necessary.

By unanimous consent, the TEA/NAES Monthly Reports for October and November were accepted as presented.

Update - Calpine Corporation Project (Garrison Oak Technical Park)

Mr. Scott Koenig, City Manager, read the following statement into the record:

> "Good Evening Members of the Utility Committee. I would like to provide a brief update on the status of the Calpine Corporation Project to be located on the Garrison Oak Technical Park property. As we have indicated previously, Calpine Corporation is proposing to construct a 309 megawatt, energy efficient, merchant power production facility at this location. The proposed facility will be built in phases. As we speak, staff from the Calpine Corporation is conducting their internal due diligence responsibilities and financial analysis of the project. There are a number of discussions that are occurring, including a potential Power Purchase Agreement with the City of Dover, potential city ownership of a gas pipeline, potential grant applications for state funds for infrastructure, as well as a number of other development related discussions. It is important that members of the Committee, Council, and the public understand the complexity of this project and the potential positive impact of the project on the Kent County region. Power supply plays a critical role in the economic development of our region. In addition, these types of projects require "outside of the box" thinking to deliver. As project momentum converts a number of these discussions into reality, it will be important for the Kent County region to continue supporting its new corporate partners. I appreciate the time to provide a brief overview of the status of the project."

The Committee took no action on this matter.

Update - National Pollution Discharge Elimination System (NPDES) Municipal Separate Storm Sewer Systems (MS4) Permit

With regard to the National Pollution Discharge Elimination System (NPDES) Municipal Separate Storm Sewer Systems (MS4) Permit, Mrs. Ann Marie Townshend, Director of Planning and Community Development, reminded members that the City has been issued a notice of violation by the Department of Natural Resources and Environmental Control (DNREC) and that the deadline to respond and complete all items identified in the notice of violation was December 31, 2011, with a report due to DNREC on January 13, 2012. She advised members that the City submitted this report on January 12, 2012.

Mrs. Townshend stated that the City was required to provide a stormwater management plan identifying the items that the City plans to complete over the next (3) years (the time anticipated to obtain a new permit). She noted that a draft plan was presented to DNREC; however, she was unsure how DNREC would respond. She also noted that there may be budgetary implications since some of the work will require contractual assistance (estimated at a cost of $25,000 to $50,000).

The Committee took no action on this matter.

In response to Mr. Blakeman regarding addressing the concerns raised by Mr. Hare during the discussion of "Reconsideration - Cost of Service Study," Mr. Bonar indicated that those concerns will be considered during the Council President's Agenda Meeting to determine how the issue will be addressed.

By unanimous consent, the meeting adjourned at 6:24 P.M.

David L. Bonar
Chairman

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LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee meeting was held on January 23, 2012 at 6:30 p.m. with Chairman McGlumphy presiding. Members present were Mr. Anderson (arrived at 6:35 p.m.), Mr. Hare, Dr. Jones, and Mr. Shevock. Members of Council present were Mr. Bonar, Mr. Hutchison, Mr. Lynn, and Council President Leary (departed at 7:03 p.m.). Mayor Carey was also present.

AGENDA ADDITIONS/DELETIONS

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

Proposed Resolution #2012-02 - Requesting the General Assembly to Amend Article IV - Financial Affairs, Section 50 - Debt Limit, of the City of Dover Charter

Members reviewed Proposed Resolution #2012-02 that would request the General Assembly to amend Article IV - Financial Affairs, Section 50 - Debt Limit, of the City of Dover Charter. Mrs. Donna Mitchell, Controller/Treasurer, explained that the proposed amendment would expand and clarify the purposes for debt issuance without a referendum vote by inserting specific uses of general obligation debt which would be secured by the full faith and credit of the City. She noted that there would still be a referendum requirement when the debt issuance would exceed one-fourth of one percent of the taxable assessed value of real property.

Mr. Hare moved to recommend approval of Proposed Resolution #2012-02, requesting the General Assembly to Amend Article IV - Financial Affairs, Section 50 - Debt Limit, of the City of Dover Charter, seconded by Mr. Shevock and unanimously carried. *Due to time constraints, it was noted that this matter has been placed on the Council agenda for the meeting being held later in the evening.*

Proposed Ordinance #2012-03 - Related to Senior Citizen Income Exclusions *(Committee Referred This Item Back to Staff on November 14, 2011)*

During their meeting of November 14, 2011, the Committee considered excluding military pension as income to the Senior Citizen Property Tax Abatement at the request of a resident, Mr. Michael Smith. After much discussion, the Committee referred the matter back to staff for their review and recommendation within 90 days.

Members reviewed 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.

Ms. Cheryl Russell, Tax Assessor, advised members that the Senior Citizen Tax Abatement, Subsection (b) - Qualifications, Paragraph (3) Exclusions from income, currently consists of: 1) Social Security benefits; 2) railroad pensions; and 3) federal civil service retirement (150% of current Social Security limit). She stated that the federal civil service retirement was added a few years ago because it was similar to Social Security (as is the railroad pension). Those retirees who are under the "old" CSRS plan did not contribute to Social Security and do not receive this benefit

from that employment; therefore, she stated that this category was added to the income exclusions for the City of Dover Senior Citizen Tax Reduction Program. As a result of a review of the proposed ordinance by the City Solicitor, Mrs. Russell stated that the amounts were eliminated to reflect only 150% (lines 25 through 29).

Ms. Russell indicated that the City was recently made aware that participants in the "new" Federal Employees Retirement System (FERS) plan for Civil Service retirement do contribute to Social Security and receive both Social Security and pension from this employment; therefore, this particular plan should not be added to the exclusions for the City of Dover Senior Citizen Tax Reduction Program. The intent to add Civil Service retirement weighed heavily on the fact that the CSRS retirees do not receive a Social Security benefit. She assured members that the proposed amendment to the ordinance specifies that the third exclusion from income be limited to CSRS retirees only.

Ms. Russell stated that staff did not recommend that a military pension category be added to Section (b) Exclusions to income, because members of this retirement plan also contribute to Social Security. This would allow military retirees the ability to exclude Social Security and military pension from their adjusted gross income (similar to the FERS plan). Ms. Russell indicated that the revenue impact of adding military pension to the exclusion from income qualification could not be determined. She stated that the Census Bureau does not differentiate military pensions and was not able to provide assistance.

Ms. Russell reminded members that another idea which was previously discussed was to put a basic cap on the income limit with no exclusions. After reviewing this idea, she stated that the only "pro" to this approach would be elimination of the need to determine exclusions for different plans. The "cons" that staff anticipated were: 1) complication of the application process including the requirement for more documentation for seniors with Social Security income only (195 applicants); 2) discontinuation of abatement for seniors turning 65 when they begin to draw Social Security benefits; and 3) inconsistency with County income qualifications.

Ms. Russell advised members that staff reviewed the possibility of adding income directly related to disability to the exclusion from income qualification. Kent County offers this deduction from the Adjusted Gross Income; however, Kent County has an income limit qualification on their disability reduction, similar to their senior citizen reduction. She indicated that once the property owner is 65 years of age, Kent County requires them to apply for a Senior Citizen reduction and they no longer qualify for the disability reduction. Kent County did not explain the reasoning behind the deduction of the income related to disability. As a result, staff could only assume that this relates to the transfer of reduction from Disability to senior citizen at the age of 65. The revenue impact of adding Income Related to Disability could not be determined. Since Kent County transfers the property owner to the Senior Citizen Reduction Program, they do not have information regarding the number of property owners that qualify or are considered disabled within the City of Dover limits.

Ms. Russell stated that currently, the City of Dover does not have age or income limitations for the disability reduction. The only requirement is that individuals must be 100% disabled, as determined

by the Social Security Administration (SSA), and must provide an award letter from the SSA each year upon application. She stated that staff did not recommend deducting income directly related to disability at this time.

Staff recommended amending Section 102-183 (b)(3) of the Dover Code 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.

Responding to Mr. Shevock, Ms. Russell indicated that the proposed amendment would not result in a change to the tax revenue since none of the seniors who have applied in the past were participants in the newer system (FERS plan).

Mr. Hare stated that he was aware of individuals who have military pensions that are not large and who also collect a minimal amount of Social Security, noting that these individuals would not be eligible. It was his feeling that specifying a single income level would be more simple to apply. Clarifying, Ms. Russell stated that the qualifying income level is $17,396 for a single individual; therefore, someone collecting a military pension in the amount of $14,000 and Social Security would qualify for the exemption. The specified income level for married individuals is $23,000.

Responding to Mr. Michael Smith, 208 Saxondale Lane, Mr. Anderson explained that the proposed amendment would put everyone on an equal level because the CSRS that expired in 1986 was basically a substitute for Social Security (these participants did not pay into Social Security). Under the new federal system (FERS), individuals are required to pay into Social Security and, as a result, will receive Social Security benefits, which are exempt in accordance with the Dover Code. He stated that it would not be fair to exempt Social Security income but not the CSRS since it is an equivalent to Social Security.

Mr. Anderson felt that further discussion may take place in the future in regard to the consideration of military pensions and the possibility of a "blanket" exemption, as suggested by Mr. Hare.

Mr. Hare reiterated that the purpose of the exemption is to help low-income individuals and noted that there are some military pensioners that would qualify and others that clearly would not qualify.

Mr. Smith suggested the possibility of referring to the exemption as a "low-income tax abatement," rather than referring to it as a tax exemption for senior citizens, and allowing anyone with less than $35,000 income to qualify.

Concurring, Mr. Hare suggested amending the proposed ordinance to reflect the exemption for "low-income taxes for citizens above age 60" and stated he would prefer a flat income level amount.

Mr. Bonar stated his concurrence and suggested that the matter be tabled to allow staff to clarify the language to reflect "low income tax abatement program for individuals over 60 years of age."

Mr. Anderson moved to recommend that the matter be referred back to staff for clarification of the language as discussed, seconded by Mr. Hare and unanimously carried.

Minority Recruitment Committee Recommendations

Members were reminded that the Minority Recruitment Committee (MRC) was commissioned by the former City Manager to develop recommendations to improve minority hiring for the City of Dover. The Committee held a series of meetings in 2011 and concluded their work in August 2011. Members reviewed a report that reflected the MRC deliberations and recommendations.

Staff recommended acceptance of the report and requested that the recommendations be referred to staff for implementation at the appropriate time.

Dr. Bobby Jones, Chair of the MRC, explained that the creation of the Committee was the result of questions and concerns that arose regarding minority recruitment for the City of Dover. She advised members that the Committee had much discussion regarding attracting employees to the City and that employee morale was also a concern. She felt that the Committee developed some very salient points regarding morale. Dr. Jones reviewed the MRC's recommendations.

In response to Mr. Anderson, Dr. Jones stated that although the Human Resources Director addressed the Committee, there was no mention of the City's Affirmative Action Program.

Responding to Mr. Anderson, Mr. Scott Koenig, City Manager, reminded members that the City is under a hiring freeze and recruitment is not staff's highest concern at this time; however, staff has grave concerns with employee morale. He stated that the City has hard-working employees who should be recognized for the work they accomplish. Mr. Koenig noted that often work performed is not recognized as much as what does not get accomplished. He requested the opportunity to review the recommendations and provide the Committee with a recommendation within 60 days.

Mr. Lynn suggested that the Mayor be included in the review of the recommendations for consideration of the Police Department. Dr. Jones stated that the Police Department was represented on the MRC and that the Department has developed a plan for the recruitment of minority police officers.

Understanding that the City is under a hiring freeze, Dr. Jones requested that staff develop a strategic plan to address the recruitment of minorities and develop goals and objectives regarding this issue.

Mr. Anderson moved to recommend that the Minority Recruitment Committee (MRC) Report be referred to staff for a report back to the Committee within 60 days, seconded by Mr. Hare and unanimously carried.

Public Comment Period

There was no one present wishing to speak during the Public Comment Period.

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

Meeting Adjourned at 7:06 P.M.

William P. McGlumphy
Chairman

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SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

The Safety Advisory and Transportation Committee Meeting was held on January 25, 2012 at 5:01 p.m. with Chairman Hutchison presiding. Members present were Mr. Lynn, Mrs. Russell (arrived at 5:02 p.m.), and Mr. Davis. Mayor Carey was also present (departed at 5:29 p.m.). Mr. Hutchison was absent.

AGENDA ADDITIONS/DELETIONS

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

Discussion - Establishing City Emergency Operations Center

Members reviewed correspondence from Mr. Dave Truax, 35 Upland Avenue, who serves as the City's 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.

Mr. Scott Koenig, City Manager, stated that the City's emergency management function has progressed through various departments throughout the years, beginning as a part of the Grounds Department, then the Police Department, and ultimately an Emergency Management Coordinator position was created in the Public Services Department. As a part of the Emergency Management Plan developed for the City, the City Hall Conference Room was designated to serve as an Emergency Operations/Information Center. He reminded members that this Center was utilized as such during a recent hurricane and during snowstorms and met the needs for these types of emergencies.

Mr. Koenig explained that the City has a basic Emergency Management Plan which has been certified as meeting minimum requirements by the Delaware Emergency Management Agency (DEMA). He advised members that emergency operations functions are currently distributed among a number of staff members, including the City Manager, the Public Information Officer, the Fire Marshal, a representative of the Police Department, etc. He indicated that he would like to maintain an open position for an emergency management planner. It was his understanding that during the recent Police Department accreditation process, a previous Emergency Operations Center (EOC) located at the Police Department was reestablished. Members were provided a photo of the Center and a diagram depicting the seating arrangements.

Mr. Koenig questioned if the intent of the discussion was to determine if members wished to designate the Police Department versus City Hall as the EOC for the City of Dover.

Responding to Mr. Hutchison, Mr. Koenig confirmed that there are no backup generators currently serving City Hall and that if power was lost during an emergency situation, it would be necessary to utilize the facility at the Police Department to conduct emergency operations. He noted that backup power is available at the Administration Building for the Electric Department.

Mr. Truax explained the necessity for the City to have an Emergency Operations "mindset," beginning with members of Council, and for each department to have a better understanding of their responsibilities. In addition, he relayed the importance of an EOC.

Mr. Koenig suggested a review of the parameters of the two (2) rooms proposed for use as an EOC. He recalled there being a $2,400 activation fee for the phone lines at the Police Department EOC and noted that this was one of the reasons City Hall was selected to serve as the EOC during the recent snowstorms and hurricane.

Responding, Police Captain Stump stated that he was not aware of such fees and indicated that the phone lines were recently activated.

Mr. Hutchison suggested that this issue be referred back to staff for the development of policies and procedures. Concurring, Mr. Lynn requested that staff develop recommendations for the Committee's review to forward to City Council for approval.

Mr. Truax requested that consideration be given to the installation of a generator at City Hall, regardless of its use as an EOC, due to the need for electric service at City Hall during an emergency.

Mr. Hutchison requested that staff determine the costs involved for each of the rooms to become fully used as an EOC.

Captain Mark Hall, attending on behalf of Fire Chief Fortney, noted that ambulance services for the City are provided by PrimeCare; therefore, he suggested that staff request the participation of a representative of PrimeCare in the development of their recommendations.

Responding to Mr. Davis, Mayor Carey indicated that Dover High School currently serves as the City's emergency shelter and has been used as such in the past.

Mr. Laing, Community Relations Officer and Public Relations Liaison, Delaware Department of Transportation (DelDOT), suggested that space be allocated in the City's EOC for the City's Public Information Officer.

Mr. Lynn moved to recommend referral back to staff for a report to the Committee at the next meeting, seconded by Mrs. Russell and unanimously carried.

Update - Dover High School Construction

Mrs. Ann Marie Townshend, Director of Planning and Community Development, provided an update on the construction of the new Dover High School. She advised members that, in December, the City issued a foundation only permit for the building. The City continues to work with the Delaware Department of Transportation (DelDOT), Kent Conservation District, and Capital School District on completing the site development plans. She noted that building construction drawings were recently submitted and the building permit application has been completed. She anticipated that the building permit would be issued by the first week in March 2012 for the remainder of the main structure, noting that the stadium and other buildings will require separate permits.

Mrs. Townshend reminded members that City staff attends monthly coordination meetings with representatives of DelDOT and the consultants for the Capital School District to ensure that the project stays on track, since there are many site and location issues. She stated that, during the last coordination meeting, there was discussion regarding the east entrance (which lines up with Heatherfield East) which had been planned as a signalized intersection with a pedestrian crossing; however, the most recent submission did not show it as a signalized intersection. She explained that installation of signals typically requires a warrant analysis which documents traffic volume and is accomplished through DelDOT and she suggested that the Capital School District begin working with DelDOT on this issue. However, she noted that there are additional political and safety issues involved, explaining that there are multiple housing communities directly across the street from the school. She suggested that the City go on record in support of the signalization of the intersection at the east entrance and a pedestrian crossing, even if the traffic volume does not meet warrants since there is no other way to enable children to cross the street to access the school safely.

After much discussion, Mr. Gary Laing, Community Relations Officer and Public Relations Liaison, DelDOT, suggested that the City submit a letter to Secretary Bhatt and that Mr. Laing be copied so that he may have the opportunity to interject himself to work with the City in this regard. Responding, Mr. Hutchison suggested that such a letter be drafted and signed by the Mayor and City Manager.

Mrs. Townshend offered to draft a letter in support of the signalization of the intersection at the east entrance of the new Dover High School and the inclusion of a pedestrian crossing. Due to Mr. Laing's suggestion that this letter be submitted as expeditiously as possible, Mr. Koenig indicated that the letter would be sent by staff if there were no objections ***(Attachment #1)***.

Mr. Davis moved to recommend that staff be authorized to send a letter to Secretary Bhatt relaying support of the signalization of the east entrance intersection, with pedestrian crossing, for the new Dover High School. The motion was seconded by Mr. Lynn and unanimously carried.

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

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

West Dover Connector

Mr. Laing stated that DelDOT is currently in the midst of a 30-day public comment and review period (which will end on February 2, 2012) related to the environmental assessment of the West Dover Connector. If there are public comments, a period of time will be provided for response. In late February to mid-March, DelDOT plans to issue the final version of the environmental assessment. Mr. Laing stressed the need for a finding of "no significant impact" in order to proceed with the project. He indicated that DelDOT will then need to address the issue of a preferred alternative for termination of the Connector at Route 13, south of Rodney Village, and acquisition of 15 properties along the route.

Mr. Laing advised members that several years ago, there were picketers with signs that read "don't take my home" in front of DelDOT's workshop and at working group meetings associated with this project; however, more recently DelDOT has received phone calls from these individuals who are now eager to sell. He explained that DelDOT's planning process has made it difficult for affected homeowners to market their homes. Mr. Laing assured members that DelDOT cannot offer a homeowner an amount less than the assessed value of their property, can assist a homeowner in finding a new home with a similar value, and can provide assistance with moving expenses in cases of hardship.

Mr. Laing stated that the specifics regarding the location and design of the preferred route will be finalized and presented to the public in April 2012. He advised members of the tentative schedule DelDOT has established moving forward, as follows: 1) July 2012 - semi-final right-of-way acquisitions to be completed by November 2012 (if there are no objections and eminent domain condemnation procedures are not necessary); and 2) Summer of 2014 - begin construction.

South Governors Avenue Improvements

Mr. Laing stated that the improvements to the South Governors Avenue roadway are substantially complete. He indicated that DelDOT has had a recent issue regarding a signal at the intersection of South Governors Avenue and South Street, noting that the original plan included such a signal. Since federal funds were utilized for the project, when DelDOT was ready to have the signals turned on, the Federal Highway Administration (FHA) indicated that the intersection did not meet the warrants for a signal and a new study was required. DelDOT completed the new study in late fall/early winter of 2011 and it was determined that the intersection meets warrants at only certain times of day. He advised members that there are safety concerns, noting that there is an employee parking area located across the street.

Most recently, Mr. Laing stated that DelDOT's Director of Traffic Operations sent a letter to the FHA indicating that DelDOT planned to post signs indicating that the signals would become operational on January 27, 2012 and was awaiting a response.

Water Street Railroad Crossover

Mr. Laing stated that the Water Street Railroad Crossover is not a project that will come to fruition anytime in the near future due to the involvement of the railroad.

Wyoming Mill Road Project

Mr. Laing advised members that only the paving of the roadway was required for the completion of the Wyoming Mill Road Project and it is hoped that this will begin in early spring when the asphalt plants reopen.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, suggested that, in the future, a briefing on the Route 8/Hazlettville Road Connector (formerly identified as North/South Road between Route 8 and Hazlettville Road on the West Side of the Capital School District Property and the Village of Cannon Mills) be provided to the Committee.

Briefing on Dover/Kent County Metropolitan Planning Organization (MPO) Projects - *Rich Vetter*

Due to the absence of Mr. Richard Vetter, Executive Director of the Dover/Kent County Metropolitan Planning Organization, there was no briefing on Dover/Kent County Metropolitan Planning Organization (MPO) projects.

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

Meeting Adjourned at 6:01 P.M.

Respectfully submitted,

James L. Hutchison
Chairman

JLH/JS/jg/dd/tm
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Attachment
Attachment #1 - Letter of Support, to Transportation Secretary Bhatt, for the Signalization of the East Entrance Intersection, with Pedestrian Crossing, for the new Dover High School

City of Dover

February 1, 2012

Mr. Shailen P. Bhatt, Secretary
Department of Transportation
800 Bay Road
Dover, DE 19901

Dear Secretary Bhatt:

The City of Dover has been meeting with staff from DelDOT as well as consultants for the Capital School District on a monthly basis to coordinate the design, review and permitting associated with the new Dover High School which is currently under construction on Delaware Route 8 on the west side of Dover. We have all found these meetings to be helpful in keeping this large, complex project on schedule, and we appreciate the Department's collaboration in this regard.

At the most recent coordination meeting on January 19, 2012, there was a discussion about the proposed east entrance to the school site, and whether it is intended to be a signalized entrance. This entrance is intended to be the bus entrance and primary pedestrian access to the site, and early discussions and presentations by the Capital School District had shown this entrance to be signalized. The City of Dover understands that a warrant analysis must be completed prior to a signal being approved and installed; however, we believe it is necessary to share our administrative concerns related to the importance of this proposed traffic signal.

There are a number of residential developments on the north side of Route 8, from which students will be expected to walk to school. A signalized east entrance would provide a safe crossing for pedestrians from the north side of Route 8 to access the school and associated fields and amenities. The absence of a signal at this location would create an unacceptable safety risk for students, and other members of the community, accessing the school property. From the City's perspective, the presence of a traffic signal at this location is imperative.

The City of Dover Safety Advisory and Transportation Committee has had numerous discussions and has repeatedly expressed concerns about pedestrian access to the Dover High School from the north side of Route 8. Our staff has assured the Committee that a safe crossing for pedestrians is being addressed as part of the plan review.

I look forward to the City of Dover staff continuing to work with DelDOT staff to address this specific issues as well as a number of other transportation challenges. If you would like to discuss this matter with me personally, please call me at 736-7005.

Sincerely,

Scott D. Koenig, P.E.
City Manager

SDK/amt

CC: Ann Marie Townshend, AICP, Director of Planning & Community Development
Greg Moore, Becker Morgan
City Clerk's Office

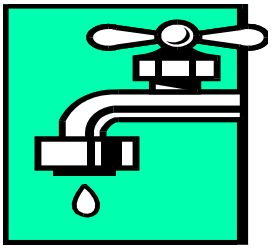
CITY OF DOVER

FINANCE DEPARTMENT

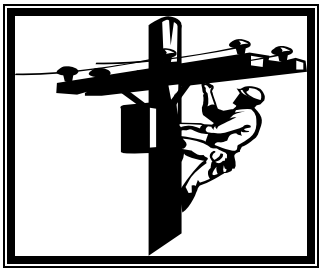
MONTHLY BUDGET REPORT

DECEMBER 2011









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

December 2011

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	1,668			2,412		
Total Amount of All Deposits	$ 80,608,706			$ 80,187,518		
PAYROLL						
	Hours	%	Amount	Hours	%	Amount
Gross wages per registers	**491,492**	**100.0%**	**$ 10,978,594**	**479,120**	**100.0%**	**$ 11,479,459**
Wages and Hours Worked						
Regular	411,405	83.7%	$ 8,772,937	406,234	84.8%	$ 8,841,134
All over time	18,314	3.7%	$ 771,987	17,905	3.7%	$ 819,318
Other Paid or Unpaid Wages and Hours						
Vacation	32,317	6.6%	$ 825,456	30,729	6.4%	$ 1,036,100
Sick	9,254	1.9%	$ 213,595	12,607	2.6%	$ 320,145
Furlough (July 2010)	1,482	0.3%	$ -	-	0.0%	$ -
Terminal Leave - Retiree Vacation/Sick Payout	3,220	0.7%	$ 91,298	4,379	0.9%	$ 178,239
Comp Time (Police)	3,905	0.8%	$ 123,537	5,399	1.1%	$ 159,101
Personal	548	0.1%	$ 15,844	462	0.1%	$ 12,886
Leave Without Pay	2,399	0.5%	$ -	-	0.0%	$ -
Other (description below)	8,626	1.8%	$ 163,939	1,408	0.3%	$ 112,536

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

Other Activity		
Number of Pay Periods	14	14
Number of Payroll Checks & Direct Deposits Issued	5,736	5,408
Number of Pension Checks Issued	1,430	1,434
Total Pension Benefits Paid - Defined Benefit Plan	$ 2,266,911	$ 2,323,012

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	3,276	3,134
Number of EFT Vouchers	1,057	1,095
Vouchers Dollar Amount Disbursed	$ 48,979,354	$ 44,692,403

City of Dover
Finance Department
Monthly Report – December 2011

General Fund Summary

	Budget	Revised Budget	YTD	Balance	50% of Budget
Beginning Balance (Unaudited)	$ 3,322,305	$ 3,322,305	$ 3,433,243	$ (110,938)	103.3%
Revenues					
Court of Chancery Fees	690,000	690,000	321,400	368,600	46.6%
Fines & Police Revenues	939,000	939,000	473,344	465,656	50.4%
Franchise Fees	520,000	520,000	135,452	384,548	26.0%
Grants	753,500	833,373	214,920	618,453	25.8%
Intrafund Services	4,359,171	4,359,171	1,995,793	2,363,378	45.8%
Library & Recreation Revenues	587,000	587,000	294,800	292,200	50.2%
Licenses & Permits	2,457,675	2,457,675	1,802,775	654,900	73.4%
Property Taxes (Includes BID Revenue) (1)	11,185,188	11,185,188	10,910,883	274,305	97.5%
Sanitation Revenues	2,050,000	2,050,000	976,755	1,073,245	47.6%
Other Miscellaneous Revenues	381,650	381,650	99,103	282,547	26.0%
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	325,588	674,412	32.6%
Municipal Street Aid Fund	526,814	526,814	329,586	197,228	62.6%
Transfer Taxes	900,000	900,000	806,731	93,269	89.6%
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	22,949,020	11,868,647	65.9%
Total Beginning Balance & Revenues	**$ 38,060,099**	**$ 38,139,972**	**$ 26,382,263**	**$ 11,757,709**	69.2%
Expenditures					
City Clerk & Council	$ 417,092	$ 417,092	$ 171,174	$ 245,918	41.0%
Mayor, City Manager & Human Resources	1,088,039	1,088,039	508,098	579,941	46.7%
Police & Police Extra Duty	13,386,407	13,386,407	6,476,644	6,909,763	48.4%
Public Services	4,566,400	4,646,273	2,232,197	2,414,076	48.0%
Central Services	2,341,454	2,341,454	1,142,973	1,198,481	48.8%
Planning & Inspections	1,934,120	1,934,120	948,190	985,930	49.0%
Finance, Info Tech & Customer Services	2,466,266	2,466,266	1,178,203	1,288,063	47.8%
Library & Recreation	1,948,788	1,948,788	941,721	1,007,067	48.3%
Fire Department	684,725	684,725	323,257	361,468	47.2%
Assessor	213,175	213,175	94,588	118,587	44.4%
Insurance	550,000	550,000	252,278	297,722	45.9%
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	95,375	524,625	15.4%
Appropriation to Pension Fund	1,545,000	1,545,000	1,045,000	500,000	67.6%
Street Lights	960,000	960,000	499,205	460,795	52.0%
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	17,733,503	17,603,662	50.2%
Budget Balance - Working Capital	2,802,807	2,802,807	-	2,802,807	0.0%
Total Budget Balance & Expenditures	**$ 38,060,099**	**$ 38,139,972**	**$ 17,733,503**	**$ 20,406,469**	46.5%
Reserve Balances					
Contingency	$ 725,554	$ 711,747	$ 717,224		

(1) Property Taxes are the taxes billed and not cash received. The outstanding receivable balance as of 12/31/11 is $823,245.51 as compared to $692,613.67 in December 2010.

City of Dover
Finance Department
Monthly Report – December 2011

Water/Wastewater Fund Summary

	Budget	Revised Budget	YTD	Balance	50% 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	$ 1,921,077	$ (179,835)	110.3%
Beginning Balance - Kent County Treatment (Unaudited)	$ (1,757,484)	$ (1,757,484)	$ (1,243,243)	$ (514,241)	70.7%
Revenues					
Water Fees	4,603,400	4,603,400	2,553,177	2,050,223	55.5%
Wastewater Fees	3,756,700	3,756,700	1,938,487	1,818,213	51.6%
Kent County Treatment Fees	3,090,900	3,090,900	1,601,893	1,489,007	51.8%
Ground Water Adjustment Fees	1,386,900	1,386,900	618,804	768,096	44.6%
Water Tank Leases	307,600	307,600	136,041	171,559	44.2%
Miscellaneous	85,800	85,800	48,313	37,487	56.3%
Impact Fees - Water	323,000	323,000	155,800	167,200	48.2%
Impact Fees - Wastewater	357,000	357,000	174,300	182,700	48.8%
Total Revenues	13,911,300	13,911,300	7,226,815	6,684,485	51.9%
Total Beginning Balance & Revenues	**$ 16,280,085**	**$ 16,280,085**	**$ 10,471,821**	**$ 5,808,264**	64.3%
Expenses					
Water/Wastewater Operating Divisions					
Engineering & Inspection	$ 622,230	$ 622,230	$ 241,299	$ 380,931	38.8%
Water	382,655	382,655	194,696	187,959	50.9%
Water Treatment Plant	1,543,114	1,543,114	707,034	836,080	45.8%
Wastewater	959,735	959,735	436,759	522,976	45.5%
Construction & Inspection	440,088	440,088	177,403	262,685	40.3%
Kent County Treatment Fees	4,235,400	4,235,400	1,898,701	2,336,699	44.8%
Intrafund Services	1,228,596	1,228,596	528,296	700,300	43.0%
OPEB - Retiree's Health Care Contribution	190,830	190,830	95,416	95,414	50.0%
Pension Unfunded Liability	228,400	228,400	114,200	114,200	50.0%
Debt Service	736,936	736,936	283,437	453,499	38.5%
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	7,050,241	6,151,398	53.4%
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**	**$ 7,050,241**	**$ 9,229,844**	43.3%
Reserve Balances					
Contingency-Water	$ 130,696	$ 136,680	$ 101,376		
Contingency-Wastewater	$ 146,149	$ 152,839	$ 184,316		
Impact Fee Reserve - Sewer	NO BUDGET	NO BUDGET	$ 3,345,230		
Impact Fee Reserve - Water	NO BUDGET	NO BUDGET	$ 380,193		
Bond Coverage Ratio (Covenant 1.20)	5.39	4.47	7.73		

City of Dover
Finance Department
Monthly Report – December 2011

Electric Revenue Fund Summary

	Budget	Revised Budget	YTD	Balance	50% of Budget
Beginning Balance (Unaudited)	$ 11,867,003	$ 11,867,003	$ 13,172,989	$ (1,305,986)	111.0%
Revenues					
Sales to Customers	95,675,500	95,675,500	51,621,795	44,053,705	54.0%
Purchased Power Adjustment - Credit	(6,012,000)	(6,012,000)	(3,272,232)	(2,739,768)	54.4%
Utility Tax	1,966,100	1,966,100	827,839	1,138,261	42.1%
Weyandt Hall Rents	225,000	225,000	73,282	151,718	32.6%
Miscellaneous Revenues	1,048,000	1,048,000	695,439	352,561	66.4%
Interest Earned	264,900	264,900	72,988	191,912	27.6%
Transfer from Rate Stabilization	1,000,000	1,000,000	1,000,000	-	100.0%
Intrafund Service Receipts Water/Wastewater	240,203	240,203	85,305	154,898	35.5%
Total Revenues	94,407,703	94,407,703	51,104,416	43,303,287	54.1%
Total Beginning Balance & Revenues	**$ 106,274,706**	**$ 106,274,706**	**$ 64,277,405**	**$ 41,997,301**	60.5%
Expenses					
Power Supply & Generation					
Power Supply	$ 42,047,430	$ 42,047,430	$ 22,603,172	$ 19,444,258	53.8%
Power Supply Management/Incentive	1,170,000	1,170,000	498,000	672,000	42.6%
Capacity Charges	8,506,512	8,506,512	4,246,639	4,259,873	49.9%
PJM Charges - Load	15,043,396	15,043,396	6,422,054	8,621,342	42.7%
Total Power Supply	66,767,338	66,767,338	33,769,865	32,997,473	50.6%
Plant Operations	5,964,817	5,964,817	2,515,668	3,449,149	42.2%
Generation Fuels	664,641	664,641	1,355,251	(690,610)	203.9%
Capacity Credits	(7,388,283)	(7,388,283)	(3,301,222)	(4,087,061)	44.7%
PJM Credits	(1,285,675)	(1,285,675)	(3,329,470)	2,043,795	259.0%
Total Generation	(2,044,500)	(2,044,500)	(2,759,773)	715,273	135.0%
Total Power Supply & Plant	64,722,838	64,722,838	31,010,092	33,712,746	47.9%
Electric Operating Divisions:					
Transmission/Distribution	3,162,026	3,162,026	1,389,239	1,772,787	43.9%
Electrical Engineering	1,177,060	1,177,060	464,780	712,280	39.5%
Administration	602,715	602,715	263,703	339,012	43.8%
Meter Reading	215,208	215,208	99,694	115,514	46.3%
Systems Operations	473,895	473,895	245,230	228,665	51.7%
Intrafund Services	3,370,778	3,370,778	1,552,802	1,817,976	46.1%
Utility Tax	1,966,100	1,966,100	824,829	1,141,271	42.0%
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	10,870	43,630	19.9%
Green Energy Payment to DEMEC	129,000	129,000	68,203	60,797	52.9%
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	1,686,034	1,650,766	50.5%
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	45,434,282	48,465,236	48.4%
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**	**$ 45,434,282**	**$ 60,840,424**	42.8%
Reserve Balances					
Contingency Reserve	$ 1,110,496	$ 1,056,789	$ 1,064,921		
Insurance Reserve	$ 350,000	$ 415,635	$ 335,409		
Rate Stabilization Reserve	$ 5,406,419	$ 6,346,768	$ 5,201,640		
Bond Coverage Ratio (Covenant 1.25)	2.07	2.07	5.32		
Megawatt Hours Sold & Purchased					
Sales to Customers MWh (excluding Street Light MWh)	707,536	707,536	381,838		
Sales per MWh	$ 129.688	$ 129.688	$ 128.971		
Purchased/Generated MWh	738,215	738,215	382,954		
All In MWh Supply & Generation	$ 87.675	$ 87.675	$ 80.976		

City of Dover
Finance Department
Monthly Report – December 2011

General Capital Project Fund Summary

	Budget	Revised Budget	YTD	Balance	50% of Budget
Beginning Balance - Projects (Unaudited)	$ 195,191	$ 195,191	$ 337,354	$ (142,163)	172.8%
Beginning Balance - Library	$ -	$ 100,962	$ -	$ 100,962	0.0%
Revenues					
Transfer from General Fund for Projects	623,847	623,847	623,847	-	100.0%
State Grant - Library	5,597,505	7,422,183	1,012,210	6,409,973	13.6%
Miscellaneous Receipts	-	-	72,137	(72,137)	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	6,276	4,624	57.6%
Income from Sale of Assets	-	-	36,701	(36,701)	0.0%
Total Revenues	13,829,756	16,832,675	4,846,031	11,986,644	28.8%
Total Beginning Balance & Revenue	**$ 14,024,947**	**$ 17,128,828**	**$ 5,183,385**	**$ 11,945,443**	30.3%
Expenditures					
Fire	$ 244,820	$ 244,820	$ 216,794	$ 28,026	88.6%
Library	11,195,009	14,298,890	2,908,094	11,390,796	20.3%
Recreation	30,000	30,000	-	30,000	0.0%
Police	65,000	65,000	-	65,000	0.0%
Streets (1)	1,230,027	230,027	685	229,342	0.3%
Sanitation	136,500	136,500	-	136,500	0.0%
Information Technology	6,400	6,400	4,755	1,645	74.3%
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	3,157,966	13,853,671	18.6%
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**	**$ 3,157,966**	**$ 13,970,862**	18.4%
Reserve Balances					
Capital Asset Replacement Reserve	$ 464,145	$ 460,920	$ 484,313		
Library Reserve	$ -	$ 2,590,784	$ -		
Parkland/Recreation	$ 197,272	$ 201,422	$ 198,185		

(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 – December 2011

Water/Wastewater Improvement & Extension Fund Summary

	Budget	Revised Budget	YTD	Balance	50% of Budget
Beginning Balance - Water (Unaudited)	$ 1,139,872	$ 1,139,872	$ 1,636,694	$ (496,822)	143.6%
Beginning Balance - Wastewater (Unaudited)	$ 303,476	$ 303,476	$ 784,850	$ (481,374)	258.6%
Revenues					
Interest Earned	-	-	15,098	(15,098)	0.0%
State Loan-Water	-	1,923,489	1,734,633	188,856	90.2%
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	5,047,434	1,879,419	72.9%
Total Beginning Balance & Revenues	**$ 5,256,188**	**$ 8,370,201**	**$ 7,468,978**	**$ 901,223**	89.2%
Expenses					
Water	$ 766,240	$ 3,086,468	$ 1,817,268	$ 1,269,200	58.9%
Wastewater	3,404,900	4,217,976	732,324	3,485,652	17.4%
Water Treatment Plant	22,900	22,900	-	22,900	0.0%
Water Construction	30,100	30,100	29,985	115	99.6%
Total Expenses	4,224,140	7,357,444	2,579,577	4,777,867	61.1%
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**	**$ 2,579,577**	**$ 5,790,624**	30.8%
Reserve Balances					
Capital Asset Replacement - Water	$ 452,146	$ 431,777	$ 424,754		
Capital Asset Replacement - Wastewater	$ 473,524	$ 473,020	$ 471,039		

City of Dover
Finance Department
Monthly Report – December 2011

Electric Improvement & Extension Fund Summary

	Budget	Revised Budget	YTD	Balance	50% 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	13,439	24,961	35.0%
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	1,884,169	2,024,961	48.2%
Total Beginning Balance & Revenues	**$ 6,470,226**	**$ 6,557,271**	**$ 5,059,544**	**$ 1,497,727**	77.2%
Expenses					
Power Plant	$ 1,810,410	$ 1,897,455	$ 280,402	$ 1,617,053	14.8%
Transmission/Distribution	648,337	648,337	233,937	414,400	36.1%
Electrical Engineering	1,790,716	1,790,716	864,698	926,018	48.3%
Meter Reading	20,000	20,000	-	20,000	0.0%
Total Expenses	4,269,463	4,356,508	1,379,037	2,977,471	31.7%
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**	**$ 1,379,037**	**$ 5,178,234**	21.0%
Reserve Balances					
Depreciation Reserve	$ 10,018,155	$ 10,718,621	$ 9,688,452		
Future Capacity Reserve	$ 10,073,428	$ 9,957,571	$ 9,751,527		

City of Dover
Finance Department
Monthly Report – December 2011

Community Transportation Improvement Fund

	Budget	Revised Budget	YTD	Balance	50% of Budget
Beginning Balance (Unaudited)	$ 312,651	$ 312,651	$ 435,159	$ (122,508)	139.2%
Revenues					
Grants Revenue	1,900,000	1,900,000	165,174	1,734,826	8.7%
Transfer In Loan Proceeds	-	1,750,000	-	1,750,000	0.0%
Interest Earned	2,800	2,800	208	2,592	7.4%
Total Revenues	1,902,800	3,652,800	165,382	3,487,418	4.5%
Total Beginning Balance & Revenues	**$ 2,215,451**	**$ 3,965,451**	**$ 600,541**	**$ 3,364,910**	15.1%
Expenses					
Program Expenses	$ 2,200,000	$ 2,200,000	$ 17,154	$ 2,182,846	0.8%
Total Expenses	2,200,000	3,075,000	17,154	2,182,846	0.6%
Budget Balance - Working Capital	15,451	890,451	-	890,451	0.0%
Total Budget Balances & Expenses	**$ 2,215,451**	**$ 3,965,451**	**$ 17,154**	**$ 3,073,297**	0.4%

CITY OF DOVER
SPECIAL REVENUE FUNDS
COMBINING STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN UNRESERVED FUND
PERIOD ENDED DECEMBER 31, 2011

	POLICE GRANTS	LIBRARY GRANTS (2)	CDBG/NSP HOUSING GRANTS	SUBSTANCE ABUSE PREV. GRANT (1)	TOTALS
REVENUES:					
State Grants received	$ 44,985	$ 122,498	$ -	$ 15,055	$ 182,538
Federal Grants received	51,808	1,280	4,277	-	57,365
Recreation revenue	-	-	-	2,917	2,917
Investment income (loss)	148	-	-	-	148
TOTAL REVENUES	$ 96,941	$ 123,778	$ 4,277	$ 17,972	$ 242,968
EXPENDITURES:					
Program expenditures	$ 248,020	$ 74,776	$ -	$ 51,049	$ 373,845
Program expenditures - NSP	-	-	55,014	-	55,014
Program expenditures - CDBG	-	-	89,377	-	89,377
TOTAL EXPENDITURES	$ 248,020	$ 74,776	$ 144,391	$ 51,049	$ 518,236
Excess (deficiency) of revenues over expenditures	$ (151,079)	$ 49,002	$ (140,114)	$ (33,077)	$ (275,268)
Other financing sources (uses): Operating transfers-out	(20,448)	-	-	-	(20,448)
Excess (deficiency) of revenues and other financing sources over expenditures & other uses	$ (171,527)	$ 49,002	$ (140,114)	$ (33,077)	$ (295,716)
FUND BALANCE AT BEGINNING OF YEAR	$ 415,403	$ 47,472	$ 73,368	$ 16,326	$ 552,569
FUND BALANCE AT END OF PERIOD	$ 243,876	$ 96,474	$ (66,746)	$ (16,751)	$ 256,853

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 & City Council

"To Protect and Serve"

December 2011

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

January 17, 2012

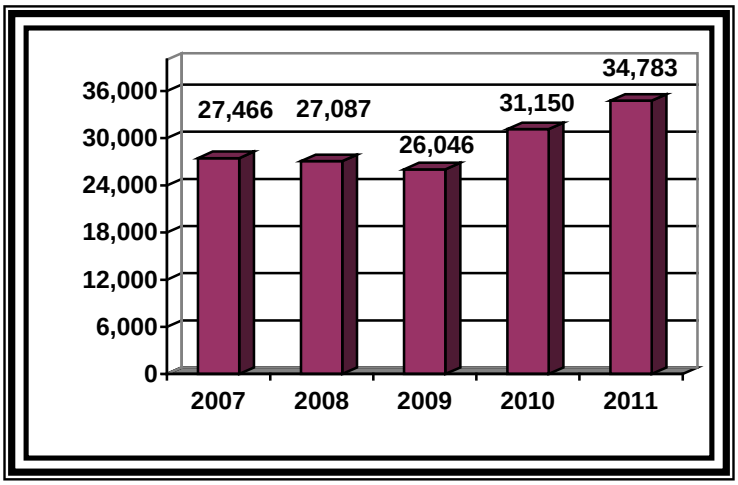
Honorable Carleton E. Carey, Sr., Mayor
Members of Dover City Council
City Hall
Dover, DE 19901

Mayor Carey and Council Members:

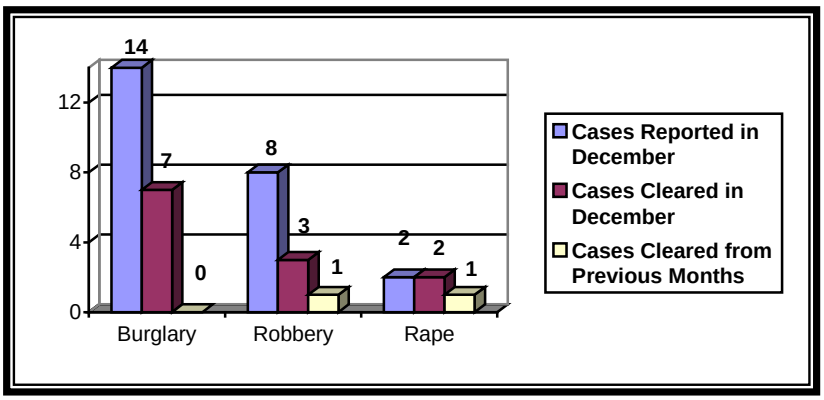
The following is the report on Police Department activities for the month of December 2011:

COMPLAINTS

Total complaints received through December 31st, numbered 34,783. This is an increase of 1,091 complaints over the same time period for last year.



CRIMINAL INVESTIGATIONS

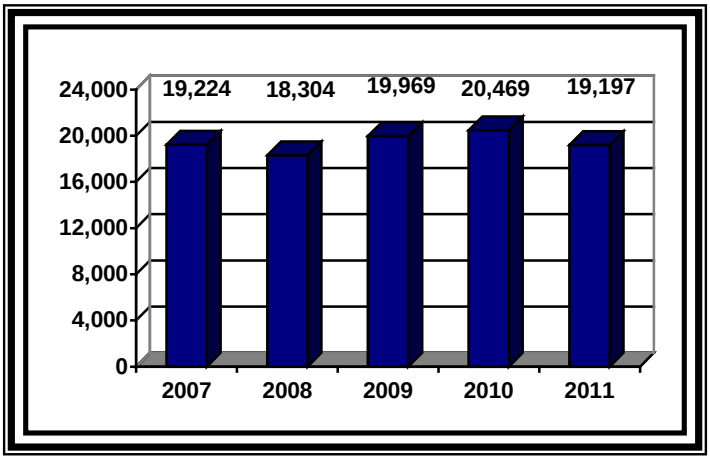


COMMUNITY POLICE SECTION

ENFORCEMENT ACTION	ARRESTS
ABANDONED VEHICLES	0
ALCOHOL VIOLATIONS/DUI'S	4
ASSIST OTHER	0
WARRANTS ON FILE	0
BIKE ON SIDEWALK	4
CITY PARK VIOLATIONS	0
CRIMINAL ARRESTS	22
DRUG RELATED ARRESTS	2
LOUD MUSIC	3
MISCELLANEOUS VIOLATIONS	14
PARKING VIOLATIONS	20
PEDDLER	0
MEETINGS	70
PROSTITUTION	0
COLLECTION OF DELINQUENT DCO'S	1
WANTED CHECKS/CPC'S	16
TRAFFIC ARRESTS	59
WARNINGS	10
FUGITIVE	10
TOTAL ARRESTS	235

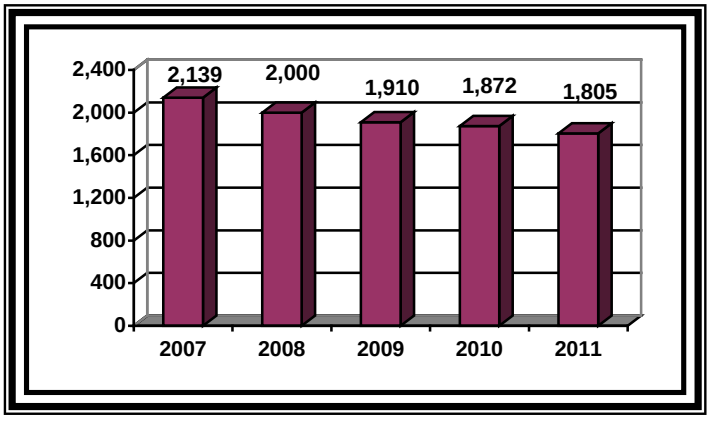
TRAFFIC ARRESTS

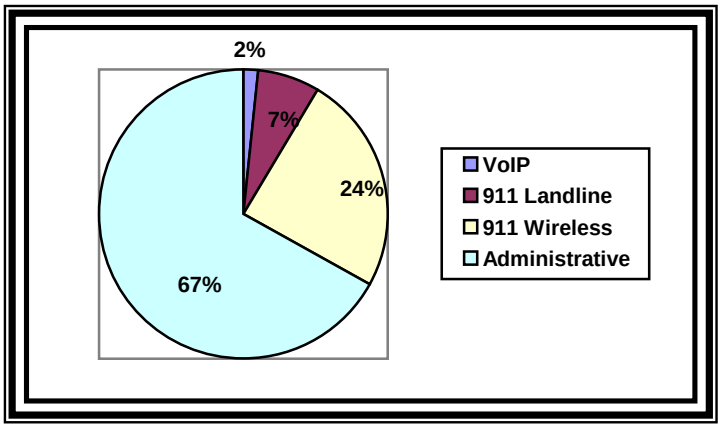
The department issued 19,197 traffic citations through this reporting period. This is decrease of 1,272 citations over the number issued during the same period last year.



TRAFFIC CRASHES

Through December 31st, Dover Police investigated 1,805 traffic crashes. This is a decrease of 67 accidents investigated during the same period last year.



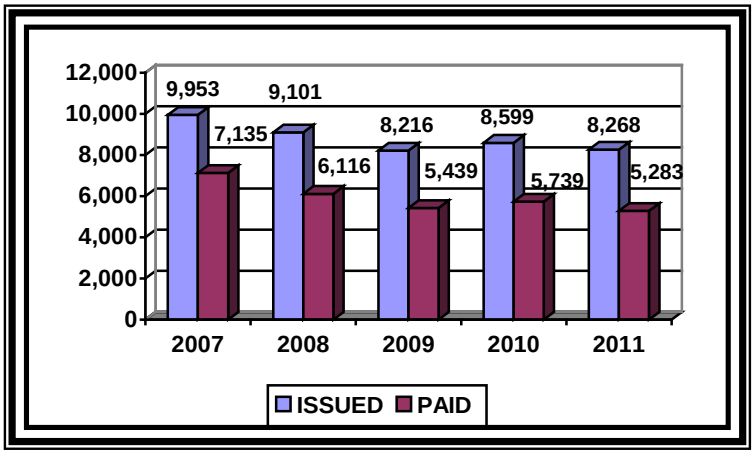


911 CENTER

During the month of December, our 911 Center handled a total of 9,813 calls averaging 317 calls per day. Dispatchers handled 2,397 calls on the 911 wireless lines, an average of 78 calls per day, 690 calls on the 911 landlines, an average of 23 calls per day, and 168 calls on the Voice Over Internet Protocol lines an average of 6 calls per day.

CITY ORDINANCE SUMMONS

Through December 31st, we issued 8,268 city ordinance summons, a decrease of 331 summons over December of last year. *Note: of those summonses issued in December, 21 were issued for handicapped parking violations, 5 for fire lane parking violations, 70 for false alarms (36 for 3-5 alarms, 24 for 6-9 alarms, 9 for 10-15 alarms, and 1 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 December:

- On Saturday, December 3, 2011, at 0020 hours, Dover Officers responded to a night club located on College Road regarding a large fight in progress. Upon arriving, the officers discovered that there were actually two separate fights involving thirty (30) people. Officers were able to control one of the groups but the other group continued to fight. As the officers attempted to make arrests, a large crowd began to intervene and officers had to make an "officer in distress" radio transmission. No less than six other neighboring police agencies responded to assist the Dover Officers. The crowd was able to then be controlled.

- On December 4, 2011, at 0610 hours, the Dover Police Department received a call of multiple shots fired in the one hundred block of Spruance Road. Upon arrival, officers determined that 17 rounds were fired striking two separate residences and a vehicle parked in front of one of the residences. The suspect then fled in an unknown direction. There were three adults inside one of the homes and two adults in the other. Witnesses described the shots as being one quick burst for all 17 rounds, and likened it to a fully automatic-type weapon. No one was injured during this incident.

- On December 7, 2011, at 2300 hours, Dover Officers responded to the nine-hundred block of Wilson Drive for a report of a home invasion in progress. The subject kicked in the front door of the victim's residence, and while brandishing a handgun, threatened to shoot multiple victims inside the home. He then fled the scene prior to officer's arrival. The subject was apprehended at his residence a short time later.

- On Tuesday, December 6, 2011, at 2245 hours, a victim's 2007 Saturn ION, which is equipped with OnStar, was stolen from the area of North New Street. After contacting the OnStar service, they were able to provide Dover Officers with the vehicle's location utilizing GPS. The vehicle was traveling in the area of US 13 and South State Street when it was spotted by officers. The operator of the vehicle then fled from the officers when they attempted a vehicle stop and a pursuit began. The vehicle fled into the area of Capitol Green and the operator jumped from the vehicle and fled on foot. After a brief foot chase, the subject was taken into custody.

- On December 8, 2011, at 2050 hours, Dover Officers responded to the three hundred block of Tribbit Street in Cannon Mills for a report of shots fired. The investigation revealed that unknown suspects fired three rounds into a residence which was occupied. The rounds caused damage to the home but none of the three people present were injured during the incident.

- On December 8, 2011, at 1710 hours, a 56-year old victim was confronted by an 18 year old subject of Dover, who was angry over the victim allegedly striking the subjects' mother several days prior. The subject then assaulted the victim, who was admitted to Bay Health with broken ribs, contusions and a lacerated liver. The subject turned himself in to Dover Police Officers.

- The Criminal Investigations Unit is investigating an armed robbery that occurred on Friday, December 9, 2011 at 1440 hours. The robbery occurred in the area of K Building at Country Club Apartments. The victim was walking on the side of the building and was approached by a male subject wearing a grey, hooded sweatshirt and grey sweat pants. The subject displayed a handgun and demanded money. The suspect removed money from the victim's purse and fled on foot.

- On December 22, 2011 at 0010 hours, Dover Officers received a report of a robbery in the parking lot of White Oak Condos. The 24year old victim stated that he was robbed at gunpoint, of his wallet and money. A description of the suspect vehicle was conveyed and officers from the Patrol Unit located it traveling southbound on Bay Road. A traffic stop was conducted and officers apprehended the male subject of Dover. During a search of the vehicle, officers recovered the firearm, 17.8 grams of marijuana and the victim's wallet and money.

- On December 16, 2011, at 2130 hours, a 28 year old male resident of Lincoln, Delaware, was parked in front of a package store on South DuPont Parkway in Dover. For unknown reasons, two unknown male subjects approached the victims' vehicle from the rear. One of the suspects was armed with a handgun and began firing at the victim who was seated in the vehicle, striking the vehicle several times. Both suspects then fled in the area on foot in an unknown direction. The victim was not injured as a result of the incident.

- On December 27, 2011, at 0350 hours, two subjects wearing black, hooded, sweatshirts and ski masks, forced entry into a residence located in the four hundred block of Sussex Avenue in Dover. At the time of the incident, a 23 year old male and a 21 year old female, were occupying the residence and asleep in the upstairs master bedroom. The male occupant of the residence was awakened by the subjects when they forced entry into the residence, at which time; he retrieved a firearm near his bedside. Once inside the residence, the two subjects ran directly to the upstairs master bedroom. The two subjects entered the master bedroom and one of the subjects was armed with a handgun. The male occupant of the residence then fired several shots at the two subjects, at which time; they exited the bedroom and fled the residence on foot. The Criminal Investigations Unit has obtained warrants for one of the two subjects involved in the armed home invasion. He had been shot and transported to Bay Health and was later flown to Jefferson Hospital.

- On December 19, 2011, at 1330 hours, Dover Officers arrested a 16 year old subject of N. Governors Avenue, for the murder of a 19 year old victim also of Dover. The subject was apprehended at this residence without incident. Dover Detectives from the Criminal Investigation Unit used the downtown security cameras, which captured the shooting, to help assist with their investigation. It was determined that the victim was shot eight times by the subject while on Reed Street with a small caliber firearm, who then fled the scene. The subject was committed to Stevenson House without bond for the charge of Murder in the First Degree. He was also charged with Possession of a Firearm By a Person Prohibited and Possession of a Firearm During Commission of a Felony. Additionally, during a canvass of the neighborhood for evidence, officers located an AK47 and a stun gun; both of which were unrelated to this shooting, in a rear yard of a residence in the unit block of South New Street.

Respectfully Submitted,

James E. Hosfelt, Jr.
Chief of Police

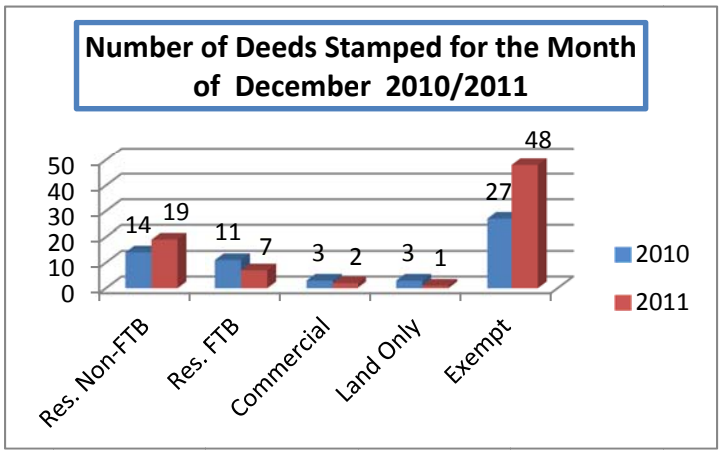
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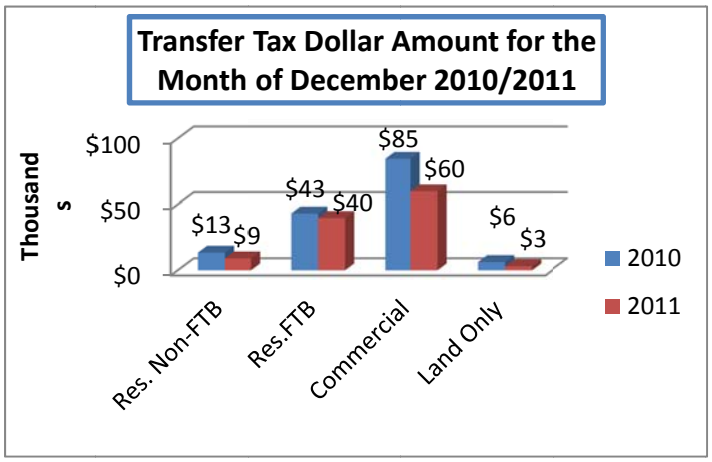
Monthly Report
December 2011

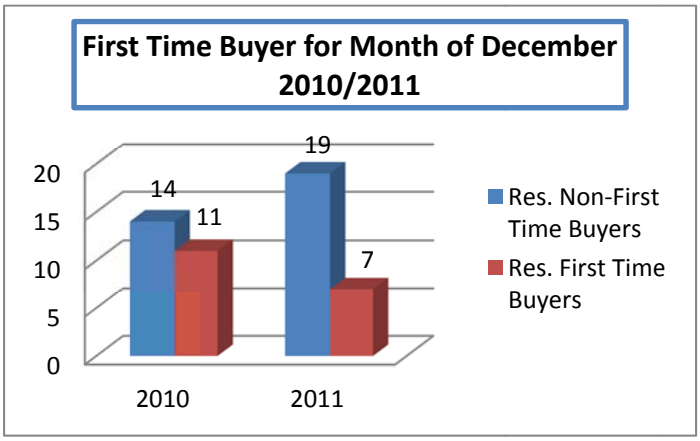


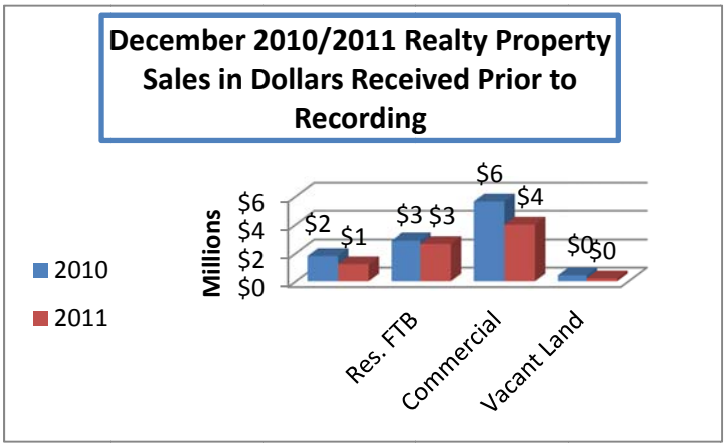
Office of City Assessor

Assessor's Monthly Report









Major Updates

	Oct - 11	Nov - 11	Dec - 11
Assessment Change	$44,300	$7,200	$ 3,147,900

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
9	$1,444,700	$1,493,585	96.73	1.014

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, prior to CAMA system, are being scanned and indexed into Fortis for easy retrieval and permanent storage.

CITY OF DOVER
SALES RATIO REPORT

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
ED05-067.09-03-30.00	20A	R10	30 WHITEMARSH CT	1	8	1982	2	2378	B-	GD	226,100	14-DEC-11	235,000	.96
ED05-067.14-04-13.00	18	R10	146 RED OAK DR	1	5	1999	2	1968	B-	GD	182,100	07-DEC-11	200,000	.91
ED05-068.09-02-37.00	13	R10	648 BUCKSON DR	1	5	1968	2	2036	C	FR	127,200	15-DEC-11	159,900	.80
ED05-076.04-01-86.00	16M	R10	501 RIDGLEY BLVD		13	2011	2	1720	B-	AV	170,800	13-DEC-11	164,330	1.04
ED05-076.04-01-87.00	16M	R10	505 RIDGELY BLVD		13	2011	2	1720	B-	AV	164,500	05-DEC-11	163,410	1.01
ED05-076.04-01-88.00	16M	R10	507 RIDGELY BLVD		13	2011	2	1720	B-	AV	163,300	05-DEC-11	157,470	1.04
ED05-076.04-01-89.00	16M	R10	509 RIDGELY BLVD		13	2011	2	1732	B-	AV	164,900	01-DEC-11	158,570	1.04
ED05-076.04-01-90.00	16M	R10	511 RIDGELY BLVD		13	2011	2	1760	B-	AV	179,900	01-DEC-11	195,665	.92
ED05-076.06-01-24.00	51	R50	4 CHASE HALL	1	20	1973	1	848	B+	GD	65,900	09-DEC-11	59,240	1.11

CITY MANAGER'S MONTHLY REPORT



DECEMBER 2011

Monthly Highlights

Customer Services

- In the month of December we processed 1,118 payments as of December 31, 2011.

- City of Dover property taxes were due July 31, 2011 (July 31 in 2011 was a Sunday). As of December 31, 2011 the delinquent property taxes total 833,863.33 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 approximately 170 properties selected for processing.

Human Resources

- Workplace Harassment Training sessions held for all employees.

Parks, Recreation & Library

Library

- 709 children attended 23 children's programs & 51 teens attended 7 teen programs.
- Job Center noted 108 participants this month.

Parks & Recreation

- Adult & High School Indoor Field Hockey leagues kicked off with 14 adult teams & 15 high school teams.

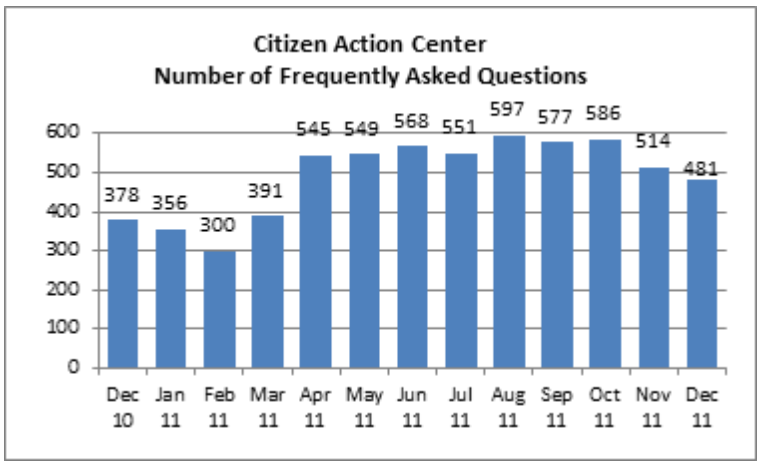
Public Services

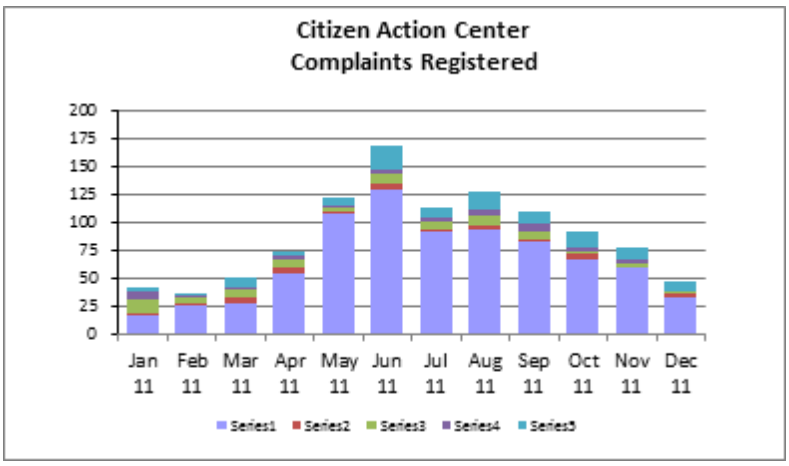
- Working on CIP and additional funding for future street program and other projects.

Public Utilities

- Bayard Avenue water main replacement was completed.
- Route 13 water main installation was completed.

PUBLIC AFFAIRS





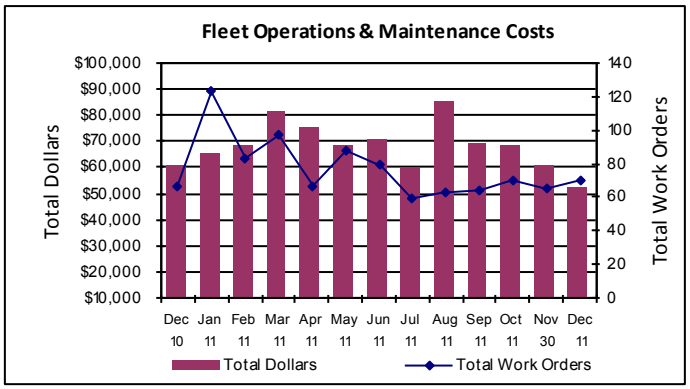
AVERAGE TIME TO CLOSE COMPLAINTS RECEIVED - December 2011

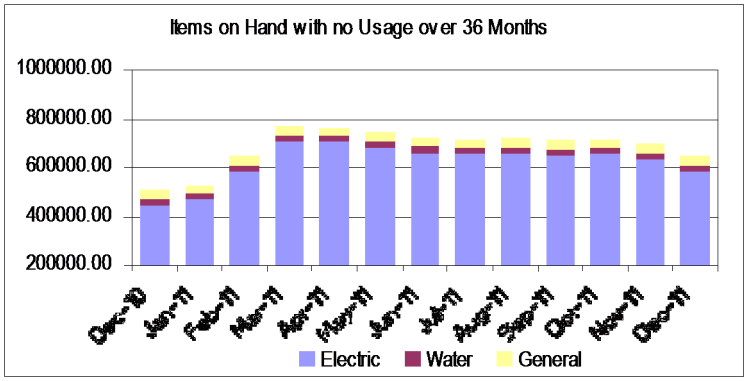
Department	Total # Complaints	# Of Days
Planning/Code Enforcement (property code violations)	33	1.5 days
Police (community policing)	3	2.1 days
Public Services - Grounds - Sanitation - Streets	 1 1 0	2.9 days
Public Utilities	1	1.2 days
Site Admin/Other Departments	8	1.1 days

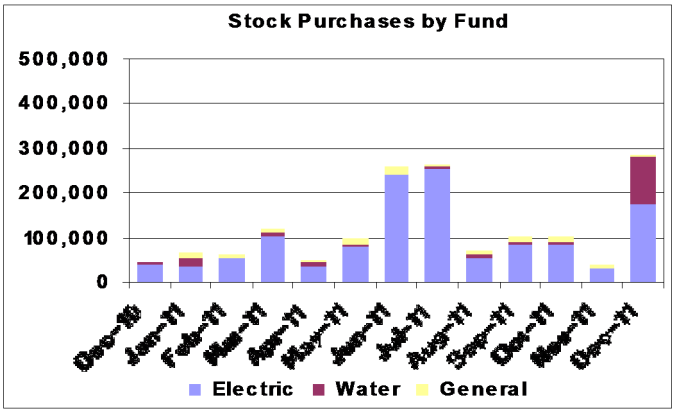
Social Media

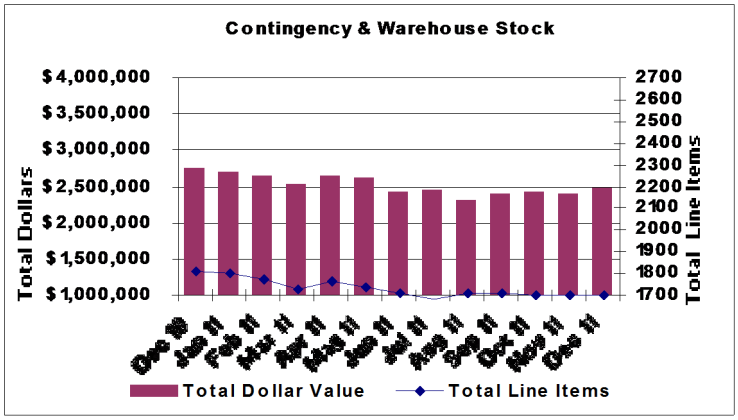
OTHER ACTIVITIES	NOV 10	DEC 10	JAN 11	FEB 11	MAR 11	APR 11	MAY 11	JUNE 11	JULY 11	AUG 11	SEPT 11	OCT 11	NOV 11	DEC 11	YTD
Facebook - New Posts	52	59	57	38	42	37	34	29	17	29	22	21	17	9	568
Facebook - Page Views	1,671	1,768	1,882	1,903	2,114	2,206	2,217	2,276	2,196	2,776	2,796	2,777	2,198	2,966	35,823
Facebook - Replies to questions	21	27	21	16	19	11	12	16	13	26	14	11	17	9	331
Press Releases	2	3	4	3	5	**4**	6	16	11	19	11	13	11	3	747
Ceremonial Documents	17	16	15	12	17	20	19	18	17	11	24	22	19	16	330

CENTRAL SERVICES









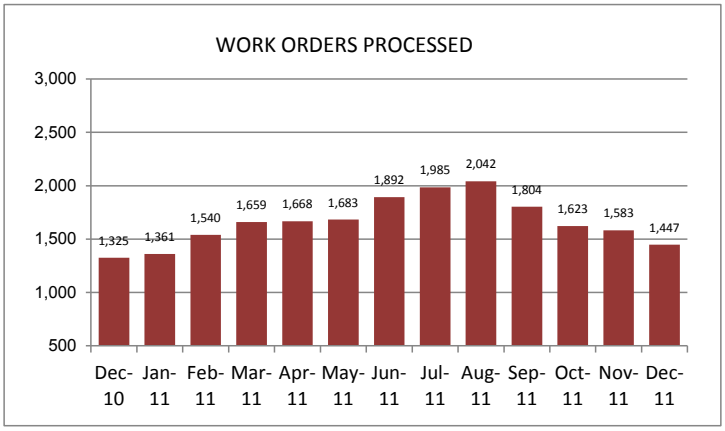
Electric: $ 176230.07
Water: $105,846.70
General: $ 2,995.08

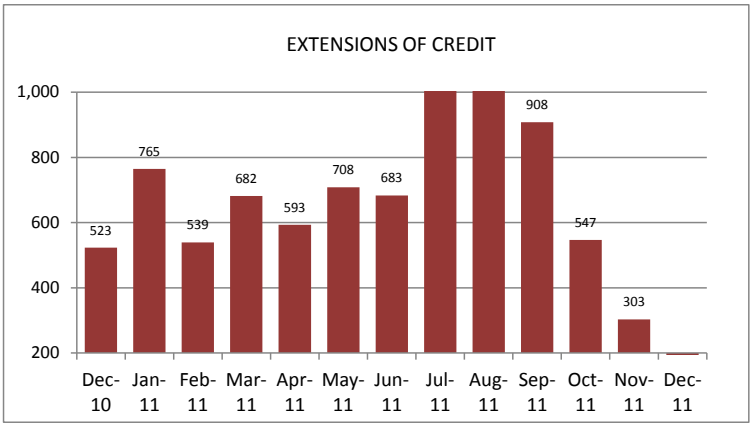
Total Dollar Value: $2,496,972.22
Total Line Items: 1,698

Major Program Updates

MEASURE	DECEMBER 2011	DECEMBER 2010	DIFFERENCE
Issue Effectiveness (>90%) *How often the warehouse has what customers need when it's needed. [issues / (issues + back orders)] * 100*	99.72%	99.23%	+0.49%
Turn Over Rate (4-5 per yr.) *Indicates that the material stocked is the material being used.*	1 every 24.86 years	1 every 40.97 years	-16.11 years
Bids for non-inventory items converted to purchase orders within timeframe *(Quantity and Percentage)*	3 of 3 Bids (FY12 Total) 100%	11 of 12 Bids (FY11 Total) 91.67%	+8.33%
Sealed bids prepared, received & distributed within 7 working days of receipt *(Quantity and Percentage)*	12 of 13 Bids 92.3% FYTD	36 of 38 Bids (FY11 Total) 94.7%	-2.4%
Scheduled Preventative Maintenance appointments being kept. *(Quantity and Percentage)*	21 of 36 appointments kept 58.335%	9 of 20 appointments kept 45%	+13.33%
Mail receiving lowest discounted rate *(Quantity and Percentage)*	133,785 pieces (FY12TD) 96.32%	399,185 pieces (FY11 Total) 95.96%	+0.36%
Routine work orders completed within 5 days *(Quantity and Percentage)*	31 work orders completed 100.0%	37 work orders completed 88.10%	+11.90%
Emergency work orders completed within 2 days *(Quantity and Percentage)*	6 work orders completed 100%	9 work order completed 100%	0%

CUSTOMER SERVICES





Write-Offs / Electric & Trash Bills

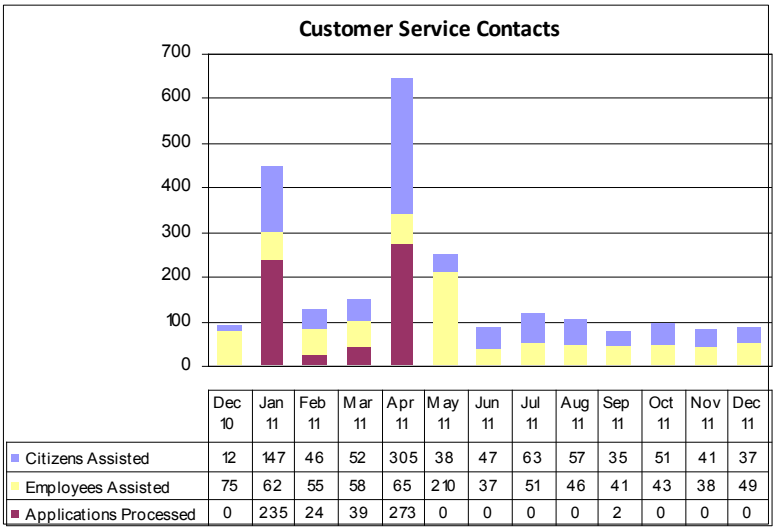
The electric write-off for outstanding electric bills with dates ranging mainly from October2009 until December 2009 . The proposed write-off of $39,113.87 includes $5,440.98 from accounts that filed for bankruptcy. The $39,113.87 is the first write-off for Fiscal 2012 and is .16 percent of the revenue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

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

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

Major Program Updates	Dec 2011	Dec 2010	Difference	FY 2012 Year-to-Date	FY 2011 Year-to-Date
Number of Customers Served	22,704	23,402	(698)	123,348	129,959
Final Bills	659	493	166	3,443	3,615
Estimated Bills	156	152	4	780	723
Penalties Posted	$ 17,165	$ 20,355	$ (3,190)	$ 96,136	$ 109,469
Extensions of Credit - Amount Extended	$ 88,902	$ 129,055	$ (40,153)	$ 1,125,097	$ 1,048,852
Balance Transfers	$ 2,237	$ 3,678	$ (1,441)	$ 9,068	$ 11,686
Utility Collections	$ 20,867	$ 25,613	$ (4,746)	$ 159,326	$ 128,576
Special Assessments	$ -	$ 379	$ (379)	$ 110	$ 6,440
Miscellaneous Billings	$ 158,332	$ 86,370	$ 71,962	$ 711,598	$ 718,448
CNP through Disconnect Collars	$ 17	13	4	44	40
Court Cases	-	-	-	-	-
Tamperings	4	5	(1)	22	22
Taxes Levied (includes carry forward)	$ 952,768	$ 804,824	$ 147,944	$ 1,024,315	$ 14,911,133
Billing Adjustments	$ 104	$ 31,192	$ (31,088)	$ 116	$ (261,625)
Total Taxes Collected	$ 119,009	$ 170,051	$ (51,041)	$ 71,663	$ 9,432,365
Taxes Outstanding	$ 833,863	$ 716,680	$ 117,184	$ 952,768	$ 804,824
Payments in Lieu	$ -	$ 1,500	$ (1,500)	$ -	$ 7,500
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



	Dec 10	Jan 11	Feb 11	Mar 11	Apr 11	May 11	Jun 11	Jul 11	Aug 11	Sep 11	Oct 11	Nov 11	Dec 11
Citizens Assisted	12	147	46	52	305	38	47	63	57	35	51	41	37
Employees Assisted	75	62	55	58	65	210	37	51	46	41	43	38	49
Applications Processed	0	235	24	39	273	0	0	0	0	2	0	0	0

Category	Dec 10	Jan 11	Feb 11	Mar 11	Apr 11	May 11	June 11	July 11	Aug 11	Sep 11	Oct 11	Nov 11	Dec 11	Total
Caucasian*	311	313	314	315	316	316	313	310	306	302	299	299	299	N/A
Minorities*	61	61	61	61	63	63	63	63	63	63	62	61	59	N/A
Hired	-	2	1	1	5	1	-	-	-	1	-	1	-	12
Terminated/Resigned/ Retired	1	-	-	-	2	1	2	3	4	5	4	2	2	26
Transferred/Promoted	-	-	-	-	-	-	-	-	-	-	-	2	-	2
Jobs Posted	-	3	-	1	3	-	-	-	1	-	-	-	-	8
Workers Comp. Injuries	5	7	2	2	5	5	5	4	7	4	2	9	4	61
Workers Comp. Hours	42	360	445	336	438	50	46	63	135	263	565	369	418	3,530
Insurance Claims	8	3	3	6	8	2	5	3	10	1	2	1	2	54

Full-time Employees: 346 **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: Library Clerk (PT), Library Page (PT)

Recruitment Information

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

HUMAN RESOURCES

Unfilled/Open Positions by Department

Unfilled/Open Positions By Department	Dec 10	Jan 11	Feb 11	Mar 11	Apr 11	May 11	Jun 11	July 11	Aug 11	Sept 11	Oct 11	Nov 11	Dec 11
Public Utilities	4	4	4	3	3	2	2	2	3	4	4	5	5
Public Services	2	1	1	1	1	2	3	1	1	3	3	5	5
Police	3	2	2	2	-	-	-	4	4	4	5	3	3
All Other Departments	4	4	3	3	4.5	4.5	7.5	5	6.5	8.5	12	10.5	12.5
Totals	**13**	**11**	**10**	**9**	**8.5**	**8.5**	**12.5**	**12**	**14.5**	**19.5**	**22.5**	**23.5**	**25.5**

Former City Manager and Human Resources Clerk on terminal leave (included in totals).

Public Utilities: Motor Equipment Operator II/Water, Heavy Equipment Operator II, Substation Technician, Journeyman – 1st Class Lineman, Substation Relay Foreman

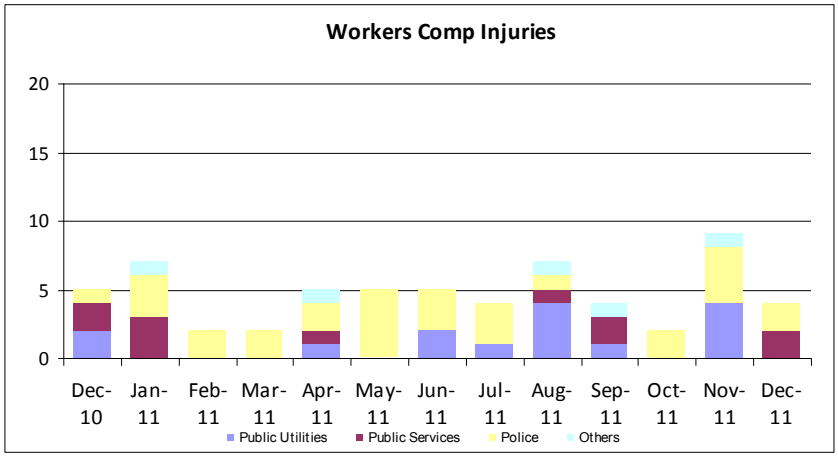
Public Services: Field Supervisor 1 - Streets, and (2) MEO I & MEO II – Sanitation, Public Services Manager

Police: (3) Police Officers

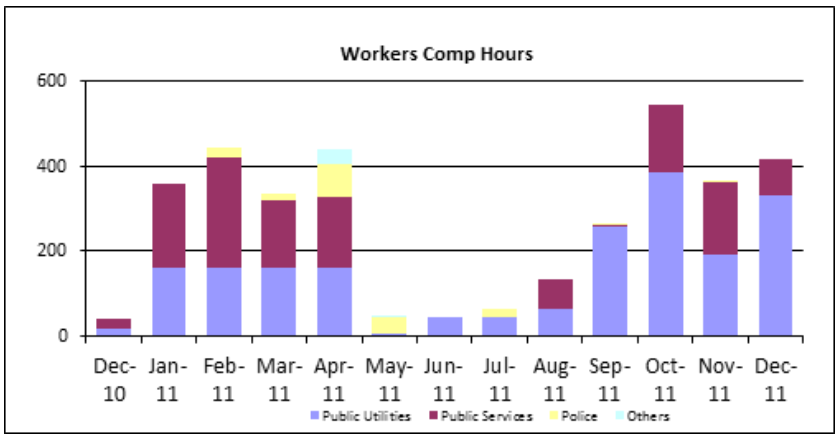
All Other Departments: Custodian I (1), Sr. LAN Analyst (due to A. Siegel currently acting as IT Director), LAN Analyst, Central Services Director, Central Mailroom Clerk, Human Resources Clerk, Human Resources and Safety Coordinator, Senior City Administrator, Library Clerk (PT), (2)Library Page (PT), Administrative Assistant - Clerk's Office, Planner II, Fire Dispatcher

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	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	-	3
Ducs in a Row-*Doing Useful Community Service (submissions)*	-	-	-	-	-	-	-	-	-	-		-	-

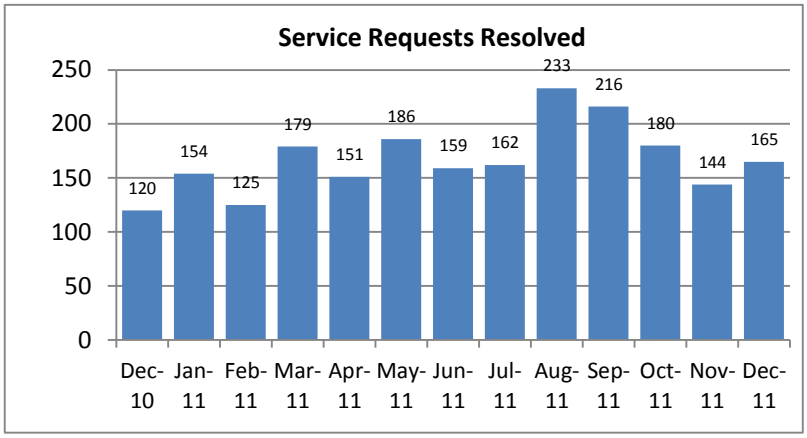


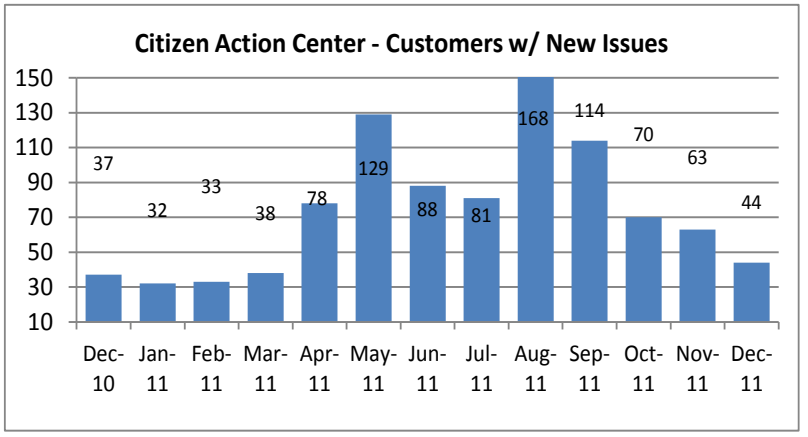
Public Utilities: 0 Public Services: 2 Police: 2 All Other Depts.: 0

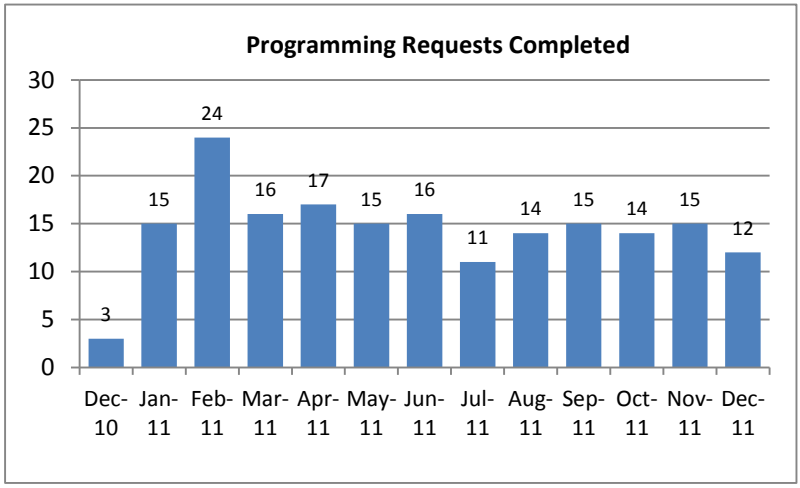


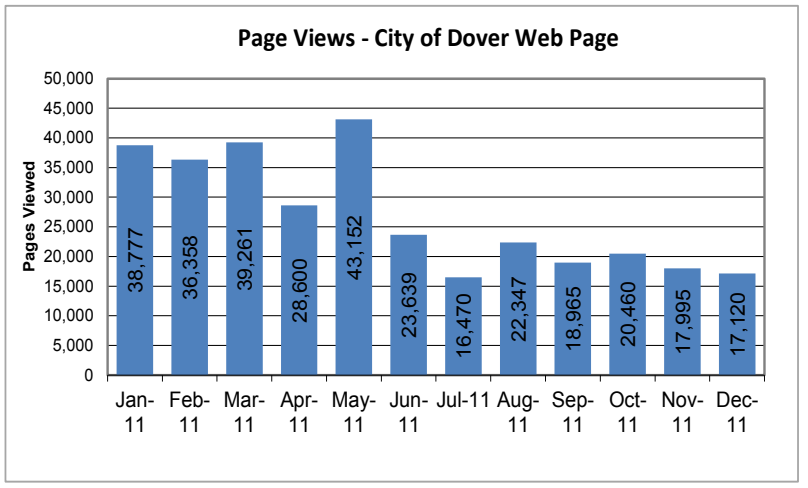
Public Utilities: 332 Public Services: 86 Police: 0 All Other Depts.: 0

INFORMATION TECHNOLOGY







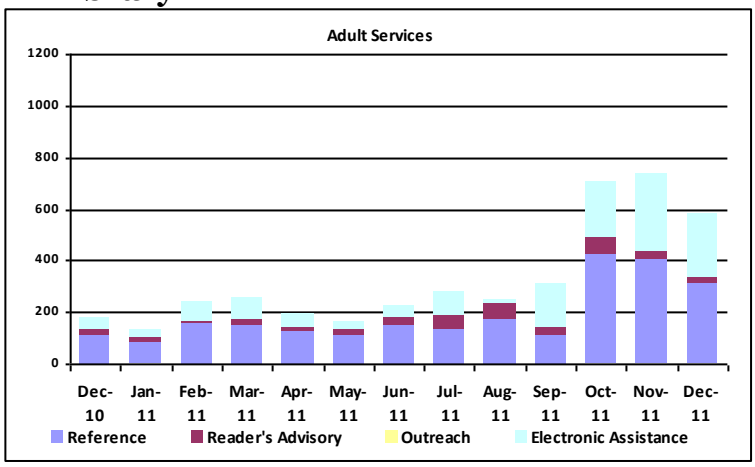


Performance Indicators	Current Month	Last Month	Same Month Last Year
iSeries Availability	100%	100%	100%
Server Availability	100%	100%	100%
AS/400 Connections *(concurrent/authorized users)*	N/A	N/A	N/A
PCs Supported	341	341	339
Scheduled PCs Replaced	-	-	-
Servers Supported	16	16	16
People Trained	9	21	12

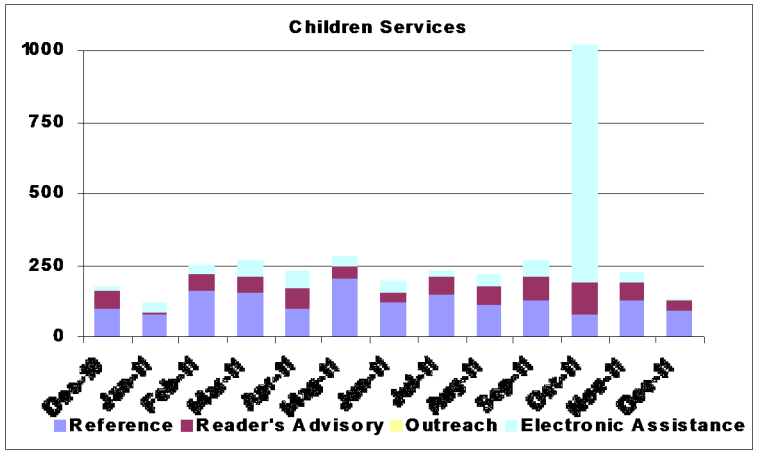
Availability Statistics based on 7:00 AM until 5:00 PM Monday—Friday

PARKS, RECREATION & LIBRARY

Library



Reference - 310 Reader's Advisory – 26
Electronic Assistance – 248; Outreach – 0



Reference - 92; Reader's Advisory – 33
Electronic Assistance – 11; Outreach – 0

Circulation	December 11		FYTD 12		December 10		FYTD 11
Dover residents	14,781		98,659		14,575		103,264
Kent residents*	13,193		86,444		13,003		90,494
Non-county residents	1,458		10,060		1,433		8,327
Registrations							
Dover residents	161		1,168		161		1,415
Kent residents*	56		474		62		618
Non-county residents	11		61		11		67
Other							
Visiting Patrons	31,014		187,790		26,187		186,647
Meeting Room Usage**	60		360		180		1,440
Photocopier Usage	1,054		7,849		1,150		9,396
Dial-A-Story	745		6,051		680		7,334
Computer Usage	3,780		25,027		3,724		27,203
Holds (Total)	6,482		42,072		5,553		40,768

***Breakout of Kent County Residential Statistics**

Circulation	Registrations
Harrington: 146	Harrington: 0
Smyrna: 753	Smyrna: 4
Milford: 114	Milford: 0
Outside City Limits: 12,180	Outside City Limits: 63

Total Registered Users: (Card Holders)

City: 17,997 Kent County: 13,526 Outside Kent County: 960

Other Points of Interest:

Interlibrary: 4,686 items loaned out
3,223 items borrowed

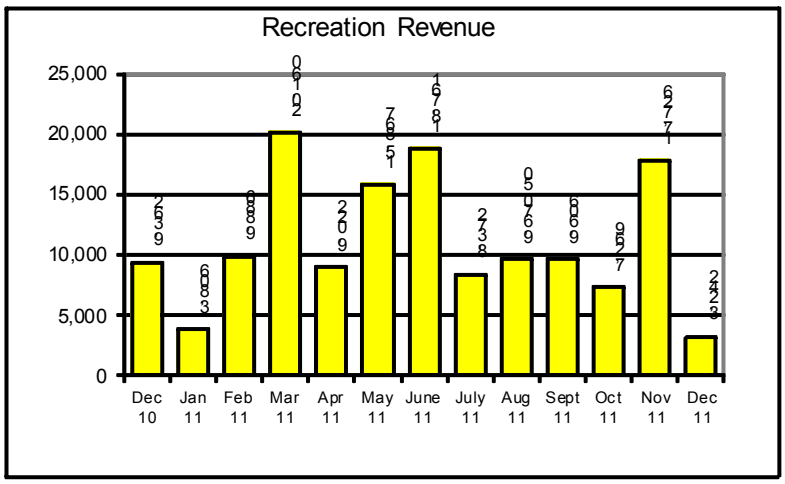
Technical services: 1,422 items added
1,931 items deleted

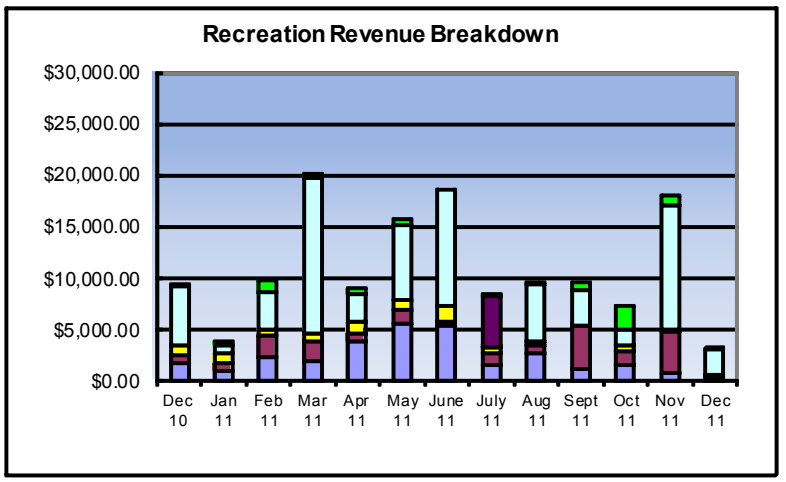
Volunteers: 244.25 hours of service completed

***** Meeting Room Usage***

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

Parks and Recreation

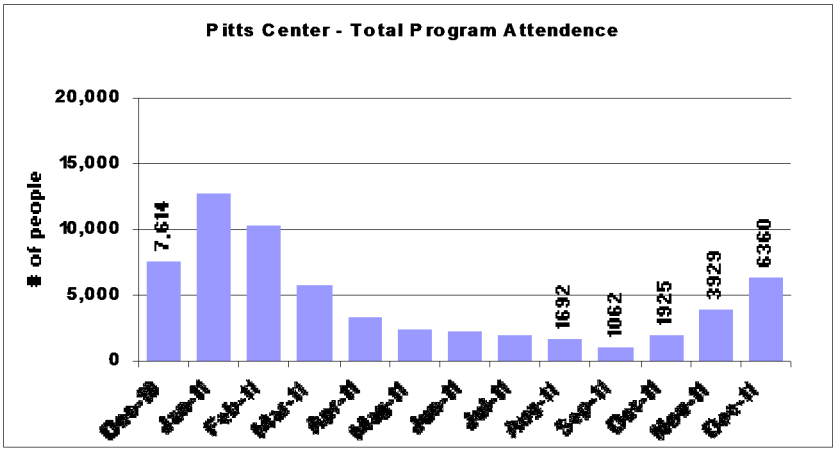




Year To Date Revenue Comparison
FY11 $48,278 vs FY12: $47,886

General: $392 Rental Payments & Special Events: $125
Sports: $100 Leagues: $2,525 Trips: $100

Rentals	DECEMBER 11		FYTD 12		DECEMBER 10		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		80		11		109
Silver Lake Pavilions (2) / Schutte (1)	1		19		1		34
Soccer Field Rentals*	0		6		0		9
Stage – Mobile Platform	0		15		4		19
These numbers reflect groups that utilized our facilities during July.							
Dover Park Program Attendance*	**DECEMBER 11**		**FYTD 12**		**DECEMBER 10**		**FYTD 11**
Breakfast with Santa	17		17		Not offered in 2011.		
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: **4,685**
City Residents: 2,089 - (45%)
Non-City Residents: 2,596- (55%)
- Kent County: 2,130 - (45%)
- Sussex County: 149 - (3%)
- New Castle County: 106 - (2%)
- Out of State: 211 - (4%)

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

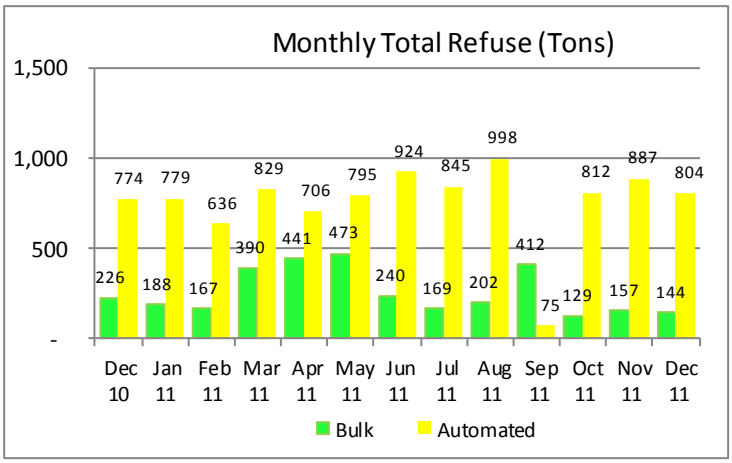
PUBLIC SERVICES

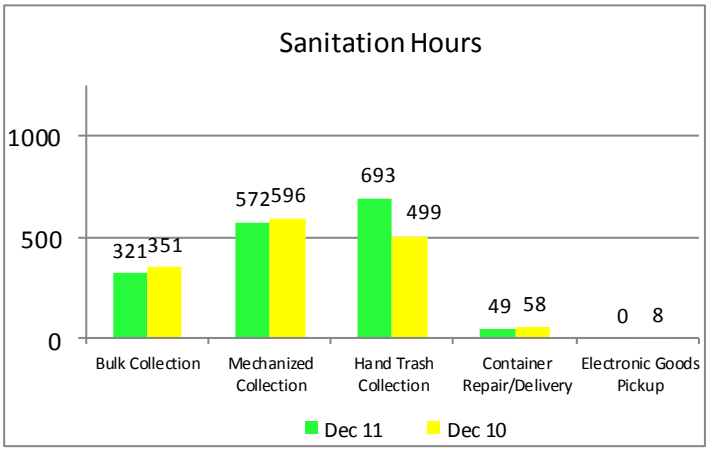
Administration

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





	DECEMBER 11	FYTD 12	DECEMBER 10	FYTD 11
Trips to DSWA Sandtown Landfill	169	1,086	209	1,446
Total Tonnage to DSWA	948.06	6,304.47	999.33	7,519.43
90-Gallon Containers Delivered	19	118	20	127
300-Gallon Containers Delivered	4	18	4	27
Total Man Hours-containers Delivered	48.5	261	58	336

CURBSIDE RECYCLING STATS	TOTAL # OF HOUSEHOLDS	TOTAL # OF AC-COUNTS	WEIGHT/LBS.	AVE. LBS.
DEC 2011	18,984	8,522	308,520	16.25

Streets	DECEMBER 11	FYTD 12	DECEMBER 10	FYTD 11
Signed Installed	2	81	5	121
Signs Repaired	8	99	10	99
Curbs Painted Yellow (feet)	0	942	0	833
New Post Installed	0	39	10	50
Storm Catch Basins Repaired	0	30	2	30
Storm Catch Basin Repairing (Hrs.)	0	100	8	196
Storm Catch Basins Cleaned	39	306	0	23
Storm Catch Basins Cleaning (Hrs.)	32	233	0	10
Hot Mix Patching (Tons)	0	63	1	93
Hot Mix Patching (Hrs.)	0	420	0	351
Cold Mix Patching Hrs.)	16	229	18	152
Concrete Work (Hrs)	0	544	5	221
Concrete Patching (Cubic Yards)	0	1	2	37
Street and Alley Maintenance (Hrs)	168	1,016	141	934
Ditch Work (Hrs).	0	64	0	65
Street Sweeping (Miles)	126	4,321	0	5,326
Street Sweeping (Cubic Yards)	48	1,010	0	1,239
Leaves Collected (Cubic Yards)	6,087	14,199	2,950	8,200
Leaf Collection (Miles)	1,612	4,206	1,637	5,325

GROUNDS - Arborist Crew	DECEMBER 2011	DECEMBER 2010
Trees Trimmed	41	47
Trees Removed	3	57
Stumps Removed	15*	0
Trees Planted	11**	0

*5 stumps removed by mowing crew members.

**9 were part of a grant through Urban and Community Forestry Program.

Beautification Crew

-Tilled, raked and planted the last 8 flower beds with tulips. Planted all 18 36" containers on Loockerman Street with tulips, daffodils and hyacinths.
-Raked all flower beds on The Plaza where vehicles and/or pedestrians went through them.
-Assisted with leaf collection in some parks and around City buildings.
-Pulled up stakes and goose netting on both sides of the spillway at Silver Lake protecting new plantings.

Mowing Crew

-Assisted mechanic with switching over from mowers to snow equipment and winterizing the sprayers
-Repaired damage to turf along an alley in the Eden Hill Residential subdivision.
-Assisted the Beautification Crew with planting of the last bulb bed.
-Assisted with leaf and trash collection.

Economic Development

UNEMPLOYMENT RATES	NOV 10	DEC 10	JAN 11	FEB 11	MAR 11	APR 11	MAY 11	JUN 11	JUL 11	AUG 11	SEP 11	OCT 11	NOV 11
City of Dover	10.1%	9.4%	10.0%	9.6%	9.5%	9.0%	8.9%	9.9%	9.6%	9.4%	9.0%	8.4%	7.7%
National & State averages (US-9.2% & State-8.0%) Source: State of Delaware Department of Labor													

TYPE	YTD Contacts Made
Small Businesses	10
Out-of-town Companies	7

Number of contacts made with small businesses and with out-of-town companies interested in locating to Dover.

- Economic Development Director attended the DEDO Infrastructure financing meeting.
- Economic Development Director had a follow-up meeting with Mike Casson, at Delaware State University, to discuss the marketing of the Garrison Tract. It will be the first project that DSU sponsors with their $500,000 EDA grant.
- Economic Development Director held a conference call in Wilmington with Calpine's Washington staff to discuss the guidelines and the application process for the infrastructure money from the state. He also provided them with a copy of the infrastructure cost estimate which they are forwarding to their engineers and construction manager for review. The following week Calpine met with the Mayor, City Manager, and staff from the Utilities Department to discuss the city's role as the public sponsor for the infrastructure grant.

Downtown Dover Partnership

- December's First Friday was the kick-off to the Home for the Holidays Weekend. Carolers led by Dr. James Wilson from Wesley College serenaded shoppers on Loockerman Street and enjoyed hot chocolate and cookies provided by the Dover Lions Club. When the caroling ended, shoppers were entertained by Imagine with carols, country, and rock& roll. Councilman Bill Hare played Santa and visited with shoppers and children who were out to enjoy the evening. The Parade featured more than 50 community groups and Mayor Carey, Councilman Hare, Councilwoman Russell and Scott Koenig served as our Grand Marshals.
- The DDP completed the purchase of the former Collegian site.

Life Safety

Inspections	DECEMBER 11	FYTD 12	DECEMBER 10	FYTD 11
Fire Protection Inspections (new & existing)	15	351	54	349
Fire Code Inspections	12	287	44	679
Inspection Deficiencies	0	363	57	699
Certificate of Occupancy	5	19	5	38
Office	119	597	174	635
Meetings	18	200	50	260
Plan Review	43	226	54	255
Training	160	230	0	202
Fire Investigations	1	54	9	86
Accidental	$0.00	$125,010.00	$7,000.00	$68,950.00
Incendiary	$0.00	$59,500.00	$0.00	$192,550.00
Undetermined	$0.00	$20,000.00	$300.00	$22,600.00

Permitting and Inspections

Permits Issued	DECEMBER 11	FYTD 12	DECEMBER 10	FYTD 11
Administrative Permit	1	12	0	12
Building Addition/Renovation Permits	31	187	34	323
Building Permits	13	94	5	72
Demolition Permits	3	9	1	13
Fence Permits	7	53	2	41
Fire Prevention Permits	7	37	6	40
Mechanical Permits	32	150	23	154
Plumbing Permits	36	216	34	284
Sign Permits	16	134	14	95
Swimming Pool Permits	0	6	0	2
Business Licenses	36	1,340	28	1,466
Fire Protection	69	412	0	0
Merchant Licenses	3	265	1	263
Contractor Licenses	31	705	20	761
Lodging House Licenses	0	5	0	0
Mobile Homes	24	297	1	229
Public Occupancy	1	44	2	34
Rental Dwelling	4	98	1	64

Building Inspections

Permits Issued	DECEMBER 11	FYTD 12	DECEMBER 10	FYTD 11
Building	324	1,829	471	2,370
Plumbing/Mechanical	354	2,130	331	2,352
Certificate of Occupancy	11	63	17	120

Geographic Information Systems (GIS)

-Printed police beat maps for Dover PD.
-Participated in the City and State GIS Day.
-Prepared alley abandonment maps for City Clerk's office.
-Created and printed several maps and posters for Downtown Dover Development Office.
-Printed sanitary sewer pump station locations for DNREC

Dangerous Building/Demolition Status – December 2011

58 East Rustic Lane

- Declared dangerous by City Council on June 13, 2011.
- Property owner requested a 30-day extension until August 13, 2011.
- Asbestos survey is complete. Asbestos abatement is complete.
- Demolition is complete.

43 East Division Street

- Declared dangerous by City Council on June 13, 2011.
- Property owner has demolished the structure without further city intervention.
- Case is still open pending completion of demolition by the property owner.

423 Collins Drive

- Declared dangerous by City Council.
- Asbestos survey is complete. Abatement is complete.
- Demolition is pending.

443 Collins Drive

- Declared dangerous by City Council.
- Property owner resolved all property maintenance issues.
- No further action is required by the City of Dover.

21 North Kirkwood Street

- Declared dangerous by City Council.
- Bids have been solicited for the pending demolition of the structure.
- Demolition is complete.

70 Mifflin Road

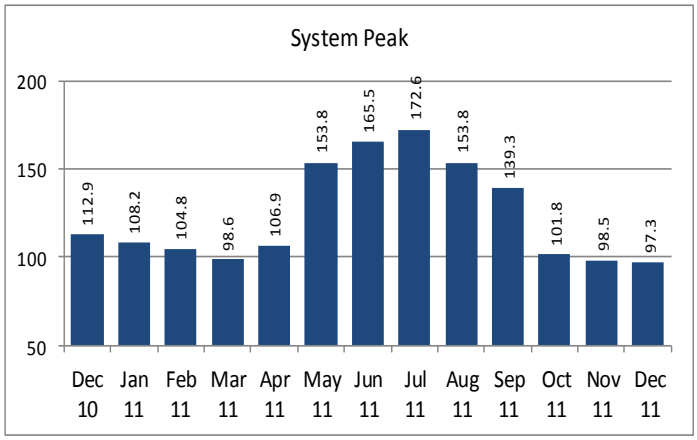
- Declared dangerous by City Council.
- Bids for the demolition of the structure were received on 09-29-2011.
- Demolition is complete.

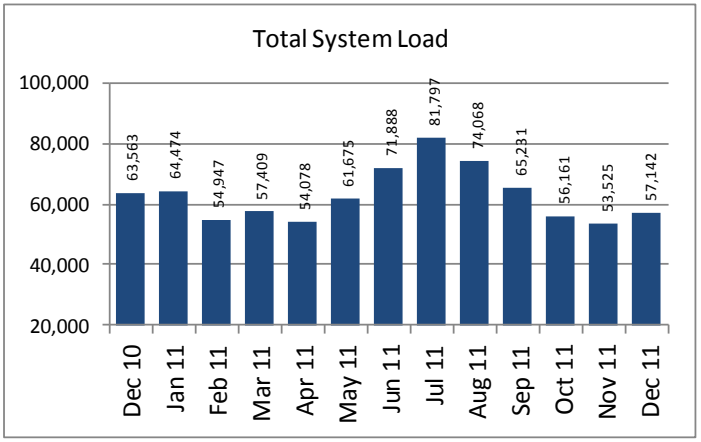
29 North Kirkwood Street

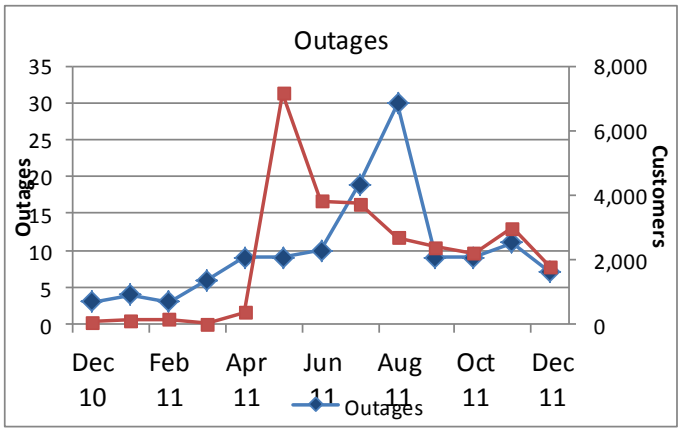
- Declared dangerous by City Council on 10/24/2011.
- Asbestos survey is complete. Asbestos abatement is pending.
- Demolition is complete.

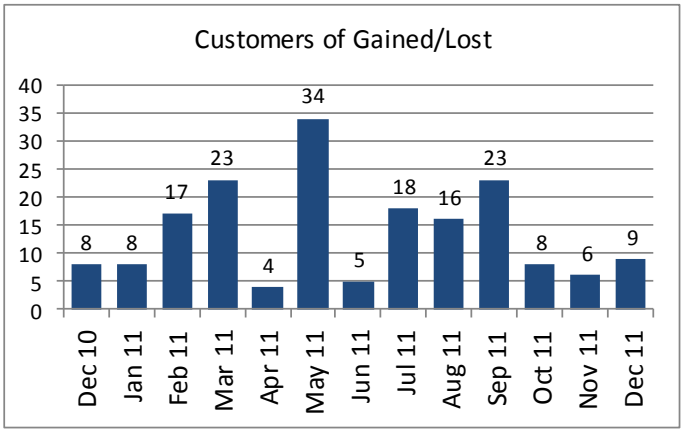
PUBLIC UTILITIES

Electric









Outages: 9 Customers: 1,769

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**
61.13	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**
6	37	31.14 Minutes	34.37 Minutes

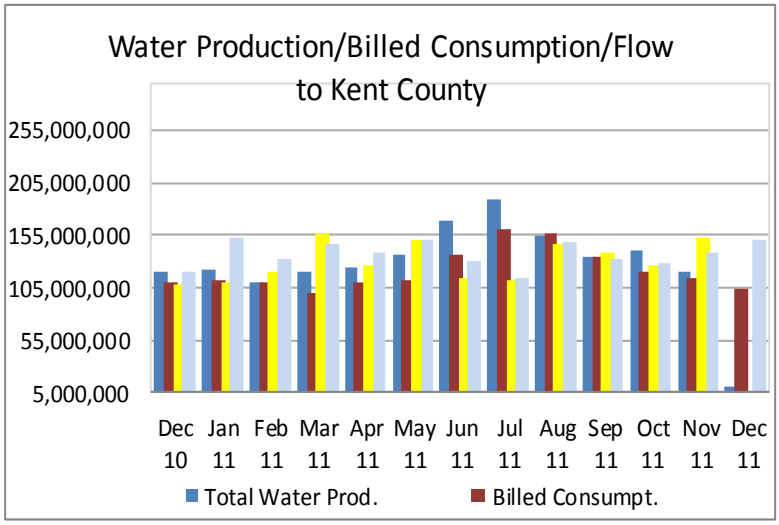
Electric Engineering Design

Major Program Updates	DEC 11	DEC 10	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		N/A	

PROGRAM UPDATES	DEC 11	DEC 10	FY12 YTD
Tree Trimming	125	472	827
Number of Oil Releases	1	0	7
Lost Time Accidents – All Electric Utility Divisions	0	0	8
New Services	9	8	80
Major Goals Completed in the Past Two Months			
N/A			

Water/Wastewater



ENGINEERING SUMMARY

Major Program Updates	DECEMBER 11	DECEMBER 10	DIFF	FY12 YTD	FY11
State and Federal Violations	0 violations	0 violations	-	-	-
Water Quality Complaints	1	2	-1	43	77
Plan Review Completed Within 30 days of Sub-mission	3 plans 100%	11 92%	-8 plans	100%	94%
Field Inspection Response within 48 hours of Request	100%	100%	0%	99.73%	97.95%

Major Goals Completed in the Past Two Months
Route 13 Water main project is completed Bayard Avenue water main replacement project is completed.

OPERATIONAL SUMMARY

Task	DECEMBER 11	DECEMBER 10	Current FY
Water Production – Daily Average	3,645,323	3,849,161	852,863,000
Average Field Response Time (goal is < 30 minutes)	21.5	19.1	23.1
Water Mains Repaired	1	5	15
Water Service Lines Repaired	1	2	11
Wastewater Mains Repaired	1	1	2
Wastewater Service Lines Repaired	1	0	7
Sewer Lines Flushed – Linear Feet	41,656	41,892	358,785
Percentage of Flow Sent to Kent County vs. Gallons Billed (inflow/Infiltration monitoring)	140%	133%	115%
Total Water Meters in City Distribution System	13,999	13,888	59
Lost Time Accidents – All Water/Wastewater Divisions	0	1	1

CITY PLANNER'S MONTHLY REPORT

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

December 2011

PERSONEL

Harassment Training was presented by the Human Resources Department throughout December for all staff.

On December 1, 2011 Janelle Cornwell and Ann Marie Townshend attended a sign conference held in Atlantic City, NJ.

EDEN HILL FARM TND

- In early December, Ryan Homes received Certificates of Occupancy for the final units in the set of six townhouse dwelling units located in the 500 block of Ridgely Boulevard within Phase 1 of the Residential District. Following an agreement regarding payment of property taxes, the Building Permits for a series of six townhouse units (413-423 Ridgely Boulevard) were issued December 9, 2011. For the Residential District of Eden Hill Farm Traditional Neighborhood Design, the totals are now 59 dwelling units complete of the 65 permits approved for dwelling units.
- In late December, Building Permits were submitted for another set of six townhouse units in the 400 block of Ridgely Boulevard; the permits are under review.
- City Staff continues to work with the site developer in regards to delays in street lighting installation, tree planting requirements, and other infrastructure items.
- In December, 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).
- In December, the Planning Commission reviewed and provided recommendations regarding text amendments 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).
- On December 12, 2011 the City Council approved a series of text amendments including the following: pertaining to uses within the SC-1 zone (MI-11-13, Ordinance #2011-25); bulk standards on corner lots and for fences (MI-11-14, Ordinance #2011-26); and exemptions for public utilities infrastructure (MI-11-15, Ordinance #2011-27). On the same date, City Council also adopted text amendments to the *Land Subdivision Regulations* pertaining to Homeowners Associations (Ordinance #2011-15 with SA#1).
- December 15th was the yearly filing deadline for applications to amend the Comprehensive Plan. Two requests were received and are beginning the review process which starts with PLUS Review (Preliminary Land Use Services) in January 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 received resubmission of the Site Plan set associated with the overall site development plan (Bid Pack C) on December 5, 2011 in response to our October review comments. The monthly progress meeting on the Dover High School project was held on December 15th with Planning Staff and Public Utilities Staff meeting with the district's design professionals and DelDOT staff. City Staff, DelDOT, and DNREC are also working with the project management team to address various erosion and sediment control issues at the construction site and adjacent roadways.

The construction activities continue at the Capital School District Professional Development Offices & Maintenance Facility located on Commerce Way. The Final Site Inspections were completed for the first phase of Site Improvements to William Henry Middle School/Booker T. Washington Elementary School and the Certificate of Occupancy was issued for Phase 1 Site Improvements.

PERMITTING AND LICENSING REVIEW

The Planning Staff is part of the Building Permit review process. Our activities involve reviewing specific types of permit applications for compliance with the *Zoning Ordinance* and for compliance with any conditions of approval from the Planning Commission, Board of Adjustment, or Historic District Commission.

Permits Reviewed (Issued)	Jan-11	Feb-11	Mar-11	Apr-11	May-11	June-11	July-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Permits Reviewed YTD 2010	Permits Reviewed YTD 2011
Building Additions/Renovations Permits	12	13	24	36	29	42	36	22	35	22	22	23	403	316
Building Permits	2	3	10	11	7	6	13	4	3	3	4	7	99	73
Demolition Permits	3	6	2	3	11	1	1	1	2	1	1	3	30	35
Fence Permits	5	2	14	14	18	5	11	11	7	13	4	7	83	111
Sign Permits	9	4	6	10	11	12	7	8	5	8	10	4	109	94
Temporary Sign Permits	2	6	9	3	11	7	6	7	9	7	4	6	66	77
Swimming Pool Permits	0	0	1	0	3	8	6	0	0	0	0	0	10	18
Administrative Permits	0	3	1	1	0	2	2	2	1	3	3	2	24	20
Certificate of Occupancy	11	9	22	17	20	17	10	7	10	11	12	11	188	157
Total # Permits Reviewed (Issued)	**44**	**46**	**89**	**95**	**110**	**100**	**92**	**62**	**72**	**68**	**60**	**63**	**1012**	**901**

CODE ENFORCEMENT

Case Type	# cases current month	# cases YTD	% staff initiated current month	% staff initiated YTD
No valid rental permit	2	151	100%	95%
No valid building permit	5	77	100%	79%
Tall grass and weeds	1	553	100%	65%
Unregistered vehicle	4	28	75%	71%
Abandoned vehicle	12	110	83%	64%

Annual Housing Inspection	125	737	95%	99%
Property Maintenance – Exterior	20	483	70%	58%
Electric Termination	19	201	100%	91%
Dover Code of Ordinances	33	524	76%	75%
Zoning	11	124	91%	65%
Total Cases	**232**	**2988**		
Total # of Inspections	**407**			

COMMUNITY DEVELOPMENT
CDBG FY11 PROJECTS

Homeownership Assistance Program
Four families have purchased homes using the Dover First Start Program and one family is mortgage ready.

Homeowner Rehabilitation Program
Three homes are underway for housing repairs and completion is expected at the end of December.

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

Emergency Home Repair Project
RC & D is now under the stewardship of Milford Housing Development Corporation. The Home Repair Project will continue to complete emergency homes repairs in the City. Emergency repairs have been completed in 3 homes.

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

MEETING REPORTS

Board of Adjustment:
The Board of Adjustment did not meet on December 21, 2011. The next regular scheduled meeting of the Board of Adjustment is scheduled for January 18, 2012.

Historic District Commission:
The Historic District Commission met on December 15, 2011 and took the following actions as well as holding their Annual Meeting to elect Chairman and Vice Chairman. Colonel Richard Scrafford was elected Chairman and Mr. Charles Salkin was elected Vice Chairman. The next Historic District Commission meeting is scheduled for January 19, 2012.

1. **Building at 22-24 West Loockerman Street** – Information presented on proposed building renovation project. The Commission based on the information and meeting discussion moved to allow the project (if no substantial changes were made) to proceed with Architectural Review Certification thru the administrative review process (Staff Review) with the Building Permit.

2. **HI-11-05 North Street Area Improvement Project** – Consideration of a project involving a parking lot consolidation, streetscape improvements, and a redevelopment of a vacant area as a plaza with parking lot. Moved to forward to Planning Commission a recommendation of approval for Architectural Review Certification of the project endorsing the comments and recommendations of Staff.

Planning Commission

The Planning Commission met on December 19, 2011 and took the actions summarized listed below. The next Planning Commission meeting is scheduled for January 17, 2012 (Tuesday due to holiday.)

1. **S-11-02 Revised C.F. Schwartz Building Addition at 1530-1536 North DuPont Highway** – Moved to approve the waiver request for reduction in bicycle parking (from 14 to 4 spaces) and to approve further tree mitigation allowing thirty-six (36) Arborvitae trees to be planted off-site between the C.F. Schwartz property and the Sheraton Hotel. These changes will amend the Final Site Plan.

2. **S-11-21 Inner City Cultural League/Dover Cultural Center at 39 S. West Street** – Moved to conditionally approve the Site Plan including approval of the waiver requests for partial elimination of curbing, elimination of the opaque barrier fence component, and for a reduction in off-street parking (from 14 to 11 spaces) with the condition of adding additional bicycle parking spaces. The approval is subject compliance with the DAC Comments and the comments received from DNREC pertaining to the environmental requirements.

3. **C-11-07 North Street Area Improvement Project** – Moved to conditionally approve the Conditional Use (parking as a principal use), the Site Development Master Plan, and Architectural Review Certification for the project. The approval also includes approval of the waiver request to partially eliminate curbing in specific parking lot areas. The approval requires compliance with the Architectural Review Certification as recommended by the Historic District Commission with one exception (elimination the requirement for all benches in the area). The Planning Commission recommended consolidation of parcels if the applicant's request to receive the City owned property is successful. The approval is also subject to all DAC Comments of record.

4. **MI-11-17 Text Amendment: Revisions to *Zoning Ordinance*, Article 3 Section 2 and Article 6 regarding Conditional Uses in the General Residence Zone** - Moved to forward to City Council a recommendation of approval of the text amendment to the General Residence Zones (RG-1 and RG-2) to allow antique shops, art galleries, gift card shops, bookstores, specialty hobby stores, and restaurants with no alcoholic beverages as accessory uses to the principal residential use for properties located within the City's Historic District zone or any Historic District or property listed on the National Register of Historic Places.

Submitted by:

Ann Marie Townshend

Ann Marie Townshend, AICP
Planning & Community Development Director

DOVER
FIRE DEPARTMENT



DECEMBER
2011

Incident Type Report (Summary)

Dover Fire Department

Date Range: From 12/01/2011 to 12/31/2011

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
1 Fire					
111 Building fire		3	3.70%	$0	0.00%
113 Cooking fire, confined to container		12	14.81%	$0	0.00%
114 Chimney or flue fire, confined to chimney or flue		1	1.23%	$0	0.00%
140 Natural vegetation fire, other		1	1.23%	$0	0.00%
141 Forest, woods or wildland fire		1	1.23%	$0	0.00%
143 Grass fire		1	1.23%	$0	0.00%
150 Outside rubbish fire, other		1	1.23%	$0	0.00%
154 Dumpster or other outside trash receptacle fire		1	1.23%	$0	0.00%
	Totals	**21**	**25.93%**	**$0**	**0.00%**
2 Overpressure Rupture, Explosion, Overheat(no fire)					
	Totals	**0**	**0.00%**	**$0**	**0.00%**
3 Rescue & Emergency Medical Service Incident					
311 Medical assist, assist EMS crew		2	2.47%	$0	0.00%
322 Motor vehicle accident with injuries		1	1.23%	$0	0.00%
350 Extrication, rescue, other		1	1.23%	$0	0.00%
352 Extrication of victim(s) from vehicle		2	2.47%	$0	0.00%
353 Removal of victim(s) from stalled elevator		1	1.23%	$0	0.00%
	Totals	**7**	**8.64%**	**$0**	**0.00%**
4 Hazardous Condition (No Fire)					
400 Hazardous condition, other		1	1.23%	$0	0.00%
411 Gasoline or other flammable liquid spill		1	1.23%	$0	0.00%
412 Gas leak (natural gas or LPG)		4	4.94%	$0	0.00%
421 Chemical hazard (no spill or leak)		1	1.23%	$0	0.00%
424 Carbon monoxide incident		2	2.47%	$0	0.00%
440 Electrical wiring/equipment problem, other		2	2.47%	$0	0.00%
442 Overheated motor		1	1.23%	$0	0.00%
	Totals	**12**	**14.81%**	**$0**	**0.00%**
5 Service Call					
500 Service Call, other		1	1.23%	$0	0.00%
522 Water or steam leak		3	3.70%	$0	0.00%
561 Unauthorized burning		1	1.23%	$0	0.00%
571 Cover assignment, standby, moveup		5	6.17%	$0	0.00%
	Totals	**10**	**12.35%**	**$0**	**0.00%**
6 Good Intent Call					
600 Good intent call, other		4	4.94%	$0	0.00%
611 Dispatched & canceled en route		1	1.23%	$0	0.00%
631 Authorized controlled burning		1	1.23%	$0	0.00%
652 Steam, vapor, fog or dust thought to be smoke		1	1.23%	$0	0.00%
	Totals	**7**	**8.64%**	**$0**	**0.00%**
7 False Alarm & False Call					
700 False alarm or false call, other		4	4.94%	$0	0.00%
710 Malicious, mischievous false call, other		3	3.70%	$0	0.00%
715 Local alarm system, malicious false alarm		1	1.23%	$0	0.00%
721 Bomb scare - no bomb		1	1.23%	$0	0.00%
731 Sprinkler activation due to malfunction		1	1.23%	$0	0.00%
733 Smoke detector activation due to malfunction		4	4.94%	$0	0.00%

Incident Type Report (Summary)

Dover Fire Department

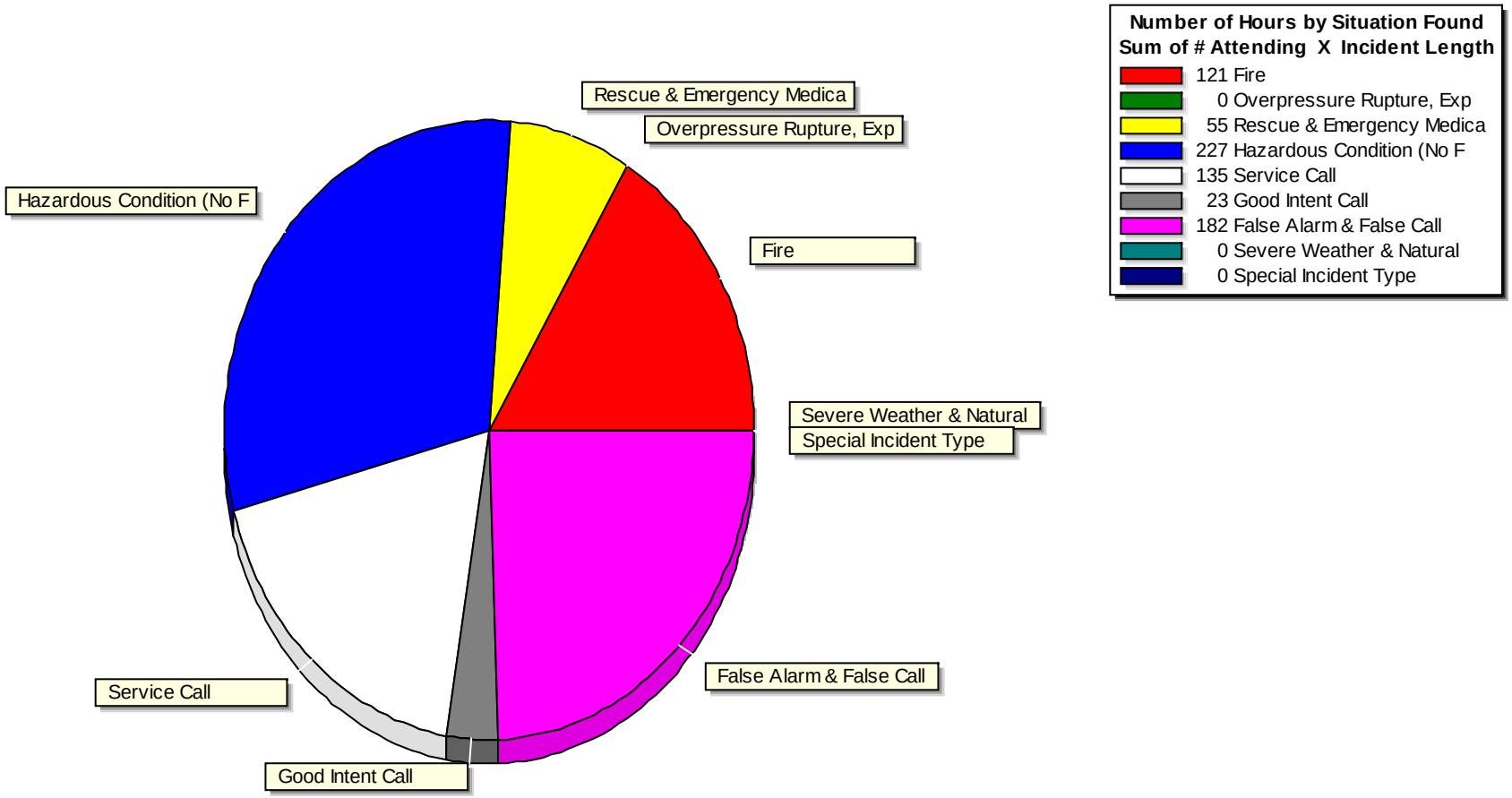
Date Range: From 12/01/2011 to 12/31/2011

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
735 Alarm system sounded due to malfunction		1	1.23%	$0	0.00%
743 Smoke detector activation, no fire - unintentional		4	4.94%	$0	0.00%
744 Detector activation, no fire - unintentional		1	1.23%	$0	0.00%
745 Alarm system activation, no fire - unintentional		4	4.94%	$0	0.00%
	Totals	**24**	**29.63%**	**$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	**81**		**$0**	

Manpower Hours by Sitation Found

Date Range: From 12/ 01/ 2011 to 12/ 31/ 2011

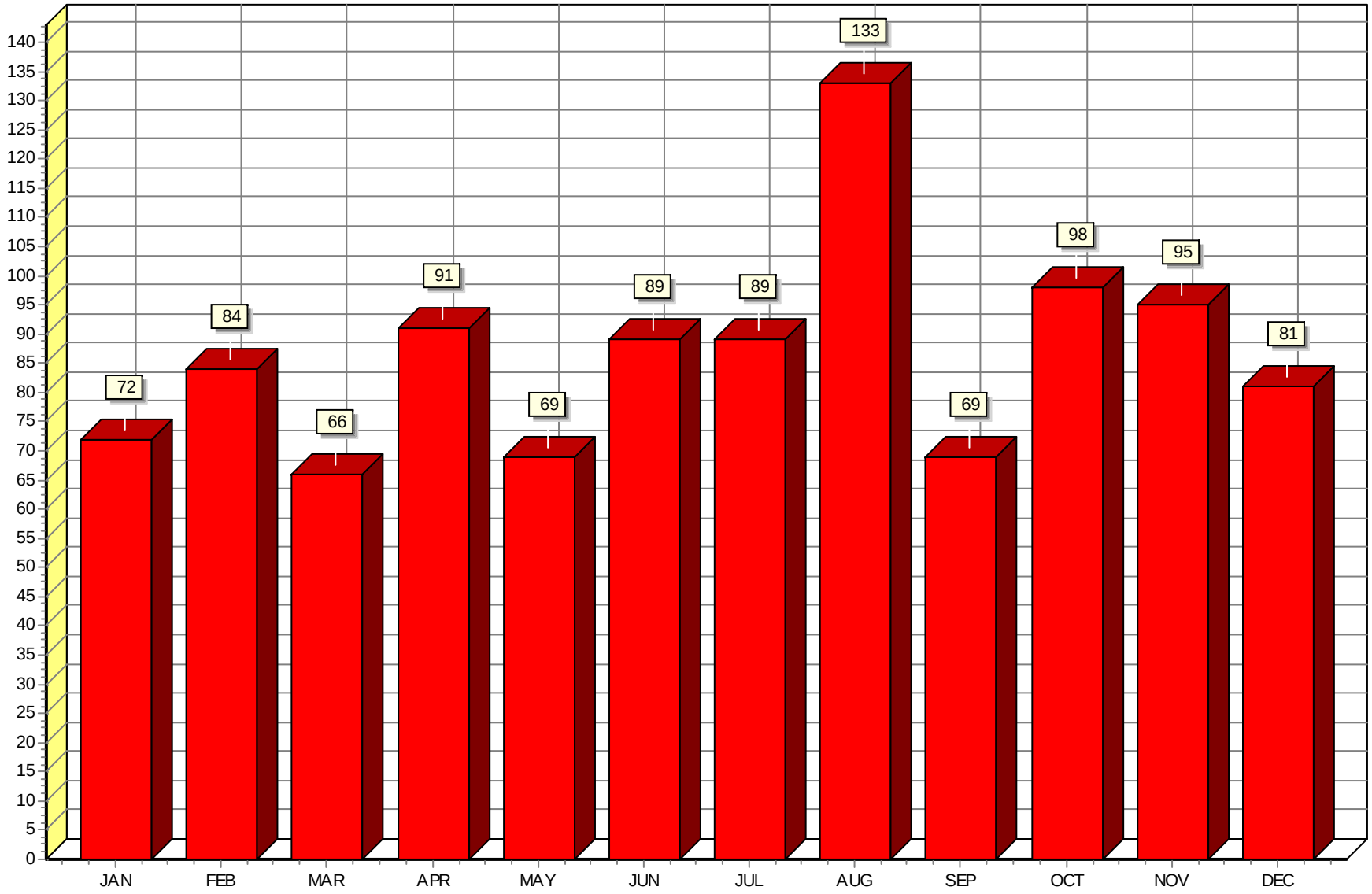
Dover Fire Department



Alarms by Month of Year

Dover Fire Department

Date Range: From 01/01/2011 to 12/31/2011



Incident Run Log

Dover Fire Department

Date Range: From 12/01/2011 to 12/31/2011
Company: All Companies
Sorted by: Incident Number

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
12/01/2011	30046	2011-000956	07:48	1117	S DUPONT HWY		Dumpster or other outside trash receptacle fire
		Dispatched to the above location for a dumpster fire. While en route, Dover PD arrived on scene and reported a trash can on fire and extinguished same with a dry chem extinguisher. Dover 18 reduced the assignment to a single engine response. Upon arrival, found a plastic type trash can (approximately 25 gallon size) that was smoldering in the parking lot. It is believed that this can is used by patrons to empty their trash into prior to entering the car wash. Crews soaked the entire area with water. Cleared the scene.					
		User: O'Connor, Jr., Michael 12/01/2011 08:19:42					
12/01/2011	30046	2011-000957	14:53	1	W LOOCKERMAN ST		False alarm or false call, other
		On arrival occupant stated there was a pull station activation the night before that was not reset properly. Occupnat has reset pull station and fire alarm. Engine 6 cleared.					
12/01/2011	30046	2011-000958	18:42	1706	N DUPONT HWY		Detector activation, no fire - unintentional
		On arrival occupant stated the detector outside the rear hood had activated. Occupant reset the fire alarm prior to FD arrival. Units cleared.					
12/02/2011	30046	2011-000959	04:16	133	PINECONE DR		Cover assignment, standby, moveup
		Cover assignment for station 43, called into the scene to assist					
12/02/2011	30046	2011-000960	05:32	1289	WALKER RD BUILD L		Cooking fire, confined to container
		Unattended cooking in apartment L24					
12/02/2011	30046	2011-000961	09:22	46	COOPER RD		Hazardous condition, other
		Writer responded as a service call, in order to check the residence for any CO readings. Writer along with Kent County Inspectors checked the entire residence for CO with the CO meter from E6, Dover Fire Dept. Meter was turned on outside the residence and calibrated at same. Readings were negative throughout the residence with a reading of 1-2 PPM in the upstairs hallway. Scene was placed under control and turned over to County Inspectors. Homeowner was advised it was a be a good decision to place CO detectors inside the residence. Writer cleared the scene.					
12/02/2011	30046	2011-000962	14:16	1200	N DUPONT HWY		Smoke detector activation due to malfunction
12/02/2011	30046	2011-000963	18:12	1289	WALKER RD BUILD N		Cooking fire, confined to container
		E6 and L1 responded to above for report of an activated smoke detector in a neighboring apartment . Crews investigated and found N11 had been cooking and set off her smoke detector. Dorothy Seth was the resident and it was 10-1. Units cleared with no further action.					
12/03/2011	30046	2011-000964	05:01	710	BUCKSON DR		Alarm system activation, no fire - unintentional
		On arrival found a broken pull stations that had fallen off the wall and activated the fire alarm. Building checked with negative results.					
12/03/2011	30046	2011-000965	13:42	130	FALMOUTH WAY		Local alarm system, malicious false alarm
		Writer responded to above for report of a fire alarm activation , however it was reported that the residents daughter had set it off accidentally. Writer arrived and contacted the homeowner finding that to be true. No further action.					
12/03/2011	30046	2011-000966	23:22	430	COLLEGE RD	100	Gasoline or other flammable liquid spill
		E3 and 22 responded for report of a car on fire due to an MVC. Writer arrived on scene and found no fire however E3 used their stay dry to contain a leak from the white dodge stratus. Scene was turned over to Dover PD.					
12/04/2011	30046	2011-000967	14:04	1648	N LITTLE CK RD		Unauthorized burning
		Randy Holmbaumer was contacted and was burning two piles of leaves in the rear yard causing a smoke condition on State Route 1. Brush 9 extinguished the piles and DNREC was notified of same.					
12/05/2011	30046	2011-000968	06:56	1450	N DUPONT HWY	0587	Sprinkler activation due to malfunction
		Water flow activation due to malfuction					
12/05/2011	30046	2011-000969	09:27	1200	N DUPONT HWY		False alarm or false call, other
		E6 and L2 responded for report of an automatic fire alarm. Units investigated and found no alarm activation at the location. Scene was turned over to DSU PD.					
12/05/2011	30046	2011-000970	15:23	400	COURT ST		Removal of victim(s) from stalled elevator
		Call for a subject stuck in the elevator on the first floor (front elevator). After dispatch, received a call back reporting the subject was out. Per Dover 15, alarm was canceled.					
12/05/2011	30046	2011-000971	16:23	1	HERITAGE DR		Grass fire
		Call for children liting a tree and grass on fire at the rear of the above address. B9 responded and extinguished the same. DPD and FM2 also notified.					
12/05/2011	30046	2011-000972	23:08	506	RIVER RD		Water or steam leak
		Resident from 504 reported strobes lights activated. Dover police checked the exterior of residence, and found water leaking inside structure. No respondents were able to be contacted. All doors were secured, found unsecured window on alpha side next to entry door, 21 entered the residence and secured the water shutoff and shutoff the main electrical breakers. I found that the water service line to the toilet on div. 2 had come disconnected. Upon exiting the residence the resident arrived. I explained to her what had happened and escorted her inside to show her and to allow her to collect some personal belongings. I secured the window I made entry thru and Ms Daniels secured the front door. she was to call apt. manager. User: Knight, David 12/06/2011 00:22:11					
12/06/2011	30046	2011-000973	22:28	129	GREENHILL AVE		Smoke detector activation, no fire - unintentional

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
					On arrival occupant advised she was cooking and activated the smoke detector. No fire. 17 cleared.		
12/08/2011	30046	2011-000974	09:28	1450	N DUPONT HWY	0587	Alarm system activation, no fire - unintentional
					Building was suppose to be on firewatch. Accidently dispatched.		
12/09/2011	30046	2011-000975	04:33	255	WEBBS LN	E	Medical assist, assist EMS crew
					Lift assist A-41.		
12/09/2011	30046	2011-000976	08:07	1788	N DUPONT HWY		Gas leak (natural gas or LPG)
					Gas line struck by workers. FD on scene for traffic control		
12/09/2011	30046	2011-000977	16:48	222	S DUPONT HWY		Electrical wiring/equipment problem, other
					DFD responed to 222 E Loockerman St in reference to an electrical fire with smoke in the building. On arrival, E6's crew were directed to the kitchen area by TGIF employees and located a 2x4 in the kitchen area, above the ceiling tile, that appeared to have been burning. Writer then noticed a small fire by the rear door area on the exterior wall. Further investigation revealed smoke was pushing out the corner of the building. Ladder 1 and Ladder 2 responded to the scene and assisted E6's crew with opening the exterior walls to find the source. City electirc responded and secured the power to the building and FM1 (Truax) also made a response. DFD personnel removed the smoke from the building and then turned the scene over to FM1 for further investigation.		
12/09/2011	30046	2011-000978	18:41	1650	N DUPONT HWY		Extrication of victim(s) from vehicle
					DFD units responded to the intersection of N. Dupont Hwy and Kentwood Drive in reference to an MVC with entrapment. On arrival, investigation revealed the crash to be minor, with no entrapment. Crew from E6 assisted the medics with removing one patient from the vehicle. After this, DFD cleared the scene, turning same over to Dover PD.		
12/10/2011	30046	2011-000979	18:53	20	N BRADFORD ST		Cooking fire, confined to container
					15 responded to the above address in reference to an alarm activation. On arrival, writer contacted security who advised that a resident had burned 2 hamburgers. Writer proceeded to the second floor apartment and located same. No damage.		
12/10/2011	30046	2011-000980	22:13	28	CARPENTER ST		Carbon monoxide incident
					Reported CO incident by KCMedics. Upon arrival found minimal readings of CO. Crews opened windows. ALS transported one patient		
12/11/2011	30046	2011-000981	16:01	103	LINDEN CT		Water or steam leak
					Timothy Gray reported leaking into his residence from 107 Linden Ct. Owner of 107 is from Germany and uses this as a summer home. A Mr Wolf is a caretaker of same, unknown contact number. Made entry thru an unlocked window on Alpha side over kitchen sink and exited thru same, due to only way to secure front door was a dead bolt. A hot water pipe was leaking on Div one, leaking down into basement and out sliding glass door and seaping into 103 Linden Ct. 21 turned off water valve in basement and turned off hot water heater which was running continusously. User: Knight, David 12/11/2011 16:55:40		
12/11/2011	30046	2011-000982	17:44	2453	S STATE ST,		Cover assignment, standby, moveup
					DFD responded to the above address for a truck company assist. On arrival, crews completed forcible entry to the strorage units, then performed vertical ventilation. After this, crews assisted where directed by command 41.		
12/12/2011	30046	2011-000983	08:42	@124	S FARMVIEW DR		Gas leak (natural gas or LPG)
					Reported odor of natural gas near the intersection of Independence and S Farmview Dr, E-6 crew confirmed the odor, chesapeake utilities arrived and thought it is seaping out of the ground and they would investigate further.		
12/12/2011	30046	2011-000984	22:45	1430	S FARMVIEW DR		Water or steam leak
					Writer responded to above for report of a water leak from a fridge. Upon arrival the water was shut off at the main and the homeonwer Joel Halpern was contacted about same.		
12/13/2011	30046	2011-000985	04:49	4568	FORREST AVE		Extrication of victim(s) from vehicle
					DFD responded to the above location in reference to an MVC with entrapment. On arrival, located a single vehicle that had struck a deer and veered of the roadway into the trees. The vehicle was resting against a tree on it's passenger side. Crews stabilized the vehicle then performed a roof flap which allowed the driver to be removed from the vehicle. The driver was then transported by A63 for treatment.		
12/13/2011	30046	2011-000986	11:20	730	W DIVISION ST		Building fire
					On arrival found a dryer on fire inside the laundry at 730 W Division Street. Crews stretched a booster line in the structure and extinguished the laundry that was in the dryer on fire. Crews overhauled and ventilated the structure. Units cleared.		
12/13/2011	30046	2011-000987	13:49	1207	WHITEOAK RD		Natural vegetation fire, other
					On arrival found to small fires. First fire was out front of the park along the bank to the pond. Engine 3 extinguished same. The Second fire was located in the woods along the access road to the Softball field. Brush 9 extinguished same and all units cleared.		
12/14/2011	30046	2011-000988	10:42	908	WOODCREST DR		Smoke detector activation, no fire - unintentional
					On arrival found construction dust had activated the detector in the building. Fire alarm was reset prior to FD arrival. City FM made a response for same. 17 Cleared.		
12/14/2011	30046	2011-000989	21:31	18	MORIARTY ST		Good intent call, other
					DFD responded to the above address in reference to a service call. The owner of the residence called dispatch and reported a odor in the residence but was unsure what it was. Crews conducted a walk through of the residence and located nothing. No further action taken.		
12/14/2011	30046	2011-000990	23:07	1200	N DUPONT HWY	WFH-	Cooking fire, confined to container
					Dispatched for AFA sounding. On location, DSU police present, building had been evacuated, alarm reset. Occupant of W15C had burned popcorn in microwave. no extension.		
12/15/2011	30046	2011-000991	19:40	412	W CARNOUSTIE RD		Smoke detector activation due to malfunction
					Smoke detector activation for unknown reason		
12/16/2011	30046	2011-000992	07:15	930	PUBLIC SAFETY BLVD		Overheated motor
					Blower motor hvac		
12/16/2011	30046	2011-000993	10:07	255	WEBBS LN	E	Medical assist, assist EMS crew
					REQUESTED TO ASSIST BLS WITH LARGE PT. FIRE DEPARTMENT CANCELLED PRIOR TO RESPONDING.		

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
12/16/2011	30046	2011-000994	18:09	3	MICHAEL CT		Smoke detector activation, no fire - unintentional
12/17/2011	30046	2011-000995	07:45	863	CENTRAL CHURCH ROAD		Cover assignment, standby, moveup

On arrival Ladder 1 performed truck Company duties laddering the building and horizontal ventilation. Engine 6 arrived and assisted with advancing an 1-3/4 line to the second and to extinguish same. Engine 6 also made access to the basement and searched the basement. Engine 6 shuttled water for the incident.

12/17/2011	30046	2011-000996	14:15	1365	N DUPONT HWY	3054	Cooking fire, confined to container

On the above date E2 and 22 responded to above for report of a pull station activation. Upon arrival security advised that the Sarku Japan restaurant also had an alarm activated. E2 's crew found that they had a fire in the business and it was extinguished via the employees activating the hood system above the stove area. Fire was contained to same. Scene was turned over to Security and FM-5.

12/17/2011	30046	2011-000997	14:35	1001-	WALKER RD		Forest, woods or wildland fire

E2 and 22 responded for report of pine needles and leaves on fire at the entrance to the Hamlet Shopping Center. Fire was put out using approx 10 gallons of water. FM-1 was notified of same.

12/17/2011	30046	2011-000998	16:33	7	ANCHOR LA		Cooking fire, confined to container

Writer responded for report of an auto fire alarm. Upon arrival residents were cooking in the kitchen and the smoke set the detectors off.

12/18/2011	30046	2011-000999	12:06	21	N STATE ST		Bomb scare - no bomb

Dover 15 (Fortney) responded to 21 N State St in reference to a bomb threat. On location, Dover PD were in the process of conductig a search of the building with a K9 officer. All residents had been evacuated by facility manager. Rescue 1 responded to the scene to provide shelter for several elderly subjects. The search met with negative results and all occupants retuned to there apartment. No further action taken.

12/18/2011	30046	2011-001000	18:07	860	BUTTNER PL		Good intent call, other

On arrival the City Electric dispatcher advised that he had a burning odor inside and the fire alarm had activated. Crews checked the building and found a heater that had just came on for the first time this year and had burned the dust off the heating element. All units cleared.

12/19/2011	30046	2011-001001	10:14	170	COOPER RD		Carbon monoxide incident

Minimal amounts of CO found in a residence. Opened windows and notified residents gas company with an ETA under an hour.

12/19/2011	30046	2011-001002	11:10	1275	N DUPONT HWY		Outside rubbish fire, other

Fence and brush on fire

12/20/2011	30046	2011-001003	00:02	42	PINE CABIN RD		Building fire

DISPATCHED FOR FIRE ON STOVE. UPON LOCATION RESIDENTS WERE OUTSIDE, MODERATE AMOUNT OF SMOKE AND DRY CHEMICAL HAZE IN THE STRUCTURE. FIRE ON STOVE HAD BEEN MOSTLY EXTINGUISHED BY GARY WATERS, RESIDENT OF 44 PINE CABIN RD, USING TWO DRY CHEMICAL EXTINGUISHERS. A FEW ITEMS ON THE COUNTER TOP WERE STILL SMOULDERING AND WERE EXTINGUISHED BY E-6 CREW USING WATER FROM SINK. SLIGHT DAMAGE TO STOVE, COUNTER TOP, CABINETS AND CEILING WERE EVIDENT. SMOKE AND MINOR HEAT DAMAGE TO FIRST FLOOR. POSITIVE PRESSURE WERE UTILIZED TO REMOVE SMOKE FROM FIRST AND SECOND FLOORS. GARY HAD TURNED OFF MAIN ELECTRICAL BREAKERS TO STRUCTURE, ONCE UNDER CONTROL, STOVE BREAKERS WERE ISOLATED AND ELECTRIC SERVICE RESTORED. STATE FM-19 WAS CONTACTED AND ADVISED OF DAMAGE AND HE STATED HE WOULD RESPOND IN THE MORNING. LISA WAS ADVISED OF SAME AND TOLD TO STAY OUT OF KITCHEN AREA. JUST PRIOR TO FD DEPARTURE GARY WATERS ADVISED ME HE HAD SLIGHT IRRITATION TO HIS THROUGH AND DID NOT WANT IMMEDIATE MEDICAL CARE AND MIGHT SEEK MEDICAL ATTENTION, DUE TO HIM BEING AN ASTHMATIC. 21 ADVISED HIM TO CONTACT THIS DEPT. AND TO CONTACT FM-19 IF HE DONE SO. UPON MY RETURN TO QUARTERS, I CONTACTED THE OWNER TO ADVISE HER, WE RESPONDED TO A FIRE AT 42 PINE CABIN RD AND THAT THE FM WOULD FOLLOW UP IN THE MORNING.
User: Knight, David 12/20/2011 01:41:38

12/20/2011	30046	2011-001004	18:42	195	WILLIS RD		Alarm system activation, no fire - unintentional

Accidental activation

12/20/2011	30046	2011-001005	20:02	100	LAKEVIEW DR		Chemical hazard (no spill or leak)

Units responded to above for report of a gas leak at the above location. Units found that Apt 102 was being renovated . Maintenance opened the residence and found that they were re-fiberglassing the tub in the hallway causing an odor in the building. Units returned and scene was turned over to maintenance.

12/21/2011	30046	2011-001006	07:38	61	S BRADFORD ST		Dispatched & canceled en route

Call from DES reporting a general fire alarm at the above location, several activations. After dispatch, received a call from DES reporting that it was not a fire alarm, but a burglar alarm. Alarm was canceled.

12/21/2011	30046	2011-001007	07:38	1575	MCKEE RD	102	Cooking fire, confined to container

Call for a general fire alarm. Upon arrival, crews found the alarm was set off by cooking on a hot plate.

12/21/2011	30046	2011-001008	20:17		CECIL ST		Good intent call, other

Unfounded report of smoke

12/21/2011	30046	2011-001009	20:25	439	ARNOLD CT		Building fire

DFD responded to the 439 Arnold Court in reference to a townhouse fire with subjects trapped. On arrival, writer (15) observed a two story center of the row townhouse with a white female with her head out of the front second story window. Initially, wirter did not see any fire or smoke conditions. Writer assumed commnad and directed the first engine to arrive to lay a 5 inch supply line from the intersection of Generals Way and Arnold Court. After that writer noticed smoke beginning to come from the window where the victim was located. Writer then advised the first in engine to disregard the order given and proceed directly to the scene and remove the victim from the second floor. Engine 41-6 arrived on scene first, with Engine 46-6 shortly behind same. An unidentified subject entered the residence and removed the victim from the second floor prior to fire personnel entering the residence. Crews from 41-6 and 46-6 advanced a preconnect line to the second floor and quickly extinguished the fire in a back bedroom. The fire was contained to a matress in the bedroom. Crew from 54-5 arrived and conducted a primary and secondary search of the residence. Ladder 2 arrived and set up positive pressure at the front door. Engine 46-2, 46-3 and Ladder 1 arrived and staged at the scene. Very little overhaul was needed and the scene was subsequently turned over to FM-28. Two occupants of the residence were transported to Bayhealth ER for treatment.

12/22/2011	30046	2011-001010	03:12	1200	N DUPONT HWY		Smoke detector activation due to malfunction

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
					On arrival DSU PD advised they had checked the apartment with negetive results. PD reset the alarm and units cleared.		
12/22/2011	30046	2011-001011	20:49	111	S NEW ST		Cooking fire, confined to container
					Unattended cooking confined to container		
12/23/2011	30046	2011-001012	13:35	644	S QUEEN ST		Steam, vapor, fog or dust thought to be smoke
					Steam from vents thought to be smoked. Cleared by 2837		
12/23/2011	30046	2011-001013	20:00		CHESTNUT GROVE RD		Good intent call, other
					Call for a reported car fire just East of the intersection of Chestnut Grove Rd. and Forrest Ave. Second call reported that the car blew a tire causing a small fire that was extinguished. The RP was waiting for the FD to check everything. E7 arrived on location and made sure the fire was extinguished.		
12/23/2011	30046	2011-001014	20:09	1365	N DUPONT HWY	3054	Malicious, mischievous false call, other
					Call for a general fire alarm, pull station. Second call from security advising a pull station activation at door 1 by the old Ruby Tuesday. Crews arrived and investigated, confirmed pull station activation, no reason for it being pulled.		
12/24/2011	30046	2011-001015	16:12	986	WHATCOAT DR		Malicious, mischievous false call, other
					Smoking in the basement set detector off		
12/24/2011	30046	2011-001016	18:47	110	S NEW ST		Cooking fire, confined to container
					Smoke from stove that had not been properly cleaned last time it was used. BUilding placed on fire watch because of conditions in kitchen, in and around smoke detectors. Landlord told to contact DES asap to have detectors checked. Landlord was also instructed to clean stoves and remove grease.		
12/24/2011	30046	2011-001017	19:27	500	PERSIMMON TREE LA	6	Cooking fire, confined to container
					Unattended cooking. No fire		
12/24/2011	30046	2011-001018	21:47		FORREST AVE		Motor vehicle accident with injuries
					MVC with two patients. One adult female trapped in the drivers side. One pediatric patient self extricated. Crews from Engine 2 and Engine 3 removed the roof and doors and patient was removed.		
12/25/2011	30046	2011-001019	16:26	9	E LOOCKERMAN ST		Malicious, mischievous false call, other
					Call for a fire alarm activation (pull station) on the third floor of Treadway Towers. RP advised that the alarm was activated for an hour, could not get it reset, and the alarm company would not call him back. Dover 18 responded and confirmed the same. Pull station number 5 outside of 307, Haitian Church. Bell number 5 was OOS. Spoke to the answering service who contacted a responsible party. They were responding within 20 minutes to reset the system.		
12/25/2011	30046	2011-001020	19:45	422	KENT AVE		Cooking fire, confined to container
					Reported fire in the oven. Nothing found upon arrival. Resident instructed ti have her stove/oven cleaned.		
12/26/2011	30046	2011-001021	18:05	75	QUAIL HOLLOW DR		Chimney or flue fire, confined to chimney or flue
					Active fire in the chimney. Crews removed wood and used dry chem throughout the chimney. The cap was removed off the top of the stack and crews had negative extention.		
12/27/2011	30046	2011-001022	01:14	904	WHATCOAT DR		Cooking fire, confined to container
					food on the stove, no extention		
12/27/2011	30046	2011-001023	02:50	1788	N DUPONT HWY		Alarm system sounded due to malfunction
					Construction in the building. Building placed on fire watch		
12/27/2011	30046	2011-001024	10:55	919	N DUPONT HWY		Gas leak (natural gas or LPG)
					Reported gas leak/smell of gas in the building. Negative results throughout the building		
12/27/2011	30046	2011-001025	13:24	195	COMMERCE WAY		Alarm system activation, no fire - unintentional
					PULL STATION ACTIVATION. DOVER 16 REQUESTED FM TO RESPOND. FM-2 CONTACTED.		
12/27/2011	30046	2011-001026	17:24	2520	KENTON ROAD		Extrication, rescue, other
					E2 ARRIVED ON SCENE TO FIND A SINGLE VEHICLE ON IT'S SIDE IN A DITCH IN FRONT OF THE ABOVE ADDRESS. B43 WAS ALREADY ON SCENE MAKING PATIENT CONTACT AND SECURING C SPINE. E2'S CREW STABLIZED THE VEHICLE AND BEGAN ROOF REMOVAL. E6 ARRIVED ON SCENE AND ASSISTED WITH THE ROOF REMOVAL. E6 OFFICER WAS ASSINGED EXTRICATION OFFICER. R1 ARRIVED ON SCENE AND ASSISTED WITH THE REMOVAL OF THE PATIENT. THE PATIENT WAS EXTRICATED AT 1734 AND TRANSPORTED BY B43 TO KGH. UNITS ON SCENE SECURED THERE EQUIPMENT AND CLEARED. THE SCENE WAS TURNED OVER TO DSP.		
12/27/2011	30046	2011-001027	18:13		KENTON RD		Service Call, other
					TREE IN THE ROAD WAY AT THE ENTRANCE OF FOX HALL. CREW FROM E2 REMOVED IT FROM THE ROADWAY AND E2 CLEARED.		
12/28/2011	30046	2011-001028	12:30	724	S NEW ST		Smoke detector activation, no fire - unintentional
					Unattended cooking		
12/28/2011	30046	2011-001029	23:20	145	HAMAN DR		Electrical wiring/equipment problem, other
					Dispatched for smell of smoke in kitchen. On location E-6 and L-1 crew checked kitchen and could not find the source of the odor. The electrical breaker panel was in a locked closet. Maintenance was requested to isolate the electric to kitchen, they were enroute from Milford.		
12/29/2011	30046	2011-001030	14:25	51	WEBBS LN	AA	Gas leak (natural gas or LPG)
					Reported gas leak outside of building AA, slight odor upon arrival. CUtilities arrived on scene and secured problem		
12/29/2011	30046	2011-001031	20:09	126	N KIRKWOOD ST		Authorized controlled burning
					Small outside fire. Resident instructed on how to properly notify fire department		
12/30/2011	30046	2011-001032	09:06	1225	WALKER RD		Smoke detector activation due to malfunction
					Detector malfunction #5.		
12/31/2011	30046	2011-001033	09:09	445	PORT MAHON RD		Cover assignment, standby, moveup
					DISPATCHED FOR RIT ASSIST STATION 54 WITH HOUSE FIRE. DOVER UNITS CANCELLED EN ROUTE.		

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
12/31/2011	30046	2011-001034	10:14	445	PORT MAHON RD		Cover assignment, standby, moveup
	DFD responded to the above address to assist station 54 with a building fire. On arrival, crews assisted with vertical ventilation as well as fire extinguishment.						
12/31/2011	30046	2011-001035	10:36	910	WHATCOAT DR		False alarm or false call, other
	DFD responded to the above location in reference to an alarm activation. On arrival, investigation revealed an unknown subject was smoking a cigarette on the third floor which activated the system.						
12/31/2011	30046	2011-001036	11:25	938	S BRADFORD ST		False alarm or false call, other
	DFD were cancelled while enroute to the location. Subject on scene pressed the wrong code to the system.						

Total Incidents: 81

FY 11-12 City Funded Account Balance Sheet

ACCOUNT	BUDGET	SPENT	BALANCE
Apparatus Repairs & Maintenance	$ 62,000.00	$ 45,271.76	$ 16,728.24
Gasoline	$ 19,050.00	$ 7,836.53	$ 11,213.47
Medical Supplies	$ 700.00		$ 700.00
Other Equipment Repairs	$ 3,000.00		$ 3,000.00
Program Expenses	$ 36,630.00	$ 16,557.77	$ 20,072.23
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	$ 4,643.73	$ 156.27
Uniforms & Firefighting Gear	$ 26,100.00	$ 10,059.45	$ 16,040.55
Building Expenses- Electricity	$ 51,820.00	$ 26,894.40	$ 24,925.60
Building Maintenance Supplies	$ 1,650.00	$ 62.31	$ 1,587.69
Heating Expenses- Gas	$ 20,000.00	$ 2,719.86	$ 17,280.14
Telephone	$ 20,340.00	$ 3,065.06	$ 17,274.94
Water & Sewer	$ 3,150.00	$ 639.51	$ 2,510.49
Contractual Services	$ 16,587.00		$ 16,587.00
Training & Travel	$ 8,815.00	$ 3,884.00	$ 4,931.00
Pension	$ 3,500.00		$ 3,500.00
Office Supplies	$ 2,500.00	$804.43	$ 1,695.57

Balance as of: 01/01/2012

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
December 2011

	Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Ordinary Income/Expense									
Expense									
Apparatus Repairs & Maintenance									
	Check	12/04/2011	545	Atlantic Emergency Solutions	MOR1678MOP		City Fund Account	457.33	457.33
	Check	12/04/2011	545	Atlantic Emergency Solutions	MOR1682MOP		City Fund Account	46.75	504.08
	Check	12/18/2011	552	Atlantic Emergency Solutions	Eng 6 Back up Alarm		City Fund Account	123.81	627.89
	Check	12/18/2011	553	Carl King Tire Company	Invoice # 306191		City Fund Account	130.00	757.89
	Check	12/18/2011	557	Delmarva Kenworth	Fuel caps		City Fund Account	77.01	834.90
	Check	12/18/2011	560	McKinney's Towing	Car 15 Towed		City Fund Account	50.00	884.90
	Check	12/18/2011	564	Townsend Bros. Chevrolet	Invoice # 132775		City Fund Account	1,253.77	2,138.67
	Check	12/18/2011	565	Winner Ford	Invoice # F1CS298851		City Fund Account	317.25	2,455.92
	Check	12/31/2011	572	Atlantic Emergency Solutions	Eng 3 Batteries		City Fund Account	665.60	3,121.52
Total Apparatus Repairs & Maintenance								3,121.52	3,121.52
Electricity									
	Check	12/10/2011	550	City of Dover Utility	44255-31966		City Fund Account	570.26	570.26
	Check	12/18/2011	555	City of Dover Utility	44343-32052		City Fund Account	2,857.75	3,428.01
Total Electricity								3,428.01	3,428.01
Gasoline									
	Check	12/22/2011	568	Sam's Club	Fuel for Brush 9 Pump		City Fund Account	30.00	30.00
Total Gasoline								30.00	30.00
Heating Expenses- Gas									
	Check	12/18/2011	554	Chesapeake Utilities	Acct-01-72348-3180-1		City Fund Account	1,016.17	1,016.17
	Check	12/18/2011	554	Chesapeake Utilities	Acct-01-300566-14195-1		City Fund Account	415.29	1,431.46
Total Heating Expenses- Gas								1,431.46	1,431.46
Office Supplies									
	Check	12/22/2011	569	Staples	Acct # 6035 5178 2028 2647		City Fund Account	236.89	236.89
	Check	12/31/2011	571	M&T Bank	Delaware Notary		City Fund Account	60.00	296.89
	Check	12/31/2011	571	M&T Bank	American Society of Notaries		City Fund Account	48.85	345.74
Total Office Supplies								345.74	345.74
Program Expenses									
	Check	12/18/2011	559	ESI Equipment, Inc.	Holmatro Hose repaired		City Fund Account	201.25	201.25
	Check	12/18/2011	566	Witmer Public Safety	Inv 1141282		City Fund Account	146.91	348.16
	Check	12/18/2011	566	Witmer Public Safety	Inv 1141281		City Fund Account	101.83	449.99
Total Program Expenses								449.99	449.99
Radio Repairs									
	Check	12/31/2011	573	Magnum	Invoice # 30345		City Fund Account	263.27	263.27
Total Radio Repairs								263.27	263.27
Safety & Security Material									
	Check	12/18/2011	561	Municipal Emergency Services	Inv 00278891_SNV		City Fund Account	1,539.57	1,539.57
Total Safety & Security Material								1,539.57	1,539.57
Small Tolls									
	Check	12/04/2011	547	Municipal Emergency Services	00270928_SNV		City Fund Account	139.56	139.56

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
December 2011

	Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
	Check	12/04/2011	547	Municipal Emergency Services	00269853_SNV		City Fund Account	199.39	338.95
	Check	12/18/2011	556	Delaware Fire & Safety Equipment Co.	Annual Ext Inspection		City Fund Account	259.00	597.95
	Check	12/18/2011	558	Detroit Industrial Tool	Saw Blades		City Fund Account	318.81	916.76
	Check	12/18/2011	562	Pugh's Service, Inc.	Invoice 497383		City Fund Account	86.35	1,003.11
	Check	12/18/2011	562	Pugh's Service, Inc.	Invoice 497384		City Fund Account	42.79	1,045.90
	Check	12/18/2011	563	Rommel's ACE	24814/24903/25008		City Fund Account	39.87	1,085.77
	Check	12/18/2011	566	Witmer Public Safety	Inv 1272510		City Fund Account	419.30	1,505.07
Total Small Tolls								1,505.07	1,505.07
Telephone									
	Check	12/10/2011	551	Verizon Wireless	Celular bill for 1021 to 12/20		City Fund Account	135.33	135.33
Total Telephone								135.33	135.33
Training & Travel Expenses									
	Check	12/05/2011	548	David Hollinger	EMT Re-Imbursement		City Fund Account	50.00	50.00
	Check	12/05/2011	549	Delaware State Fire School	Invoice # 12-1720		City Fund Account	555.00	605.00
	Check	12/22/2011	570	Delaware State Fire School	12-1829 and 12-1792		City Fund Account	230.00	835.00
Total Training & Travel Expenses								835.00	835.00
Uniforms									
	Check	12/04/2011	546	Municipal Emergency Services	Inoice- 00275960_SNV		City Fund Account	1,798.29	1,798.29
	Check	12/18/2011	561	Municipal Emergency Services	Inv 00278595_SNV		City Fund Account	601.32	2,399.61
	Check	12/18/2011	561	Municipal Emergency Services	Inv 00277866_SNV		City Fund Account	132.98	2,532.59
	Check	12/18/2011	566	Witmer Public Safety	Inv 1265715.001		City Fund Account	64.00	2,596.59
	Check	12/18/2011	567	Dover Army-Navy Store	Captain Carey Uniform		City Fund Account	936.75	3,533.34
	Check	12/31/2011	571	M&T Bank	DE Williams Shields		City Fund Account	298.00	3,831.34
	Check	12/31/2011	571	M&T Bank	DE Williams Shields		City Fund Account	298.00	4,129.34
	Check	12/31/2011	571	M&T Bank	DE Williams Shields		City Fund Account	156.00	4,285.34
	Check	12/31/2011	574	Municipal Emergency Services	Inv 00280287_SNV- Boots		City Fund Account	425.68	4,711.02
	Check	12/31/2011	574	Municipal Emergency Services	Inv 00280329_SNV- Helmets		City Fund Account	1,990.00	6,701.02
Total Uniforms								6,701.02	6,701.02
Water/Sewer									
	Check	12/10/2011	550	City of Dover Utility	44253-31964		City Fund Account	20.58	20.58
	Check	12/18/2011	555	City of Dover Utility	44345-32054		City Fund Account	64.25	84.83
	Check	12/18/2011	555	City of Dover Utility	44341-32050		City Fund Account	11.54	96.37
Total Water/Sewer								96.37	96.37
Total Expense								19,882.35	19,882.35
Net Ordinary Income								-19,882.35	-19,882.35
Net Income								**-19,882.35**	**-19,882.35**

City of Dover

Capital Investment Plan

Project Tracking Report

December 31, 2011

Points to Remember -

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

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

City of Dover
General Fund - Major CIP Projects
December, 2011

	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	$ 7,078,284	$ 13,390,796	34.6%	$ 11,195,009	$ 14,298,890	$ 2,908,094	20.3%	Started	Bid Pack A - Done. Bid Pack B - 40% Complete/Construction
3			**Totals - FY09**	$ 18,200,000	$ 20,469,080	$ 7,078,284	$ 13,390,796	34.6%	$ 11,195,009	$ 14,298,890	$ 2,908,094	20.3%		
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	5,440	372,487	1.4%	377,927	377,927	5,440	1.4%		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	-	30,000	0.0%	30,000	30,000	-	0.0%		In progress
12			City Hall Sprinkler System	-	-	-	-	0.0%	-	220,000	-	0.0%		
13			**Totals - FY12**	$ 1,712,747	$ 2,462,747	$ 222,234	$ 2,240,513	9.0%	$ 1,712,747	$ 2,682,747	$ 222,234	8.3%		
14														
15			**Grand Totals**	$ 19,912,747	$ 22,931,827	$ 7,300,518	$ 15,631,309	31.8%	$ 12,907,756	$ 16,981,637	$ 3,130,328	18.4%		

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
December, 2011

	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	$ -	$ 800,000	0.0%	$ 950,000	$ 121,388	$ -	0.0%	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	1,854	898,146	0.0%	900,000	900,000	1,854	0.2%		
15			**Totals**	$ 2,200,000	$ 3,950,000	$ 17,154	$ 3,932,846	0.4%	$ 2,200,000	$ 2,396,388	$ 17,154	0.8%		
16														
17			**Grand Totals**	$ 2,878,612	$ 4,628,612	$ 17,154	$ 4,019,796	0.4%	$ 2,200,000	$ 3,075,000	$ 17,154	0.8%		

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

City of Dover
Water/Wastewater Improvement & Extension Fund - Major CIP Projects
December, 2011

				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	$ 1,585,638	$ 536,898	74.7%	$ 1,800,000	$ 766,201	$ 228,082	29.8%	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	$ 1,713,116	$ 1,644,610	51.0%	$ 1,800,000	$ 1,859,753	$ 233,781	12.6%		
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	138,016	361,984	27.6%	-	457,601	95,616	20.9%	Started	Project 97% complete;
22	WW1104	SL	Lepore Road P/S Replacement	52,000	402,000	69,188	332,812	17.2%	350,000	350,000	13,652	3.9%	Started	Final design revisions pending;
23			**Totals - FY11**	$ 552,000	$ 973,840	$ 207,204	$ 766,636	21.3%	$ 421,840	$ 844,441	$ 109,268	12.9%		
24														
25			**FY2012**											
26	---		Vehicles & Equipment	$ 115,000	$ 115,000	$ 29,985	$ 85,015	26.1%	$ 115,000	$ 115,000	$ 29,985	26.1%	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	4,650.00	92,470	4.8%	97,120	97,120	4,650	4.8%	Started	Design started;
33	WQ1203		WQI - Silver Lake	279,840	279,840	33,556.68	246,283	12.0%	279,840	279,840	33,557	12.0%	In process	Construction started
34	WW1201	M/SL	Inflow/Infiltration Removal	1,000,000	1,000,000	19,957	980,043	2.0%	1,000,000	1,000,000	19,957	2.0%	Started	Design started, early spring const.
35	WW1202	R	SCADA Equipment Replacement	84,900	84,900	61,696	23,204	72.7%	84,900	84,900	61,696	72.7%	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	2,468	22,532	9.9%	25,000	25,000	2,468	9.9%	Started	Design started - actually Baltray PS
38	WW1205	M	Dover Brook Gardens P/S Replace	15,000	15,000	1,063.45	13,937	7.1%	15,000	15,000	1,063	7.1%	Started	Design started
39	WW1206	M	Brandywine Pump Station Replace	52,000	52,000	7,774.55	44,225	15.0%	52,000	52,000	7,775	15.0%	Started	Design started
40	WW1207	M	McKee Rd Pump Station Communator Replacement	10,000	10,000	-	10,000	0.0%	10,000	10,000	-	0.0%		Design started
41				$ 2,002,300	$ 2,002,300	$ 219,612.72	$ 1,782,687	0.0%	$ 2,002,300	$ 1,922,300	$ 219,613	11.4%		
42														
43			**Grand Totals**	$ 14,142,640	$ 15,385,020	$ 7,890,793	$ 7,494,227	51.3%	$ 4,224,140	$ 7,357,444	$ 2,579,557	35.1%		

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

City of Dover
Electric Improvement & Extension Fund - Major CIP Projects
December, 2011

				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	41,763	18,237	69.6%	-	36,207	17,970	49.6%	Complete	
7				$ 1,174,400	$ 968,140	$ 728,059	$ 240,081	75.2%	$ 279,410	$ 366,455	$ 165,965	45.3%		
8														
9			**FY2012**											
10	---		Vehicles & Equipment	$ 168,828	$ 168,828	$ 23,003	$ 145,825	13.6%	$ 168,828	$ 144,328	$ 23,003	15.9%		All vehicles received
11	EE1201		Substation PT & CT Replacement	267,715	267,715	126,101	141,614	47.1%	267,715	267,715	126,101	47.1%	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	236,642	140,868	62.7%	377,510	377,510	236,642	62.7%	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	14,593	60,407	19.5%	75,000	75,000	14,593	19.5%	Started	Materials ordered
19	EE1209		Scada Master Hardware Replacement	75,000	75,000	-	75,000	0.0%	75,000	75,000	-	0.0%	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	42,053	28,483	59.6%	70,536	70,536	42,053	59.6%	In process	On-going
22	EE1212	R	UG Conductors	479,464	479,464	174,232	305,232	36.3%	479,464	479,464	174,232	36.3%	In process	On-going
23	EE1212	R	Meters	50,000	50,000	17,652	32,348	35.3%	50,000	50,000	17,652	35.3%	In process	On-going
24	EG1201		Unit 3 Boiler Air Heater	440,000	440,000	-	440,000	0.0%	440,000	440,000	-	0.0%	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	1,393	90,607	1.5%	92,000	92,000	1,393	1.5%	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	8,510	339,490	2.4%	348,000	348,000	8,510	2.4%	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	220,416	279,584	44.1%	500,000	500,000	220,416	44.1%	In process	On-going
38				$ 5,962,300	$ 4,014,553	$ 1,213,072	$ 2,801,481	0.0%	$ 4,014,553	$ 3,990,053	$ 1,213,072	30.4%		
39														
40			**Grand Totals**	$ 7,136,700	$ 4,982,693	$ 1,941,130	$ 3,041,563	29.0%	$ 4,293,963	$ 4,356,508	$ 1,379,037	31.7%		

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

CHAIRMAN'S REPORT - DHRC

Submitted By: Roy Sudler, Jr.

ANNUAL REPORT 2010

The Dover Human Relation Commission [**DHRC**] is an advisory body created by the Mayor and City Council in the year 2001. The commission's charge is to focus on helping to decreasing racial tension and discrimination throughout the City of Dover.

Pursuant to Chapter 2 – Administrative, Article I, Division 6, Section 2 – 21 of the Dover Code; The Commission has been granted the powers and duties to investigate claims of unfair treatment and develop ways to monitor intergroup conflict among all segments of the City of Dover.

The purpose of the Dover Human Relations Commission is to serve as the focal point for monitoring amicable relations between diverse ethnic groups throughout Dover Delaware.

The goal of the commission is to increase the quality of living in the Dover community by reviewing city programs, activities, functions and ordinance, which would encourage enhanced communication and cooperation among residents of Dover.

The Commission consists of residents that reside in the Dover community that are either appointed by the Mayor or selected by the City Council for a three year term, which commissioners receive no monetary compensation.

The current members of the commission include Samul B. Hoff – Chairman Gregory Bunckly Vice-Chair, Ellen Wasfi, Dr. Phyllis Edamatsu, Paul Flemming, Mark Monro, Ivan Finney, Dr. Maisha Britt, Dawn Allen-Pyne, and Catherine Gregory.

All Commission Members have experienced the long term demands often requiring considerable time, extended periods and dedication to addressing multi – faceted unfair treatment claims in the City of Dover. The commission efforts are aimed at those who are suffering from discrimination and racial tension in the city of Dover.

Each commissioner has a fiduciary duty to be non-bias in resolving case disputes and suggest alternative dispute resolutions between all parties. All commissioners have unique professional and personal characteristics that allow the commission to properly carry out and accomplish effectively the objectives, functions, and services contemplated by **Division 6, Section 2-21 of the Dover Code.**

The Commission has five active committees;

1. Intake Screening Committee Chair [Gregory Bunkley]
2. School Programs Chair [Ellen Wasfi]
3. Assessment Chair [Dr. Phyllis Edamatsu]
4. Election Committee Chair [Mark Monroe]
5. Community Programs Chair [Roy Sudler, Jr.]

CHAIRMAN'S REPORT - DHRC

Submitted By: Roy Sudler, Jr.

In January 2010, the commission heard from members of the audience in regards to the Apology for Slavery Resolution proposed in 2007 by the Dover Human Relations Commission to the Mayor and City Council. Audience members were not only Dover citizens, but Camden and Magnolia as well. The majorities of the audience were in agreement with the Apology for Slavery Resolution and thanked the DHRC for initiating the resolution.

In February 2010, the Apology for Slavery Resolution was voted on by the Dover City Council members and the Mayor. The Apology for Slavery Resolution was passed by the council with a vote count of 5 to 3.

In March 2010, the commission voted and approved an Earth Day Proclamation for the 40th Anniversary of Earth Day also; a Proclamation for Mental Health Awareness was voted on and passed by the commission for the month of May.

In April 2010, two intake forms were submitted to the commission. The first intake form involved a wrongful termination claim submitted by Mr. Maurice Parker, which was referred to the State Human Relations Commission for investigation. The second intake form involved an unfair treatment claim against the City of Dover's Planning and Inspections Code Enforcement Officer Mr. Edward Graves, Jr.

In the month of May 2010, the commission held a public form at the Dover Police Department. The forum provided an array of mental health agencies that discussed their unique services and programs for individuals who are faced with diverse mental challenges on a daily basis.

In June 2010, the hearing scheduled for Mr. Andile Ntozake of 777 Slaughter Street Dover, DE 19904 and the City of Dover's Code Enforcement Officer – Edward Graves, Jr. was postponed until July 2010.

The meeting for July 2010 was cancelled.

In August 2010, the State Human Relations Commission was present at the DHRC meeting to discuss the future of the DHRC and the powers, duties, bylaws and mission statement of the State Human Relations Commission. Also, three new members were appointed and welcomed to the commission. Dr. Maisha Britt, Leigh MaCcallum and Willie Jones. After the presentation of the new commission members, the City Council President Ken Hogan and Mayor Carlton Carey, explained to the commissioners why Chairman Samuel B. Hoff and Vice – Chairman Gregory Bunkley were not reappointed to the commission. After Mayor Carey and City Council President Ken Hogan expressed their expectations for the Dover Human Relations Commission, a vote was taken to elect Mark Monroe as the Chair and Willie Jones as the Vice – Chair of the DHRC. By the end of the meeting, Commissioner Paul Flemming resigned and by the end of the month, Mark Monroe stepped down as the Chairman of the DHRC; because he was not a resident of Dover Delaware and therefore was not eligible to be on the commission.

CHAIRMAN'S REPORT - DHRC

Submitted By: Roy Sudler, Jr.

In September 2010, the commission did not have a quorum. In spite of not having a quorum for Septembers meeting, Roy Sudler, Jr. – Chair of Community Programs was asked by acting chairman – Willie Jones if commissioner Sudler would accept the nomination for Chairman of the Dover Human Relations Commission. Mr. Sudler's Response was yes!

In October 2010, the commission took a vote to elect a new chairman of the DHRC. Commissioner Roy Sudler, Jr. was nominated and ran unopposed for the position of Chairman. Commissioner Ivan Finney opposed to Mr. Roy Sudler, Jr's leadership as Chairman and resigned immediately after commissioner Sudler was elected Chairman of the DHRC.

In November 2010, Chairman Roy Sudler, Jr. stepped down as Community Programs Chair and Dawn Allen Pyne accepted the position as Community Chair. Also, Dr. Maisha Britt accepted the Intake Chair position that was recently held by Vice Chairman Gregory Bunkley.

On 11 / 3 / 2010 @ 2:30 p.m., an intake form was filled out by a citizen of Dover involving an alleged wrongful termination of employment claim among a handicap individual. The intake form along with notations was submitted to the new Chair of Intake / Screening for the DHRC - Dr. Maisha Britt who found no merit in the claim of wrongful termination and therefore, the City Clerks Office informed the intake applicant that no hearing would be conducted by the DHRC at this time.

On 11 / 8 / 2010 @ 8:45 a.m., Chairman Sudler was contacted by the **Delaware State Humans Relations Commission [Mr. Paylor]** in reference to the status of Mr. Ntosake's hearing \ appeal. I advised Mr. Paylor that the DHRC encouraged Mr. Ntosake to file an appeal with the city of Dover's Board of Appeals. Mr. Paylor asked that we keep the State Humans Relations Commission updated with the results of Mr. Ntosak's case.

On 11 / 11 / 2010, @ 2:30 p.m. Chairman Sudler was contacted by Mr. Ntosake to discuss the nature of his concerns and his overview of the dilemma. After reviewing his evidence and listening to his concerns, I advised him to continue to work with the Code Enforcement Division and follow the City of Dover's Appeal Process according to the Planning & Inspection Code. Mr. Ntosake expressed that he was eager to resolve the housing violations but had limited financial resources and not enough time to be in compliance with the code enforcement officer's summons.

In closing of our 2 hour meeting with Mr. Ntosake, he said that by **11 / 19 / 2010**, he would call Mrs. Ann Marie Townsend to request an appeal of the summons and citations issued to him by Mr. Edward Graves, Jr.- Code Enforcement Officer instead of seeking legal action against the City of Dover.

CHAIRMAN'S REPORT - DHRC

Submitted By: Roy Sudler, Jr.

MEETING WITH CITY SOLICITOR & DIRECTOR OF DEVELOPMENT:

****

On November 19, 2010, @ approximately 4:04 p.m., I met with Ann Marie Townsend **[Director of Planning & Community Developments]** and Mr. Rodriguez **[City Solicitor]** to discuss two subjects. The first topic involved the intake form submitted to the City Clerks Office dated **4 / 1 / 2010** by Mr. Ntosake of **777** Slaughter, Street Dover, DE 19904.

Mrs. Townsend elaborated on the nature of the violations and summons that Mr. Andile Ntozake received during the time period of **2008 – 2010**. She also indicated that the department of planning and inspections were willing to give Mr. Ntosake additional time to cure the defective conditions cited, if he could provide a detailed plan of action with estimated dates and time periods of when he would be in compliance with the City of Dover's Housing Codes.

The second topic involved cessation of chairman's interviews with city council persons individually. The city solicitor Mr. Rodriguez expressed that the process in which I interviewed individual council members is a violation of FOIA and therefore, must be conducted in a group meeting. Also, Mr. Rodriguez stated that upon the DHRC request, he would make himself available to the commission to discuss his role as it relates to the commission's charge without any legal assessment fee involved.

In conclusion of our meeting, Mrs. Ann Marie Townsend expressed that she would provide to the DHRC a code book for housing violations for the city of Dover and contact Mr. Ntosake to see how they can resolve this matter expeditiously without further conflict or dispute. The meeting ended **@ 4:46 p.m. 11 / 19 / 2010**

CHAIRMAN'S REPORT - DHRC

Submitted By: Roy Sudler, Jr.

On **December 14, 2010 @ approximately 11:32 a.m.,** Chairman Sudler received a letter from a registered sex offender who wants to voice his perception and experiences in the housing and hiring practices of today's job market as a high risk sex offender. He is on level 3 probation and is currently unable to attend our meeting scheduled for **January 26, 2011,** Currently, Mr. Tarbutton is being housed by the State of Delaware's emergency crises program and temporarily resides at one of the local motels. He has expressed to me the enormous amount of stress and mental anguish he faces on a daily basis. Mr. Tarbutton will be off of level 3 probation by **February 2011** and would like to speak with the DHRC to see what insight he can provide to the commission to help the next offender's transition into society be more successfully then his success rate.

The meeting scheduled for December 2010 was canceled

In conclusion of the year 2010, the Dover Human Relations Commission continues to move onward and upward towards advocating amicable relations among all races, while realizing and identifying other significant variables separate from discrimination that could impede upon a higher quality of living for all constituents of Dover Delaware.

Submitted By: The Dover Human Relations Commission **2010**

DHRC - ANNUAL REPORT
2011

The Dover Human Relation Commission [**DHRC**] is an advisory body created by the Mayor and City Council in the year 2001. The Commission's charge is to focus on helping to decreasing racial tension and discrimination throughout the City of Dover.

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The purpose of the Dover Human Relations Commission is to serve as the focal point for monitoring amicable relations between diverse races in the City of Dover.

The goal of the commission is to increase the quality of living for all constituents of Dover by reviewing city programs, activities, functions and ordinance, which would encourage enhanced communication and cooperation among all residents of Dover.

The Commission consists of residents that reside in the Dover community that are either appointed by the Mayor or selected by the City Council for a three year term, which commissioners receive no monetary compensation.

The current members of the Dover Human Relations Commission include Roy Sudler, Jr. – Chairman Willie Jones – Vice Chairman, Ellen Wasfi, Dr. Phyllis Edamatsu, Dr. Maisha Britt, Dr. Kim Warfeild, Dawn Allen-Pyne, Dr. Aaron Yatskevich, Fay D. White, and Thomas G. Steele.

All Commission Members have experienced the long term demands often requiring considerable time, extended periods and dedication to addressing multi – faceted unfair treatment claims and racial tension in the City of Dover. The Commission's efforts are aimed at those who are suffering from discrimination and racial tension in the City of Dover.

Each Commissioner has a fiduciary duty to be non-bias in resolving case disputes and suggest alternative dispute resolutions between all parties. Commissioners have unique professional and personal characteristics that are imperative for allowing the commission to properly carry out and accomplish effectively the objectives, functions, and services contemplated by **Division 6, Section 2-21 of the Dover Code.**

The Commission has five active committees;

1. Intake Screening Committee Chair [Dr. Maisha Britt]
2. School Programs Chair [Ellen Wasfi]
3. Assessment Chair [Dr. Phyllis Edamatsu]
4. Election Committee Chair [Vacant]
5. Community Programs Chair [Dawn Allen Pyne]

DHRC - ANNUAL REPORT
2011

In January 2011, Commissioners from the Dover Human Relation Commission participated in two Community Forums. The first form was facilitated by the **Inner- City Cultural League** at Kirkwood Community Center, 54 S. Kirkwood Street, Dover, DE and the second forum was hosted by the Chairman of **Delaware's Black Chamber of Commerce** – Clay Hammond.

Both meeting helped to identify issues in our community that contribute to violence, juvenile delinquency, poverty, mentoring and drop-out rates in our school districts. The objective of the meeting was to establish a mentorship program and sports program that would be used as a vessel to encourage youth to engage in dialogue to help cure the defective conditions in our communities such as gang activity and juvenile delinquency.

After participating in the Community Forums, the DHRC suggest that we
1). Partner with other agencies to help provide additional resources and strategies for resolving social problems that affects all of our communities today and tomorrow and
2). To continue our efforts in implementing a race relations study circle at Dover High School by **December 31, 2011**.

Also, the Commission worked closely with Ann Marie Townsend – City Developer in regards to the Summons and Housing Violations dated **2008 - 2010** for **777** Slaughter Street. Dover, DE 19901, where Mr. Andile Ntosake resides. The commission served as a mediator between both parties and has played a significant role in diffusing alleged discrimination claims against the City of Dover's Housing Code Enforcement Division.

On **February 23, 2011, @ approximately 6:30 - 8 p.m.**, the Dover Humans Relations Commission conducted its first community meeting of **2011** at the **Boys and Girls Club of America, located at 375 Simon Circle Dover, DE 19904**. The purpose of the meeting was to discuss ideas and strategies to increase the quality of living for citizens of Dover, Delaware. The structure of the meeting consisted of an open forum session, which allowed the citizens of Dover an opportunity to comment on matters that affect their quality of

living. As the audience began to arrive at the community meeting, a questionnaire consisting of six questions was filled out by citizens who were unable to attend the meeting and those present at the meeting.

After collecting the questionnaires, the original forms were submitted to the City's Clerk Office where they provided the commission with two copies. The first copy was given to Dr. Adamatsu {Chair of Assessments} and the second to Roy Sudler, Jr. {Chair of the Dover Humans Relations Commission} for review of data and recommendations for the Mayor and Dover City Council.

Representative - At Large Thomas J. Leary councilmanleary[at]comcast.net and **Representative - 2nd District Eugene B. Ruane** tmcdowell-gr[at]dover.de.us were both present at the community meeting providing important information, which addressed over half of the concerns brought forth by the audience to the Commission.

Some of the concerns that were brought forth are as followed:

1. The need for a fixed deposit amount for those residents of Dover Delaware that make a total income of **$18,000** or less for utility services with the City of Dover's Utility Program.
2. The need for adequate Housing Opportunities and Facilities for Rehabilitated, Registered-High Risk Sex Offenders hoping to experience a positive and successful transition back into society as a productive citizen and desirable neighbor.
3. Lack of Community Meetings that focus on Identifying Gang Activity and Formation within the Dover Community.
4. The Need for Off-Line Job Applications at all places of employment
5. Wage and Employment Right's of Hispanic Residents of Dover DE.
6. Concerns about the Construction and Features of the 2011 Dover Library.

On **March 2, 2011, @ approximately 9:30 a.m.**, Roy Sudler, Jr DHRC - Chairman was contacted by the **Delaware State Housing Authority** - Liberty Court Management Office in regards to a grievance hearing. Mrs. Deborah Walker Housing Manager III. **@ 1289**

Walker Road Dover Delaware 19904 asked if the Chairman of the DHRC would assist them by serving as a None- Interested Party \ Mediator in a Landlord Tenant Dispute Hearing.

After the grievance hearing was over, Mrs. Walker asked the Chair if he could extend the offer to other Commissioners to be a future Hearing Officer for the Delaware State Housing Authority. The Chair forwards the information to the Commission.

On **March 17, 2011, @ approximately 7 p.m.,** the Chairman of the DHRC – Roy Sudler, Jr. called a Special Community Meeting to address the Reed & New Street Brawl Incident and the comments posted on Local and State News Blogs **Pursuant to Section 58 - 31 Titled: Purpose;**

1. Fairness, respect, promote and develop an environment of fairness and respect among all citizens
2. Monitoring: Develop ways to measure and monitor community relations particularly those that are sources of intergroup conflict.

{Code 1981 Code 2 - 16; Ordinance of 2 – 11 – 2002}

NEWS BLOGS

DELAWARE HOODRATES GET ARRESTED. COM

Macdaddy's Comments - **March 8, 2011 @ 10:46 a.m.**
1). "Fucking Niggers",
2). "Have fun being black"

Cincylife's Comments –
1). "Sorry Black-dude, but your own peoples videos make black people look like the biggest pussies on earth.
2). "I do love black people, just hate N******, just like I hate White Trash. I'm just amazed that black people would post videos of other black people being pussies, unless it is supposed to be a motivational kill whitey video

Stanislav's Comment – "Mary fuck, kill these bitches".

6 ABC ACTION NEWS.COM

#22 – "Can't say that I am surprised; I just don't understand these people. Must be a part of their culture."

#7 – "Cowardly attacks, definitely a hate crime. It's ashamed that the victims weren't armed".

WBOC 16 DELMARVA'S NEWS LEADERS

1). "Please, this is enough for me to start a riot".
2). "What the hell is a 12 year old doing on the streets on a school day anyway".

NEWSZAP.COM DELAWARE'S NEWS SUMMARIES

Jayne's Comments – "Why weren't they charged with a hate crime, whites don't have the same entitlement as the blacks" ?

Whitey 08's Comments – "Dover will always be **20** years behind the rest of the country; white people wake up".

6 ABC ACTION NEWS.COM

#4 – "If blacks got jumped, then it would have been viewed as a race riot".
#9 – "Should have been viewed as attempted murder".

DOVER POST [GATE HOUSE NEWS SERVICE]

1). "These people are pathetic and need to be charged with a hate crime".

2). "Observers should be held accountable for not calling the police".

List of concerns brought forth to the DHRC, during the Special Meeting by Audience and Community Leaders

1. Did the victim's actions contribute to the brawl?
2. Should the brawl have been considered a hate crime?
3. Was alcohol involved in the incident?
4. How was the evidence gathered?
5. Did Internet blog comments promote racial tension in Dover?
6. Did the victim receive any reprimand for her provocative behavior that contributed to the brawl?
7. Should there be greater police presence in the area?
8. Is gun control a necessary response to recent shootings in downtown Dover?
9. Should landlords have more discretion to evict residents who have willfully participated in incidents such as the Reed & New Street brawl?

News Blogs such as the ones mentioned above promote racial tension between two ethnic groups that have a long history of conflict and tension between both races. The Commission sought the guidance of the State Human Relations Commission, Dover Police Department, and the Community; to help understand and diffuse the racial tension created by this unfortunate incident.

After much discussion and research, the DHRC orchestrated recommendations to help decrease future Street Brawls and Disruptive Behavior **Pursuant to Section 58 – 36 Powers & Duties – DHRC 5.** Research, Educate, engage in such in the judgment of the

Commission or the City Council, may be needed to improve human relations in the City of Dover {**Code 1981 Code 2 – 21 -; Ordinance of 2 – 11 – 2002**}

Recommendations

1. Establishing a community workshop on Hate Crimes and Brawl-Prevention Strategies;
2. Seeking the assistance of interfaith and faith-based agencies to help promote such community workshops in various areas of Dover; and
3. Mandating Cultural Sensitivity Training and Counseling for participants involved in Race Hate Crimes

On March 23, 2011, @ approximately 7 p.m., City Manager **Anthony Deprima** spoke at the Commission's Regular Meeting to explain the various utility programs and services provided by the City of Dover's Utility Company. Mr. Deprima listened to the concerns of audience members who were complaining about alleged unfair treatment and targeting by Corinne Mosher – Supervisor of Dover's Utility Division. Mr. Deprima's presentation was very informative and helpful in resolving the issues and concerns of Jeremy and Jackie Kopp.

On April 27, 2011, the Commission held their monthly meetings where two Delaware State University Students named Jocelyn Sudds – Junior and Shaina Hollingsworth - Junior attended and spoke about wanting to have a better understanding of the DHRC's charge and how they can become involved from a student's perspective. Both students were very inquisitive and eager to learn as much as they could about the DHRC.

On April 29, 2011, @ approximately 2:37 p.m., Chairman Sudler received a phone call from a concern resident who lives in Walker – Woods Housing Development where the young **5** year old African American boy was struck by a vehicle and soon died later that day. The Resident's concerns consisted of the need for adequate speed and children signs in their community. Chair-Sudler referred their concerns to newly elected **4th District Council Person David Anderson** and he immediately responded to the residents concern. Councilman Anderson and the Chair of DHRC – Roy Sudler, Jr., went to the site where the young boy was killed and searched for ways to decrease the probability of that incident occurring again.

Councilman Anderson talked with a few residents and took pictures of areas where he felt could be improved in their community. The residents who spoke with him were pleased that he took the time out of his busy day to listen and address their concerns.

In June 2011, the commission continued to work with the City Manager Mr. Anthony Deprima in quest of simplifying and making the utility bill form more user- friendly. The Dover Human Relations Commission played a significant role in creating the City's new graphical breakdown of utility allocations and costs due to our Outreach Meetings in the Dover Community.

In July 2011, Chief Denise Coker expressed to DHRC Chair- Sudler that he would like to elaborate on the different tribes and challenges Native Americans face on a daily basis in Delaware. He also, asked if the Commission would be willing to participate in a partnership to educate the community about Native Americans and their belief system and culture. The Commission agreed to work closer with Chief Denise Coker.

On **August 18, 2011**, Chair – Sudler spoke with **Chief Denise Coker – Chief of the Lennie Len ape Native American Indian Tribe** in reference to the Native American Month activities and programs scheduled for **October 2011**. Chief Coker said that he had talked with Commissioner Wasfi early during the week and looked forward to working with the Commission in educating all communities about Native American Heritage, Issues, and Current Events in Delaware.

On **September 23 - 26, 2011,** Chairman Sudler received numerous phone calls from citizens of Dover who were upset and puzzled as to why the Dover Human Relations Commission was on the Finance, Legislative and Administration Committee's Agenda for Elimination or Consolidation. At that time, I just listened to them vent and encouraged them to voice their concerns to the Finance, Legislative and Administration Committee.

On **September 28, 2011,** at the DHRC Regular Meeting held in City Council Chambers; Community Member named Fay D. White, expressed her desire to become a Commissioner

for the DHRC and expressed her support for the commission staying intact and not being eliminated or consolidated with another commission. The Commission thanked her for her presentation and interest in the Dover Human Relation Commission.

The meeting for **October 2011** was cancelled due to no minute's taker
The meeting for **November 2011** was cancelled due to resignation of minute's taker

On **December 7, 2011** a Special Meeting was called by Chairman – Sudler to report that fellow Commissioner Thomas G. Steele passed away and to give honorable recognition to his tremendous contributions to the Commission and Community during the time he served as a Dover Human Relations Commissioner. Also, newly appointed Commissioners **Fay D. White, Dr. Aaron Yatskevich**, and **Dr. Kim Warfield** were welcomed and introduced to the Commission. Final Drafts for the Mental Health Forum, Boys & Girls Community Outreach Meeting and Reed & New Street Brawl Special Meeting Recommendations were approved to forward letters to the Mayor and City Council Members of Dover, Delaware.

In Conclusion of the year 2011, the Dover Human Relations Commission continues to move onward and upward towards advocating amicable relations among all races, while realizing and identifying other significant variables separate from discrimination that could impede upon a higher quality of living for all constituents of Dover, Delaware.

As the year **2012** approaches, the Dover Human Relations Commission looks forward to continuing to help eradicate racial tension, unfair-treatment, and intergroup conflict, while advocating a philosophy of inclusiveness among all segments of Dover, Delaware.
On behalf of the Dover Human Relations Commission, we thank the Mayor and Dover City Council Members for appointing each and every one of us to serve the Dover Community in such an imperative and essential way.

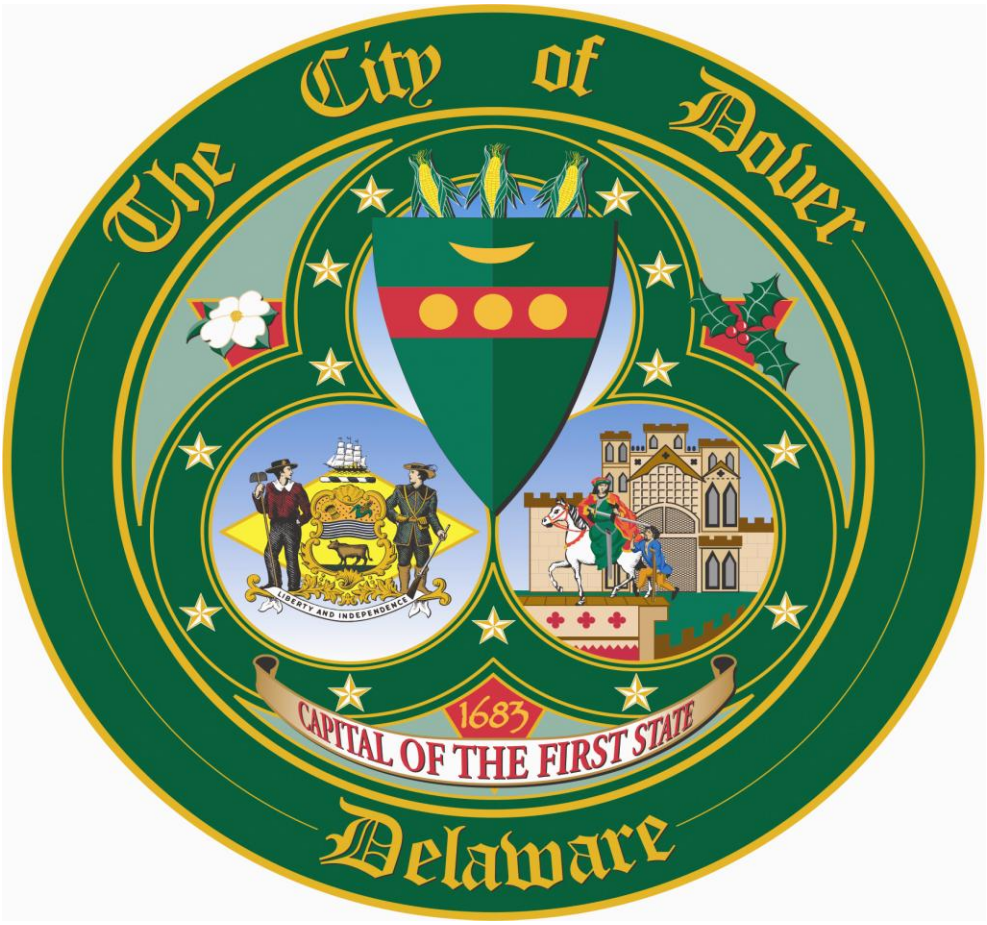
Dated: 12 / 21 / 2011

Submitted By: Roy Sudler, Jr. – R.S.

Roy Sudler, Jr. – Chairman Dover Human Relations Commission

City of Dover, Delaware

Department of Planning and
Community Development



2011 Annual Report

Planning
Community Development
Code Enforcement

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I. Introduction



New Parking Garage - Bayhealth

The City of Dover Planning and Community Development Department continued to face the challenges of the economic recession during 2011 and focused efforts on maintaining quality of life and positioning the City for economic recovery. With the low volume of applications under review, the Planning Office focused efforts on updating the procedures for planning applications (*Dover Code*, Appendix B – Zoning, Article 10 – Planning Commission). This comprehensive review of application procedures and processes improved the ability of the Planning Office to be responsive to concerns of the business community and fixed a number of problems identified over the years. The Code Enforcement Division has continued to focus on addressing a lot of the problems related to deferred maintenance on properties, foreclosures, and abandoned properties, all symptoms of the current economic times. The Community Development Office worked with other local and State agencies to develop a statewide Analysis of Impediments to Fair Housing Choice.

While construction has continued at a slow pace, the significant institutional projects continued to move forward, providing benefit to the local economy. The Capital School District was busy with various development projects during 2011. Site and building planning has continued on the new Dover High School, to be located on Route 8 on the west side of Dover. By the year's close, work was well underway on site infrastructure and work on the building foundation was beginning. The Capital School District also completed the first phase of a plan to improve circulation at William Henry Middle School and Booker T. Washington Elementary School. Finally, the District made significant progress on the construction of the new Capital School District Administrative Complex in Enterprise Business Park. The State of Delaware opened the new Kent County Courthouse in June 2011 and then began the renovations on the old section of the Courthouse located on The Green. Bayhealth made significant progress on the expansion plans for Kent General Hospital with a majority of the project complete at year's end and the transition to public opening of the new facilities will occur in early 2012.



New Kent County Courthouse

The Dover Transit Center Neighborhood Plan developed by the Dover/Kent County MPO and the Downtown Dover Partnership in 2010 began to take shape in 2011 with several significant projects. The Planning Commission approved a Site Development Master Plan for the former Acme site located just north of Loockerman Street on South Governors Avenue. The Downtown Dover Partnership prepared plans for the renovation of 22-24 West Loockerman Street, a key property purchased through a sheriff sale by the DDP. Most significantly, the General Assembly allocated $3 million for improvements to North Street, a consolidated parking lot between North Street and The Green, and purchase and development of the former Collegian site into a community plaza and parking area. Plans were well underway for these improvements at the close of the year with the Planning Commission having approved the associated Site Development Master Plan for the improvements in December 2011.The Planning Office has continued to be an active participant in plans for downtown redevelopment.

In August, the Code Enforcement, Building Inspections, and Fire Marshal Staff assisted in preparation for and damage assessment following Hurricane Irene. Prior to the storm, staff removed catch basin inserts from catch basins in the Village of Cannon Mill and Clearview Meadows to ensure that these did

not cause obstructions that would lead to flooding. Following the storm, staff participated in damage assessment that was used to document damage to property that was reported to FEMA.



Dover Sun Park

In 2011, the Dover Sun Park was completed and the City continued to work with Calpine Corporation on their plans for development of a dual cycle gas power plant at the Garrison Oak Technical Park. While no formal application had been filed by year's end, the Planning Office participated in a number of meetings to help Calpine through their due diligence.

As the challenges of the economy have fed the demand for the City's Community Development program, federal funding cuts indicate that allocations will continue to decline. This will create a challenge with meeting the demand.

As 2011 closed and 2012 began, the Planning and Community Development Department's focus continues to be set on positioning the City for economic growth and working to maintain the high quality of life we have come to expect in Dover. Keeping this focus in a time of scarce resources will be a high priority for 2012.

II. Division Reports

Personnel

The continued dedication and professionalism of the staff of the Department of Planning and Community Development is a critical element in providing services to the community. These qualities allow staff to successfully interact with the residents of our City and support continued community improvement. There was only one staffing change within the Department during 2011. The major change is as follows:

- On September 21, 2011 Michael Albert, Planner II, resigned as he relocated to Raleigh, North Carolina for his wife's post-doctorate employment.

Training/Workshops

- On January 14, 2012 Janelle Cornwell attended Census Training held at the Kent County Administration Building.

- On January 19, 2012 Dawn Melson-Williams and 3 Planning Commission members attended an APA Audio Web Conference "Retrofitting Corridors" that was held on January 19th at the Kent County Administration Building. The event was co-sponsored by the Delaware Chapter of APA and the Dover/Kent County MPO.

- The Planning Office participated in a Staff Retreat held at the Community Services Building on January 31, 2011. Topics covered education and training opportunities, general office operations, and projects and priorities for the coming year.

- On February 15, 2011 Staff participated in HMS Drug and Alcohol Awareness Training provided by the City of Dover, Human Resources Department.

- Planning Staff participated in the "Branding Project" activities of the Downtown Dover Partnership the week of March 1st.

- On March 2nd, March 9th, and March 16th, 2011 Ann Marie Townshend and Michael Albert attended a Certified Construction Reviewer training course held at the Modern Maturity Center.

- On March 16, 2011 Dawn Melson-Williams and Janelle Cornwell attended an APA audio web conference on "Mitigating Hazards through Planning" held at the Kent County Administration Building and sponsored by APA Delaware.

- On March 29, 2011 Dawn Melson-Williams, Janelle Cornwell, and Ann Marie Townshend attended a "Form Based Codes" workshop held at the Kent County Administration Building. The presentation by the Renaissance Planning Group was co-sponsored by the Dover/Kent County MPO and APA Delaware.

- The Planning Staff including Ann Marie Townshend (Planning Director), Dawn Melson-Williams (Principal Planner), Janelle Cornwell (Planner II), and Michael Albert (Planner II) attended the Annual Fair Housing Conference entitled "Affirmatively Furthering Fair Housing: A Call to All" on April 6, 2011 at the Dover Downs-Rollins Conference Center sponsored by the State of Delaware Human Relations Commission & Division of Human Relations.

- ADP Training for the new Payroll system was held in the I/T Room for Supervisors and Payroll Administrators during the month of April.

- On April 14, 2011 Janelle Cornwell attended an "American Fact Finding 2" webinar learning about Census data.

- On May 2, 2011 Dawn Melson-Williams (Principal Planner); Ann Marie Townshend (Director, Planning and Community Development); and Janelle Cornwell (Planner II) attended the DE APA Strategic Planning Workshop held at the Eden Hill Medical Center.

- On May 3, 2011 the Planning Office held a meeting at the Police Department Assembly Room with the development community (engineers, design professionals, Realtors, lawyers, developers, etc.) regarding proposed changes to Article 10 of the *Zoning Ordinance*.

- During the May 2011 NASCAR Race, staff activities involved manning the Command Post, data gathering with GIS technology, intake of business licenses, license and code compliance checks, and incident response by Fire Marshals in addition to the regular daily operations of the Department of Planning. The Staff activities specifically related to the NASCAR event covered the period of Wednesday, May 11th through Sunday, May 15th and involved 13 City Staff, 1 State Fire Marshal and 5 Kent County Dispatchers.

- On May 25, 2011 Ann Marie Townshend and Dawn Melson-Williams met with Realtors to discuss changes associated with Article 10 of the *Zoning Ordinance*.

- On June 9, 2011 Ann Marie Townshend, Tim Taraila, Ron Coburn, Ed Graves, and David McGinnis attended Healthy Homes training offered by Johns Hopkins University and the Delaware Division of Public Health.

- On July 29, 2011 an APA Audio/Web Conference entitled "2011 Planning Law Review" was attended by Dawn Melson-Williams, Janelle Cornwell, Ann Marie Townshend and Michael Albert which was held at the Kent County Administration Building. It was co-sponsored by the Kent County Planning Office and the Delaware Chapter of APA (American Planning Association).

- During the September 2011 NASCAR Race staff activities involved manning the Command Post, data gathering with GIS technology, intake of business licenses, license and code compliance checks, and incident response by Fire Marshals in addition to the regular daily operations of the Department of Planning. The Staff activities specifically related to the NASCAR event covered the period of Wednesday, September 28th through Sunday, October 2nd and involved 15 City Staff, 1 State Fire Marshal and 4 Kent County Dispatchers.

- On October 5, 2011 Ann Marie Townshend participated in a webcast offered by the Center for Watershed Protection about illicit discharges and gross solids and their effect on water quality.

- Dawn Melson-Williams (Principal Planner), Janelle Cornwell (Planner II), and Tom Holt (Planning Commissioner) attended an Audio/Web Conference entitled "Planning for Solar Energy" held on October 12, 2011 at the Kent County Administration Building. It was co-sponsored by the Delaware Chapter of the American Planning Association and the Kent County Department of Planning Services.

- On October 20, 2011 the Planning and Code Enforcement Department attended a mandatory "Customer Service" training session held in the City Hall Conference Room.

- On October 28, and November 2nd and 3rd, 2011 Ann Marie Townshend and Sharon Duca held a series of water quality training sessions to City road crews held at the Dover Police Department Assembly Room.

- On November 9th, 2011 Dawn Melson-Williams and Janelle Cornwell attended the Delaware Chapter of APA Annual Meeting held at the Clarion Hotel in New Castle.

- Planning Staff in coordination with GIS Staff presented a series of GIS Day activities on November 16, 2011 to showcase how the City utilizes GIS (Geographic Information Systems) in its work activities such as data collection and analysis with map creation.

- On November 17, 2011 Dawn Melson-Williams, Janelle Cornwell, and Ann Marie Townshend attended the League of Local Governments event held at the Sheraton Hotel.

- On November 21, 2011 Diane Metsch attended mandatory Harassment Training held in the City Hall Conference Room. This was a test session for future classes that were held City wide in December.

- On November 28, 2011 Dawn Melson-Williams attended a Design Workshop for the Dover Art League held at the Cendel Building as part of the Design Demonstration Grant program of the Downtown Dover Partnership.

- On December 1, 2011 Ann Marie Townshend and Janelle Cornwell attended a Sign Conference held in Atlantic City, NJ.

- On December 14, 2011 Ann Marie Townshend, Dawn Melson-Williams and Janelle Cornwell attended mandatory Harassment Training presented by the Human Resources Department.

Planning Division



The Planning Division consists of the following employees: Ann Marie Townshend, AICP, Planning Director; Dawn Melson-Williams, AICP (Principal Planner); Janelle Cornwell, AICP (Planner II); Michael Albert, AICP (Planner II) and Diane Metsch (Administrative Assistant). In September 2011, Michael Albert left the Planning Office to relocate to North Carolina.

In 2011, the Planning Office completed amendments to the procedures and processes governing the various applications reviewed by the Planning Office with a comprehensive update to Article 10 of the *Zoning Ordinance*. The Planning Office also completed a number of smaller amendments to the *Zoning Ordinance*, including an amendment that permits solar and wind energy uses as accessory uses in all zoning districts.

In 2011, the Planning Office continued in the role of administering the City's permit for its Municipal Separate Storm Sewer System (MS4), issued by DNREC through the National Pollution Discharge Elimination System (NPDES) Program. The City completed its response to a Notice of Violation issued by DNREC, and in June 2011 received a subsequent Notice of Violation to address the remainder of open items from the permit that had not been addressed by the previous Notice of Violation. Through a partnership with Wesley College's Environmental Studies program, the City was able to make significant progress in addressing the requirements of the Notice of Violation in spite of losing the staff person assigned to this program.

In addition ordinance development, the Planning staff continued to review the 74 applications processed by the office during the year. This is a decrease from the 97 application processed in 2010. It includes the applications reviewed for the Board of Adjustment, the Historic District Commission, and the Planning Commission, as well as administrative Site Plans and text amendments. As staff to these Boards and Commissions, the Planning staff fields zoning and code compliance inquiries, conducts meetings with developers and design professionals, manages the application filing and review process, completes plan review, writes reports on each application, and presents information in public forums. In addition, the Planning staff reviews Building Permits and Sign Permits for compliance with the Zoning Ordinance as well as Business Licenses, Rental Dwelling Permits, and Special Event Permits. The Planning Staff has continued to remain involved in efforts to revitalize downtown Dover, serving on the Downtown Dover Partnership Board of Directors and several Partnership committees.

Community Development Division



Tracey Harvey, Community Development Manager

The Community Development Division is headed under the direction of Tracey Harvey who provides assistance to the low to moderate-income residents and neighborhoods of the City of Dover. The Department as a whole supports the goals and objectives of the City's Community Development Block Grant (CDBG) program through ongoing activities. Particularly, the Inspections (Public Services), Code Enforcement and Planning Divisions expend considerable human resources supporting the actions and programs associated with this division. The following projects were completed in 2011.

First State Resource Conservation and Development Council (RC&D)

Emergency repairs have been completed on eighteen (18) owner occupied homes eliminating severe housing conditions that constitute health and safety hazards throughout the program year.

Homeownership Assistance Program

Throughout the year, two (2) families closed on homes using the City of Dover's Homeownership Assistance Program and received homeownership counseling through NCALL.

Housing Rehabilitation Program

Four (4) housing rehabilitation projects were completed in the City of Dover in 2011 bringing substandard housing up to code.

Habitat for Humanity

CDBG funds were used to renovate a single family home that provided homeownership to a low income family.

Connections Community Support Program

CDBG funds were used to provide 23 motel vouchers to homeless individuals and families without any other housing alternatives in the City of Dover.

Neighborhood Stabilization Program

The City of Dover was awarded 1.5 million dollars from Delaware State Housing Authority to purchase foreclosed properties in the City, rehabilitate them, and sell them to eligible families. The City has partnered with Dover Housing Authority, Diamond State Community Land Trust, Connections Community Support Program and Habitat for Humanity. The partners have purchased 9 properties. Three properties have been sold, four are for sale, one is a lease purchase, and one is a rental that serves persons with disabilities.

Statewide Analysis of Impediments to Fair Housing Choice

The City of Dover collaborated with Delaware State Housing Authority, New Castle County and the City of Wilmington to complete a statewide *Analysis of Impediments to Fair Housing Choice in Delaware*. The study was completed in July of 2011 and the Planning and Community Development office will work diligently to affirmatively further fair housing by actively pursuing actions that will overcome the impediments identified in the study for Dover.

Code Enforcement & Property Maintenance



The Code Enforcement Officers entered a total of 3,386 cases into the H.T.E. system with regard to violations of the *Dover Code of Ordinances* and *Zoning Ordinance*. Based on the data below demonstrating the reason for the inspections, more than 69 percent of cases are initiated by staff within the Public Services Department. This includes the Code Enforcement, Licensing and Planning staff. Within these cases, 6,963 inspections were performed for code compliance. All cases entered must have an origination code, such as a citizen complaint or an Officers observation. Below is a breakdown of the reasons for inspections, the number of inspections performed by the Code Enforcement Inspections staff, and a list of the different types of inspections conducted. After struggling with how to respond to complaints that involve violations inside owner-occupied dwelling, particularly those involving insanitary conditions that create problems for neighbors, the Code Enforcement Division was successful in obtaining its first search warrant through Court 7 to gain access to a dwelling. While this is a tool that will be used only when all other routes of addressing these violations are unsuccessful, it will allow the Division to address complaints that previously would have had insufficient resolution.



Zoning Violation



Property Maintenance Violation



Unsanitary Conditions

REASONS FOR INSPECTIONS:

Citizen/Tenant complaint	782
City Council/Mayor/City Manager	11
Electric Department Referral	177
Other Agency Referral	58
Staff Initiated	2,358
TOTAL	**3,386**

NUMBER OF INSPECTIONS:

- 1st Inspection 3,257
- 2nd Inspection 2,611
- 3rd Inspection 565
- 4th Inspection 143
- 5th Inspection or Additional Inspection 387
- **TOTAL 6,963**

TYPES OF INSPECTIONS/CASES ENTERED

Annual Rental Housing Inspections	719
Property Maintenance Exterior	483
Tall Grass and Weeds	553
Abandoned Vehicle	110
Unregistered Vehicle	28
No Valid Rental Permit	151
Electric Service Termination	201
All Others	1,141

TOTAL **3,386**



Spring 2011 NASCAR Race - Vendor Licensing

In addition, the Property Maintenance and Code Enforcement Officers conducted another 344 inspections relating to new Construction, Building, Fence, and Sign Permits. The Officers also assisted in the collection of Itinerant Merchant Licenses during the two Race Operations conducted at Dover International Speedway. These operations were conducted during the spring and fall NASCAR sporting events.

VACANT BUILDINGS:

As part of the Vacant Buildings program the Code Enforcement Officers registered in 2011 a total of 147 buildings within the City limits of Dover and collected $40,250.00 dollars in registration fees. Since the program began in 2007, a total of 460 structures have been registered as vacant. Currently, staff estimates that there are approximately 200 of these structures still vacant. Numerous previous registered vacant buildings have come into code compliance by either being re-occupied or by being demolished.

DANGEROUS BUILDINGS AND DEMOLITIONS:



Single Family Home Demolition

32 buildings or structures were active on the dangerous building list. Of these, the following 8 structures were demolished, 5 by the City and 3 by the owner, with 1 additional home renovated and is active for sale:



Apartment House Demolition

Demolished by the City of Dover:
106 S. New Street
21 N. Kirkwood Street
70 Mifflin Road
58 E. Rustic Lane
29 N. Kirkwood Street

Demolished by the Owner:
23 N. Kirkwood Street
904 Woodcrest Drive
43 E. Division Street

III. INITIATIVES AND ACCOMPLISHMENTS

The following are described as major accomplishments and projects of staff in 2011.

2008 Comprehensive Plan Implementation

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

2011 Comprehensive Plan Amendments

As the procedure for amendments to the Comprehensive Plan is outlined in the *2008 Comprehensive Plan*, the yearly opportunity for amending the Plan occurred. The set of Comprehensive Plan Amendments for 2011 (MI-11-01) focuses on items related to the creation and adoption of the Recreational and Open Space Zone (ROS) with an update to Table 12-1: Land Use and Zoning Matrix and selected revisions to Map 12-1: Land Development Plan. Also there were two applicant initiated amendments to the Land Development Plan map to be considered.

The set of Comprehensive Plan Amendments for 2011 was reviewed by the Planning Commission in February and March. On March 14, 2011, City Council adopted a set of Comprehensive Plan Amendments for 2011 (MI-11-01, portion of Ordinance #2011-03 focusing on items related to the creation and adoption of the Recreational and Open Space Zone (ROS) with an update to Table 12-1: Land Use and Zoning Matrix and selected revisions to Map 12-1: Land Development Plan. On April 11, 2011, City Council adopted a second set of Comprehensive Plan Amendments for 2011 (MI-11-01, portion of Ordinance #2011-03). This set of adopted amendments focused on selected revisions to Map 12-1: Land Development Plan for the Land Use Classifications of the Dove View Property and Lands of College Road Management et al.

December 15, 2011 was the yearly filing deadline for applications to amend the Comprehensive Plan. Two requests were received and will begin the review process as 2012 Comprehensive Plan Amendments which starts with PLUS Review (Preliminary Land Use Services) in January 2012.

Ordinance Development

The *2008 Comprehensive Plan* identified a number of amendments to the *Zoning Ordinance.* In addition other ordinances were developed as the need arises to correct problems in the Code. Below is a summary of the ordinances developed during 2011:

- *Solar and Small Wind Energy Systems*
  Planning Staff researched potential requirements for placement of solar energy systems and wind energy systems for residential and non-residential properties. The review process involved the Utility Committee in January then Planning Commission review. The City Council granted approval on April 11, 2011 of text amendments to establish provisions in the *Zoning Ordinance* (new Article 5 Section 20) relating to solar and wind energy systems. (MI-11-02).

- *Update to Application Procedures (Article 10)*
  Planning Staff worked extensively on a draft text amendment for the application processing provisions of *Zoning Ordinance*, Article 10. This involved review of the procedures for conditional use application, site plan applications, Architectural Review Certification, and zoning (text and map) amendments. (See full description of project.) The update to Article 10 was adopted by City Council on August 8, 2011.

- *Homeowners Associations*
  As a result of City Staff meetings focused on issues associated with the development of residential subdivision, Planning Staff developed a series of text amendments to the *Land Subdivision Regulations* pertaining to Homeowners Associations and their responsibilities. In October, the Planning Commission reviewed and provided a recommendation regarding the text amendments to the *Land Subdivision Regulations* pertaining to Homeowners Associations. In

November, the City Council began review of the text amendments to the *Land Subdivision Regulations* pertaining to Homeowners Associations (Ordinance #2011-15). The proposal was tabled and an additional information gathering task assigned to staff. On December 12, 2011, City Council adopted text amendments to the *Land Subdivision Regulations* pertaining to Homeowners Associations (Ordinance #2011-15 with SA#1).

- *Swimming Pools*
  In order to eliminate conflicts between the Building Code regulations and the *Zoning Ordinance,* text amendments to the *Zoning Ordinance* pertaining to swimming pools were development. The requirements were also relocated to the Supplementary Regulations section of the code with the other accessory use requirements. (*Zoning Ordinance*, Article 5)

- *Uses in the SC-1 Zone*
  Corner Lots and Fences
  Public Utilities Infrastructure
  Planning Staff drafted a series of text amendments to the *Zoning* Ordinance as a result of inquiries and reviews associated with potential development and Building Permit activities. The amendments clarify the permitted uses in the SC-1 zone; clarify how to deal with setbacks on corner lots and dual frontage lots; allow increases in maximum height on properties with two street frontages; and address the placement of public utilities infrastructure granting exemptions from bulk standards. In November, the Planning Commission reviewed and provided recommendations regarding these text amendments to the *Zoning Ordinance* with City Council approving a series of text amendments on December 12, 2011 including the following: pertaining to uses within the SC-1 zone (MI-11-13, Ordinance #2011-25); bulk standards on corner lots and for fences (MI-11-14, Ordinance #2011-26); and exemptions for public utilities infrastructure (MI-11-15, Ordinance #2011-27).

- *Commercial Uses in RG-1 and RG-2*
  At the request of members of City Council (upon constituent request), the Planning Staff developed an 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). The Planning Commission recommended approval in December 2011 with City Council approving the amendment on January 9, 2012.

Bicycle Plan Study

Planning Staff participated in the meetings associated with the Dover/Kent County MPO to develop a Bike Plan Study for Kent County including Dover. A Final Draft was issued in the Summer of 2011 and adopted in September 2011. Presentations on the Dover/Kent County MPO Regional Bicycle Plan were made to the Planning Commission in October. Planning Staff is also participating in discussions regarding potential projects to implement bike trails identified in the plan

Permit and Licensing Review

The Planning Staff is part of the Building Permit review process. Our activities involving reviewing specific types of permit applications for compliance with the *Zoning Ordinance* and for compliance with any conditions of approval from the Planning Commission, Board of Adjustment, or Historic District Commission. See Summary Chart for review activities in 2011. The Planning Staff is also involved in the review of Business Licenses, Rental Dwelling Permits, and Public Occupancy Licenses.

Permits Reviewed (Issued)	Jan-11	Feb-11	Mar-11	Apr-11	May-11	June-11	July-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Permits Reviewed YTD 2010	Permits Reviewed YTD 2011
Building Additions/Renovations Permits	12	13	24	36	29	42	36	22	35	22	*22*	23	403	316
Building Permits	2	3	10	11	7	6	13	4	3	3	4	7	99	73
Demolition Permits	3	6	2	3	11	1	1	1	2	1	1	3	30	35
Fence Permits	5	2	14	14	18	5	11	11	7	13	4	7	83	111
Sign Permits	9	4	6	10	11	12	7	8	5	8	10	4	109	94
Temporary Sign Permits	2	6	9	3	11	7	6	7	9	7	4	6	66	77
Swimming Pool Permits	0	0	1	0	3	8	6	0	0	0	0	0	10	18
Administrative Permits	0	3	1	1	0	2	2	2	1	3	3	2	24	20
Certificate of Occupancy	11	9	22	17	20	17	10	7	10	11	12	11	188	157
Total # Permits Reviewed (Issued)	**44**	**46**	**89**	**95**	**110**	**100**	**92**	**62**	**72**	**68**	**60**	**63**	**838**	**901**

Major Development Projects

Eden Hill Farm Traditional Neighborhood Design Project



Duplexes on Ruth Way

In 2011, the Eden Hill Farm Traditional Neighborhood Design (TND) project continued to construct more residential units in Phase 1 of the Residential District. The Eden Hill Farm TND consists of five (5) large tracts: a preservation area (historic house area), an office district area, a commercial district area, a residential area, and an open space area.

Throughout 2011, City staff dealt continuously with the project developers with compliance issues including the timely payment of taxes, infrastructure issues, planting of street trees, and payment and installation of street lighting for the residential project. The provisions of the "Clean Hands Ordinance" (Dover Code, Chapter 1 Section 1-13) were evoked in April 2011 and again in October 2011 as the property owner, Hill Farm Associates, LLC is listed on the City's delinquent tax lists. The following listing provides an update for each district of the Eden Hill Farm TND.

Residential District

- The Residential District Subdivision Plan (Record Plan and Final Construction Document Plans) was originally recorded and approved in 2007 thus establishing the street layout and lots for 665 dwelling units. However, revisions to the original lot layout were approved in 2010 for Phase 1 and part of Phase 2.

- Planning Staff comments were issued on January 6th for the Administrative Plan (MI-10-20) pertaining to lot revisions in a portion of Phase 2 of the Residential District. The proposed revisions focused on conversion of townhouse lots to a width of 20 feet and the conversion of some single family dwelling lots to duplex lots (as allowed by the Planning Commission). The review identified plan compliance issues with the Pattern Book standards as interpreted by Planning Staff. Following a meeting with the applicant in late January to discuss the matter, the applicant requested Planning Commission review the Pattern Book guidelines after disagreeing with Planning Staff's interpretation on side yard setbacks. At their February 2011 meeting, the Planning Commission took action to interpret the Pattern Book guidelines pertaining to Townhouse Setbacks in Phase 2 of the Residential District. (MI-10-20)
- Planning Staff continues to work with the residential builder, Ryan Homes, on the design of various unit types to ensure architectural compliance with the Pattern Book.The project consisted of two types of townhouse units (Livingston and Mediterranean) and a duplex unit (Glyndon) which are approved for use with specific conditions. In June 2011, the design style of Townhouse units was revised by Ryan Homes to three story units with integral rear entry garages that are part of the new Composer Series (Mozart, Beethoven, and Strauss) design styles.



Townhouse Block under Construction on S. Greenberry Lane

- The issuance of Building Permits continued in 2011 for units in the Phase 1 area along the streets of South Greenberry Lane, Ruth Way, and Ridgely Boulevard. Building Permits were issued in February, June, September (permit revisions) and December for a total of fourteen (14) units.



Townhouses on 500 Block of Ridgely St.

- The Certificates of Occupancy for the residential units were issued as follows: four Townhouse units in March (previous outstanding Temporary COs); seven Townhouse units in April; two Duplex units in April; two Duplex units in May; three Townhouse units in November; and three Townhouse units in December. In summary for 2011, fourteen (14) Building Permits were issued for dwelling units and seventeen (17) units received Certificates of Occupancy. At the end of 2011, there are six units under active construction.
- For the period 2007-2011 for the overall Residential District in Eden Hill Farm TND, a total of 65 Building Permits had been issued with a total of 59 units receiving Final Certificates of Occupancy.
- The development of Ann Moore Park at the intersection of Ann Moore Street and Ruth Way was completed January 2011. The Park consists of a lawn area, landscaping, benches, bike racks and a connecting sidewalk system. This is part of the Active Recreation Areas for the residential subdivision.

Professional Office, Medical & Financial District

- For the Professional Office District (Record Plan and the Final Construction Plan Set) received Final Plan approval in 2007 and the first buildings (Buildings 1 and 2) were completed in late 2008. No additional building construction or plan review occurred in 2011.

Neighborhood Commercial District

- The Planning Commission originally approved the Neighborhood Commercial District Implementation Plan on December 17, 2007, approved a Revised Implementation Plan in March 2009, and then approved Revision #2 Implementation Plan in October 2010.
- During 2011, the applicant made no submissions and thus the Commercial District remains in the process of finalizing the Revised Implementation Plan (Revision #2) from October 2010 and Revised Pattern Book in order to achieve Final Plan approval of the revised construction plans.

Other Areas of the TND

- The Eden Hill Farmhouse is now the location of offices for the Judiciary. Minor improvements to building systems and building accessibility were made.
- Construction preparation activities began for the construction of the North Street Circle. This road system element at the previous intersection of the farmhouse driveway and North Street will include a traffic circle with connections from North Street into the Commercial District area, the Professional, Medical & Financial District, and the Eden Hill farmhouse property.

New Dover High School Project

Following conditional approval of the Site Development Master Plan by the Planning Commission in December 2010, work on the new Dover High School project (C-10-05 and S-11-18) continued into 2011. Planning Staff is involved in the various planning discussions and review activities related to the new Dover High School project to be constructed on the south side of Forrest Avenue (Route 8). Meetings throughout the 2011included such topics as the anticipated project schedule with associated plan submissions; coordination meetings with school district and adjacent developer; road and entrance designs for the shared road network; building architectural review the Building Code Officials and the Fire Marshal; and the landscape plan design. The Safety Advisory and Transportation Committee of City Council considered a *Land Subdivision Regulations* Waiver (Street Right-of-way width) for the project at their February 23, 2010 meeting; however, the waiver request has since been withdrawn by the applicant.

The Administrative Site Plan for Phase 1A (Bid Pack A) of the project was filed in March for review with the Planning Office and other agencies. Phase 1A consists of initial water and sewer utility work including a pump station and also the first phase of site landscaping. The Planning Office issued review comments on the Administrative Site Plan for Phase 1A (Bid Pack A) in April and June with the plan receiving Final Plan approval in July 2011. Also received in June was a copy of plan set for Bid Pack B as approved by DNREC for the initial stormwater management facilities and initial building pad grading.

Preliminary Construction activities related to utilities at the new Dover High School site began in June and continued through the summer on site preparations and stormwater management facilities. As part of Bid Pack A, approval was granted in October 2011 to a Fence Permit to begin its installation along with a portion of the Phase 1 Landscaping.

In 2011, the Planning Staff also coordinated monthly progress meetings with City Staff (Planning, Public Works, and Public Utilities), the district, their design professionals and construction manager, and other appropriate review agencies. These monthly meetings began in June (and continued monthly through December) and have proved to be very beneficial in providing an update on project status and

schedule along with identifying a series of questions/requirements associated with project activities to be addressed. Items such as transportation infrastructure planning, utility coordination, and building design and construction progress are addressed at these meetings.

On July 21st, the Planning Office received the plan set of Bid Pack C for Check Print review of the site development plan as associated with Application C-10-05. This plan set consists of the overall site plan for the property including the high school building, parking, stadium and sports fields, and landscaping. The Planning Office issued review comments on October 17th for Site Plan set. A resubmission in early December of Bid Pack C was under review at year's end.

The Building Permit (Foundation-only) for the high school building was issued November 18, 2011 and construction activity and inspections began on the foundation work. As of mid-December City Staff, DelDOT, and DNREC are working with the project management team to address various erosion and sediment control issues at the construction site and adjacent roadways. Submission of the Building Permit for the High School Building is anticipated in Winter 2012.

Dover Public Library



Steel Work in August 2011 for Library

Planning Staff is involved in the Dover Public Library project (S-10-06). The Final Record Plan (Parcel Consolidation Plan) and Final Site Plan approvals were issued by the Planning Office in March 2011. Staff also participated in the City's Pre-Construction meeting prior to the start of the project to provide information on construction activities and compliance with licensing and permitting. The Planning Office completed the Planning & Zoning compliance review of the Building Permit for the Library building (permit issued April 2011). Staff will continue to participate as necessary in the construction process. Members of the Planning Staff also attended the groundbreaking ceremony in April 2011 for the new Dover Public Library. At the end of construction Planning Staff will participate in the Certificate of Occupancy Inspection for the building to confirm compliance with the approved Site Plan.



Masonry Work in November for Library

Other Major Project Activities

Municipal Separate Storm Sewer System (MS-4) Permit

Since 2003, the City of Dover has been subject to a permit through the National Pollution Discharge Elimination System (NPDES) for improving the quality of water that enters rivers, streams and Silver Lake through the City's Municipal Separate Storm Sewer System (MS-4). Until 2010, this program was administered by the Public Works (and subsequently Public Services), but due to inadequate staffing compliance with the permit requirements fell behind. In 2010, administration of the permit was transferred to the Planning Office. As 2011 began, the Planning Office submitted a comprehensive report of permit activities from 2003 through 2010, along with a report of completion of requirements specified in a Notice of Violation issued in 2010.

In June 2011, DNREC issued a subsequent Notice of Violation which specified a number of activities that needed to be completed by December 31, 2011, and required that the City submit a Stormwater Management Plan for a three-year period until a new permit could be completed. The Planner who was assigned to the MS-4 permit left the City of Dover in September 2011. Fortunately, the Wesley College's Environmental Studies program director had previously approached the Planning Office to explore opportunities for collaboration. Under this new partnership, a Wesley College student intern assisted with much of the work associated with completing the Stormwater Management Plan and tasks associated with the Notice of Violation. This partnership is expected to continue as we complete the next phases of the permit requirements.

Article 10 Update

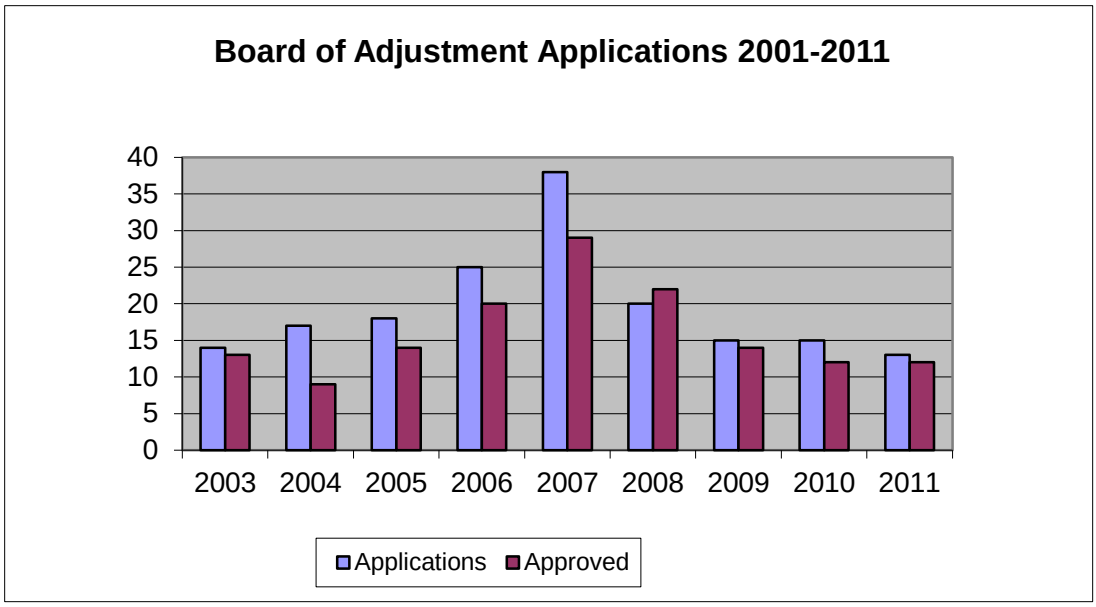
In 2011 the Planning Staff undertook the challenge of completely rewriting Article 10 of the *Zoning Ordinance*. Article 10 of the *Zoning Ordinance* contains the process for Conditional Use, Site Plan, Rezoning, and Historic District applications. Updates to Article 10 included making the process easier to understand for the public. This Planning Office project involved extensive staff research and review of drafts. During the update process staff met with a number of stakeholders in the community for their comment and input including an outreach workshop with the engineers, Relators, and the development community on May 3rd and a meeting with representatives of the Kent County Association of Realtors and the Central Delaware Chamber of Commerce on May 25th. The text amendments moved through the formal review process in the Summer of 2011 with the Planning Commission then City Council.

The changes to Article 10 clarified the procedure for Conditional Use applications versus Conditional Use Site Plan applications. It also clarified the review process for projecting involving change of use, small construction, and projects adjacent to residential uses. The update also included significant changes to the public notice requirements. Public notice requirements for applications requiring a Public Hearing now require notice to be done fifteen (15) days prior to an application being heard before the Planning Commission and Historic District Commission. The public notice requirements also includes a physical posting of the property associated with an application to the Planning Commission or Historic District Commission in addition to the mailed notice to adjacent property owners within 200 feet of the subject property and the legal advertisement. Another significant change was the increase in the length of time applications are valid. Applications are now approved for a two year period rather than one year and may be granted one additional one year extension before the application expires. The revisions were adopted by City Council at their August 8, 2011 meeting. In addition a Policy on Physical Posting of Properties was developed and all Public Notice Instructions were updated.

IV. 2010 COMMITTEE REPORTS

Board of Adjustment

The Board of Adjustment heard thirteen (13) applications for variances during 2011. The number of applications was down slightly from the number of applications from 2010. The types of variances requested of the Board of Adjustment were varied with no particular request type showing an identifiable majority over others. Of the thirteen (13) variance requests from 2011, twelve (12) were approved and one request was denied. No interpretations of the *Zoning Ordinance* were heard during 2011.



*Note: 2008 shows more approvals than applications due to a package application containing seven different requests for variance.
**Note: 2009 approval totals include one application from 2008.

Historic District Commission



John Bell House on The Green

The Historic District Commission reviewed five (5) applications for Architectural Review Certificates in 2011. This included the referral of one Building Permit to the Historic District Commission for review of a sign to be installed at 48 The Green. Major projects involved proposals for a new mixed use building at 120 South Governors Avenue and improvements to a portion of North Street including a new parking lot, the reconfiguration of an existing parking lot and street improvements between State Street and Governors Avenue. Other projects reviewed included the demolition of buildings located at 326 West Loockerman Street and 43 East Division Street.



Demolition of Bayard Hotel Building

Some projects within the Historic District were eligible for administrative review of the Architectural Review Certificate as part of the Building Permit process and included such projects as signs, window replacement projects, exterior finish/siding/trim work renovations, and façade renovations. The following chart provides information on the Permits with Architectural Review Certifications (ARC) issued for construction activities with the Historic District. Information for the last three calendar years is provided. Depending on the type of construction activity the ARC Review for each project may be eligible for Staff Review, Historic District Commission Review, or Historic District Commission Recommendation with Planning Commission Review.

	2009	2010	2011
Building Permits – ARC Review by Staff	23	20	20
Building Permits – ARC Review by HDC	2	4	6
Building Permits – ARC Review by HDC/PC	0	0	8
Sign Permits _ ARC Review by Staff	16	18	25
Sign Permits – ARC Review by HDC	1	0	2
TOTALS	43	42	61



New Dover Library view from East

The Historic District area of Downtown Dover continues to be the site of many community festivals, parades, and activities associated with the First State Heritage Park. 2011 saw the installation of a banner program at the Delaware Public Archives building, and the reopening of the John Bell House. In 2011, construction activities were completed at the Kent County Courthouse Building Addition, renovations got underway at old Kent County Courthouse, construction of the new Dover Public Library continued and demolition of the Bayard Hotel Building commenced.

The *2008 Comprehensive Plan* adopted in February 2009 included Chapter 6: Historic Preservation Plan which set a guide for the activities and initiatives of the Commission. As part of the Goals and Recommendations for Historic Preservation, the Commission is diligently working on a project to evaluate and review of the *Design Standards and Guidelines for the City of Dover Historic District Zone*. In 2011, the Historic District Commission took some time to review the existing document suggesting clarifications, formatting, different strategies for project review in specific areas of the Historic District, new guidelines for items such as decks, solar panels, etc. As an in-house project, the Planning Staff is continuing the process of compiling the revisions and developing a format for the new document; however, staff time has been limited in 2011 to dedicate to this project.

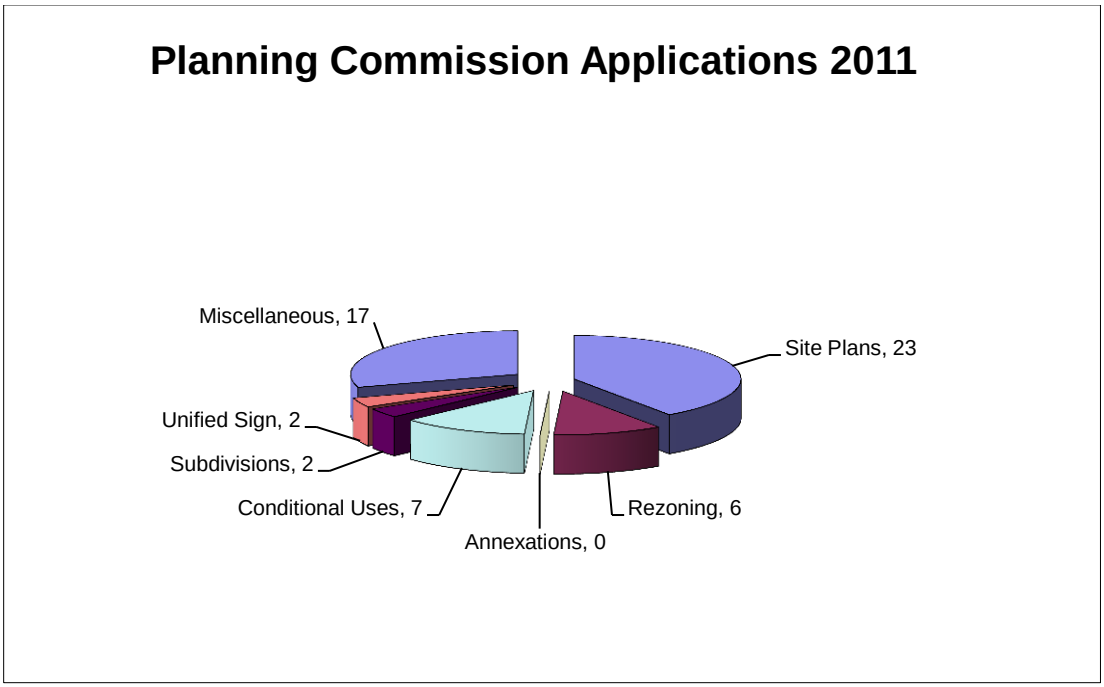
Planning Commission

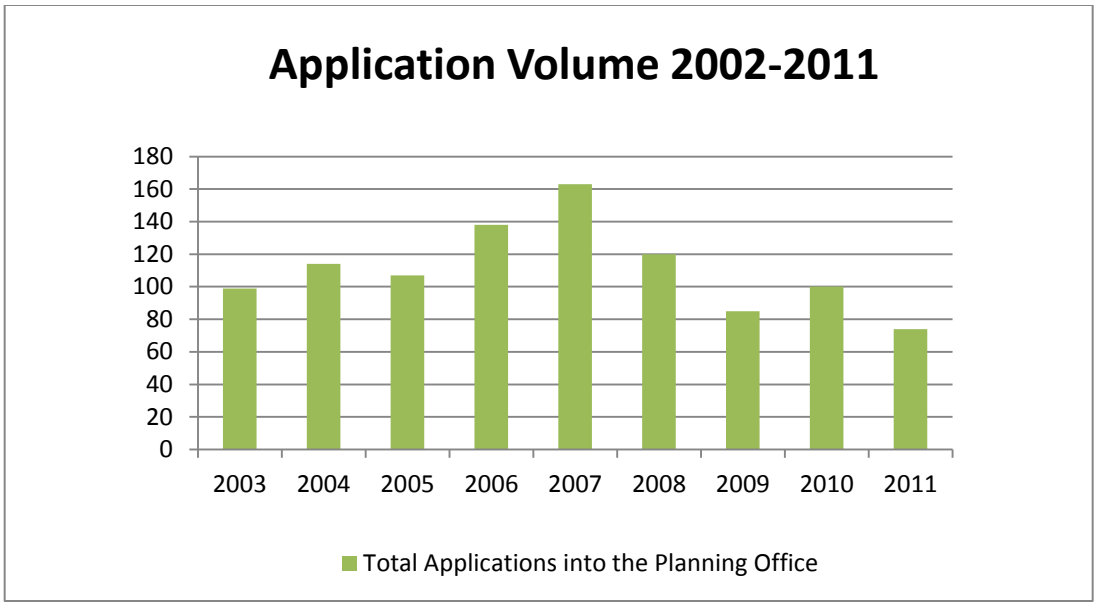
In 2011, the volume of development applications reviewed by the Planning Commission and/or the Planning Staff decreased from the 2010 application volume. The City of Dover Planning Commission and staff reviewed 57 separate development applications including 23 Site Plans, 6 Rezoning requests, 0 Annexations, 7 Conditional Uses, 2 Subdivisions, 2 Unified Sign Plans, and 17 Miscellaneous requests.

The overall level of development activity dropped slightly than in 2010. Within 2011, a few projects that previously expired were submitted again for approval including the Dove View apartment complex, Governors Avenue Animal Hospital, and M & L Ventures on Lafferty Lane. Several applications dealt with building additions at the C.F. Schwartz auto dealership, at the DelTech CEET Building, at the Woodbrook Office Development, and at the Dover Behavioral Health facility. A number of Site

Development Master Plans were reviewed by the Planning Commission including a mixed use two building development at 120 South Governors Avenue, the Wesley College Campus Streetscape project, and the North Street Improvement Project. The Commission also reviewed a series of requests for Revised Architectural Review Certifications for projects in the Historic District Zone involving changes to exterior finish materials including projects for the Dover Public Library, State Street Commons, and the Bayard Plaza.

Planning Staff was deeply involved in numerous *Zoning Ordinance* text amendments including a complete re-write and update of the *Zoning Ordinance*'s Article 10 regarding process for Site Plans, Conditional Uses, Rezoning's and Historic District (see narrative for further details on specific projects), the inclusion of solar and wind options to be located throughout the City, making the swimming pool section more user friendly, addressing issues with corner lots and a number of other amendments clarifying uses. These text amendments were also review by the Planning Commission for recommendations prior to their consideration by City Council.




Application Volume 2002-2011
180
160
140
120
100
80
60
40
20
0
2003
2004
2005
2006
2007
2008
2009
2010
2011
Total Applications into the Planning Office

V. Commission Activity

BOARD OF ADJUSTMENT 2011					
FILE#	***PLAN NAME***	**LOCATION**	**TYPE**	**ACTION**	**DATE**
V-11-01	Academy of Dover – Elementary Charter School	104 Saulsbury Road	Signage	Approved	2/16/11
V-11-02	Dover Behavioral Health Systems	725 Horsepond Road	Expansion of Structure in AEOZ	Approved	Deferred by Applicant 9/21/11
V-11-03	Friendly's Restaurant	318 N. DuPont Highway	Signage	Denied	4/20/11
V-11-04	Holden Dodge	640 S. Governors Avenue	Setback – Encroachment into Front Yard	Approved	5/18/11
V-11-05	NAPA Automotive	29 S. West Street	Signage	Approved	5/18/11
V-11-06	Lands of PIP Enterprises/Cellco Partnership	889 N. DuPont Highway	Height of Cell Tower	Approved	7/20/11
V-11-07	South of the Canal Building	155 N. DuPont Highway	Signage	Postponed Approved	7/20/11 9/21/11
V-11-08	State Street Commons	508 S. State Street	Lot Coverage	Approved	8/17/11
V-11-09	Lands of Adam & Kasey Perza	545 S. State Street	Encroachment into Rear Setback and Exceeds Lot Coverage	Approved	9/21/11
V-11-10	East Dover Elementary School	852 S. Little Creek Road	Signage	Approved	9/21/11
V-11-11	Winner Ford-Hyundai	591 S. DuPont Highway	Encroachment into Side Yard Setback	Postponed Approved	09/21/11 10/26/11

V-11-12	Central Middle School	211 Delaware Avenue	Signage	Approved	10/26/11
V-10-13	Senate View Apartments	New Castle/Kent Avenues	Front Porch Size	Approved	11/16/11

HISTORIC DISTRICT 2011

FILE#	*PLAN NAME*	*LOCATION*	*TYPE*	*ACTION*	
HI-11-01	Building at 326 West Loockerman Street: Building Demolition	326 West Loockerman Street	Demolition of Commercial Building	2/17/2011 HDC Approval of ArchRevCert with conditions for Demolition	Demolition Permit issued #11-1511 on 12/20/2011. Demolition expected to start in January 2012.
HI-11-02	Building at 423 East Division Street	43 East Division Street	Consideration of Demolition by Neglect	3/17/2011 HDC Determination of Demolition by Neglect and outlined actions to be taken. HDC Recommends Building Inspector seek restoration or repair prior to beginning Dangerous Building proceedings. City Council declared it a Dangerous Building on 6/13/2011.	Demolition Permit issued #11-948 on 7/26/2011. House demolished late July-August 2011. Chain-link fence remains around foundation hole.
HI-11-03	Sign Permit #11-414 Referral	48 The Green	Placement of a third projecting sign on the front façade of building	4/21/2011 HDC Approval of ArchRevCert with Conditions on the location of the third sign and its format	Sign Permit issued and sign installed.
HI-11-04	Acme Site Redevelopment Master Plan (Lands of Downtown Dover Partnership)	120 South Governors Avenue	4 story retail/apartment building and four story apartment building; demolition of existing commercial building	7/21/2011 HDC Recommendation of Approval of ArchRevCert with conditions. Application S-11-11 reviewed by PC and granted Approval of ArchRevCert on 8/15/2011. 8/18/2011 HDC Recommended approval of Sideyard setback waiver request. 9/19/2011 PC accepted action on waiver.	Project must submit Check Prints of Site Plan (Administrative Site Plans) for review and Final Plan approval. No action to date.

HI-11-05 C-11-07	North Street Area Improvement Project	Segment of North Street between S. State Street and S. Governors Avenue and on north and south sides of block	Parking lot consolidation; streetscape improvements; and redevelopment of vacant area as a plaza with parking lot	12/15/2011 HDC Recommendation of Approval of ArchRevCert with conditions. Application C-011-07 reviewed by PC and granted Approval of ArchRevCert on 12/19/2011.	Project must submit Check Prints of Site Plan (Administrative Site Plans) for review and Final Plan approval. No action to date.

SITE PLANS 2011

FILE#	APPLICATION	LOCATION	TYPE	BLDG S.F.	ACTION	DATE
S-11-01	Data Center, LLC	1351 North Street	Mini-Storage	107,440 SF	No action: did not proceed to Review	N/A
S-11-02	C.F. Schwartz Motor Company	1536 N. DuPont Highway	Building Addition	24,444 SF	PC Approved w/Conditions and Denied Sidewalk Waiver PC Approved Waiver Requests	2/22/11 12/19/11
S-11-03	Courthouse Parking Lot Addition on Water Street	101 West Water Street/439 South Governors Avenue	Parking Lot Reconfiguration and Parking Lot Addition	1.95 Acres	PC Approved w/Conditions	2/22/11
S-11-04	Eden Hill Farmhouse	836 North Street	Change of Use – Judges Office	Existing Building	Admin Review	Filed 3/2/11 Approved 8/16/11

S-11-05	Del-Tech: Center for Energy Education & Training – Building Addition	100 Campus Drive	Building Addition	5,412 SF	PC Approved	4/18/11
S-11-06	Woodbrook Development Building Addition	1060 S Governors Avenue	Office Building Addition	6,280 SF	PC Approved w/Conditions	5/16/11
S-11-07	Weston Drive Property: Mini Storage Facility	200 Weston Drive	3 Mini Storage Buildings	16,800 SF	PC Approved w/Conditions	5/16/11
S-11-08	Loockerman East: Lands of HUB Associates, LLC	514, 516 and 554 East Loockerman Street, 222 S. DuPont Highway	92 Room Hotel/Retail Bldg	83,864 SF	PC Approved w/Conditions	5/16/11
S-11-09	State Street Plaza	1004 S. State Street	Office Building	9,942 SF	PC Approved w/Conditions PC Approved Revised Architecture	7/18/11 9/19/11
S-11-10	Grace Presbyterian Church	350 McKee Road	Youth Building Change of Use	Existing	Admin Review	Filed 6/8/2011 Approved 7/20/2011
S-11-11	Lands of Downtown Dover Partnership Site Development Master Plan	120 S. Governors Avenue	Mixed-Use (Retail & 24 Apartment) Building and 24 Apartment Building	47,042 SF & 34,896 SF	PC Approved w/Conditions	8/15/11 9/19/11
S-11-12	Dove View Apartments	101-405 Dove View Drive	1 New Apartment Building and Completion of Two Existing Apartment Buildings	144 Units	PC Approved w/Conditions	8/15/11
S-11-13	Wesley College Master Plan for Streetscape Campus Enhancements	North Bradford, Fulton & Cecil Streets and alley areas	Site Improvements: Pedestrian Amenities, Paving, landscaping, parking	Campus	PC Approved w/ Conditions	8/15/11

S-11-14	Del Tech Parking Lot Expansion	1886 N. DuPont Highway	Parking Lot Expansion	N/A	Admin Review	Filed 7/18/11 Approved 9/20/11
S-11-15	Lands of Cellco Partnership	889 N. DuPont Highway	Communication Monopole	N/A	Admin Review	Filed 8/4/11 Approved 9/7/11
S-11-16	Governors Avenue Animal Hospital	1008 S. Governors Avenue (218 Wyoming Avenue)	Renovation of Existing Building and Building Addition	9,280 SF	PC Approved w/Conditions	9/19/11
S-11-17	YMCA – Phases 1 & 2	1137 South State Street	Building Additions	9,500 SF 3,030 SF	Admin Review of Master Plan Phases	Filed 8/11/11 Comments 9/2/11 & 12/23/11
S-11-18	Dover High School Phases 1 & 2 (Bid Pack C)	South side of Forrest Avenue	High School Building Stadium & Fields	Campus	Admin Review of Master Plan Phases	Filed 7/21/11 Comments 10/27/11 & 01/23/12
S-11-19	Dover Behavioral Health Systems Building Addition	725 Horsepond Road	Building Addition	12,000 SF	PC Approved w/Conditions	11/21/11
S-11-20	McDonald's	1788 N. DuPont Highway	Minor Addition	226 SF	Admin Review	Filed 10/20/11 Approved 11/24/11
S-11-21	Inner-City Cultural League	29 S. West Street	Community Center	4,085 SF	PC Approved w/Conditions	12/19/11
S-11-22	DART Transit Center (Bus Shelter & Temp Restroom)	520 South Queen Street	Building Addition	305 SF	Admin Review	Filed 11/21/11
S-11-23	William Henry Middle School /Booker T. Washington Elementary School Phase 2	65 Carver Road and 901 Forest Street	Site Improvements: Connection to Weston Drive, Trailer & Building Removal	N/A	Admin Review of Master Plan Phase	Filed 12/6/11 Comments 1/20/12

CONDITIONAL USE 2011

FILE#	*PLAN NAME*	*LOCATION*	*TYPE*	*BLDG. S.F.*	*PLANNING COMMISSION ACTION*	*DATE*
C-08-01	House of Pride	Properties on North & South New Street	Re-consideration of Philanthropic Use	N/A	Continuation of Conditional Use Approved	Approved 1/18/11 Set Annual Review 2/22/11 Completed Annual Review 9/19/11
C-11-01	Because We Care Veteran's Shelter at Healing Wings Christian Center	1420 McKee Road	Veterans Shelter	6,344 SF Existing	Postponed PC Approved w/Conditions	3/21/11 4/18/11
C-11-02	4-H After School at Capitol Green Community Center	416 Sussex Avenue	After School Care	4,820 SF Existing	PC Approved	4/18/11
C-11-03	Governors Club Café at the Professional Center	144 Kings Highway S.W.	Café/ Sandwich Shop	1,800 SF Existing	PC Approved	6/20/11
C-11-04	M&L Ventures, LLC (Supersedes C-09-03)	South Side of Lafferty Lane	Ten Manufacturing/ Warehousing Buildings	99,500 SF	PC Approved w/Conditions	6/20/11
C-11-05	Royal Farms (and Revised to Add Bank)	293 S. Saulsbury Road	Retail Building/ Gasoline Pumps and Car Wash Bank with drive-thru	5,786 SF 1,407 SF 4,600 SF	PC Approved w/Conditions PC Approved w/Conditions	8/15/11 11/21/11

C-11-06	Kent County Levy Court – Kent 911 Center	911 Public Safety Boulevard	Expanding Existing Parking Lot	N/A	Postponed	11/21/11
C-11-07	North Street Improvement Project Site Development Master Plan	North Street Area between S. State Street and S. Governors Avenue	Parking Lot Consolidation Streetscape Improvement Parking Lot and Plaza	N/A	PC Approved w/Conditions	12/19/11

REZONINGS 2011					
FILE #	**APPLICANT**	**LOCATION**	**FROM/TO**	**ACRES**	**ACTIONS**
Z-11-01	F&B Properties	293 S. Saulsbury Road	C-3/COZ-1 C-2A/COZ-1	3.64 Acres	1/18/2011 PC - Rec Approval CC – Approval 3/28/11 Ordinance #2010-31
Z-11-02	College Road Management, Loralex Co, LLC & Kent Storage Facilities	North of College Road and East of Railroad Corridor and Railroad Avenue	M to RG-5	30.78 Acres	3/21/2011 PC - Rec Approval CC – Approval 4/11/11 Ordinance #2011-04
Z-11-03	Dove View Apartments	101-405 Dove View Drive	IO/COZ-1 to RG-5/COZ-1	6.734 Acres	2/22/2011 PC - Rec Approval CC – Approval 4/11/11 Ordinance #2011-05
Z-11-04	Lands of Frank Everett	1151-1155 Walker Road	CPO to IO	1.904 Acres	5/16/2011 PC - Rec Approval CC – Approval 6/13/11 Ordinance #2011-13
Z-11-05	Lands of Harrington Commercial LLC	601 Fulton Street	M to C-3	0.486 Acres	8/15/2011 PC - Rec Approval CC – Approval 9/12/11 Ordinance #2011-18
Z-11-06	Lands of EJB, Inc. Serenity Place, Inc.	327 Martin Street	C-4 to IO	11,744 SF	9/19/2011 PC - Postponed CC- Approval 10/10/11 Ordinance #2011-23

MISCELLANEOUS - 2011

FILE#	PLAN NAME	LOCATION	TYPE	ACTION & DATE
MI-11-01	2011 Comprehensive Plan Amendments	Table 12-1: Land Use and Zoning Matrix and Map 12-1: Land Development Plan	Comp Plan Amendments: Add Zoning Classifications to Land Use Classification/Revise Land Use Classification to Open Space for Certain Properties (Item #1-16)/Dove View – Institutional to Residential High Density Item #17/Lands of College Road Management et.al. Industrial to High Density Items #18-21	PC - Rec Approval for Table 12-1, Map 12-1 Items #1-16 and #17 2/22/11 CC – Approval 4/11/11 Ordinance #2011-08 Items #18-21 PC Rec Approval 3/21/2011 CC – Approval 4/11/11 Ordinance #2011-08
MI-11-02	Text Amendment: Solar & Wind Energy Systems – Ordinance #2011-01	Zoning Ordinance Article 5, Section 20	Allow Solar Energy Systems and Small Wind Energy Systems as Accessory Uses and Set Standards	PC – Recommended Approval 3/21/2011 CC Approval – 4/11/2011
MI-10-20	Eden Hill Farm TND: Phase 2 Revisions	Phase 2 of Residential District Vicinity of Ruth Way between Ridgely Street and Little Eden Way	Consideration of Interpretation of Pattern Book Guidelines on Townhouse Setback	PC Approved 5 ft. Setback 2/22/11
MI-11-03	Dover Transit Center Neighborhood Plan	Downtown and Areas Surrounding Transit Center at S. Queen Street and Water Street	Charette Study Including Downtown Dover	PCQW Presentation – 2/23/11 PC Accepted Plan 3/21/11

MI-11-4	Treadway Towers Parking Waiver Request	9 E. Loockerman Street	Parking Waiver to Utilize "Combined Spaces" Provision	PC Approved - 2/22/11 PC Approved Revised Request 3/21/11
MI-11-05	Grace Presbyterian Church	350 McKee Road	Minor Lot Line Adjustment	Administrative Review Approval of Record Plan – 3/22/11
MI-11-06	Text Amendment: Revisions to Article 10 Planning Commission-Ordinance #2011-14	Zoning Ordinance Article 10	Updated and Align Application Procedures and Expand Public Notice Requirements	PC Recommended Approval – 7/18/11 CC Approved – 8/8/11
MI-11-07	Text Amendment: Revisions to Article VII – Homeowners Association-Ordinance #2011-15	Lands Subdivision Regulations, Article VII, Sections B&C	Requirements and Responsibilities of HOA	PC Recommended Approval 10/17/11 CC Tabled 11/14/11 CC Approval w/SA#1 12/12/11
MI-11-08	Dover/Kent County MPO Regional Bike Plan for 2030	Kent County Including Dover	Regional Bicycle Plan Adopted September 2011	Presentation to PC 10/17/11
MI-11-09	Text Amendment: Revisions Pertaining to Swimming Pools in Residential Development – Ordinance #2011-21	Zoning Ordinance Article 3 Section 1 and Article 5 Section 1	Revises Regulations for Swimming Pools Places Regulations in Supplementary Regulations	PC Recommended Approval 9/19/11 CC Approval 10/10/11
MI-11-10	Code Amendment: Private Wells Ordinance #2011-20	Dover Code of Ordinances Chapter 110, Article III	Prohibit New Private Shallow Wells	UC Recommended Approval 8/8/11 CC Approval 9/12/11
MI-11-11	Request for Street Name Change: Slaughter Street to Jerusalem Way	Slaughter Street between North Street and Loockerman Street	Street Name Change	PC Recommended Approval 10/17/11 CC Approval 12/12/11
MI-11-12	Review/Consolidation and/or Elimination of Historic District Commission	Discussion	Review of Committees and Commission by City Council	LFA Committee Review 10/10/11
MI-11-13	Text Amendment: Permitted Uses within a Neighborhood Shopping Zone Ordinance #2011-25	Zoning Ordinance Article 3 Section 17	Permit Retail and Service Establishments and Gas Pumps as Conditional Use	PC Recommended Approval 11/21/11 CC Approval 12/12/11

MI-11-14	Text Amendment: Regulations Applying to Corner Lots and Fences-Ordinance #2011-26	Zoning Ordinance Article 5 Section 1 and Section 7	Clarifies Front, Side and Rear Yards for Corner Lots and Fence Heights on Residential and Non-Residential Lots	PC Recommended Approval 11/21/11 CC Approval 12/12/11
MI-11-15	Text Amendment: Exemption of Public Utilities Infrastructure from Zoning Bulk Standards – Ordinance #2011-27	Zoning Ordinance Article 5 Section 21	Permits Public Utility Infrastructure in All Zoning Districts with Exemptions of Bulk and Parking Standards	PC Recommended Approval 11/21/11 CC Approval 12/12/11
MI-11-16	Dover Crossroads SWPOZ Evaluation	Area Southeast of N. DuPont Highway and Leipsic Road	Review of Source Water Protection Overlay Zone	Report Dated 6/2011 Report #2 Filed 12/30/11
MI-11-17	Text Amendment: Uses in RG-1 Ordinance #2011-29	Zoning Ordinance Article 3 Section 2 and Article 6	Limited Commercial Uses Accessory to Principal Residential Uses in RG-1 and Historic District or National Register Property	PC Recommended Approval 12/19/11 CC Approval 1/9/12

ANNEXATIONS 2011

NOTE: There Were No Annexation Requests Brought Forward for Planning Commission Consideration for 2011.

SUBDIVISION PLANS - 2011					
FILE#	**APPLICANT**	**LOCATION**	**TYPE OF**	**# OF LOTS/ ACREAGE**	**PLANNING COMMISSION/DATE**
SB-11-01	Lands of Conard	633 Long Point Road	Minor Subdivision	3/167.6 Acres	PC Approved w/Conditions 4/18/11
SB-09-06F	Garrison Oak Technical Park	1499 White Oak Road	Final Subdivision	15	Admin Review of Final Plat Comments 12/22/2011

UNIFIED SIGNS - 2011				
FILE#	**APPLICANT**	**LOCATION**	**TYPE**	**ACTION & DATE**
US-11-01	Bayhealth Medical Center	640 S. State Street and Associated Hospital Owned Properties	Wall, Monument, and Directional Signs	PC Approved w/Conditions 4/18/11
US-11-02	McDonald's	1788 N. DuPont Highway	Pylon, Wall, and Directional Signs	PC Approved – 8/15/11

ACTION FORM

PROCEEDING: City Council
DEPARTMENT OF ORIGIN: Public Utilities – Power Plant (NAES) **DATE SUBMITTED**: 01-27-2012
PREPARED BY: Vincent Scire, Plant Manager
SUBJECT: Evaluation of Bids – McKee Run Unit 3 Air Heater Repairs
REFERENCE: N/A
RELATED PROJECT: N/A
REVIEWED BY: City Manager, Controller
EXHIBITS: N/A
EXPENDITURE REQUIRED: **$206,131** **AMOUNT BUDGETED**: **$440,000** **FUNDING SOURCE (Dept./Page in CIP & Budget)**: Public Utilities-Electric Generation, McKee Run Unit 3 Boiler Air Heater CIP page 133, Account 487-8101-591-40.31, Project EG1201
TIMETABLE: Contract to be awarded upon Council approval
RECOMMENDED ACTION: Staff recommends awarding the contract to TEI Construction Services for a total contract award of $206,131.

BACKGROUND AND ANALYSIS

The major part of the McKee Run Unit 3 Boiler Air Heater CIP scope is the replacement of major air heater components including casing internal components and structural members which were identified during a planned unit inspection in October 2010. This proposed contract addresses these components. The refurbishment should extend the useful life of the involved equipment by at least another fifteen (15) years.

A Request for Proposal package was advertised according to the City purchasing policy and NAES purchasing policy under Bid #EG1201-1. A mandatory pre-bid meeting was held on the plant site. Six (6) bids were received. 1 bid was incomplete and did not meet technical requirements and was rejected as non-conforming. There will be other components/ services awarded to complete the project; however, at this time staff is confident this project will be under budget.

The Request for Proposal was drafted to include a total price for supervision, labor, and tools to complete the replacement of the center section of the air heater support structure, and replacement of all internal air heater seals including hot end sector plates. The proposals were evaluated using the following criteria: cost, experience (specific to air heater work), references, resources, safety record, exceptions to specifications, and bid submittal content. In the table below is a summary of these evaluation scores which indicates that the highest evaluated contractor was also the low proposal

Contractor	Evaluation Score (out of a possible 5.00)	Base Price*
TEI Construction Services	3.69	$206,131
Nooter Construction Company	2.17	$270,218
Integrated Global Services	2.87	$306,625
Nicholson and Hall	1.95	$384,617
PCM Industrial Services	1.14	$1,150,484
*Base Price include bid price plus 150 mnhrs of unidentified extra work at the quoted composite labor rates		

ACTION FORM

PROCEEDING: City Council
DEPARTMENT OF ORIGIN: Public Utilities – Power Plant (NAES) **DATE SUBMITTED**: 01-27-2012
PREPARED BY: Vincent Scire, Plant Manager
SUBJECT: Evaluation of Bids – McKee Run Unit 3 Turbine Repairs and Transfer of Funds Between CIPs
REFERENCE: N/A
RELATED PROJECT: N/A
REVIEWED BY: City Manager, Controller
EXHIBITS: N/A
EXPENDITURE REQUIRED: **$ 225,175** **AMOUNT BUDGETED**: **$ 348,000** **FUNDING SOURCE (Dept./Page in CIP & Budget)**: The following Public Utilities-Electric Generation, CIPs: Project EG1212 McKee Run Unit 3 Turbine Inspection CIP page 144, Account 487-8101-591-40.31 Project EG1114 McKee Run Unit 3 Gas Line Modifications CIP page N/A, Account 487-8101-591-40.31 Project EG1213 McKee Run Unit 3 Auxiliary Equipment CIP page 145, Account 487-8101-591-40.31
TIMETABLE: Transfer of funding and Contract to be awarded upon Council approval
RECOMMENDED ACTION: Staff recommends approving the transfer of funding as outlined below and awarding the contract to the Low Bidder NAES Turbine Services for a total contract award of $225,175.

BACKGROUND AND ANALYSIS

This request for approval is two-fold:
1) Approve the transfer of funds from two Electric Generation CIPs (that are complete and under budget) to a third Electric Generation CIP (EG1212) which is underfunded, and
2) Approve funding for contract work to be done under the third CIP (EG1212)

Funding Transfer Background:

CIP Project EG1114
This Project has an approved FY2012 budget of $36,207with total project commitments to date of $20,000. The Project is 100% complete with no additional expenditures anticipated. The primary reason for the favorable variance is due to utilizing internal resources rather than external resources for a portion of the installation activities.

CIP Project EG1213
This Project has an approved FY2012 budget of $113,000 with total project commitments to date of $47,682. It is 100% complete. The reduced Project cost is due to revised work scope which resulted from recent equipment condition evaluation.

CIP Project EG1212
This Project has an approved FY2012 budget of $348,000 with total commitments to date of $61,648. This project will be significantly underfunded based on current project forecasts that include recently obtained actual bid prices for the installation portion of the work scope. Our current forecast to complete the work is $418,713. The increase in Project cost is due to the installation costs greater than originally estimated and expanded repair scope. The Project cannot move forward without an increasing in funding. The risk of reduced equipment reliability will increase if this project is delayed.
.
We are requesting a transfer of $16,000 from EG1114 and $60,000 from EG1213 to EG1212. The end result will be the following:

EG1114: $36,207 - $16,000 = $20,207.

EG1213: $113,000 - $60,000 = $53,000.

EG1212: $348,000 + 76,000 = $424,000

This transfer will not affect the overall combined anticipated costs for all three projects

Contract Approval Background

The major part of the McKee Run Unit 3 Turbine Inspection CIP scope is the supply of all supervision, technical services, labor, tools and equipment necessary to perform an inspection on the Unit 3 turbine components including all steam control valves and overspeed devices. This work is required to maintain the integrity of the equipment and is based on both operating hours and duration between inspections. The proposed contract addresses these components. The refurbishment should extend the useful life of the involved equipment by at least another ten (10) years.

A Request for Proposal package was advertised according to the City purchasing policy and NAES purchasing policy under Bid #EG1212-M1. A mandatory pre-bid meeting was held on the plant site. Eight (8) bids were received, one (1) bid was incomplete and was rejected as non-conforming, and one (1) bid was received 1 day past the due date and was rejected. This award is based on approving the funding transfers as described in the paragraph above addressing Funding Transfer Background. There will be other components/ services awarded to complete the project; however, at this time staff is confident this project will be under budget.

The Request for Proposal was drafted to include a total price for supervision, labor, and tools to complete the disassembly, inspection, and reassembly of critical safety components of the turbine. The proposals were evaluated using the following criteria: cost, experience (specific to turbine work), references, resources, safety record, exceptions to specifications, and bid submittal content. In the table below is a summary of these evaluation scores which indicates that the highest evaluated contractor was also the low proposal

Contractor	Evaluation Score (out of a possible 5.00)	Base Price*
NAES Turbine Services	4.20	$225,175
Sulzer Turbo Services	3.83	$247,750
TurboCare Inc	2.86	$274,972
Mechanical Dynamics and Analysis	3.46	$313,344
Turbine Generator Maintenance	3.18	$341,350
HPI Inc.	3.18	$341,760
*Base Price include bid price plus 400 mnhrs of unidentified extra work at the quoted composite labor rates		

FINAL READING

CITY OF DOVER PROPOSED ORDINANCE #2012-01 WITH SA-1

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

That Chapter 74 - Parks and Recreation, Article I - In General, be amended by renumbering Section 74-51. Same-Fine as 74-52 and inserting a new Section 74-51 - Vessel Operation, to read as follows:

Sec. 74-51. - Vessel Operation.

The operator of any non-permitted motorboat operated on Silver Lake shall be subject to a fine as provided for in Appendix F - Fees and Fines.

BE IT FURTHER ORDAINED:

That Chapter 74 - Parks and Recreation, Article III - Silver Lake Area, Section 74-122 - Boating, be amended by inserting the text indicated in bold, blue, italics and deleting the text indicated in bold, red, strikeout, as follows:

Sec. 74-122. - Boating.

~~**Boats**~~ ***Vessels*** and boating at Silver Lake shall be governed by the following provisions***, which are subject to fines as provided for in Appendix F - Fees and Fines***:

~~(1) *Generally*. Silver Lake shall be governed by the laws of 23 Del. C. § 2101 et seq., and the regulations issued pursuant to this law by the state, unless changed or modified by ordinance as allowed in 23 Del. C. § 2121.~~

~~**(2)**~~***(1)*** *Permit required*. Before any person shall operate any ~~**boat**~~ ***vessel*** upon Silver Lake, he shall obtain a permit for each ~~**boat**~~ ***vessel*** from the ~~**administrative**~~ ***customer*** service~~**s**~~ department. The ~~**boats**~~ ***vessel*** shall be registered in the name of the owner with the ~~**administrative**~~ ***customer*** service~~**s**~~ department at the time of the application for a permit. Thereafter, the owner shall be responsible for the operation of the ~~**boat**~~ ***vessel*** on Silver Lake and shall be responsible for compliance with the terms of this chapter, whether or not the owner is the operator of the ~~**boat**~~ ***vessel***.

~~**(3)**~~***(2)*** *Permit fee*. For each permit issued pursuant to subsection (2) of this section, the ~~**administrative**~~ ***customer*** service~~**s**~~ department shall collect an annual fee as specified by the city council.

~~**(4)**~~***(3)*** *Motorboats*. It shall be unlawful for any person to operate a motorboat in excess of 18 feet in length or 115 horsepower, based on factory specifications as related to the ~~**boat**~~ ***vessel*** outboard certification (OBC) rating. Older ~~**boats**~~ ***vessels*** or home-built ~~**boats**~~ ***vessels*** shall be related, as near as possible, in accordance with similar ~~**boats**~~ ***vessels*** with factory horsepower recommendations.

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~~(5)~~*(4)* ~~**Jet skis. It shall be unlawful for any person to operate jet skis or other similar devices upon Silver Lake.**~~ ***Personal Watercraft (PWC). It shall be unlawful for any person to operate PWC or other similar devices upon Silver Lake. Personal watercraft are defined as motorboats less than 16 feet in length that are powered by jet pumps, not propellers, where the persons stand, kneel, or sit on, rather than inside the vessel. PWCs are operated by one person, and often have seating space for others. Some models have seating for up to four riders (including the operator).***

(5) Airboat. It shall be unlawful for any person to operate an airboat or other similar devices upon Silver Lake. An airboat, also known as a fanboat, is a flat-bottomed vessel (jon boat) propelled in a forward direction by an aircraft-type propeller and powered by either an internal combustion or electric engine.

(6) Hovercraft. It shall be unlawful for any person to operate a hovercraft or other similar devices upon Silver Lake. A hovercraft (air-cushion vehicle, ACV) is a craft capable of traveling over surfaces while supported by a cushion of slow moving, high-pressure air which is ejected against the surface below and contained within a "skirt."

~~(6)~~*(7)* *Display of permit number*. Every ~~**boat**~~ ***vessel*** operated upon Silver Lake shall clearly display the permit required in subsection (2) of this section on the right side of the ~~**transom**~~ ***vessel stern and on the right side of the trailer near the tongue. Permits must be clearly visible at all times***.

~~(7)~~*(8)* *Direction of* ~~**boats**~~ ***vessels***. As a general rule, and whenever practical, all ~~**boats**~~ ***vessels*** traveling around Silver Lake shall proceed in a counterclockwise direction.

~~(8)~~*(9)* *Overtaking, passing or meeting another* ~~**boats**~~ ***vessel***. The U.S. Coast Guard Inland Rules of the Road regarding the overtaking, passing or meeting of ~~**boats**~~ ***vessels*** shall apply to ~~**boats**~~ ***vessels*** upon Silver Lake.

~~(9)~~*(10)* *Passing under Silver Lake Bridge*. In passing under the Silver Lake Bridge, all ~~**boats**~~ ***vessels*** shall use the arch to the right and no ~~**boat**~~ ***vessel*** at any time shall use the center arch. Speeds under the bridge and within 75 feet of the bridge shall be at a no wake speed (four miles per hour).

~~(10)~~*(11)* *Operating distance from shore or bridge*. No power~~**boat**~~ ***vessel*** shall operate less than 75 feet from any shoreline, swimming area**,** pier or dock, except when launching and landing, nor shall any power~~**boat**~~ ***vessel*** operate closer than 75 feet to the Silver Lake Bridge, except when that ~~**boat**~~ ***vessel*** is intending to pass under the bridge, nor shall any power~~**boat**~~ ***vessel*** operate closer than 50 feet to any other power or nonpower vessel.

~~(11)~~*(12)* ~~**Boat**~~ ***Vessel*** *racing*. ~~**Boat**~~ ***Vessel*** racing is prohibited upon Silver Lake.

~~(12)~~*(13)* *Operating* ~~**boat**~~ ***vessel*** *in swimming area*. At no time shall any ~~**boat**~~ ***vessel*** be operated within any designated swimming area.

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~~(13)~~*(14)* *Motorboat mufflers*. All ~~boats~~ ***vessels*** which are mechanically propelled shall at all times maintain, as part of its equipment, a standard manufacturer's muffler for the type of engine used.

~~(14)~~*(15)* ~~Boats~~ ***Vessels*** *operated after sundown*. All nonpower ~~boats~~ ***vessels*** operating after sundown shall be equipped with lights satisfying the U.S. Coast Guard Requirements on Inland Rules, and shall keep those lights in constant operation as long as the ~~boat~~ ***vessel*** is being operated, and shall not operate at a speed in excess of four miles per hour. The operation of power~~boats~~ ***vessels*** on Silver Lake shall be permitted from sunrise to sunset. Between sunrise and 10:00 a.m. (local time), power ~~boats~~ ***vessels*** shall be operated at a no wake speed (four miles per hour).

~~(15)~~*(16)* *Lowering, placing and removing* ~~boats~~ ***vessels*** *with vehicle*. No person, other than the motor vehicle operator, shall occupy any motor vehicle being used for the purpose of lowering, placing or removing any ~~boat~~ ***vessel*** at the ramps provided for this purpose at the Silver Lake site. ***The only vehicle accessible vessel ramp facility is located next to the dam and accessed from the Kings Highway park entrance.***

~~(16)~~*(17)* *Garbage, litter and other waste*. Garbage, litter, or other waste shall not be dropped or thrown from vessels, or from shore into park waters, but shall be disposed of on shore, at designated locations, in the prescribed manner.

(18) ***Kayak, Canoe and other small craft launching. Kayaks, canoes and other small watercraft that can be launched without the assistance of a motor vehicle, may utilize the identified small craft launching area adjacent to the swimming beach accessed by the Washington St. park entrance. Craft may not be left in the launch area for any duration longer than necessary to access the lake.***

~~(17)~~*(19)* *Beaching*. Beaching of ~~boats~~ ***vessels*** in other than designated areas is prohibited, except in an emergency ***or Parks and Recreation Department Director approved special events***.

~~(18)~~*(20)* *Horseplay*. Any horseplay in ~~boats~~ ***vessels*** or changing from one ~~boat~~ ***vessel*** to another while on the water is strictly prohibited.

~~(19)~~*(21)* *Storms*. In all storm conditions, ~~boats~~ ***vessels*** must return to the docks.

~~(20)~~*(22)* *Accidents and injuries*. All accidents or injuries shall be reported to the police.

~~(21)~~*(23)* *Limiting* ***or expanding vessel*** ~~boat~~ *operations*. The director of parks and recreation and the parks, recreation **,** and community enhancement committee shall have the authority to limit ***or expand*** ~~boat~~ ***vessel*** operation in certain areas of the lake to facilitate operation of nonpower ~~boats~~ ***watercraft or special events***.

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BE IT FURTHER ORDAINED:

That Chapter 74 - Parks and Recreation, Article III - Silver Lake Area, Section 74-123 - Water skiing, be amended by inserting the text indicated in bold, blue, italics and deleting the text indicated in bold, red, strikeout, as follows:

Sec. 74-123. - Water skiing.

(a) *Where prohibited*. No person shall engage in water skiing within 75 feet of any shoreline or within 75 feet of any designated swimming area.

(b) *Prohibited devices*. The use of ski ramps, parachutes and other similar devices ***that are designed to propel the rider, passenger or participant into the air*** shall be prohibited on Silver Lake.

(c) *Number of skiers*. ~~**Boats**~~ ***Vessels*** shall pull no more than two skiers on weekdays, and no more than one skier on weekends and holidays.

(d) *Observer*. When a ~~**boat**~~ ***vessel*** is engaged in pulling a skier, a person at least 12 years of age, other than the ~~**boat**~~ ***vessel*** operator, shall be in the ~~**boat**~~ ***vessel*** to observe the skier and to notify the driver of the ~~**boat**~~ ***vessel*** if the skier should at any time be injured or in need of assistance.

(e) *Boat operator*. No person under the age of 16 years shall operate a ~~**boat**~~ ***vessel*** towing a skier or any device.

(f) *Flotation*. No person shall water ski upon Silver Lake unless he is wearing a life jacket or some other ample form of flotation gear ***that is approved for the activity by the United States Coast Guard***.

(g) *Bridge*. No person shall water ski under Silver Lake Bridge.

BE IT FURTHER ORDAINED:

That Appendix F - Fees and Fines, be amended by inserting the text indicated in bold, blue, italics, as follows:

Chapter 74 - Parks and Recreation, Article I - In General		
Fines not paid within 14 days of the day the fine was issued, including the day the fine was issued, shall be automatically doubled in amount.		
Sec. 74-51	***Operating any non-permitted motorboat on Silver Lake***	***not to exceed $200.00, and not less than $100.00***

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Sec. 74-52	Same - Fine	not to exceed $100.00, and not less than $10.00.

ADOPTED: *

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Actions History

February 13, 2012 - Scheduled for Final Reading by Council
January 23, 2012 - First Reading by Council
January 9, 2012 - Considered by Parks, Recreation, and Community Enhancement Committee

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