# REGULAR COUNCIL MEETING

# A G E N D A

**October 10, 2011 - 7:30 P.M. - Council Chambers - City Hall - City of Dover**

**OPEN FORUM - 15 MINUTES PRIOR TO OFFICIAL MEETING (7:15 P.M.)**
***The "Open Forum" segment is provided to extend the opportunity to the general public to share their questions, thoughts, comments, concerns, and complaints. Discussion of any item appearing on the agenda is prohibited and 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 MAYOR CAREY**

**AGENDA ADDITIONS/DELETIONS**

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

* **1. Adoption of Minutes - Regular Council Meeting of September 26, 2011**

**2. Certificate of Recognition - Edward R. Perkowski**

**3. Proclamations**
- **A. Cyber Security Awareness Month**
- **B. Fire Prevention Week**
- **C. Halloween Trick-or-Treat**

**4. Rezoning Request - Public Hearing/Final Reading of Proposed Ordinance #2011-23**
**Property located at 327 Martin Street (southeast of the intersection of Court Street and South DuPont Highway (Route 13)), consisting of $0.277^{+/-}$ acres ($11{,}744^{+/-}$ S.F.), owned by EJB, Inc. The property is currently zoned C-4 (Highway Commercial Zone) and the requested zoning is IO (Institutional and Office Zone). Copies of the proposed ordinance are available at the entrance of the Council Chambers.** *The First Reading of the proposed ordinance was accomplished during the Council Meeting of August 22, 2011.*
(TAX PARCEL: ED-05-077.10-01-48.00-000, SECOND COUNCIL DISTRICT; PLANNING REFERENCE: Z-11-06)

**A. AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED AT 327 MARTIN STREET**

**5. Public Hearing/Final Reading**

**The First Reading of Ordinance #2011-21 was accomplished during the Council meeting of August 22, 2011. Copies of the proposed ordinance are available at the entrance of the Council Chambers.**

**A. Proposed Ordinance #2011-21 - Appendix B - Zoning, Article 3 - District Regulations, Section 1 - One-Family Residence Zones [R-20, R-15, R-10, R-8, and R-7)], Subsection 1.15 - Accessory Uses, and Article 5 - Supplementary Regulations, Section 1 - Supplementary Regulations Applying to Residence Zones, (New) Subsection 1.11 - Swimming Pools**

* **6. Compensation Commission Report - September 20, 2011**

* **7. Utility Committee Report - September 26, 2011**

**A. Discussion - Informational Presentation by Delaware Electric *Cooperative (Referred Back to Committee by Council on 09/12/2011)***

*(Committee Recommended Approval of a Request for Proposals 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.)*

**B. Cost of Service Study to be Performed on the Electric Utility and the Possibility of Allowing Some Rate Classes to Shop for Services**

*(Discussion of this Item was Combined with Previous Item)*

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

*(Committee Action Not Required)*

**D. TEA/NAES Monthly Report *(July)***

*(Committee Recommended Acceptance of the Report)*

**8. Legislative, Finance, and Administration Committee Report - September 26, 2011**

* **A. Discontinuation of Pay for Performance (PFP) Evaluation Form and Review of Proposed Evaluation Form**

*(Committee Requested Staff to Take the Committee's Comments Into Consideration and Develop a Revised Evaluation Form to be Brought Back to the Committee)*

**B. Recommendation of the Health Benefits Committee Regarding Elimination of Medicare Part B Reimbursements for Current Non-Bargaining Employees**

*(Committee Made No Recommendation)*

* **C. Proposed Resolution No. 2011-11 - Request to General Assembly to Amend the City of Dover Charter - Length of Terms for Mayor and Council**

*(Committee Recommended Adoption of Proposed Resolution No. 2011-11)*

* **D. Proposed City of Dover Prescription Assistance Plan**

*(Committee Recommended the Implementation of the United Networks of America Free Statewide Prescription Assistance Plan, as Presented)*

* **E. Discussion - Historical Perspective of Economic Development Office**

*(Committee Took No Action)*

* **F. Presentation by Downtown Dover Partnership (DDP)**

**f-1. Recent Grant Award in the Amount of $3M** *(Committee Took No Action)*

**f-2. Status of $1.3M Loan for 120 S. Governors Avenue** *(Committee Took No Action)*

**f-3. Future Plans** *(Committee Took No Action)*

**9. Legislative, Finance, and Administration Committee Report - September 26, 2011 (Continued)**

* **G. Review, Consolidation and/or Elimination of City Committees, Commissions, and Boards - Dover Human Relations Commission**

*(Committee Recommended That the Dover Human Relations Commission Be Retained and That the Commission Itself Conduct a Review and Report Back to the Committee Within Three (3) Months with Suggestions to Make Operations More Effective)*

* **H. Review of Cell Phone Use**

*(Deferred by Committee Due to Time Constraints)*

* **I. Review of Take-Home Vehicle Use**

*(Deferred by Committee Due to Time Constraints)*

* **J. Public Comment Period**

*(Deferred by Committee Due to Time Constraints)*

* **10. Monthly Reports - August 2011**

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

* **11. Appointments Recommended by Mayor Carey**

**A. Dover MPO Public Advisory Committee - Two (2) Year Terms to Expire July 2013 (Reappointments)**

**a-1. Prameela Kaza**
**a-2. James P. Webster**

**B. Dover 4th of July Celebration Committee - Susan Betts - Annual Appointment to Expire May 14, 2012**

* **12. Appointment Recommended by Council President Leary - Dr. Kim Warfield - Salary and Benefits Compensation Comparison Ad-Hoc Committee**

**13. Council Members Announcements**

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# REGULAR COUNCIL MEETING

The Regular Council Meeting was held on September 26, 2011 at 7:30 p.m. with Council President Leary presiding. Council members present were Mr. Anderson, Dr. McGlumphy, Mr. Lynn, Mr. Bonar, Mrs. Williams, Mr. Hare, and Mr. Hutchison. Mrs. Russell was absent.

Council staff members present were Police Chief Hosfelt, Ms. Russell, Mrs. Mitchell, Mrs. Melson-Williams, Fire Chief Fortney, Mr. Koenig, City Solicitor Rodriguez, and Mrs. McDowell. Mayor Carey was also present.

## OPEN FORUM

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

There was no one present wishing to speak during the Open Forum.

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

## AGENDA ADDITIONS/DELETIONS

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

**Mr. Hare moved for approval of the consent agenda as presented, seconded by Dr. McGlumphy and carried by a unanimous roll call vote (Mrs. Russell absent).**

## ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF SEPTEMBER 12, 2011

**The Minutes of the Regular Council Meeting of September 12, 2011 were unanimously approved by motion of Mr. Hare, seconded by Dr. McGlumphy and bore the written approval of Mayor Carey.**

## PRESENTATION - CERTIFICATE OF APPRECIATION - CHICK-FIL-A

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

WHEREAS, there are times in our community when people go over and beyond for the well-being of others; and

WHEREAS, in 1946 the founder of Chick-fil-A's decision was as much practical as spiritual, believing that all franchised Chick-fil-A operators and restaurant employees should have an opportunity to rest, spend time with family and friends, and worship if they choose to do so, as a result they closed their restaurant doors every Sunday; and

WHEREAS, owner of the local Chick-fil-A, Mrs. Mary Johnson reached out to the City of Dover wanting to show her appreciation and respect to all of those whose workload was anticipated to vastly increase due to the impending storm from Hurricane Irene and who would have to leave the comforts of their homes to make sure our community stayed safe; and

WHEREAS, understanding that many places may not be available for emergency staff to eat, Mrs. Johnson opened her restaurant on Sunday August 26th, 2011 making and distributing hundreds of chicken sandwiches to emergency personnel on a day that is traditionally marked as a day of rest in the history of Chick-fil-A; and

WHEREAS, it is with kind regards and many thanks that we are here today to recognize you.

NOW, THEREFORE, I, CARLETON E. CAREY, SR., MAYOR OF THE CITY OF DOVER, DELAWARE do hereby award this Certificate of Appreciation on this 26th day of September two thousand eleven to Mary Johnson & Dover Chick-fil-A.

Mayor Carey presented the Certificate to Mrs. Mary Johnson, Owner of Chick-Fil-A in Dover, and relayed appreciation for her assistance to the community and dedication.

Mrs. Johnson thanked members for the recognition and introduced Ms. Cheryl Webb, Manager of Chick-Fil-A in Dover, who had assisted in distributing sandwiches.

**PRESENTATION - FRIENDS OF THE DOVER LIBRARY**

Mr. N.C. Vasuki, President of the Friends of the Dover Public Library, noted that the construction of the new library has begun and that the Friends of the Dover Public Library have committed $210,000 toward construction. He presented a $10,000 contribution to Ms. Gwen Elliot, Vice-President of the Library Foundation, and noted that with this contribution, the Friends of the Dover Public Library have contributed a total of $116,000 to the Dover Library Foundation, which is the agency that is managing the funding for the new library. Mr. Vasuki stated that this action represents the importance of community organizations consisting of volunteers who give of themselves without seeking compensation or recognition. He stated his hope that City Council appreciated the work that has been provided by the Friends of the Dover Public Library over the years.

On behalf of the Dover Library Foundation, Ms. Elliot relayed appreciation to the Friends of the Dover Public Library, who have worked hard with sales and other events to assist in making the new library a reality.

Mr. Vasuki encouraged all to become members of the Friends of the Dover Public Library, at a cost of $10 per year, and noted that all monies received would go toward the new library. He invited all to participate in fundraising events scheduled for October.

Mayor Carey relayed appreciation for the donation and the contributions provided by the Friends of the Dover Public Library and for helping to make the City a prosperous place for the citizens.

Ms. Margery Cyr, Library Director, expressed her gratitude to the members of the Friends of the Dover Public Library for their unending support and for their advocacy of the Dover Public Library. She also announced that the current Capital Campaign allows for anyone to participate in supporting the new library and that the Memorial Brick Campaign has officially been launched.

**PROCLAMATION - PROSTATE CANCER AWARENESS MONTH**

The City Clerk read the following Proclamation into the record:

WHEREAS, across the nation, prostate cancer is the most commonly diagnosed cancer in men and is a major health concern; and

WHEREAS, more than 217,000 new cases and about 32,000 deaths are attributed to prostate cancer each year in the United States; and

WHEREAS, four out of five cases are diagnosed in men over 65 but less than 1% in men under 50, and at any age prostate cancer devastates families through loss of income, partnership and support; and

WHEREAS, prostate cancer in its early stages can be cured and fortunately about 85% of American men with prostate cancer are diagnosed in the early stages,

WHEREAS, research suggests that men could reduce their risk of prostate cancer mortality if they followed recommended prostate cancer screening guidelines, including examination by a health care provider and increased awareness and use of early detection practices.

NOW, THEREFORE, I, CARLETON E. CAREY, SR., MAYOR OF THE CITY OF DOVER, do hereby proclaim September 2011 as PROSTATE CANCER AWARENESS MONTH in the City of Dover and urge all men in our community and throughout the country to become aware of their own risks of prostate cancer, talk to their health care providers about prostate cancer and, whenever appropriate, get screened for the disease.

**UTILITY COMMITTEE REPORT - SEPTEMBER 12, 2011**

The Utility Committee met on September 12, 2011 with Chairman Bonar presiding.

**Presentation - Power Plant Revenues**

Mrs. Donna Mitchell, Controller/Treasurer, noted that members were provided information during the budget hearings regarding Power Plant revenues. She stated that she felt that it would be beneficial for members to discuss the revenue that is earned by the Power Plant.

Mr. Ron Lunt, Public Utilities Director, reviewed the Electric General Assets - Net Revenues and the Electric Revenue budget. He also provided and reviewed the City of Dover Summer Generation Report and explained the factors that comprise the Pennsylvania, Jersey, Maryland Interconnection, LLC (PJM) revenue. Mr. Lunt noted that, in total operations, $7.3M capacity credits are received through the Reliability Pricing Model (RPM) auction. He stated that this is the payment received on a monthly basis for availability, regardless of operating time. He explained that figures were included for net generation (profit when the generation runs) as well as payment received for having the plants available to generate power.

Responding to Mr. Blakeman, Mr. Lunt indicated that the plant is run as scheduled by PJM and confirmed that every KW generated goes to PJM. He noted that the capacity bill, in the amount of $8.5M, is listed as an expense and a capacity credit in the amount of $7.3M results in the bill exceeding the credit. Mr. Lunt explained that PJM is paid a capacity charge for the shortfall. He explained that there are 175 megawatts of available capacity and the City's obligation is approximately 200 megawatts; therefore, the City receives a credit for 175 megawatts and is billed for 200 megawatts, resulting in a net payment for 25 megawatts, at a cost in excess of $1M. He stated that the capacity consists of system load plus reserves and that the load percentage is approximately 15% to 16%.

In response to Mr. Bonar, Mr. Lunt indicated that Units 1 and 2 were built in 1962 and significant deterioration has been found in the buckets, which are part of the steam intake into the turbine. The only means to make repairs would be to remove the covers, which would cost a minimum of $500,000. He stated that the condition of the generators is unknown and The Energy Authority (TEA) and North American Energy Services (NAES) have been requested to determine the true longevity of these units. Mr. Lunt stated his concerns about the safe operation of Units 1 and 2 and felt that the City would be fortunate if these units continue to function for an additional five (5) years. He suggested attempting to replace Unit 1 and Unit 2 capacity at a different level through Power Purchase Agreement (PPA) and planning for their elimination. Mr. Lunt explained the current difficulty of bidding these units into the auction and noted that if they experienced a catastrophic failure, it would be necessary for the City to buy replacement capacity on the open market.

Mr. Hutchison questioned the cost of replacing capacity for Units 1 and 2. Responding, Mr. Lunt estimated a cost of $42,000 a megawatt year (34 megawatts x $42,000). If bid into the auction and the units were destroyed and could not operate, the City would be required to buy replacement capacity, which would be at the spot market value (whatever the market will bear). With regard to buying generation versus rebuilding, Mr. Lunt stated that from a portfolio management standpoint, the City would benefit from diversifying its portfolio, which would require buying other generator assets. Mr. Hutchison requested further review of this issue.

At the request of Mrs. Williams, Mr. Lunt stated that if the City were to get "out of the generation business," there would be an immediate requirement to pay $8.5M without any offset and noted that, based on the net revenues from the electric generation assets, the City is currently making money. In addition, he stated that the City would lose control of pricing and would also lose the profit which is being created by the plants every year. He assured members that the plants are providing a very strong, financially feasible electric operation.

Mrs. Williams indicated that citizens have conveyed to her their appreciation for the dependable electric service provided by the City of Dover. Mr. Lunt relayed appreciation to the Utility Committee and City Council for their support in building a first-rate infrastructure and noted that the City's outage rate is extremely low.

There was no further action taken by City Council.

**By consent agenda, Mr. Hare moved for acceptance of the Utility Committee Report, seconded by Dr. McGlumphy and carried by a unanimous roll call vote (Mrs. Russell absent).**

**LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - SEPTEMBER 12, 2011**

The Legislative, Finance, and Administration Committee met on September 12, 2011 with Chairman McGlumphy presiding.

**Law Enforcement Training for Fire Marshal**

*City Clerk's Office Note: Due to time constraints, the Law Enforcement Training for Fire Marshal was presented to Council for consideration during their Regular Meeting of September 12, 2011.*

**Proposed Resolution No. 2011-11 - Request to General Assembly to Amend the City of Dover Charter - Length of Terms for Mayor and Council**

At the request of Councilman Hutchison, the City Clerk prepared Proposed Resolution No. 2011-11 requesting the Delaware General Assembly to amend the City of Dover Charter to increase the term lengths for the Mayor and Council from two (2) years to four (4) years. Chairman McGlumphy noted that this matter was deferred by the Committee during their meeting of August 22, 2011 due to time constraints.

Mr. Robin Christiansen (previous member of City Council and former Council President for the City of Dover) stated that members should determine if the City should continue with the current hybrid populace type of government or move to a strong Mayor-Council form of government. Before considering the terms for the Mayor and Council, he suggested that members appoint a committee to study the Charter and consider the possibility of changing the City's form of government. Mr. Christiansen stated that if the Mayor is provided more responsibility, the Mayor's term should be extended to (4) years. He suggested that Council review the current responsibilities of the Mayor while the City is looking for a City Manager. Mr. Christiansen felt that the previous and current Mayors who were present (Mayor Carey, Mr. Hutchison, and Mrs. Williams) could attest to the fact that the Mayor's job is "great" but has little authority.

It was Mr. Christiansen's opinion that the Mayor should continue as head of the Police Department; however, all department heads should report to the Mayor on a day-to-day basis, since the Mayor is one (1) of two (2) officials elected at-large and serves as the City's advocate. For those concerned about the City Manager's position, he noted that every City that has a strong Mayor has a professional manager, but not necessarily a City Manager. He felt that City Council has the responsibility to its citizens to consider this matter before changing the terms for the Mayor and/or Council. He suggested that responsibility be shared, with Council functioning as a legislative, appropriative body and the Mayor serving as the Chief Executive Officer of the City, who formulates the budget for presentation to Council and justifies costs and expenditures to the citizens.

Mr. Christiansen encouraged members to address these issues and appoint another "blue ribbon" commission to study the City's form of government and provide this commission a time frame to present a recommendation regarding the responsibilities of the Mayor. In addition, he suggested that Council terms remain at two (2) years, explaining that lengthening the terms for Council would make

it difficult for those wishing to run for office and difficult for residents to remove members who may not be performing as desired.

Mr. Hare stated that, although he concurred with the statements made regarding a Strong Mayor form of government for the City and that the matter should be further reviewed, he supported lengthening the terms of office for both the Mayor and Council.

Mr. Shevock requested that members be provided with the results of the previous "blue ribbon" commissions and their recommendations, stating that there was no need to appoint another committee if such a study had already been completed.

Mr. Hutchison explained that the proposal to extend the terms of office for the Mayor and Council would provide the Mayor and Council a better opportunity to build a team to work with City departments. He noted that the cost for a City election is approximately $10,000 per year and that in four (4) years, the City would realize a $40,000 savings, decrease the amount of responsibility and demand on the City Clerk's Office for conducting the elections, and enhance the working relationship between members of Council and the Mayor.

Council President Leary advised members that he previously served on a Charter Review Committee whose members discussed extending the terms of office for Mayor and Council and instituting a recall provision for those occasions when the voters felt that a mistake was made in the election of a member. He stated that during this review, there was some interface between the Consent Decree and the Charter on some of these issues. Mr. Leary suggested that consideration of this matter be delayed until the results were received regarding the City redistricting, which is currently in progress, and whether these results were affected by the Consent Decree. In addition, he felt that it was easier for City Council candidates to commit to a two (2) year term versus a four (4) year term, particularly for those in the work force, and that the pool of potential candidates might be limited if the term were lengthened. He suggested that consideration of term limits be a separate discussion from the review of the Charter.

Mr. Christiansen noted that when he served as Council President, he, along with members of Council, attempted to appoint committee members who might be interested in serving on City Council to provide them an opportunity to familiarize themselves with issues involving the City. He felt that some of these members became involved by attending meetings, reviewing information, and becoming civic activists. This helped them make the decision as to whether or not they wished to serve and assisted them in preparing for the job.

The Committee recommended tabling this matter pending additional review of actions taken by previous Charter Review Committees.

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

**Proposed Ordinance #2011-15 - Appendix A - Subdivisions - Regarding Homeowners' Associations *(Tabled by Committee on June 27, 2011)***

During their meeting of June 27, 2011, members considered proposed Ordinance #2011-15, amending Appendix A - Subdivisions, regarding homeowners' association (HOA) responsibilities. Mrs. Ann Marie Townshend, Director of Planning and Community Development, reminded members that the Proposed Ordinance was developed as a result of a report provided to the Utility Committee regarding defunct subdivisions, some of which remain uncompleted. She assured members that the proposed amendment addresses the Committee's concerns regarding stormwater management and passive open space not being maintained.

Mrs. Townshend explained that the Proposed Ordinance #2011-15 would amend the subdivision regulations to require that HOAs be formed with mandatory membership, and that these associations assume and continue maintenance responsibilities for common open space. Under the Proposed Ordinance, if the City needs to perform maintenance of these common areas due to code violations not addressed by the HOA, the City would bill the property owners of the lots within the subdivision to recover the cost and place these charges on the tax bill of the property owners. Since there were several concerns and questions by the Committee, the proposal was tabled and staff was directed to meet with the individual members of Council who have concerns and that the matter be brought back to the Committee during their next meeting.

The Committee removed the matter from the table.

Mrs. Townshend advised members that staff met with Councilman Anderson, who expressed concerns about mandatory membership in an HOA and requested that the ordinance be amended to include protection of First Amendment rights of property owners. After consultation with City Solicitor Rodriguez, staff recommended that the requested amendment not be included in Proposed Ordinance #2011-15 due to concerns regarding the legality of such an amendment, as well as the amendment being well beyond the scope of the ordinance. Staff also met with Councilman Lynn, who shared concerns and questions during the Committee's discussion of the proposal.

Mrs. Townshend referred to the memo dated January 3, 2011 from Mr. Scott Koenig, Public Services Manager, that was presented to the Utility Committee, Minutes from the Utility Committee Meeting of January 24, 2011, and Article 5, Section 10. 4 - Management and Maintenance of Common Open Space and Recreational Areas of the Zoning Ordinance. She suggested that members consider the following information:

1) HOAs are already mandatory for residential developments with private open space under the State Sediment and Stormwater Regulations and the City of Dover Zoning Ordinance;

2) The Proposed Ordinance would allow the City to recover costs incurred by failure of HOAs to maintain private open space. It would ensure that residents in communities with active HOAs that pro-actively maintain private open space would not be penalized by the City absorbing the costs of those who fail to meet their obligations; and

3) Failure to develop a mechanism for the City to recover costs for maintaining private open space that HOAs fail to maintain will cause an unsustainable increase in operations costs to the City. Mrs. Townshend noted that members were provided a list of residential developments that would be subject to the requirements of the Proposed Ordinance.

Staff recommended adoption of Proposed Ordinance #2011-15.

Mrs. Townshend stated that staff developed Proposed Amendment #1 to Ordinance #2011-15 in response to Mr. Anderson's request. City Solicitor Rodriguez indicated his objection to the inclusion of the Proposed Amendment, explaining that owners should already be aware of this right, particularly if they have obtained legal counsel.

Responding to Mr. Anderson, City Solicitor Rodriguez stated that, although Proposed Amendment #1 would be legal, he felt that it would not add anything to the Proposed Ordinance and that it would detract from the enforcement of the ordinance. He stated his approval of Proposed Ordinance #2011-15 as presented by staff and that he does not support Proposed Amendment #1.

In response to Dr. Jones regarding fairness to those homeowners who have paid their dues, Mrs. Townshend suggested that staff could develop a mechanism where, at the request of the HOA, the City could collect association fees from the property owners and distribute them to the HOA. Dr. Jones was in favor of this approach and also noted that there may be occasions when new homeowners may not be aware of HOA requirements.

Responding to Mr. Bonar, City Solicitor Rodriguez indicated that he was not aware of any case law in which the mandatory membership requirement had been contested. He also reminded members that a potential purchaser is made aware of membership requirements prior to purchasing a property.

Mr. Lester Blakeman, 209 Thelmas Way, stated that he has lived in Cranberry Run since 1998 and that this development has an HOA that has not functioned well. He noted that although the HOA has taken care of grass cutting, more and more residents are dropping out of the association. Mr. Blakeman stated that he has not received a bill for association dues for two (2) years. He explained his fear of receiving a large bill for these expenses and that he would prefer that the City handle the matter through his tax bill. Mr. Blakeman added that it has been his experience that HOAs creates conflict among neighbors regarding what can or cannot be done to their property.

Mr. Scott Koenig, Interim City Manager, advised members that Proposed Ordinance #2011-15 is the first of a series of recommendations related to unfinished developments or other development-related issues. He requested that the Proposed Ordinance be adopted and assured members that staff would bring forward additional related issues for discussion, such as stormwater and open space utility. He explained that the Proposed Ordinance is an attempt to have private open space maintained so that residents can be proud of the communities in which they live.

Mr. Anderson noted that the City Solicitor has verified that the adoption of proposed Amendment #1 would be legal and felt that the City has a fundamental responsibility to ensure that citizens are not subject to interference while living their lives and that they retain the right to conduct activities such as holding Bible studies in their homes, posting political signs in their yards, etc.

The Committee recommended adoption of Proposed Ordinance #2011-15.

**By consent agenda, Mr. Hare moved for approval of the Committee's recommendation, seconded by Dr. McGlumphy and carried by a unanimous roll call vote (Mrs. Russell absent).** *(The First Reading of Proposed Ordinance #2011-15 will take place during the latter part of the meeting.)*

**Evaluation of Bids - Municipal Street Sweeper**

Staff solicited and received bids for the replacement of a street sweeper (Vehicle #357), as follows:

| Company | Location | Model | Bid Amount | Delivery |
|---|---|---|---|---|
| Mid-Atlantic Waste Systems | Easton, MD | Tymco Model 600 | $164,700.00 | 60-90 days |
| Atlantic Machinery, Inc. | Silver Springs, MD | Schwarze A7000 | $159,273.00 | 150-210 days |

Mr. Scott Koenig, Interim City Manager, stated that staff has reviewed both bid packages and the machine offered by Mid-Atlantic Waste Systems met 100% of the bid requirements. The machine offered by Atlantic Machinery, Inc. had some minor specification non-compliance issues, due in part to the body style and design. He stated that the Schwarze A7000 machine had several major non-compliance issues, including lack of a belly broom and an auxiliary hydraulic system.

Mr. Koenig advised members that, in 2006, the City opted to purchase the Schwarze A7000 Sweeper, the same unit offered under the current bid package by Atlantic Machinery, Inc. Immediately after taking possession of this unit, there were operational problems. No technical support was offered by the vendor, representatives were not available to discuss the problems, and having warranty work completed proved troublesome. He stated that when parts were needed for repair, there was a 10-14 day waiting period for delivery.

Mr. Koenig indicated that the TYMCO Model 600 offered by Mid-Atlantic Waste Systems is a maintenance-friendly street sweeper. He advised members that staff has a good working relationship with the vendor and the TYMCO technical support staff and that parts are available on a three (3) to five (5) day timetable.

In reviewing the bids with the Fleet Maintenance staff, Mr. Koenig stated that staff favors the TYMCO Model 600 and believes that the City could save the $5,427.00 price difference in maintenance costs within the first two (2) years.

Staff recommended approval of the purchase of the Tymco Model 600 Street Sweeper from Mid-Atlantic Waste System in the amount of $164,700.00.

The Committee recommended approval of the purchase of a Tymco Model 600 Street Sweeper from Mid-Atlantic Waste System in the amount of $164,700.00, as recommended by staff.

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

**Review of Policy for Physical Posting of Properties Proposed for Rezoning**

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reminded members that on August 8, 2011, City Council adopted a series of text amendments to Article 10 of the Zoning Ordinance that codify the process and procedures for planning and development applications. The adopted Ordinance requires that properties proposed for rezoning post a physical notice with the date and location of the public hearing and the nature of the rezoning request. According to the Ordinance, a policy regarding the posting requirements must be approved by the Planning Commission and City Council. Mrs. Townshend advised members that on August 15, 2011, the Planning Commission approved the draft policy for physical posting of properties for Conditional Use Applications, Site Development Plan Applications, and Rezoning Applications. She stated that City Council approval is required for those portions of the policy that relate to Rezoning Applications.

Members were provided a Physical Posting Requirements Policy which included the size, placement and maintenance requirements for the physical posting of properties. A template sign for Rezoning Applications was also included for review. As an example, Mrs. Townshend provided members with a photo of a recent notice posted for a rezoning.

Staff recommended approval of the Physical Posting of Properties for Rezoning Policy.

The Committee recommended approval of the Physical Posting of Properties for Rezoning Policy.

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

**Financial Policy - Carry-Forward Balances**

Mrs. Donna Mitchell, Controller/Treasurer, advised members that Chairman McGlumphy requested that staff review the City's Financial Policy as it relates to carry-forward balances and the manner in which they are budgeted. As a result, she presented members with proposed amendments to the Financial Policy and explained that the amendments are reflected in red font for additions and strikeouts for deletions. She noted that Item #2 listed in the Expenditure Policy contains existing wording which is being mentioned since concerns regarding this issue were recently relayed by members of Council.

The Committee recommended approval of the Financial Policy, as amended.

**By consent agenda, Mr. Hare moved for approval of the Financial Policy, as amended (*Exhibit #1)*, as recommended by the Committee, seconded by Dr. McGlumphy and carried by a unanimous roll call vote (Mrs. Russell absent).**

**Elimination of Delinquent (Blue) Notices**

Mr. Scott Koenig, Interim City Manager, advised members that the existing delinquent account notification process generates a separate notice to utility customers, which is commonly known as the "blue" notice. Currently, utility bill payments are due 21 days after the bill date. On the 23rd day, a delinquent notice is generated and mailed to the customer. He stated that approximately 6,000 to 7,000 notices are mailed each month.

Mr. Koenig stated that, with the implementation of the new billing system and use of the new utility bill format, the City is able to provide utility customers with a "Notice of Disconnection" as a direct notation on the bill. He explained that the software programs will ensure the notification will appear only on utility bills with a delinquent balance. Mr. Koenig stated that staff estimates this change in procedure will result in an annual cost savings of approximately $30,000 in postage, $5,000 in office supplies, and an overall staff time savings of one (1) hour a day for 260 work days a year. Currently, the preparation and mailing of delinquent notices requires the combined efforts of staff from Customer Service and Central Services.

Members were provided examples of the current delinquent notice, the billing timeline, and a sample of a new utility bill containing a "Notice of Disconnection." Mr. Koenig stated that staff intends to notify utility customers of the change by insert with the October 2011 bill and will eliminate the "blue" notice effective November 1, 2011.

Staff recommended adding the delinquent notification to the utility bill in order to eliminate a separate mailing of a delinquent notice.

Referring to the delinquent notification on the new bill, Dr. Jones suggested that a larger font or other mechanism be used to bring attention to the message. Concurring, Mr. Koenig stated that the message will appear in all caps, or some other change will be made to make the notification more evident. He assured members that staff will make a determination regarding this change and present their findings directly to Council when they consider this matter.

Noting that the City issues a City-wide newsletter, Mr. Bonar suggested that a public awareness article be included to provide customers additional notification of the change.

Mrs. Russell also suggested that the change be posted on the City's website.

In response to the suggestion to use red font on the new bill for the delinquent notice, Mrs. Kathy Divver, Customer Service Manager, stated that the City's current printer utilized for billing does not produce color. She indicated she would determine if the program would allow for bold text and a font change for that area on the bill that includes the delinquent notice.

Mr. Anderson suggested the possibility of changing the location of the delinquent notice to the top of the bill rather than having it located at the bottom.

The Committee recommended adoption of a policy change to add a delinquent notification to utility bills and eliminate a separate mailing of delinquent notices, and to request staff to address the Committee's concerns regarding public notification when this matter is presented to Council. *(Clerk's Office Note: Following this meeting, staff submitted a revised version of the new Utility Bill with the Delinquent Notice which addressed the Committee's concerns regarding public notification.)*

For public notification purposes, Mr. Scott Koenig, Interim City Manager, reviewed details regarding this matter during the Council Meeting. Referring to the revised version of the new Utility Bill, he noted that the font could not be made larger. He also informed members that a black and white printer is currently utilized to print utility bills and that printing such bills utilizing a color printer would increase the cost significantly.

Mr. Bonar commended staff for submitting this cost-saving idea and stressed it was important that customers read their bills carefully to be made aware of delinquencies.

Dr. McGlumphy complimented staff for bringing this matter forward and reiterated the importance of customers reading their bills, noting that separate delinquency notices will no longer be sent.

Mr. Anderson relayed approval of the design of the delinquent notice portion of the new utility bill and that his concerns stated during the Committee meeting had been resolved.

**Dr. McGlumphy moved for adoption of a policy change to add a delinquent notification to utility bills and eliminate a separate mailing of delinquent notices, as recommended by the Committee *(Exhibit #2)*. The motion was seconded by Mr. Bonar and carried by a unanimous roll call vote (Mrs. Russell absent).**

**Implementation of Social Media Policy**

Mrs. Kim Hawkins, Human Resources Director, advised members that, due to constant changes in electronic media, staff recommended the implementation of a Social Media Policy. She explained that social media is subject to the same standards of conduct that apply to in-person communications and activities; therefore, all of the expectations and obligations contained in other City of Dover policies also apply online. Mrs. Hawkins indicated that other policies that may be relevant include City's policies on Discrimination and Harassment, Disclosure of Confidential Information, Failure in Personal Conduct, Incompatible Activities, and Disciplinary Action. She stated that personnel whose conduct violates the Social Media Policy policy would be subject to the City's disciplinary measures. In addition, she stated that, under this policy, any employee who becomes aware of inappropriate use of social media by coworkers or supervisors would be required to report their findings to the Human Resources Department immediately.

Staff recommended the implementation of the Social Media Policy as presented.

In response to several concerns expressed by members, Mrs. Hawkins explained that the policy addresses only comments that are discriminatory in nature.

Mr. Shevock noted that the State of Delaware adopted a similar policy and questioned why staff did not consider utilizing it rather than developing a new policy. Responding, Mrs. Hawkins stated that staff recently attended a seminar related to social media policies and was provided a sample policy, which she stated was modified and used to develop the City's proposed policy. She noted that the seminar was conducted by a law firm.

Mr. Anderson stated that, although the City has several policies that regulate behaviors such as web browsing, harassment, etc., the Social Media Policy is different in that it attempts to regulate what an individual does with their own equipment on their own time and treats free speech as an action. He felt that, although individuals may have discriminatory thoughts, thoughts are irrelevant and are not regulated under the laws of discrimination, as long as the actions of the individual do not reflect those thoughts. Members were provided email correspondence regarding this issue Mr. Anderson explained that this information included samples of other social media policies, such as that implemented by the federal General Services Administration (GSA) and the City of Hampton, Virginia. He explained that GSA's policy has been in place for several years and has been vetted, and shaped based upon legal challenges to employees' First Amendment Rights and that Hampton's policy was being provided to allow members the opportunity to review a municipal policy.

Mr. Anderson noted that the State of Delaware does not regulate behavior in the manner proposed by staff and that Kent County recently considered doing so and declined to implement such a policy.

In response to Mr. Hare, Mrs. Hawkins stated that the City had not experienced any concerns related to social media but that the policy was created in an effort to be proactive in this matter.

Mr. Richard Morse, 100 West 10th Street in Wilmington, stated that he represented the American Civil Liberties Union (ACLU) in Delaware and referred to correspondence that he had previously provided to members regarding the applicable law and details as to why the proposed policy is a clear violation of the First Amendment. Although he understood the reasoning behind attempting to establish such a policy, Mr. Morse stated that it was clear that such regulations are impermissible. He explained that the right to free speech means that the government can not regulate what Americans can say, whether or not they are employees of the government.

Mr. Bonar stated that government has been proactive on so many occasions that it has caused government to sometimes overstep its bounds and he felt that the proposed policy was not necessary at this time.

Responding to Mrs. Williams, Mr. Koenig explained that the proposed Policy was inherited from his predecessor and that he requested that the matter be brought forward for consideration, noting that staff attended the seminar in March 2011 and that this has been "unfinished" business. Rather than simply implementing the Social Media Policy, he felt that the matter should be reviewed through the Committee in order for City Council to be made aware of the issues, both from the standpoint of the employee and staff's responsibility to promote the City in a positive way. It was his opinion that the Policy was created to inform employees that, although they have a work life separate from their personal life, there are things that an employee may say and do outside of work that can affect the workplace, co-workers, and the body for which they work, and that employees

should understand that they will be accountable for their statements and actions, not only at work but also during their personal time. Mr. Koenig noted that individual lives are more public and the world is moving faster than ever before and that once something is on the Internet, it is there for everyone to view and sometimes, negative consequences result. He explained that this was the impetus for bringing this matter forward, that there are no looming issues, and he would not object if members do not wish to move forward on this issue at this time.

Mr. Lynn commended Mr. Koenig for taking responsibility and his good intentions in bringing this matter forward.

The Committee recommended withdrawing the Social Media Policy from any further consideration.

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

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

**MONTHLY REPORT - JULY 2011 - CAPITAL INVESTMENT PLAN (CIP) REPORT**
**By motion of Mr. Hare, seconded by Dr. McGlumphy, the Monthly CIP Report for July 2011 was accepted by consent agenda.**

**FIRST READING - PROPOSED ORDINANCE #2011-15**
Council President Leary reminded the public that copies of Proposed Ordinance #2011-15 were available at the entrance of the Council Chambers or could be obtained from the City Clerk's Office. It was recommended for referral to the Planning Commission on October 17, 2011 and that final action by Council on the proposed ordinance will take place during the Council Meeting of November 14, 2011.

**Mr. Hutchison moved to refer Proposed Ordinance #2011-15 to the Planning Commission on October 17, 2011 and that a Final Reading take place during the Regular Council Meeting of November 14, 2011. The motion was seconded by Mr. Bonar and unanimously carried.**

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:

> APPENDIX A - SUBDIVISIONS - ARTICLE VII - SPECIAL PROVISIONS (REGARDING HOMEOWNERS' ASSOCIATIONS)

**FINAL READING - PROPOSED ORDINANCE #2011-22**
The First Reading of Proposed Ordinance #2011-22 was accomplished during the Council Meeting of September 12, 2011.

Chapter 106 - Traffic and Vehicles, Article III - Stopping, Standing and Parking, Division 2 - Metered Parking Related to Immobilization of Vehicles
**Mr. Hare moved that the Final Reading of Proposed Ordinance #2011-22 be acknowledged by title only, seconded by Mr. Hutchison and unanimously carried.**

Mr. Hutchison moved for adoption of the Proposed Ordinance, seconded by Mrs. Williams.

Responding to Mr. Anderson, Mr. Bonar noted that significant parking fines are owed to the City on a regular basis and that the City has a general idea of where those who owe these fines work. He felt assured that police officers would make sure that the use of the boots would provide as little inconvenience to other parkers as possible. He stated that violators would be responsible for towing fees. Mr. Bonar noted that there was a significant amount of revenue to be gained and the expense of purchasing the boots was minor compared to the revenue that would be received.

**The motion for adoption of the Proposed Ordinance was carried by a roll call vote of seven (7) yes, one (1) abstention (Mr. Anderson), and one (1) absent (Mrs. Russell), and Council adopted Ordinance #2011-22 Amending Chapter 106 - Traffic and Vehicles, Article III - Stopping, Standing and Parking, Division 2 - Metered Parking, Section 106-164 and Appendix F – Fees and Fines *(Exhibit #3).***

**COUNCIL MEMBERS ANNOUNCEMENTS**

Mrs. Williams stated that Councilwoman Russell is recovering and that, while she is home recuperating, she would appreciate any meals that could be provided.

Mr. Bonar reminded those present that there would be 80,000-130,000 visitors in the City for the Nascar races during the upcoming weekend. Noting the contributions made to the City's economy by these visitors, he suggested that these visitors be thanked.

**By unanimous consent, the meeting adjourned at 7:57 P.M.**

TRACI A. McDOWELL
CITY CLERK

All orders, ordinances, and resolutions adopted by City Council during their Regular Meeting of September 26, 2011, are hereby approved.

CARLETON E. CAREY, SR.
MAYOR

/TM/jg
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*Exhibits Attached to Original Minutes and File Copy*
*Exhibit #1 - Financial Policy Amendments*
*Exhibit #2 - Revised New Utility Bill with Delinquent Notice*
*Exhibit #3 - Ordinance #2011-22 - Amending Chapter 106 - Traffic and Vehicles, Article III - Stopping, Standing and Parking, Division 2 - Metered Parking, Section 106-164 and Appendix F - Fees and Fines*




# *Certificate of Recognition*

*presented to*

## *Mr. Edward R. Perkowski*

*in recognition of*

*witnessing a burglary and alerting the authorities immediately. As a result of your quick actions the thief was apprehended and all the materials were returned to the rightful owner.*

*On behalf of the City of Dover we thank you!*

*Presented on October 10, 2011*

Carleton E. Carey Sr.

*Carleton E. Carey, Sr.*
*Mayor*

# *PROCLAMATION*

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

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

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

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

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

*NOW, THEREFORE, I, CARLETON E. CAREY, SR., MAYOR OF THE CITY OF DOVER, do hereby proclaim October 2011 as*

## *Cyber Security Awareness Month*

*in the City of Dover and urge all citizens to learn about cyber security and put that knowledge into practice.*

Carleton E. Carey Sr.

*CARLETON E. CAREY, SR.*
*MAYOR*

# *PROCLAMATION*

***WHEREAS,*** the City of Dover is committed to ensuring the safety and security of all those living in and visiting our city; and

***WHEREAS,*** fire is a serious public safety concern both locally and nationally, and homes are where people are at greatest risk of fire, which results in more than 3,000 deaths per year; and

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

***WHEREAS,*** the National Fire Protection Association recommends installing at least one smoke alarm on every level of the home (including the basement), outside all sleeping areas, and in all bedrooms; informing the public about the importance of smoke alarm installation and that maintenance serves as an essential step toward increasing the public's safety from home fires; and

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

***WHEREAS,*** the 2011 Fire Prevention Week theme, "It's Fire Prevention Week! Protect Your Family From Fire!" actively works to help keep individuals, families, and communities safer from fire.

NOW, THEREFORE, I, CARLETON E. CAREY, SR., MAYOR OF THE CITY OF DOVER, do hereby proclaim October 9 – 15, 2011 as

## Fire Prevention Week

in the City of Dover and urge all people to protect their homes and families by heeding the potentially life-saving messages of Fire Prevention Week 2011, and support the many activities and efforts of fire and emergency services.

Carleton E. Carey Sr.

Carleton E. Carey, Sr.
Mayor

# *PROCLAMATION*

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

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

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

***WHEREAS,*** *the Mayor of the City of Dover has deemed it advisable to observe the celebration of Halloween Trick-or-Treat on Monday, October 31, 2011 between the hours of 6:00 p.m. and 8:00 p.m.*

*NOW, THEREFORE, I, Carleton E. Carey, Sr. MAYOR OF THE CITY OF DOVER, DELAWARE do hereby proclaim that the Halloween Trick-or-Treat observance be held on the 31st day of October 2011, between the hours of 6:00 P.M. and 8:00 P.M. in the City of Dover and urge all residents, both young and old, to make this a happy and safe occasion for our children.*

Carleton E. Carey Sr.

*Carleton E. Carey, Sr.*
*Mayor*

PETITION TO AMEND AND ZONING DISTRICT
Public Hearing before the
Dover City Council
October 10, 2011

| | |
|---|---|
| Applicant/Owner: | EJB, Inc. |
| Address: | 327 Martin Street, Dover |
| Location: | East side of Martin Street and southeast of the intersection Court Street and South DuPont Highway (Route 13) |
| Tax Parcel ID #: | ED05-077.10-01-48.00-000 |
| Size: | 0.277 acres ± (11,744 S.F. +/-) |
| Present Use: | Substance abuse treatment center destroyed by fire |
| Proposed Use: | Substance abuse treatment center |
| Comprehensive Plan Designation: | Commercial |
| Present Zoning: | C-4 (Highway Commercial Zone) |
| Proposed Zoning: | IO (Institutional/Office Zone) |
| Reason for Request: | To more closely align the zoning of the property with the current/proposed use on the site. |
| Recommendation of the Planning Commission: | Following a public hearing before the Planning Commission on September 19, 2011, where no members of the public spoke in favor of or in opposition to the proposed rezoning, the Planning Commission unanimously recommended in favor of the requested rezoning from C-4 (Highway Commercial) to IO (Institutional and Office), with eight members voting in favor of the rezoning and one member absent. |
| File Number: | Z-11-06 |

This rezoning application consists of one parcel of land, of approximately 11,744 SF (0.277 acres), owned by EJB, Inc. The property is currently C-4 (Highway Commercial zone). The proposed zoning is IO (Institutional and Office zone). The subject property is located on Martin Street, just east of U.S. Route 13, south of Court Street, and west of Bay Road. Tax Parcel: ED05-077.10-01-48.00-000.

Existing Property:
The subject property is the location of Serenity Place, a substance abuse treatment center. The treatment center was a legal, non-conforming use within the C-4 (Highway Commercial) zone, and was destroyed by fire in June 2011. According to the *Zoning Ordinance,* Article 7 – Nonconforming Buildings and Uses:

> 1.2 Except as provided in paragraph [subsection] 1.4 below, no building which houses a non-conforming use shall be:
>
> 1.21 Structurally altered or enlarged; or
>
> 1.22 Moved to another location where such use would be nonconforming; or
>
> 1.23 Restored for other than a conforming use after damage from any cause exceeding 75 percent of the replacement cost of such building, exclusive of foundations. Any such building damage[d] to a lesser extent may be restored, but not enlarged, and the nonconforming use reinstated within one year of such damage; [however,] if the restoration of such building is not completed within the said one-year period, the nonconforming use of such building shall be deemed to have been discontinued, unless such nonconforming use is carried on without interruption in the undamaged portion of such building.

In the case of Serenity Place, due to the degree of fire damage, the building cannot be restored. Additionally, the applicant wishes to expand the size of the building during restoration, which is not permitted under the provisions of the *Zoning Ordinance,* Article 7.

Surrounding Land Uses:
The surrounding land uses are commercial in nature and all of the properties in the vicinity of the subject property are zoned C-4 (Highway Commercial).

Comprehensive Plan:
In the *2008 Comprehensive Plan*, the Land Development Plan (Map 12-1 as amended, dated 4/11/2011) recommends that this property be used for Commercial Uses. Both the existing and proposed zoning classifications are consistent with this land use classification, according to Table 12-1: Land Use and Zoning Matrix.

Request for IO (Institutional and Office Zone)
The types of permitted uses in the IO (Institutional and Office) are given Article 3 §10 of the *Zoning Ordinance*. The permitted uses include the following:

> 10.11 Business, professional, or governmental offices, and research, design and development laboratories, located entirely within a building on the same lot therewith, including incidental clinics, cafeterias and recreational facilities for the exclusive use of company employees.

10.12 Public and institutional uses including hospitals, sanitariums for general medical care, medical clinics, libraries, police stations, courthouses, transit centers, motor vehicle storage and repair facilities accessory to a public or institutional use, schools, colleges and universities, places of worship, philanthropic and eleemosynary institutions, parks, playgrounds, public indoor recreation centers, civic centers, athletic fields and public utility rights-of-way and structures necessary to serve areas within the city.

10.13 Restaurants accessory to permitted uses located on the same lot.

10.14 Signs shall meet the regulations found in article 5, section 4, supplementary sign regulations.

10.15 Day care centers, provided they are established in accordance with all applicable state regulations pertaining to child care and provided that they are established and maintained in accordance with article 5, section 14 of this ordinance.

10.16 The following uses are permitted, conditional upon the approval of the planning commission in accordance with the procedures and subject to the general conditions set forth in article 10, section 1:

(a) Firearm ranges, prisons and correctional facilities.
(b) Public incinerators.
(c) Hotels and restaurants.

The variety and types of uses permitted in the IO (Institutional and Office) zone are fewer and generally more restrictive than those permitted in the C-4 (Highway Commercial) zone. Specifically, the IO zone does not permit retail and service commercial establishments, while the C-4 zone does permit these types of uses.

Article 4, Section 4.15 of the *Zoning Ordinance* addresses the bulk standards for the both the C-4 and IO zones. The bulk standards are as follows:

| | C-4 | IO |
|---|---|---|
| Minimum required: | | |
| Lot area | | |
| Lot width (ft.) | 150 per building | 50 |
| Lot depth (ft.) | 150 | 100 |
| Front yard (ft.) | 30 | 20 |
| Side yard (ft.) | 25 | 10 |
| Rear yard (ft.) | 10 or equal to bldg. height | 15 or equal to bldgs. height |
| Side or rear yards which adjoin a residence zone (ft.) | 30 | 30 |
| Off-street parking | | |
| Per 300 sq. ft. floor area or | 1½ | 1 |
| Per employee (whichever is greater) | 1 | 1 |
| Maximum permitted: | | |

| | | |
|---|---|---|
| Building height | | |
| Stories | 4 | 10 |
| Feet | 45 | 130 |
| Floor area ratio | 2.0 | 4.0 |
| Lot coverage | | 85% |

Recommendation of the Planning Staff and Planning Commission:
This request is to rezone land from C-4 (Highway Commercial) to IO (Institutional and Office). Staff supports the applicant's request, as the request is consistent with the *2008 Comprehensive Plan* as amended. Staff notes that approval of the rezoning would create a small parcel zoned IO surrounded by properties zoned C-4; however, due to the nature of the IO zone, it is fairly common throughout the City to have single parcels with the IO zone surrounded by parcels with different zoning classifications. In addition, the scale of redevelopment of the site (i.e. building size, height, and impervious surface coverage) will be limited by the bulk standards of the IO zone when applied to this small parcel.

The staff recommendation was made prior to the opportunity for public comment. Following a public hearing before the Planning Commission on September 19, 2011, where no members of the public spoke in favor of or in opposition to the proposed rezoning, the Planning Commission unanimously recommended in favor of the requested rezoning from C-4 (Highway Commercial) to IO (Institutional and Office), with eight members voting in favor of the rezoning and one member absent. An excerpt of the draft minutes of the Planning Commission discussion on the application is attached.

***Excerpt from the Draft Minutes of the Planning Commission Meeting of September 19, 2011***

**Z-11-06 Lands of EJB, Inc. at 327 Martin Street: Serenity Place** - Public Hearing and Review for Recommendation for a rezoning application consisting of one parcel of land totaling of 0.277 acres ± (11,744 S.F. +/-). The property is currently zoned C-4 (Highway Commercial Zone). The proposed zoning is IO (Institutional/Office Zone). The subject property is located on the east side of Martin Street and southeast of the intersection Court Street and South DuPont Highway (Route 13). The owner of record is EJB, Inc. The lessee is Serenity Place, Inc. Property Address: 327 Martin Street. Tax Parcel: ED05-077.10-01-48.00-000. Council District 2.

**Representative:** Mr. Bill Boyles, Executive Director for Serenity Place.

Mrs. Townshend stated that the present use is a substance abuse treatment center that was destroyed by fire. The proposed use would rebuild the substance abuse treatment center. The substance abuse and treatment center was viewed as a non-conforming use that had been in place for a number of years. She has had a number of conversations with the applicant as they were going to be doing some work there; however, were limited in their ability to expand because of its non-conforming status. In terms of the surrounding land uses, all of the properties surrounding the subject property are zoned C-4 which is Highway Commercial and they are developed commercial properties.

Mrs. Townshend further stated that the Comprehensive Plan identifies this area for commercial uses. Both the existing C-4 zoning and the requested IO zoning are consistent with this request. The Staff Report gives you a summary of the uses permitted in the IO zone. The IO zone does not permit retail and service commercial establishments as the C-4 zone does. These are different zones so we provided information on both of those zones.

Mrs. Townshend further stated that Staff notes the approval of the Rezoning would create a small parcel zoned IO surrounding by C-4. However, due to the nature of the IO zone, this is a fairly common occurrence throughout the City to have single parcels that are zoned IO and surrounded by parcels that are not IO. It is consistent with the Comprehensive Plan. Staff recommends in favor of the rezoning. In addition, we would note while when you look at the bulk standards it looks like you could build a really big building there, the bulk standards, particularly the floor area ratio, parking, coverage, those bulk standards would essentially keep it to be a reasonably sized structure especially on this size parcel that they have.

Mr. Boyles stated that they have been here for twenty (20) years and we plan to be there a lot longer. We have helped over a thousand men with substance abuse issues. At this time, we envision rebuilding not a very large structure; however, a two story building in which we had a capacity of ten (10) beds. With the ability to start from scratch and with the efficient use of the land, we feel that we could double our capacity and serve the community twice as better if not more. We would do two (2) floors, approximately 5,000 square feet, and hope to get this rolling very soon. Demolition is scheduled for the beginning of next week.

Mr. Nichols questioned with regards to the patients who stay there, how long is the average stay? Responding to Mr. Nichols, Mr. Boyles stated that the minimum requirement for coming to Serenity Place is a three (3) month commitment. On average the stay is approximately eight (8) to nine (9) months and some stay even a little longer up to eighteen (18) months. It will vary client to client.

Mr. Nichols further questioned how many could stay there? Responding to Mr. Nichols, Mr. Boyles stated that on this location we had a maximum of ten (10) clients and we stay full and typically have a waiting list.

Mr. Holt stated that he knows you had a fire; have you determined what the cause of the fire was? Responding to Mr. Holt, Mr. Boyles stated yes, it was a cigarette in the mulch in the front yard and not sure whether it came from interior or someone walking by. The breeze was blowing towards the house that day and went up into the handicap accessible wooden ramp which was very dry and then jumped up into the house. Fortunately, no one was injured.

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

*Colonel Welsh moved to forward a recommendation of approval to City Council for Z-11-06 Lands of EJB, Inc. located at 327 Martin Street: Serenity Place Rezoning from C-4 to IO, seconded by Mr. Ambruso and the motion was unanimously carried 8-0 with Mr. Friedman absent.*

# City of Dover

## Department of Planning & Inspections

Application No.: Z-11-06




Plan Title: Lands of EJB, Inc.
Location: 327 Martin Street
Plan Type: Rezoning
Tax Parcel: ED05-077.10-01-48.00-000
Current Zoning: C-4
Proposed Zoning: IO
Owner: EJB, Inc.
Date: August 11, 2011

**Legend**

- Dover Parcels
- Zoning
- Road Centerlines

0 50 100 200 Feet

**CITY OF DOVER**

**DEVELOPMENT ADVISORY COMMITTEE**

**APPLICATION REVIEW COMMENTARY**

**STAFF D.A.C. MEETING DATE: AUGUST 31, 2011**

CITY OF DOVER

PUBLIC UTILITIES

DEPARTMENT

**APPLICATION:** **LANDS OF EJB, INC. 2T 327 MARTIN STREET: SERENITY PLACE**

**FILE #:** **Z-11-06**

**REVIEWING AGENCY:** **City of Dover Public Utilities Department**

**CONTACT PERSON:** **Steve Enss - Electric**
**Sharon Duca, P.E. - Water, Wastewater, Stormwater**

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

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

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

## CITY AND STATE CODE REQUIREMENTS

### ELECTRIC / WATER / WASTEWATER

1. Our office has no objection to the rezoning of tax parcel ED05-077.10-01-48.00-000.

## RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

### ELECTRIC / WATER / WASTEWATER

1. None.

## ADVISORY COMMENTS TO THE APPLICANT

### ELECTRIC / WATER / WASTEWATER

1. Should this site be redeveloped, which includes modifications to the use, the applicant / developer will be responsible for all costs associated with providing the appropriate meter / service / main to this site based upon the use including any necessary system upgrades or extensions. The appropriateness and adequacy of water and sewer services and meters will be assessed at that time. (Please note that each water meter registered with the City of Dover must have a separate service line.) Should the existing services no longer be required based upon the proposed use, they must be properly abandoned at the mains in accordance with all City of Dover Public Utilities Department standards and specifications.
2. Any redevelopment shall adhere to the City of Dover Water/Wastewater Handbook requirements.

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

KENT CONSERVATION DISTRICT
800 BAY ROAD SUITE 2 • DOVER, DELAWARE • 19901 (302) 741 2600 EXT. 3 • FAX (302) 741 0347

**CITY OF DOVER**
**DEVELOPMENT ADVISORY COMMITTEE**
**APPLICATION REVIEW COMMENTARY**
**DEVELOPER APPLICATION MEETING DATE: September 2011**

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**APPLICATION: Lands of EJB Inc.**

**FILE #:** Z-11-06

**REVIEWING AGENCY:** *Kent Conservation District*

**CONTACT PERSON:** *David C. Cahill* **PHONE #:** *741-2600 ext.3*

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THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE. THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

CITY AND STATE CODE REQUIREMENTS:

1. *Kent Conservation District has no objection to re-zoning plan for the above referenced site.*

ADVISORY COMMENTS TO THE APPLICANT:
The Following comments are advisory and apply to the development of a detailed site plan for this project.

1. *If at any time expansion or earth disturbing activity (clearing, grubbing tree clearing etc.) takes place and exceeds 5000 square feet; a detailed Sediment and Stormwater Management Plan must be submitted and approved to the Kent Conversation District.*

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: August 31, 2011

**D E L D O T**

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APPLICATION: Lands of EJB, Inc. 2T 327 Martin Street: Serenity Place
FILE#: Z-11-06 REVIEWING AGENCY: DelDOT

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

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

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

CITY & STATE CODE REQUIREMENTS:

1. The Department has no comments.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

ADVISORY COMMENTS TO THE APPLICANT:

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

**FINAL READING**

CITY OF DOVER
PROPOSED ORDINANCE #2011-23

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED AT 327 MARTIN STREET

WHEREAS, the City of Dover has enacted a zoning ordinance regulating the use of property within the limits of the City of Dover; and

WHEREAS, it is deemed in the best interest of zoning and planning to change the permitted use of property described below from C-4 (Highway Commercial Zone) to IO (Institutional and Office Zone).

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

1. That from and after the passage and approval of this ordinance the Zoning Map and Zoning Ordinance of the City of Dover have been amended by changing the zoning designation from C-4 (Highway Commercial Zone) to IO (Institutional and Office Zone) on that property located at 327 Martin Street (southeast of the intersection of Court Street and South DuPont Highway (Route 13), consisting of $0.277^{+/-}$ acres ($11{,}744^{+/-}$ S.F.), owned by EJB, Inc.
(Tax Parcel: ED-05-077.10-01-48.00-000; Planning Reference: Z-11-06; Council District: 2)

ADOPTED: *
S:\ORDINANCES\2011\Draft\Ordinance 2011-23 - Rezoning-327 Martin Street-FINAL Rdg.wpd

Actions History
October 10, 2011 - Scheduled for Public Hearing/Final Reading by Council
September 19, 2011 - Review by Planning Commission
August 22, 2011 - First Reading by Council

Draft

PETITION TO AMEND ZONING ORDINANCE TEXT
Public Hearing before the
Dover City Council
October 10, 2011

| | |
|---|---|
| Proposed Zoning Change: | Amendment to *Zoning Ordinance*, Zoning, Article 3 – District Regulations, Section 1 – One Family Residence Zones and Article 5 – Supplementary Regulations |
| Summary of Amendment: | Staff developed the proposed amendment to more closely align the zoning requirements for residential swimming pools with the building code requirements. In addition to aligning the code requirements to avoid conflicts between the two codes, the proposed ordinance would move the regulations regarding swimming pools from Article 3 – District Regulations to Article 5 – Supplementary Regulations where more detailed regulations for accessory uses and structures are typically be located. |
| Recommendation of the Planning Commission: | Following a public hearing before the Planning Commission on September 19, 2011, where no members of the public spoke in favor of or in opposition to the proposed zoning text amendment, the Planning Commission unanimously recommended in favor of the proposed amendment (eight members in favor, one member absent). |
| Ordinance Number: | 2011-21 |
| File Number: | MI-11-09 |

***Excerpt from the Draft Planning Commission Minutes of September 19, 2011***

**MI-11-09 Text Amendment: Revisions to Article 3 and Article 5 of the Zoning Ordinance regarding Swimming Pools** – Public Hearing and Review for Recommendation to City Council on a series of Amendments to the *Zoning Ordinance,* Article 3 §1 – One Family Residence Zones and the addition of a new subsection 1.11 to Article 5 §1 – Supplementary Regulations Applying to Residence Zones. The proposed ordinance revises the regulations regarding swimming pools in residence zones and relocates the regulations into the supplementary regulations section of the Code. Ordinance #2011-21.

**Representatives:** None

Mrs. Townshend stated that this proposed amendment does essentially two (2) things as it relates to swimming pools. One it pulls the details of the location of the pools in terms of property lines out of Article 3 which is the section of the *Zoning Ordinance* that spells out the permitted uses and places those requirements in Article 5: Supplementary Regulations. It makes the Code easier to read if you are a member of the public trying to figure out where to put your pool and how to do it.

Mrs. Townshend further stated that the other thing that this does is it more closely aligns the Zoning requirements relating to swimming pools with those requirements within the Building Code. The Code, as it stands today, has conflicting provisions that tend to create confusion even among Staff. So if Staff gets confused then you can imagine that the public is getting confused as well and it frequently puts us in a situation that limits our ability to be customer friendly. We thought it would be prudent to align the Building Code requirements for swimming pools with the Zoning requirements for swimming pools so that we can eliminate any potential overlap or conflict.

Colonel Welsh stated that the only thing that he has a concern about is the requirement for a fence. Responding to Colonel Welsh, Mrs. Townshend stated that there is a requirement in the Building Code for a four (4) foot safety barrier which in most cases is going to be a fence. If you have a hard walled swimming pool or one that is entirely surrounded by a deck that has fencing around the deck as long as those elements are four (4) feet sometimes the fence would not be required. However, the four (4) foot safety barrier is required under the Building Code.

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

*Mr. Tolbert moved to forward recommendation of approval to City Council for MI-11-09 Text Amendment: Revisions to Article 3 and Article 5 of the Zoning Ordinance regarding Swimming Pools, seconded by Mr. Holt and the motion was unanimously approved 8-0 with Mr. Friedman absent.*

**CITY OF DOVER**

**DEVELOPMENT ADVISORY COMMITTEE**

**APPLICATION REVIEW COMMENTARY**

**STAFF D.A.C. MEETING DATE: AUGUST 31, 2011**

CITY OF DOVER
PUBLIC UTILITIES
DEPARTMENT

**APPLICATION:** **TEXT AMENDMENTS: REVISIONS TO ARTICLE 3 & ARTICLE 5 OF THE ZONING ORDINANCE REGARDING SWIMMING POOLS**

**FILE #:** **MI-11-09**

**REVIEWING AGENCY:** **City of Dover Public Utilities Department**

**CONTACT PERSON:** **Steve Enss - Electric**
**Sharon Duca, P.E. - Water, Wastewater, Stormwater**

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

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

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

## CITY AND STATE CODE REQUIREMENTS

### ELECTRIC / WATER / WASTEWATER

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

## RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

### ELECTRIC / WATER / WASTEWATER

1. None

## ADVISORY COMMENTS TO THE APPLICANT

### ELECTRIC / WATER / WASTEWATER

1. None.

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

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: August 31, 2011

**D E L D O T**

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APPLICATION: Text Amendment: Revisions to Article 3 and Article 5 of the Zoning Ordinance regarding Swimming Pool.

FILE#: MI-11-09 REVIEWING AGENCY: DelDOT

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

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

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

CITY & STATE CODE REQUIREMENTS:

1. The Department has no comments.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

ADVISORY COMMENTS TO THE APPLICANT:

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

**FINAL READING**

CITY OF DOVER PROPOSED ORDINANCE #2011-21

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

That Appendix B - Zoning, Article 3 – District Regulations, Section 1 – One-Family Residence Zones [(R-20, R-15, R-10, R-8 and R-7)], Subsection 1.15 – Accessory Uses, be amended by inserting the text indicated in blue, bold, italics and deleting the text indicated in red, bold strikeout, as follows:

1.15 Accessory uses, limited to the following:

(a) Professional office or studio of an artist, dentist, musician, teacher, or physician, but not including veterinarians, provided that:
   i. Such office or studio is incidental to the residential use of the premises and is carried on by a resident thereon with not more than one nonresident assistant; and
   ii. Such office or studio shall occupy not more than 30 percent of the area of one floor of the main building.
   iii. Studios where dancing or music instruction is offered to groups in excess of four pupils at one time or where concerts or recitals are held are prohibited.
   iv. Medical centers, barbershops, beauty parlors, real estate offices, funeral homes or similar uses shall not be considered permitted accessory uses.

(b) Garden house, tool house, playhouse, greenhouse or pool incidental to the residential use of the premises and not operated for gain~~, provided that pools of 30 inches deep shall be subject to the following requirements:~~
   ~~i. The edge of the pool shall be kept a distance of not less than ten feet from all property lines.~~
   ~~ii. If located within 50 feet of any property line, such pool shall be screened from the view of abutting properties. Such screen shall be at least five feet high.~~
   ~~iii. Such pool shall be completely surrounded by a fence or wall not less than 3½ feet in height and so constructed as not to have openings larger than four inches in at least one dimension. All gates or doors opening through such enclosure shall be equipped with a self-closing and self-latching device for keeping the gate or door securely closed at all times when not in actual use.~~
   ~~iv. Swimming pools shall be permitted to be established in the side and rear yard, but shall be prohibited from placement within the required front yard.~~

(c) Private garage, provided that, in the case of a one-family dwelling, such garage shall have a capacity of not more than three passenger automobiles. One such space may be leased to a person not [a] resident on the premises.

(d) Keeping domestic animals (except pigs) for individual domestic purposes or as pets, provided not more than three dogs over six months old and not more than 25 fowl shall be permitted, and no animals (except dogs) or fowl shall be penned or housed within 20 feet of any lot line.

(e) (Reserved.)

DRAFT

(f) Dormitories accessory to schools, provided that such dormitories conform to the bulk regulations of the RG-1 zone. For purposes of computing bulk requirements, each four rooms shall be considered one dwelling unit. Parking shall be calculated as identified in Article 6—Off-Street Parking, Section 3—Required off-street parking spaces, Paragraph 3.1—Schedule of requirements.

(g) Customary home occupations, provided that:

i. No display of products, goods and/or signs shall be visible from the street~~, except as set forth in item [subsection] (e) of this subsection [1.15]~~.

ii. Such home occupation shall be incidental and secondary to the residential use of the premises and shall be conducted in the principal building by the resident or residents that reside therein.

iii. Nonresident assistants or co-workers shall be prohibited.

iv. Such home occupation shall not occupy more than 30 percent of the area of one floor in the principal building.

v. There shall be no exterior effect such as noise, traffic, odor, dust, smoke, gas, fumes, radiation, or electromagnetic interference.

**BE IT FURTHER ORDAINED:**

That Appendix B – Zoning, Article 5 – Supplementary Regulations, Section 1 – Supplementary Regulations Applying to Residence Zones, be amended by inserting a new subsection 1.11 Swimming Pools, as follows:

1.11 Swimming Pools

1.111 Definition – For the purposes of this section, swimming pools shall be defined as any pool, tank, depression, or excavation in or above ground, or other structure which shall cause retaining of water over a greater depth than twenty-four (24) inches.

1.112 Safety – All swimming pools as defined in this section must conform to the requirements of Dover Code, Chapter 22 – Buildings and Building Regulations.

1.113 Placement – Swimming pools shall be permitted to be established in the side and rear yard, but shall be prohibited from placement between the principal structure and the street.

1.114 Setback – The edge of the swimming pool, specifically referring to the edge of the water containment portion of the pool shall be no less than fifteen (15) feet away from all property lines. All associated structures, buildings, and pavement related to the swimming pool shall be no less than five (5) feet away from all property lines.

ADOPTED: *

**SYNOPSIS**

The proposed ordinance would move the regulations for swimming pools into the supplementary regulations for residence zones and more closely align the requirements with the requirements of the building code.

Actions History:

October 10, 2011 - Scheduled for Public Hearing/Final Reading by Council
August 22, 2011 - First Reading by Council
August 8, 2011 - Considered by the Legislative, Finance and Administration Committee



DRAFT

# COMPENSATION COMMISSION

The Compensation Commission meeting was held on September 20, 2011 at 4:13 p.m. with Chairman Hogan presiding. Members present were Mr. Cook, Mr. Perza, Mrs. Webb, Mrs. Hawkins (Human Resources Director), and Mrs. Mitchell (Controller/Treasurer). Dr. Williams was absent.

**AGENDA ADDITIONS/DELETIONS**

**By unanimous consent, members approved the agenda as presented.**

## Compensation for the Mayor, City Council, and Paid Members of City Committees, Commissions, and Boards

Mr. Hogan reiterated that the goal of the Commission was to develop a recommendation to Council regarding compensation for: 1) City Council, 2) the Mayor, and 3) members of City committees, commissions, and boards. He suggested that the Commission begin its task by formulating a recommendation in regard to City Council.

City Council

Mrs. Webb stated that she could not support a raise for Council in the current economic climate.

Mr. Cook felt that the Commission should establish a basis for their recommendation to Council regarding the level of compensation suggested. He noted that Council members are currently paid $7,416 per year and that a survey regarding Council's responsibilities revealed that members work an average of 20 hours per week (half-time). He advised members that the federal minimum wage is currently $7.25 per hour and that 20 hours per week at that rate would total $7,540 per year.

Mr. Cook moved to recommend that Council's level of compensation be changed to $7,540 annually, that this be the basis for future evaluation and recommendations regarding compensation, and that the Council President receive an additional 15% of this amount, or an annual salary of $8,671.

In response to Mrs. Hawkins, Mr. Cook stated that, under this proposal, if the federal minimum wage were to increase, this could be addressed during the Compensation Commission's regularly scheduled review of compensation.

Mr. Perza felt that tying compensation to the minimum wage rate could bring unintended consequences in the future.

Mrs. Webb noted that, since this was the first time the Compensation Commission would be presenting a recommendation to Council, their initial recommendation could serve as the basis for reviewing this issue in the future.

The motion to recommend that Council's level of compensation be changed to $7,540 annually, that this be the basis for future evaluation and recommendations regarding compensation and that the Council President receive an additional 15% of this amount, or an annual salary of $8,671, failed for lack of a second.

Mr. Hogan suggested that the Commission advise Council that, in reviewing this matter, members found that the current salary was reasonable and just for the work that Council members perform.

**Mrs. Webb moved to recommend that, because: 1) in reviewing this matter, the Commission found that current Council salaries are very similar to compensation at the current federal minimum wage level for a half-time (20 hour per week) position; and 2) there was no empirical data or overwhelming public sentiment that demonstrated that change was indicated, current salary levels for City Council remain unchanged. The motion was seconded by Mr. Cook and unanimously carried.**

Mayor

In reviewing the Mayor's salary, Mr. Hogan noted that there was no strong public opinion regarding a change in the current level of compensation.

**Mr. Cook moved to recommend that the Mayor's salary and compensation remain at the current level ($45,000), in view of the lack of evidence of strong public opinion to support a change, seconded by Mr. Perza and unanimously carried.**

City Committees, Commissions, and Boards

In considering compensation for members of City committees, commissions, and boards, Mr. Hogan felt that the City provides fair compensation to these individuals. He noted that members of the Election Board have had a decrease in responsibility since their compensation was set; however, he noted that they are involved in the City's redistricting process which occurs every ten (10) years following the census.

**Mrs. Webb moved to recommend that no changes be made in the compensation of paid members of the City's committees, commissions, and boards but that Council review the compensation and work responsibilities of the members of the Election Board due to changes made by the State in regard to their duties. The motion was seconded by Mr. Perza and unanimously carried.**

**By unanimous consent, members agreed that the previous recommendations made by the Commission be incorporated in their final recommendations to be presented to City Council on October 10, 2011, as follows:**

1) It is recommended that staff be directed to distribute a survey to outgoing members of Council each year, prior to their departure, to obtain information regarding the responsibilities and time commitment involved in service.

2) It is recommended that staff be directed to perform comparisons with other jurisdictions each year regarding the rates of compensation for the Mayor, Council, and paid members of committees, commissions, and boards.

**By unanimous consent, the meeting adjourned at 4:37 p.m.**

Kenneth L. Hogan
Chairman

KLH/JS/dd/tm
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# UTILITY COMMITTEE

The Utility Committee Meeting was held on September 26, 2011 at 5:00 p.m. with Chairman Bonar presiding. Members present were Mr. Lynn, Mrs. Williams, Mr. Blakeman, and Mr. Snaman. Other members of Council present were Council President Leary (arrived at 5:15 p.m.), Mr. Hutchison, and Mr. Hare. Mayor Carey was also present.

**AGENDA ADDITIONS/DELETIONS**

**By unanimous consent, the agenda was approved as presented.**

**Discussion - Informational Presentation by Delaware Electric Cooperative (Referred Back to Committee by Council on September 12, 2011)**

During the Legislative, Finance, and Administration Committee meeting of August 22, 2011, staff presented a response to the Delaware Electric Cooperative (DEC) presentation of June 27, 2011. The Committee recommended that the City proceed with a Request for Proposals (RFP) for an independent study to be conducted by an entity that is not currently or planned to be associated with the City of Dover, the DEC, or any other local electric company, to determine the feasibility of the City remaining in the electric business, the possibility of getting out of the electric business, and the anticipated ramifications of either approach. During their Regular Meeting of September 12, 2011, City Council considered the Committee's recommendation and referred further this matter back to the Utility Committee for discussion of the sale of the electric department and the issuance of an RFP for an independent study regarding the possible sale and disposition of the utility, including a Cost of Service Study.

Mr. Blakeman felt that there was a need to obtain information, including the cost of replacement for generation and the life expectancy of current generation, that would allow the City to make a reasonable decision, and that a rate study would also be helpful. In addition, he stated that there should be a general review of the City's position in the Pennsylvania, Jersey, Maryland Interconnection (PJM) and how this impacts the City's ability to purchase power and meet capacity requirements by purchase of capacity, ownership of capacity, and/or generation to sell.

Mr. Hare requested assurance that, if is determined that the City should continue in the electric business, the study would determine if there are inefficiencies.

In response to Mr. Hutchison, Mr. Blakeman recalled that in 1992 a cost of generation and necessity of generation study was conducted. He stated that the City's contract with Duke Energy (1996) was the result of an offer made by Delmarva Power and Light (DP&L) to purchase the City Electric Department (including generation, customers, etc.).

With regard to an Integrated Resource Plan (IRP), Mr. Ron Lunt, Public Utilities Director, advised members that PACE Global Energy Services previously completed five (5) year plans and that The Energy Authority (TEA) is ready to conduct a more elaborate and detailed five (5) year plan as a part of their contract. Staff has also discussed an IRP with TEA, which would be over and above their contract. He anticipated that staff will be submitting a request to City Council later in the year for a 20-year IRP.

Responding to Mrs. Williams, Mr. Lunt stated that the cost of an IRP would be approximately $300,000 and require an extended period of time to complete.

Mrs. Donna Mitchell, Controller/Treasurer, stated that she reviewed the July 5, 2011 letter from the DEC, including the illustrative example provided of paying $120M and the valuation methods utilized. She advised members that she applied the City's numbers to the valuation methods used and relayed concern that the DEC numbers appeared extremely understated. Referring to the Net Valuation Method included in the DEC Consultant's Report, she stated that the City's amount would equate to $188M versus $120M, the number of customers method would equate to $162.7M versus $120M, and the revenue valuation method would equate to $196.5M versus $120M. Mrs. Mitchell questioned if the City should pursue this matter further without a serious offer and explained that, although conducting such a study would provide the City with details, it might not be worth the expense and time if no action is taken by City Council. She noted that performing such a study would be a very time consuming process, not only for the company selected to conduct the study, but also for staff. Should the City move forward, she stated that she has concerns with the methodology and whether the City would receive the best price for its assets. Mrs. Mitchell advised members that, when reviewing the $120M listed in the DEC example, they should be aware that the City currently has $35.4M in bonds and $29.4M in retirement liabilities that must be paid; therefore, she requested that members take into consideration all of the economic factors when deciding whether the City should move forward with this process.

Mr. Hare felt that the City was not presented with DEC's best offer; however, without a study, he did not feel that the City could respond with a counteroffer. Responding, Mrs. Mitchell suggested that the City present DEC with the City's preliminary numbers and determine if DEC still has a desire to purchase the City's utility.

For clarification, Mr. Bonar explained that the DEC's presentation was provided for informational purposes only as a starting point of discussion and should not be considered as an offer by DEC. He stated that DEC or another entity may make an offer. If the City brought forward a study that showed the Electric Department operations were worth between $200M and $300M as a sale price through a purchase, this amount would more than offset the revenue derived from the electric utility in interest alone. In addition, he stated that the City could eliminate 25% of its payroll expenses (employees of the City's Electric Department) through the sale of the utility. Mr. Bonar explained that these were issues that must be considered by Council and that members should not make a judgement without a professional review, which has never been completed in the history of the City's ownership of the electric operation.

Mr. Bonar stated that consideration of this matter must consist of a step-by-step process that involves evaluation of every aspect, not just the $7M-$8M received through the electric utility, but whether this income can be offset by interest, whether electric costs for City residents and businesses can be reduced, if the City can reduce payroll, and if the City's utility remains a viable and reliable portion of the local economy.

Mr. Hare reminded members that DEC offered to pay for half the cost of a study if the City were to make their offer public.

**Mrs. Williams moved to recommend approval of a Request for Proposals 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. The motion was seconded by Mr. Snaman and carried with Mr. Lynn voting no.**

**Cost of Service Study to be Performed on the Electric Utility and the Possibility of Allowing Some Rate Classes to Shop for Services**
See the discussion and action on the above item.

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

Responding to Mr. Blakeman regarding the Unit #3 turbine inspection, Mr. Ron Lunt, Public Utilities Director, stated that a borescope is utilized to conduct the inspection.

**TEA/NAES Monthly Report** ***(July)***
The TEA/NAES Monthly Report for July 2011 was 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 Report for July was accepted as presented.**

Mrs. Williams requested that staff provide all Committee members with copies of a report entitled "Dover Energy 2030 - Frequently Asked Questions."

Mr. Bonar relayed appreciation for staff's invitation to attend the recent planning meeting at the Electric Plant, which he stated was very helpful and informative. He expressed his gratitude for the hard work performed by staff and acknowledged that this was a difficult time for the Electric Division staff as well as for City Council.

**By unanimous consent, the meeting adjourned at 5:27 P.M.**

David L. Bonar
Chairman

DLB/jg/js/dd/tm
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# LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee meeting was held on September 26, 2011 at 5:30 p.m. with Chairman McGlumphy presiding. Members present were Mr. Anderson, Mr. Hare, Dr. Jones, and Mr. Shevock. Members of Council present were Mr. Bonar (arrived at 5:38 p.m. and departed at 6:42 p.m.), Mr. Hutchison, Mr. Lynn (arrived at 5:32 p.m., departed at 6:40 p.m., and returned at 6:54 p.m.), Mrs. Williams (departed at 6:02 p.m. and returned at 6:44 p.m.), and Council President Leary (departed at 6:42 p.m. and returned at 6:45 p.m.). Mayor Carey (departed at 6:42 p.m. and returned at 6:47 p.m.) was also present.

**AGENDA ADDITIONS/DELETIONS**

Chairman McGlumphy requested that Item #9 - Proposed City of Dover Prescription Assistance Plan be moved to Item #4 to accommodate the attendance of a guest from New Jersey.

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

**Discontinuation of Pay for Performance (PFP) Evaluation Form and Review of Proposed Evaluation Form *(Deferred by Committee on August 22, 2011 Due to Time Constraints)***

Mr. Scott Koenig, Interim City Manager, reviewed performance appraisal forms, as follows: 1) the current City of Dover Pay for Performance (PFP) Evaluation for Non-Council Appointed Positions; 2) the current City of Dover PFP Evaluation for Council Appointed Positions; 3) a sample State of Delaware Employee Performance Review; and 4) a sample Dover Police Department Civilian Employee Evaluation Form. He suggested discontinuation of the City's current PFP Evaluation Forms, explaining that employees who use the forms find them to be cumbersome, noting that they are 12 pages long. He indicated the importance of having an evaluation tool; however, he suggested that members consider a shorter and less cumbersome evaluation form.

Mr. Koenig advised members that utilizing core competencies for non-bargaining employees has worked well and suggested including three (3) to five (5) goals rather than 10-15. Referring to the sample evaluation form for the State of Delaware, he felt that it would not provide the evaluation mechanism necessary for City staff. Mr. Koenig noted that the Dover Police Department form requires less written support documentation; however, it does not provide much flexibility in the evaluation and is lengthy due to the instruction packet. He advised members that staff also considered Kent County's evaluation form; however, the instructions were 20-25 pages in length, which he felt was problematic.

Staff recommended the use of a revised evaluation form that would utilize the strengths of the PFP evaluation forms and adapt them to include the strengths of the Dover Police Department Civilian Employee Evaluation Form.

Mr. Hare stated that it was his experience that goals are often a routine part of an employee's job and he did not feel that a 4-5 page evaluation form was necessary. In addition, he suggested a review of employee job descriptions. Concurring, Mr. Koenig stated that there are many instances where job descriptions do not reflect an employee's duties and responsibilities. He concurred that, as a supervisor, he is aware if an employee is performing well or not; however, he noted the necessity for evaluation forms as court documentation in the event of employee dismissal. Mr. Koenig explained that performance appraisal forms meet the needs of both the employer and employee.

Dr. Jones suggested that staff develop a revised evaluation form appropriate for non-bargaining employees and consider the difference between goals and objectives. She felt that an evaluation form should include objectives for the employee, explaining that goals are established for the position or organization and that objectives are time based and measurable and help to determine an employee's level of performance. It was her opinion that the purpose of an evaluation was not only to evaluate an employee over a given period of time but also to assist in planning growth for an employee.

Concurring with Dr. McGlumphy, Mr. Hare felt that staff should consider the use of the Dover Police Department Civilian Employee Evaluation Form.

Dr. McGlumphy requested that staff take the Committee's comments into consideration and develop a revised evaluation form to be brought back to the Committee.

**Recommendation of the Health Benefits Committee Regarding Elimination of Medicare Part B Reimbursements for Current Non-Bargaining Employees *(Referred to Committee by LF&A on June 27, 2011)***

Mrs. Kimberly Hawkins, Human Resources Director, reminded members that, as directed by the Legislative, Finance, and Administration Committee during their meeting of June 27, 2011, the Health Benefits Committee considered the proposal to eliminate Medicare Part B reimbursement for current non-bargaining employees at their meeting held on August 16, 2011. She reported that the Health Benefits Committee recommended that the Medicare Part B reimbursements for non-bargaining employees remain unchanged.

Mr. Scott Koenig, Interim City Manager, explained that the City has been attempting to address budget issues and that by the end of October 18 positions will be vacant, resulting in organizational gaps throughout the City. He stated that staff is struggling with how to develop and maintain a balanced budget for Fiscal Year 2013. Mr. Koenig noted that at the beginning of Fiscal Year 2012-13, it is estimated that the City will be $5M further "in the hole" than in the current year, and that this is being driven by retiree health care benefit funding and other post-employment benefits. Taking this into consideration, Mr. Koenig stated that there has been much discussion regarding the reimbursement of Medicare Part B. He noted that there are approximately 82 non-bargaining employees who would be eligible for Medicare Part B reimbursement between now and the date the employee turns 65 years old. This benefit amounts to approximately $115 per month. Mr. Koenig explained that his recommendation to impose a cap is due to the cost involved, noting that approximately $9.8M would be necessary to fund this benefit between the current year and 2053. The proposed $200 cap would drop this obligation to $4.8M and he felt that a $200 cap was a reasonable trade to preserve the benefit. Mr. Koenig explained that his concern was that if action is not taken to preserve the benefit, at some point this benefit will be eliminated. He clarified that the proposed cap would apply only to the 82 current non-bargaining employees and was not intended to affect any employee who is already retired. He also stated that his intention would be to set a date for instituting the cap rather than making the change effective immediately, which would provide those employees wishing to retire an opportunity to do so before the cap is established.

Ms. Diane Glenn, 218 Northdown Drive, read the following statement into the record:

"Good Evening, my name is Diane Glenn.

In 1993, I moved from New Castle County to Dover to work with Dover Police to establish a Victim Services Program. When I was offered the job, I carefully thought about this move I was making and the impact this would have on my future. I thought about the opportunities that this job would provide me and I reviewed the benefits because at that point in my life, I was at an age where it was equally important for me to know that the benefits that were offered were in line for what my needs were for future retirement. I fully committed to the City of Dover over 18 years ago based on the above. What was offered to me was in line with what I wanted and I couldn't have chosen a better place to come and work.

Years ago, the three unions had an opportunity to negotiate with the City about Medicare Part B, they chose to negotiate this away in exchange for other compensation. As a non bargaining employee, those same opportunities to negotiate have not been afforded to me. I am not able to sit at the table to discuss or bargain with the City. I come here tonight, because it is the only forum in which I am able to at least voice my opinion and let you know where I stand.

Tonight, I want to go on record as stating that I am not in agreement with the Legislative and Finance Committees proposal to eliminate Medicare Part B for non bargaining employees AND I do not support the idea that a cap be put on either for the City or an employee. I want the plan to stay in place from when I was hired.

I fully understand the financial climate that faces government entities be it on the federal state, or municipal level. I understand that corporations as well struggle with the same questions, however policy within government agencies is generally to make changes to retirement plans for incoming employees and has never affected plans for those employee already in place.

Every day it is expected that I come to work and that I act in a professional manner. I am expected to respond at a moment's notice day and night to emergency situations and provide crisis support to crime victims and survivors and I am expected to do my job to the best of my ability.

I will do no less than my best and I will continue to provide the quality of care that each person deserves AND I expect that the City plan in which I was hired continue to remain intact for my future retirement.

Thank you for giving me this opportunity to speak tonight."

Ms. Donna Mills, 5459 Sandtown Road (Felton), advised members that she is a 25-year veteran of the City of Dover. She stated that Medicare Part B Reimbursement was a benefit, a promise made by the City of Dover to her as an employee. Noting that non-bargaining employees do not have the ability to negotiate benefits, she stated that if this benefit is eliminated, the City would be breaking a promise made to these employees when hired. She reminded members that this matter was considered in 2009 and City Council confirmed at that time that this benefit was promised to these employees and should be retained; therefore, she questioned why this matter is being presented again for consideration. She suggested that the budget issues be addressed equally and not be placed on 82 individuals who, as non-bargaining employees, do not have a voice.

Ms. Robin Adkins, 27 Waterwheel Circle, read the following statement into the record:

> "I'd like to thank you for this opportunity to speak. It is an honor to work for the Dover Police Department and I am truly thankful that I am employed in a position that I enjoy. However, the handling of the Medicare-B entitlement issue for non-bargaining employees has been very disappointing.
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> I have survived a lot of hard economic times and challenges throughout my 30 plus years of federal and municipal government experience. As a member of the military, I served many years overseas and stateside. We worked a lot of hours, withstood a lot of hardships including extended family separations. We worked through issues such as Gramm-Rudman budget cuts, military base closures, Desert Storm and others. The pay was sufficient, but our dedication to the larger picture of National Defense was more important. Morale was fairly high because our leadership treated us fairly and with respect, according to the standards and policies in place to keep it that way. Unions weren't needed in most areas because the leadership did the right thing to take care of us.
>
> I've been working for the City of Dover for almost eleven years. I consider myself to be among a group of similarly dedicated individuals in the city employed as mid and department level managers, technicians, professionals and their assistants. We are educated, so many of us have undergraduate degrees, graduate degrees and/or professional certifications. We are collectively responsible for maintaining the continuity of the outstanding services this city provides to the community, so we are a stable and dependable group. However, we do not belong to any union because our positions disqualify us from joining one.
>
> All I want to ask you today is why can't ALL City employees be treated fairly and equitably? The union Groups within the city negotiated annual pay raises in their contracts and negotiated away their Medicare B entitlements. However, we non-union employees are expected to sacrifice pay raises year after year and Medicare B entitlements for the "greater good". We have not been asked to participate in any form of negotiations for these items so the loss of ANY portion of the Medicare-B entitlement should not be considered fair and equitable since we had no say in determining any of the reductions to that entitlement.

I do acknowledge the hard economic times we are currently experiencing, but you as members of our City's Leadership, should also acknowledge your basic responsibility for treating all city employees fairly and equitably. The right for equal treatment is as basic as the 1st and 14th Amendment rights we enjoy as citizens in our great nation."

Police Chief James Hosfelt, 303 Pebble Valley Place, read the following statement into the record:

"I know I don't need to remind you that the non-bargaining group of city employees did not receive a raise this year and I don't think it will be a shock to any of us if we don't receive a raise in 2012.

We as a group already anticipate paying a portion of our Health Care costs and by all accounts are doing so in an attempt to share the burden.

One year of furloughs, two years of no pay raises and we are going to pay more for health care, something we have never had to do. Now on top of all of this I have to worry about you as a committee working towards taking away a retirement benefit that has been promised to those non-bargaining employees who work for the police department.

We don't mind doing our part, but when is enough – enough.

Before this was sent to the City Solicitor for a legal opinion and then forwarded to the Health Benefits Committee for a review and recommendation, there was a motion on the floor to retain this benefit for those employees who were vested or had reached ten years of service.

I hope we haven't reached the point where promised retirement benefits are being arbitrarily taken away from non bargaining employees, i.e. Medicare B. If we have then I would ask you to reconsider a motion that was made by Councilman Hare and seconded by Dr. McGlumphy before being withdrawn on June 13, 2011. In that motion it was moved that Medicare Part B for all vested employees, or should I say those employees with ten or more years of service, be maintained. If this were the case, according to Ms. Mitchell's estimates, over 5 million dollars would be saved.

While this is a tough stance to take and a hard one for me to put forth, I do so because those employees who are vested have demonstrated their loyalty and commitment to the city through their hard work and years of service."

Ms. Christina Kober, 343 Orchard Grove Drive, Camden, read the following statement into the record:

"Good evening. Thank you for allowing me to speak regarding Medicare Part B for non-bargaining employees. My name is Christina Kober. I have been with the City of Dover for 23 years. My first 10 years was served as an unioned police dispatcher and the remaining 13 years I have served as the 911 Manager. I am a part of a group of the non-bargaining employees.

I accepted employment with the City of Dover due to the benefits. I have been dedicated and loyal to my responsibilities as a City of Dover employee but I do not feel that my voice has been heard or that my opinion matters to Council. I have upheld the terms of my employment and hope you will also do the same – and honor the Medicare Part B as agreed upon.

The city budget for 2012 has already been passed and all non-bargaining employees will receive no pay increase. Every union group had the right to negotiate Medicare Part B and subsequently received compensation for it. As a non-bargaining employee, the same respect has not been afforded to non-bargaining employees.

- The IUE-CWA received additional vacation days per year and retirement health care.
- The IBEW received additional vacation days per year and salary step increases.
- The FOP received a rank increase of MCPL, which is equivalent to a 4.5% increase.
- All of these have been above and beyond their contractual pay increases.

City council is seeking to eliminate Medicare Part B reimbursement from all non-bargaining employees. Council has previously agreed that any employee hired after July 27, 2009 would not be eligible for Medicare Part B. Why are we back here today?

There is a small group within the city that are non-bargaining employees, of our group only a few of us have come forward to speak. I know that others may feel they are in a compromised position and feel that they cannot fully express how they feel. For those of us that are willing to get up and speak, I know that there are others who stand with us in principle.

I respectfully request you uphold our current benefit plan. Thank you for your time and attention to this matter."

Mrs. Fran Hettinger, 63 Sackarackin Avenue (retiree), noted that the proposal, as presented, did not affect retirees; however, she addressed members on behalf of current employees. She stated that many of the employees who would be affected by the proposal were hired before salaries became comparable to the private sector and "gave their all." Mrs. Hettinger explained that it is often the benefits offered by the City, rather than salaries, that attracts new employees, and this is what drew many current employees. Mrs. Hettinger advised members that, several years ago, non-bargaining employees became concerned because union employees were receiving pay raises, resulting in the salaries of some employees becoming higher than their supervisors, since non-bargaining employees had no representation. When this concern was brought to the City Manager, they were advised that it was the City Manager's job to take care of the non-bargaining employees. Mrs. Hettinger noted that, at that time, some of the non-bargaining employees met and decided to form a bargaining group, fearing that the City may "let them down" some day. The City Manager at that time assured the non-bargaining employees that it was not necessary for them to form a bargaining group and that they would be taken care of. She noted that now the City has no City Manager and that a new City Council is in place. Although Mrs. Hettinger supported a balanced budget, she requested that members not penalize certain employees by discontinuing a benefit that they were promised.

Mr. Anderson reminded members that during the past few years, other than last year, non-bargaining employees received pay raises beyond union employees. He stated that the current Council is not bound by the action of a previous Council and that City Council has the responsibility to consider the current realities. Mr. Anderson noted that the world is changing, including Medicare, and Council must consider this and evaluate limiting the City's liability. He stated that the Medicare Part B Reimbursement is not offered by any other entity and that the legal opinion provided indicated that this is not a benefit but rather a right. Although the reimbursement has been the City's practice, he stated his support for its elimination; however, he indicated he was willing to consider a compromise.

Mr. Lynn stated that, as several speakers expressed, the City made a promise to their employees regarding Medicare Part B reimbursement when they were hired. He felt that City employees have relied upon this promise and that such reliance was reasonable and foreseeable by the City. It was his opinion that injustice can only be avoided by honoring the promise; therefore, he suggested that the Committee recommend honoring the promise.

Mr. Bonar referred to fellow police officers with whom he worked and advised members that the police officers made promises to protect and serve the City of Dover, just as the non-bargaining employees committed to serve the City, although these employees may not put their lives on the line on a daily basis as police officers do. He stated that the City made a promise to their employees and, although the economics have changed, he felt that the promise should be honored. He supported eliminating the benefit for employees with less than five (5) years of service and for new hires; however, he stated that he would not support the proposal as presented, particularly for those employees with 20-25 years of service.

Responding to Mr. Hutchison, Mr. Koenig stated that there are a total of 42 non-bargaining vested and 41 non-bargaining non-vested employees. He indicated that eliminating the Medicare Part B reimbursement for non-vested employees would result in a $5M savings (using a 5.6% inflation rate).

Mr. Hare reminded members that City Council has an obligation, not just to the employees but also to the citizens of Dover, to protect their quality of life and the future of the City. He reiterated his suggestion that the reimbursement be capped at $300. He stated that Medicare Part B is an unfunded mandate from the Federal Government and that the City has no control over its cost.

In response to Dr. Jones, Mrs. Hawkins stated that, to her knowledge, details regarding Medicare Part B reimbursement were included in a single-page document, dated 1976, written by a previous Finance Director. It was not included in the Employee Handbook until 2009, when new language was included to indicate that the reimbursement would not be offered to new employees. Mr. Koenig stated that there is now a new employee orientation procedure whereby the benefit package is discussed and employees acknowledge receipt of the Employee Handbook, which includes the employee benefit package.

Mr. Hare moved to recommend that there be no changes to the Medicare Part B reimbursement, seconded by Mr. Shevock.

For clarification, Mrs. Hawkins stated that when this matter was considered in 2009, staff was directed to include language in the Employee Handbook to indicate that the Medicare Part B reimbursement is considered a "right" and not a "benefit"; therefore, it could be presented in the future for reconsideration.

The motion to recommend that there be no changes to the Medicare Part B reimbursement failed by a roll call vote of two (2) yes, two (2) no (Mr. Anderson and Dr. McGlumphy), and one (1) abstention (Dr. Jones).

Mr. Anderson moved to recommend capping the Medicare Part B reimbursement benefit at a $200 level to preserve the integrity of the City's finances and out-year liability. The motion failed for lack of a second.

Dr. McGlumphy stated that the matter would be considered by City Council during their Regular Meeting of October 10, 2011 with no recommendation from the Committee.

**Proposed Resolution No. 2011-11 - Request to General Assembly to Amend the City of Dover Charter - Length of Terms for Mayor and Council *(Deferred by Committee on August 22, 2011 Due to Time Constraints) (Tabled by Committee on 9/12/11 Pending Additional Review of the 2005 Charter Review Committee Recommendation)***

During their meeting of September 12, 2011, members considered Proposed Resolution No. 2011-11 requesting the Delaware General Assembly to amend the City of Dover Charter to increase the term lengths for the Mayor and Council from two (2) years to four (4) years. The Committee tabled the matter pending additional review of actions taken by previous Charter Review Committees.

Members received excerpts of the minutes of the previous Charter Review Committee meetings for their review.

**Mr. Hare moved to remove the matter from the table, seconded by Mr. Anderson and unanimously carried.**

**Mr. Hare moved to recommend adoption of Proposed Resolution No. 2011-11 *(Attachment #1)*, seconded by Mr. Shevock and carried with Mr. Anderson voting no.**

**Proposed City of Dover Prescription Assistance Plan**

At the request of Councilman Anderson, information related to United Networks of America Free Statewide Prescription Assistance Program was provided to members for their review and consideration.

Mr. Alan Caan, Program Development for United Networks of America, (19-62 Chandler Drive in Fair Lawn, New Jersey) briefly reviewed the information received by members regarding the Free Statewide Prescription Assistance Program and noted that the program includes eyeglasses, hearing aids, dental, etc. He stated that the program is available to everyone.

Responding to Mr. Anderson, Mr. Caan stated that there would be no cost to the City of Dover to provide this program to its residents, nor any fees to members. He explained that discount cards would be provided to the City to distribute to its residents, family members, employees, businesses and their employees. In addition, Mr. Caan stated that every time a card is used at a pharmacy to fill a prescription, the City of Dover would receive .50¢. He noted that when he departed Bergen County, New Jersey, there were approximately 5,600 prescriptions filled per month in the County through this program, which equated to over $300,000 in savings to residents. Multiplied annually, he stated that the residents would save over $3.5M per year.

In response to Mr. Shevock, Mr. Caan stated that the United Networks of America (UNA) receives revenue from the prescription drug program, which is derived from the formation of pharmacy networks; however, UNA receives no revenue from the other programs offered, such as eyeglasses and hearing aids. He explained that participating pharmacies provide discounts and payment to the UNA who shares its portion with the groups, organizations, and governments that participate in the program.

Responding to Mr. Lynn, Mr. Caan indicated that individuals utilizing prescription insurance coverage cannot use the prescription drug program to pay the co-pay.

**Mr. Anderson moved to recommend the implementation of the United Networks of America Free Statewide Prescription Assistance Plan, as presented. The motion was seconded by Mr. Hare and unanimously carried.**

Due to time constraints, Dr. McGlumphy suggested that members recess the meeting until Thursday, September 29, 2011 at 5:00 p.m.

**Mr. Hare moved to recess until September 29, 2011 at 5:00 p.m., seconded by Mr. Shevock and unanimously carried.**

Meeting recessed at 6:59 P.M.

**Mr. Shevock moved to reconvene, seconded by Dr. Jones and unanimously carried.**

**THURSDAY, SEPTEMBER 29, 2011 - 5:00 P.M.**

The Legislative, Finance, and Administration Committee Meeting reconvened on September 29, 2011 at 5:00 p.m. with Dr. McGlumphy presiding. Members present were Mr. Anderson (arrived at 5:17 p.m.), Mr. Hare, Dr. Jones, and Mr. Shevock. Members of Council present were Mr. Hutchison, and Mr. Lynn (departed at 5:43 p.m., and returned at 5:51 p.m.). Mayor Carey was also present (departed at 5:40 p.m. and returned at 5:50 p.m.)

**AGENDA ADDITIONS/DELETIONS**

Chairman McGlumphy requested that Item #2 - Discussion of Historical Perspective of Economic Development Office be considered as Item #1.

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

**Discussion - Historical Perspective of Economic Development Office**

Mrs. Ann Marie Townshend, Director of Planning and Community Development, read the following statement into the record:

> "The creation of the economic development office was tied closely to the Economic Development Chapter of the Comprehensive Plan, the Hyett Palma Economic Revitalization Strategy for downtown, and the consolidation of the three organizations charged with downtown redevelopment (Parking Authority, DDDC, Main Street Dover).
>
> In 2007, the Kent County Economic Development Strategy Initiative was released. This strategy was funded jointly by Kent County, Dover, Smyrna and DRBA. In November 2007, the consultant (Moran, Stahl and Boyer) who developed the strategy gave a presentation of the Strategy to City Council. The Strategy included Economic Development Recommendations for the City of Dover.
>
> This study and the Hyett Palma study were used heavily in the development of the Economic Development chapter of the Comprehensive Plan. This chapter was developed by assembling a working group of professionals representing Kent County, DEDO, the Chamber of Commerce, and others. The Comprehensive Plan ultimately recommended hiring an economic development professional for the City of Dover.

> Concurrently, as a part of implementing Hyett Palma, meetings were taking place with the leaders of the downtown groups (DDDC, Parking Authority and Main Street) about consolidating the organizations. Ultimately, this was done in July 2008, creating the DDP. In working to consolidate the three organizations, there were three staffing scenarios evaluated: simply absorbing the Main Street Director; absorbing the Main Street Director and creating a new Administrative Assistant position; absorbing the Main Street Director and hiring a new Administrative Assistant and Economic Development Manager. This was the scenario ultimately chosen. Prior to this, City staff (Clerk's Office and Planning Department) provided staff support for the DDDC and Parking Authority, and the Main Street Director provided staff support for Main Street Dover. By-laws for DDP indicate that City Planner is executive director if another executive director is not hired.
>
> The idea was that the new positions would spend 50% of their time on DDP/downtown functions, and 50% of their time on city-wide economic development. Responsibilities to include Garrison Oak, streamlining of business development, working with GSA on locating office space, work with higher education to create a partnership, packaging of downtown redevelopment incentives.
>
> Economic Development Office initially placed under the City Planner; ultimately moved under the City Manager."

Responding to Mr. Hutchison, Mrs. Townshend recalled that the City was paying $16,000-$20,000 annually for a membership with the Kent County Economic Development Office.

Mr. Lynn requested a ratio comparing the cost of staffing the Economic Development Office (EDO) versus the amount of revenue that has been generated for the City. Mrs. Townshend stated that the Economic Development Director tracks economic statistics and reminded members that the City created the Economic Development Office during a time when the economy was declining. However, she assured members that there has been business growth in the downtown area. Elaborating, Mr. William Neaton, Economic Development Director, stated that although he does not have specifics, the unemployment rate this year decreased approximately 1% compared to last year, noting that the unemployment rate in August 2011 was 9.4% and in August 2010, it was 10.3%.

Mr. Neaton advised members that, during the last three (3) years, the EDO has established relationships and completed infrastructure improvements so that the City will be positioned to move very quickly to begin attracting new businesses when the economy turns around. Referring to the Garrison Tract, he reminded members that the City's EDO was tasked with getting the Garrison Tract "shovel ready." The City's EDO sent Requests for Proposals (RFPs) and worked with engineers, the Delaware Department of Transportation (DelDOT), the Delaware Economic Development Office (DEDO), and others, and obtained an approved site plan. Mr. Neaton also noted that he was expecting a response after October 1, 2011 regarding the receipt of infrastructure improvement funds from the State of Delaware. He stated that the City has budgeted $3M for infrastructure improvements to the site. He also advised members that he has been working with a second lessee, Calpine, who is awaiting an impact study from Pennsylvania, Jersey, Maryland

Interconnection (PJM) in order to move forward. Mr. Neaton reminded members that the Calpine project consists of a 618 megawatt power plant at a cost of approximately a half of a billion dollars, which will generate significant tax revenues and water and sewer fees for the City of Dover.

In response to Mr. Hare regarding Main Street Dover, Mrs. Townshend explained that when the Hyett Palma Study was completed in 2006, one of the observations made was that there were three (3) organizations targeting downtown redevelopment, one (1) of which was Main Street Dover. It was determined that there was duplication of efforts and, at times, these organizations were working at cross purposes; therefore, it was recommended that the (3) organizations be brought under one (1) umbrella. She stated that many individuals and organizations that have been part of the downtown area agreed that bringing these organizations together would improve their effectiveness.

Mr. Hare requested that Mr. Neaton provide documentation that proves that the City's EDO has created additional revenue over and above the $250,000 cost of the office. In addition, he stated that the SunPark is costing the citizens of Dover, noting that $112,000 was charged to the City for July.

Responding, Mr. Neaton reminded members that the SunPark was a part of an overall economic development plan for the City, noting that the 2030 Committee recommended that the department develop green energy and a previous Council agreed. As an energy supplier, he stated that the City was mandated by the State to acquire renewable energy credits. He advised members that 80% of the labor for the SunPark was obtained from Kent County and that Calpine, which is a two (2) to three (3) year project, is also committed to utilizing local labor. Concurring, Mrs. Townshend explained that any jobs brought into or retained in the City are beneficial to the economic development of the City. She noted that although some of the successes in retaining jobs are small, the impact to the City is huge.

Mr. Anderson stated that it has been his observation that there have been changes that have provided a focus to the downtown area and that if the City does not invest in economic development, it will go elsewhere. Responding, Mr. Neaton explained the importance of an active economic development office which lays a foundation for future growth. He reminded members that an ordinance was recently developed which provides a tax incentive/tax abatement for large unoccupied buildings, which can be used to attract new tenants. In addition, he stated that there are 13 parcels available at the Garrison Oak Tract and, once funding is obtained, this area will become "shovel ready." He explained that another advantage of having an EDO is that it allows for the City to act and react more quickly in such matters as the issuance and review of RFPs for recommendation.

Mr. Anderson stated that he has been in contact with other organizations and was advised that the City's EDO is well known and considered one of the most proactive organizations throughout the State. Noting that these are difficult economic times, he reminded members that immediate results cannot always be obtained.

Concurring, Mr. Neaton indicated the importance of developing relationships in the process of economic development and that during the past three (3) years, he has developed relationships with the Secretary of Economic Development for the State of Delaware and Presidents and/or Campus Administrators of Colleges/Universities, etc. Although these relationships take time to develop, he reiterated their importance.

Mr. Anderson suggested that the City become more involved with obtaining grants and stated that he felt the City lacks in this area. He questioned if the City's EDO will be pursuing a strategic partnership with Delaware State University's new research initiatives. Responding, Mr. Neaton stated that he has worked with the Delaware State University's School of Business and that they have developed a business plan and marketing plan for the downtown area. In regard to the grants, he advised members that a Delaware Main Street Conference was held recently where grant acquisitions was discussed, and he assured members that he would be pursuing this in the future. He noted that grants have been awarded to the City during the past few years, such as a $45,000 grant awarded by the United States Department of Agriculture (USDA) that continues to be utilized.

Dr. McGlumphy noted that the City's EDO had provided monthly updates, including statistics, to the Parks, Recreation, and Community Development Committee and encouraged staff to also provide updates of the information that was included in the City's budget, including goals and objectives. He offered to meet with Mr. Neaton to explain further. Dr. McGlumphy relayed his understanding of the value of recent projects in the City, such as the new library and the Dover SunPark. However, he stated his concern that jobs created through these undertakings may not be benefitting City residents and minorities. He requested that staff provide detailed information regarding the residence and ethnicity of individuals hired for such projects.

There was no further action taken by the Committee.

**Presentation by Downtown Dover Partnership (DDP): Recent Grant Award in the Amount of $3M; Status of $1.3M Loan for 120 S. Governors Avenue; Future Plans**

Mr. William Neaton, Executive Director of the Downtown Dover Partnership (DDP), advised members that, as a result of several studies conducted, it was determined that there was a need for an overall plan for the downtown area. Upon completion of the Dover Transit Center, he stated that the Dover/Kent County Metropolitan Planning Organization (MPO) requested a "plan book" to determine what the area surrounding the Transit Center could or should become in the future. The MPO hired the Renaissance Planning Group and Becker Morgan Group, Inc. to assist with this project. Mr. Neaton stated that he approached the MPO regarding the possibility of the DDP partnering in this effort, since there were several properties in the downtown area that should be reviewed by the architects and engineers to determine their potential use in the future and how they would fit into the Master Plan for the downtown area. As a result, Mr. Neaton reminded members that a charrette was conducted, which consisted of interested parties meeting to determine what the City should become in the future, without consideration of funding. During this charrette, several parcels were evaluated, including those owned by the DDP and the North Street Corridor. Legislators were then approached and presented with a written document regarding proposed improvements in the downtown area and, in response, legislators awarded $3M in Bond Bill monies to assist in the completion of downtown projects.

Recent Grant Award in the Amount of $3M

Mr. Gregg Moore, President of the DDP, reviewed the Dover Transit Center Neighborhood Plan - Charrette Presentation ***(Attachment #2)***. He stated that the projects that were chosen for funding by the State are located on North Street and include the Collegian Site (consisting of three buildings - newsstand, hardware store, and former Capital Office Supply), seven (7) parking lots, and upgrades to North Street so that it serves as another gateway to the City.

Mr. Moore reminded members that the vacant building at 22-24 W. Loockerman Street, which was formerly occupied by W.T. Grant and consists of 20,000 sq. ft., was purchased by the DDP. He noted that although this project is not a part of the $3M that the DDP received through the FY 2012 State Bond Bill to finance area improvements, it is a part of the overall plan to make investments in the heart of downtown, in an effort to upgrade Loockerman Street and The Green, and to improve parking. Mr. Moore stated that the DDP plans to make upgrades to the former W.T. Grant building and obtain tenants. Once this has been completed, the DDP will sell the property to a developer to own and operate.

Mr. Moore explained that the Collegian Property would be developed in such a manner that pedestrian pathways would be created from Loockerman Street to and from North Street. He noted that it would not be appropriate to construct additional buildings on the property at this time; however, he noted that this would be the ultimate goal.

Mr. Moore advised members that there are many other projects in the DDP Comprehensive Plan and that funding is required as part of the Transit Center Study; however, he assured members that the City is not being requested to consider any funding issues involved with these projects. He stated that the DDP plans to continue to pursue funding from the State of Delaware to continue other projects and improvements to the area.

Mr. Moore noted that DDP is also working on the old Acme site, stating that this project would not be funded through the $3M that the DDP received from the State. On the advice of local commercial realtors, he stated that a plan was developed for the site so that the sale of the property actually includes an improved plan. Mr. Moore explained that the plan for the site has been reviewed and approved by the Historic District Commission, Planning Commission, etc. and the property is listed for sale at $1.4M.

In response to Dr. Jones, Mr. Moore stated that the developer would determine the tenants of the apartments. Dr. Jones felt that consideration should be given to making the City as diverse as possible.

Responding to Mr. Hare, Mr. Moore stated that the DDP does not own any of the properties along New Street; however, it is their desire for New Street and other surrounding streets to be upgraded and redeveloped. He noted that the DDP could assist in facilitating such a change. Mr. Moore explained that the DDP obtains revenues through rental properties, re-investments, parking lot revenues, etc.

Status of $1.3M Loan for 120 S. Governors Avenue

Mr. Moore advised members that the DDP inherited a $1.3M loan co-signed by City Council in 2008 (prior to the creation of the DDP). He stated that the loan is an interest only loan, paid by the DDP, with approximately two (2) years remaining. The goal of the DDP is to sell the property before the loan expires and pay the loan; however, if this does not happen, the DDP plans to renegotiate the loan in such a manner that there is positive cash flow. He anticipated that the DDP would be successful in either situation. He noted that the DDP owns several properties and, therefore, felt confident that the City will not be faced with any catastrophic problem in this regard.

The Committee took no further action regarding this matter.

Due to time constraints, and noting that there were members of the public wishing to speak, by unanimous consent, Agenda Item #5 - Review, Consolidation and/or Elimination of City Committees, Commissions, and Boards - Dover Human Relations Commission was considered prior to Item #3.

**Review, Consolidation and/or Elimination of City Committees, Commissions, and Boards - Dover Human Relations Commission**

With increasing staff vacancies, and in consideration of current hiring limitations, Council President Leary requested members of Council and City Staff to explore possible inefficiencies within City of Dover committees, commissions, and boards. Some boards appear to serve like purposes and others have become obsolete; therefore, the Committee will consider whether any groups can be consolidated or eliminated. Several recommendations have been received and will be considered by the Committee in the following weeks and months.

Members reviewed information regarding the Dover Human Relations Commission (DHRC).

Ms. Faye Della White, 101 Babb Drive, relayed her support for the DHRC, feeling that they have accomplished good work for the City, including the defense of human rights and freedom of expression. She noted that there currently are six (6) vacancies on the DHRC and informed members that she submitted a resume for consideration earlier in the day. She requested that the City retain the DHRC.

Mr. Lawrence Byrd, 49 Acacia Place, felt that there is a need for a voice for those who have a better understanding of the people's backgrounds and status of living. He also felt that the Commission makes the City a better place in which to live, noting that there have been racial issues throughout the City. With a Human Relations Commission, he felt that the City can build a better place for its resident to live, an improved school system, etc.

Mr. David McCorkle, 20 N. New Street, stated that, as a representative of the House of Pride, this organization has worked closely with the Dover Human Relations Commission. He stated that the DHRC has provided much assistance to recovering addicts, explaining that addicts living in the area of New Street have been discriminated against. He relayed appreciation for the DHRC and requested that they not be disbanded or discontinued.

Mr. Anderson stated that he has had the pleasure of serving as a member of the DHRC. Although he was aware that there have been weaknesses in the Commission, he indicated that he has been impressed with the new leadership during the past year. Mr. Anderson noted that the DHRC has been involved in recent issues regarding the relations of people of the City. He stated that Dover has had a homeless problem that was not being recognized and that the DHRC provided a forum to make this issue known to assist in developing a resolution. It was Mr. Anderson's observation that the Commission has made several issues known to the public. He noted that the Commission provides a means for the public to relay concerns, explaining that constituents do not always come to

City Hall to express their concerns. He stated that these forums resulted in a new electric bill format and helped defeat a hike in natural gas rates. Mr. Anderson felt that there are minimal costs associated with the Commission, noting that the members serve without compensation. He stated that the Commission is a good investment for the City and that members should allow the new leadership an opportunity to provide beneficial results.

Dr. Jones stated that the DHRC serves a role in the City. She stated that, as a citizen, she would like for it to continue and for their leadership to work, as partners, with members of City Council and other leadership positions within the City. She felt that the membership should include all who are represented, particularly those that may feel they are disenfranchised.

Mr. Hare relayed his concurrence with Dr. Jones; however, he felt that the Commission may be acting outside their purview. He did not feel that the Commission should make recommendations to the Police Department for arrests, or suggestions regarding who should obtain counseling or rehabilitation, etc. Should the Commission be maintained, he suggested that they act within their defined objectives and goals.

Council President Leary stated that, due to the City's economic situation, there have been various considerations to save expenses, including leaving vacant positions unfilled. He felt that if there are ways to contract some of the City's activities without affecting constituent services, it was important that these suggestions be presented for consideration. In this particular instance, he noted that there is a State of Delaware Human Relations Commission, which has a similar charge and currently has seven (7) members that reside in Kent County. He felt that the City's Human Relations Commission is duplicative and felt that this would be a good time for members to consider eliminating the City's Commission and utilize the State's Commission in this regard.

At the request of Mrs. Russell, Dr. McGlumphy read the following statement, dated September 29, 2011, into the record:

> "I am unable to attend tonight's meeting of the Legislative, Finance, and Administration Committee; however, I would like to express my opinion regarding Agenda Item #6, the Review, Consolidation and/or Elimination of City Committees, Commissions, and Boards as it relates to the Dover Human Relations Commission.
>
> I do not feel that this organization should be eliminated. I believe that the Commission would benefit from reorganization, improved guidelines, better defined rules, and possibly diversity training. The Commission should also work more closely with the State Human Relations Commission. I believe that the Dover Human Relations Commission serves a useful purpose in promoting understanding between people of all races and backgrounds.
>
> Sophia R. Russell
> Fourth District Representative"

Council President Leary reiterated that this is not the only Board, Committee, or Commission being considered and that there will be others examined as well.

In response to Dr. Jones, Mr. Roy Sudler, Jr., Chairman of the DHRC, stated that initially the Commission's budget was $10,000, it was later reduced to $5,000, and the current budget was $3,000.

**Mr. Anderson moved to recommend that the Dover Human Relations Commission be retained and that the Commission itself conduct a review and report back to the Committee within three (3) months with suggestions to make operations more effective. The motion was seconded by Dr. Jones and unanimously carried.**

Due to time constraints, Chairman McGlumphy suggested that Items #3 - Review of Cell Phone Use, and #4 - Review of Take-Home Vehicle Use be deferred until the next Committee meeting.

**Mr. Anderson moved to defer Items #3 and #4 until the next regularly scheduled Committee meeting, seconded by Dr. Jones and carried with Mr. Hare voting no.**

**By uanimous consent, the meeting adjourned at 6:33 P.M.**

William P. McGlumphy
Chairman

WPM/DD/jg/js/tm
S:\AGENDAS & MINUTES\Committee-Minutes\2011\09-26-2011 LF&A.wpd

*Attachment*
*Attachment #1 - Proposed Resolution No. 2011-11*

*Attachment to Original Minutes and File Copy*
*Attachment #2 - Dover Transit Center Neighborhood Plan - Charrette Presentation*

City of Dover

## MAYOR AND COUNCIL

**PROPOSED COUNCIL RESOLUTION NO. 2011-11**

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 by increasing the term lengths of the Mayor and City Council members from two (2) years to four (4) years. Therefore, the Mayor and Council of the City of Dover respectfully request the General Assembly of the State of Delaware to amend Article II - Mayor and Council, Section 5 - Council to be legislative body; size; districts; terms of mayor and councilmen; qualifications, Section 6 - Municipal election; dates, time, and place of elections, and Section 7 - Nomination petitions for candidates for council and mayor, of its Charter, which amendments, if adopted by the General Assembly, would be as follows:

**CITY OF DOVER CHARTER - ARTICLE II - MAYOR AND COUNCIL**

**Sec. 5. - Council to be legislative body; size; districts; terms of mayor and councilmen; qualifications.**

The council shall be the legislative body of the city and composed of nine members nominated and elected as herein provided.

In order that the members of council shall be distributed over the city, the city shall be divided into four election districts, the district boundaries of which shall be established by council so that the districts are nearly equal in population as shown by the most recent federal decennial census. The district boundaries established for municipal elections shall continue in effect until the next succeeding federal decennial census is made available for use by municipalities in the State of Delaware, at which time council shall redistrict the city so that the districts shall be nearly equal in population in accordance with said census, which redistricting shall be used for the next regular municipal election, which procedure shall be followed by council after each succeeding federal decennial census in this manner so that the districts shall be maintained as nearly equal in population as possible at all times.

~~The term of mayor shall be for a period of two years commencing on the second Monday in May following their election and continuing for a term of two years until the second Monday in May or until their successor has been duly elected and qualified.~~

~~The term of the councilmen shall be for two years. In each regular municipal election held in an odd numbered year, five councilmen shall be elected, four by district voting being from the districts and one at-large as stated herein. In each regular municipal election held in an even numbered year, four councilmen shall be elected by district voting from each of the districts of the city.~~

**At the regular municipal election held in April of 2012, the mayor shall be elected at-large. The term of mayor elected at the April 2012 regular municipal election shall be for a period of three (3) years, commencing on the second Monday in May following his election and continuing for a term of three (3) years until the second Monday in May 2015, or until his/her successor has been duly elected and qualified.**

**Thereafter, commencing with the regular municipal election to be held in April of 2015, the term of mayor shall be for a period of four (4) years commencing on the second Monday in May following his/her election and continuing for a term of four (4) years until the second Monday in May, or until his/her successor has been duly elected and qualified.**

**At the regular municipal election held in April of 2012, four (4) councilmen shall be elected by district voting from each of the districts of the city. The term of the councilmen elected at the April 2012 regular municipal election shall be for three (3) years, commencing on the second Monday in May following their election and continuing for a term of three (3) years until the second Monday in May 2015, or until their successors have been duly elected and qualified.**

**At the regular municipal election held in April of 2013, five (5) councilmen shall be elected, four (4) by district voting being from the districts and one (1) at-large. The term of the councilmen elected at the April 2013 regular municipal election shall be for a period of four (4) years, commencing on the second Monday in May following their election and continuing for a period of four (4) years until the second Monday in May, or until their successors have been duly elected and qualified.**

**Thereafter, commencing with the regular municipal election to be held in April of 2013, the terms of the councilmen shall be for a period of four (4) years, commencing on the second Monday in May following their election and continuing for a term of four (4) years until the second Monday in May, or until their successors have been duly elected and qualified. The mayor and at-large councilman shall be elected at alternating biennial regular municipal elections.**

In order to be eligible to be elected as mayor or as a member of council, the person must as of the date of the election be:

(1) A citizen of the United States and of the State of Delaware;

(2) A resident of the city and having continuously resided therein or in an area annexed to the

city during the two years next preceding the day of the election;

(3) A resident of the election district from which they are seeking election, unless they are seeking election as an at-large councilman or mayor;

(4) Eighteen years of age; and

(5) Nominated therefore, as hereinafter provided.

Holding Other Office. Except where authorized by law, no council members shall hold any other elected public office during the term for which the member was elected to the council. No council member shall hold any other city office or employment during the term for which the member was elected to the council. No former council members shall hold any compensated appointive office or employment with the city until one year after the expiration of the term for which the member was elected to the council, unless granted a waiver by the Board of Ethics (Ethics Commission).

**Sec. 6. - Municipal election; dates, time, and place of elections.**

~~**At the regular municipal election held on the third Tuesday in April of any even numbered year, four (4) councilmen shall be elected by district voting from each of the districts as designated by council for a term of two years, and a mayor shall be elected by the voters of the city for a term of two years, as provided in section 5 of this Charter.**~~

Regular municipal elections shall be held ~~**each year**~~ **biennially** on the third Tuesday in April. All other municipal elections that may be held shall be known as special municipal elections. At each such municipal election, the polls shall be opened at 7:00 a.m. and closed at 8:00 p.m. The council may designate the places of election and make all necessary rules and regulations not inconsistent with this Charter or with other laws of the State of Delaware for the conduct of elections, for the prevention of fraud in elections, and for the recount of ballots in case of doubt or fraud. At ~~**the**~~ **alternating biennial** regular municipal election**s** held on the third Tuesday in April ~~**of any odd numbered year**~~, five councilmen shall be elected for a term of ~~**two**~~ **four** years, four of whom shall be elected by district voting from each of the districts as designated by council and one of whom shall be elected by at-large voting by all voters of the city, as provided in section 5 of this Charter. At the **next biennial** regular municipal election held on the third Tuesday in April ~~**of any even numbered year**~~, four councilmen shall be elected by district voting from each of the districts as designated by council for a term of ~~**two**~~ **four** years, and a mayor shall be elected by the voters of the city for a term of ~~**two**~~ **four** years, as provided in section 5 of this Charter.

**Sec. 7. - Nomination petitions for candidates for council and mayor.**

The mode of nomination of candidates for the council and for mayor shall be by petition, signed by not less than ten nor more than 25 electors of the city, filed with the clerk of council on or before 4:30 p.m. on the second Friday of February ~~**of each year**~~ **biennially** for candidates for council and on or before 4:30 p.m. on the last working day in January **biennially** for candidates for mayor in the years when a mayor is to be elected. Should the second Friday of February fall on a legal holiday,

the filing date shall be 4:30 p.m. on the next working day thereafter which is not a legal holiday.

Whenever a petition nominating a person for the office of mayor or councilman shall have been filed as above prescribed, the name of such person shall be printed on the ballot for the regular **biennial** municipal election as a candidate for the office for which they were nominated, provided they possess the qualifications prescribed by this Charter for a candidate for such office.

No nominating petition shall designate more than one person to be voted for as a member of council or as mayor.

The signers of a nominating petition for a member of the council must be electors of the city residing in the city election district in which the nominee resides; but the signers to the nominating petition for the mayor and for the at-large councilman may be city electors residing in the city at-large.

There must be attached to each nominating petition an affidavit of the circulator thereof, stating the number of signers and that each signature appended thereto was made in their presence, and is the genuine signature of the person whose name it purports to be, and that all of said signers are entitled to vote at the regular municipal election referred to; and, in the case of a petition nominating a candidate for councilman running from a particular district and to be elected by district voting, that the circulator of the petition verily believes that each signer of said petition is a resident of the same city election district in which the nominee resides.

With each signature shall be stated the place of residence of the signer, giving the street and number or other description sufficient to identify the same. The form of the nominating petition shall be substantially as follows:

We, the undersigned, electors of the City of Dover, hereby nominate _____, who resides in the _____ City District of the said City of Dover, for the office of Councilman (or for the office of Mayor as the case may be) to be voted for at the regular municipal election to be held in the said City, on the _____ day of _____ in the year _____; and we individually certify that we are qualified to vote for a candidate for the office named, and that we have not signed any other nominating petition for that office, and that our places of residences are truly stated after our signatures.

Name .....

Street and number .....

(Space for Signatures)

STATE OF DELAWARE

KENT COUNTY

SS.

_____ being duly sworn (or affirmed) deposes and says that they were the circulator

of the foregoing petition paper containing signatures, and that the signatures appended thereto were made in his**/her** presence, and are the signatures of the persons whose names they purport to be, and that they verily believe the residence of each signer thereof to be truly stated, and that all of said signers are entitled to vote at the regular municipal election referred to in said paper; and, in case the petition is nominating a candidate for councilman to be elected from a specific district by district voting, that each signer of said petition is a resident of the same city election district in which the nominee resides.

(Signed) .....

Subscribed and sworn to (or affirmed) before me this _____ day of _____

_____ Justice of the Peace (or Notary Public)

ADOPTED: *

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

SYNOPSIS

This amendment would increase the term lengths of the Mayor and City Council members from two (2) years to four (4) years.

Actions History

Aug. 22, 2011 - Proposed for Introduction at Legislative, Finance, and Administration Committee

October 10, 2011

Sponsor:_____

DELAWARE STATE SENATE
146th GENERAL ASSEMBLY
SENATE BILL NO._____

AN ACT TO AMEND THE CHARTER OF THE CITY OF DOVER BEING CHAPTER 130, VOLUME 77 OF THE LAWS OF DELAWARE, AS AMENDED, REGARDING TERM LENGTHS FOR MAYOR AND COUNCIL

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF DELAWARE (Two-thirds of all members elected to each House concurring therein):

Section 1. Amend Sec. 5. - Council to be legislative body; size; districts; terms of mayor and councilmen; qualifications of Chapter 130, Volume 77, Laws of Delaware, by deleting the text indicated in strikeout and inserting the text indicated in underscore as follows:

**Sec. 5. - Council to be legislative body; size; districts; terms of mayor and councilmen; qualifications.**

The council shall be the legislative body of the city and composed of nine members nominated and elected as herein provided.

In order that the members of council shall be distributed over the city, the city shall be divided into four election districts, the district boundaries of which shall be established by council so that the districts are nearly equal in population as shown by the most recent federal decennial census. The district boundaries established for municipal elections shall continue in effect until the next succeeding federal decennial census is made available for use by municipalities in the State of Delaware, at which time council shall redistrict the city so that the districts shall be nearly equal in population in accordance with said census, which redistricting shall be used for the next regular municipal election, which procedure shall be followed by council after each succeeding federal decennial census in this manner so that the districts shall be maintained as nearly equal in population as possible at all times.

~~**The term of mayor shall be for a period of two years commencing on the second Monday in May following their election and continuing for a term of two years until the second Monday in May or until their successor has been duly elected and qualified.**~~

~~The term of the councilmen shall be for two years. In each regular municipal election held in an odd numbered year, five councilmen shall be elected, four by district voting being from the districts and one at-large as stated herein. In each regular municipal election held in an even numbered year, four councilmen shall be elected by district voting from each of the districts of the city.~~

**At the regular municipal election held in April of 2012, the mayor shall be elected at-large. The term of mayor elected at the April 2012 regular municipal election shall be for a period of three years, commencing on the second Monday in May following his/her election and continuing for a term of three years until the second Monday in May 2015, or until his/her successor has been duly elected and qualified.**

**Thereafter, commencing with the regular municipal election to be held in April of 2015, the term of mayor shall be for a period of four years commencing on the second Monday in May following his/her election and continuing for a term of four years until the second Monday in May, or until his/her successor has been duly elected and qualified.**

**At the regular municipal election held in April of 2012, four councilmen shall be elected by district voting from each of the districts of the city. The term of the councilmen elected at the April 2012 regular municipal election shall be for three years, commencing on the second Monday in May following their election and continuing for a term of three years until the second Monday in May 2015, or until their successors have been duly elected and qualified.**

**At the regular municipal election held in April of 2013, five councilmen shall be elected, four by district voting being from the districts and one at-large. The term of the councilmen elected at the April 2013 regular municipal election shall be for a period of four years, commencing on the second Monday in May following their election and continuing for a period of four years until the second Monday in May, or until their successors have been duly elected and qualified.**

**Thereafter, commencing with the regular municipal election to be held in April of 2013, the terms of the councilmen shall be for a period of four years, commencing on the second Monday in May following their election and continuing for a term of four years until the second Monday in May, or until their successors have been duly elected and qualified. The mayor and at-large**

**councilman shall be elected at alternating biennial regular municipal elections.**

In order to be eligible to be elected as mayor or as a member of council, the person must as of the date of the election be:

(1) A citizen of the United States and of the State of Delaware;

(2) A resident of the city and having continuously resided therein or in an area annexed to the city during the two years next preceding the day of the election;

(3) A resident of the election district from which they are seeking election, unless they are seeking election as an at-large councilman or mayor;

(4) Eighteen years of age; and

(5) Nominated therefore, as hereinafter provided.

Holding Other Office. Except where authorized by law, no council members shall hold any other elected public office during the term for which the member was elected to the council. No council member shall hold any other city office or employment during the term for which the member was elected to the council. No former council members shall hold any compensated appointive office or employment with the city until one year after the expiration of the term for which the member was elected to the council, unless granted a waiver by the Board of Ethics (Ethics Commission).

Section 2. Amend Sec. 6. - Municipal election; dates, time, and place of elections of Chapter 130, Volume 77, Laws of Delaware, by deleting the text indicated in strikeout and inserting the text indicated in underscore as follows:

**Sec. 6. - Municipal election; dates, time, and place of elections.**

~~**At the regular municipal election held on the third Tuesday in April of any even numbered year, four (4) councilmen shall be elected by district voting from each of the districts as designated by council for a term of two years, and a mayor shall be elected by the voters of the city for a term of two years, as provided in section 5 of this Charter.**~~

Regular municipal elections shall be held ~~**each year**~~ **biennially** on the third Tuesday in April. All other municipal elections that may be held shall be known as special municipal elections. At each such

municipal election, the polls shall be opened at 7:00 a.m. and closed at 8:00 p.m. The council may designate the places of election and make all necessary rules and regulations not inconsistent with this Charter or with other laws of the State of Delaware for the conduct of elections, for the prevention of fraud in elections, and for the recount of ballots in case of doubt or fraud. At ~~the~~ **alternating biennial** regular municipal election**s** held on the third Tuesday in April ~~of any odd numbered year~~, five councilmen shall be elected for a term of ~~two~~ **four** years, four of whom shall be elected by district voting from each of the districts as designated by council and one of whom shall be elected by at-large voting by all voters of the city, as provided in section 5 of this Charter. At the **next biennial** regular municipal election held on the third Tuesday in April ~~of any even numbered year~~, four councilmen shall be elected by district voting from each of the districts as designated by council for a term of ~~two~~ **four** years, and a mayor shall be elected by the voters of the city for a term of ~~two~~ **four** years, as provided in section 5 of this Charter.

Section 3. Amend Sec. 7. - Nomination petitions for candidates for council and mayor of Chapter 130, Volume 77, Laws of Delaware, by deleting the text indicated in strikeout and inserting the text indicated in underscore as follows:

**Sec. 7. - Nomination petitions for candidates for council and mayor.**

The mode of nomination of candidates for the council and for mayor shall be by petition, signed by not less than ten nor more than 25 electors of the city, filed with the clerk of council on or before 4:30 p.m. on the second Friday of February ~~of each year~~ **biennially** for candidates for council and on or before 4:30 p.m. on the last working day in January **biennially** for candidates for mayor in the years when a mayor is to be elected. Should the second Friday of February fall on a legal holiday, the filing date shall be 4:30 p.m. on the next working day thereafter which is not a legal holiday.

Whenever a petition nominating a person for the office of mayor or councilman shall have been filed as above prescribed, the name of such person shall be printed on the ballot for the regular **biennial** municipal election as a candidate for the office for which they were nominated, provided they possess the qualifications prescribed by this Charter for a candidate for such office.

No nominating petition shall designate more than one person to be voted for as a member of council or as mayor.

The signers of a nominating petition for a member of the council

must be electors of the city residing in the city election district in which the nominee resides; but the signers to the nominating petition for the mayor and for the at-large councilman may be city electors residing in the city at-large.

There must be attached to each nominating petition an affidavit of the circulator thereof, stating the number of signers and that each signature appended thereto was made in their presence, and is the genuine signature of the person whose name it purports to be, and that all of said signers are entitled to vote at the regular municipal election referred to; and, in the case of a petition nominating a candidate for councilman running from a particular district and to be elected by district voting, that the circulator of the petition verily believes that each signer of said petition is a resident of the same city election district in which the nominee resides.

With each signature shall be stated the place of residence of the signer, giving the street and number or other description sufficient to identify the same. The form of the nominating petition shall be substantially as follows:

We, the undersigned, electors of the City of Dover, hereby nominate _____, who resides in the _____ City District of the said City of Dover, for the office of Councilman (or for the office of Mayor as the case may be) to be voted for at the regular municipal election to be held in the said City, on the _____ day of _____ in the year _____; and we individually certify that we are qualified to vote for a candidate for the office named, and that we have not signed any other nominating petition for that office, and that our places of residences are truly stated after our signatures.

Name .....

Street and number .....

(Space for Signatures)

STATE OF DELAWARE

KENT COUNTY

SS.

_____ being duly sworn (or affirmed) deposes and says that they were the circulator of the foregoing petition paper containing signatures, and that the signatures appended thereto were made in his**/her** presence, and are the signatures of the persons whose

names they purport to be, and that they verily believe the residence of each signer thereof to be truly stated, and that all of said signers are entitled to vote at the regular municipal election referred to in said paper; and, in case the petition is nominating a candidate for councilman to be elected from a specific district by district voting, that each signer of said petition is a resident of the same city election district in which the nominee resides.

(Signed) .....

Subscribed and sworn to (or affirmed) before me this _____ day of _____

_____ Justice of the Peace (or Notary Public)

Section 4. This Act shall be effective upon its enactment in accordance with law. New term lengths will be effective with the election next preceding enactment.

SYNOPSIS

This act would increase the term lengths for the Mayor and City Council of the City of Dover from two (2) years to four (4) years.

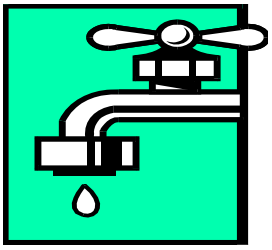
# CITY OF DOVER

# FINANCE DEPARTMENT

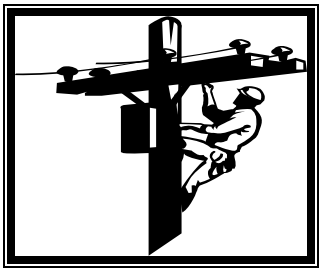
# MONTHLY BUDGET REPORT

# AUGUST 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

## August 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 | 513 | | | 515 | | |
| Total Amount of All Deposits | $ 31,955,792 | | | $ 34,175,230 | | |
| | | | | | | |
| **PAYROLL** | | | | | | |
| | Hours | % | Amount | Hours | % | Amount |
| **Gross wages per registers** | **177,063** | **100.0%** | **$ 3,851,465** | **173,898** | **100.0%** | **$ 4,043,068** |
| | | | | | | |
| **Wages and Hours Worked** | | | | | | |
| Regular | 146,347 | 82.7% | $ 3,057,026 | 146,914 | 84.5% | $ 3,155,858 |
| All over time | 5,321 | 3.0% | $ 222,139 | 4,505 | 2.6% | $ 246,219 |
| **Other Paid or Unpaid Wages and Hours** | | | | | | |
| Vacation | 14,189 | 8.0% | $ 368,712 | 14,335 | 8.2% | $ 381,181 |
| Sick | 3,215 | 1.8% | $ 70,327 | 5,521 | 3.2% | $ 159,672 |
| Furlough (July 2010) | 1,458 | 0.8% | $ - | - | 0.0% | $ - |
| Terminal Leave - Retiree Vacation/Sick Payout | 2,141 | 1.2% | $ 60,273 | 496 | 0.3% | $ 27,256 |
| Comp Time (Police) | 1,408 | 0.8% | $ 43,976 | 1,450 | 0.8% | $ 46,179 |
| Personal | 245 | 0.1% | $ 7,570 | 224 | 0.1% | $ 6,157 |
| Leave Without Pay | 321 | 0.2% | $ - | - | 0.0% | $ - |
| Other (description below) | 2,421 | 1.4% | $ 21,441 | 454 | 0.3% | $ 20,546 |

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

| **Other Activity** | | |
|---|---|---|
| Number of Pay Periods | 5 | 5 |
| Number of Payroll Checks & Direct Deposits Issued | 2,140 | 1,993 |
| Number of Pension Checks Issued | 477 | 476 |
| Total Pension Benefits Paid - Defined Benefit Plan | $ 756,303 | $ 772,499 |

**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 | 780 | 932 |
| Number of EFT Vouchers | 278 | 325 |
| Vouchers Dollar Amount Disbursed | $ 13,183,167 | $ 9,511,841 |

**City of Dover**
**Finance Department**
**Monthly Report – August 2011**
**General Fund Summary**

| | Budget | YTD | Balance | 17% of Budget |
|---|---|---|---|---|
| Beginning Balance (Unaudited) | $ 3,322,305 | $ 3,433,243 | $ (110,938) | 103.3% |
| **Revenues** | | | | |
| Court of Chancery Fees | 690,000 | 136,560 | 553,440 | 19.8% |
| Fines & Police Revenues | 939,000 | 162,533 | 776,467 | 17.3% |
| Franchise Fees | 520,000 | - | 520,000 | 0.0% |
| Grants | 753,500 | 13,748 | 739,752 | 1.8% |
| Intrafund Services | 4,359,171 | 643,366 | 3,715,805 | 14.8% |
| Library & Recreation Revenues | 587,000 | 29,371 | 557,629 | 5.0% |
| Licenses & Permits | 2,457,675 | 1,244,925 | 1,212,750 | 50.7% |
| Property Taxes (Includes BID Revenue) (1) | 11,185,188 | 10,630,875 | 554,313 | 95.0% |
| Sanitation Revenues | 2,050,000 | 329,963 | 1,720,037 | 16.1% |
| Other Miscellaneous Revenues | 381,650 | 10,676 | 370,974 | 2.8% |
| Garrison Farm Rent Revenue | 87,000 | 13,750 | 73,250 | 15.8% |
| Transfers-In from Special Funds & Utilities | | | | |
| Civil Traffic Penalties | 1,000,000 | - | 1,000,000 | 0.0% |
| Municipal Street Aid Fund | 526,814 | - | 526,814 | 0.0% |
| Transfer Taxes | 900,000 | - | 900,000 | 0.0% |
| Water/Wastewater Fund | 424,508 | - | 424,508 | 0.0% |
| Electric Fund | 7,876,288 | - | 7,876,288 | 0.0% |
| **Total Revenues** | 34,737,794 | 13,215,767 | 21,522,027 | 38.0% |
| **Total Beginning Balance & Revenues** | **$ 38,060,099** | **$ 16,649,010** | **$ 21,411,089** | 43.7% |
| **Expenditures** | | | | |
| City Clerk & Council | $ 417,092 | $ 56,487 | $ 360,605 | 13.5% |
| Mayor, City Manager & Human Resources | 1,088,039 | 120,307 | 967,732 | 11.1% |
| Police & Police Extra Duty | 13,386,407 | 1,778,214 | 11,608,193 | 13.3% |
| Public Services | 4,566,400 | 658,527 | 3,907,873 | 14.4% |
| Central Services | 2,341,454 | 407,727 | 1,933,727 | 17.4% |
| Planning & Inspections | 1,934,120 | 267,041 | 1,667,079 | 13.8% |
| Finance, Info Tech & Customer Services | 2,466,266 | 366,787 | 2,099,479 | 14.9% |
| Library & Recreation | 1,948,788 | 295,573 | 1,653,215 | 15.2% |
| Fire Department | 684,725 | 123,246 | 561,479 | 18.0% |
| Assessor | 213,175 | 32,210 | 180,965 | 15.1% |
| Insurance | 550,000 | 122,726 | 427,274 | 22.3% |
| OPEB - Retiree's Health Care Contribution | 1,374,709 | 343,677 | 1,031,032 | 25.0% |
| Police Pension Trust Contribution - State Grant | 620,000 | - | 620,000 | 0.0% |
| Appropriation to Pension Fund | 1,545,000 | - | 1,545,000 | 0.0% |
| Street Lights | 960,000 | 168,840 | 791,160 | 17.6% |
| Debt Service | 327,270 | 303,400 | 23,870 | 92.7% |
| Provision for Uncollectible | 10,000 | 10,000 | - | 100.0% |
| Transfers Out | | | | |
| Capital Asset Reserve | 200,000 | - | 200,000 | 0.0% |
| Capital Projects Fund | 623,847 | 623,847 | - | 100.0% |
| **Total Expenditures** | 35,257,292 | 5,678,609 | 29,578,683 | 16.1% |
| Budget Balance - Working Capital | 2,802,807 | - | 2,802,807 | 0.0% |
| **Total Budget Balance & Expenditures** | **$ 38,060,099** | **$ 5,678,609** | **$ 32,381,490** | 14.9% |
| **Reserve Balances** | | | | |
| Contingency | $ 725,554 | $ 712,993 | | |

(1) Property Taxes are the taxes billed and not cash received. The outstanding receivable balance as of 8/31/11 is $1,357,047.74 as compared to $1,535,666.85 in August 2010.

**City of Dover**
**Finance Department**
**Monthly Report – August 2011**
**Water/Wastewater Fund Summary**

| | Budget | YTD | Balance | 17% of Budget |
|---|---|---|---|---|
| Beginning Balance - Water (Unaudited) | $ 2,385,027 | $ 2,567,172 | $ (182,145) | 107.6% |
| Beginning Balance - Wastewater (Unaudited) | $ 1,741,242 | $ 1,921,077 | $ (179,835) | 110.3% |
| Beginning Balance - Kent County Treatment (Unaudited) | $ (1,757,484) | $ (1,243,243) | $ (514,241) | 70.7% |
| **Revenues** | | | | |
| Water Fees | 4,603,400 | 1,026,598 | 3,576,802 | 22.3% |
| Wastewater Fees | 3,756,700 | 700,545 | 3,056,155 | 18.6% |
| Kent County Treatment Fees | 3,090,900 | 581,303 | 2,509,597 | 18.8% |
| Ground Water Adjustment Fees | 1,386,900 | 229,286 | 1,157,614 | 16.5% |
| Water Tank Leases | 307,600 | 5,483 | 302,117 | 1.8% |
| Miscellaneous | 85,800 | 12,631 | 73,169 | 14.7% |
| Impact Fees - Water | 323,000 | 83,600 | 239,400 | 25.9% |
| Impact Fees - Wastewater | 357,000 | 92,400 | 264,600 | 25.9% |
| **Total Revenues** | 13,911,300 | 2,731,846 | 11,179,454 | 19.6% |
| **Total Beginning Balance & Revenues** | **$ 16,280,085** | **$ 5,976,852** | **$ 10,303,233** | 36.7% |
| **Expenses** | | | | |
| Water/Wastewater Operating Divisions | | | | |
| Engineering & Inspection | $ 622,230 | $ 67,018 | $ 555,212 | 10.8% |
| Water | 382,655 | 51,999 | 330,656 | 13.6% |
| Water Treatment Plant | 1,543,114 | 217,662 | 1,325,452 | 14.1% |
| Wastewater | 959,735 | 122,683 | 837,052 | 12.8% |
| Construction & Inspection | 440,088 | 54,506 | 385,582 | 12.4% |
| Kent County Treatment Fees | 4,235,400 | 601,914 | 3,633,486 | 14.2% |
| Intrafund Services | 1,228,596 | 166,643 | 1,061,953 | 13.6% |
| OPEB - Retiree's Health Care Contribution | 190,830 | 47,708 | 143,122 | 25.0% |
| Pension Unfunded Liability | 228,400 | - | 228,400 | 0.0% |
| Debt Service | 736,936 | 69,404 | 667,532 | 9.4% |
| Inventory/Fixed Asset Write-offs | 10,000 | 10,000 | - | 100.0% |
| Transfers Out | | | | |
| General Fund | 424,508 | - | 424,508 | 0.0% |
| Uncollectible Reserve | 5,000 | 5,000 | - | 100.0% |
| Contingency Reserve | 8,000 | - | 8,000 | 0.0% |
| Water I & E Fund | 750,000 | - | 750,000 | 0.0% |
| Wastewater I & E Fund | 1,000,000 | - | 1,000,000 | 0.0% |
| Capital Asset Reserve - Water | 100,000 | 100,000 | - | 100.0% |
| Capital Asset Reserve - Wastewater | 300,000 | 300,000 | - | 100.0% |
| Impact Fee Reserve - Water | 36,147 | - | 36,147 | 0.0% |
| **Total Expenses** | 13,201,639 | 1,814,537 | 11,387,102 | 13.7% |
| **Budget Balances** | | | | |
| Budget Balance - Working Capital - Water | 2,738,400 | - | 2,738,400 | 0.0% |
| Budget Balance - Working Capital - WW | 1,855,130 | - | 1,855,130 | 0.0% |
| Budget Balance-Working Capital - KSA | (1,515,084) | - | (1,515,084) | 0.0% |
| Total Budget Balances | 3,078,446 | - | 3,078,446 | 0.0% |
| **Total Budget Balances & Expenses** | **$ 16,280,085** | **$ 1,814,537** | **$ 14,465,548** | 11.1% |

| | | |
|---|---|---|
| **Reserve Balances** | | |
| Contingency-Water | $ 130,696 | $ 106,584 |
| Contingency-Wastewater | $ 146,149 | $ 175,422 |
| Impact Fee Reserve - Sewer | NO BUDGET | $ 4,082,236 |
| Impact Fee Reserve - Water | NO BUDGET | $ 380,193 |
| **Bond Coverage Ratio (Covenant 1.20)** | 5.39 | 11.44 |

**City of Dover**
**Finance Department**
**Monthly Report – August 2011**
**Electric Revenue Fund Summary**

| | Budget | YTD | Balance | 17% of Budget |
|---|---|---|---|---|
| Beginning Balance (Unaudited) | $ 11,867,003 | $ 13,172,989 | $ (1,305,986) | 111.0% |
| **Revenues** | | | | |
| Sales to Customers | 95,675,500 | 20,323,892 | 75,351,608 | 21.2% |
| Purchased Power Adjustment - Credit | (6,012,000) | (1,292,224) | (4,719,776) | 21.5% |
| Utility Tax | 1,966,100 | 318,070 | 1,648,030 | 16.2% |
| Weyandt Hall Rents | 225,000 | 24,427 | 200,573 | 10.9% |
| Miscellaneous Revenues | 1,048,000 | 329,374 | 718,626 | 31.4% |
| Interest Earned | 264,900 | 12,496 | 252,404 | 4.7% |
| Transfer from Rate Stabilization | 1,000,000 | - | 1,000,000 | 0.0% |
| Intrafund Service Receipts Water/Wastewater | 240,203 | 24,870 | 215,333 | 10.4% |
| **Total Revenues** | 94,407,703 | 19,740,905 | 74,666,798 | 20.9% |
| **Total Beginning Balance & Revenues** | **$ 106,274,706** | **$ 32,913,894** | **$ 73,360,812** | 31.0% |
| **Expenses** | | | | |
| Power Supply & Generation | | | | |
| Power Supply | $ 42,047,430 | $ 8,805,013 | $ 33,242,417 | 20.9% |
| Power Supply Management/Incentive | 1,170,000 | 166,000 | 1,004,000 | 14.2% |
| Capacity Charges | 8,506,512 | 1,271,378 | 7,235,134 | 14.9% |
| PJM Charges - Load | 15,043,396 | 3,650,864 | 11,392,532 | 24.3% |
| Total Power Supply | 66,767,338 | 13,893,255 | 52,874,083 | 20.8% |
| Plant Operations | 5,964,817 | 995,740 | (995,740) | 16.7% |
| Generation Fuels | 664,641 | 1,361,488 | (1,361,488) | 204.8% |
| Capacity Credits | (7,388,283) | (835,451) | 835,451 | 11.3% |
| PJM Credits | (1,285,675) | (3,177,169) | 3,177,169 | 247.1% |
| Total Generation | (2,044,500) | (1,655,392) | (389,108) | 81.0% |
| Total Power Supply & Plant | 64,722,838 | 12,237,863 | 52,484,975 | 18.9% |
| Electric Operating Divisions: | | | | |
| Transmission/Distribution | 3,162,026 | 435,895 | 2,726,131 | 13.8% |
| Electrical Engineering | 1,177,060 | 134,076 | 1,042,984 | 11.4% |
| Administration | 602,715 | 74,283 | 528,432 | 12.3% |
| Meter Reading | 215,208 | 34,069 | 181,139 | 15.8% |
| Systems Operations | 473,895 | 70,490 | 403,405 | 14.9% |
| Intrafund Services | 3,370,778 | 501,592 | 2,869,186 | 14.9% |
| Utility Tax | 1,966,100 | 315,061 | 1,651,039 | 16.0% |
| OPEB Trust Contribution - Unfunded Liability | 1,115,300 | - | 1,115,300 | 0.0% |
| OPEB - Retirees Health Care Contribution | 646,510 | 161,628 | 484,882 | 25.0% |
| Pension Trust Contribution - Unfunded liability | 1,110,500 | - | 1,110,500 | 0.0% |
| Interest on Deposits | 54,500 | 4,398 | 50,102 | 8.1% |
| Green Energy Payment to DEMEC | 129,000 | 26,693 | 102,307 | 20.7% |
| Accounts Receivable Write-Offs | 150,000 | 150,000 | - | 100.0% |
| Inventory Write-Offs | 175,000 | 175,000 | - | 100.0% |
| Contractual Services Power Supply | 115,000 | - | 115,000 | 0.0% |
| Debt Service | 3,336,800 | 562,178 | 2,774,622 | 16.8% |
| Transfers Out: | | | | |
| General Fund | 7,876,288 | - | 7,876,288 | 0.0% |
| Electric Improvement & Extension Fund | 3,500,000 | - | 3,500,000 | 0.0% |
| **Total Expenses** | 93,899,518 | 14,883,226 | 79,016,292 | 15.9% |
| Budget Balance - Working Capital | 12,375,188 | - | 12,375,188 | 0.0% |
| **Total Budget Balance & Expenses** | **$ 106,274,706** | **$ 14,883,226** | **$ 91,391,480** | 14.0% |
| **Reserve Balances** | | | | |
| Contingency Reserve | $ 1,110,496 | $ 1,058,638 | | |
| Insurance Reserve | $ 350,000 | $ 404,041 | | |
| Rate Stabilization Reserve | $ 5,406,419 | $ 6,170,949 | | |
| **Bond Coverage Ratio (Covenant 1.25)** | 2.07 | 9.75 | | |
| **Megawatt Hours Sold & Purchased** | | | | |
| Sales to Customers MWh (excluding Street Light MWh) | 707,536 | 150,749 | | |
| Sales per MWh | $ 129.688 | $ 128.537 | | |
| Purchased/Generated MWh | 738,215 | 154,473 | | |
| All In MWh Supply & Generation | $ 88 | $ 79 | | |

**City of Dover**
**Finance Department**
**Monthly Report – August 2011**

**General Capital Project Fund Summary**

| | Budget | YTD | Balance | 17% of Budget |
|---|---|---|---|---|
| Beginning Balance - Projects (Unaudited) | $ 195,191 | $ 337,354 | $ (142,163) | 172.8% |
| **Revenues** | | | | |
| Transfer from General Fund for Projects | 623,847 | 623,847 | - | 100.0% |
| State Grant - Library | 5,597,505 | 10,572 | 5,586,933 | 0.2% |
| Library Bond Issue/Contributions | 2,334,889 | 250,000 | 2,084,889 | 10.7% |
| Bond Proceeds - Streets Projects (1) | 2,000,000 | - | 2,000,000 | 0.0% |
| Transfer from Library Reserve | 3,262,615 | - | 3,262,615 | 0.0% |
| Interest Earnings | 10,900 | 1,497 | 9,403 | 13.7% |
| **Total Revenues** | 13,829,756 | 885,916 | 12,943,840 | 6.4% |
| **Total Beginning Balance & Revenue** | **$ 14,024,947** | **$ 1,223,270** | **$ 12,801,677** | 8.7% |
| **Expenditures** | | | | |
| Fire | $ 244,820 | $ 1,631 | $ 243,189 | 0.7% |
| Library | 11,195,009 | 35,169 | 11,159,840 | 0.3% |
| Recreation | 30,000 | - | 30,000 | 0.0% |
| Police | 65,000 | - | 65,000 | 0.0% |
| Streets (1) | 1,230,027 | - | 1,230,027 | 0.0% |
| Sanitation | 136,500 | - | 136,500 | 0.0% |
| Information Technology | 6,400 | - | 6,400 | 0.0% |
| **Total Expenditures** | 12,907,756 | 36,800 | 12,870,956 | 0.3% |
| Budget Balance - Bond Proceeds | 1,000,000 | - | 1,000,000 | 0.0% |
| Budget Balance - Projects | 117,191 | - | 117,191 | 0.0% |
| **Total Budget Balance & Expenditures** | **$ 14,024,947** | **$ 36,800** | **$ 13,988,147** | 0.3% |
| **Reserve Balances** | | | | |
| Capital Asset Replacement Reserve | $ 464,145 | $ 253,864 | | |
| Library Reserve | $ - | $ 2,580,292 | | |
| Parkland/Recreation | $ 197,272 | $ 197,016 | | |

(1) Street program - Budget includes $2 million for street repaving 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 – August 2011**

**Water/Wastewater Improvement & Extension Fund Summary**

| | Budget | YTD | Balance | 17% of Budget |
|---|---|---|---|---|
| Beginning Balance - Water (Unaudited) | $ 1,139,872 | $ 1,636,694 | $ (496,822) | 143.6% |
| Beginning Balance - Wastewater (Unaudited) | $ 303,476 | $ 784,850 | $ (481,374) | 258.6% |
| **Revenues** | | | | |
| Interest Earned | - | 2,779 | (2,779) | 0.0% |
| State Loan-Wastewater | 1,800,000 | - | 1,800,000 | 0.0% |
| Transfer from Water Operating Fund for Water | 750,000 | - | 750,000 | 0.0% |
| Transfer from Wastewater Operating Fund for Wastewater | 1,000,000 | - | 1,000,000 | 0.0% |
| Transfer from Impact Fee Reserve - Wastewater | 262,840 | - | 262,840 | 0.0% |
| **Total Revenues** | 3,812,840 | 2,779 | 3,810,061 | 0.1% |
| **Total Beginning Balance & Revenues** | **$ 5,256,188** | **$ 2,424,323** | **$ 2,831,865** | 46.1% |
| **Expenses** | | | | |
| Water | $ 766,240 | $ 15,752 | $ 750,488 | 2.1% |
| Wastewater | 3,404,900 | 513,626 | 2,891,274 | 15.1% |
| Water Treatment Plant | 22,900 | 18 | 22,882 | 0.1% |
| Water Construction | 30,100 | - | 30,100 | 0.0% |
| **Total Expenses** | 4,224,140 | 529,396 | 3,694,744 | 12.5% |
| Budget Balance - Working Capital - Water | 1,070,632 | - | 1,070,632 | 0.0% |
| Budget Balance - Working Capital - Wastewater | (38,584) | - | (38,584) | 0.0% |
| **Total Budget Balances** | 1,032,048 | - | 1,032,048 | 0.0% |
| **Total Budget Balances & Expenses** | **$ 5,256,188** | **$ 529,396** | **$ 4,726,792** | 10.1% |
| **Reserve Balances** | | | | |
| Capital Asset Replacement - Water | $ 452,146 | $ 416,247 | | |
| Capital Asset Replacement - Wastewater | $ 473,524 | $ 468,260 | | |

**City of Dover**
**Finance Department**
**Monthly Report – August 2011**

**Electric Improvement & Extension Fund Summary**

| | Budget | YTD | Balance | 17% of Budget |
|---|---|---|---|---|
| Beginning Balance (Unaudited) | $ 2,561,096 | $ 3,175,375 | $ (614,279) | 124.0% |
| **Revenues** | | | | |
| Interest Earnings | 38,400 | 1,620 | 36,780 | 4.2% |
| Transfer from Electric Revenue Fund | 3,500,000 | - | 3,500,000 | 0.0% |
| Transfer from Insurance Stabilization | 70,730 | - | 70,730 | 0.0% |
| Transfer from Depreciation Reserve | 300,000 | - | 300,000 | 0.0% |
| **Total Revenues** | 3,909,130 | 1,620 | 3,907,510 | 0.0% |
| **Total Beginning Balance & Revenues** | **$ 6,470,226** | **$ 3,176,995** | **$ 3,293,231** | 49.1% |
| **Expenses** | | | | |
| Power Plant | $ 1,810,410 | $ 4,414 | $ 1,805,996 | 0.2% |
| Transmission/Distribution | 648,337 | 164,300 | 484,037 | 25.3% |
| Electrical Engineering | 1,790,716 | 249,676 | 1,541,040 | 13.9% |
| Meter Reading | 20,000 | - | 20,000 | 0.0% |
| **Total Expenses** | 4,269,463 | 418,390 | 3,851,073 | 9.8% |
| Budget Balance - Working Capital | 2,200,763 | - | 2,200,763 | 0.0% |
| **Total Budget Balance & Expenses** | **$ 6,470,226** | **$ 418,390** | **$ 6,051,836** | 6.5% |
| **Reserve Balances** | | | | |
| Depreciation Reserve | $ 10,018,155 | $ 10,412,221 | | |
| Future Capacity Reserve | $ 10,073,428 | $ 9,178,771 | | |

**City of Dover**
**Finance Department**
**Monthly Report – August 2011**

**Community Transportation Improvement Fund**

| | Budget | YTD | Balance | 17% of Budget |
|---|---|---|---|---|
| Beginning Balance (Unaudited) | $ 312,651 | $ 435,159 | $ (122,508) | 139.2% |
| **Revenues** | | | | |
| Grants Revenue | 1,900,000 | - | 1,900,000 | 0.0% |
| Interest Earned | 2,800 | 74 | 2,726 | 2.6% |
| **Total Revenues** | 1,902,800 | 74 | 1,902,726 | 0.0% |
| **Total Beginning Balance & Revenues** | **$ 2,215,451** | **$ 435,233** | **$ 1,780,218** | 19.6% |
| **Expenses** | | | | |
| Program Expenses - Grant related | $ 2,200,000 | $ - | $ 2,200,000 | 0.0% |
| **Total Expenses** | 2,200,000 | - | 2,200,000 | 0.0% |
| Budget Balance - Working Capital | 15,451 | - | 15,451 | 0.0% |
| **Total Budget Balances & Expenses** | **$ 2,215,451** | **$ -** | **$ 2,215,451** | 0.0% |

**CITY OF DOVER**
**SPECIAL REVENUE FUNDS**
**COMBINING STATEMENT OF REVENUES, EXPENDITURES**
**AND CHANGES IN UNRESERVED FUND**
**PERIOD ENDED SEPTEMBER 30, 2011**

| | POLICE GRANTS | LIBRARY GRANTS (2) | CDBG/NSP HOUSING GRANTS | SUBSTANCE ABUSE PREV. GRANT (1) | TOTALS |
|---|---|---|---|---|---|
| **REVENUES:** | | | | | |
| State Grants received | $ 3,777 | $ - | $ 1,426 | $ 6,870 | $ 12,073 |
| Federal Grants received | 5,167 | - | - | - | 5,167 |
| Recreation revenue | - | - | - | 425 | 425 |
| Investment income (loss) | 73 | - | - | - | 73 |
| **TOTAL REVENUES** | $ 9,017 | $ - | $ 1,426 | $ 7,295 | $ 17,738 |
| **EXPENDITURES:** | | | | | |
| Program expenditures | $ 45,873 | $ 19,549 | $ 149 | $ 34,385 | $ 99,956 |
| Program expenditures - CDBG | - | - | 20,086 | - | 20,086 |
| **TOTAL EXPENDITURES** | $ 45,873 | $ 19,549 | $ 20,235 | $ 34,385 | $ 120,042 |
| Excess (deficiency) of revenues over expenditures | $ (36,856) | $ (19,549) | $ (18,809) | $ (27,090) | $ (102,304) |
| Excess (deficiency) of revenues and other financing sources over expenditures & other uses | $ (36,856) | $ (19,549) | $ (18,809) | $ (27,090) | $ (102,304) |
| **UNRESERVED FUND BALANCE AT BEGINNING OF YEAR** | $ 352,803 | $ 47,472 | $ 80,189 | $ (6,822) | $ 473,642 |
| **UNRESERVED FUND BALANCE AT END OF PERIOD** | $ 315,947 | $ 27,923 | $ 61,380 | $ (33,912) | $ 371,338 |

**Notes:**

**(1) Substance Abuse Prev. Grant:** The receipts for this fund came from participant fees and reimbursement grants. The City is waiting on the grant reimbursements for September thru December and April thru June.

**(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"*

*August 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

September 19, 2011

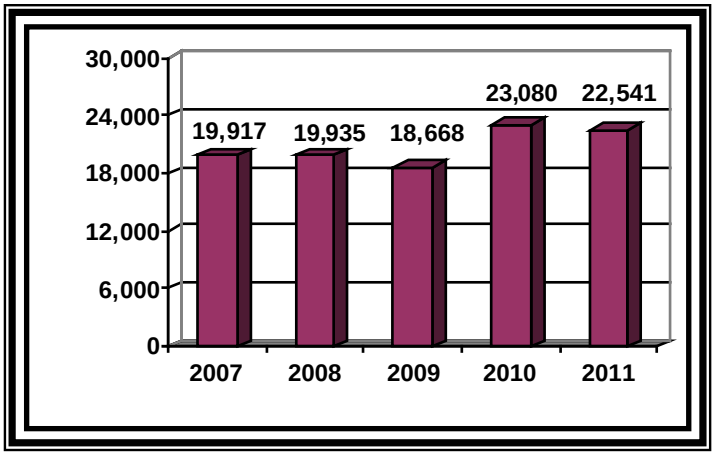
Honorable Carleton E. Carey, Sr., Mayor
Members of Dover City Council
City Hall
Dover, DE 19901

Mayor Carey and Council Members:

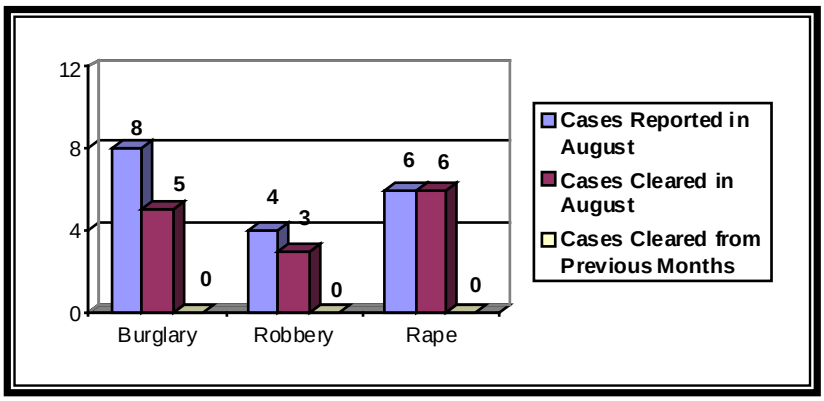
The following is the report on Police Department activities for the month of August 2011:

## *COMPLAINTS*

Total complaints received through August 31st, numbered 22,541. This is a decrease of 539 complaints over the same time period for last year.




## *CRIMINAL INVESTIGATIONS*

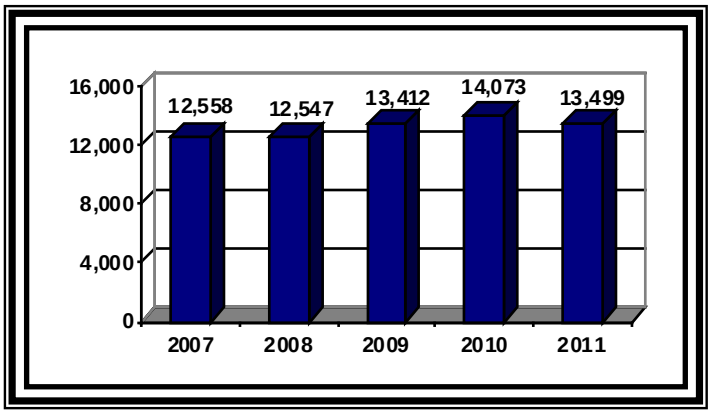


## *QUALITY OF LIFE TASK SECTION*

| ENFORCEMENT ACTION | ARRESTS |
|---|---|
| ABANDONED VEHICLES | 1 |
| ALCOHOL VIOLATIONS/DUI'S | 8 |
| ASSIST OTHER | 2 |
| WARRANTS ON FILE | 0 |
| BIKE ON SIDEWALK | 0 |
| CITY PARK VIOLATIONS | 0 |
| CRIMINAL ARRESTS | 20 |
| DRUG RELATED ARRESTS | 3 |
| LOUD MUSIC | 4 |
| MISCELLANEOUS VIOLATIONS | 11 |
| PARKING VIOLATIONS | 12 |
| PEDDLER | 1 |
| MEETINGS | 39 |
| PROSTITUTION | 0 |
| COLLECTION OF DELINQUENT DCO'S | 0 |
| WANTED CHECKS/CPC'S | 30 |
| TRAFFIC ARRESTS | 81 |
| WARNINGS | 18 |
| FUGITIVE | 7 |
| **TOTAL ARRESTS** | 237 |

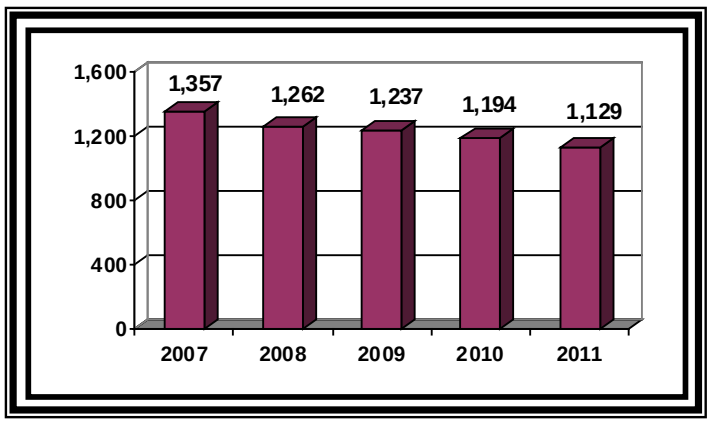
## *TRAFFIC ARRESTS*

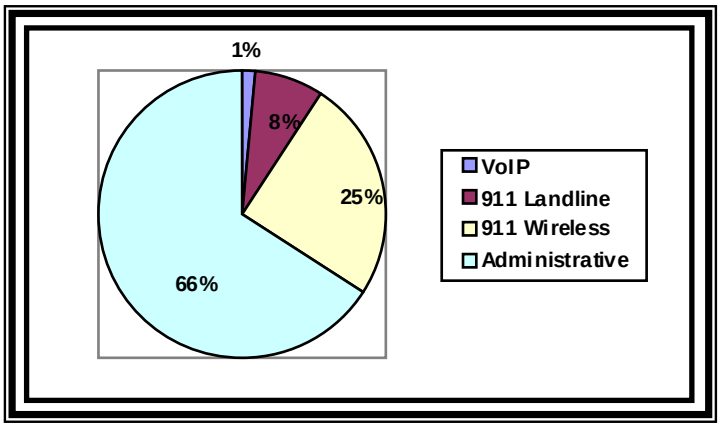
The department issued 13,499 traffic citations through this reporting period. This is a decrease of 574 citations over the number issued during the same period last year.




## *TRAFFIC CRASHES*

Through August 31st, Dover Police investigated 1,129 traffic crashes. This is a decrease of 65 accidents investigated during the same period last year.



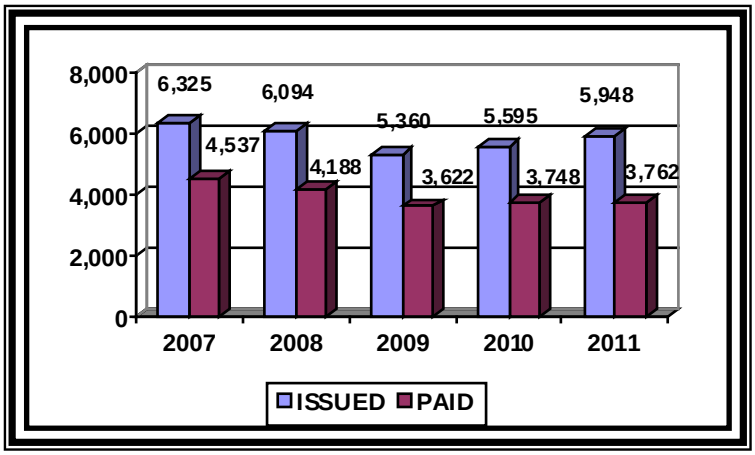



## *911 CENTER*

During the month of August, our 911 Center handled a total of 10,955 calls averaging 354 calps per day. Dispatchers handled 2,732 calls on the 911 wireless lines, an average of 89 calls per day, 859 calls on the 911 landlines, an average of 28 calls per day, and 160 calls on the Voice Over Internet Protocol lines an average of 6 calls per day.

## *CITY ORDINANCE SUMMONS*

Through August 31st, we issued 5,948 city ordinance summons, an increase of 353 summons over August of last year. *Note: of those summonses issued in August, 25 were issued for handicapped parking violations, 7 for fire lane parking violations, 73 for false alarms (48 for 3-5 alarms, 17 for 6-9 alarms, 8 for 10-15 alarms, and 0 for 16 or more alarms) and 13 for noise violations (11 for vehicle violations and 2 for residence violations).




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

- On Friday August 5, 2011 officers from the Drugs, Vice, & Organized Crime Section (DVOC), along with officers from the Safe Streets Task Force conducted an early morning traffic stop on two subjects at US Route 13 and College Road in Dover. During this stop a Dover K-9 alerted to illegal drugs in the vehicle. A search of the vehicle revealed 831 bags of heroin, with an approximate weight of 25 total grams. This enabled officers to obtain a search warrant for a residence located on Royal Grant Way, which is just outside of the city limits of Dover. With the assistance of the Department of Homeland Security Investigations Team, all three agencies executed the search warrant later the same morning and another 56 bags of heroin with an approximate weight of 1.7 grams was seized and 3 subjects were arrested.

- Dover Detectives are investigating the robbery of a local business located on Forrest Street. The robbery occurred on Thursday, August 4, 2011, when two unknown suspects, disguised with handkerchiefs over their faces, entered the business, both brandishing handguns. The suspects removed an undisclosed amount of money from the register and safe and fled from the store to an unknown location.

- On Saturday August 6, 2011, a victim who resides in an apartment on Walker Road answered a knock on his door to an acquaintance who asked to use his phone. The victim allowed the subject who he identified into his residence, at that time the subject assaulted the victim and demanded money. The subject received cash and the victim's cell phone after which time he fled the residence. The victim was treated and released from Kent General Hospital for injuries sustained in the assault.

- On Tuesday August 16, 2011, a subject entered a victim's unsecured residence on Riverside Road and once inside removed victim's bank card and keys to her vehicle. The subject then removed victim's Pontiac G6 from the garage and fled. The subject was apprehended in the vehicle by the Delaware State Police in Clayton, Delaware.

**Major crimes and activities that occurred during the month of August continued:**

- On Tuesday August 16, 2011, a subject entered a business located on South DuPont Highway and removed a handgun from his waistband and displayed it to the clerk while demanding money. After receiving the cash, the subject fled on foot. He was apprehended by Dover Officers and positively identified. While the subject was being arrested, the subject spit on one of the officers.

- On August 18, 2011, Dover Detectives arrested a subject for Manslaughter, for an incident stemming back to May 27, 2011. On June 3, 2011 the victim was found unresponsive in his residence and the Delaware State Police responded. Victim was pronounced dead shortly after at Bay Health Hospital and the body was turned over to the Medical Examiner's Office. Suspicious injuries were located on the victim and Delaware State Police Detectives were able to determine that he was involved in an altercation in the parking lot of a business in Dover. Dover Detectives then took over the investigation and awaited the conclusion of the Medical Examiner's ruling before obtaining warrants for the subject's arrest. It was determined that the victim died from head injuries sustained during the altercation. The victim and defendant were acquaintances.

- Between Sunday August 14, 2011 and Sunday August 18, 2011, an unknown subject forced entry into the victims residence located on Halsey Road. Once inside the residence, the subject removed various tools valued at approximately $350. There was also approximately $200 damage to the residence as a result of the incident.

- On Sunday August 21, 2011, Dover Officers arrested a subject, an acquaintance of the victim, after he had entered her residence while she was away on vacation and was using her vehicle. He was charged with Burglary 2nd and Unauthorized Use of a Motor Vehicle.

- On August 19, 2011, the Dover Police arrested a subject for Rape 2nd after he forced a 24 year old female acquaintance to have sexual intercourse without her consent. The victim was treated and released from KGH.

- On Friday August 8, 2011, officers from the Drugs, Vice, & Organized Crime Section executed a drug search warrant at an apartment residence on Whatcoat Drive. Officers located a small amount of marijuana and prescription medication. Two children were present at the apartment.

- On Monday August 29, 2011, Dover Detectives were called to Bay Health Medical Center for a report of a possible assault of a 3 month old baby girl. Investigation revealed that she had multiple rib fractures and several large contusions to the face and head area. It was determined that the victim was abused on multiple occasions and that the parents inflicted the injuries upon the child.

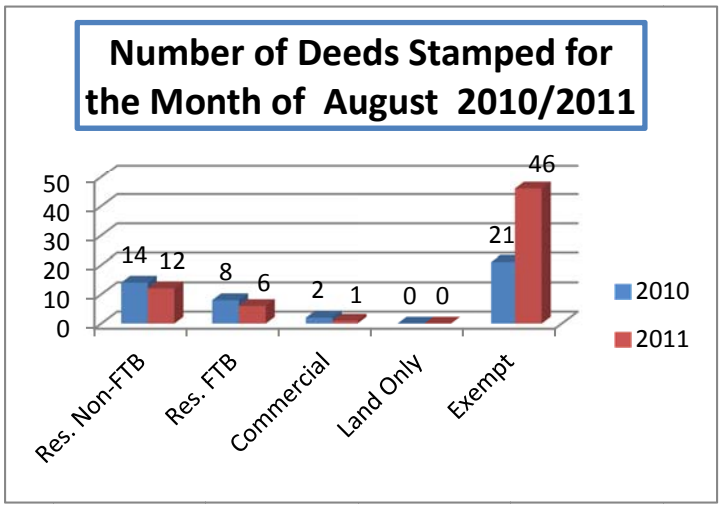
Respectfully Submitted,

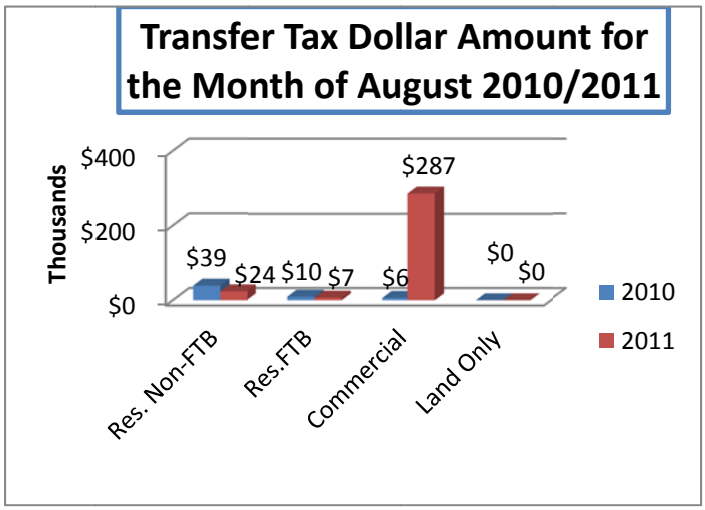
James E. Hosfelt, Jr.
Chief of Police

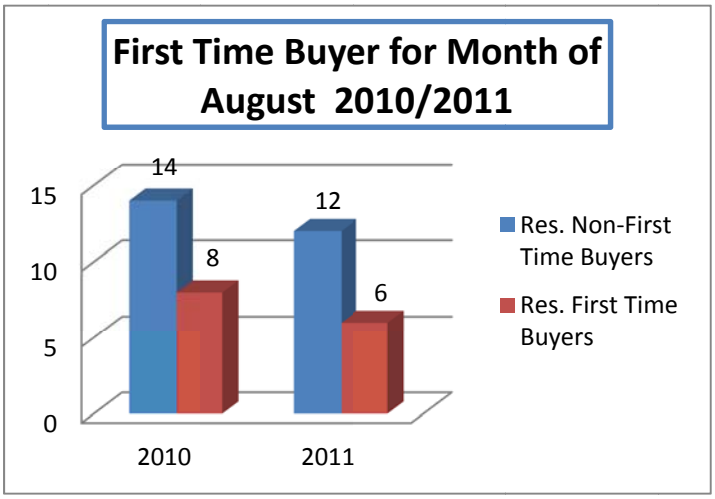
# Monthly Report
# August 2011

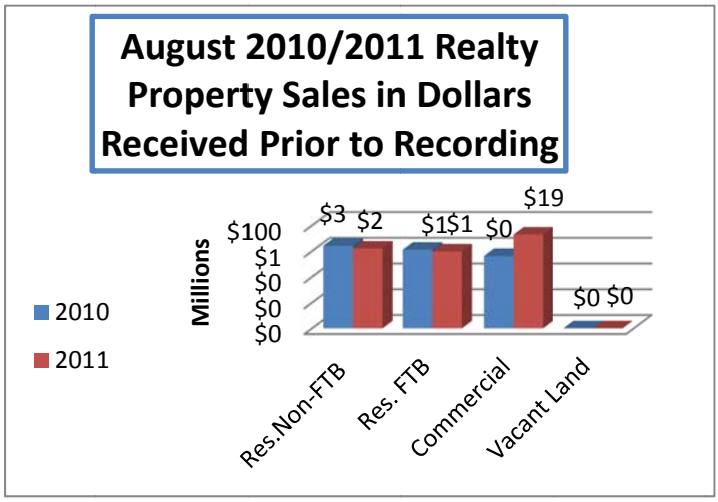



Office of City Assessor




## Major Updates

| | June - 11 | July - 11 | Aug - 11 |
|---|---|---|---|
| Assessment Change | -$4,890,400 | $1,793,600 | $3,490,600 |

## Residential Sales Ratio Report

| Sales in Study | Total Assessed Value | Total Sale Price | Ratio | PRD |
|---|---|---|---|---|
| 10 | $1,538,800 | $1,392,600 | 1.105 | 1.026 |

**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.

## Assessor's Office

**Omitted Assessment**

- Added an assessment value of $492,200 to the tax roll

CITY OF DOVER
SALES RATIO REPORT



| PARID | NBHD | LUC | ADDRESS | UNITS | STYLE | YRBLT | STORIES | SFLA | GRADE | CDU | TOTAL APPR | SALE DT | PRICE | ASR |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ED05-067.19-03-61.00 | 17 | R10 | 16 PATRIOT DR | 1 | 3 | 1989 | 1 | 1787 | B- | GD | 187,300 | 23-AUG-11 | 170,000 | |
| ED05-068.10-01-30.00 | 13 | R10 | 830 MILLER DR | 1 | 5 | 1969 | 2 | 2036 | C+ | GD | 189,600 | 16-AUG-11 | 103,400 | |
| ED05-068.14-01-46.00 | 13 | R10 | 346 EISENHOWER DR | 1 | 14 | 1964 | 1 | 1130 | C | GD | 150,200 | 02-AUG-11 | 130,000 | |
| ED05-068.18-02-51.00 | 27 | R10 | 151 UPLAND AVE | 1 | 3 | 1951 | 1 | 1289 | C | AV | 138,900 | 23-AUG-11 | 125,000 | |
| ED05-076.03-02-77.00 | 25 | R10 | 304 TRIBBITT ST | | 13 | 2011 | 2 | 1760 | C+ | AV | 176,200 | 24-AUG-11 | 162,300 | |
| ED05-076.05-03-54.00 | 16D | R10 | 109 STONEY DR | 1 | 8 | 1988 | 2 | 1929 | C+ | AV | 150,900 | 19-AUG-11 | 130,000 | |
| ED05-076.06-01-11.00 | 51 | R50 | 2 BERWYN HALL | 1 | 20 | 1973 | 1 | 1625 | B+ | GD | 102,200 | 16-AUG-11 | 155,000 | |
| ED05-076.06-08-67.00 | 17A | R10 | 8 PERIWINKLE DR | 1 | 13 | 1995 | 2 | 1260 | C+ | AV | 129,800 | 19-AUG-11 | 116,900 | |
| ED05-076.13-01-03.00 | 25 | R10 | 106 TRAFALGAR DR | 1 | 8 | 1996 | 2 | 1734 | C+ | AV | 148,600 | 31-AUG-11 | 130,000 | |
| ED05-085.08-01-16.00 | 12 | R10 | 1215 YEARSLEY DR | 1 | 16 | 1963 | 1 | 1747 | C+ | GD | 165,100 | 11-AUG-11 | 170,000 | |

# CITY MANAGER'S MONTHLY REPORT



# AUGUST 2011

# Monthly Highlights

**Customer Services**

- 1,487 payments were processed online or by telephone in August 2011.
- City of Dover property taxes were due July 31, 2011 (July 31 in 2011 was a Sunday). As of July 31, 2011 the delinquent property taxes total 2,682,775.26 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 28 properties selected for processing.

**Parks, Recreation, & Library**

- The August 2011 Concerts on the Green series saw more than 793 attendees who got to see various artists including the Libby McDowell Jazz Band, Skinny Leg Pete, Best Kept Secret and Tad Jones Harbor Town Band.
- The Job Center assisted 160 residents; 621 attended 23 children's programs and 64 attended 8 teen programs.

**Public Affairs**

- Dover SUN Park Dedication Ceremony held
- Attended class at University of DE for FEMA
- Newsletter completed and distributed throughout the city (almost 20,000 copies)
- Continued Public Outreach and media releases for road closures, trash/recycling changes, sewer relining, etc.
- Hurricane Irene – Opened call center and ran it through the storm with the assistance of City Manager; Scott Koenig, Councilwoman Beverly Williams, Captain Steve Getek, Traci McDowell (City Clerk), Ann Marie Townshend (Director of Planning and Community Development) Janelle Cornwell (Planner for the City of Dover) Dave Truax, Sam Gonzalez and Tim Mullaney (Fire Marshal's) Distributed press releases and handled functions from the Emergency Management perspective in which the city is equipped.

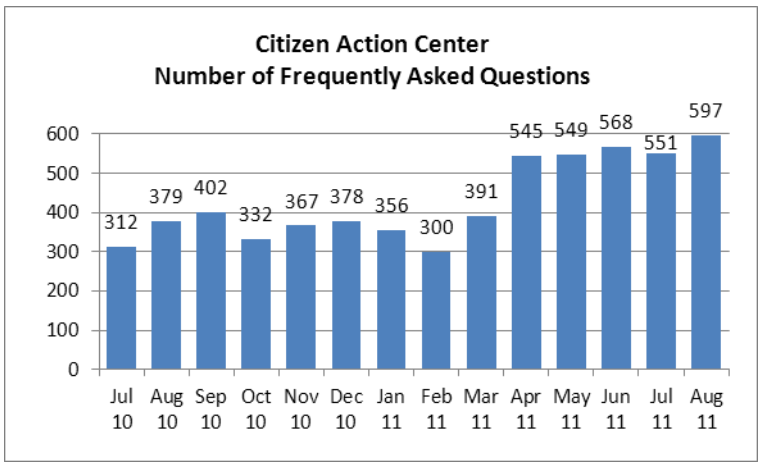
**Public Services**

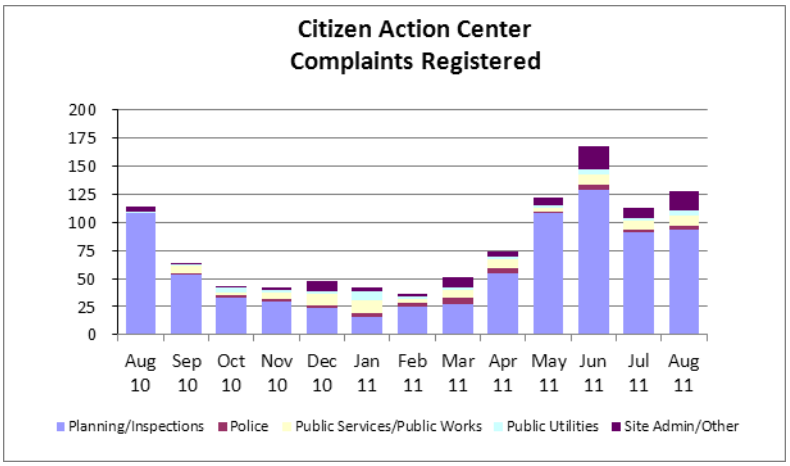
- Working with the Delaware Department of Transportation to finalize the North Street Roundabout project.

**Public Utilities**

- Twelve inch water main installed from Wild Meadows subdivision towards the Sun Park.
- Substantial completion of Sun Park.

# PUBLIC AFFAIRS



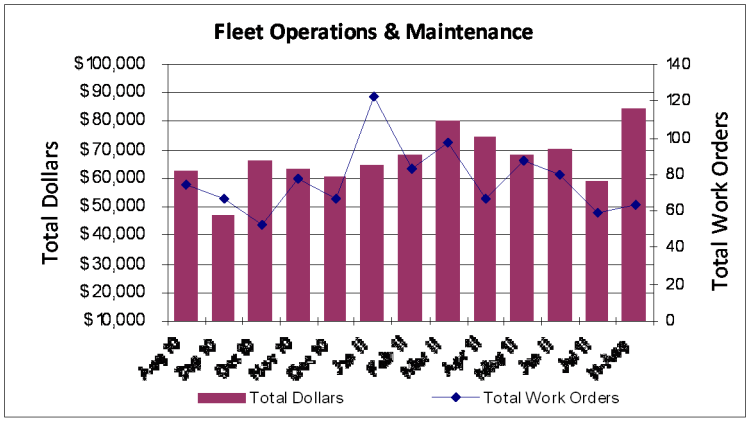



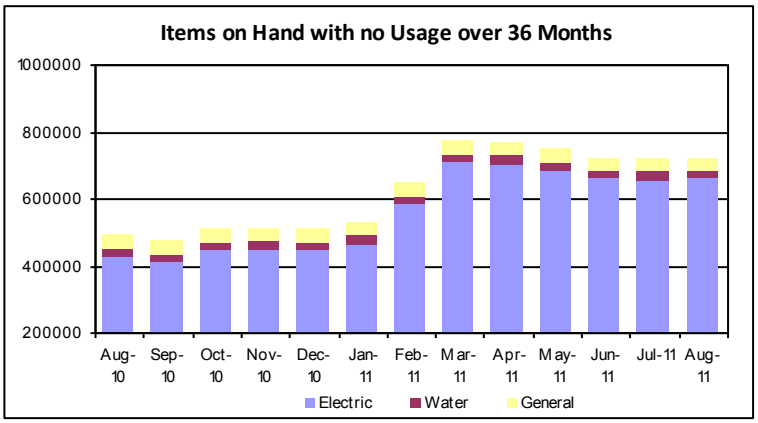

## AVERAGE TIME TO CLOSE COMPLAINTS RECEIVED - AUGUST 2011

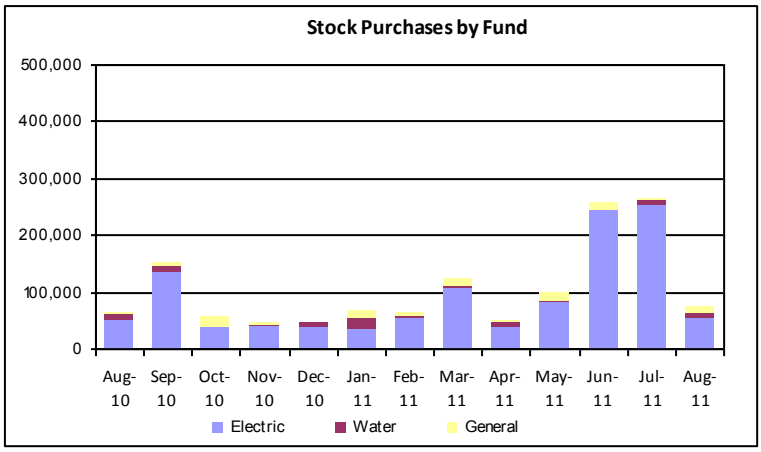
| Department | Total # Complaints | # Of Days |
|---|---|---|
| **Planning/Code Enforcement** (property code violations) | 93 | 1.92 days |
| **Police** (community policing) | 4 | 2.75 days |
| **Public Services**<br>- Grounds<br>- Sanitation<br>- Streets | <br>3<br>2<br>4 | 2.6 days |
| **Public Utilities** | 5 | 1.87 days |
| **Site Admin/Other Departments** | 17 | 0.95 days |

| OTHER ACTIVITIES | AUG 10 | SEPT 10 | OCT 10 | NOV 10 | DEC 10 | JAN 11 | FEB 11 | MAR 11 | APR 11 | MAY 11 | JUNE 11 | JULY 11 | AUG 11 | YTD |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Facebook - New Posts | 26 | 54 | 41 | 52 | 59 | 57 | 38 | 42 | 37 | 34 | 29 | 17 | 29 | 499 |
| Facebook - Page Views | 1,004 | 1,145 | 1,152 | 1,671 | 1,768 | 1,882 | 1,903 | 2,114 | 2,206 | 2,217 | 2,276 | 2,196 | 2,776 | 25,026 |
| Facebook - Replies to questions | 37 | 21 | 23 | 21 | 27 | 21 | 16 | 19 | 11 | 12 | 16 | 13 | 26 | 280 |
| Press Releases | 9 | 16 | 5 | 2 | 3 | 4 | 3 | 5 | 4 | 6 | 16 | 11 | 19 | 709 |
| Ceremonial Documents | 16 | 26 | 19 | 17 | 16 | 15 | 12 | 17 | 20 | 19 | 18 | 17 | 11 | 248 |

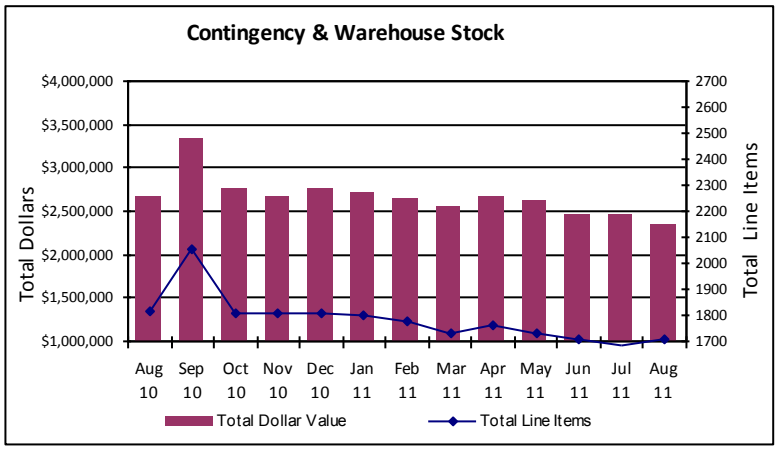
# *CENTRAL SERVICES*




Electric: $ 52,151.08
Water: $ 9,613.38
General: $ 11,215.61

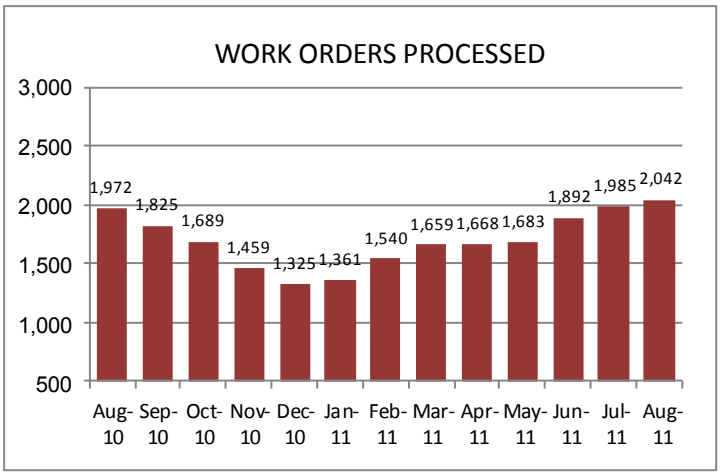


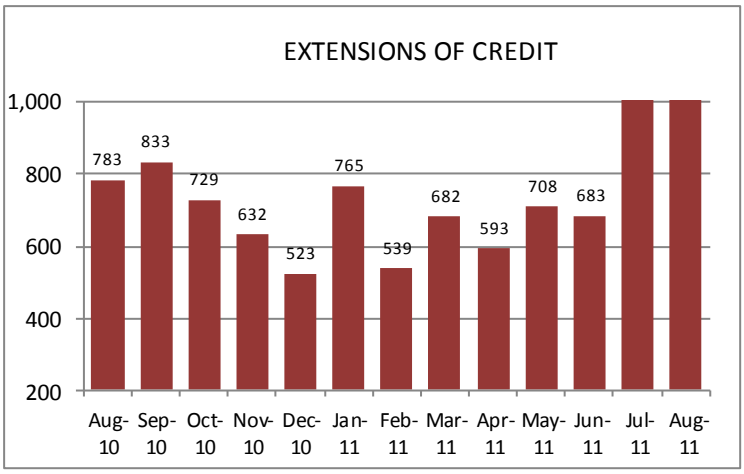

Total Dollar Value: $2,330,722.44
Total Line Items: 1,707

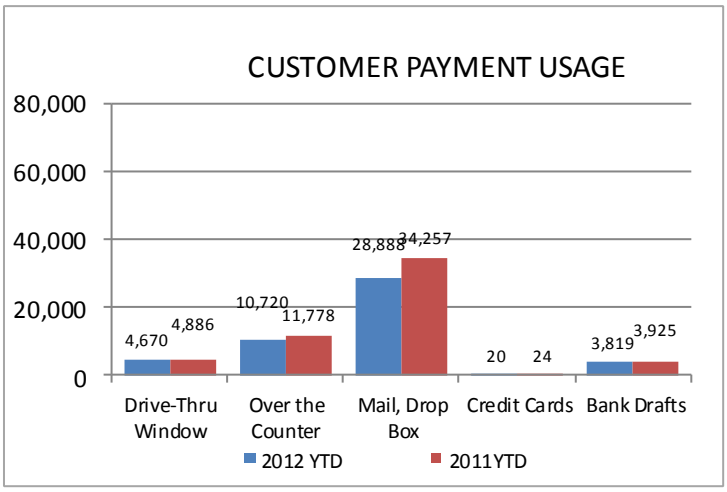
## Major Program Updates

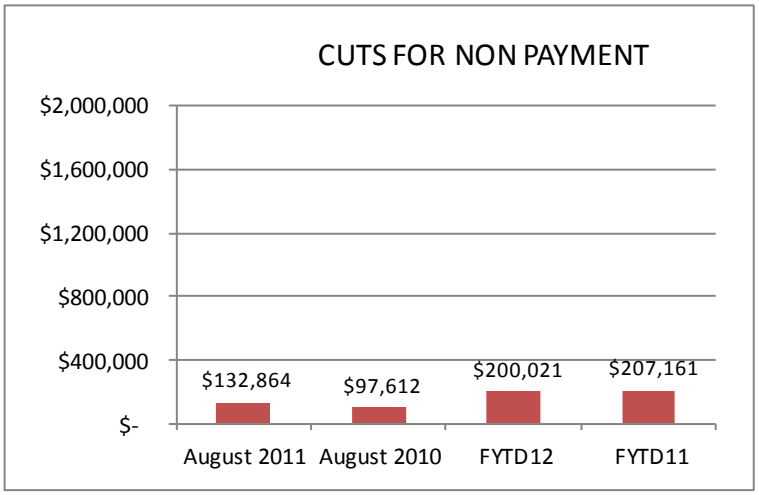
| MEASURE | JULY 2011 | JULY 2010 | DIFFERENCE |
|---|---|---|---|
| Issue Effectiveness (>90%) *How often the warehouse has what customers need when it's needed. [issues / (issues + back orders)] * 100* | 99.73% | 99.23% | 0.5% |
| Turn Over Rate (4-5 per yr.) *Indicates that the material stocked is the material being used.* | 1 every 6.8 years | 1 every 20.95 years | -14.15 years |
| Bids for non-inventory items converted to purchase orders within timeframe *(Quantity and Percentage)* | 0 of 0 Bids (FY12 Total)<br>0% none awarded yet | 11 of 12 Bids (FY11 Total)<br>91.67% | N/A |
| Sealed bids prepared, received & distributed within 7 working days of receipt *(Quantity and Percentage)* | 8 of 9 Bids<br>88.8% FYTD | 36 of 38 Bids (FY11 Total)<br>94.7% | -5.9% |
| Scheduled Preventative Maintenance appointments being kept. *(Quantity and Percentage)* | 20 of 25 appointments kept<br>80% | 8 of 25 appointments kept<br>32.0% | 48.0% |
| Mail receiving lowest discounted rate *(Quantity and Percentage)* | 21,873 pieces<br>(FY12TD)<br>96.07% | 399,185 pieces<br>(FY11 Total)<br>95.96% | 0.11% |
| Routine work orders completed within 5 days *(Quantity and Percentage)* | 45 work orders completed<br>93.75% | 41 work orders completed<br>91.11 | 2.64% |
| Emergency work orders completed within 2 days *(Quantity and Percentage)* | 9 work orders completed<br>100% | 7 work order completed<br>100% | 0% |

# *CUSTOMER SERVICES*



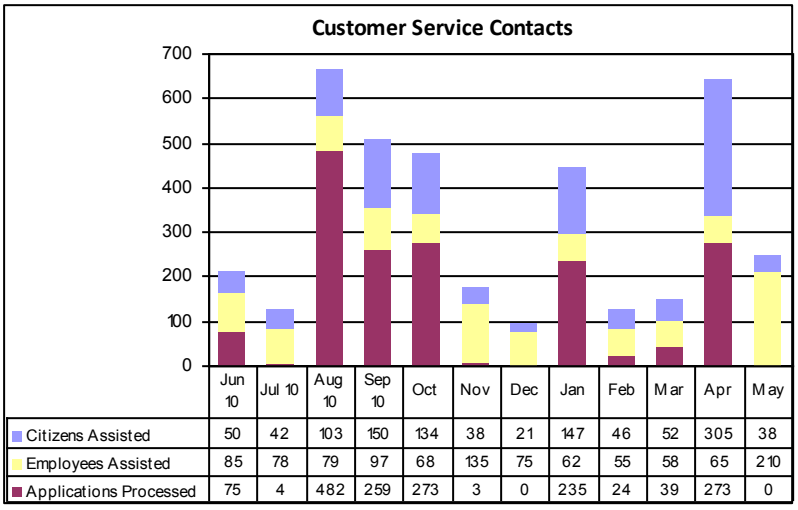




| Major Program Updates | Aug 2011 | Aug 2010 | Difference | FY 2012 Year-to-Date | FY 2011 Year-to-Date |
|---|---|---|---|---|---|
| Number of Customers Served | 23,721 | 33,809 | (10,088) | 55,134 | 56,511 |
| Final Bills | 840 | 851 | (11) | 1,519 | 1,621 |
| Estimated Bills | 160 | 154 | 6 | 309 | 309 |
| Penalties Posted | $ 16,405 | $ 11,946 | $ 4,459 | $ 24,023 | $ 35,283 |
| Extensions of Credit - Amount Extended | $ 213,853 | $ 247,732 | $ (33,879) | $ 532,269 | $ 400,053 |
| Balance Transfers | $ 1,203 | $ 1,686 | $ (484) | $ 3,952 | $ 4,667 |
| Utility Collections | $ 33,654 | $ 24,997 | $ 8,657 | $ 66,471 | $ 53,287 |
| Special Assessments | $ - | $ 1,331 | $ (1,331) | $ - | $ 1,711 |
| Miscellaneous Billings | $ 126,569 | $ 217,374 | $ (90,805) | $ 220,496 | $ 259,352 |
| CNP through Disconnect Collars | $ 32,198 | 8 | 32,190 | 16 | 17 |
| Court Cases | - | - | - | - | - |
| Tamperings | 3 | 4 | (1) | 7 | 11 |
| Taxes Levied | $ 2,682,775 | $ 245,810 | $ 2,436,966 | $ 2,682,775 | $ 11,112,832 |
| Billing Adjustments | $ 12,529 | $ (273) | $ 12,802 | $ 12,529 | $ 338,878 |
| Total Taxes Collected | $ 1,296,336 | $ 8,563,142 | $ (7,266,806) | $ 1,296,336 | $ 9,224,259 |
| Taxes Outstanding | $ 1,373,910 | $ 1,549,695 | $ (175,785) | $ 1,373,910 | $ 1,549,695 |
| Payments in Lieu | $ - | $ 1,500 | $ (1,500) | $ - | $ 3,000 |
| Billing Accuracy (on schedule billings) | 99.0% | 99.0% | - | 99.0% | 99.0% |
| Bills Published on Schedule | 99.0% | 99.9% | - | 99.0% | 99.9% |
| Meters Read on Schedule | 99.9% | 99.9% | - | 99.9% | 99.9% |
| Customer Satisfaction Rating | 99.9% | 99.7% | - | 99.9% | 99.7% |
| Delinquent Accounts Collected | 99.7% | 99.7% | - | 99.7% | 99.7% |

# *HUMAN RESOURCES*




| Category | Aug 10 | Sept 10 | Oct 10 | Nov 10 | Dec 10 | Jan 11 | Feb 11 | Mar 11 | Apr 11 | May 11 | June 11 | July 11 | Aug 11 | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Caucasian* | 314 | 315 | 319 | 312* | 311 | 313 | 314 | 315 | 316 | 316 | 313 | 310 | 306 | N/A |
| Minorities* | 62 | 62 | 62 | 61* | 61 | 61 | 61 | 61 | 63 | 63 | 63 | 63 | 63 | N/A |
| Hired | 2 | 1 | 4 | 1 | - | 2 | 1 | 1 | 5 | 1 | - | - | - | 17 |
| Terminated/Resigned/ Retired | 2 | 1 | - | 3 | 1 | - | - | - | 2 | 1 | 2 | 3 | 4 | 19 |
| Promoted | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Jobs Posted | 3 | 4 | 1 | - | - | 3 | - | 1 | 3 | - | - | - | 1 | 16 |
| Workers Comp. Injuries | 6 | 3 | 5 | 2 | 5 | 7 | 2 | 2 | 5 | 5 | 5 | 4 | 7 | 58 |
| Workers Comp. Hours | 9 | - | 24 | 65 | 42 | 360 | 445 | 336 | 438 | 50 | 46 | 63 | 135 | 2,004 |
| Insurance Claims | 2 | 8 | 3 | 4 | 8 | 3 | 3 | 6 | 8 | 2 | 5 | 3 | 10 | 65 |

**Full-time Employees: 355** **Part-time Employees: 14 (4 Pitts Center, 1 Recreation, 9 Library)**
Numbers do not reflect, temporary, seasonal, relief fire dispatchers, committee or council members. *Total Full Time, Caucasian and Minority Employees were adjusted due to audit of employee information.

**Resigned:** Library Page (PT)
**Retired:** Senior City Administrator, Substation Technician, Police Officer

## Recruitment Information

| Position | Total | Female | Male | Black | White | Hispanic | Asian/Pacific Islander | American Indian/Alaskan Native | Unknown | In Dover | Out Dover |
|---|---|---|---|---|---|---|---|---|---|---|---|
| No positions closed in August | - | - | - | - | - | - | - | - | - | 1 | 1 |

# *HUMAN RESOURCES*
# continued

## Unfilled/Open Positions by Department

| Unfilled/Open Positions By Department | Aug 10 | Sept 10 | Oct 10 | Nov 10 | Dec 10 | Jan 11 | Feb 11 | Mar 11 | Apr 11 | May 11 | Jun 11 | July 11 | Aug 11 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Public Utilities | 3 | 3 | 3 | 4 | 4 | 4 | 4 | 3 | 3 | 2 | 2 | 2 | 3 |
| Public Services | 2 | 2 | 2 | 1 | 2 | 1 | 1 | 1 | 1 | 2 | 3 | 1 | 1 |
| Police | 2 | 2 | 2 | 3 | 3 | 2 | 2 | 2 | - | - | - | 4 | 4 |
| All Other Departments | 6 | 6 | 3 | 4 | 4 | 4 | 3 | 3 | 4.5 | 4.5 | 7.5 | 5 | 6.5 |
| **Totals** | **13** | **13** | **10** | **12** | **13** | **11** | **10** | **9** | **8.5** | **8.5** | **12.5** | **12** | **14.5** |

*City Manager &Heavy Equipment Operator on terminal leave. Included in Totals. Custodian is vacant however filled with PT employee. Position included in totals.*

**Public Utilities:** Motor Equipment Operator II/Water, Heavy Equipment Operator, Substation Technician

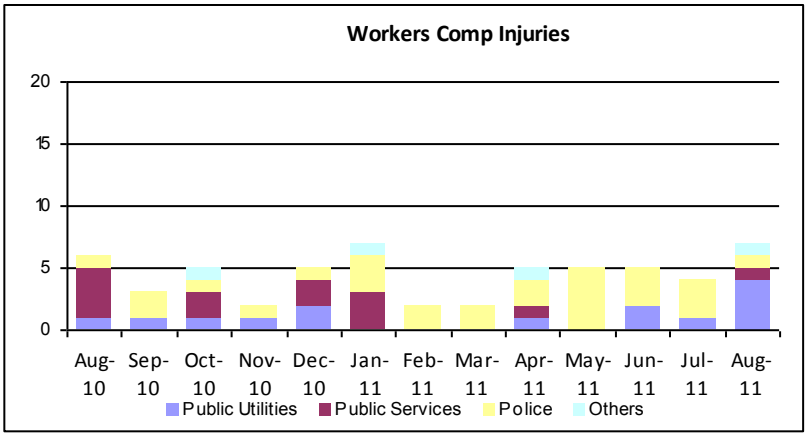
**Public Services:** Field Supervisor 1 - Streets

**Police:** (2)Police Officers and (2) Communication Operator

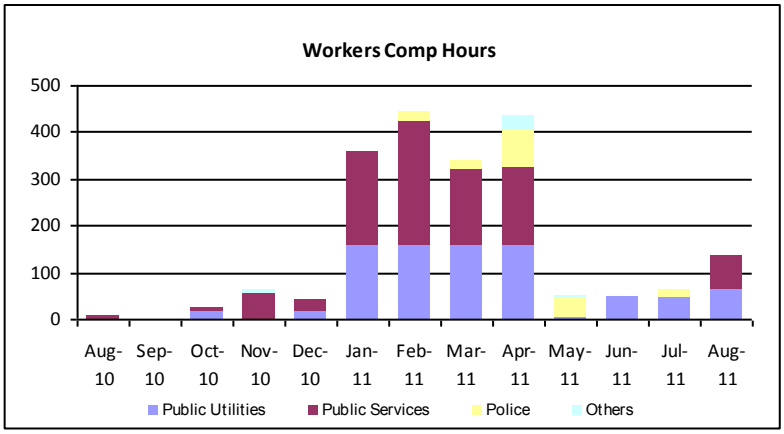
**All Other Departments:** Custodian I (1), Sr. LAN Analyst (due to A. Siegel currently acting as IT Director), Central Services Director, Human Resources and Safety Coordinator, City Manager, Senior City Administrator, Library Page (PT)

## Bonus Programs by Month

| Bonus Program Category | Aug 10 | Sept 10 | Oct 10 | Nov 10 | Dec 10 | Jan 11 | Feb 11 | Mar 11 | Apr 11 | May 11 | Jun 11 | July 11 | Aug 11 | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Stop Program-*Sensibly Taking Off Pounds(weigh-ins)* | 29 | 10 | 5 | 13 | 7 | - | 27 | 17 | 6 | 21 | - | 15 | 4 | 154 |
| Caught Doing it Right-*Promotes employees productivity & creativity (submissions)* | 3 | 1 | - | 2 | 63 | - | - | - | - | - | - | - | 1 | 70 |
| Breathe Program-*Rewards for ending tobacco use (submissions)* | - | - | - | - | 4 | - | - | - | - | - | - | - | 1 | 6 |
| Ducs in a Row-*Doing Useful Community Service (submissions)* | - | - | - | - | - | - | - | - | - | - | - | - | - | - |

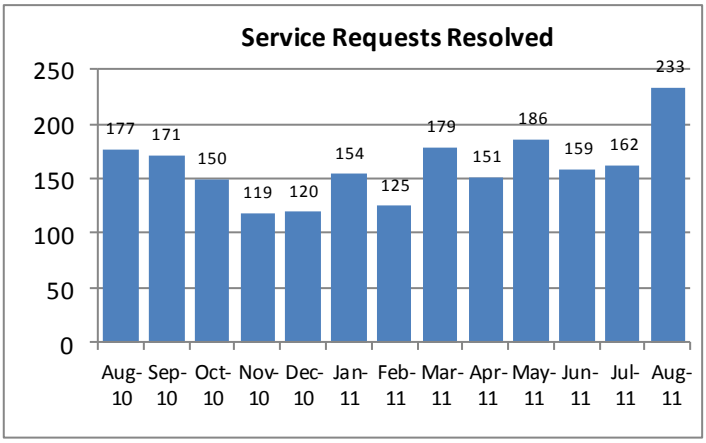


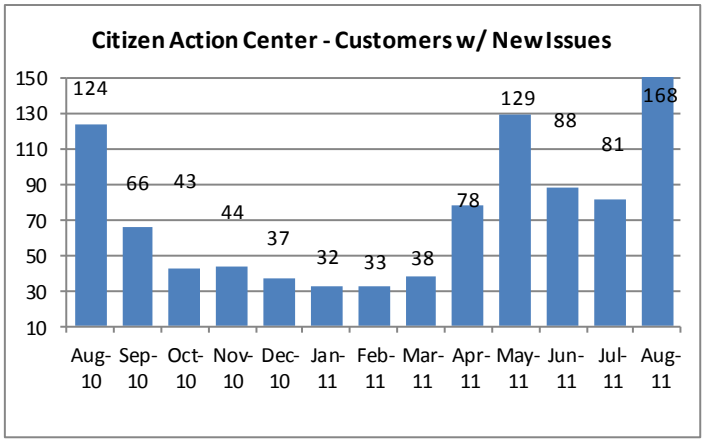

Public Utilities: 4 Public Services: 1 Police: 1 All Other Depts.: 1

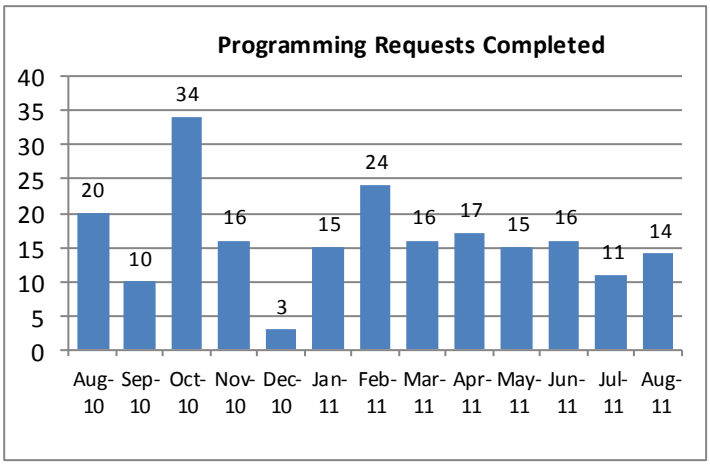


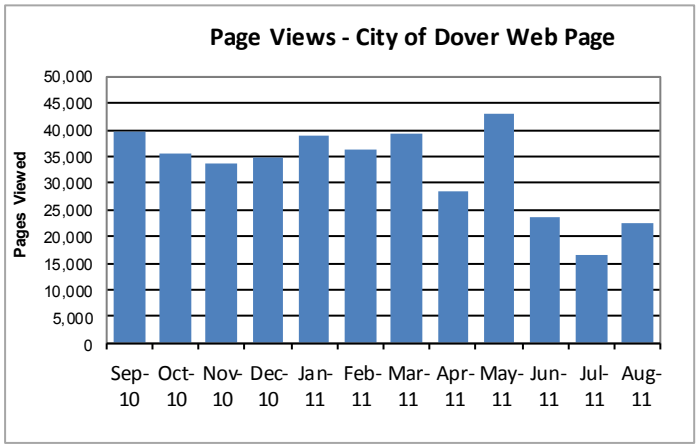

Public Utilities: 63 Public Services: 72 Police: 0 All Other Depts.: 0

# *INFORMATION TECHNOLOGY*



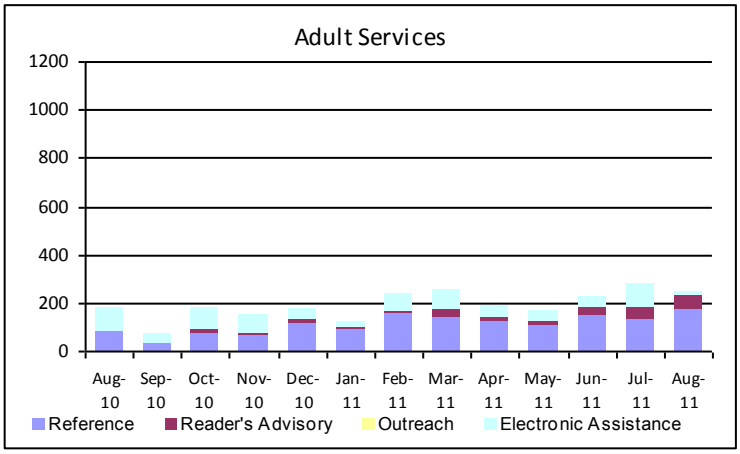



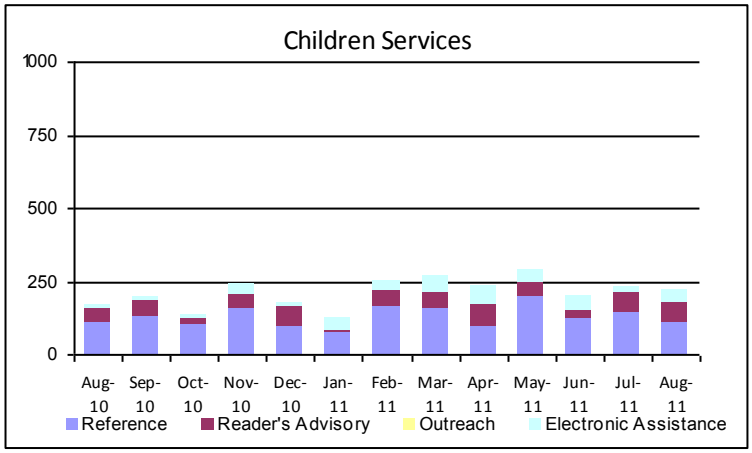




| Performance Indicators | Current Month | Last Month | Same Month Last Year |
|---|---|---|---|
| iSeries Availability | 100% | 100% | 100% |
| Server Availability | 99.758% | 100% | 100% |
| AS/400 Connections *(concurrent/authorized users)* | N/A | N/A | N/A |
| PCs Supported | 336 | 336 | 343 |
| Scheduled PCs Replaced | - | - | - |
| Servers Supported | 16 | 16 | 16 |
| People Trained | 7 | 6 | 3 |

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

## Library




Reference - 172 Reader's Advisory – 59
Electronic Assistance – 18; Outreach – 0

Reference - 113; Reader's Advisory – 64
Electronic Assistance – 43; Outreach – 0

| CIRCULATION | AUGUST 2011 | FYTD 2012 | AUGUST 2010 | FYTD 2011 |
|---|---|---|---|---|
| Dover Residents | 18,776 | 36,889 | 18,779 | 38,190 |
| Kent County Residents* | 16,160 | 32,517 | 15,818 | 32,352 |
| Non-County Residents | 1,778 | 3,622 | 1,243 | 2,581 |
| **REGISTRATIONS** | | | | |
| Dover Residents | 228 | 439 | 291 | 560 |
| Kent County Residents* | 86 | 187 | 122 | 265 |
| Non-County Residents | 10 | 22 | 11 | 25 |
| **OTHER** | | | | |
| Visiting Patrons | 34,213 | 65,383 | 35,845 | 70,198 |
| Meeting Room Usage | 20 | 20 | 300 | 420 |
| Photocopier Usage | 1,434 | 2,955 | 1,830 | 3,867 |
| Dial-A-Story | 1,438 | 2,392 | 1,518 | 3,377 |
| Computer Usage | 4,753 | 9,041 | 5,089 | 10,028 |
| Holds (Total) | 7,494 | 15,159 | 8,705 | 17,170 |

***Breakout of Kent County Residential Statistics**

| Circulation | Registrations |
|---|---|
| Harrington: 237 | Harrington: 0 |
| Smyrna: 1,072 | Smyrna: 3 |
| Milford: 280 | Milford: 1 |
| Outside City Limits: 14,571 | Outside City Limits: 82 |

**Total Registered Users: (Card Holders)**

City: 17,991 Kent County: 13,836 Outside Kent County: 951

**Other Points of Interest:**

Interlibrary: 5,463 items loaned out
3,930 items borrowed

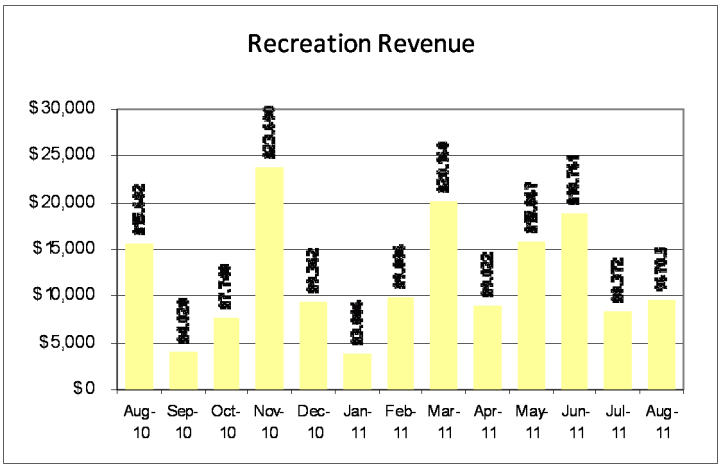
Technical services: 1,407 items added
2,151 items deleted

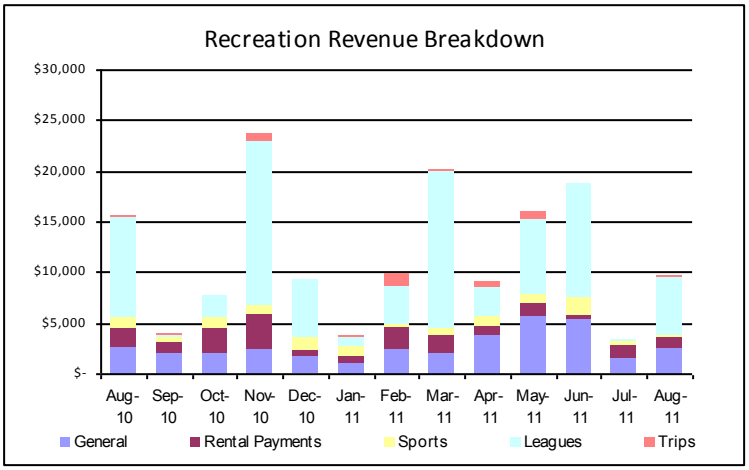
Volunteers: 169 hours of service completed

***** Meeting Room Usage***

*Usage number is down as this room hosts the Job Center*

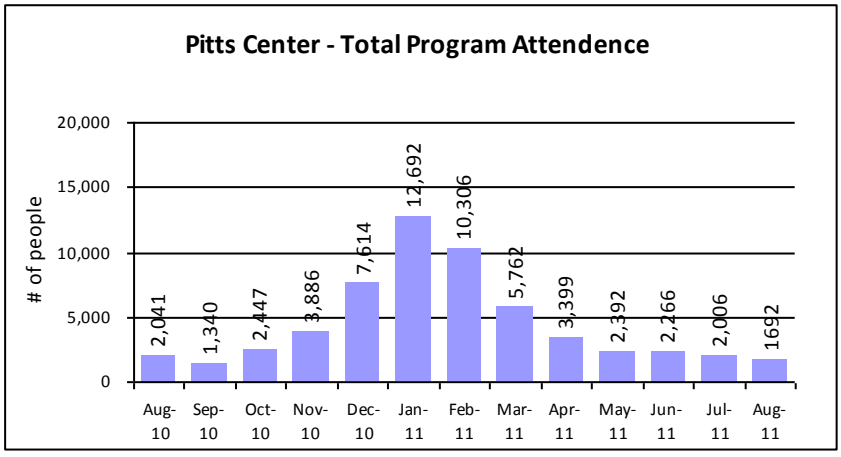
## Parks and Recreation




General: $2,662.50 Rental Payments & Special Events: $842
Sports: $290 Leagues: $5,706 Trips: $170

| Rentals | AUGUST 2011 | | FYTD 2012 | | AUGUST 2010 | | FYTD 2011 |
|---|---|---|---|---|---|---|---|
| Baseball/Softball Field Rentals* | 14 | | 52 | | 19 | | 55 |
| Dover Park Pavilions (2) | 6 | | 26 | | 1 | | 17 |
| Multipurpose/Field Hockey Field Rentals* | 0 | | 19 | | 26 | | 51 |
| Recreation Center – Dover Park | 13 | | 39 | | 30 | | 68 |
| Silver Lake Pavilions (2) / Schutte (1) | 5 | | 11 | | 10 | | 18 |
| Soccer Field Rentals* | 2 | | 0 | | 3 | | 4 |
| Stage – Mobile Platform | 4 | | 9 | | 4 | | 9 |
| *These numbers reflect groups that utilized our facilities during August 2011.* | | | | | | | |
| **Program Attendance*** | **AUGUST 2011** | | **FYTD 2012** | | **AUGUST 2010** | | **FYTD 2011** |
| Super Summer Playground | 0 | | 0 | | 0 | | 0 |
| *This number reflects activities that took place in August 2011. (Not included on the JWP report.)* | | | | | | | |




**FREE Open Gym Registration Cards*** - through 7/31/2011
Total Cards Issued: **4,463**
City Residents: 2,019 - (45%)
Non-City Residents: 2,444- (55%)
- Kent County: 1,999 - (45%)
- Sussex County: 148 - (3%)
- New Castle County: 104 - (2%)
- Out of State: 193 - (4%)

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

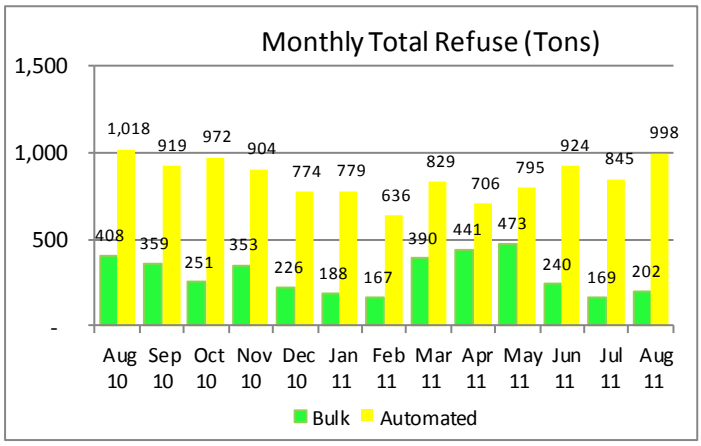
# PUBLIC SERVICES

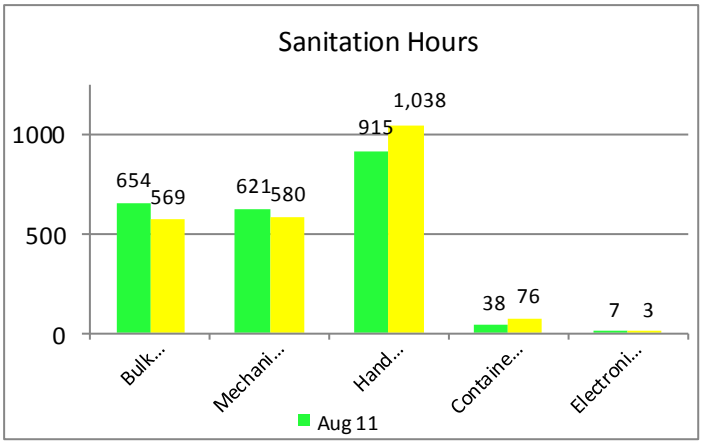
## Administration

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

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

## Sanitation




| | AUGUST 11 | FYTD 12 | AUGUST 10 | FYTD 11 |
|---|---|---|---|---|
| Trips to DSWA Sandtown Landfill | 207 | 391 | 262 | 537 |
| Total Tonnage to DSWA | 1,199.87 | 2,213.70 | 1,425.73 | 2,762.20 |
| 90-Gallon Containers Delivered | 24 | 48 | 17 | 35 |
| 300-Gallon Containers Delivered | 0 | 2 | 0 | 14 |
| Total Man Hours-containers Delivered | 38 | 88 | 76 | 124 |

| CURBSIDE RECYCLING STATS | TOTAL # OF HOUSEHOLDS | TOTAL # OF AC-COUNTS | WEIGHT/LBS. | AVE. LBS. |
|---|---|---|---|---|
| AUG 2011 | 18,327 | 7,997 | 293,680 | 16.02 |

| Streets | AUGUST 11 | FYTD 12 | AUGUST 10 | FYTD 11 |
|---|---|---|---|---|
| Signed Installed | 25 | 39 | 25 | 57 |
| Signs Repaired | 16 | 25 | 38 | 60 |
| Curbs Painted Yellow (feet) | 65 | 126 | 0 | 293 |
| New Post Installed | 16 | 25 | 13 | 18 |
| Storm Catch Basins Repaired | 1 | 27 | 4 | 24 |
| Storm Catch Basin Repairing (Hrs.) | 12 | 44 | 36 | 148 |
| Hot Mix Patching (Tons) | 36 | 63 | 18 | 70 |
| Hot Mix Patching (Hrs.) | 176 | 420 | 65 | 273 |
| Cold Mix Patching Hrs.) | 16 | 101 | 20 | 64 |
| Concrete Work (Hrs) | 340 | 506 | 32 | 84 |
| Concrete Patching (Cubic Yards) | 0 | 1 | 2 | 23 |
| Street and Alley Maintenance (Hrs) | 184 | 344 | 162 | 312 |
| Ditch Work (Hrs). | 24 | 40 | 65 | 65 |
| Street Sweeping (Miles) | 965 | 1,996 | 974 | 2,216 |
| Street Sweeping (Cubic Yards) | 184 | 380 | 204 | 396 |

| **GROUNDS - Arborist Crew** | **AUGUST 2011** | **AUGUST 2010** |
|---|---|---|
| Trees Trimmed | 140 | 57 |
| Trees Removed | 26* | 19 |

*Most of the tree work was from a wind storm on August 24, 2011 and Hurricane Irene on August 27, 2011. Worked during and after the hurricane on City trees as well as private trees in streets, Allies and sidewalks.

**Beautification Crew**

- Continued maintenance of 47 annual beds, 18 containers and 77 hanging baskets including watering, edging and weeding.
- Put together the spring flowering bulb order and the annual seed order.
- All Grounds personnel attended the Summer Turf and Nursery Expo at the University of Delaware Botanical Gardens.

Mowing Crew

- Mowed all 220 acres of turf including parks, around City buildings, ditches and right-of-ways.
- Assisted Arborist Crew with storm damage tree work after the storm.

## Economic Development

| UNEMPLOYMENT RATES | JUL 10 | AUG 10 | SEP 10 | OCT 10 | NOV 10 | DEC 10 | JAN 11 | FEB 11 | MAR 11 | APR 11 | MAY 11 | JUN 11 | JUL 11 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| City of Dover | 9.9% | 10.2% | 10.1% | 10.3% | 10.1% | 9.4% | 10.0% | 9.6% | 9.5% | 9.0% | 8.9% | 9.9% | 9.6% |
| *National & State averages (US-9.2% & State-8.0%) Source: State of Delaware Department of Labor* | | | | | | | | | | | | | |

| TYPE | YTD Contacts Made |
|---|---|
| Small Businesses | 20 |
| Out-of-town Companies | 10 |

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

- Staff attended a meetings with Calpine to discuss the development of the gas-powered plant at the Garrison site.
- Staff conducted tours of the Dover Sun Park for Senator Carper and Senator Coons prior to the Sun Park ribbon-cutting.
- Information was provided to the Safety Advisory and Transportation Committee regarding the funding received through the State of Delaware Bond Bill for North Street Improvements.
- Staff is actively involved with the planning committee for the Kent County Economic Summit to be held on November 9, 2011.

## Downtown Dover Partnership

- The August First Friday line-up got the month off to a great start with the 2nd Annual Loockerman Street Beach Party. This event was also the kick-off for "First Friday Gives Back", a program developed by the downtown merchants and coordinated by Lucy Findlay and Valla Rogers of "Partners in Design." Merchants agreed to donate a portion of their First Friday sales to a local non-profit and "Caring Hearts, Helping Hands" was identified as the first recipient. This organization received a donation of over $700 from the participating merchants. The focus of this event is to provide support to local non-profits that provide direct assistance to Dover and/or Kent County residents.
- Plans for the redevelopment of the Acme Site were approved by the Planning Commission.
- An RFP was issued for the renovations to the DDP Building at 22-24 W Loockerman Street, and a Pre-Bid meeting was held on August 30th with seven (7) companies represented.
- RFP's were issued for the North Street Area Improvements for Architectural/Engineering and Legal Services.
- The DDP Board of Directors approved funding for a Design Demonstration Grant through the DDP Design Committee.
- Staff attended a meeting to discuss development of a Day Drop-In Center to provide services to Dover's Homeless.
- Staff continues to represent the DDP and the Economic Development Office at the Kent County is Open for Business sessions at Levy Court.

## Life Safety

| Inspections | AUGUST 2011 | FYTD 2012 | AUGUST 2010 | FYTD 2011 |
|---|---|---|---|---|
| Fire Protection Inspections (new & existing) | 122 | 155 | 83 | 182 |
| Fire Code Inspections | 93 | 148 | 84 | 293 |
| Inspection Deficiencies | 139 | 199 | 83 | 327 |
| Certificate of Occupancy | 3 | 6 | 4 | 9 |
| **Non-Inspection Hours** | | | | |
| Office | 86 | 198 | 104 | 196 |
| Meetings | 58 | 86 | 61 | 87 |
| Plan Review | 34 | 63 | 56 | 106 |
| Training | 0 | 0 | 0 | 17 |
| Fire Investigations | 5 | 12 | 11 | 38 |
| **Damage Cost** | | | | |
| Accidental | $1,400 | $101,400 | $ 5,500 | $40,500 |
| Incendiary | $ 100 | $ 400 | $ 2,000 | $10,000 |
| Undetermined | $ 0 | $ 40,500 | $ 0 | $ 1,500 |

## Permitting and Inspections

| Permits Issued | AUGUST 2011 | FYTD 2012 | AUGUST 2010 | FYTD 2011 |
|---|---|---|---|---|
| Administrative Permits | 2 | 4 | 3 | 5 |
| Building Addition/Renovation Permits | 28 | 57 | 90 | 144 |
| Building Permits | 16 | 43 | 8 | 14 |
| Demolition Permits | 1 | 2 | 2 | 4 |
| Fence Permits | 11 | 22 | 10 | 22 |
| Fire Prevention Permits | 8 | 11 | 6 | 12 |
| Mechanical Permits | 28 | 43 | 21 | 50 |
| Plumbing Permits | 43 | 66 | 63 | 101 |
| Sign Permits | 25 | 44 | 14 | 44 |
| Swimming Pool Permits | 0 | 6 | 0 | 2 |
| **Licenses Issued** | | | | |
| Business Licenses | 209 | 955 | 268 | 1,096 |
| Fire Protection | 83 | 149 | - | - |
| Merchant Licenses | 58 | 213 | 62 | 244 |
| Contractor Licenses | 127 | 521 | 161 | 611 |
| Lodging House Licenses | - | - | - | - |
| Mobile Homes | 110 | 206 | 58 | 135 |
| Public Occupancy | 11 | 17 | 10 | 16 |
| Rental Dwelling | 24 | 42 | 14 | 31 |

## Building Inspections

| Permits Issued | JULY 2011 | FYTD 2011 | JULY 2010 | FYTD 2010 |
|---|---|---|---|---|
| Building | 302 | 586 | 437 | 874 |
| Plumbing/Mechanical | 380 | 709 | 287 | 692 |
| Certificate of Occupancy | 7 | 19 | 43 | 56 |

## Geographic Information Systems (GIS)

- Created sanitary sewer basin maps with City utilities.
- Updated Route 13 vacant building inventory map.
- Created library donations layer.
- CDBG Housing Projects map.
- Created and printed several maps and poster for Downtown Dover Development Office.

## Dangerous Building/Demolition Status – August 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.
- Bids have been solicited for the pending demolition of the structure.

**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.

**443 Collins Drive**

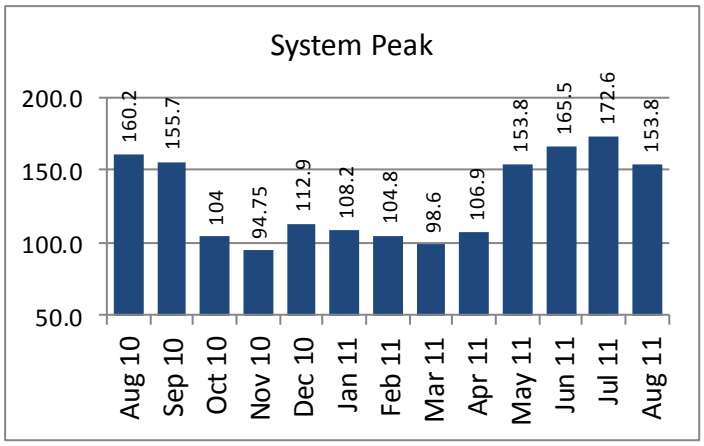
- Declared dangerous by City Council.

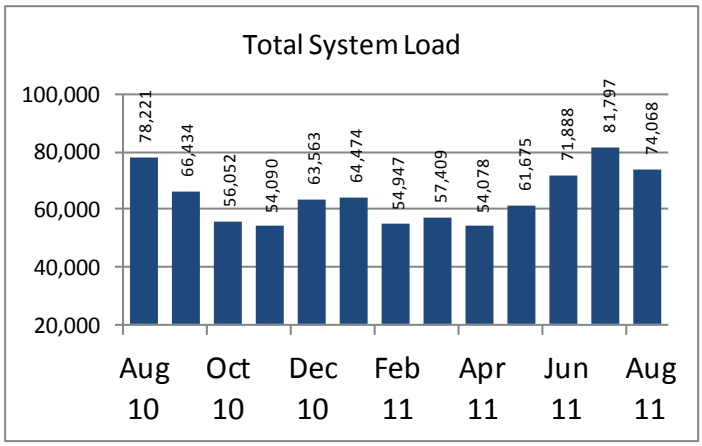
**21 North Kirkwood Street**

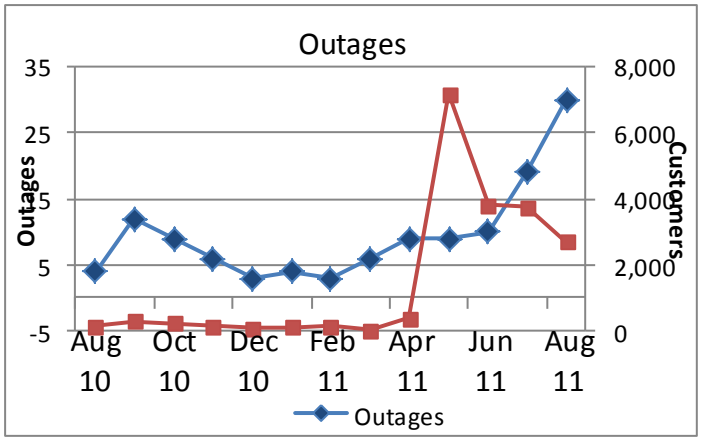
- Declared dangerous by City Council.
- Bids have been solicited for the pending demolition of the structure.

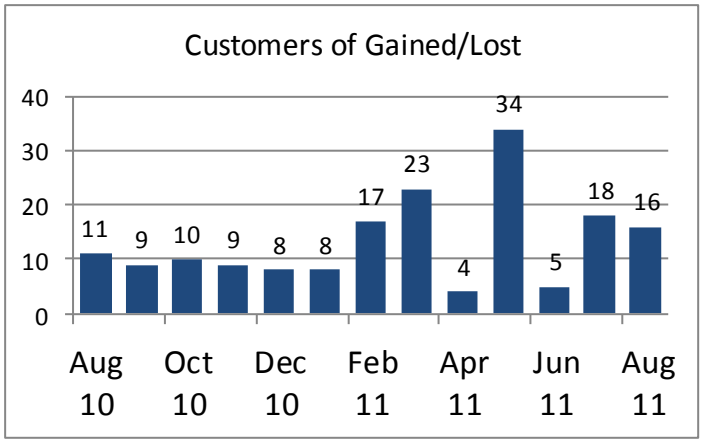
# PUBLIC UTILITIES

## Electric




Outages: 30 Customers: 2,694

| The annual outage goal will be less than 295 minutes per customer, which is a Delaware Standard. This will be measured by calculating the System Average Interruption Duration Index. | | |
|---|---|---|
| **FY 12 YTD** | **FY 11** | **FY 10** |
| 45.84 | 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** |
| 12 | 21 | 42.11 Minutes | 41.25 Minutes |

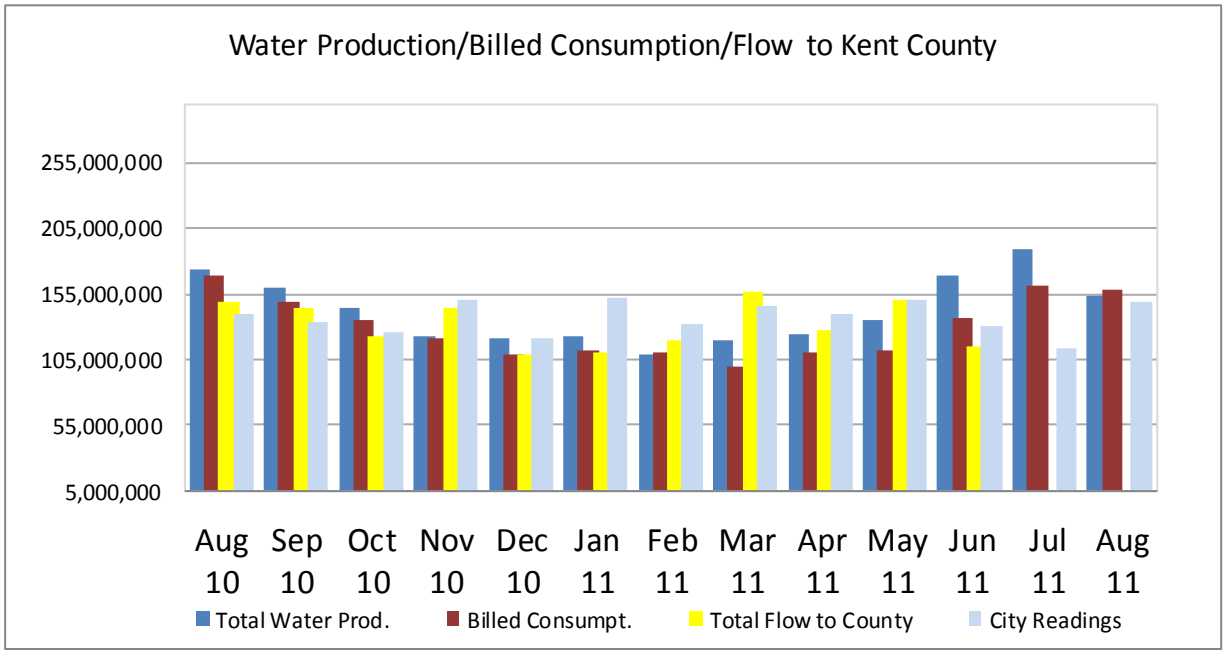
## Electric Engineering Design

| Major Program Updates | AUG 11 | AUG 10 | DIFF | FY12 YTD | FY11 |
|---|---|---|---|---|---|
| Extensions Design Completed Within 30 days of complete Submission | 2 | 0 | - | 2 | 0 |

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

| PROGRAM UPDATES | AUG 11 | AUG 10 | FY12 YTD |
|---|---|---|---|
| Tree Trimming | 146 | 151 | 348 |
| Number of Oil Releases | 1 | 0 | 1 |
| Lost Time Accidents – All Electric Utility Divisions | 2 | 0 | 2 |
| New Services | 16 | 11 | 34 |
| **Major Goals Completed in the Past Two Months** | | | |
| ✓ Substantial Completion of Sun Park | | | |

## Water/Wastewater




### ENGINEERING SUMMARY

| Major Program Updates | AUGUST 11 | AUGUST 10 | DIFF | FY12 YTD | FY11 |
|---|---|---|---|---|---|
| **State and Federal Violations** | 0 violations | 0 violations | - | - | - |
| **Water Quality Complaints** | 8 | 4 | 4 | 25 | 17 |
| **Plan Review Completed Within 30 days of Submission** | 6 plans 100% | 7 plans 100% | -1 plans | 100% | 100% |
| **Field Inspection Response within 48 hours of Request** | 97.3% | 85.71% | 11.59% | 98.65% | 92.86% |

| Major Goals Completed in the Past Two Months |
|---|
| ✓ Twelve inch water main installed from Wild Meadows toward the Sun Park. |

### OPERATIONAL SUMMARY

| Task | AUGUST 11 | AUGUST 10 | Current FY |
|---|---|---|---|
| Water Production – Daily Average | 4,980,548 | 5,632,677 | 343,510,000 |
| Average Field Response Time (goal is < 30 minutes) | 28.25 | 22.3 | 26.03 |
| Water Mains Repaired | 0 | 1 | 0 |
| Water Service Lines Repaired | 5 | 1 | 6 |
| Wastewater Mains Repaired | 0 | 0 | 0 |
| Wastewater Service Lines Repaired | 2 | 0 | 3 |
| Sewer Lines Flushed – Linear Feet | 104,648 | 98,439 | 186,731 |
| Percentage of Flow Sent to Kent County vs. Gallons Billed (inflow/Infiltration monitoring) | 90% | 118% | 90% |
| Total Water Meters in City Distribution System | 13,967 | 13,856 | 27 |
| Lost Time Accidents – All Water/Wastewater Divisions | - | - | - |

# CITY PLANNER'S MONTHLY REPORT

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

## August 2011

**PERSONEL**

Planning Staff attended the ribbon cutting for the Dover Sun Park project on August 17, 2011.

**EDEN HILL FARM TND**

- In late August we received a series of revisions to the Permits issued previously for a series of six townhouse dwelling units on Ridgely Boulevard. These revisions will be reviewed and permits reissued as necessary (in September). For the Residential District of Eden Hill Farm Traditional Neighborhood Design the totals remain at 53 dwelling units complete of the 59 permits approved for dwelling units.
- In August, there was no specific activity associated with the Professional Office, Medical & Financial District.
- There has been no activity associated with the Neighborhood Commercial District since the Planning Commission's action on the Revised Implementation Plan (Revision #2-Updated Plan of October 1, 2010) in October 2010.
- 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.

**COMPREHENSIVE PLAN IMPLEMENTATION**

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

- On August 8, 2011, the City Council conducted a Public Hearing and then adopted the text amendments for the application processing provisions of *Zoning Ordinance*, Article 10. Planning Staff is working on the updated Public Notice instructions which now involve physical posting of the property.
- Planning Staff is also working on the development of several other ordinances including text amendments to the *Land Subdivision Regulations* pertaining to Homeowners Associations and text amendments to the *Zoning Ordinance* pertaining to swimming pools.

**Other Activities**

**New Dover High School Project (C-10-05)** - Construction activities related to utilities, stormwater management facilities, and site prep continue at the site. On August 3rd, the project team and City Staff met with DelDOT regarding the road design of the western entrance road that will be a public street serving the high school and adjacent properties. The monthly progress meeting on the Dover High School project was held on August 18th with Planning Staff and Public Utilities Staff meeting with the district's design professionals and DelDOT staff. The Planning Office is working on the review of Bid Pack C for Check Print review of the site development plan as associated with Application C-10-05.

The construction activities continue for the following Capital School District projects: Professional Development Offices & Maintenance Facility located on Commerce Way and Site Improvements to William Henry Middle School/Booker T. Washington Elementary School.

## 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 | Permits Reviewed YTD 2010 | Permits Reviewed YTD 2011 |
|---|---|---|---|---|---|---|---|---|---|---|
| Building Additions/Renovations Permits | 12 | 13 | 24 | 36 | 29 | 42 | 36 | 22 | 278 | 214 |
| Building Permits | 2 | 3 | 10 | 11 | 7 | 6 | 13 | 4 | 62 | 56 |
| Demolition Permits | 3 | 6 | 2 | 3 | 11 | 1 | 1 | 1 | 21 | 28 |
| Fence Permits | 5 | 2 | 14 | 14 | 18 | 5 | 11 | 11 | 65 | 80 |
| Sign Permits | 9 | 4 | 6 | 10 | 11 | 12 | 7 | 8 | 74 | 67 |
| Temporary Sign Permits | 2 | 6 | 9 | 3 | 11 | 7 | 6 | 7 | 46 | 51 |
| Swimming Pool Permits | 0 | 0 | 1 | 0 | 3 | 8 | 6 | 0 | 10 | 18 |
| Certificate of Occupancy | 11 | 9 | 22 | 17 | 20 | 17 | 10 | 7 | 128 | 113 |
| **Total # Permits Reviewed (Issued)** | **44** | **43** | **88** | **94** | **110** | **98** | **90** | **60** | **684** | **627** |

## CODE ENFORCEMENT

| **Case Type** | # cases current month | # cases YTD | % staff initiated current month | % staff initiated YTD |
|---|---|---|---|---|
| No valid rental permit | 4 | 139 | 100% | 99% |
| No valid building permit | 10 | 48 | 70% | 75% |
| Tall grass and weeds | 56 | 398 | 66% | 65% |
| Unregistered vehicle | 2 | 19 | 100% | 68% |
| Abandoned vehicle | 9 | 76 | 78% | 66% |
| Annual Housing Inspection | 36 | 438 | 94% | 98% |
| Property Maintenance – Exterior | 46 | 356 | 61% | 55% |
| Electric Termination | 3 | 149 | 67% | 93% |
| Dover Code of Ordinances | 49 | 372 | 82% | 67% |
| Zoning | 8 | 78 | 38% | 55% |
| **Total Cases** | **223** | **2073** | | |
| **Total # of Inspections** | **401** | | | |

## COMMUNITY DEVELOPMENT

## CDBG FY11 PROJECTS

The funding approval agreement for the release of CDBG funds was approved by the Mayor on July 21st and all FY 11 projects are underway.

### 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. 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.

**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 met on August 17, 2011 and took the following actions. The next regular scheduled meeting of the Board of Adjustment is scheduled for September 21, 2011.

1. **Applicant #V-11-07 - 155 N. DuPont Highway, W. Scot Parsons** – Moved to postpone.
2. **Applicant #V-11-08 -508 S. State St., Yozima, LLC** – Moved to approve.

### Historic District Commission:

The Historic District Commission met for the regular meeting on August 18, 2011 and took the following actions. They also discussed the adoption of Ordinance #2011-14 with PC Amendment #1: Zoning Text Amendment (MI-11-06) Updates to *Zoning Ordinance,* Article 10; Article 10 §3. Historic District Commission and Architectural Review and the Certified Local Government (CLG) Program. The next regular Historic District Commission meeting is scheduled for September 15, 2011.

1. **HI-10-08 Bayard Plaza on West Loockerman Street** – Moved to approve revised Architectural Review Certification for changes to exterior finish materials (vinyl siding to fiber cement siding).
2. **HI-11-04 Acme Site Redevelopment Master Plan: Architectural Review Certification** – Moved to approve waiver request for side yard setback to allow setback of seven feet.

### Planning Commission

The Planning Commission met on August 15, 2011 and took the actions summarized listed below. The next scheduled Planning Commission meeting is scheduled for September 19, 2011.

1. **S-09-13 Leander Lakes Apartments at 2161 Forrest Avenue** – Moved to approve the extension request dependent upon the requirements established and set forth by the Planning Staff which is incorporated in the agreements between Rinnier Development, DelDOT, and the Capital School District.
2. **HI-09-01 Dover Public Library** – Moved to approve the update and review of the selected exterior finish as reviewed and approved by the Historic District Commission on July 21, 2011 (revised Architectural Review Certification).
3. **HI-05-03 State Street Commons** – Moved to approve to continue with the white railings as they exist at the present time (revised Architectural Review Certification).
4. **Z-11-05 Lands of Harrington Commercial at 601 Fulton Street** – Moved to forward a recommendation of approval to City Council to change the zoning from M (Manufacturing Zone) to C-3 (Service Commercial Zone).

5. **US-11-02 McDonald's USA, LLC: Comprehensive Signage Plan** – Moved to approve Signage Plan noting that it may exceed the allowable square footage and to maintain the existing pylon and directional signs.
6. **S-11-11 Lands of Downtown Dover Partnership at 120 S. Governors Avenue** – Moved to approve the Site Development Master Plan and to include the Architectural Review Certification and the Active Recreation Plan. Approval to include the setback waiver and to conditionally approve the waiver dependent upon the Historic District Commission recommendation and all DAC comments of record.
7. **S-11-12 Dove View Apartments at 101-405 DoveView Drive** – Moved to approve the Site Plan with the condition that steps are taken to ensure that the buildings that have been left open all of this time is safe and secure as stated by Staff. Approved of the Active Recreation Plan as presented as well as all the DAC comments of record.
8. **S-11-13 Wesley College Master Plan for Streetscape Campus Enhancements** – Moved to approve the Site Development Master Plan to include the DAC comments and conditions of the previous street and alley abandonment by City Council.
9. **C-11-05 Royal Farms at 293 South Saulsbury Road** – Moved to approve the Conditional Use Site Plan allowing gas pumps as an accessory use. Approved with all the comments that have been discussed and all the DAC comments of record. Approved the elimination the curbing around the building to allow for flat egress and use of bollards to protect the building with the partial elimination of curbing where stormwater management begins; there is curbing everywhere else.
10. **MI-11-06 Physical Posting Templates** – Moved to approve revised language for the Physical Posting signage required as part of the Public Notice Requirements.

Submitted by:

Ann Marie Townshend

Ann Marie Townshend, AICP
Planning & Community Development Director

# DOVER
# FIRE DEPARTMENT




# AUGUST
# 2011

# Incident Type Report (Summary)

**Dover Fire Department**

**Date Range:** From 01/01/2011 to 08/30/2011

| Incident Type | | Count | Pct of Incidents | Total Est Loss | Total Est Loss |
|---|---|---|---|---|---|
| **1 Fire** | | | | | |
| 100 Fire, other | | 2 | 0.29% | $0 | 0.00% |
| 111 Building fire | | 16 | 2.31% | $0 | 0.00% |
| 112 Fires in structure other than in a building | | 3 | 0.43% | $0 | 0.00% |
| 113 Cooking fire, confined to container | | 76 | 10.98% | $0 | 0.00% |
| 114 Chimney or flue fire, confined to chimney or flue | | 1 | 0.14% | $0 | 0.00% |
| 116 Fuel burner/boiler malfunction, fire confined | | 1 | 0.14% | $0 | 0.00% |
| 118 Trash or rubbish fire, contained | | 2 | 0.29% | $0 | 0.00% |
| 121 Fire in mobile home used as fixed residence | | 4 | 0.58% | $0 | 0.00% |
| 130 Mobile property (vehicle) fire, other | | 2 | 0.29% | $0 | 0.00% |
| 131 Passenger vehicle fire | | 11 | 1.59% | $0 | 0.00% |
| 138 Off-road vehicle or heavy equipment fire | | 1 | 0.14% | $0 | 0.00% |
| 141 Forest, woods or wildland fire | | 3 | 0.43% | $0 | 0.00% |
| 142 Brush or brush-and-grass mixture fire | | 3 | 0.43% | $0 | 0.00% |
| 143 Grass fire | | 2 | 0.29% | $0 | 0.00% |
| 150 Outside rubbish fire, other | | 4 | 0.58% | $0 | 0.00% |
| 151 Outside rubbish, trash or waste fire | | 2 | 0.29% | $0 | 0.00% |
| 154 Dumpster or other outside trash receptacle fire | | 4 | 0.58% | $0 | 0.00% |
| 160 Special outside fire, other | | 3 | 0.43% | $0 | 0.00% |
| 170 Cultivated vegetation, crop fire, other | | 1 | 0.14% | $0 | 0.00% |
| | **Totals** | **141** | **20.38%** | **$0** | **0.00%** |
| **2 Overpressure Rupture, Explosion, Overheat(no fire)** | | | | | |
| 200 Overpressure rupture, explosion, overheat other | | 2 | 0.29% | $0 | 0.00% |
| 220 Overpressure rupture from air or gas, other | | 1 | 0.14% | $0 | 0.00% |
| 221 Overpressure rupture of air or gas pipe/pipeline | | 1 | 0.14% | $0 | 0.00% |
| 222 Overpressure rupture of boiler from air or gas | | 1 | 0.14% | $0 | 0.00% |
| 251 Excessive heat, scorch burns with no ignition | | 1 | 0.14% | $0 | 0.00% |
| | **Totals** | **6** | **0.87%** | **$0** | **0.00%** |
| **3 Rescue & Emergency Medical Service Incident** | | | | | |
| 300 Rescue, EMS incident, other | | 1 | 0.14% | $0 | 0.00% |
| 311 Medical assist, assist EMS crew | | 2 | 0.29% | $0 | 0.00% |
| 331 Lock-in (if lock out , use 511 ) | | 1 | 0.14% | $0 | 0.00% |
| 350 Extrication, rescue, other | | 3 | 0.43% | $0 | 0.00% |
| 352 Extrication of victim(s) from vehicle | | 18 | 2.60% | $0 | 0.00% |
| 353 Removal of victim(s) from stalled elevator | | 2 | 0.29% | $0 | 0.00% |
| | **Totals** | **27** | **3.90%** | **$0** | **0.00%** |
| **4 Hazardous Condition (No Fire)** | | | | | |
| 400 Hazardous condition, other | | 9 | 1.30% | $0 | 0.00% |
| 410 Combustible/flammable gas/liquid condition, other | | 1 | 0.14% | $0 | 0.00% |
| 411 Gasoline or other flammable liquid spill | | 6 | 0.87% | $0 | 0.00% |
| 412 Gas leak (natural gas or LPG) | | 12 | 1.73% | $0 | 0.00% |
| 420 Toxic condition, other | | 1 | 0.14% | $0 | 0.00% |
| 424 Carbon monoxide incident | | 2 | 0.29% | $0 | 0.00% |
| 440 Electrical wiring/equipment problem, other | | 20 | 2.89% | $0 | 0.00% |
| 441 Heat from short circuit (wiring), defective/worn | | 3 | 0.43% | $0 | 0.00% |
| 442 Overheated motor | | 2 | 0.29% | $0 | 0.00% |
| 444 Power line down | | 2 | 0.29% | $0 | 0.00% |
| 445 Arcing, shorted electrical equipment | | 5 | 0.72% | $0 | 0.00% |
| 451 Biological hazard, confirmed or suspected | | 1 | 0.14% | $0 | 0.00% |
| 460 Accident, potential accident, other | | 1 | 0.14% | $0 | 0.00% |

# Incident Type Report (Summary)

**Dover Fire Department**

**Date Range:** From 01/01/2011 to 08/30/2011

| Incident Type | | Count | Pct of Incidents | Total Est Loss | Total Est Loss |
|---|---|---|---|---|---|
| 463 Vehicle accident, general cleanup | | 3 | 0.43% | $0 | 0.00% |
| | **Totals** | **68** | **9.83%** | **$0** | **0.00%** |
| **5 Service Call** | | | | | |
| 500 Service Call, other | | 28 | 4.05% | $0 | 0.00% |
| 510 Person in distress, other | | 9 | 1.30% | $0 | 0.00% |
| 511 Lock-out | | 2 | 0.29% | $0 | 0.00% |
| 520 Water problem, other | | 10 | 1.45% | $0 | 0.00% |
| 521 Water evacuation | | 1 | 0.14% | $0 | 0.00% |
| 531 Smoke or odor removal | | 15 | 2.17% | $0 | 0.00% |
| 542 Animal rescue | | 1 | 0.14% | $0 | 0.00% |
| 550 Public service assistance, other | | 1 | 0.14% | $0 | 0.00% |
| 553 Public service | | 3 | 0.43% | $0 | 0.00% |
| 554 Assist invalid | | 1 | 0.14% | $0 | 0.00% |
| 561 Unauthorized burning | | 2 | 0.29% | $0 | 0.00% |
| 571 Cover assignment, standby, moveup | | 19 | 2.75% | $0 | 0.00% |
| | **Totals** | **92** | **13.29%** | **$0** | **0.00%** |
| **6 Good Intent Call** | | | | | |
| 600 Good intent call, other | | 68 | 9.83% | $0 | 0.00% |
| 611 Dispatched & canceled en route | | 14 | 2.02% | $0 | 0.00% |
| 621 Wrong location | | 1 | 0.14% | $0 | 0.00% |
| 622 No incident found on arrival at dispatch address | | 1 | 0.14% | $0 | 0.00% |
| 631 Authorized controlled burning | | 3 | 0.43% | $0 | 0.00% |
| 641 Vicinity alarm (incident in other location) | | 5 | 0.72% | $0 | 0.00% |
| 650 Steam, other gas mistaken for smoke, other | | 2 | 0.29% | $0 | 0.00% |
| 651 Smoke scare, odor of smoke | | 5 | 0.72% | $0 | 0.00% |
| 652 Steam, vapor, fog or dust thought to be smoke | | 2 | 0.29% | $0 | 0.00% |
| | **Totals** | **101** | **14.60%** | **$0** | **0.00%** |
| **7 False Alarm & False Call** | | | | | |
| 700 False alarm or false call, other | | 89 | 12.86% | $0 | 0.00% |
| 710 Malicious, mischievous false call, other | | 7 | 1.01% | $0 | 0.00% |
| 713 Telephone, malicious false alarm | | 2 | 0.29% | $0 | 0.00% |
| 715 Local alarm system, malicious false alarm | | 6 | 0.87% | $0 | 0.00% |
| 730 System malfunction, other | | 32 | 4.62% | $0 | 0.00% |
| 731 Sprinkler activation due to malfunction | | 5 | 0.72% | $0 | 0.00% |
| 733 Smoke detector activation due to malfunction | | 25 | 3.61% | $0 | 0.00% |
| 735 Alarm system sounded due to malfunction | | 12 | 1.73% | $0 | 0.00% |
| 740 Unintentional transmission of alarm, other | | 18 | 2.60% | $0 | 0.00% |
| 741 Sprinkler activation, no fire - unintentional | | 4 | 0.58% | $0 | 0.00% |
| 743 Smoke detector activation, no fire - unintentional | | 18 | 2.60% | $0 | 0.00% |
| 744 Detector activation, no fire - unintentional | | 12 | 1.73% | $0 | 0.00% |
| 745 Alarm system activation, no fire - unintentional | | 13 | 1.88% | $0 | 0.00% |
| | **Totals** | **243** | **35.12%** | **$0** | **0.00%** |
| **8 Severe Weather & Natural Disaster** | | | | | |
| 811 Earthquake assessment | | 7 | 1.01% | $0 | 0.00% |
| 813 Wind storm, tornado/hurricane assessment | | 3 | 0.43% | $0 | 0.00% |
| 814 Lightning strike (no fire) | | 1 | 0.14% | $0 | 0.00% |
| | **Totals** | **11** | **1.59%** | **$0** | **0.00%** |
| **9 Special Incident Type** | | | | | |

# Incident Type Report (Summary)

**Dover Fire Department**

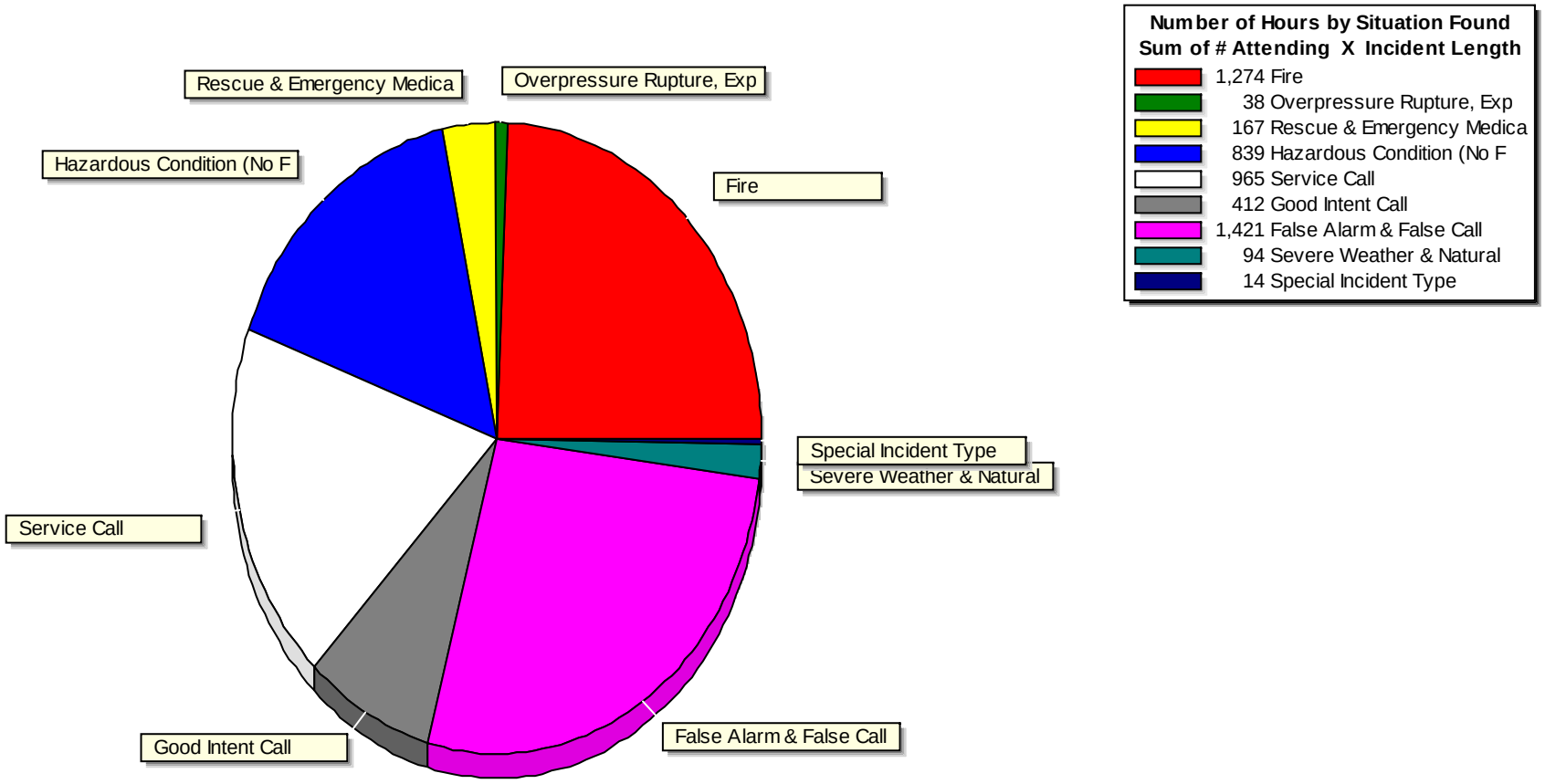
**Date Range:** From 01/01/2011 to 08/30/2011

| Incident Type | | Count | Pct of Incidents | Total Est Loss | Total Est Loss |
|---|---|---|---|---|---|
| 900 Special type of incident, other | | 2 | 0.29% | $0 | 0.00% |
| 911 Citizen complaint | | 1 | 0.14% | $0 | 0.00% |
| | **Totals** | **3** | **0.43%** | **$0** | **0.00%** |
| | **Totals** | **692** | | **$0** | |

# Manpower Hours by Sitation Found

**Date Range:** From 01/ 01/ 2011 to 08/ 30/ 2011

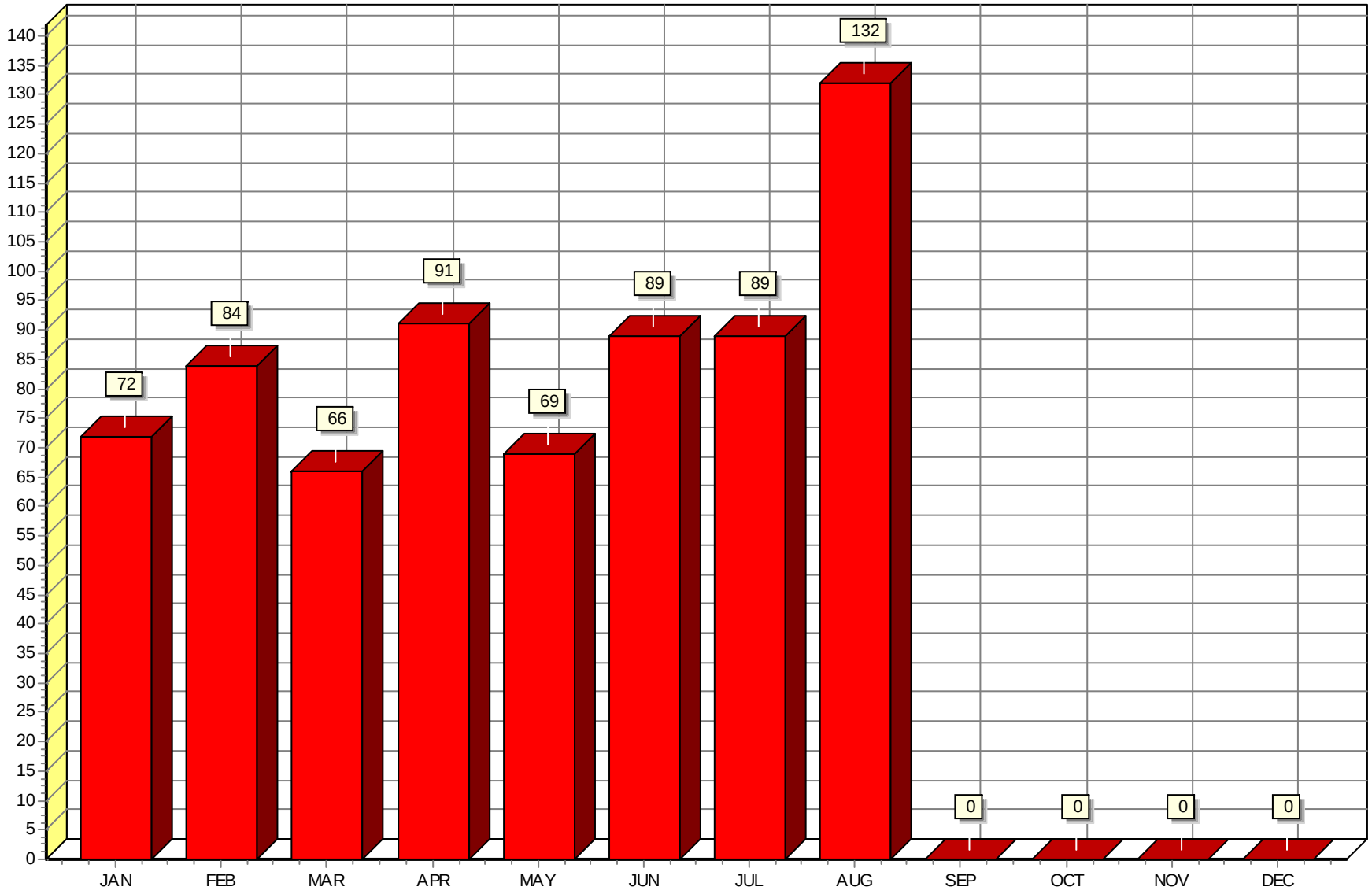
**Dover Fire Department**



# Alarms by Month of Year

**Dover Fire Department**

**Date Range:** From 01/ 01/ 2011 to 08/ 30/ 2011



# Incident Run Log

**Dover Fire Department**

**Date Range:** From 08/01/2011 to 08/30/2011
**Company:** All Companies
**Sorted by:** Incident Number

| Date | FDID | Incident# | Alarm | ### | Address | Suite | Type |
|---|---|---|---|---|---|---|---|
| 08/02/2011 | 30046 | 2011-000561 | 14:07 | 2030 | GENERALS WAY | B | Alarm system activation, no fire - unintentional |
| | | MOVERS STRUCK PULL STATION. MANAGEMENT ON SCENE. | | | | | |
| 08/03/2011 | 30046 | 2011-000562 | 02:10 | 1300 | S FARMVIEW DR | H | Smoke scare, odor of smoke |
| | | Responded to the above address for a odor of smoke in the building. Crew from E3 did a walk through to find that firecrackers were set of on division 2 setting the alarm off. Scene was placed under control and all units cleared. | | | | | |
| 08/03/2011 | 30046 | 2011-000563 | 03:33 | 56 | PAR HAVEN DR | G | Smoke detector activation due to malfunction |
| | | Responded to the above address for a AFA. Crew from E3 investigated to find a smoke detector activation on division 3 do to a malfunction. Scene was placed under control and units returned. | | | | | |
| 08/04/2011 | 30046 | 2011-000564 | 00:05 | 1121 | FORREST AVE | | System malfunction, other |
| | | Dispatched to the above location to meet with the building manager on scene to discuss an earlier alarm. At approx 2240, the Dover Police Dept was notified of an open window on the property. As Officers arrived on scene, they entered the structure through the open window. The alarm company notified Dover PD that there was a burglar alarm at that location. Dover PD related that they were on scene. Several minutes later, they again advised Dover PD that there was a pull station and water flow alarm as well. Officers on scene reported no malfunctions. Dover PD cleared the scene. When the manager arrived on scene, there were no malfunctions with the system or any record of activations other than motion sensors from when Dover PD was walking the halls. He became concerned and asked to speak to a representative from the fire department. Once on scene, went through the alarm panel at both 1121 and 1125 with no events or malfunctions. Placed the building on fire watch and returned to quarters | | | | | |
| | | User: O'Connor, Jr., Michael 08/04/2011 18:50:25 | | | | | |
| 08/04/2011 | 30046 | 2011-000565 | 20:24 | 892 | WOODCREST DR | | Smoke detector activation due to malfunction |
| | | Responded the above address for a AFA. Crews from Engine 3 and Engine 7 did a walk through to find a smoke detector activation on division 2 between apartments 2/1 and 2/3. Scene was placed under control all units returned. | | | | | |
| 08/05/2011 | 30046 | 2011-000566 | 00:42 | 725 | WALKER RD | | System malfunction, other |
| | | Alarm malfunction. Dover PD responded also for burglar alarm scene turn over to property owner. | | | | | |
| 08/06/2011 | 30046 | 2011-000567 | 04:07 | 1300 | S FARMVIEW DR | A | Local alarm system, malicious false alarm |
| | | Dispatched for AFA . ON location fire alarm no sounding. E-4 crew checked the bldg, found pull station activated 2 floor, west end. Maintenance had silenced the alarm prior to FD arrival. turned over to maintenance. | | | | | |
| 08/06/2011 | 30046 | 2011-000568 | 22:23 | 383 | N DUPONT HWY | | Telephone, malicious false alarm |
| | | DISPATCHED FOR BLDG FIRE. DOVER PD RECEIVED ONE CALL BY REPORTING KENT BUDGET MOTEL ON FIRE. E-4 CREW CHECKED BLDG. AND CONTACTED MANAGER, NEGATIVE RESULTS. | | | | | |
| 08/07/2011 | 30046 | 2011-000569 | 04:41 | 1200 | N DUPONT HWY | | Detector activation, no fire - unintentional |
| | | DISPATCHED FOR AFA JENKINS HALL. DSU SECURITY ON LOCATION UPON ARRIVAL. SECURITY HAD CHECKED BLDG AND RESET SYS. ALARM WAS FOR AHU IN BASEMENT. CONSTRUCTION IS IN PROGRESS IN BASEMENT.<br>UPON RETURN TO DFD. DISPATCHED RECIEVED SEVERAL CALLS FOR ALARM SYS. ACTIVATION. CONTACTED DSU SECURITY AND THEY STATED ALARM SYS. NEEDS TO BE SERVICED. BLDG PLACED ON FIRE WATCH UNTIL BACK IN SERVICE. | | | | | |
| 08/07/2011 | 30046 | 2011-000570 | 21:39 | 315 | BILLY MITCHELL LA | E | Cooking fire, confined to container |
| | | Apartment 101 burnt soup. Ladder2 assisted E4 with PPV | | | | | |
| 08/08/2011 | 30046 | 2011-000571 | 03:34 | 1450 | FORREST AVE | | Passenger vehicle fire |
| | | E3 responded to the parking lot of the above address for a reported car fire. Upon arrival the vehicle had a small fire in the engine compartment which was extinguished prior to our arrival. E3's crew secured the vehicle and turned the scene over to Dover Police. | | | | | |
| | | Vehicle was a 1995 olds mobile coral, DE 838026 | | | | | |
| | | Owner Shelly Kline | | | | | |
| 08/08/2011 | 30046 | 2011-000572 | 06:11 | 150 | LAKEVIEW DR | | Smoke scare, odor of smoke |
| | | On arrival RP stated she thought she smelled smoke in her Apt. Crews checked the Apt with negetive results. | | | | | |
| 08/08/2011 | 30046 | 2011-000573 | 08:37 | 800 | OTIS DR | | System malfunction, other |
| | | On arrival the occupant stated that the FIre Alarm system had activated twice this morning. Crews investigated and found occupants were attempting to disarm the system to the Mechcanial room when the system activated. Crews checked the building with negative results. Scene turned over to FM 2. | | | | | |
| 08/08/2011 | 30046 | 2011-000574 | 16:48 | SR1 | SR1 AND THE MAIN TOLL PLAZA | | Good intent call, other |
| | | DFD responded to the above location in reference to a vehicle fire. On arrival, located a tractor trailer that had a blown turbo charger. No action taken. | | | | | |
| 08/09/2011 | 30046 | 2011-000575 | 15:08 | | WHITEO OAK RD | | Good intent call, other |
| | | GOOD INTENT CALL FOR SMELL OF SMOKE | | | | | |
| 08/09/2011 | 30046 | 2011-000576 | 21:23 | 904 | WHATCOAT DR | | Cooking fire, confined to container |
| | | Unattended cooking confined to container. | | | | | |
| 08/10/2011 | 30046 | 2011-000577 | 08:39 | 605 | BAY RD | | Sprinkler activation due to malfunction |

| Date | FDID | Incident# | Alarm | ### | Address | Suite | Type |
|---|---|---|---|---|---|---|---|
| | | Sprinkler/Alarm malfunction. FM2 on scene | | | | | |
| 08/10/2011 | 30046 | 2011-000578 | 08:39 | 190 | JOHN HUNN BROWN RD | | Sprinkler activation due to malfunction |
| | | Sprinkler activation/malfunction | | | | | |
| 08/10/2011 | 30046 | 2011-000579 | 14:53 | 805 | RIVER RD | | Outside rubbish fire, other |
| | | Mulch fire conatined to a brick flower garden | | | | | |
| 08/10/2011 | 30046 | 2011-000580 | 18:43 | 110 | FIREHOUSE LA | | Cover assignment, standby, moveup |
| | | Stand by station 56. Station 56 was on a large field fire. While standing by, ran a call with station 51's cover ups for a car fire next to a residence. Handled by station 41. | | | | | |
| 08/10/2011 | 30046 | 2011-000581 | 21:05 | 561 | N DUPONT HWY | | False alarm or false call, other |
| | | DFD responded to the above location for an alarm activation. On arrival, contacted an employee who advised that occupants were smoking in room 122, which activated the alarm system. No action taken. | | | | | |
| 08/10/2011 | 30046 | 2011-000582 | 21:12 | | Dennys rd | | Extrication of victim(s) from vehicle |
| | | DFD responded to Mckee Rd and Dennys Rd in reference to an MVC with entrapment. While enroute, 43-19 advised there was no entrapment. E3 arrivaed and secured the scene and EMS personnel. The scene was subsequently turned over to DSP. | | | | | |
| 08/10/2011 | 30046 | 2011-000583 | 23:01 | 773 | SLAUGHTER ST | 2 | Electrical wiring/equipment problem, other |
| | | DISPATCHED FOR ELECTRICAL FIRE. E-4 CREW ALONG WITH E-3 CREW CHECKED THE RESIDENCE. THE OCCUPANT HAD HEARD ARCING SOUNDS AND HAD ISOLATED THE POWER SOURCE AND FD CREWS FOUND NO EXTENSION. TURNED OVER TO RESIDENT, WHO HAD CALLED LANDLORD AND WAS HAVING A ELECTRICIAN TO COME CHECK THE RESIDENCE. | | | | | |
| 08/11/2011 | 30046 | 2011-000584 | 08:30 | 605 | BAY RD | | Alarm system sounded due to malfunction |
| | | A.F.A./WATER FLOW-SAME ALARM AS DAY BEFORE/MALFUNCTIONING ALARM-F.M.2 IS AWARE/BUILDING PUT ON FIRE WATCH. | | | | | |
| 08/11/2011 | 30046 | 2011-000585 | 09:07 | 561 | N DUPONT HWY | | Smoke detector activation, no fire - unintentional |
| | | SAME DETECTOR AS NIGHT BEFORE/OUTSIDE ROOM 122/BUILDING PUT ON FIRE WATCH/F.M. 2 AWARE-SYSTEM WAS RESET PRIOR TO OUR ARRIVAL. | | | | | |
| 08/12/2011 | 30046 | 2011-000586 | 08:24 | 414 | S. STATE STREET | | Steam, other gas mistaken for smoke, other |
| | | E4, E3, and Ladder 2 responded to above for report of an automatic fire alarm . E4 arrived and writer established command . Crews investigated the above address as well as the surrounding block . All crews found negative findings . Chesapeake arrived on scene and checked same. All units cleared. | | | | | |
| 08/12/2011 | 30046 | 2011-000587 | 17:39 | 10 | BEECHWOOD AVE | | Water problem, other |
| | | On the above date writer responded for report of a water pipe burst in the above residence . Upon writers arrival the problem had been resolved. | | | | | |
| 08/13/2011 | 30046 | 2011-000588 | 00:44 | 34 | S BRADFORD ST | 4 | Lock-out |
| | | On the above date and time writer received a call from dispatch advising that an elderly male (Mark Gillette) was being released from KGH . He had transported there for dizziness by A63 several hours prior to this. Dispatch advised that the ambulance crew had forgotten his keys and locked his apartment. Writer contacted the elderly male and attempted several avenues in an attempt to get a spare key in order to gain access. NCCPD was also contacted for an assist , the resident was under the impression William Jaworski owned the building and had a spare key . After talking with Mr. Jaworski it was learned he did not own the building. After two hours of attempting other avenues with using forcible entry , forcible entry was made by writer and DPD Ptlm. Piazza. DPD Sgt. Kober was aware of the situation and gave the authorization for forcible entry. Resident was advised to contact his maintenance or landlord as soon as possible due to damage done to the door. | | | | | |
| 08/13/2011 | 30046 | 2011-000589 | 04:05 | 928 | SIMON CIRCLE | | Forest, woods or wildland fire |
| | | Trees and brush on fire, with wires down. Unknown if the fire was the result of the wires falling or vise versa. | | | | | |
| 08/13/2011 | 30046 | 2011-000590 | 04:08 | 21 | BALTRAY RD | | Alarm system sounded due to malfunction |
| | | Responded to the above address for a AFA. Crew from Engine 3 investigated to find the smoke detector needed new batteries. | | | | | |
| 08/13/2011 | 30046 | 2011-000591 | 12:03 | 662 | VISTA AVE | | Good intent call, other |
| | | Residents next door thought they heard a smoke detector activated. Unfounded | | | | | |
| 08/14/2011 | 30046 | 2011-000592 | 10:33 | 1200 | N DUPONT HWY | | False alarm or false call, other |
| | | Arrived on scene DSU police verified malfunction alarm on 3rd floor. Officer silence the alarms prior to my arrival. | | | | | |
| 08/14/2011 | 30046 | 2011-000593 | 12:09 | 2020 | SHARON HILL RD | | False alarm or false call, other |
| | | Contacted RP from church. dinning hall smoke detection malfunction. Place building on fire watch until RP contacted alarm company. | | | | | |
| 08/15/2011 | 30046 | 2011-000594 | 00:32 | 858 | WOODCREST DR BLDG E | | Service Call, other |
| | | Standby by for DPD, for investigation of an audible alarm. Situation place under control by DPD. | | | | | |
| 08/15/2011 | 30046 | 2011-000595 | 13:05 | 1200 | N DUPONT HWY | | Smoke detector activation due to malfunction |
| | | Unknown reason for a detector activation | | | | | |
| 08/15/2011 | 30046 | 2011-000596 | 13:12 | 1624 | N LITTLE CREEK RD | | Detector activation, no fire - unintentional |
| | | Painting activated a smoke detector | | | | | |
| 08/15/2011 | 30046 | 2011-000597 | 16:04 | 988 | FORREST ST | | Smoke detector activation due to malfunction |
| | | On arrival found a smoke detector activation near the coolers. Crews checked the building with negetive results. | | | | | |
| 08/15/2011 | 30046 | 2011-000598 | 18:20 | 725 | S QUEEN ST | | Smoke detector activation due to malfunction |
| | | Ona rrival occupants were on scene stated that the fire alarm had went off for no reason. Engine 4's crew checked the building with negetive results. | | | | | |
| 08/15/2011 | 30046 | 2011-000599 | 19:07 | 640 | S QUEEN ST | | Smoke detector activation due to malfunction |
| | | Smoke detector activation from HVAC unit. Maintenence on scene | | | | | |

| Date | FDID | Incident# | Alarm | ### | Address | Suite | Type |
|---|---|---|---|---|---|---|---|
| 08/15/2011 | 30046 | 2011-000600 | 21:09 | 1700 | N DUPONT HWY BLDG A | | Overpressure rupture from air or gas, other |

Investigated an odor of gas in apartment 301. Residents stated they came home and smelled gas from the utility room. E4 crews checked the unit didn't detect any readings from our gas meter. We secured the gas to the water heater and advised residents to contact building maintenance to check the water heater.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 08/16/2011 | 30046 | 2011-000601 | 06:27 | 110 | S NEW ST | | Cooking fire, confined to container |

Smoke detector activation from burnt food on the stove

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 08/16/2011 | 30046 | 2011-000602 | 16:13 | | Kesselring ave | | Passenger vehicle fire |

On arrival found an engine compartment involved on a 1996 Chrysler Mini van. Crews advanced an 1-3/4 line and extinguished same. Vehicle was turned back over to Holden Dodge and towed same back to there service center.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 08/16/2011 | 30046 | 2011-000603 | 20:56 | 725 | S QUEEN ST | | False alarm or false call, other |

E4 responded to the above address in reference to an alarm activation. On arrival, crews conducted a walk around the business and met with negative results. No further action taken.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 08/17/2011 | 30046 | 2011-000604 | 14:35 | 2292 | White oak rd | | Authorized controlled burning |

Units responded to above for report of a brush pile on fire at the rear of the residence. Upon arrival crews found the resident to be burning a pile of paper at the rear of the structure. Scene was turned over to FM -2 for further investigation.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 08/17/2011 | 30046 | 2011-000605 | 17:06 | 414 | Federal St | | System malfunction, other |

DFD responded to the above address in reference to an alarm activation. On arrival, the alarm panel displayed an activation in the boiler room. A walk through was conducted and met with negative results.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 08/18/2011 | 30046 | 2011-000606 | 14:57 | 263 | N GOVERNORS BLVD | | Cooking fire, confined to container |

Unattended cooking on the stove resulted in a small kitchen fire extending into the stove head and outside of cabinets. Fire was extinguished by a neighbor with a bucket of water. Said neighbor was transported to KGH with trouble breathing. FM 19 on location advised no acountability needed.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 08/18/2011 | 30046 | 2011-000607 | 16:02 | 691 | ROBERTA AVE | | Cooking fire, confined to container |

Grease on the stove. Nothing on arrival

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 08/19/2011 | 30046 | 2011-000608 | 11:38 | 250 | GREEN BLADE DR | | Heat from short circuit (wiring), defective/worn |

Units responded to above location for report of an electrical problem . Crews investigated same and found the resident had turned the heater on and it heated up the baseboards causing an odor. Landlord was on location and crews returned.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 08/19/2011 | 30046 | 2011-000609 | 13:07 | 255 | N GOVERNORS BLVD | | Building fire |

On the above date and time Dover Fire responded to the above location for report of a working house fire. E4 under the command of Capt. Hall responded. E4 arrived on location at the above address and reported fire showing from the "C" side and 22 would have command. E4's crew stretched a 1 3'4 handline into service thru the front door and began fire suppression. 41-6 was next on location and were assigned to pull a second handline to the rear of the structure for support services. E3 and Ladder 2 arrived on scene at the same time , crews were split . Ladder 2's crew were assigned ventilation on the roof and E3's crew interior search and ventilation. 54-1 arrived on location and were assigned RIT operations. E4's crew knocked the bulk of the fire down which was located in the rear room on side "c". Searches proved negative as all three occuppants of the structure were accounted for. Crews remained on scene for approximately an hour and a half. Scene was turned over to FM-28 for further investigation.

The American Red Cross was notified of same and stated they would contact the residents via telephone .

Units responding were Engines 3,4,54-1, Ladder 2, Rescue 41-6, A63, KM-7, American Red Cross, and State FM-28.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 08/19/2011 | 30046 | 2011-000610 | 15:32 | 80 | RIVER CHASE DR | | Lightning strike (no fire) |

E4 responded to above for report of multiple activations at the above address. E4 arrived on location and found that the whole complex was activated . Maintenance advised crews that lightning had struck in the area and then the alarm panel activated . It was found that the lightning strike had shorted out the main alarm panel located in the rental office. System was disconnected and maintenance advised that an alarm technician was on the way to fix the problem. The entire complex was placed on firewatch until the panel was replaced. Maintenance and Management went door to door to advise residents of same .

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 08/20/2011 | 30046 | 2011-000611 | 08:57 | 510 | GREENHILL RD | | Good intent call, other |

Responded to the above address for an investigation of the gas stove. Home owner advised that her stove was on and she could hear gas coming out of it. i showed her the stove was okay and might have been left on by mistake.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 08/20/2011 | 30046 | 2011-000612 | 09:02 | 23 | ROCKFORD CROSSING | | Overheated motor |

Dispatched to the above location for an odor of smoke. Upon arrival, crews investigated an electrical burning odor within the residence. Crews found the problem to be a burnt out fan motor o the ac unit. Power was secured to same, homeowner advised of situation and told to follow up with an electrician. Cleared the scene.

User: O'Connor, Jr., Michael 08/20/2011 11:12:58

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 08/20/2011 | 30046 | 2011-000613 | 11:38 | 19 | N GOVERNORS AVE | | Smoke detector activation, no fire - unintentional |

Responded to the above address for a AFA. After talking with maintenance he advised us that dust had got into the smoke detector and set it off.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 08/20/2011 | 30046 | 2011-000614 | 23:49 | | ANDREW DR | | Dispatched & canceled en route |

REPORTED CAR FIRE. FD CANCELLED BY DOVER PD. NO CAR FIRE FOUND.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 08/21/2011 | 30046 | 2011-000615 | 10:34 | 1015 | S GOVERNORS AVE | | False alarm or false call, other |

DFD responded to the above address in reference to an alarm activation. Units checked the building and met with negative results. The alarm apparently activated from a strong thunder storm in the area. No further action taken.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 08/21/2011 | 30046 | 2011-000616 | 10:39 | 23 | ROCKFORD CROSSING | | False alarm or false call, other |

DFD responded to the above location in reference to an alarm activation. On arrival, crews checked the building and met with negative results. The system was apparently activated as a result of a severe thunder storm in the area. No further action taken.

| Date | FDID | Incident# | Alarm | ### | Address | Suite | Type |
|---|---|---|---|---|---|---|---|
| 08/21/2011 | 30046 | 2011-000617 | 10:52 | 488 | COUNTRY DR | | Wind storm, tornado/hurricane assessment |
| | | DFD responded to Country Village in reference to a tree down as a result of a severe thunder storm. E3 arrived and located same but no hazard located. No further action taken. | | | | | |
| 08/21/2011 | 30046 | 2011-000618 | 10:52 | | GOVERNERS AVE | | Wind storm, tornado/hurricane assessment |
| | | DFD responded to N Govs Ave and Clara St in reference to a tree down possibly into a house. On arrival, a tree was located completely blocking Govs Ave but same was not into any residence. Dover PD was notified to respond for traffic. No further action taken by DFD personnel. | | | | | |
| 08/21/2011 | 30046 | 2011-000619 | 11:18 | 207 | CHARRING CROSS DR | | Smoke or odor removal |
| | | DFD responded to the above address in reference to an odor, possible electrical. Units conducted a thorough check of the residence but met with negative results. No further action taken. | | | | | |
| 08/21/2011 | 30046 | 2011-000620 | 11:48 | | N EDGEHILL AVE | | Wind storm, tornado/hurricane assessment |
| | | DFD responded to the above location in reference to a tree down in the area. On arrival, a tree was located that had blown over due to a recent severe thunder storm that had passed through the area. The tree damaged a vehicle and slightly damged a residence. No further action taken. Dover PD was notified to respond. | | | | | |
| 08/21/2011 | 30046 | 2011-000621 | 13:36 | | W LEBANON RD | | Cover assignment, standby, moveup |
| | | DFD responded to E Lebanon Rd and Old Mill Rd to assist station 41 with an MVC crash. On arrival, DFD assisted with manpower and patient removal. After this, command 41 released DFD personnel. No further action taken. | | | | | |
| 08/22/2011 | 30046 | 2011-000622 | 03:02 | 889 | S LITTLE CREEK RD | | System malfunction, other |
| | | On arrival crews from Engine 4 located the fire alarm panel which stated a supervisory alarm for a duct detector in the area of room 403. Crews checked the building with negetive results. | | | | | |
| 08/22/2011 | 30046 | 2011-000623 | 11:37 | 100 | KIMBERTON CT | | Unintentional transmission of alarm, other |
| | | Dover Fire Department was alerted for report of an automatic fire alarm at the above location. E4 and Ladder 1 responded. Crews arrived on scene and maintenance advised they were testing the system. Scene was turned over to FM-2 . | | | | | |
| 08/23/2011 | 30046 | 2011-000624 | 08:52 | 1200 | N DUPONT HWY | | False alarm or false call, other |
| | | DFD responded to the above location in refence to an alarm activation. On arrival, crews met with DSU PD, who were not sure where the alarm activation was located. The building was subsequently located and checked and met with negative results. No further action taken. | | | | | |
| 08/23/2011 | 30046 | 2011-000625 | 14:02 | 1200 | N DUPONT HWY | | Earthquake assessment |
| | | DFD responded to the above location in reference to an alarm activation. On arrival, investigation revealed the pull station was pulled to alert occupants to evacuate the building as a result of earthquake. No further action taken. | | | | | |
| 08/23/2011 | 30046 | 2011-000626 | 14:04 | 200 | BANNING ST | | Earthquake assessment |
| | | DFD responded to the above location as a request to building maintenance. DFD conducted a check of the building for building integrity. Crews met with negative results. No further action taken. | | | | | |
| 08/23/2011 | 30046 | 2011-000627 | 14:10 | 60 | CARVER RD | | Earthquake assessment |
| | | DFD responded to the above location in reference to an assesment for the building from a recent earthquake. The building was checked qith negative findings. No further action taken. | | | | | |
| 08/23/2011 | 30046 | 2011-000628 | 14:12 | 742 | S GOVERNORS AVE | | Earthquake assessment |
| | | DFD responded to the above location in reference to an alarm activation. On arrival, crews checked the building and met with negative results. No further action taken. | | | | | |
| 08/23/2011 | 30046 | 2011-000629 | 14:13 | 120 | N STATE ST | | Earthquake assessment |
| | | DFD responded to the above location in reference to an assessment of the building as a result of a recent earthquake in the area. Some mild structural damage noted, bent doorways, ceiling tiles fallen etc. No major damage noted. No further action taken. Advised Dispatch to inform the building Inspector<br><br>User: O'Connor, Jr., Michael 08/23/2011 21:37:57 | | | | | |
| 08/23/2011 | 30046 | 2011-000630 | 14:22 | 301 | MOCKINGBIRD AV | | Earthquake assessment |
| | | DFD responded to the above location in reference to a possible gas leak, as a result of a recent earthquake in the area. Crews checked the area and met with negative findings. No further action taken. | | | | | |
| 08/23/2011 | 30046 | 2011-000631 | 14:39 | 911 | S DUPONT HWY | | Earthquake assessment |
| | | DFD responded to the above location in reference to an assessment to the building as a result of a recent earthquake. Crews hecked the building and met with negative results. No further action taken. | | | | | |
| 08/23/2011 | 30046 | 2011-000632 | 15:20 | 103 | S GOVERNORS AVE | | Rescue, EMS incident, other |
| | | Walk up for a child that slammed their fingers in a car door. Madison C Weathers 9/9/04, 116 Chelsea Way, 302-545-5283. Iced the childs hand down. Did not want bls, was going to go to Eden Hill walk in. | | | | | |
| 08/23/2011 | 30046 | 2011-000633 | 23:26 | 584 | N DUPONT HWY | | Gas leak (natural gas or LPG) |
| | | On arrival found a 1/2 gas line cut by construction crew. Chesapeake was notified prior to FD dispatch. DPD was notified to assisted with traffic. Chesapeake secured the leak and units cleared. | | | | | |
| 08/24/2011 | 30046 | 2011-000634 | 04:17 | 10 | FAIRWAY LAKES DR | C | Malicious, mischievous false call, other |
| | | Pull station activation | | | | | |
| 08/24/2011 | 30046 | 2011-000635 | 11:09 | 315 | BILLY MITCHELL LA | E | Vicinity alarm (incident in other location) |
| | | Call for an alarm sounding in building D. Crews investigated and found a detector set off from sibjects smoking in the hallway. | | | | | |
| 08/24/2011 | 30046 | 2011-000636 | 13:29 | 1632 | S GOVERNORS AVE | | Medical assist, assist EMS crew |
| | | Call for a ladder assist station 41. Subject had broken leg on top of a trash truck at the rear of the above location. Station 41's crew and EMS had the patient packaged in a stokes basket prior to DFD arrival. Ladder 2 arrived on scene and utilized the aerial/bucket to load the stokes basket and remove the subject from the top of the truck to the ground. Subject transported to KGH. | | | | | |

| Date | FDID | Incident# | Alarm | ### | Address | Suite | Type |
|---|---|---|---|---|---|---|---|
| 08/25/2011 | 30046 | 2011-000637 | 08:04 | 103 | HAZEL RD | | Cooking fire, confined to container |
| | Burned breakfast | | | | | | |
| 08/25/2011 | 30046 | 2011-000638 | 10:08 | 120 | N STATE ST | | Building fire |
| | Upon investigation found a small fire(extinguished) in the east side stairwell light fixture. According to security, an RA was notified by students that there was a fire in the stairwell. The RA grabbed an extinguisher and used it on the light fixture. Fire crews from Engine 4 and Ladder 2 used PPV to evacuate dry chem as well as smoke from all three floors of the building. Scene turned over to WCS and FM4. | | | | | | |
| 08/25/2011 | 30046 | 2011-000639 | 23:37 | 3 | LESTER CT | | False alarm or false call, other |
| | accidental trip | | | | | | |
| 08/26/2011 | 30046 | 2011-000640 | 07:46 | 1200 | N DUPONT HWY | | Smoke detector activation, no fire - unintentional |
| | Alarm activation, reset prior to arrival | | | | | | |
| 08/26/2011 | 30046 | 2011-000641 | 15:41 | | Sr 1 | | Steam, vapor, fog or dust thought to be smoke |
| | DFD responded to Rt 1 n/b n/o the main toll plaza in reference to a possible camper fire. On arrival, investigation revealed no fire but an issue with the engine. No action taken. | | | | | | |
| 08/26/2011 | 30046 | 2011-000642 | 18:18 | 684 | FOREST ST | | Cooking fire, confined to container |
| | DFD alerted to the above address in reference to an alarm activation. While responding to the station, dispatch advised that the occupants were on landline requesting to cancel. The reason for the alarm was smoke from cooking activated the alarm system. Dover 22 responded and checked the building. No damage. | | | | | | |
| 08/26/2011 | 30046 | 2011-000643 | 20:18 | 1200 | N DUPONT HWY | | Unintentional transmission of alarm, other |
| | Writer responded for an automatic fire alarm. Upon arrival DSU PD advised poss unattended cooking due to popcorn being burnt on the fourth floor. Writer checked the entire fourth floor and found no issues. Scene was turned over to DSU PD for further. They advised they were having a technician come out to check the system and that they would conduct hourly checks until the system is fixed. | | | | | | |
| 08/27/2011 | 30046 | 2011-000644 | 09:22 | 1200 | N DUPONT HWY | | False alarm or false call, other |
| | Writer responded to above for report of an automatic fire alarm. Writer oontacted DSU PD and was advised the system was having a problem . Technicians would be responding to work on same. This time the detector on the second floor was activated. Scene was turned over to DSU PD for further and they advised they would conduct hourly checks. | | | | | | |
| 08/27/2011 | 30046 | 2011-000645 | 11:12 | 9 | TURNBERRY DRIVE | | Assist invalid |
| | B9 responded and assisted elderly male up the stairs, wife was unable to do so . Ambulance was unable to make response due to high waters. Male was assisted up the stairs and crews cleared. | | | | | | |
| 08/27/2011 | 30046 | 2011-000646 | 13:46 | 1506 | N LITTLE CREEK RD | 4 | Person in distress, other |
| | B9 responded to the above address in reference to a check on the welfare. On arrival, contact was made with the occupant of above address. He was advised he should think of relocating but refused and stated he would remain at his residence. No further action taken. | | | | | | |
| 08/27/2011 | 30046 | 2011-000647 | 17:02 | 889 | N DUPONT HWY | | Smoke detector activation due to malfunction |
| | Dispatched to an AFA at the above location. Upon arrival, found water dripping down on to smoke detector SD-14. System had been silenced by management. The restaurant was placed on fire watch and the owner (George Issaris 674-1190) was advised of same. Cleared the scene. | | | | | | |
| | User: O'Connor, Jr., Michael 08/27/2011 17:24:55 | | | | | | |
| 08/27/2011 | 30046 | 2011-000648 | 17:47 | 1200 | N DUPONT HWY | | False alarm or false call, other |
| | Writer responded to above for report of an automatic fire alarm. Upon arrival writer contacted DSU PD and they advised first floor smoke detector had been activated. There were no problems found. FM-4 advised Al Tunnel was contacted and all DSU buildings would be placed on fire watch until the Hurricane passes. | | | | | | |
| 08/27/2011 | 30046 | 2011-000649 | 18:21 | 51 | WEBBS LA | BB | False alarm or false call, other |
| | E4 responded to above for report of an automatic fire alarm. E4 arrived and crews found the alarm panel to be in Trouble mode. Unit cleared and dispatch advised Maintenance of same. (HURRICANE RELATED) | | | | | | |
| 08/27/2011 | 30046 | 2011-000650 | 19:53 | 1420 | MCKEE RD | FRONT | False alarm or false call, other |
| | DFD responded to the above location reference to an alarm activation. Crews checked the building. Alarm activated due to severe weather in the area. (Hurricane related) | | | | | | |
| 08/27/2011 | 30046 | 2011-000651 | 19:54 | 461 | RIVER RD | | Water problem, other |
| | DFD responded to the above location in reference to water in the residence. Crews assesed the situation and deteremined the scene safe. (Hurricane related.) | | | | | | |
| 08/27/2011 | 30046 | 2011-000652 | 20:12 | | PAUL ST | | Public service |
| | DFD responded to the above location in reference to a tree down at that location. Crews determined same was not a life or traffic hazard. No further action taken. (Hurricane related) | | | | | | |
| 08/27/2011 | 30046 | 2011-000653 | 20:21 | | N DUPONT HWY | | Person in distress, other |
| | DFD crews assisted subject who drove into water and was unable to remove himself. The subject was pushed off the roadway. No further action taken. | | | | | | |
| 08/27/2011 | 30046 | 2011-000654 | 20:58 | 787 | BACON AVE | | Overpressure rupture, explosion, overheat other |
| | DFD responded to the above location in reference to a water heater that had ruptured and was leaking into the apartment below. Crews secured the scene. No further action taken. | | | | | | |
| 08/27/2011 | 30046 | 2011-000655 | 21:00 | 640 | S STATE ST | | Water evacuation |
| | DFD responded to the above location in reference to a water problem in the basement. On arrival, crews noticed water rushing into the basement from Govs Ave. Crews set up a draft and several other pumps to remove the water. Station 54 arrived on scene and assisted with additional sump pumps for water removal. Once the water was removed, all DFD personnel and Station 54 personnel cleared the scene. (Hurricane related) | | | | | | |
| 08/27/2011 | 30046 | 2011-000656 | 21:02 | | SAULSBURY RD | | Person in distress, other |

| Date | FDID | Incident# | Alarm | ### | Address | Suite | Type |
|---|---|---|---|---|---|---|---|
| | | | | | DFD crews responded to the above location and removed a subject who was stuck in the flooded roadway. After removal of the subject, DFD personnel cleared the scene. (Hurricane related) | | |
| 08/27/2011 | 30046 | 2011-000657 | 21:06 | | GOVERNORS AVE | | Person in distress, other |
| | | | | | DFD responded to Gova Ave and Water St for a subject trapped in his vehicle due to flooded road conditions. The subject was removed. No further action taken. (Hurricane related) | | |
| 08/27/2011 | 30046 | 2011-000658 | 21:12 | 1339 | S GOVERNORS AVE | | False alarm or false call, other |
| | | | | | DFD personnel responded to the above location and checked the building. No further action taken. | | |
| 08/27/2011 | 30046 | 2011-000659 | 21:17 | | GOVERNERS AVE | | Person in distress, other |
| | | | | | DFD personnel responded and removed a subject trapped in the water due to flooded conditions at Govs Ave and Water St. No further action taken. (Hurricane related) | | |
| 08/27/2011 | 30046 | 2011-000660 | 21:24 | 1175 | MCKEE RD | | Water problem, other |
| | | | | | DFD responded to the above location in refence to water issues. Crews assesed the situation and assited the occupants. No further action taken. (Hurricane related) | | |
| 08/27/2011 | 30046 | 2011-000661 | 21:25 | 136 | E WATER ST | | False alarm or false call, other |
| | | | | | DFD responded to the above location reference to an alarm activation. Crews checked the building and met with negative results. (Hurricane related) | | |
| 08/27/2011 | 30046 | 2011-000662 | 21:34 | | MIFFLIN RD | | Service Call, other |
| | | | | | DFD responded tothe abopve location refence a tree down possibly abstructing the roadway. The tree was removed, no further action taken. (Hurricane related) | | |
| 08/27/2011 | 30046 | 2011-000663 | 21:37 | 271 | N DUPONT HWY | | Person in distress, other |
| | | | | | DFD responded to the above location to assist a subject who was trapped in his vehicle in a flooded roadway. The subject was removed and DFD personnel cleared. (Hurricane related) | | |
| 08/27/2011 | 30046 | 2011-000664 | 21:45 | 58 | N HALSEY RD | | Service Call, other |
| | | | | | DFD personnel responded to the above address reference to a service call. | | |
| 08/27/2011 | 30046 | 2011-000665 | 21:54 | 794 | CHESTNUT GROVE RD | | Service Call, other |
| | | | | | DFD responded to the above location reference to a service type call. Crews secured the scene. (Hurricane related) | | |
| 08/27/2011 | 30046 | 2011-000666 | 22:14 | | SALISBURY RD | | Person in distress, other |
| | | | | | DFD personnel responded and removed a subject from the flooded roadway. (Hurricane related) | | |
| 08/27/2011 | 30046 | 2011-000667 | 22:37 | 601 | FULTON ST | | Hazardous condition, other |
| | | | | | DFD responded to the above location in reference to an odor af gas. Crews checked the area and met with negative results. (Hurricane related) | | |
| 08/27/2011 | 30046 | 2011-000668 | 22:52 | 122 | SHADOW CT | | Water problem, other |
| | | | | | DFD responded to the above location in reference to water flowing into the residence. Crews assisted the homeowner and cleared. (Hurricane related) | | |
| 08/27/2011 | 30046 | 2011-000669 | 23:14 | 1570 | N DUPONT HWY | | Fires in structure other than in a building |
| | | | | | DFD responded to the above location reference to a building fire. On arrival, maintenance advised there was smoke conditions on the 1st and 2nd floors as well as 7th floor. Crews immediately searched the interior, as well as the roof area. Investigation revealed that two separate air handling units on the roof malfunctioned which caused smoke to enter the building. Natural ventilation was performed. FM 4 arrived and the scene was subsequently turned over to FM 4. | | |
| 08/27/2011 | 30046 | 2011-000670 | 23:43 | 2 | KENTWOOD DR | | Smoke or odor removal |
| | | | | | DFD responded to the above location reference to a gas odor. Crews checked the residence and the area. No further action taken. (Hurricane related.) | | |
| 08/27/2011 | 30046 | 2011-000671 | 23:59 | 31 | PIN OAK DR | | Electrical wiring/equipment problem, other |
| | | | | | DFD responded to the above location in reference to an electrical/water hazard. Crews secured the scene then cleared. (Hurricane related) | | |
| 08/28/2011 | 30046 | 2011-000672 | 00:42 | 15 | SAXTON RD | | Lock-out |
| | | | | | DFD responded to the above location in reference to a child locked in a vehicle. Crews assisted with the removal of the child than cleared. No further action taken. | | |
| 08/28/2011 | 30046 | 2011-000673 | 00:46 | | SLAUGHTER ST | | Service Call, other |
| | | | | | DFD responded to the above location in reference to a downed tree. Crews determined the tree was not a hazard and cleared. (Hurricane related) | | |
| 08/28/2011 | 30046 | 2011-000674 | 01:15 | | PEAR ST | | Person in distress, other |
| | | | | | DFD responded to the above location in reference to a subject trapped in a flooded roadway. The subject was removed and DFD units cleared. (Hurricane related) | | |
| 08/28/2011 | 30046 | 2011-000675 | 05:21 | 375 | S NEW ST | | False alarm or false call, other |
| | | | | | DFD responded to the above address in reference to an alarm activation, pull station in the basement. Crews checked the building with negative results. | | |
| 08/28/2011 | 30046 | 2011-000676 | 08:01 | 27 | W LOOCKERMAN ST | | Water problem, other |
| | | | | | DFD responded to the above location in reference to a possible ceiling collaspe. Crews checked the building but met with negative results. The occupant of apt 2 was unable to be contacted. (Hurricane related) | | |
| 08/28/2011 | 30046 | 2011-000677 | 08:20 | 9 | E LOOCKERMAN ST | | Water problem, other |
| | | | | | DFD responded to the above address in reference to water entering the business. On arrival, crews noticed the entire building surrounded by water. City electric was notified to respond and secure the power to the building. (Hurricane related) | | |
| 08/28/2011 | 30046 | 2011-000678 | 08:29 | 55 | LOOCKERMAN PLAZA | | False alarm or false call, other |

| Date | FDID | Incident# | Alarm | ### | Address | Suite | Type |
|---|---|---|---|---|---|---|---|
| | | | | | DFD responded to the above location in reference to an alarm activation. Crews checked the building and located water in the basement which caused the alarm system to activate. No further action taken. (Hurricane related) | | |
| 08/28/2011 | 30046 | 2011-000679 | 08:49 | 67 | UPLAND AVE | | Service Call, other |
| | | | | | DFD responded to the above location in reference to a downed tree in the roadway. Crews determined the tree was not a traffic hazard. No action taken. (Hurricane related) | | |
| 08/28/2011 | 30046 | 2011-000680 | 09:02 | | N DUPONT HWY & W DENNEYS RD | | Service Call, other |
| | | | | | DFD responded to the above location in reference to a tree in the roadway. Crews arrived and determined the roadway was partially blocked and the roadway was flooded with water. No further action taken. (Hurricane related.) | | |
| 08/28/2011 | 30046 | 2011-000681 | 09:06 | 728 | MAPLE PARKWAY | | Water problem, other |
| | | | | | DFD responded to the above location for water in the basement. Crews located approximately 1 inch of water. No action taken. (Hurricane related) | | |
| 08/28/2011 | 30046 | 2011-000682 | 09:16 | | LOTUS ST | | Service Call, other |
| | | | | | DFD responded to the above location in reference to a downed tree. Crews determined the tree was not a traffic hazard. No action taken. (Hurricane related) | | |
| 08/28/2011 | 30046 | 2011-000683 | 09:34 | 31 | S BRADFORD ST | | Electrical wiring/equipment problem, other |
| | | | | | DFD responded to the above location for a report of wires down. The area was checked but met with negative findings. (Hurricane related) | | |
| 08/28/2011 | 30046 | 2011-000684 | 10:10 | 9 | N TURNBERRY DR | | Person in distress, other |
| | | | | | DFD responded to the above address to assist an elderly make subject from the second floor to the first floor. No further taken. | | |
| 08/28/2011 | 30046 | 2011-000685 | 10:33 | 1165 | N DUPONT HWY | STE 3 | System malfunction, other |
| | | | | | Dispatched for AFA . On location attempted to use keys from knox box one key would insert in sliding glass doors but would not operate lock, doors slid open, a security gate was down, with no key available to unlock, no respondent listed, no contact made, audible sounding, made a visual check thru front glass, no defects noted. slid glass doors closed, no key available to secure. | | |
| 08/28/2011 | 30046 | 2011-000686 | 10:42 | 325 | KESSELRING AVE | | Service Call, other |
| | | | | | DFD responded to the above addres in reference to a tree down in the area. Checked for structural damage then cleared. (Hurricane related) | | |
| 08/28/2011 | 30046 | 2011-000687 | 11:24 | 719 | E DIVISION ST | | Hazardous condition, other |
| | | | | | DFD responded to the above address in reference to a transformer problem. Crews arrived and requested City electric. No action taken. (Hurricane related) | | |
| 08/28/2011 | 30046 | 2011-000688 | 11:58 | 125 | RED OAK DR | | Service Call, other |
| | | | | | Dispatched for tree into house. On arrival, Small tree tree had fallen on rear deck, damaging deck only. no damage to house or utilities. | | |
| 08/28/2011 | 30046 | 2011-000689 | 12:38 | 143 | BLUE BEACH DR | | Service Call, other |
| | | | | | Dispatched for tree fallen on wires arcing. On location found branch fallen on cable and phone lines, no hazard noted. | | |
| 08/28/2011 | 30046 | 2011-000690 | 15:18 | 51 | WEBBS LA | BB | False alarm or false call, other |
| | | | | | DFD responded for an alarm activation. Crews checked the building with negative results. No further action taken. | | |
| 08/30/2011 | 30046 | 2011-000691 | 03:46 | | KENTON RD A/F FOX RD | | Extrication of victim(s) from vehicle |
| | | | | | Responded to the above address for an MVC with reported entrapment. Arrived on location to find an Suv went through the fence into the woods. The subject was not trapped. Crews from Engine 3 and Rescue 1 were able to remove the subject from the vehicle and awaited the arrival of ALS and BLS. Subject was transported by A-43 to KGH. Scene was placed under control all units returned and scene was turned over to Dover PD. | | |
| 08/30/2011 | 30046 | 2011-000692 | 06:55 | 654 | N DUPONT HWY | | Alarm system sounded due to malfunction |
| | | | | | Responded to the above address for a AFA. Crew from Engine 3 did a walk through with negative results. Scene was placed under control all units returned. | | |

Total Incidents: 132

# FY 11-12 City Funded Account Balance Sheet

| ACCOUNT | BUDGET | SPENT | BALANCE |
|---|---|---|---|
| Apparatus Repairs & Maintenance | $ 62,000.00 | $ 4,858.90 | $ 57,141.10 |
| Gasoline | $ 19,050.00 | $ 1,451.86 | $ 17,598.14 |
| Medical Supplies | $ 700.00 | | $ 700.00 |
| Other Equipment Repairs | $ 3,000.00 | | $ 3,000.00 |
| Program Expenses | $ 36,630.00 | $ 949.21 | $ 35,680.79 |
| Radio Repairs | $ 2,000.00 | | $ 2,000.00 |
| Safety & Security | $ 2,150.00 | | $ 2,150.00 |
| Small Tools | $ 4,800.00 | $ 306.25 | $ 4,493.75 |
| Uniforms & Firefighting Gear | $ 26,100.00 | | $ 26,100.00 |
| Building Expenses- Electricity | $ 51,820.00 | $ 10,028.11 | $ 41,791.89 |
| Building Maintenance Supplies | $ 1,650.00 | | $ 1,650.00 |
| Heating Expenses- Gas | $ 20,000.00 | $ 179.98 | $ 19,820.02 |
| Telephone | $ 20,340.00 | $ 1,161.41 | $ 19,178.59 |
| Water & Sewer | $ 3,150.00 | $ 193.45 | $ 2,956.55 |
| Contractual Services | $ 16,587.00 | | $ 16,587.00 |
| Training & Travel | $ 8,815.00 | $ 1,716.00 | $ 7,099.00 |
| Pension | $ 3,500.00 | | $ 3,500.00 |
| Office Supplies | $ 2,500.00 | $381.50 | $ 2,118.50 |

Balance as of: 08/31/11

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

| Type | Date | Num | Name | Memo | Clr | Split | Amount | Balance |
|---|---|---|---|---|---|---|---|---|
| **Ordinary Income/Expense** | | | | | | | | |
| **Expense** | | | | | | | | |
| **Electricity** | | | | | | | | |
| Check | 8/20/2011 | 479 | City of Dover | Sta 1- June 2... | | City Fund Acc... | 4,323.94 | 4,323.94 |
| Check | 8/20/2011 | 480 | City of Dover | Sta 2- July 1s... | | City Fund Acc... | 965.60 | 5,289.54 |
| Total Electricity | | | | | | | 5,289.54 | 5,289.54 |
| **Gasoline** | | | | | | | | |
| Check | 8/20/2011 | 479 | City of Dover | Unleaded fuel | | City Fund Acc... | 342.78 | 342.78 |
| Check | 8/20/2011 | 479 | City of Dover | Diesel Fuel | | City Fund Acc... | 1,109.08 | 1,451.86 |
| Total Gasoline | | | | | | | 1,451.86 | 1,451.86 |
| **Heating Expenses- Gas** | | | | | | | | |
| Check | 8/20/2011 | 477 | Chesapeake Utilities | Sta 2- June 2... | | City Fund Acc... | 41.31 | 41.31 |
| Check | 8/20/2011 | 478 | Chesapeake Utilities | Sta 1- July 6t... | | City Fund Acc... | 69.09 | 110.40 |
| Total Heating Expenses- Gas | | | | | | | 110.40 | 110.40 |
| **Office Supplies** | | | | | | | | |
| Check | 8/20/2011 | 476 | Staples | Acc t # 6035 ... | | City Fund Acc... | 345.93 | 345.93 |
| Check | 8/20/2011 | 479 | City of Dover | Postage-June | | City Fund Acc... | 11.78 | 357.71 |
| Total Office Supplies | | | | | | | 357.71 | 357.71 |
| **Small Tolls** | | | | | | | | |
| Check | 8/26/2011 | 482 | Sam's Club | Oil | | City Fund Acc... | 35.23 | 35.23 |
| Total Small Tolls | | | | | | | 35.23 | 35.23 |
| **Telephone** | | | | | | | | |
| Check | 8/20/2011 | 479 | City of Dover | Verizon June... | | City Fund Acc... | 730.03 | 730.03 |
| Check | 8/20/2011 | 479 | City of Dover | Cavalier Jun... | | City Fund Acc... | 21.19 | 751.22 |
| Total Telephone | | | | | | | 751.22 | 751.22 |
| **Training & Travel Expenses** | | | | | | | | |
| Check | 8/20/2011 | 481 | DVFA-2011 EMS C... | DVFA Confer... | X | City Fund Acc... | 0.00 | 0.00 |
| Check | 8/26/2011 | 483 | DVFA-2011 EMS C... | BLS CEU's T... | | City Fund Acc... | 585.00 | 585.00 |
| Check | 8/26/2011 | 484 | Delaware State Fire... | Invoice- 12-1... | | City Fund Acc... | 485.00 | 1,070.00 |
| Total Training & Travel Expenses | | | | | | | 1,070.00 | 1,070.00 |
| **Water/Sewer** | | | | | | | | |
| Check | 8/20/2011 | 479 | City of Dover | Sta 1- Meter 1 | | City Fund Acc... | 111.13 | 111.13 |

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

| Type | Date | Num | Name | Memo | Clr | Split | Amount | Balance |
|---|---|---|---|---|---|---|---|---|
| Check | 8/20/2011 | 479 | City of Dover | Sta 1- Meter 2 | | City Fund Acc... | 11.54 | 122.67 |
| Check | 8/20/2011 | 480 | City of Dover | Station 2- Ele... | | City Fund Acc... | 29.62 | 152.29 |
| Total Water/Sewer | | | | | | | 152.29 | 152.29 |
| Total Expense | | | | | | | 9,218.25 | 9,218.25 |
| Net Ordinary Income | | | | | | | -9,218.25 | -9,218.25 |
| **Net Income** | | | | | | | **-9,218.25** | **-9,218.25** |

**City of Dover**

**Capital Investment Plan**

**Project Tracking Report**

**August 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 | $ - | $ 404,682 | $ 360,333 | $ 843,015 |
| Project Carry Forward Balances | - | - | 2,695,509 | 87,045 | 2,782,554 |
| Federal and/or State Grants | 9,223,130 | 2,286,950 | - | - | 11,510,080 |
| Revolving Fund Loans | - | - | 1,826,983 | - | 1,826,983 |
| Transfer from Capital Reserves | - | - | - | 370,730 | 370,730 |
| Proposed Bond Issue | 1,000,000 | - | - | - | 1,000,000 |
| Impact Fees | - | - | 760,270 | - | 760,270 |
| Library Donations/Contributions | 2,334,889 | - | - | - | 2,334,889 |
| Library Reserve | 3,262,615 | - | - | - | 3,262,615 |
| Transfer from Operating Funds | 623,847 | - | 1,750,000 | 3,500,000 | 5,873,847 |
| Interest Earned | 10,900 | - | - | 38,400 | 49,300 |
| Total Funding Sources (Unaudited) | $ 16,533,381 | $ 2,286,950 | $ 7,437,444 | $ 4,356,508 | $ 30,614,283 |

**City of Dover**
**General Fund - Major CIP Projects**
**August, 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 | $ 1,837,215 | $ 18,631,865 | 9.0% | $ 11,195,009 | $ 14,820,634 | $ 35,169 | 0.2% | Started | Bid Pack A - Done.<br>Bid Pack B - Construction Started. |
| 3 | | | **Totals - FY09** | $ 18,200,000 | $ 20,469,080 | $ 1,837,215 | $ 18,631,865 | 9.0% | $ 11,195,009 | $ 14,820,634 | $ 35,169 | 0.2% | | |
| 4 | | | | | | | | | | | | | | |
| 5 | | | **FY2012** | | | | | | | | | | | |
| 6 | --- | | Ann FD Truck Payment | $ 244,820 | $ 244,820 | $ 1,631 | $ 243,189 | 0.7% | $ 244,820 | $ 244,820 | $ 1,631 | 0.7% | | |
| 7 | --- | | Vehicles & Equipment | 377,927 | 377,927 | - | 377,927 | 0.0% | 377,927 | 377,927 | - | 0.0% | | |
| 8 | PR1201 | | Roof Replacement @ Dover Park | 30,000 | 30,000 | - | 30,000 | 0.0% | 30,000 | 30,000 | - | 0.0% | | |
| 9 | ST1201 | B/L | Streets & Alleys Program | 1,000,000 | 1,000,000 | - | 1,000,000 | 0.0% | 1,000,000 | 1,000,000 | - | 0.0% | | |
| 10 | ST1202 | | Concrete Program | 30,000 | 30,000 | - | 30,000 | 0.0% | 30,000 | 30,000 | - | 0.0% | | |
| 11 | ST1203 | | Streets Dump Truck Refurbishment | 30,000 | 30,000 | - | 30,000 | 0.0% | 30,000 | 30,000 | - | 0.0% | | |
| 12 | | | **Totals - FY12** | $ 1,682,747 | $ 1,682,747 | $ 1,631 | $ 1,681,116 | 0.1% | $ 1,712,747 | $ 1,712,747 | $ 1,631 | 0.1% | | |
| 13 | | | | | | | | | | | | | | |
| 14 | | | **Grand Totals** | $ 19,882,747 | $ 22,151,827 | $ 1,838,847 | $ 20,312,980 | 8.3% | $ 12,907,756 | $ 16,533,381 | $ 36,801 | 0.2% | | |

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 rebudgeted to start over each fiscal year.
G = Grant funded project

**City of Dover**
**Community Transportation & General Fund Street Funds - Major CIP Projects**
**August, 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 | | 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 | | Schutte Parking Lot | $ 21,950 | $ 21,950 | $ - | $ 21,950 | 0.0% | $ - | $ 21,950 | $ - | 0.0% | | Deferred |
| 7 | CT1165 | | Rt 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 | | | Misc. Street Projects | $ 1,300,000 | $ 800,000 | $ - | $ 800,000 | 0.0% | $ 1,300,000 | $ 208,338 | $ - | 0.0% | | |
| 12 | CT1201 | | North Street Roundabout | - | 500,000 | - | 500,000 | 0.0% | - | 500,000 | - | 0.0% | | |
| 13 | TE1201 | | Lincoln Park Center | 900,000 | 900,000 | 351 | 899,649 | 0.0% | 900,000 | 900,000 | 351 | 0.0% | | |
| 14 | | | **Totals** | $ 2,200,000 | $ 2,200,000 | $ 351 | $ 2,199,649 | 0.0% | $ 2,200,000 | $ 1,608,338 | $ 351 | 0.0% | | |
| 15 | | | | | | | | | | | | | | |
| 16 | | | **Grand Totals** | $ 2,878,612 | $ 2,878,612 | $ 351 | $ 2,286,599 | 0.0% | $ 2,200,000 | $ 2,286,950 | $ 351 | 0.0% | | |

Legend
M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is rebudgeted to start over each fiscal year.
C = Project funded by combination of CT Funds and General Fund

**City of Dover**
**Water/Wastewater Improvement & Extension Fund - Major CIP Projects**
**August, 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 | $ 21,084 | $ 2,568,916 | 0.8% | $ - | $ 178,916 | $ - | 0.0% | Started | Land site selected, starting negotiations |
| 3 | WD0805 | M | Piney Point Well | 398,800 | 665,000 | 67,682 | 597,318 | 10.2% | - | 147,319 | - | 0.0% | Started | DNREC permitting ongoing |
| 4 | WW0810 | M/SL | US 13 East Sanitary Sewer Interceptor | 2,376,800 | 3,022,562 | 3,225,866 | (203,304) | 106.7% | - | 295,722 | 280,267 | 94.8% | Complete | Complete |
| 5 | | | **Totals - FY08** | $ 6,972,200 | $ 6,277,562 | $ 3,314,632 | $ 2,962,930 | 52.8% | $ - | $ 621,957 | $ 280,267 | 45.1% | | |
| 6 | | | | | | | | | | | | | | |
| 7 | | | **FY2009** | | | | | | | | | | | |
| 8 | WQ0905 | M/SL | Bayard Avenue | $ 590,910 | $ 490,910 | $ 297,311 | $ 193,599 | 60.6% | $ - | $ 204,121 | $ 10,521 | 5.2% | Started | Installation is 85% complete |
| 9 | WQ0907 | M/SL | Route 13 Water Main | 1,058,700 | 2,282,682 | 418,042 | 1,864,640 | 18.3% | - | 1,869,872 | 5,231 | 0.3% | Started | Installation is 60% complete |
| 10 | | | **Totals - FY09** | $ 1,649,610 | $ 2,773,592 | $ 715,353 | $ 2,058,239 | 25.8% | $ - | $ 2,073,993 | $ 15,752 | 0.8% | | |
| 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% | Started | Work is complete for phase 1, close-out documents 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 | Bid Awarded |
| 15 | WW1008 | M/SL | Heatherfield F/M Rerouting | 220,400 | 324,916 | 48,973 | 275,943 | 15.1% | - | 237,506 | 278 | 0.1% | Started | Bid Awarded |
| 16 | WW1010 | I | Tar Ditch Interceptor Upgrade | 518,230 | 518,230 | 27,592 | 490,638 | 5.3% | - | 495,359 | 4,721 | 1.0% | Started | Reviewing design and easement issue. |
| 17 | | | **Totals - FY10** | $ 2,966,530 | $ 3,357,726 | $ 1,712,693 | $ 1,645,033 | 51.0% | $ 1,800,000 | $ 1,859,753 | $ 233,359 | 12.5% | | |
| 18 | | | | | | | | | | | | | | |
| 19 | | | **FY2011** | | | | | | | | | | | |
| 20 | WQ1103 | | WQI - Ross Street | - | 71,840 | - | 71,840 | 0.0% | 71,840 | 71,840 | - | 0.0% | | Preliminary design complete |
| 21 | WW1101 | M/SL | Inflow/Infiltration Removal | 500,000 | 500,000 | 42,400 | 457,600 | 8.5% | - | 457,601 | - | 0.0% | Started | 30% complete |
| 22 | WW1104 | SL | Lepore Road P/S Replacement | 52,000 | 402,000 | 55,536 | 346,464 | 13.8% | 350,000 | 350,000 | - | 0.0% | Complete | Bidding in November |
| 23 | | | **Totals - FY11** | $ 552,000 | $ 973,840 | $ 97,936 | $ 875,904 | 10.1% | $ 421,840 | $ 879,441 | $ - | 0.0% | | |
| 24 | | | | | | | | | | | | | | |
| 25 | | | **FY2012** | | | | | | | | | | | |
| 26 | --- | | Vehicles & Equipment | $ 115,000 | $ 115,000 | $ - | $ 115,000 | 0.0% | $ 115,000 | $ 115,000 | $ - | 0.0% | | Ordered through State Contract |
| 27 | WD1201 | | Pay-As-You-Go Water Station | 30,240 | 30,240 | - | 30,240 | 0.0% | 30,240 | 30,240 | - | 0.0% | | |
| 28 | WD1202 | R | Misc. Distribution Upgrades | 60,000 | 60,000 | - | 60,000 | 0.0% | 60,000 | 60,000 | - | 0.0% | | Ongoing |
| 29 | WD1203 | R | Wellhead Redevelopment Program | 65,000 | 65,000 | - | 65,000 | 0.0% | 65,000 | 65,000 | - | 0.0% | | Well #1 under rehabilitation |
| 30 | WD1204 | R | Emergency Generators | 80,000 | 80,000 | - | 80,000 | 0.0% | 80,000 | 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% | | Design complete, late spring const. |
| 32 | WQ1202 | | WQI - New Street | 97,120 | 97,120 | - | 97,120 | 0.0% | 97,120 | 97,120 | - | 0.0% | | Design started, early spring const. |
| 33 | WQ1203 | | WQI - Silver Lake | 279,840 | 279,840 | - | 279,840 | 0.0% | 279,840 | 279,840 | - | 0.0% | | Design complete, November const. |
| 34 | WW1201 | M/SL | Inflow/Infiltration Removal | 1,000,000 | 1,000,000 | - | 1,000,000 | 0.0% | 1,000,000 | 1,000,000 | - | 0.0% | | Design started, early spring const. |
| 35 | WW1202 | R | SCADA Equipment Replacement | 84,900 | 84,900 | - | 84,900 | 0.0% | 84,900 | 84,900 | - | 0.0% | | Materials ordered, spring const. |
| 36 | WW1203 | R | Misc. Sewer System Improve | 37,000 | 37,000 | - | 37,000 | 0.0% | 37,000 | 37,000 | - | 0.0% | | Ongoing |
| 37 | WW1204 | M | Wilmington College Pump Station | 25,000 | 25,000 | - | 25,000 | 0.0% | 25,000 | 25,000 | - | 0.0% | | Design started - actually Baltray PS |
| 38 | WW1205 | M | Dover Brook Gardens P/S Replace | 15,000 | 15,000 | - | 15,000 | 0.0% | 15,000 | 15,000 | - | 0.0% | | Design started |
| 39 | WW1206 | M | Brandywine Pump Station Replace | 52,000 | 52,000 | - | 52,000 | 0.0% | 52,000 | 52,000 | - | 0.0% | | 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 | $ - | $ 2,002,300 | 0.0% | $ 2,002,300 | $ 2,002,300 | $ - | 0.0% | | |
| 42 | | | | | | | | | | | | | | |
| 43 | | | **Grand Totals** | $ 14,142,640 | $ 15,385,020 | $ 5,840,614 | $ 9,544,406 | 38.0% | $ 4,224,140 | $ 7,437,444 | $ 529,378 | 7.1% | | |

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 rebudgeted 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**
**August, 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 | 134,138 | 65,002 | 67.4% | 25,410 | 25,410 | - | 0.0% | | Work will be completed during the fall outage |
| 3 | EG1107 | M | Units 1 & 2 Life Extension | 802,000 | 409,000 | 212,669 | 196,331 | 52.0% | 184,000 | 196,331 | - | 0.0% | | work will be completed during the fall outage |
| 4 | EG1112 | M | Unit 3 Heat Expansion Joint | - | 150,000 | 67,893 | 82,107 | 45.3% | 70,000 | 82,807 | 700 | 0.8% | Started | Will be competed by Feb. 2012 |
| 5 | EG1113 | | Units 1 & 2 Control Modifications | - | 150,000 | 128,014 | 21,986 | 85.3% | - | 25,700 | 3,714 | 14.4% | Started | Work will be completed during the fall outage |
| 6 | EG1114 | | Unit 3 Gas Line Modification | - | 60,000 | 23,794 | 36,207 | 39.7% | - | 36,207 | - | 0.0% | Started | Work will be completed during the fall outage |
| 7 | | | | $ 1,174,400 | $ 968,140 | $ 566,507 | $ 401,633 | 58.5% | $ 279,410 | $ 366,455 | $ 4,414 | 1.2% | | |
| 8 | | | | | | | | | | | | | | |
| 9 | | | **FY2012** | | | | | | | | | | | |
| 10 | --- | | Vehicles & Equipment | $ 168,828 | $ 168,828 | $ 5,500 | $ 163,328 | 3.3% | $ 168,828 | $ 168,828 | $ 5,500 | 3.3% | | All vehicles on order from State Contract |
| 11 | EE1201 | | Substation PT & CT Replacement | 267,715 | 267,715 | 4,782 | 262,933 | 1.8% | 267,715 | 267,715 | 4,782 | 1.8% | | Materials ordered |
| 12 | EE1202 | R | Lighting Project & Rehabilitation | 50,000 | 50,000 | 10,638 | 39,362 | 21.3% | 50,000 | 50,000 | 10,638 | 21.3% | | Materials ordered |
| 13 | EE1203 | R | Equipment Replacement | 40,000 | 40,000 | - | 40,000 | 0.0% | 40,000 | 40,000 | - | 0.0% | | Equipment ordered |
| 14 | EE1204 | | Generator Replacement | 50,000 | 50,000 | - | 50,000 | 0.0% | 50,000 | 50,000 | - | 0.0% | | 75% complete |
| 15 | EE1205 | M | Frazier Substation Upgrade | 765,247 | 155,000 | 39,096 | 115,904 | 25.2% | 155,000 | 155,000 | 39,096 | 25.2% | | Materials ordered |
| 16 | EE1206 | R | Disb. Feeder Replacement | 377,510 | 377,510 | 138,080 | 239,430 | 36.6% | 377,510 | 377,510 | 138,080 | 36.6% | | On-going |
| 17 | EE1207 | R | Disb. Capacitors & Controls | 100,000 | 100,000 | - | 100,000 | 0.0% | 100,000 | 100,000 | - | 0.0% | | Materials ordered |
| 18 | EE1208 | R | Transmission Line Maintenance | 75,000 | 75,000 | - | 75,000 | 0.0% | 75,000 | 75,000 | - | 0.0% | | Materials ordered |
| 19 | EE1209 | | Scada Master Hardware Replacement | 75,000 | 75,000 | - | 75,000 | 0.0% | 75,000 | 75,000 | - | 0.0% | | Materials ordered |
| 20 | EE1212 | R | UG Transformers | 70,536 | 70,536 | 15,174 | 55,362 | 21.5% | 70,536 | 70,536 | 15,174 | 21.5% | | On-going |
| 21 | EE1212 | R | UG Conductors | 479,464 | 479,464 | 138,752 | 340,712 | 28.9% | 479,464 | 479,464 | 138,752 | 28.9% | | On-going |
| 22 | EE1212 | R | Meters | 50,000 | 50,000 | 10,374 | 39,626 | 20.7% | 50,000 | 50,000 | 10,374 | 20.7% | | On-going |
| 23 | EG1201 | | Unit 3 Boiler Air Heater | 440,000 | 440,000 | - | 440,000 | 0.0% | 440,000 | 440,000 | - | 0.0% | | Developing contract documents |
| 24 | EG1202 | M | Unit 3 Boiler Systems | 390,000 | 130,000 | - | 130,000 | 0.0% | 130,000 | 130,000 | - | 0.0% | | Developing contract documents |
| 25 | EG1203 | | Unit 3 FD & ID Fan Control Damper Upgrade | 92,000 | 92,000 | - | 92,000 | 0.0% | 92,000 | 92,000 | - | 0.0% | | Developing contract documents |
| 26 | EG1204 | | Unit 3 DCS Computers & Software Upgrades | 85,000 | 85,000 | - | 85,000 | 0.0% | 85,000 | 85,000 | - | 0.0% | | Developing contract documents |
| 27 | EG1205 | R | Misc. Equipment Replacement | 70,000 | 70,000 | - | 70,000 | 0.0% | 70,000 | 70,000 | - | 0.0% | | On-going |
| 28 | EG1206 | | Demineralizer Control Replace @ McKee Run | 65,000 | 65,000 | - | 65,000 | 0.0% | 65,000 | 65,000 | - | 0.0% | | Developing contract documents |
| 29 | EG1207 | M | Unit 11 Component Replacement @ Van Sant | 50,000 | 50,000 | - | 50,000 | 0.0% | 50,000 | 50,000 | - | 0.0% | | Developing contract documents |
| 30 | EG1208 | | Switchyard Blast Walls @ McKee Run | 50,000 | 50,000 | - | 50,000 | 0.0% | 50,000 | 50,000 | - | 0.0% | | Developing contract documents |
| 31 | EG1209 | M | Building Preservation @ McKee Run | 38,000 | 38,000 | - | 38,000 | 0.0% | 38,000 | 38,000 | - | 0.0% | | Developing contract documents |
| 32 | EG1210 | M | Unit 3 Cooling Water Line Life Extension | 25,000 | 25,000 | - | 25,000 | 0.0% | 25,000 | 25,000 | - | 0.0% | | Developing contract documents |
| 33 | EG1211 | M | Unit 3 Stack Repairs | 25,000 | 25,000 | - | 25,000 | 0.0% | 25,000 | 25,000 | - | 0.0% | | Developing contract documents |
| 34 | EG1212 | M | Unit 3 Turbine Inspection | 1,021,000 | 348,000 | - | 348,000 | 0.0% | 348,000 | 348,000 | - | 0.0% | Deferred | Construction in FY12. |
| 35 | EG1213 | M | Unit 3 Aux System Components | 542,000 | 113,000 | - | 113,000 | 0.0% | 113,000 | 113,000 | - | 0.0% | Deferred | Deferred to FY12. |
| 36 | EU1201 | R | Distribution Upgrades | 500,000 | 500,000 | 51,581 | 448,419 | 10.3% | 500,000 | 500,000 | 51,581 | 10.3% | | On-going |
| 37 | | | | $ 5,962,300 | $ 3,990,053 | $ 413,976 | $ 3,576,077 | 0.0% | $ 3,990,053 | $ 3,990,053 | $ 413,976 | 10.4% | | |
| 38 | | | | | | | | | | | | | | |
| 39 | | | **Grand Totals** | $ 7,136,700 | $ 4,958,193 | $ 980,483 | $ 3,977,710 | 57.3% | $ 4,269,463 | $ 4,356,508 | $ 418,390 | 9.6% | | |

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 rebudgeted to start over each fiscal year.
B = Bonded Project
S = State fully or partially reimbursed project