REGULAR COUNCIL MEETING

A G E N D A

July 11, 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 COUNCILMAN MCGLUMPHY

AGENDA ADDITIONS/DELETIONS

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

* **1. Adoption of Minutes - Regular Council Meeting of June 27, 2011**

2. Presentation by Lutheran Senior Services of Dover, Inc.

3. Certificate of Appreciation - 4th of July Celebration Committee

4. Public Hearings - Violations of Dangerous Building Ordinance
- **A. Property Located at 423 Collins Drive, Owned by Alfred Blackett**
- **B. Property Located at 443 Collins Drive, Owned by Alfred Blackett**
- **C. Property Located at 21 N. Kirkwood Street, Owned by Robert and Christine Snell**

* **5. Utility Committee Report - June 27, 2011**
- **A. Informational Presentation by Delaware Electric Cooperative on the Pros and Cons of Their Purchase of the City of Dover Electric System**
  (Committee Action Not Required)

* **6. Legislative, Finance, and Administration Committee Report - June 27, 2011**

A. Discussion - Elimination of Medicare Part B Reimbursements for Current Non-Bargaining Employees

(Committee Recommended that the Matter Be Referred to the Health Benefits Committee for Their Review By September 1, 2011, for a Recommendation to the Committee)

B. Proposed Ordinance #2011-15 - Appendix A - Subdivisions - Regarding Homeowners' Association Responsibilities

(Committee Tabled the Matter for Further Study)

C. Amendment to Personnel Policy - Retirement Notification Requirement

(Committee Recommended Approval of the Proposed Amendments to the Personnel Policy (Employee Handbook))

D. Campus Community School Request to Purchase the Pear Street Warehouse

(Committee Recommended that Staff Continue to Discuss Options With the CCS Board that are Budget Neutral to the City of Dover and Mutually Beneficial to the City of Dover and Campus Community School)

E. Public Comment Period

(Committee Action Not Required)

* **7. Safety Advisory and Transportation Committee Report - June 29, 2011**

A. Presentation - Regional Bike Plan (James Galvin/Juanita Wieczoreck)

(Committee Recommended Acceptance of the Report)

B. Staff Briefing on Discussions with Delaware Department of Transportation (DelDOT) and Capital School District on New Dover High School

(Committee Action Not Required)

C. Draft Letter to Capital School District - Pedestrian Crosswalk

(Committee Recommended to Refer this Matter Back to Staff for Consideration in the Future if it is Determined that There is a Need for a Large Number of Students to Cross Route 8 to Access the New Dover High School)

* **8. Monthly Reports - May 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

* **9. Reappointments Recommended by Mayor Carey**

A. Board of Adjustment - Arthur G. Ericson - Three (3) Year Term to Expire July 2014
B. Historic District Commission - Three (3) Year Terms to Expire July 26, 2014
b-1. C. Terry Jackson, Resident
b-2. George M. Fisher, IV, Professional
b-3. Joseph McDaniel, Business Representative

10. Final Reading - Proposed Ordinance #2011-11

The First Reading of the Proposed Ordinance was accomplished during the Council Meeting of June 27, 2011. Copies of the proposed ordinances are available at the entrance of the Council Chambers.

A. #2011-11 - Chapter 102 - Taxation, Article IV - Abatement of Real Estate Taxes, Section 102-113 - Qualifications

11. Council Members Announcements

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REGULAR COUNCIL MEETING

The Regular Council Meeting was held on June 27, 2011 at 7:30 p.m. with Council President Leary presiding. Council members present were Mr. Anderson, Mrs. Russell, Dr. McGlumphy, Mr. Lynn, Mr. Bonar, Mrs. Williams, and Mr. Hutchison. Mr. Hare was absent.

Council staff members present were Police Chief Hosfelt, Ms. Russell, Mrs. Mitchell, Mrs. Townshend, Fire Chief Fortney, Mr. Koenig, Deputy City Solicitor Pepper, 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 Segment.

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

AGENDA ADDITIONS/DELETIONS

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

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

ADOPTION OF MINUTES - SPECIAL COUNCIL MEETING (BUDGET REVIEW) OF MAY 17, 18, 19, 24, AND JUNE 6, 2011

The Minutes of the Special Council Meeting (Budget Review) of May 17, 18, 19, 24 and June 6, 2011 were unanimously approved by motion of Dr. McGlumphy, seconded by Mrs. Russell and bore the written approval of Mayor Carey.

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF JUNE 13, 2011

The Minutes of the Regular Council Meeting of June 13, 2011 were unanimously approved by motion of Dr. McGlumphy, seconded by Mrs. Russell and bore the written approval of Mayor Carey.

PRESENTATION BY FRIENDS OF THE DOVER PUBLIC LIBRARY

Ms. Ann Stewart, President of the Friends of the Dover Public Library, presented a check in the amount of $97,639.34 to Mayor Carey and Ms. Dorothy Snyder, President of the Dover Library Foundation, for the new Library.

Ms. Snyder relayed appreciation for the funds received and introduced members of the Friends of the Dover Public Library, in addition to Ms. Stewart, who were present, as follows: Mr. N.C. Vasuki (incoming President), Mr. Jim Stewart, Ms. Beth Bresnahan, and Ms. Annie Scott.

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE REPORT - JUNE 13, 2011

The Parks, Recreation, and Community Enhancement Committee met on June 13, 2011 with Chairwoman Russell presiding.

Silver Lake Revitalization - Phase III

During their meeting of March 8, 2010, members reviewed information regarding a Silver Lake Revitalization Project and recommended approval of a landscaping and stormwater improvement plan for Silver Lake Park. Mr. Zachery Carter, Director of Parks and Recreation, explained that staff from the City, the State of Delaware Department of Natural Resources and Environmental Control (DNREC), and the Kent Conservation District are continuing their efforts to reduce pollution in the St. Jones river watershed area, particularly in the area of Silver Lake. He noted that planning for Phase III of the project, which includes the portion of the St. Jones river that runs between Division and Loockerman Streets, is currently underway. Mr. Carter stated that residents near the target area were consulted regarding this phase of the project and a public meeting was held where plans for the project were displayed. He stated that the community did not relay any concerns regarding Phase III and that members of the Silver Lake Commission reviewed the proposed plans and were supportive. Mr. Carter noted that the purpose of presenting information regarding the project to the Committee was to provide members an opportunity to comment on the plans. He indicated that the State is also considering dredging Mirror Lake and that he hoped to hear more about this possibility within the next one (1) to two (2) months.

Ms. Brittany Benson and Ms. Jennifer Bowman, St. Jones Watershed Coordinators, Kent Conservation District, reviewed a presentation - Silver Lake Park Revitalization Project - Phase III - Park Drive. Ms. Benson explained that the Clean Water Act of 2006 required Delaware to develop a list of impaired waterways and determine the associated Total Maximum Daily Load (TMDL), which is the maximum level of pollutants that a water body can receive and safely meet water quality standards. She indicated that the St. Jones watershed has been identified as an impaired waterway and that the Silver Lake sub-watershed of the St. Jones provides the greatest opportunity to make significant improvements. Ms. Benson stated that the Silver Lake Park Revitalization Project was developed by the St. Jones Tributary Action Team to reduce TMDL's. She advised members that the goal of the project is to create a permanent, 100-foot buffer consisting of native plantings bordering the eastern side of the St. Jones river in the targeted area. After meeting with and surveying residents, the team determined that problems in the region include poor water quality, poor habitat value, Canada goose waste, sedimentation of Mirror Lake, and periodic flooding. Ms. Benson stated that the proposed buffer would aid in improving water quality and also result in aesthetic improvements in the area. She indicated that additional goals would be to remove invasive plant species and restore the shoreline.

Ms. Benson explained that three (3) major plantings in Phase I have been accomplished, Phase II design is complete and is being bid out to a contractor, and work has begun on Phases III and IV of the project.

Ms. Bowman reviewed recommendations as to the specific species of plants, shrubs, and trees proposed for this area. She presented two (2) landscaping designs, the original design which contained a "denser" vegetation plan and a second, scaled-back version which contained fewer plantings. She indicated that feedback received from residents indicated a preference for the second option, which reduces obstruction of the view of the waterway.

Mr. Carter indicated that the Silver Lake Commission also favored the "less dense" landscape design, which would provide a better view of the river and would also allow for easier monitoring of the area. He stated that the plan would reduce the amount of area currently being mowed, which would also reduce expenses.

Mr. Dean Holden, Chair of the Silver Lake Commission, expressed gratitude to Mr. Lyle Jones, DNREC Program Manager, Ms. Benson, and Ms. Bowman for their efforts on the project, stating that the work already accomplished has added to the beauty of the region, helped to deter Canada geese from utilizing the area, and aided in stream restoration. He also commended them for working with area residents and the Silver Lake Commission to resolve their concerns.

In response to Mr. Anderson, Mr. Scott Koenig, Interim City Manager, stated that completion of the project would demonstrate that the City is making progress toward meeting the provisions of the City's Municipal Separate Storm Sewer (MS4) permit. He noted that, due to the scope of the pollution problems in Silver Lake, the project would probably not result in statistical improvement; however, the City will receive credit for making a community improvement that shows progress toward meeting the overall burdens of the permit. Mr. Carter stated that community education projects that the Watershed Coordinators completed at the Agricultural Museum and Dover High School will also be credited as activities that help to reduce Silver Lake pollution.

Mr. Jones anticipated that completion of Phase II of the Revitalization Project, which involves construction in the Silver Lake Dam area, will bring about major water quality improvement. In addition, he felt that restoring the shoreline, reducing the sediment, and decreasing the Canada goose population will benefit the water quality.

In response to Mr. Anderson, Mr. Jones stated that reducing the bacterial count in Silver Lake will be a long-range project, due to the quantity of sediment, bacteria, and direct discharge from street drains in the City.

Responding to Mr. Anderson regarding the use of local and minority contractors to complete the project, Mr. Jones stated that much of the work for the project will be performed by City grounds staff and volunteers. He emphasized the importance of obtaining qualified contractors for the project, particularly for major construction to be completed during Phase II in the area between the Silver Lake Dam and the footbridge and indicated that qualified minority and local contractors who submit bids for the project will receive full consideration.

In response to Mrs. Horsey, Mr. Jones stated that they are planning to spray invasive plants in the area, including poison ivy that has accumulated at the Court Street Bridge near Legislative Hall.

Mrs. Russell, Mr. Anderson, and Mrs. Horsey commended Mr. Jones, Ms. Benson, and Ms. Bowman for the aesthetically pleasing and well-designed plan and extended thanks for their efforts related to the project.

The Committee recommended approval of the plan as presented.

Mrs. Ann Marie Townshend informed members that a bus tour to visit projects completed using Community Development Block Grant (CDBG) funds, originally scheduled for June 13, 2011, was canceled. She indicated that it is planned to reschedule this event in conjunction with the Committee's meeting in July. Mrs. Townshend advised members that the tour would allow them the opportunity to view sites funded through the Neighborhood Stabilization Program, visit the Interfaith Mission for Housing, and examine areas in the City that have benefitted from housing rehabilitation and infrastructure investments.

In response to Mr. Lewis, Mrs. Townshend stated that properties that receive CDBG funds for improvements are examined to ensure work has been completed before payment is issued, and properties are also inspected if a building permit is issued; however, she stated that perhaps a 6-12 month follow-up survey should be performed to ensure that work has been executed in a professional manner.

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

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

UTILITY COMMITTEE REPORT - JUNE 13, 2011

The Utility Committee met on June 13, 2011 with Chairman Bonar presiding.

Dedication of Rights-of-Way and Public Infrastructure - Blue Hen Apartments

The developer of the Blue Hen Apartment Complex, Pettinaro Construction Co., Inc., has requested that all public infrastructure improvements adjacent to this project be dedicated to the City of Dover for permanent ownership and maintenance. Members were provided a list of all of the public improvements associated with this project, as well as a map showing the general location and configuration of the subject rights-of-way. Pettinaro Construction, Co., Inc. has constructed all of the improvements in accordance with City standards and specifications. After construction was completed, City staff inspected the public improvements and provided the developer with a list of repairs to be made to meet the City of Dover Standards and Specifications for Public Works Construction. As of this date, all work related to the public infrastructure has been completed by the developer. A one (1) year Maintenance Agreement, Letter of Credit, and a Release of Liabilities will be submitted by the developer as part of the dedication process. In addition, as-built drawings of the subject improvements and rights-of-way have been submitted to the City of Dover as permanent records.

Staff recommended acceptance of dedication of rights-of-way and public infrastructure adjacent to the Blue Hen Apartment Complex, to include all referenced public improvements, as follows:

Street Infrastructure (0.3040 miles) (Construction Value = $ 240,750):

Blue Hen Boulevard	Station 0+00 to Station 11+60	1,160 l.f.
Haslet Street	Station 0+00 to Station 4+45	445 l.f.

Mr. Scott Koenig, Public Services Manager/Director of Public Works/Interim City Manager, advised members that the total construction value of the public improvements is $240,750.

In response to Mrs. Williams, Mr. Koenig stated that he is satisfied with the outcome of the improvements.

Responding to Mr. Blakeman, Mr. Koenig explained that the "rough patch," located approximately 200 feet from the stop sign was caused by a water main break during the winter. He stated that the water main existed prior to these improvements and was already dedicated to the City of Dover. Mr. Koenig indicated that the City will be completing a repair patch on that break, probably within the next 30 to 60 days, pending the approval of a street contractor. Based on his assessment of the problem, Mr. Koenig stated that the developer is not responsible for these repairs since the City's infrastructure failed after the developer completed his improvements.

The committee recommended acceptance of dedication of rights-of-way and public infrastructure adjacent to the Blue Hen Apartment Complex, to include all referenced public improvements, as detailed on the List of all Public Improvements.

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

Universal Recycling Grants - Recycling Services Reimbursement Agreement

In June 2010, the State of Delaware passed legislation which established Universal Recycling in Delaware. This legislation requires the implementation of comprehensive residential and commercial recycling programs by municipalities and private waste haulers. It also established the Delaware Recycling Fund and the Recycling Grants and Low-Interest Program to defray the costs of implementation, with funding derived from the conversion of the former bottle deposit to a Recycling Fee on beverage containers.

In January 2011, the City of Dover submitted a series of grant applications related to the implementation of a comprehensive recycling program. In April 2011, the City of Dover was informed that Universal Recycling Grant funding will be awarded to the City, in the amount of $101,151, as follows:

1. Public Information & Education for Customers	-	$ 15,000.00
2. "Schedule Change" Flyers Reimbursement	-	$ 3,115.00
3. Curbside Recycling Container Labels (Qty. = 15,250)	-	$ 2,798.00
4. Purchase of 1,782 wheeled recycling carts	-	$ 80,238.00
		$101,151.00

Staff requested authorization to execute the reimbursement agreement and begin the work associated with the agreement. The City of Dover expended funds in FY2011 for the purchase of wheeled recycling containers, curbside recycling container labels and "Schedule Change" flyers. All of these expenses are related to the implementation of the curbside program and will be eligible for reimbursement once the agreement has been signed. These expenses are part of the funds identified in 2, 3 and 4, listed above.

In response to Mrs. Williams, Mr. Koenig explained that the need to purchase 1,782 wheeled recycling carts was determined by calculating the estimated number of residential houses downtown and small businesses that will need carts, and the cumulative number of mobile homes in the City.

Responding to Mr. Blakeman, Mr. Koenig indicated that Section 2 - Reimbursement of Appendix A of the Recycling Services Reimbursement Agreement refers to future rounds of the grants and that this round only includes the $101,151.00 of expenses.

In response to Mr. Blakeman, Mr. Koenig stated that the dates in the contract will be pushed back.

Mr. Snaman questioned how apartment complexes would be addressed. In response, Mr. Koenig indicated that the Universal Recycling legislation provides a deadline by which recycling service must be extended to apartment complexes; however, as a hauler, the City of Dover does not pick up individual apartment complexes. He indicated that private sector haulers will have to address ways to pick up recyclables at those facilities.

Responding to Mrs. Williams, Mr. Koenig stated that the City has not extended the curbside recycling program to Brandywine Court Condominiums. He indicated that a method for collecting curbside recyclables there will need to be developed.

Mrs. Williams suggested that Mr. Koenig contact Brandywine Court Condominiums to request that a community meeting be scheduled.

In response to Mr. Bonar, Mr. Koenig stated that the City received approximately $350,000 in donated recycling carts from the Delaware Solid Waste Authority and this reimbursable grant will cover the expense for 1,782 recycling carts. The City will have future expenses related to repairs to existing carts and the purchase of new carts. Mr. Koenig explained that the City will have to provide a regular trash container and a recycling cart to each newly constructed house at a cost of approximately $100 per house. Historically, there have been between 300 to 400 new homes constructed each year and in the next five (5) years he anticipates that between 200 to 300 new homes will be constructed per year.

Mr. Koenig stated that the recycling contract for the hauler that collects recyclables will cost the City approximately $240,000 this year and will be the major cost of the recycling program over the next five (5) years. He noted that these expenses are not reimbursable.

The committee recommended authorizing staff to execute the Recycling Services Reimbursement Agreement with Delaware Department of Natural Resources and Environmental Control (DNREC). The City of Dover will be eligible for reimbursement up to $101,151.00 for work and/or services identified in the agreement.

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

Review of Utility Related Capital Investment Plan (CIP) (Electric and Water/Wastewater)
Members were provided a Project Tracking Report, as of April 30, 2011, for the Utility (Electric and Water/Wastewater) Related Capital Investment Plan (CIP).

At the request of Chairman Bonar, Mr. Ronald Lunt, Director of Public Utilities, reviewed the status of the Major Projects in the Utility (Electric and Water/Wastewater) Related Capital Investment Plan (CIP).

Regarding the 1.0 MG Elevated Water Storage Tank, Mr. Lunt advised members that this project has been delayed due to the new model not working properly. The Public Utilities Department has received assistance from consultants and the new engineering firm, who have greater expertise in this area. Mr. Lunt explained that the delay was also related to the Garrison Energy Center requesting a water usage study, as the department focused on helping them understand the types of water improvements that may be required for the project if it moves forward.

Mr. Lunt informed members that upon submitting application to the Delaware Department of Natural Resources and Environmental Control (DNREC) for Well 8, DNREC requested a comprehensive review of all of the City's well permits and allocations. He stated that there have been several meetings between Public Utilities and DNREC, and that DNREC has been open to their ideas. DNREC was happy to learn that the City is examining the possibility of modifying some of the current allocations to provide better protection to the ground source water.

In regard to the US 13 East Sanitary Sewer Interceptor, Mr. Lunt stated that the project is substantially complete with only a few punch list items remaining and he expects to close out the contract within the next month or month and one-half.

Mr. Lunt stated that construction has begun on Bayard Avenue and work began on the alley east of Bayard Avenue earlier in the day. The contract for the jack and bore has been issued and work should begin underneath Loockerman Street within the next month.

Regarding Phase II of the water project on the East side of North State Street, Mr. Lunt noted that the project was delayed in order to reallocate the funds to the Route 13 Water Main project.

Mr. Lunt reported that the Route 13 Water Main project has begun and reminded members that it requires night work and road lane closures.

Referring to the Remote Control and Monitor Wells project, Mr. Lunt reminded members of the master station failure at the water treatment plant and that funds were reallocated to this project. He reported that the master station was delivered within the last month and has been functionally installed.

Mr. Lunt stated that the FY 2010 Inflow/Infiltration Removal (I & I) project is part of the Division Street project and that some of the mains in the area west of Governors Avenue and north of Division Street have been completed. Division Street is scheduled to be closed with complete detour beginning the evening of July 9, 2011 for one (1) week. He informed members that

Mrs. Kay Dietz-Sass, Public Affairs Coordinator, is handling all public notification for this project. Mr. Lunt reported that the Delaware Department of Transportation (DelDOT) has worked with the City on this project and will detour truck traffic to Route 13 via Scarborough Road. Although they do not typically detour traffic into other construction zones, such as the Route 13 Water Main project, they will allow the City to complete this work with only a one-lane restriction shut down. He commended DelDOT for accommodating the City in regard to this project and noted that the relationship between the City and DelDOT has improved as a result of quarterly meetings.

Mr. Lunt informed members that bids for the Fox Hall Pump Station and Heatherfield Force Main Rerouting projects will be considered for award by Council later in the evening.

In regard to the Tar Ditch Interceptor Upgrade, Mr. Lunt advised members that there are several issues related to this project. It was discovered that the current sewer line, in the Tar Ditch east of State Street, is misaligned and that both sections will need to be replaced. While researching this problem, staff learned that there are no current easements recorded for this sewer line. Mr. Lunt stated that staff has met with the homeowners to discuss options for this project and indicated that they have not been receptive to the project, especially the requirement for the removal of one (1) large tree, but have come up with options that staff is in the process of evaluating. He noted that the City's options for moving the line are limited because there is a storm sewer main located next to the sanitary sewer and there is not a lot of extra elevation drop between the first and last manholes.

In response to Mr. Bonar, Mr. Lunt indicated that staff will need to meet with the homeowners again to determine if they will grant easements and to explore different options.

Responding to Mrs. Williams, Mr. Lunt supposed that the misalignment was the result of incorrect installation of the sewer line and stated that the engineer estimated that the line was installed in the early 1960s or earlier.

Mr. Lunt stated that the Various Pump Motor Replacement project was part of a grant that was received from the State within the last two (2) years. He noted that the pump motors were replaced in one (1) well and in two (2) different pump stations and this project is now complete.

Mr. Lunt reminded members that the Miscellaneous Distribution System Upgrade project is a place holder for possible water main breaks that may require an expensive repair.

Regarding the Wellhead Redevelopment project, Mr. Lunt noted that it is an active project that will be completed this fiscal year and the budgeted funds will be expended.

Mr. Lunt stated that the design work related to the water quality projects for Columbia Avenue, Ross Street, William Street, and West Street (W. Alley) is partially complete; however, due to funding issues, these projects have been delayed until FY 2012.

Mr. Lunt reported that the FY 2012 Inflow/Infiltration (I & I) Removal will be completed in conjunction with the Division Street project. There are two (2) different contractors for the main relining and the I & I projects for the manholes, so staff has coordinated the contractors to complete Division Street first and then the contractor for the I & I will seal the other remaining manholes.

Mr. Lunt informed members that the SCADA Technical Equipment Upgrade is an annual upgrade of all obsolete Remote Terminal Units (RTU) and lift stations and that this project has been completed for FY 2011.

Referring to the vehicles and equipment project noted on Line 23 of Page 5 of the Project Tracking Report, Mr. Lunt reported that all vehicles and equipment have been ordered and this project is complete.

In response to Mr. Blakeman, Mr. Lunt stated that the Walker Road Overhead Conversion was cancelled because the price was too high for the water part and would have required funds for too many years. It was Mr. Lunt's opinion that there was no need to bury the electric if the water would not be completed simultaneously.

Mr. Lunt reported that the City's electric line relocation for the Wyoming Mill Road Realignment is complete.

Mr. Lunt explained that the funds from the Walker Road Overhead Conversion were reallocated to accelerate a new project for substation switches, 69kV Substation Switch Replacement, because two (2) or three (3) of the switches in North Street burned up. He indicated that all of the new switches have been ordered for the North Street substation and, next year, this project is scheduled to be completed under one (1) outage, utilizing the Potential Transformers (PT), Current Transformers (CT) and arresters which have been ordered under separate projects.

Mr. Lunt indicated that the CIPs regarding the plant are included in the PACE/NAES Report and would best be discussed with the next item on the agenda.

The Committee recommended acceptance of the Utility Related Capital Investment Plan (CIP) (Electric and Water/Wastewater) Report.

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

PACE/NAES Report *(March and April)*

The PACE/NAES Monthly Reports for March and April 2011 were provided to members to enable them to monitor electric sales and revenues received, which will provide a better understanding of any fluctuations that occur and allow the opportunity to make improvements if deemed necessary.

Mr. Ronald Lunt, Director of Public Utilities, reviewed the PACE/NAES monthly report for April 2011. He reported that the City's cost-of-service continued to remain below budget and that sales were a couple thousand megawatt hours over projection, which is based on weather normalized loads.

For the benefit of the new members, Mr. Lunt called attention to the charts contained throughout the PACE/NAES monthly report for April 2011. He informed members that the budget and actual amounts depicted on these charts for July through December 2010 are identical because, during the semiannual adjustment, in January 2011, the projections in the budget were reset to reflect the actual amounts.

In response to Mr. Bonar, Mr. Lunt indicated that Units 1, 2, and 3 ran during the last two (2) weeks for an approximate total of seven (7) hours. He also explained that a scheduled run for Unit 3 was cancelled and staff is working with PJM to receive compensation for fuel expenses for the near run time.

Responding to Mrs. Williams' questions regarding the shelf life of Units 1 and 2, Mr. Lunt stated that these units have exceeded the shelf life. He explained that the veins where the steam enters into the turbine are showing heavy wear and the only way to repair or fix them is to pull the units apart. It will now need to be determined whether it would be more economically advantageous to pull the units apart or continue to operate safely until they fail.

In response to Mr. Bonar, Mr. Lunt requested the opportunity for The Energy Authority (TEA) to provide guidance regarding this matter before it comes before the committee again.
Mr. Lunt reported that although Units 1 and 2 have exceeded the shelf life, they are 17 megawatt units so it does not take a lot of time to make a return on the investment.

Referring to Page 5, Wholesale Cost-of-Service Summary (Projected), Mr. Blakeman requested clarification regarding the solar plant. Mr. Lunt explained that in this monthly report, the solar plant was rolled into the cost-of-service instead of listed as with solar and without solar because staff had a firm idea of when it was going to come online.

Mr. Lunt informed members that the cost-of-service summary also includes the total Solar Renewable Energy Credits (SREC) and decisions will need to be made as to whether the City holds them, banks them, etc. He stated that, theoretically, the City could sell them, at least for the first year or two, until City Renewable Portfolio Supply Standards (RPS Standards) are developed which is required by January 2014.

Responding to Mrs. Williams, Mr. Lunt stated that Delmarva Power also has excess credits. He explained that there is a market for selling the SRECs, although the price has decreased.

Referring to the Capital Improvement Projects (CIP) for the Plant, beginning on Page 36, Mr. Lunt reported that the power plant conducted the Spring Outage and he is not aware of any related problems.

The Committee recommended acceptance of the PACE/NAES Reports for March and April 2011.

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

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

Mrs. Ann Marie Townshend, Director of Planning and Community Development, updated members on the status of the National Pollution Discharge Elimination System (NPDES) Municipal Separate Storm Sewer Systems (MS4) Permit.

Mrs. Townshend explained that the City of Dover Municipal Separate Storm Sewer System (MS4) is the system of pipes that conveys water from the streets to surface water, stormwater ponds, and other infrastructure. The City's MS4 is regulated under a permit through the Delaware Department of Natural Resources and Environmental Control (DNREC) as part of the Clean Water Act and DNREC's authority to hold the permit is delegated from the US Environmental Protection Agency (EPA). She stated that the City's permit began in 2003, expired in 2008, and has been administratively extended through DNREC. Mrs. Townshend reported that there are a number of issues with the permit, and the program in general, throughout the State of Delaware. Several municipal and county governments in New Castle County have experienced difficulty renewing their be under a new permit by now; however, DNREC has made it clear that it may take a year or more. She stated that DNREC has continued to provide the City with actions to take, in order to maintain the administrative extension. Previously, the City received a notice of violation for not completing several conditions of the permit and Mrs. Townshend reported that the violation was cleared in November 2010. She informed members that a report was submitted to DNREC listing the items that were not on the previous notice of violation and had not been completed. DNREC has indicated that the City should expect to receive another notice of violation, which is intended to allow the City to maintain the administrative extension until the beginning of 2012. Mrs. Townshend hoped that by that time the City will complete all actions for the permit that was initiated in 2003 and those items that have been added during the administrative extension.

In response to Mrs. Williams, Mrs. Townshend stated that the City did not deliberately provide DNREC with the information in order to foster an administrative extension. She explained that the City has been working with DNREC for the past two (2) years but that there were a number of reasons for the City becoming non-compliant. Mrs. Townshend stated that there was a period of time, under previous managers at DNREC, that DNREC was not focused on the program or interacting proactively with the municipal governments that are regulated under the program. Additionally, the City was not adequately staffed and problems related to brown water diverted staff from spending a lot of time on the program. She stated that DNREC has kept the City under a notice of violation to prevent the EPA from taking over the permit.

Responding to Mrs. Williams, Mrs. Townshend informed members that, at this time, the City is in sync with DNREC and staff is working to complete all actions associated with the permit. She stated that staff has been actively working to develop a number of brochures, a few of which have been completed during the past few months and several that should be completed later this summer and early fall. She also indicated that the City is required to develop and utilize a survey to measure the effectiveness of the City's stormwater program and that staff will be working with students in the Wesley College Environmental Studies Program to develop a survey to be administered every two (2) years to monitor changes.

Furthermore, Mrs. Townshend stated that, through the permit, staff has placed medallions on storm drains throughout the City and is expected under DNREC to install at least 50 medallions per year. She noted that undergraduate students in the Wesley College Environmental Studies Program are also being utilized to organize volunteer efforts to complete this.

Mrs. Townshend informed members that Mr. Mark Nowak, GIS Coordinator, and Mr. Scott Koenig, Public Services Manager/Director of Public Works, have been working diligently on the GIS mapping of the storm sewer system and this will probably continue to be an ongoing project in perpetuity.

Mrs. Townshend stated that through meeting with DNREC it is understood that the City will be required to complete yearly dry weather inspections of 33 stormwater pipe outlets to determine if water is coming out during dry weather, which would indicated some type of input into the system that is not stormwater.

In response to Mr. Bonar, Mrs. Townshend stated that DNREC has not yet provided the criteria for performing these inspections; therefore, the definition of dry weather is not known at this time. Mr. Koenig clarified that although it depends on the system, he believed that DNREC will want the City to perform summer inspections of all outfalls to determine if there are additional inputs into the system during the driest conditions available. He also informed members that this requirement is not prescriptive in the legislation.

Responding to Mr. Bonar, Mrs. Townshend stated that DNREC will be satisfied by the City's annual report stating that the inspection of 33 outlets has been completed.

In response to Mrs. Williams, Mrs. Townshend explained that if illicit discharges are found during the inspections, staff will have to discover where they are entering the system and address the problem.

Responding to Mrs. Williams, Mrs. Townshend stated that having a sanitary sewer system or a greywater system connected to the stormwater system, residents not properly disposing of waste when working on their cars, and vendors pouring grease down storm drains during events held on The Green would be examples of illicit discharge.

Mrs. Townshend informed members that employees are expected to attend training as part of the MS4 permit. She stated that, last September, 47 employees from the Public Works, Planning, Inspections, and Public Utilities departments attended a BlueCard Training Class, which provided a general overview of stormwater management. In addition, Mrs. Townshend indicated that Mr. Michael Albert, Planner II, and she attended the Certified Construction Reviewer class in March 2011 and both are now certified. She stated that, in conjunction with DNREC, she will develop additional training for City staff and noted that training for identifying an illicit discharge could be incorporated into safety training.

Mrs. Townshend explained that while the City is responsible for the permit, stormwater management review authority is held by the Kent Conservation District; therefore, the City is required to enter into an administrative memorandum of understanding with the Kent Conservation District. She stated that staff presented a draft memorandum of understanding to the Kent Conservation District, has not received a response, and will follow up.

Mrs. Townshend informed members that the City is required to submit an annual report to DNREC, and in the next annual report DNREC will want a budgetary report of funds spent to comply with the requirements of the permit.

Additionally, Mrs. Townshend stated that an internal, staff-level stormwater committee will be developed and meet on a routine basis.

In response to Mrs. Williams' question regarding the City's costs for this program, Mrs. Townshend stated that there are no costs to the City associated with this program, at this time, because it was a strategic item that was cut from the budget. She explained that staff is working to incorporate the program into other department functions in order to track the expenses.

Mrs. Townshend reviewed the resources that are being utilized to accomplish the tasks associated with the MS4 permit. She emphasized the importance of Dr. Bruce Allison, Chair of the Environmental Studies program at Wesley College, who has provided student volunteers and offered limited funds for the program. Mrs. Townshend stated that, as a result of the assistance provided by Dr. Allison as well as that of the watershed coordinators that are shared by the City and DNREC, there has been no need to hire a consultant. She also explained that staff has researched possible grant applications; unfortunately, several applicable grants were discovered too late for the City to apply. Additionally, Mrs. Townshend mentioned that it may be possible to obtain funds through DNREC as long as the City provides staff, as is being done for the Silver Lake Revitalization Project.

Mrs. Townshend reiterated that staff is working diligently on completing the tasks associated with the permit because she does not want the City to receive administrative penalties (fines) from DNREC or be turned over to the EPA for enforcement.

Mr. Bonar requested that Mr. Koenig ensure that members are advised, well in advance, of any foreseen requests regarding infrastructure replacements that will be required, particularly if it appears that the City is in peril.

Mr. Bonar also requested that staff be more proactive in finding available grants, as it is still early in the City and State fiscal year.

Committee action not required.

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

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - JUNE 13, 2011

The Legislative, Finance, and Administration Committee met on June 13, 2011 with Chairman McGlumphy presiding.

Discussion - Soliciting Health Insurance Proposals

Mr. Hare explained that City Council has not reviewed alternative health care proposals since 1999 and suggested that the City solicit health insurance proposals from health care providers. He stated that he had conducted research which indicated that some jurisdictions offer plans similar to the City's current plan at a lesser cost.

In response to Mr. Shevock, Mrs. Kim Hawkins, Human Resources Director, explained that the City "piggybacks" on the State of Delaware's health care plan and that there may be a requirement to provide notice to the State (perhaps 30 or 60 days) if the City decides to pursue a different option. In addition, she noted that the City's union contracts stipulate participation in the State's health care plan. Mrs. Hawkins indicated that if Council opts to proceed with the study and it is determined that the best choice is to depart from the State plan, the City would be required to go through the union negotiation process.

Mrs. Williams advised members that, during their meeting of January 25, 2010, Council approved the establishment of an ad hoc Health Benefits Committee, which was charged with considering alternative health care options to assist the City in reducing its health care liability and annual cost. She stated that, to this point, the Health Benefits Committee has not found any plan that is competitive with the State plan.

The Committee recommended that staff be directed to solicit requests for proposals for alternative health insurance plans for City employees.

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

Discussion - Elimination of Medicare Part B Reimbursements for Current Non-Bargaining Employees

Mr. Hare requested that consideration be given to the elimination of Medicare Part B reimbursements for current non-bargaining employees as a cost-saving measure.

Dr. McGlumphy stated that an opportunity would be provided for employees to comment regarding this agenda item.

Mr. James Hosfelt, Chief of Police, read a prepared statement urging members to vote against any changes in the City's Medicare Part B reimbursement policy.

Ms. Donna Mills, Police Department Administrative Assistant, advised members that she is planning to retire at the end of 2011. She stated that she appeared before the Committee in December 2009 to request that Medicare Part B reimbursement be maintained, and she reiterated that request. Mrs. Mills stated that she felt that Council was misinformed by those who indicate that non-bargaining employees should "take a hit like the union people have done." She noted that, even though she does an excellent job, she has received minimal pay raises because she is a non-bargaining employee in a pay grade considered to be above-market under the Pay for Performance Plan. She also noted that she was required to take furlough days during FY 2010 due to budget constraints. Ms. Mills stated that she wrote a memorandum to City Council to explain her concerns and requested members to consider this information.

Ms. Christina Kober, 911 Manager, Police Department, read a prepared statement asking that members retain the Medicare Part B reimbursement benefit.

Mr. Stephen Enss, Engineering Services and System Operations Superintendent, Public Utilities Department, spoke in favor of retaining Medicare Part B reimbursement, stating that he joined the City's workforce 22 years ago. He noted that, at that time, he promised to serve the City for a minimum of 25 years and, in return, the City committed to provide him benefits. Mr. Enss stated that he has planned his future based on the assumption that he would receive the benefits promised.

Mr. Chappy Lucas stated that he is a retired City of Dover employee currently receiving Medicare Part B reimbursement. He noted that when he began working for the City in 1972, the City offered a benefit package which included health care. When he retired 28 years later, this package was in effect. Mr. Lucas explained that when he turned 65, he was contacted by the City and told that he must enroll in Medicare Part B, and at that point Medicare became his primary insurance and the City's plan became his secondary insurance. Mr. Lucas stated that he felt the City has fulfilled its obligation to provide medical insurance to him; however, reducing this benefit would amount to reducing his pension. He indicated that retired individuals would have no way to recover these funds, since they are unable to increase earnings and have not been receiving cost of living increases. He requested that members not take any action that would affect those who are currently receiving this benefit.

Mr. Ronald Lunt, Public Utilities Director, stated he understands the concerns of the Committee and Council regarding the cost of employee benefit packages which must be borne by taxpayers and ratepayers. He explained, however, that the Utilities Department has a number of key positions that require highly skilled, technical professionals, such as engineers and relay engineers, and noted that if the City continues to degrade the employee benefit package, it will be difficult to attract and retain these employees. Mr. Lunt stated he feared for future City operations if benefits are reduced.

Mr. Hare stated his opinion that employee benefits have not been degraded and that the City currently pays 100% of employee health care and 75% of family health care costs. He noted that retaining the Medicare Part B reimbursement benefit would obligate future Councils to an expense that has increased 8% per year. Mr. Hare indicated that one (1) option would be to inform employees that they are not required to enroll in Medicare Part B but can remain on their current health plan. He proposed that, rather than eliminating this benefit, reimbursement be reduced as follows:

1) Employees who are eligible to retire as of September 15, 2011 would have no change to this benefit.

2) Employees who have more than 15 years of service and retire after September 15, 2011 would receive Medicare Part B reimbursement capped at $140.

3) Employees with more than ten (10) years of service would receive reimbursement capped at $110.

4) Employees with less than ten (10) years of service are not vested and would not receive this benefit.

Mr. Hare noted that under this proposal, retired employees would not be affected.

Mr. Anderson felt that Medicare Part B reimbursement is unsustainable and stated he did not support continuing it to those who are retiring. He indicated that he was unable to find any other organization in the State, including counties or other municipalities, that provide this benefit. Mr. Anderson noted that the cost of the benefit in 2002 was $50 per month, currently it is $100 per month, and that cost projections are "astounding." He indicated he planned to vote against retaining this benefit.

Mr. Shevock explained that Medicare Part B reimbursement was considered by members in 2009 with much discussion involving many of the points currently being brought forth. During the City Council meeting of July 27, 2009, Council eliminated this benefit for employees hired after that date. Mr. Shevock noted that prior to July 27, 2009, the City Employee Handbook stated that the City would provide reimbursement. He suggested that the City Solicitor be consulted to determine if the City could be subject to legal ramifications, should members opt to eliminate this benefit for current employees. Mr. Shevock noted that the number of plan participants will reduce by attrition and at some point there will be no remaining participants.

Mr. Hutchison stated he was aware of the serious financial concerns faced by the City but felt that employees should be treated fairly. He noted that the three (3) union groups who gave up Medicare Part B did so because they received something in return and that employees who participate in the general pension plan have no ability to bargain regarding this benefit. Mr. Hutchison felt that all employees who are vested by July 1, 2011 should be protected. He stated he would be open to considering an alternative for those employees who are not vested.

Dr. Jones stated that she was not in favor of removing benefits from employees who are vested and felt that the City has an obligation toward these individuals. She suggested considering an alternative program that might involve shared financial responsibility between the City and employees.

Mrs. Williams indicated that she felt the City had an obligation to honor the promise made to employees who have served ten (10) years. She stated this would involve 42 employees at a cost of $62,000 per year and that this was a price that the City could afford.

Concurring with Mrs. Williams, Mr. Bonar stated he would not vote in favor of eliminating this benefit to vested employees. He suggested pursuing Dr. Jones' suggestion to develop a sliding scale for payment, with the City's contribution based on the employee's years of service, perhaps including employees with five (5) years of service.

Responding to Mr. Bonar, Councilman Hare declined to amend the motion by adopting Dr. Jones' suggestion to implement a sliding payment scale.

Dr. McGlumphy requested the City Clerk to obtain a legal opinion from the City Solicitor to ensure the legality of the motion.

The Committee tabled the matter and requested that a legal opinion be sought from the City Solicitor to determine the legality of eliminating Medicare Part B reimbursement for non-vested, non-bargaining employees in light of Council's action related to this matter on July 27, 2009 and that the matter be scheduled for reconsideration at a subsequent meeting.

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

Proposed Ordinance - #2011-11 - Chapter 102 - Taxation, Article IV - Abatement of Real Estate Taxes, Section 102-113 - Qualifications

Mr. William Neaton, Economic Development Manager, advised members that, over the past several years, a number of large, commercial buildings in the City have become vacant and remained unoccupied. These buildings include a variety of prior uses, such as retail stores, warehouse space, manufacturing, and office buildings. Mr. Neaton noted that bringing these buildings back into the active economy would help increase jobs and boost the local economy. He indicated that Mayor Carey requested staff to research a tax abatement program for large, unoccupied facilities in the City, resulting in the development of Proposed Ordinance #2011-11. This ordinance would act as an incentive for potential buyers and lessees who propose reoccupying or replacing vacant buildings. In order to qualify, the building would have to lease 35,000 S.F. and must have been vacant for 18 months or more. The new occupant would be required to commit to occupying the building for at least ten years and bring at least 15 full-time jobs to the building. Mr. Neaton explained that he discussed this matter with a number of area developers and realtors and that a similar approach was adopted in Frederick, Maryland, with very positive results.

Members were provided an email from Ms. Cheryl Russell, Tax Assessor, dated June 9, 2011, containing information regarding specific properties that would qualify for tax abatement under this proposal.

Mr. Phil McGinnis, McGinnis Real Estate Company, 555 E. Loockerman Street, expressed his appreciation for Council's consideration of the ordinance. He advised members that when developers and realtors met with City staff regarding the matter, discussion was raised about providing this benefit to businesses leasing 25,000 S.F.; however, he noted that the Proposed Ordinance includes a threshold of 35,000 S.F. Mr. McGinnis encouraged members to consider stipulating 20,000 or 25,000 S.F., since most "big box" establishments fall within that range. He explained that a number of the establishments that would qualify for the abatement could be subdivided into smaller units to take advantage of this incentive. He thanked members for their consideration of this "great" ordinance.

In response to Dr. Jones, Mr. Neaton explained that the 35,000 S.F. threshold was modeled after the ordinance adopted by the Town of Frederick, Maryland; however, he stated that staff supported a smaller size.

Mr. Scott Kidner, speaking on behalf of the Central Delaware Chamber of Commerce, stated that the Proposed Ordinance presented an outstanding opportunity to send a positive message to the business community. He advocated a 20,000 or 25,000 S.F. threshold and offered full support for the Proposed Ordinance.

Mr. Bonar urged members to give favorable consideration to amending the size stipulation to 20,000 S.F., which would provide greater incentive to establish businesses in the City.

Staff recommended adoption of the proposed amendments to Chapter 102 - Taxation, Article IV - Abatement of Real Estate Taxes, Section 102-113 - Qualifications.

The Committee recommended amending Proposed Ordinance #2011-11 by reducing the threshold for the amount of space required to be leased in order to qualify for tax abatement to 20,000 S.F.

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

The Committee recommended adoption of Proposed Ordinance #2011-11, as amended.

By consent agenda, Dr. McGlumphy moved for approval of the Committee's recommendation, seconded by Mrs. Russell and carried by a unanimous roll call vote (Mr. Hare absent). (The First Reading of Proposed Ordinance #2011-11 will take place during the latter part of the meeting.)

Proposed Ordinance #2011-14 - Appendix B - Zoning, Article 10 - Planning Commission

Mrs. Ann Marie Townsend, Director of Planning and Community Development, explained that during the previous year, Council assigned the Planning Office the goals of streamlining application processes and expanding public notice requirements. To meet this goal, the Planning Office began a thorough review of Article 10 of the Zoning Ordinance. Mrs. Townshend advised members that Article 10 specifies the requirements for all applications that appear before the Planning Commission and Historic District Commission, as well as administrative plan review and amendments to the Zoning Ordinance. She noted that, in reviewing the Ordinance, staff worked to improve consistency throughout sections of the Article, standardize processes where possible, and streamline zoning review for small projects and changes of occupancy that do not include site disturbance.

Mrs. Townshend stated that the Planning Office released a draft ordinance in late April 2011 and held subsequent meetings with the real estate, development, and engineering communities. The draft ordinance was also shared with the Historic District Commission. She indicated that overall feedback has been positive. Many of the questions asked at the outreach meetings related to the increase in public notice distance requirements from 200 feet to 300 feet and the addition of a physical posting requirement.

Mrs. Townshend provided members an Updated Summary Sheet of Comments Received regarding the proposed changes to the Zoning Ordinance, as well as related correspondence received from Mr. Gregory Moore, Vice President, Becker Morgan Group, Inc. In addition, she provided members a revised version of Proposed Ordinance #2011-14 which was updated in response to input received during a meeting held with municipal land use attorneys on June 9, 2011. She explained that changes from the draft ordinance previously provided to members were noted on this version in blue ink.

Mrs. Townshend outlined some of the major changes proposed to the Zoning Ordinance as follows:

1) Expiration of Plans - Site plans or conditional use permits are currently approved by the Planning Commission for a one (1) year period. If construction has not begun within that time, a one (1) year extension may be granted. Due to the current economy and increases in the regulatory framework outside the City's jurisdiction, two (2) years does not allow applicants enough time. Under the new Ordinance, the Planning Commission would grant a 24-month approval and the applicant would be eligible for a one (1) year extension.

2) Public Notice - During the meetings held on September 14, 2010, and September 28, 2010, staff received direction from the Committee and Council, respectively, to incorporate an increase in the required mailing distance for public notice from 200 feet to 300 feet. The revised ordinance includes this change and also increases the timeline for public notice from 10 days to 15 days, primarily for consistency with Title 22 of the Delaware Code. A physical posting of the change in land use would also be required by the proposed ordinance, which is included in the codes of many Delaware municipalities.

3) Addition of a Zoning Review Process Within the Site Plan Development Section - Currently in nearly all cases a change from one use to another (e.g., retail to restaurant or store to insurance office) requires an administrative site plan which involves a $125 fee, drawing and submission of a plan, distribution to various agencies, and collection of comments. This process may be unnecessary if site modifications are not being proposed and zoning requirements are met. In addition, staff recommended requiring Planning Commission review of non-residential site plans with more than 1,500 S.F. of disturbance, rather than in excess of 500 S.F. as stated in the current Zoning Ordinance.

4) Conditional Use Permits - The current Zoning Ordinance does not afford due process for revocation of conditional use. The Proposed Ordinance includes a process that ensures that conditional use cannot be revoked without an advertised public hearing through the Planning Commission.

In response to Dr. McGlumphy, Mrs. Townshend stated that the Proposed Ordinance has been in progress since August 2010. Meetings have been held with developers, realtors, the civil engineering community, and municipal and land use lawyers. She advised members that staff has does their best to make sure that the community is aware of the proposal.

In response to Mr. Hare, Mrs. Townshend indicated that Planning Staff recommendations listed on the Updated Summary of Comments have not been incorporated in the revised Ordinance provided to members, but would be included when the Ordinance is presented to Council for a First Reading.

Mr. Anderson stated he supported extending the required mailing distance for public notification to 300 feet, noting he felt it was not unreasonable to inform residents in this range regarding activity near their properties.

Mr. Lynn stated that this matter was discussed at a meeting he hosted on June 9, 2011 which was attended by Mrs. Townshend and several land use and municipal law attorneys, and the consensus was that a 300-foot notification requirement would be expensive, onerous, and cumbersome. Mr. Lynn noted that the overall feeling of the group was that Mrs. Townshend did an excellent job with the Ordinance and that few other concerns were raised.

The Committee recommended amending Proposed Ordinance #2011-14, by incorporating the Planning Staff recommendations reviewed by the Committee.

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

The Committee recommended adoption of Proposed Ordinance #2011-14, as amended.

By consent agenda, Dr. McGlumphy moved for approval of the Committee's recommendation, seconded by Mrs. Russell and carried by a unanimous roll call vote (Mr. Hare absent). (The First Reading of Proposed Ordinance #2011-14 will take place during the latter part of the meeting.)

Proposed Ordinance #2011-15 - Appendix A - Subdivisions - Regarding Homeowners' Association Responsibilities

Due to time constraints, Dr. McGlumphy requested that this item be deferred until the next meeting.

Public Comment Period

There was no one wishing to speak during the public comment period.

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

PROPOSED AMENDMENT TO FINANCIAL POLICIES - GENERAL FUND TRANSFERS

Mrs. Donna Mitchell, Controller/Treasurer, reminded members that during the Budget Review (on June 6, 2011), staff recommended increasing the transfer from the Electric Utility from 6.5% to 8%, and that it be accomplished through an amendment to the Financial Policy. As a result, staff recommended amending the Financial Policy, as follows:

> Revenue Policy – Section 11
> Upon satisfying all rate covenants the City will provide operating transfers to the General Fund. From the Water/Wastewater Utility no greater than 4.5% of operating revenues ~~or $750,000~~ and from the Electric Utility no greater than ~~6.5%~~ 8.0% of operating revenues. ~~or $7,250,000 of the utility operating revenues.~~ Both transfer calculations will exclude the carry forward budget balance, County Sewer Fees, and State Utility Tax. The Utility transfers will not exceed 25% of the General Fund Revenues.

Dr. McGlumphy moved for approval of staff's recommendation to amend Section 11 - Revenue Policy of the Financial Policy, seconded by Mrs. Williams and carried by a unanimous roll call vote (Mr. Hare absent).

REQUESTS FOR EXTENSION OF REZONING APPROVALS

In accordance with Article 10, Section 5.183 of the Zoning Code, if construction has not started or a satisfactory explanation for the failure to commence construction has not been received within one year from the effective date of the amendment to the zoning map, an amendment to rezone the land to its prior classification shall be automatically placed on the agenda to be reconsidered by City Council.

Members considered requests for extension of rezoning approvals, as follows:

Property Located on the South Side of White Oak Road, Owned by TLFD Management, LLC

Members were reminded that during their Regular Meeting of May 24, 2010, City Council approved the rezoning of property located on the south side of White Oak Road, south of Mourning Dove Lane, consisting of $12.78^{+/-}$ acres, owned by TLFD Management, LLC, from R-20 (One Family Residence) and subject o the SWPOZ (Source Water Protection Overlay Zone) to R-8 (One Family Residence) and subject to the SWPOZ (Adoption of Ordinance #2010-04). (TAX PARCEL: LC05-068.00-01-18.00-000; PLANNING REFERENCE: Z-10-01)

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that the applicant has submitted a request for extension of the current zoning classification and indicated that the proposed construction is under review by the appropriate regulatory agencies. She stated that the applicant submitted a Conceptual Subdivision Plan that was approved by the Planning Commission on September 20, 2010 and that the next step in the City's process will be to submit the Preliminary Subdivision Plan. The correspondence from the applicant indicates that they are working with the Kent Conservation District on their stormwater design.

Mrs. Townshend stated that staff confirmed that the applicant submitted a development application, and that the conceptual approval granted by the Planning Commission remains active. As the property is actively in the development process, staff recommended that City Council extend the approval of the R-8 (One Family Residence Zone) zoning on this property, noting that the applicant has given a satisfactory explanation for failure to commence construction and has given reasonable assurances that construction will commence in a timely manner.

Dr. McGlumphy moved for approval of the extension of the rezoning approval for property located on the south side of White Oak Road, south of Mourning Dove Lane, consisting of $12.78^{+/-}$ acres, owned by TLFD Management, LLC, to R-8 and subject to the SWPOZ for an additional year. The motion was seconded by Mr. Bonar and carried by a unanimous roll call vote (Mr. Hare absent).

Property Located at 1169 South State Street, Owned by Young Men's Christian Association of Delaware, Inc.

Members were reminded that during their Regular Meeting of May 24, 2010, City Council approved the rezoning of property located at 1169 South State Street, consisting of $0.6899^{+/-}$ acres ($30{,}052^{+/-}$ s.f.) from RG-O (General Residence and Office) to IO (Institutional and Office) (Adoption of Ordinance #2010-10). (TAX PARCEL: ED05-077.17-05-58.00-000; PLANNING REFERENCE: Z-10-04)

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that the applicant submitted a request for extension of the current zoning classification, stating that the proposed construction is under review by the appropriate regulatory agencies. The Planning Commission issued conditional approval for a Site Development Plan (File #S-10-13) in June 2010. The applicant has submitted a request for a one-year extension to the Planning Commission which was approved during their meeting on June 20, 2011. They are actively working toward completion of the final site plan and progressing with agency reviews and approvals, including City departments, the Kent Conservation District and the Delaware Department of Transportation.

Mrs. Townshend stated that the Planning Staff confirmed that the applicant submitted a development application, and that the conditional approval granted by the Planning Commission remains active. As the property is actively in the development process, staff recommended that City Council extend the approval of the IO (Institutional and Office Zone) zoning on this property, noting that the applicant has given a satisfactory explanation for failure to commence construction and has given reasonable assurances that construction will commence in a timely manner.

Mrs. Russell moved for approval of the extension of the rezoning approval for property located at 1169 South State Street, consisting of 0.6899$^{+/-}$ acres (30,052$^{+/-}$ s.f.), owned by Young Men's Christian Association of Delaware, Inc. (YMCA), to IO for an additional year. The motion was seconded by Mr. Bonar and carried by a unanimous roll call vote (Mr. Hare absent).

Property Located at 1051 College Road, Owned by JNK, LLC

Members were reminded that during their Regular Meeting of April 12, 1010, City Council approved the rezoning of property located at 1051 College Road, consisting of 4.32$^{+/-}$ acres, less a street right-of-way area consisting of 0.55$^{+/-}$ acres from R-8 (Single Family Residence) to RG-2 (General Residence). (Adoption of Ordinance #2009-09). (TAX PARCEL: ED05-067.00-01-35.03-000; PLANNING REFERENCE: Z-09-05).

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that the applicant submitted a request for extension of the current zoning classification, stating that the proposed construction is under review by the appropriate regulatory agencies. The Planning Commission issued conditional approval for a Conditional Use Site Development Plan (File #C-10-02) in August 2010. The applicant submitted a request for a one-year extension to the Planning Commission for consideration on July 18, 2011.

Mrs. Townshend stated that the Planning Staff confirmed that the applicant submitted a development application, and that the conditional approval granted by the Planning Commission remains active. As the property is the subject of an active development application, staff recommended that City Council extend the approval of the RG-2 (General Residence Zone) zoning on this property, since the applicant has given a satisfactory explanation for failure to commence construction and has given reasonable assurances that construction will commence in a timely manner.

Mr. Bonar moved for approval of the extension of the rezoning approval for property located at 1051 College Road, consisting of 4.32$^{+/-}$ acres, less a street right-of-way area consisting of 0.55$^{+/-}$ acres that divides the original tract into two (2) pieces, owned by JNK, LLC, to RG-2 for an additional year. The motion was seconded by Mr. Hutchison and carried by a unanimous roll call vote (Mr. Hare absent).

FIRST READING - PROPOSED ORDINANCE #2011-11

Council President Leary reminded the public that copies of the proposed ordinance are available at the entrance of the Council Chambers or can be obtained from the City Clerk's Office. Final action by Council on the proposed ordinance will take place during the Council Meeting of July 11, 2011.

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:

CHAPTER 102 - TAXATION, ARTICLE IV - ABATEMENT OF REAL ESTATE TAXES, SECTION 102-113 - QUALIFICATIONS

FIRST READING - PROPOSED ORDINANCE #2011-14

Council President Leary reminded the public that copies of the proposed ordinances are available at the entrance of the Council Chambers or can be obtained from the City Clerk's Office. Since the ordinances are amendments to the Zoning Code, a public hearing is required. Staff recommended referral of the amendments to the Planning Commission on July 18, 2011, and that a public hearing take place during the Council Meeting of August 8, 2011, at 7:30 p.m., at which time final action by Council will take place.

Mrs. Williams moved to refer the amendments to the Planning Commission on July 18, 2011 and that a public hearing be set before City Council for August 8, 2011 at 7:30 p.m., as suggested by staff. 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 Zoning Ordinance Amendments as read by the City Clerk, by title only, as follows:

APPENDIX B - ZONING, ARTICLE 10 - PLANNING COMMISSION

FINAL READING - ORDINANCE #2011-16 - BUDGET ORDINANCES - 2011/2012 CITY OF DOVER BUDGET

Mr. Hutchison moved that the Final Reading of Proposed Ordinance #2011-16 - Budget Ordinances, be acknowledged by title only, seconded by Mrs. Williams and unanimously carried.

Dr. McGlumphy thanked members of City Council, and City staff for their work on this year's budget and read the following statement into the record:

What does this budget do for the citizens of Dover.

This budget does not increase rates or taxes over the prior year. It provides the citizens with a decrease on their electric bills through a power cost adjustment credit of approximately $.0085. We want to make sure our citizens know we are listening to their concerns and challenges they face during a time when many aren't getting raises and are losing jobs and their homes. We believe this budget maintains the quality of service to our residents.

While the budget includes increases due to contractual requirements, both for a couple of our Unions and some vendor contracts, it counters the affect of these with reductions in other areas.

This budget also provides us with an operating plan for Fiscal Year 2012 and buys us time to take a closer look at the City organization and develop strategies to close the gap between our revenues and expenses before Fiscal Year 2013. When I speak of strategies, I'm not referring only to increased fees and taxes, but operational efficiencies and cost reductions.

We know there are many reductions in capital projects that if not addressed will have more costly implications. However, we will be addressing our future obligations and a long-term planning strategy during the next few months.

We as Council Members hope everyone in the organization also gets what our constituents are telling us. We heard you speak to us during the budget hearings about cutting positions and some with their spouses being out of work. So you should have first hand knowledge of what this is like and hopefully have the support of your co-workers to help keep employed our current employee's at this time.

This budget makes way for the next step.

Mr. Anderson relayed his appreciation to City staff, as well as members of Council, for their diligence, efforts made, and seriousness in working on the budget during the past few weeks. It was his hope that if more funds were made available, the City would place a high priority on dedicating such funds to the wastewater treatment area.

Mrs. Williams moved for adoption of Ordinance #2011-16 - 2011/12 City of Dover Budget (*Exhibit #2*). The motion was seconded by Mrs. Russell and carried by a unanimous roll call vote (Mr. Hare absent).

COUNCIL MEMBERS ANNOUNCEMENTS

Council President Leary relayed a special "thank you" to Sam's Club and Lowe's of Dover, noting that through their generosity, the City was able to donate 100 cooling fans to the elderly and disabled in the City of Dover.

In addition, Council President Leary stated that the new City of Dover website is up and running and if problems are discovered, City staff should be contacted.

Mr. Bonar announced that there are 363 days before the next African American Festival. In addition, he stated that on Monday, a 4th of July celebration will be held at the Legislative Mall and that there will be activities for all to enjoy (www.Doverfourthofjuly.com - for program information). He noted that the 4th of July Committee is still accepting donations for sponsorship and that individuals can "adopt a firework" for $17.76.

Mrs. Russell advised members that the Dover Youth Advisory Committee will be holding "Dover Fun Day" at Schutte Park on July 30, 2011 from 11:00 a.m. to 2:00 p.m. More information will be made available soon on the City's website and Facebook. She noted that sponsors and volunteers are needed.

Mr. Bonar moved for adjournment, seconded by Dr. McGlumphy and unanimously carried.

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 June 27, 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 - Recycling Services Reimbursement Agreement (Contract #11-URG025) between the Delaware Department of Natural Resources and Environmental Control (DNREC) and the City of Dover
Exhibit #2 - Ordinance #2011-16 - 2011/12 City of Dover Budget

ACTION FORM

PROCEEDING: Council	**AGENDA ITEM**
DEPARTMENT OF ORIGIN: Public Services	**DATE SUBMITTED**: July 1, 2011
PREPARED BY: Ann Marie Townshend, AICP, Director of Planning and Community Development	
SUBJECT: 423 Collins Drive, Dover, Delaware – Violation of Dangerous Building Ordinance.	
REFERENCE: Chapter 22, Article XI – Dangerous Buildings, Sec. 22-385 – Hearing before Council	Case # 08-1383
RELATED PROJECT: N/A	
APPROVALS: Scott D. Koenig, P.E., Interim City Manager/Public Services Manager; Donna Mitchell, City Controller/Treasurer	
EXHIBITS: PowerPoint Presentation and File Photos to be presented at the Council meeting.	
EXPENDITURE REQUIRED: Preliminary estimate is $10,000-15,000. **AMOUNT BUDGETED**: $100,000 (Budgeted for all demolitions City-wide in the FY-2012 Budget as approved on June 27, 2011). **FUNDING SOURCE (Dept./Page in CIP & Budget)**: 110-1600-534-30-33, page 275 of the 2012 Draft Operating Budget.	
TIMETABLE: As soon as possible.	

RECOMMENDED ACTION:

1. Declare this building dangerous.
2. Order the property repaired or demolished by August 11, 2011 by the owner or equity owner at their own risk.
3. Order the Building Inspector to cause the repair or demolition of the structures if not completed by the owner within (10) days of the date set by Council.
4. Order the City Manager with the assistance of the City Solicitor to cause the cost of repairs or demolition to be charged against the land on which the building exists as a municipal lien or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a suit at law against the owner.

BACKGROUND AND ANALYSIS

The property is owned by Mr. Alfred Blackett. This is a one-story single family wood framed dwelling that has been the subject of various code violations since 2001, including numerous cases of exterior violations on the structure, tall grass and weeds and junk and debris. There is an active case from 2008 of exterior violations that have not been corrected. The house was registered by staff as a vacant building in October 2008.

ACTION FORM

PROCEEDING: Council **AGENDA ITEM**
DEPARTMENT OF ORIGIN: Public Services **DATE SUBMITTED**: July 1, 2011
PREPARED BY: Ann Marie Townshend, AICP, Director of Planning and Community Development
SUBJECT: 443 Collins Drive, Dover, Delaware – Violation of Dangerous Building Ordinance.
REFERENCE: Chapter 22, Article XI – Dangerous Buildings, Sec. 22-385 – Hearing before Council Case # 10-2752
RELATED PROJECT: N/A
APPROVALS: Scott D. Koenig, P.E., Interim City Manager/Public Services Manager; Donna Mitchell, City Controller/Treasurer
EXHIBITS: PowerPoint Presentation and File Photos to be presented at the Council meeting.
EXPENDITURE REQUIRED: Preliminary estimate is $10,000-15,000. **AMOUNT BUDGETED**: $100,000 (Budgeted for all demolitions City-wide in the FY-2012 Budget as approved on June 27, 2011). **FUNDING SOURCE (Dept./Page in CIP & Budget)**: 110-1600-534-30-33, page 275 of the 2012 Draft Operating Budget.
TIMETABLE: As soon as possible.
RECOMMENDED ACTION: 1. Declare this building dangerous. 2. Order the property repaired or demolished by August 11, 2011 by the owner or equity owner at their own risk. 3. Order the Building Inspector to cause the repair or demolition of the structures if not completed by the owner within (10) days of the date set by Council. 4. Order the City Manager with the assistance of the City Solicitor to cause the cost of repairs or demolition to be charged against the land on which the building exists as a municipal lien or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a suit at law against the owner.

BACKGROUND AND ANALYSIS

The property is owned by Mr. Alfred Blackett. This is a one-story single family wood framed dwelling that has been the subject of various code violations since 2001, including numerous cases of tall grass and weeds and junk and debris. The house was registered as a vacant building in September 2010, and is in a state of disrepair.

ACTION FORM

PROCEEDING: Council **AGENDA ITEM**

DEPARTMENT OF ORIGIN: Public Services **DATE SUBMITTED**: July 1, 2011

PREPARED BY: Ann Marie Townshend, AICP, Director of Planning and Community Development

SUBJECT: 21 N. Kirkwood Street, Dover, Delaware – Violation of Dangerous Building Ordinance.

REFERENCE: Chapter 22, Article XI – Dangerous Buildings, Sec. 22-385 - Hearing before Council and Chapter 22, Article XI - Dangerous Buildings, Sec. 22-388 – Emergency Cases Case # 10-1705

RELATED PROJECT: N/A

APPROVALS: Scott D. Koenig, P.E., Interim City Manager/Public Services Manager; Donna Mitchell, City Controller/Treasurer

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

EXPENDITURE REQUIRED: Preliminary estimate is $10,000-15,000.
AMOUNT BUDGETED: $100,000 (Budgeted for all demolitions City-wide in the FY-2012 Budget as approved on June 27, 2011).
FUNDING SOURCE (Dept./Page in CIP & Budget): 110-1600-534-30-33, page 275 of the 2012 Draft Operating Budget.

TIMETABLE: As soon as possible.

RECOMMENDED ACTION:

1. Declare this building dangerous and all accessory buildings on the property dangerous.
2. Order the property **immediately** repaired or demolished by the owner or equity owner at their own risk.
3. Order the Building Inspector to cause the repair or demolition of the structures if not completed by the owner **by July 21, 2011**.
4. Order the City Manager with the assistance of the City Solicitor to cause the cost of repairs or demolition to be charged against the land on which the building exists as a municipal lien or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a suit at law against the owner.

BACKGROUND AND ANALYSIS

The property is owned by Robert and Christine Snell. This is a two-story single family wood framed dwelling that has been the subject of various code violations since 1999, including cases of exterior and interior violations, tall grass and weeds, overgrowth, abandoned vehicles, and junk and debris. The house was registered as a vacant building in February 2010 and was administratively condemned in June 2010. In May 2011, the house was found unsecured, and an inspection revealed that it had been ransacked and that squatters were residing in the dwelling. The house was subsequently secured by City staff. An inspection on July 1, 2011 revealed that the house was again unsecured, and it appears to be occupied by squatters. Because the structure is repeatedly being entered and occupied by squatters, staff recommends that this be considered as an emergency case, and that the City proceed with demolition if such action has not been taken by the owner or equity owner within ten days of Council action.

UTILITY COMMITTEE

The Utility Committee Meeting was held on June 27, 2011 at 5:00 p.m. with Chairman Bonar presiding. Members present were Mr. Lynn, Mr. Blakeman, and Mr. Snaman. Mrs. Williams was absent.

AGENDA ADDITIONS/DELETIONS

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

Informational Presentation by Delaware Electric Cooperative on the Pros and Cons of Their Purchase of the City of Dover Electric System

Mr. Bonar advised members that they would be considering the possibility of an outside entity taking over the operation of the City of Dover Electric Department. He indicated that the Delaware Electric Cooperative (DEC) had expressed interest in pursuing this option. Mr. Bonar introduced Mr. J. William Andrew, President and CEO of DEC.

Mr. Andrew stated that he was contacted by Mr. Bonar approximately two (2) weeks ago requesting that the Co-op present information regarding the possibility of DEC purchasing the City of Dover Electric System. He stated that DEC evaluated public information and toured the City of Dover Electric System and determined that it was an excellent system.

Mr. Andrew and Mr. Gary D. Cripps, Chief Financial Officer (CFO) of DEC, provided a presentation on the Pros and Cons of DEC Purchasing the City of Dover Electric System ***(Attachment #1).*** Mr. Cripps stated that both the City of Dover and DEC have positive attributes and felt that the two (2) organizations would function better together. He indicated that a consolidation of these business enterprises would be fruitful for many years to come.

Referring to the Key Benefits, listed on Page 2 of the presentation, Mr. Cripps stated that members of DEC are controlled by a Board of Directors who are elected annually in August and serve three (3) year terms. He noted that Mr. William Wells, Chairman of the Board of Directors, was also present. Mr. Cripps stated that if Council opts to proceed with the proposal, City of Dover utility customers would realize lower utility rates and that the impact would be approximately $25M per year. He advised members that consolidation with the City of Dover would provide rate stability over the long term, particularly as it relates to the market and the effects of economic development in the State of Delaware. Mr. Cripps stated that DEC has a Power Supply Contract, which will expire in 2054, with Old Dominion Electric Cooperative, headquartered in Richmond, Virginia. He explained that Old Dominion Electric Cooperative is asset based and serves 600,000 customers in the aggregate.

Mr. Cripps noted the importance of economic development and indicated that DEC's first priority is to protect current businesses in the City of Dover and Kent and Sussex Counties. He advised members that DEC has 32,000 customers in Kent County and the City of Dover has 23,000 customers. Mr. Cripps stated that if DEC purchases the City of Dover's Electric system, their customer base would increase to 55,000 in Kent County, which would necessitate the establishment of a DEC facility in Dover. In addition, he stated that there would be a need for two (2) additional districts, as well as two (2) additional members to serve on the DEC Board of Directors.

Mr. Cripps stated that one of the key benefits of consolidation would be that City of Dover residents would retain ownership of the utility system. He advised members that DEC is an electric cooperative, a not-for-profit organization, and not an investor-owned utility. Mr. Cripps noted that this proposal is very different in that respect from a previous offer from Delmarva Power and Light, which was entertained by the City in 1993. He emphasized the benefit of retaining membership and ownership of the utility.

Mr. Cripps stated that the load diversity for DEC is 82% residential and that, long term, this is problematic. He explained that DEC needs additional commercial customers in order to obtain a better balance and more diversity. Mr. Cripps noted that without diversity, rates would increase and future generations would have a difficult time paying their utility bills. He explained that over the past one (1) to (2) decades, commercial expansion has occurred near the metro areas and, as a result, DEC has lost service territory to municipalities, which is the greatest single threat to DEC. He stated that by consolidating the City of Dover and DEC, this threat would be mitigated.

Mr. Cripps advised members that DEC is run from a government standpoint, as is the City of Dover's utility, noting that DEC is administered by an elected Board of Directors and Chairman. If the Co-op acquired the City's Electric Department, DEC would escalate from 83,000 members to 106,000 members, which would assist with power supply contracts, allow human resource needs to be absorbed, and provide opportunities to take advantage of material discounts that may become available. He noted that in the past, DEC and the City have purchased items jointly, which resulted in significant savings for the City.

Mr. Cripps acknowledged that municipalities considering similar options often express concerns about the future, noting that initial rates following acquisition may be favorable but future rates are uncertain. He advised members that DEC is open to competition and does not have a monopoly on their customers. He explained that their customers may choose to obtain electric supply from anyone that sells it in Delaware. Mr. Cripps stated that deregulation has benefitted DEC by forcing the organization to remain "agile" and maintain its competitive position. He advised members that operating a utility involves environmental, legislative, regulatory, and financial risk, and that the City's risk would be mitigated by consolidation. He indicated that the influence of a commercial mix and density would lower DEC's average cost and would yield great long-term benefits.

Mr. Cripps stated that acquiring the City's utility would result in a significant financial windfall. He explained that, for DEC customers, one of the big advantages would be economies on infrastructure leverage, i.e., infrastructure capital needs in some areas that can be supported by infrastructure that is already in place.

Referring to the Stakeholder Matrix on Page 3, Mr. Cripps explained that when a cooperative makes a margin, the margin is distributed to customers and is not turned into a profit. He noted that for the past two (2) years, DEC's Board of Directors authorized over $5M to be paid back to customers in the form of checks or as credits on their utility bills.

In response to Mr. Bonar, Mr. Cripps stated that if the capital credit exceeds $30 a check is issued to customers, and if it is under $30 a credit is applied to customer utility bills.

In regard to the City Leadership/Elected Officials listed on Page 3, Mr. Cripps stated that financing the City government would be accomplished through economic development and not by raising taxes or rates. He explained that an examination of the City's financial data indicates that approximately $27M is in reserves and stated that a consolidation of the two (2) organizations would not include a transfer of those reserves. Mr. Cripps noted that a potential disadvantage for the City would be the inability to balance its budget through the Electric Fund; however, he noted that DEC has a proposed solution to this concern that would be outlined further during the presentation. He explained that loss of operational control would be another potential disadvantage.

Mr. Cripps advised members that one (1) potential disadvantage to DEC members is that the acquired area (the City of Dover) may be excluded from access to the U. S. Department of Agriculture (USDA) Rural Utilities Service (RUS) Program, which provides below market funding for electric utilities.

Referring to Page 4, Mr. Cripps stated that the commercial loads involved support generation decisions and that, in regard to generation, the City should examine its commercial load and power forecast for the next 5, 10, 15 and 20 years ahead. He noted that consideration of the other 600,000 members that are part of the power supply group can significantly impact those decisions.

In reference to the commercial and industrial customers, Mr. Cripps noted that lower rates would impact large accounts such as the Bayhealth Medical Center and Dover Downs Race Track. Regarding energy management services and technical support, Mr. Cripps stated that DEC has a highly qualified staff, including a number of individuals with Masters of Business Administration degrees and approximately five (5) Professional Engineers in the Engineering Department.

Referring to the map on Page 5, Mr. Andrew stated that DEC serves 83,000 customers over 1,100 square miles, including the majority of the service territory in Kent and Sussex County. He explained that DEC surrounds the City of Dover and is contiguous in many areas. As a result, he stated that the City and DEC have a shared infrastructure. Mr. Andrew stated that the DEC can provide additional support to the City of Dover infrastructure and indicated that the City of Dover has an excellent electric system which is comparable to Delaware Electric Cooperative's system. He noted that DEC provides only electric service and the City of Dover, like other municipalities, provides multiple services. Mr. Andrew stated that electric rates are currently high, and commercial and industrial sectors are consistently under pressure for competitive advantages. He noted that the City of Dover has lost more that 295 commercial and industrial customers in the past two (2) years. Mr. Andrew advised members that State and regulatory burdens are increasing and extremely costly to the power industry. Recognizing that cities need additional funds to run their governments, he stated that electric systems require cash and capital to operate. He felt that consolidating the City's electric system with DEC would "free up" resources the City could devote to other utilities without raising rates or increasing taxes.

Referring to Page 6 of the presentation, Mr. Andrew stated that DEC rates are approximately 36% lower than the average rates in Delaware and that they have been able to maintain that for several years. He also noted that their rates were reduced during the last few years. Mr. Andrew indicated that the State of Delaware has passed possibly the most stringent renewable portfolio standards in the country; however, the fact that prices are already high raises concerns that the State will have challenges attracting and retaining businesses that rely on competitive electric prices. Mr. Andrew noted that DEC has perhaps the largest percentage of renewable portfolio in the State of Delaware, including 253 MW of wind that is producing energy daily. In addition he stated that DEC has a significant amount of landfill gas biomass and some hydro power. Mr. Andrew advised members that DEC is currently working on major solar facilities and hopes to operate these within the next two (2) years.

Referring to Page 7 of the presentation, Mr. Cripps stated that according to the City of Dover balance sheet, the net asset value of the City of Dover plant is $80M - $90M; however, he noted that typically municipal accounting capitalizes property at a low rate, and this is something that DEC recognizes. Mr. Cripps stated that the City of Dover and DEC would need to structure how the transfer would occur and how payments could be made that would equal the revenue stream that the City has been accustomed to over the years. He explained that rates for City customers would convert immediately to Cooperative rates. Mr. Cripps advised members that DEC would open a Kent County Operations Center in Dover and would possibly lease facilities in use by the City of Dover. He indicated that qualified City electric department employees would be needed by DEC, and it is hoped that the consolidation would have no impact on human resources. In addition, he stated that the City would gain the Cooperative as a substantial taxpayer.

Referring to Page 8, Mr. Andrew stated that the rate differential per year is $25M as of 2010 and is based on the latest information from the City of Dover that is publicly available. He indicated that the future value, based on the net present value over a 15-year period is more than $200M to rate payers and more than $300M over a 30-year period. In regard to economic development, Mr. Andrew advised members that energy is the second largest cost to businesses and stated that DEC can preclude that by making the City of Dover one of the lowest priced incorporated areas in the region. Regarding long-term competitive power supply, Mr. Andrew stated that Old Dominion Electric Cooperative is consistently seeking new energy-producing and capacity-producing businesses.

In conclusion, Mr. Andrew advised members that a consolidated enterprise would be a benefit to everyone and that rates would not rise due to consolidation. He noted that rate increases will occur; however, mitigating and retaining competitiveness will assist in maintaining and bringing employment to the City of Dover. Mr. Andrew felt the net value of $93M is understated and that DEC can structure several financial instruments and provide a net payment or a combination of payment and an annuity. He stated that if there is a need to meet the outlay of capital that is currently obtained each year from the power plant, this can be accomplished. It was his recommendation that members authorize an in-depth analysis and business case with an independent third-party market specialist. Mr. Andrew noted that DEC reviewed public information over a two (2) week period

and that more detailed information will need to be reviewed. He indicated that DEC is a transparent organization and that they are willing to review the information together with the City. Mr. Andrew advised members that it is costing the rate payers of the City of Dover $68,000 per day for each day that the City does not move forward.

In response to Mr. Snaman's question regarding DEC taking over current City of Dover purchase contracts, Mr. Andrew stated that this is an issue that would take further research. He noted that if DEC purchase contracts run for several years and are out of market, this would be an obstacle that must be evaluated.

Responding to Mr. Snaman, Mr. Andrew stated that Delaware Electric Cooperative is a member of PJM.

In response to Mr. Blakeman's question regarding the transfer of longevity and benefits for current City of Dover employees, Mr. Andrew stated that there are several legal matters involved and that this is an issue that the City of Dover and DEC would need to resolve. He noted that these details would be included in a contract. Mr. Cripps noted that DEC employees are also organized under the IBEW union. He reiterated that DEC would be interested in having all qualified electric department employees join their team.

Responding to Mr. Hutchison's question as to whether the City could charge an excise tax if DEC were to make the purchase, Mr. Cripps stated that this matter would have to be determined by the solicitor. Mr. Cripps noted that the idea has been discussed and that he had not heard anyone dispute the possibility.

Mr. Leary stated that he came to the meeting with a good deal of scepticism which has increased since the presentation. He explained that DEC has listed the short-term benefits of purchasing the City of Dover's electric system but not the long-term benefits. Noting the importance of the City's current ability to utilize revenue generated by the electric utility, he indicated that a great deal of additional study would be required before he would agree with such a proposal. Responding, Mr. Andrew noted that the City would have access to an asset-owned facility that has a record of being very reliable and is a low-cost provider in the State of Delaware. He explained that he would welcome an opportunity to discuss additional questions that members may have regarding the long-term benefits.

In response to Mr. Anderson's question regarding how DEC will work with residents who require additional time to pay their utility bills, Mr. Cripps stated that DEC has policies and procedures in place for residents who are not able to pay their utility bills at the time they are due. He explained that the Board donated $250,000 last year to assist customers with their bills and works closely with the Salvation Army and Catholic Social Services. He noted that DEC has a lot of flexibility in setting up payments and provides opportunities for customers to meet their utility obligations.

Responding to Mr. Anderson, Mr. Andrew stated that the outage rates, at worst, should stay the same. He explained that DEC would have an operations center located in Dover and would utilize current City of Dover employees. Mr. Andrew noted that the increased infrastructure and technological efforts and capabilities should assist in this area and that supplying power to the City will not involve some of the challenges of rural areas, although tree trimming would be an important priority.

Responding to Mr. Bonar, Mr. Andrew felt that if the City decides to study the transfer of their electric system further and hire a third party consultant, DEC would be willing to support the cost, especially if a transfer of ownership would take place; however, he wanted to ensure that the City is focused on moving forward. Mr. Andrew stated that DEC is willing to provide a price on a Request For Proposal (RFP) basis that is equal and fair or to discuss such a proposal on an exclusive basis.

Mr. Bonar relayed his appreciation to DEC and to employees in attendance from the City of Dover. He advised members that if the City decides to move forward with the transfer of the electric system, he would insist that employees retain their benefits and longevity. Mr. Bonar noted that employees were promised these benefits when they were hired and felt that it was important to retain them. He explained that this a challenging and difficult decision that will require a great deal of study before Council makes a determination.

The Committee took no action.

By unanimous consent, the meeting adjourned at 5:46 p.m.

Respectfully submitted,

David L. Bonar
Chairman

DLB/DD/ac/js/tm
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Attachment
Attachment #1 - Presentation - Pros and Cons of Delaware Electric Cooperative Purchasing the City of Dover Electric System

DELAWARE ELECTRIC CO-OP
"We Keep the Lights On"

City of Dover
Utility Committee Meeting
June 27, 2011

Delaware Electric Cooperative, Inc.

Together We're Better…

ATTACHMENT #1
Utility Committee Meeting of 06/27/2011

DELAWARE ELECTRIC CO-OP

"We Keep the Lights On"

We believe the combined strengths of the Cooperative and the City of Dover will produce a **superior organization** to the benefit of our customer-owners.

DELAWARE ELECTRIC CO-OP
"We Keep the Lights On"

Key Benefits – *"Together we're Better"*

Dover Utility Customers

Rates - Lower

Power Supply

Economic Development

Retain Ownership

Direct Governance

Third Party Supply/Competition

Mitigate Risk

Financial Windfall

Cooperative Customers

Rates – Stability

Load Diversity

Kent County Presence

Protect Service Territory

Economies of Scale

Improved Load Factor

Lower Total Average Cost

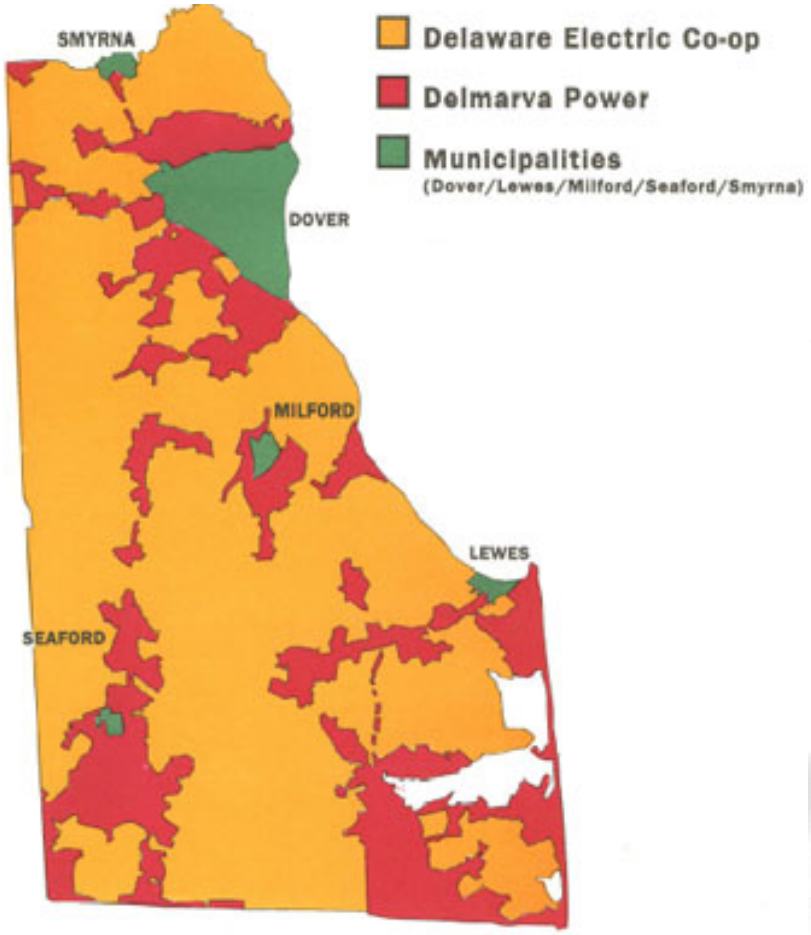
Infrastructure Leverage

Stakeholder Matrix	Advantages	Disadvantages
City of Dover Residents	Lower Rates Member-Owner Voting Rights/ Voice in Policy Supply Portfolio / Renewable Long Term Power Supply Economic Development Capital Credits Supply Choice Ops Center remains in Dover	HQ Office in Greenwood, DE
City Leadership/Elected Officials	Economic Development Eliminate Financial Risk Increase in Tax Revenues Citizens still own the utility Cash to Fund City needs Debt Elimination Reduced Liability Conversion of Reserves	Loss of subsidy thru Elec. Revenue Loss of Operational Control of System
Cooperative Members	Increased Rate Stability Increased customer base keeps future costs lower. Improved load factor lowers overall costs. Shared Infrastructure	Acquired area may be excluded from RUS Funding access. More Members Voting

Stakeholder Matrix	Advantages	Disadvantages
Cooperative Board of Directors	Increased Rate Stability Member Load diversity. Annexation threat Lessens. Improved economies of scale Commercial loads support generation decisions	
Commercial & Industrial Customers	Lower Rates Stability in Rates Ability to shop energy supply Energy Management Services and Technical support Capital Credits to bottom line	Off-tariff negotiating
Non-Resident Ratepayers	Lower Electric Rates Equal Representation Voting Membership	

DELAWARE ELECTRIC CO-OP

"We Keep the Lights On"





"Together We're Better"

DELAWARE ELECTRIC CO-OP
"We Keep the Lights On"

Challenges for all Delaware Municipalities…

Electric Rates are high

C & I sectors are constantly under competitive pressure

State & Federal Regulatory and Environmental burdens

Cities need $$$ to run their government

Competing for resources with other City utility services

Raise rates? Raise taxes? Spur economic development?

DELAWARE ELECTRIC CO-OP
"We Keep the Lights On"

"…rates are high in Delaware, particularly in industrial electricity, which is nearly 50 percent higher than the national average."

"Delaware has recently passed what are likely the most stringent renewable portfolio standard (RPS) in the country. However, the fact that prices are already high raises concerns that the state will have challenges attracting and retaining businesses that rely upon competitive electricity prices."

Analysis of Delaware's Economy, Sept. 2010
DEDO Study

DELAWARE ELECTRIC CO-OP
"We Keep the Lights On"

… the *"together we're better"* proposal

- Transfer Electric Business to the Cooperative.
- Co-op Provides equity pay-out based on fair market value.
- City/Co-op structures payments equal to transfers (multi-year)
- Rates for City customers would convert to current Co-op rates.
- Cooperative would open a Kent County Operations Center in Dover.
- Qualified City Electric Department employees would become DEC Associates.
- Gain in Membership necessitates two additional Board of Director positions from "Dover Districts".
- City gains substantial taxpayer/DEC.

DELAWARE ELECTRIC CO-OP

"We Keep the Lights On"

Is joining the Cooperative a prudent & viable option for the City of Dover in addressing….

Rate Affordability & Stability?

Economic Development?

Risk Mitigation?

Long Term Competitive Power Supply?

Continued Ownership and Governance?

Yes, Together we're Better!

DELAWARE ELECTRIC CO-OP
"We Keep the Lights On"

Conclusion

- Consolidated enterprise benefits all stakeholders
- Current DEC Rates will not rise due to consolidation
- Current City of Dover ratepayers will see immediate decrease due to the acquisition.
- Long Term Power Supply Costs and Risks will be mitigated.
- Positive Economic Impact to the Dover Community.
- Significant Financial Windfall to City of Dover.
- Time to authorize in-depth analysis and business case with independent 3rd party merger specialist.

Preliminary information based on the publicly available documents including COD Statement of Net Assets, 6/30/2010, COD Electric Revenue Fund, 6/30/2010, COD Annual Engineering Consultant's Report, 12/2010, COD 2010 Comprehensive Annual Financial Report, City of Dover Rates & Tariffs, IBEW 1238 Labor Contract, 6/2010, Brief Field Visit *

DELAWARE ELECTRIC CO-OP

"We Keep the Lights On"

Questions?



"Together We're Better"

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee meeting was held on June 27, 2011 at 5:53 p.m. with Chairman McGlumphy presiding. Members present were Mr. Anderson, Dr. Jones and Mr. Shevock. Mr. Hare was absent. Members of Council present were Mr. Bonar, Mr. Hutchison, Mr. Lynn, and Council President Leary. Mayor Carey was also present.

AGENDA ADDITIONS/DELETIONS

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

Discussion - Elimination of Medicare Part B Reimbursements for Current Non-Bargaining Employees *(Tabled June 13, 2011 in Order to Obtain Legal Opinion)*

During their meeting of June 13, 2011, members considered the elimination of Medicare Part B reimbursements for current non-bargaining employees as a cost-saving measure. After much discussion, members tabled the matter and requested that a legal opinion be sought from the City Solicitor to determine the legality of eliminating Medicare Part B reimbursement for non-vested, non-bargaining employees in light of Council's action related to this matter on July 27, 2009 and that the matter be scheduled for reconsideration at a subsequent meeting.

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

Dr. McGlumphy noted the receipt of a legal opinion from Deputy City Solicitor Pepper indicating that the City could legally eliminate Medicare Part B reimbursement for non-vested, non-bargaining employees.

Mr. Anderson questioned if the Committee's recommendation should be reworded to remove any mention of the word "vesting" and that time frames be specified. Dr. McGlumphy explained that the Committee's recommendation cannot reference "vesting" since it is not a vested right but can reference "years of service."

Responding to Mr. Shevock, Dr. McGlumphy stated that, to his knowledge, this matter has not been reviewed by the Health Benefits Committee. Dr. Jones felt that, due to the seriousness and complex nature of this matter, it should be reviewed by the Health Benefits Committee prior to the Legislative, Finance, and Administration Committee's consideration.

At the request of Mr. Anderson, Ms. Denise Devine, Assistant City Clerk, stated that during the Committee meeting of June 13, 2011, a motion was made by Mr. Hare and seconded by Dr. McGlumphy to maintain Medicare Part B reimbursement for all employees who are vested as of June 27, 2011; however, after further discussion, the motion was withdrawn.

Mr. Shevock moved to recommend that the matter be forwarded to the Health Benefits Committee for their review and brought back to the Committee for a recommendation by September 1, 2011, seconded by Dr. Jones.

Mr. Anderson explained the critical issues involving Medicare, as noted in the President's Debt Commission's Report. He stated that there will be substantial changes to Medicare which the City will have no control over and which will cause a severe financial liability to the City. He suggested that members move this matter forward to City Council for consideration.

For clarification, Dr. McGlumphy advised members that the Committee reports to City Council and, as such, the Committee's recommendation will be forwarded to City Council at their next meeting. Council will have the option to accept the Committee's recommendation or take other action at that time.

Dr. McGlumphy referred to emails he received regarding the issue referencing "fairness." He questioned "fairness" to whom: the new employee; employees with 10, 20, or 30 years of service; taxpayers; etc. He noted that members have been provided statistical projections for Medicare Part B reimbursements with inflationary costs that indicate significant sums of money that will affect the City as a whole. He reminded members that this issue is not a benefit but rather a subsidy, and that the projected amount is over $600,000.

Responding to Mr. Hutchison, Ms. Devine indicated that the Health Benefits Committee does not have regularly scheduled meetings and that their meetings are held on an "as needed" basis.

With regard to "fairness," Mr. Lynn stated that it would be fundamentally unfair to take a "right" or "subsidy" away from a group of individuals who have no voice to speak for themselves, are not unionized, are not banded together, and cannot come before City Council by and through a union representative to voice their opinions. It was his hope that members would forward the matter to the Health Benefits Committee and that it would not be submitted for any further consideration by City Council.

Concurring, Mr. Bonar reiterated his opposition to taking benefits away from either current or retired employees. It was his feeling that the City's "word" is the City's "bond." Understanding that financial situations change, he felt that the City should acquire the necessary funding.

Council President Leary reminded members that the membership of the Health Benefits Committee includes representatives for all major bargaining units, non-bargaining employees, senior staff, and two (2) members of Council (Mrs. Williams and Mr. Hare).

The motion to recommend that the matter be referred to the Health Benefits Committee for their review by September 1, 2011, and subsequently brought back to the Committee for a recommendation was carried, with Mr. Anderson voting no.

Proposed Ordinance #2011-15 - Appendix A - Subdivisions - Regarding Homeowners' Association Responsibilities *(Deferred June 13, 2011 Due to Time Constraints)*

Members were provided proposed Ordinance #2011-15, which would amend Appendix A - Subdivisions, regarding homeowners' association 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, incomplete subdivisions. She assured members that the proposed amendment addresses the Committee's concerns regarding stormwater and passive open space not being maintained.

Mrs. Townshend explained that the proposed amendment would clarify the requirement that developers of subdivisions with common open space, including active recreation areas, woodlands, and stormwater management, form homeowners' associations with mandatory membership. This would allow the City to perform work that the homeowners' association is responsible for if such work is not performed in accordance with code requirements. Such work would be billed to the property owners on their tax bill and would include an administrative charge. The proposed amendment would require that homeowners' associations with management responsibility for common open space submit a listing of officers of the association annually. The proposed amendment also clarifies that these requirements are retroactive to all subdivisions with common open space in existence prior to adoption of the ordinance.

Responding to Mr. Lynn regarding those situations where the developer has vacated a subdivision and it is not in a position to be turned over to the homeowners' association, Mr. Scott Koenig, Interim City Manager, Public Services Manager/Director of Public Works, stated that in those instances, at some point, there will be a purchaser of that property and at that time, the City will require the same conditions as if it were a new subdivision.

In response to concerns relayed by Mr. Anderson, Mrs. Townshend stated that the proposed amendment would apply only to properties where there was a condition of a homeowners' association for approval of the subdivision and where the association has management responsibilities for the land. She assured members that legal documents are required during the development process and each of the property deeds includes a requirement for the owner to be a member of the homeowners' association. She explained that the problem is with those homeowners' associations that have become inactive and noted that in several instances, the homeowners' association is actually an incorporated body that has become inactive. Although the City would not force homeowners to pay dues, Mrs. Townshend stated that if the City is required to incur several thousand dollars during the year to maintain the open areas and stormwater infrastructure, the proposed amendment would allow the City to recover the costs by billing the property owners through their tax bill or a special assessment. In all cases where this would apply, she stated that this provision would have been included in the deed and recorded documents associated with the subdivision.

Dr. Jones felt that the amendment would be difficult to enforce from a leadership and management standpoint. She questioned if the builder has any responsibility for maintaining the stormwater management areas prior to turning them over to an association. Responding, Mrs. Townshend confirmed that the developer does have that responsibility and stated that the Kent Conservation District conducts an inspection prior to the stormwater management being turned over to the homeowners' association and continues to conduct annual inspections.

Referring to Line 13 of the proposed amendment, Mr. Bonar suggested that the word "should" be replaced with "shall." Referring to the word "must" in Line 30 of the proposed amendment, Mr. Bonar relayed his opposition to requiring all property owners to be members of the homeowners' association. Responding, Mr. Koenig explained that if membership is not required, property owners would opt out, and the costs would either be spread among a few members of the association or the City would bear the costs. He noted that in those subdivisions where there are common property and future maintenance issues, the "must" is necessary. Should an individual object to the requirement, he suggested that they acquire property in a different location.

Mr. Bonar suggested that the Committee refer the matter back to staff to address the concerns relayed by members prior to submitting a recommendation to City Council.

Mr. Anderson stated that he is open to the concept; however, he requested that information be obtained regarding homeowners' bill of rights and suggested the inclusion of free speech rights for property owners.

Reiterating comments of Mr. Shevock, Mr. Lynn stated that when an individual purchases property, the attorney conducting the closing is required to provide a copy of deed restrictions so there are no surprises. In addition, he stated that at the closing, a prorated share or a year's share of homeowners' association dues are collected. Mr. Lynn voiced his concern regarding a potential situation involving a developer who has not completed a subdivision and has claimed bankruptcy. The property owners could then be required to form a homeowners' association during a time when the developer is supposed to be responsible, forcing a few homeowners to be responsible for mowing an entire neighborhood, etc. Responding, Mrs. Townshend felt that the proposed amendment would not affect such property owners in that way, explaining that for those subdivisions that have not been dedicated, the land remains under the ownership of the LLC, including the common areas.

Mr. Anderson moved to table the matter for further study, seconded by Dr. Jones and carried with Mr. Shevock voting no.

Responding to Mrs. Townshend, Dr. McGlumphy suggested that staff meet with the individual members of Council that have concerns and that the matter be brought back to the Committee during their next meeting (in two (2) weeks).

Amendment to Personnel Policy - Retirement Notification Requirement

Mr. Scott Koenig, Interim City Manager, Public Services Manager/Director of Public Works, reviewed proposed amendments to Article XI - Sick Leave, Section 5 - Sick Leave - Retirement Credit for Accumulated Sick Leave; Article XIII - Other Types of Leave, Section 1 - Terminal Leave; and Article XV - Separation, Disciplinary Action and Reinstatement, Section 2 - Resignation, of the Personnel Policy (Employee Handbook). He noted that, if approved, a new Section 5 - Retirement would be created and the current Sections 5 through 13 would be renumbered.

Members reviewed the proposed amendments with regard to retirement notifications. Mr. Koenig advised members that employees who retire and who are entitled to receive either a lump sum payment of their accumulated sick leave or to use it for terminal leave, will be required to provide a 30 calendar day notice. The employee's department head may waive the notice requirement for retirement; however, notification for the payment of accumulated sick leave cannot be waived. The notification guidelines cannot be enforced on employees who will not be receiving a lump sum payment for accumulated sick leave or will not be utilizing it for terminal leave. He noted that if the recommended changes are adopted, they cannot be fully implemented until the labor unions agree to them.

Members were advised that the change in policy is being requested for financial and workload planning as well as to create uniformity for all retirement requests. It was noted that payment or utilization of sick leave is not a matter that is covered by Delaware Labor law (Title 19 Labor, Chapter 11 Wage Payment and Collection); therefore, the City has the ability to develop and enforce specific notification guidelines for accumulated sick leave. The changes are being sought to assist in promoting a productive workforce. Employees who are forced to continue working because of notification requirements can be counterproductive, detrimental and/or a hazard to the work environment. There may also be unforeseen reasons why an individual may need to retire immediately (i.e., health and family care considerations). Mr. Koenig stated that each department head should have the ability to make a decision based upon their knowledge of the specific employee and the operations associated with their department to determine if the notification guidelines should be modified.

Mr. Anderson moved to recommend approval of the proposed amendments to the Personnel Policy (Employee Handbook), as recommended by staff *(Attachment #1)*. The motion was seconded by Mr. Shevock and unanimously carried.

Campus Community School Request to Purchase the Pear Street Warehouse

Mr. Scott Koenig, Interim City Manager, Public Services Manager/Director of Public Works, advised members that the City has received a request from Campus Community School (CCS) to purchase the Pear Street Warehouse, located at 370 Pear Street, from the City of Dover. He noted that this is the warehouse building (formerly the ILC site) that the City of Dover bought in the late 1990s. The warehousing area includes 24,312 square feet of inside storage area and the yard area consists of 15,704 square feet of outside storage area. In 2002, Campus Community High School was established adjacent to the City Warehouse, and these buildings share a common wall. CCS is seeking a new location for its Elementary School, which is currently located at 21 North Bradford Street on the Wesley College campus.

Mrs. Patricia Hermance, Head of School for CCS, read a statement into the record ***(Attachment #2).***

Dr. Andrew Lloyd, Vice-President for CCS, read a statement into the record ***(Attachment #3).***

Mr. Koenig reviewed the City's Procedure For Sale and Distribution of Real Property. In accordance with the policy, he advised members that staff conducted an internal analysis of whether the City could move its material to another location, vacate the current building, and sell it to CCS within the requested time frame. Members reviewed a detailed internal analysis which revealed that this is not feasible. Currently, staff has determined that there is not enough room to relocate the stock material on the remaining City property. In addition, there is not enough time to find another adequate adjacent location and prepare it for occupancy. Securing a remote site would increase the City's operating costs due to manpower constraints and fuel usage to service a remote site. Based on the detailed internal analysis, staff determined that 370 Pear Street cannot be declared "excess in nature" and believes that the disposal of this property would not be in the best interest of the City of Dover. The warehouse is currently operating at below 2002 staffing levels. Mr. Koenig advised members that staff is willing to entertain additional discussions regarding other options that may be mutually beneficial to the City and CCS, provided such action does not have a detrimental effect on the City's budget or operations.

Staff recommended acceptance of the determination that the Pear Street Warehouse is currently not surplus property and that staff continue to discuss options with the CCS Board that are budget neutral to the City of Dover and mutually beneficial to the City of Dover and CCS.

Responding to Mr. Shevock, Mrs. Hermance clarified that CCS is not expanding and that the student body will remain at 600. She explained that CCS is currently located in two (2) separate facilities and now wish to co-locate in one (1) facility in an effort to consolidate operational expenses.

Mr. Anderson relayed concern with staff's recommendation related to the determination that the Pear Warehouse is currently not surplus property, feeling that it would be difficult for this determination to be reversed if further discussions with CCS resulted in a recommendation for the sale of the property. Responding, Mr. Koenig indicated no opposition to eliminating that portion of staff's recommendation so that it would only include authorization for staff to continue to discuss options with CCS.

Mr. Anderson noted that the City's Comprehensive Plan encourages locating educational organizations within the City, and stated that this is a wise plan that promotes economic development. However, he requested that members also consider the needs of taxpayers when considering such projects.

Mr. Shevock questioned the possibility of leasing the building to CCS. Responding, Mr. Koenig stated that, to his knowledge, this option has not been discussed, explaining that staff's recommendation was directly in response to the purchase request.

Mr. Anderson moved to recommend that staff continue to discuss options with the CCS Board that are budget neutral to the City of Dover and mutually beneficial to the City of Dover and Campus Community School. The motion was seconded by Dr. Jones and unanimously carried.

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

Meeting adjourned at 6:54 P.M.

Respectfully submitted,

William P. McGlumphy
Chairman

WPM/DD/jg/js/ac/tm
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Attachments
Attachment #1 - Proposed Amendments to the Personnel Policy (Employee Handbook)
Attachment #2 - Statement Read by Mrs. Patricia Hermance, Head of School for CCS
Attachment #3 - Statement Read by Dr. Andrew Lloyd, Vice-President for CCS

PROPOSED AMENDMENTS TO PERSONNEL POLICY (EMPLOYEE HANDBOOK)

ARTICLE XI. SICK LEAVE

SECTION 5. SICK LEAVE - RETIREMENT CREDIT FOR ACCUMULATED SICK LEAVE

This payment shall be in a lump sum payable ~~upon retirement~~ in the employee's paycheck immediately following the exhaustion of the 30 calendar day notice of retirement. Shall an employee provide notice that exceed 30 calendar days, the lump sum payment of accumulated sick leave will be included in the employee's final paycheck. The 30 calendar day notice may not be waived. ~~or~~ t[T]he employee may convert his/her accumulated sick leave, not to exceed the maximum indicated, to terminal leave.

The above section is subject to employee labor agreement, when applicable.

ARTICLE XIII. OTHER TYPES OF LEAVE

SECTION 1. TERMINAL LEAVE

In order to qualify for terminal leave, an employee must request terminal leave in writing a minimum of ~~forty-five (45) days~~ 30 calendar days ~~notice~~ prior to the date the ~~employee's retirement date~~ employee intends to begin terminal leave. ~~unless waived by either the Civilian or Police Pension Committee~~. The retiring employee shall give such notice in writing to his/her supervisor, department head and the Human Resources department. The employee's department head may waive the 30 calendar day notice requirement for terminal leave.

ARTICLE XV. SEPARATION, DISCIPLINARY ACTION AND REINSTATEMENT

SECTION 2. RESIGNATION

A minimum of two (2) weeks notice is ~~required~~ suggested of all resigning personnel. For department heads, managers and supervisors, it is recommended that a minimum of four (4) week notice be provided. The resigning employee shall give such notice in writing to his/her supervisor, department head and the Human Resources Department. ~~An employee can not use vacation time as notice for his/her resignation.~~

The City reserves the right to terminate an employee's employment immediately, after receiving an employee's resignation.

SECTION 5. RETIREMENT (Please note: Sections 5 – 13 will be renumbered.)

Employees requesting a lump sum payment for accumulated sick leave or using accumulated sick leave for terminal leave shall be required to provide a minimum of 30 calendar day notice. The retiring employee shall give such notice in writing to his/her supervisor, department head and the Human Resources department. An employee cannot use vacation time as notice for his/her retirement. The employee's department head may waive the 30 calendar day notice requirement.

June 27, 2011

City of Dover
Dover City Council
15 E Loockerman Street
Dover, DE 19901

Good evening Council members,

Thank you for taking the time to consider Campus Community School's request to purchase the Pear Street Warehouse located on the back portion of our current high school facility. As you may know, Campus Community's Elementary School has been located at 21 N. Bradford Street, the center of Wesley College's campus, for the better part of thirteen years. With Wesley's planned expansion and street closures that location will not continue to be a viable option after June of 2012.

As the school of choice for nearly 400 families and 600 students, a vast majority of which reside in the City, we are determined to find a long term facility solution that keeps us within City limits and within walking distance of Wesley so that we may maintain our valuable working relationship. Wesley's Education majors spend a significant amount of time in our schools as an integral part of their pre-service teaching experience and our teachers consistently collaborate with the Wesley faculty to enhance their professional development.

Additionally, as an employer Campus Community provides full and part time work to close to 70 employees who actively support the Dover community. Our faculty and staff, many of whom are Dover residents, support our efforts to consolidate to one location conveniently located within City limits and tonight's action is an important step to making that a reality.

Over the last year or more we have investigated multiple options for relocation including new construction, renovation of existing sites both in and out of City limits, and the co-location of our operation on Pear Street. The purchase of the Pear Street warehouse was clearly the best long term option identified from both a financial and programmatic perspective. While we fully appreciate the City's need to find a location for the contents currently located in the warehouse, we are eager to work with City staff to determine a solution that makes this option a reality and a win-win for both the City of Dover and Campus Community School.

In our recent work with a commercial realtor we have identified multiple properties that can be considered as options. These locations offer sufficient space to re-locate the warehouse contents and are within close proximity to existing City operations. Having read the recommendation included in the Action Form forwarded to us at the request of Scott Koenig, interim City Manager, I respectfully request that this committee follow through with this recommendation and enable Campus Community to work more closely with Mr. Koenig and his staff to further clarify the details around options that are mutually beneficial. We fully recognize the City's need to investigate in more detail the options that may be available and any financial or operational impact. Once the solution is determined we would ask to return to Council to take the next steps toward the purchase of 370 Pear Street.

In conclusion, in an effort to alleviate any concerns around the timeline of our request I would like to provide some clarification. While we expect to vacate the 21 N. Bradford location in June of 2012 we are cognizant of the need for sufficient time to work through the necessary steps in this process. While we will continue to take measures to move this process along quickly we are acutely aware that inhabiting this new location in June of 2012 is highly unlikely and we are actively seeking an interim facility solution to allow for a more realistic timeline. Again we welcome the opportunity to take this first important step this evening and to working together with City staff to find a solution on a timeline that works for both parties.

Thank you for taking the time to consider our request and for working with Campus Community School to continue to have a positive impact on Dover's citizens and community.

Sincerely,

Patricia S. Hermance

Patricia S. Hermance, Head of School
Campus Community School

June 27, 2011

City of Dover
Dover City Council
15 E Loockerman Street
Dover, DE 19901

Good evening Council members,

Thank you for taking the time to consider Campus Community School's request to purchase the Pear Street Warehouse. As you heard from Ms. Hermance, Campus Community School is diligently working toward finding a long term facility solution that will enable us to continue to have a significant positive impact on our students and the Dover community.

On behalf of the Board of Directors, I can assure you that significant efforts have been taken to determine a solution that will be beneficial to Campus Community both programmatically and financially. We also recognize the City's needs and look forward to determining a solution that benefits both parties.

While Campus gets no additional funding from the state for capital expenses, the Board has taken the necessary steps to allocate funds to this purchase. Having said that, we also fully understand your desire to keep this a budget neutral proposal for the City and look forward to working with your staff to be sure that we enter into a mutually agreeable, fiscally responsible arrangement.

I respectfully ask that you seriously consider the proposal before you and make a decision that allows Campus Community School and the City of Dover to move forward on a project that will directly benefit 600 students, the majority of whom reside within City limits.

Sincerely,

Andrew Lloyd, Phd.
Vice-President, Campus Community School Board

SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

The Safety Advisory and Transportation Committee Meeting was held on June 29, 2011, at 5:00 p.m. with Chairman Hutchison presiding. Members present were Mr. Lynn, Mrs. Russell (arrived at 5:06 p.m.), Mr. Davis, and Mr. Hutchison.

AGENDA ADDITIONS/DELETIONS

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

Presentation - Regional Bike Plan

Mrs. Juanita Wieczoreck, Executive Director, Dover/Kent County Metropolitan Planning Organization (MPO), explained that, in 2009, the MPO updated their Regional Transportation Plan. During this process, a significant number of comments related to bicycles and bicycle facilities were received and, as a result, the MPO began development of a Regional Bicycle Plan.

Mrs. Wieczoreck reviewed a presentation of a Dover/Kent County Regional Bicycle Plan. She stated that the maps include recommendations for improvements. She advised members that the Regional Bike Plan primarily addresses roads leading into the local City system, noting that the City has its own bicycle plan. Mrs. Wieczoreck explained that the MPO's plan is a regional effort to bring cyclists to major employment and shopping areas. She indicated that one (1) improvement for cyclists scheduled for the Fall of 2011 includes re-striping Route 13 (in conjunction with a milling and repaving project) to include a 3-foot wide bicycle lane in each direction. Other bicycle projects that are being considered or planned include converting an existing railroad bed between Clayton, Delaware and Easton, Maryland into a bicycle path, developing a cycling connection between Brecknock and Schutte Parks in conjunction with construction of the West Dover Connector, and work on a path near the Gateway South Shopping Center on Route 10. Mrs. Wieczoreck explained that the Dover/Kent County Regional Bicycle Plan is incorporated in the Regional Transportation Plan (RTP), and it is intended that all projects included in the RTP be completed within 20 years. She advised members that the next steps for the Regional Bike Plan include finalizing and releasing the draft Plan, allowing 30 days for public comment, providing additional presentations, and review by MPO committees and MPO Council. She stated that it is hoped that the document will be finalized by September 2011.

In response to Councilman Hutchison's question of how the MPO plan interfaces with the City's bicycle plan, Mrs. Ann Marie Townshend, Director of Planning and Community Development, explained that the City's Planning Department and Mr. Zachery Carter, Director of Parks and Recreation, have been involved in the MPO planning process. She indicated that staff's next step will be to review the City's 1997 Bicycle and Pedestrian Plan and reconcile it with the MPO Plan. Mrs. Townshend stated that many of the implementation measures from the City's plan that have not yet been accomplished will mesh with the MPO Plan. She indicated that after reviewing the two (2) plans, staff will develop a list of projects that the City should develop further, with the goal of using Transportation Enhancement Funds for this purpose.

In response to Councilman Hutchison, Mrs. Townshend indicated that when the West Dover Connector is complete, it will provide bicycle access to the existing bike path along North Street, which connects to Schutte Park.

Mr. Hutchison moved to recommend acceptance of the report, seconded by Mr. Davis and unanimously carried.

Councilman Hutchison congratulated Mrs. Wieczorak on her prospective retirement, expressed his appreciation on behalf of the City for her 17 years of service to the City of Dover, Kent County, and the State of Delaware, and wished her well in the future.

Staff Briefing on Discussions with Delaware Department of Transportation (DelDOT) and Capital School District on New Dover High School

Mr. Scott Koenig, Interim City Manager, Public Services Manager/Director of Public Works, stated that staff has been meeting with the Capital School District for approximately 18 months regarding the development of plans and infrastructure related to the new Dover High School being constructed near the west entrance to the City on Route 8. Some of the major issues being discussed include the location of the building and construction of an access road. He noted that the access road is currently planned to extend to the end of the school property and connect to the Cannon Mills subdivision; however, the intent is that it be extended further along the Papen Farm and tied into West North Street or Hazlettville Road. Mr. Koenig indicated that Mrs. Ann Marie Townshend, Director of Planning and Community Development, was successful in obtaining approval from the Delaware Department of Transportation (DelDOT) to incorporate this road extension into the State Capital Transportation Program (CTP), which will allow for a prospective construction date of 2015.

Mr. Koenig stated that there are additional concerns regarding the character and function of Route 8 following the development of the high school. He noted that the school will be a major facility that will accommodate up to 1,800 students, with a significant number of athletic fields and sports complexes. In addition, he indicated that additional residential development is expected around the facility and in unincorporated areas west of the school. Mr. Koenig felt that these developments would change the face of the west Dover corridor. He noted that construction on the site has begun, with a targeted completion date of 2014, and he anticipated that the site would change rapidly as construction proceeds.

In view of the complexity of the issues involved with the project, Mr. Koenig stated that Mrs. Townshend is coordinating monthly meetings between City staff (Mrs. Townshend and Mrs. Dawn Melson-Williams, Principal Planner); EdiS, the construction manager; Becker Morgan Group, the design engineers; ABHA Architects, the architects; DelDOT; and the Department of Natural Resources and Environmental Control (DNREC). Mr. Koenig stated that these meetings will ensure that all parties are fully informed as the facility is constructed so that temporary or permanent Certificates of Occupancy can be issued when the facility is ready to open. They will also allow the City to "weigh in" on budget adjustments and construction staging so that public safety can be protected. Mr. Koenig explained that these coordination meetings began in June.

Mrs. Townshend indicated that one (1) of the major issues discussed at the previous coordination meeting was the potential requirement for a multi-use path along the school's frontage that would cross private property. She noted that the Capital School District has serious concerns about the potential need to acquire the right-of-way to construct such a path. She noted that signalized

pedestrian crossings are planned for both the east and west entrances to the campus; therefore, paving the gap between them is not a priority at this time, as the campus can be accessed from both sides without students having to walk on the shoulder. She noted that all agencies have been working on concerns collaboratively.

In response to Councilman Hutchison, Mrs. Townshend stated that a reduction of speed limits was discussed at the June coordination meeting and indicated that she and Mr. Koenig planned to discuss this further with DelDOT. She informed members that DelDOT's current recommendation was to reduce the speed limit to 35 mph in that area during school hours; at other times it would remain at 50 mph. Mrs. Townshend stated that staff's opinion is that the speed limit should be reduced to indicate that the area is no longer rural and to reflect the urban character of the City. She noted that the City would have to request a speed study in order for this to occur.

Mr. Gary Laing, Community Relations Officer for DelDOT and Public Relations Liaison, suggested that the City delay any request for a speed study until the school is in operation. He stated that a future study would more accurately reflect the existing traffic situation in the area.

In response to Mr. Hutchison's concerns regarding the lack of sidewalks in the area, Mrs. Townshend stated that some sidewalks will be constructed east of the school property. She explained that the City may need to consider seeking funding through DelDOT's Transportation Enhancement Project for this purpose, as this is a project that would not typically be required of a developer.

Mr. Koenig explained that potential sidewalk construction would be complicated by the fact that some of the properties involved are not within City limits.

Councilman Hutchison encouraged staff to play a major role in the decision-making regarding the construction of the new Dover High School and requested that a monthly status report on the project be provided to members.

Draft Letter to Capital School District - Pedestrian Crosswalk *(Referred to Staff During the Meeting of April 27, 2011)*

During their meeting of April 27, 2011, members requested staff to provide recommendations regarding submission of a letter to the Capital School District requesting consideration of construction of a pedestrian bridge at the new Dover High School, so that the Committee could determine if they wished to move forward with sending such a letter. Mr. Scott Koenig, Interim City Mrs. Ann Marie Townshend, Director of Planning and Community Development, revised the draft letter. He indicated that, because staff deemed the construction of a pedestrian bridge to be a transportation issue, it was determined that the proposed letter should be directed to the Delaware Department of Transportation (DelDOT) rather than the Capital School District. Mr. Koenig stated that staff felt that this project would present many challenges, and that it would not be prudent to request the school district to expend funds for a study or proposal that may not be feasible. He noted that there are many transportation issues associated with opening the new high school, that additional development on Route 8 will complicate this further, and that a pedestrian

bridge may not be the solution to the problem. He suggested that submission of the letter be delayed or, if members wished to proceed, that an inquiry be made to DelDOT to gain input on the feasibility of this concept.

Mr. Gary Laing, Community Relations Officer for DelDOT and Public Relations Liaison, suggested that discussion of this project be postponed until transportation concerns in the area are identified. He noted that construction of a pedestrian bridge could cost approximately $1.5M. Mr. Laing identified some of the concerns related to the project, such as land acquisition, installation of ramps, elevators and/or escalators, and escape proof barriers; the need to lock/unlock an elevator (if incorporated); vehicle clearance; possible graffiti; maintenance; snow removal; handicapped accessibility; safety of users and traffic below; the appearance of the structure as a gateway to the City; and potential cost. Mr. Laing indicated that a pedestrian bridge would be a costly solution that might not solve the problem of granting safe access to the school.

After further discussion, Councilman Hutchison suggested referring this matter back to staff for further discussion with DelDOT in the future.

Mr. Davis moved to refer this matter back to staff for consideration in the future if it is determined that there is a need for a large number of students to cross Route 8 to access the new Dover High School. The motion was seconded by Mr. Hutchison and unanimously carried.

Mrs. Juanita Wieczoreck, Executive Director, Dover/Kent County Metropolitan Planning Organization (MPO), suggested that staff consult the University of Delaware Transportation Research Center to determine if research has been performed on pedestrian overpasses and/or pedestrian issues related to high schools.

Mr. Laing noted that on Tuesday, July 5, 2011, Mr. Shailen Bhatt will be sworn in as the new Secretary of Transportation. He indicated that Mr. Bhatt would like to meet with members of the Safety Advisory and Transportation Committee and City Council in the near future to discuss some of the City's transportation issues and concerns and stated that DelDOT would contact the City in this regard.

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

Meeting Adjourned at 5:51 P.M.

Respectfully submitted,

James L. Hutchison, Sr.
Chairman

JLH/JS/ac/dd/tm
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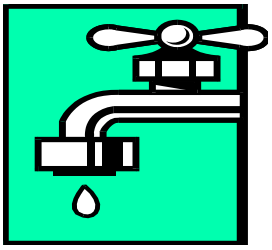
CITY OF DOVER

FINANCE DEPARTMENT

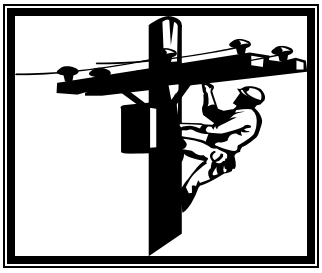
MONTHLY BUDGET REPORT

MAY 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

May 2011

Strategic Objectives for Fiscal Year 2010 – 2011

1. Develop Days Sales Outstanding (DSO) monthly report to provide timely information on receivable collections.

2. Assist with implementation of inventory system for Electric Plant inventory.

3. Implementation and transition to an external service for time keeping and payroll.

4. Implement and transition to lockbox and remote deposit services for cash receipts.

ACTIVITY LEVELS

	FY10 YTD			FY11 YTD		
BANK TRENDS						
Number of Deposits Made	1,016			3,177		
Total Amount of All Deposits	$ 119,961,166			$ 131,622,556		
PAYROLL						
	Hours	%	Amount	Hours	%	Amount
Gross wages per registers	**883,846**	**100.0%**	**$ 19,267,149**	**841,041**	**100.0%**	**$ 18,932,931**
Wages and Hours Worked						
Regular	718,033	81.2%	$ 15,139,040	708,656	84.3%	$ 15,225,812
All over time	35,552	4.0%	$ 1,392,149	31,286	3.7%	$ 1,295,905
Other Paid or Unpaid Wages and Hours						
Vacation	45,969	5.2%	$ 1,179,044	46,276	5.5%	$ 1,169,926
Sick	17,657	2.0%	$ 397,565	19,310	2.3%	$ 448,257
Furlough	20,466	2.3%	$ -	1,482	0.2%	$ -
Terminal Leave - Retiree Vacation/Sick Payout	21,819	2.5%	$ 670,581	3,220	0.4%	$ 91,298
Comp Time (Police)	5,296	0.6%	$ 163,218	6,414	0.8%	$ 203,537
Personal	1,873	0.2%	$ 50,928	1,977	0.2%	$ 56,738
Leave Without Pay	4,087	0.5%	$ -	3,088	0.4%	$ -
Other (description below)	13,155	1.5%	$ 274,624	19,310	2.3%	$ 441,459

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

Other Activity						
Number of Pay Periods	24			24		
Number of Payroll Checks & Direct Deposits Issued	10,273			9,734		
Number of Pension Checks Issued	2,535			2,613		
Total Pension Benefits Paid - Defined Benefit Plan	$ 4,019,152			$ 4,157,683		

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	6,717			5,965		
Number of EFT Vouchers	1,736			2,054		
Vouchers Dollar Amount Disbursed	$ 102,931,560			$ 120,412,015		

City of Dover
Finance Department
Monthly Report – May 2011

General Fund Summary

	Budget	Revised Budget	YTD	Balance	92% of Budget
Beginning Balance	$ 2,277,575	$ 2,655,562	$ 2,655,562	$ -	100.0%
Revenues					
Court of Chancery Fees	645,000	645,000	563,820	81,180	87.4%
Fines & Police Revenues	881,502	1,012,389	954,412	57,977	94.3%
Franchise Fees	486,000	520,000	408,286	111,714	78.5%
Grants	831,850	939,061	454,890	484,171	48.4%
Intrafund Services	4,347,834	4,299,758	3,539,762	759,996	82.3%
Library & Recreation Revenues	665,689	665,689	564,879	100,810	84.9%
Licenses & Permits	2,457,675	2,415,675	2,305,626	110,049	95.4%
Property Taxes (Includes BID Revenue) (1)	11,035,326	11,035,326	10,891,222	144,104	98.7%
Sanitation Revenues	2,387,511	2,193,000	2,007,904	185,096	91.6%
Other Miscellaneous Revenues	365,250	268,750	256,598	12,152	95.5%
Transfers-In from Special Funds & Utilities					
Civil Traffic Penalties (2)	930,000	1,000,000	850,258	149,742	85.0%
Municipal Street Aid Fund	526,843	526,843	395,500	131,343	75.1%
Transfer Taxes	1,000,000	1,400,000	1,340,010	59,990	95.7%
Electric Fund	8,856,000	8,856,000	8,856,000	-	100.0%
Total Revenues	35,416,480	35,777,491	33,389,167	2,388,324	93.3%
Total Beginning Balance & Revenues	**$ 37,694,055**	**$ 38,433,053**	**$ 36,044,729**	**$ 2,388,324**	93.8%
Expenditures					
City Clerk & Council	$ 418,172	$ 415,137	$ 336,956	$ 78,181	81.2%
Mayor, City Manager & Human Resources	1,008,803	1,014,246	860,011	154,235	84.8%
Police & Police Extra Duty	12,907,889	12,725,139	11,173,928	1,551,211	87.8%
Public Services	4,574,682	4,515,039	3,892,096	622,943	86.2%
Central Services	2,422,663	2,344,308	2,001,870	342,438	85.4%
Planning & Inspections	1,943,804	2,042,790	1,743,707	299,083	85.4%
Finance, Info Tech & Customer Services	2,444,787	2,376,121	2,074,244	301,877	87.3%
Library & Recreation	1,904,696	1,896,142	1,596,065	300,077	84.2%
Fire Department	709,862	665,732	607,290	58,442	91.2%
Assessor	197,249	266,746	234,682	32,064	88.0%
Insurance	600,000	600,000	407,515	192,485	67.9%
OPEB - Retiree's Health Care Contribution	1,297,509	1,297,509	1,297,509	-	100.0%
Police Pension Trust Contribution - State Grant	620,000	620,000	127,000	493,000	20.5%
Appropriation to Pension Fund	1,090,000	1,544,978	1,544,978	-	100.0%
Street Lights	985,000	985,000	879,460	105,540	89.3%
Debt Service	331,800	331,800	330,850	950	99.7%
Transfer to CDBG	6,000	6,000	-	6,000	0.0%
Provision for Uncollectible	10,000	110,000	110,000	-	100.0%
Transfers Out					
Contingency	-	172,061	172,061	-	100.0%
Capital Projects Fund	1,307,839	1,307,839	1,354,194	(46,355)	103.5%
Total Expenditures	34,780,755	35,236,587	30,744,416	4,492,171	87.3%
Budget Balance - Working Capital	2,913,300	3,196,466	5,300,313	(2,103,847)	165.8%
Total Budget Balance & Expenditures	**$ 37,694,055**	**$ 38,433,053**	**$ 36,044,729**	**$ 2,388,324**	93.8%
Reserve Balances					
Contingency	$ 417,971	$ 725,554	$ 712,586		

(1) Property Taxes are the taxes billed and not cash received. The outstanding receivable balance as of 5/31/11 is $400,490.33 as compared to $243,315.76 in May 2010.

(2) Civil Traffic Penalties revenues are through May.

City of Dover
Finance Department
Monthly Report – May 2011

Water/Wastewater Fund Summary

	Budget	Revised Budget	YTD	Balance	92% of Budget
Beginning Balance - Water	$ 943,545	$ 1,236,546	$ 1,236,546	$ -	100.0%
Beginning Balance - Wastewater	$ 585,053	$ 902,366	$ 902,366	$ -	100.0%
Beginning Balance - Kent County Treatment	$ (1,632,876)	$ (1,872,081)	$ (1,872,081)	$ -	100.0%
Revenues					
Water Fees	4,206,700	4,206,700	4,503,513	(296,813)	107.1%
Wastewater Fees	3,308,300	3,308,300	3,369,479	(61,179)	101.8%
Kent County Treatment Fees	4,275,600	2,925,600	2,790,510	135,090	95.4%
Ground Water Adjustment Fees	-	1,350,000	1,068,100	281,900	79.1%
Water Tank Leases	299,400	299,400	297,395	2,005	99.3%
Miscellaneous	72,515	90,800	88,849	1,951	97.9%
Impact Fees - Water	357,000	357,000	255,150	101,850	71.5%
Impact Fees - Wastewater	323,000	323,000	229,425	93,575	71.0%
Total Revenues	12,842,515	12,860,800	12,602,421	258,379	98.0%
Total Beginning Balance & Revenues	**$ 12,738,237**	**$ 13,127,631**	**$ 12,869,252**	**$ 258,379**	98.0%
Expenses					
Water/Wastewater Operating Divisions					
Engineering & Inspection	$ 642,878	$ 572,330	$ 425,271	$ 147,059	74.3%
Water	412,588	385,896	335,979	49,917	87.1%
Water Treatment Plant	1,499,857	1,512,247	1,269,834	242,413	84.0%
Wastewater	969,762	923,910	791,876	132,034	85.7%
Construction & Inspection	392,561	400,923	342,476	58,447	85.4%
Kent County Treatment Fees	4,235,403	4,235,403	3,332,124	903,279	78.7%
Intrafund Services	1,272,331	1,131,575	935,600	195,975	82.7%
OPEB - Retiree's Health Care Contribution	177,427	177,427	177,427	-	100.0%
Pension Trust Contribution - Unfunded liability	372,000	372,000	372,000	-	100.0%
Debt Service	562,601	562,601	507,906	54,695	90.3%
Transfers Out					
Water I & E Fund	500,000	500,000	500,000	-	100.0%
Wastewater I & E Fund	500,000	500,000	500,000	-	100.0%
Capital Asset Reserve - Water	100,000	100,000	100,000	-	100.0%
Capital Asset Reserve - Wastewater	100,000	100,000	100,000	-	100.0%
Impact Fee Reserve - Water	110,597	110,597	-	110,597	0.0%
Impact Fee Reserve - Wastewater	6,802	6,802	-	6,802	0.0%
Total Expenses	11,854,807	11,662,711	9,690,493	1,972,218	83.1%
Budget Balances					
Budget Balance - Working Capital - Water	1,348,501	1,726,372	2,559,177	(832,805)	148.2%
Budget Balance - Working Capital - Wastewater	1,127,608	1,570,432	1,965,177	(394,745)	125.1%
Budget Balance-Working Capital - Kent County Treatment	(1,592,679)	(1,831,884)	(1,345,595)	(486,289)	73.5%
Total Budget Balances	883,430	1,464,920	3,178,759	(1,713,839)	217.0%
Total Budget Balances & Expenses	**$ 12,738,237**	**$ 13,127,631**	**$ 12,869,252**	**$ 258,379**	98.0%
Reserve Balances					
Contingency-Water	$ 126,607	$ 125,991	$ 106,498		
Contingency-Wastewater	$ 141,575	$ 140,887	$ 157,325		
Impact Fee Reserve - Sewer	NO BUDGET	NO BUDGET	$ 3,899,347		
Impact Fee Reserve - Water	NO BUDGET	NO BUDGET	$ 246,737		
Bond Coverage Ratio (Covenant 1.20)	4.76	5.17	9.07		

City of Dover
Finance Department
Monthly Report – May 2011

Electric Revenue Fund Summary

	Budget	Revised Budget	YTD	Balance	92% of Budget
Beginning Balance	$ 12,086,275	$ 13,537,864	$ 13,537,864	$ -	100.0%
Revenues					
Sales to Customers	96,595,300	97,917,206	91,259,550	6,657,656	93.2%
Purchased Power Adjustment - Credit	(2,000,000)	(2,293,603)	(2,019,563)	(274,040)	88.1%
Utility Tax	1,864,800	1,965,000	1,775,687	189,313	90.4%
Weyandt Hall Rents	186,816	186,816	203,034	(16,218)	108.7%
Miscellaneous Revenues	1,019,800	1,019,800	988,254	31,546	96.9%
Interest Earned	65,700	110,300	829,521	(719,221)	752.1%
Intrafund Service Receipts Water/Wastewater	299,442	173,317	150,747	22,570	87.0%
Total Revenues	98,031,858	99,078,836	93,187,230	5,891,606	94.1%
Total Beginning Balance & Revenues	**$ 110,118,133**	**$ 112,616,700**	**$ 106,725,094**	**$ 5,891,606**	94.8%
Expenses					
Power Supply & Generation					
Power Supply	$ 48,059,699	$ 47,634,363	$ 43,599,950	$ 4,034,413	91.5%
Power Supply Management/Incentive	2,280,000	2,321,562	2,247,675	73,887	96.8%
Capacity Charges	11,618,223	12,302,392	11,650,810	651,582	94.7%
PJM Charges - Load	11,850,876	13,363,432	13,110,394	253,038	98.1%
Total Power Supply	73,808,798	75,621,749	70,608,829	5,012,920	93.4%
Plant Operations	5,694,315	6,163,315	5,149,113	1,014,202	83.5%
Generation Fuels	297,820	3,244,977	3,469,731	(224,754)	106.9%
Capacity Credits	(11,488,785)	(11,419,723)	(10,833,766)	(585,957)	94.9%
PJM Credits	(720,797)	(5,553,404)	(5,891,871)	338,467	106.1%
Total Generation	(6,217,447)	(7,564,835)	(8,106,793)	541,958	107.2%
Total Power Supply & Plant	67,591,351	68,056,914	62,502,036	5,554,878	91.8%
Electric Operating Divisions:					
Transmission/Distribution	3,206,515	3,047,144	2,655,687	391,457	87.2%
Electrical Engineering	1,842,903	1,755,005	1,127,656	627,349	64.3%
Administration	609,169	964,989	879,564	85,425	91.1%
Meter Reading	222,908	209,655	177,317	32,338	84.6%
Systems Operations	518,053	492,493	426,821	65,672	86.7%
Intrafund Services	3,374,945	3,341,500	2,754,909	586,591	82.4%
Utility Tax	1,864,800	1,965,000	1,775,687	189,313	90.4%
OPEB Trust Contribution	639,110	639,110	639,110	-	100.0%
OPEB - Retirees Health Care Contribution	1,200,000	1,200,000	1,200,000	-	100.0%
Pension Trust Contribution - Unfunded liability	833,000	1,110,477	1,110,477	-	100.0%
Interest on Deposits	54,500	54,500	23,610	30,890	43.3%
Green Energy Payment to DEMEC	128,600	128,600	124,835	3,765	97.1%
Accounts Receivable Write-Offs	135,000	310,000	310,000	-	100.0%
Inventory Write-Offs	175,000	175,000	175,000	-	100.0%
Pike Engineering	-	-	120,538	(120,538)	0.0%
Debt Service	4,058,700	3,589,890	3,143,185	446,705	87.6%
Transfers Out:					
General Fund	8,856,000	8,856,000	8,856,000	-	100.0%
Electric Improvement & Extension Fund	3,500,000	3,500,000	3,500,000	-	100.0%
Depreciation Reserve	1,250,000	1,250,000	1,250,000	-	100.0%
Rate Stabilization Reserve	1,300,000	1,300,000	1,300,000	-	100.0%
Total Expenses	101,360,554	101,946,277	94,052,658	7,893,619	92.3%
Budget Balance - Working Capital	8,757,579	10,670,423	12,672,436	(2,002,013)	118.8%
Total Budget Balance & Expenses	**$ 110,118,133**	**$ 112,616,700**	**$ 106,725,094**	**$ 5,891,606**	94.8%
Reserve Balances					
Contingency Reserve	$ 1,071,054	$ 1,071,054	$ 1,058,034		
Insurance Reserve	$ 408,503	$ 408,503	$ 403,810		
Rate Stabilization Reserve	$ 6,171,027	$ 6,171,027	$ 6,167,428		
Bond Coverage Ratio (Covenant 1.25)	1.51	1.51	2.16		
Megawatt Hours Sold & Purchased					
Sales to Customers MWh (excluding Street Light MWh)	707,536	707,536	670,950		
Sales per MWh	$ 136.514	$ 138.109	$ 135.838		
Purchased/Generated MWh	738,215	738,215	696,363		
All In MWh Supply & Generation	$ 91.561	$ 92.191	$ 89.755		

City of Dover
Finance Department
Monthly Report – May 2011

General Capital Project Fund Summary

	Budget	Revised Budget	YTD	Balance	92% of Budget
Beginning Balance - Projects	$ 65,479	$ 227,592	$ 227,592	$ -	100.0%
Beginning Balance - Library	$ -	$ 34,583	$ 34,583	$ -	100.0%
Revenues					
Transfer from General Fund for Projects	1,307,839	1,307,839	1,354,194	(46,355)	103.5%
State Grant - Library	3,343,520	4,232,348	888,532	3,343,816	21.0%
Police Grant	18,000	38,000	-	38,000	0.0%
Miscellaneous Receipts	-	-	5,130	(5,130)	0.0%
Library Bond Issue/Contributions	1,000,000	1,000,000	30,000	970,000	3.0%
Transfer from Library Reserve	2,343,519	2,363,732	-	2,363,732	0.0%
Transfer from Parkland Reserve	-	36,872	28,629	8,243	77.6%
Transfer from Capital Asset Reserve	140,000	-	-	-	0.0%
Interest Earnings	10,900	10,900	2,947	7,953	27.0%
Income from Sale of Assets	-	-	22,005	(22,005)	0.0%
Total Revenues	8,163,778	8,989,691	2,331,437	6,658,254	25.9%
Total Beginning Balance & Revenue	**$ 8,229,257**	**$ 9,251,866**	**$ 2,593,612**	**$ 6,658,254**	28.0%
Expenditures					
Fire	$ 288,210	$ 223,700	$ 223,399	$ 301	99.9%
Grounds Maintenance	63,675	46,517	46,549	(32)	100.1%
Library	6,687,039	7,630,663	1,027,438	6,603,225	13.5%
Recreation	45,000	81,872	38,453	43,419	47.0%
Police	282,380	322,830	289,818	33,012	89.8%
Streets	481,055	454,476	346,098	108,378	76.2%
Sanitation	246,075	212,419	212,446	(27)	100.0%
Information Technology	12,000	7,000	6,680	320	95.4%
Mayor	31,500	52,198	52,198	-	100.0%
Transfer to Community Transportation Fund	-	25,000	25,000	-	100.0%
Total Expenditures	8,136,934	9,056,675	2,268,079	6,788,596	25.0%
Budget Balance - Projects	92,323	195,191	325,533	(130,342)	166.8%
Total Budget Balance & Expenditures	**$ 8,229,257**	**$ 9,251,866**	**$ 2,593,612**	**$ 6,658,254**	28.0%
Reserve Balances					
Capital Asset Replacement Reserve	$ 116,465	$ 256,645	$ 253,719		
Library Reserve	$ 1,243,686	$ 1,217,579	$ 3,262,197		
Parkland/Recreation	$ 185,045	$ 191,522	$ 196,903		

City of Dover
Finance Department
Monthly Report – May 2011

Water/Wastewater Improvement & Extension Fund Summary

	Budget	Revised Budget	YTD	Balance	92% of Budget
Beginning Balance - Water	$ 743,431	$ 1,590,874	$ 1,590,874	$ -	100.0%
Beginning Balance - Wastewater	$ 257,168	$ (45,665)	$ (45,665)	$ -	100.0%
Beginning Balance - Bond Proceeds - Wastewater	$ 286,500	$ -	$ -	$ -	0.0%
Revenues					
Bond Issue Proceeds Series 2010	3,016,200	3,016,200	-	3,016,200	0.0%
Income from Sale of Assets	-	-	10,196	(10,196)	0.0%
Interest Earned	-	-	28,593	(28,593)	0.0%
State Loan-Water	-	2,404,017	315,101	2,088,916	13.1%
State Loan-Wastewater	-	5,597,956	2,959,958	2,637,998	52.9%
Transfer from Water Operating Fund for Water	500,000	500,000	500,000	-	100.0%
Department of Energy Grant	-	45,248	28,877	16,371	63.8%
Transfer from Wastewater Operating Fund for Wastewater	500,000	500,000	500,000	-	100.0%
Transfer from Impact Fee Reserve - Wastewater	242,040	758,821	-	758,821	0.0%
Total Revenues	4,258,240	12,822,242	4,342,725	8,479,517	33.9%
Total Beginning Balance & Revenues	**$ 5,545,339**	**$ 14,367,451**	**$ 5,887,934**	**$ 8,479,517**	41.0%
Expenses					
Water	$ 620,000	$ 3,605,055	$ 589,711	$ 3,015,344	16.4%
Wastewater	1,560,700	7,075,994	2,773,729	4,302,265	39.2%
Total Expenses	2,180,700	10,681,049	3,363,440	7,317,609	31.5%
Budget Bal-Working Capital - Wastewater Bond Proceeds	2,153,140	2,153,140	-	2,153,140	0.0%
Budget Balance - Working Capital - Water	623,431	889,836	1,835,659	(945,823)	206.3%
Budget Balance - Working Capital - Wastewater	588,068	643,426	688,835	(45,409)	107.1%
Total Budget Balances	3,364,639	3,686,402	2,524,494	1,161,908	68.5%
Total Budget Balances & Expenses	**$ 5,545,339**	**$ 14,367,451**	**$ 5,887,934**	**$ 8,479,517**	41.0%
Reserve Balances					
Capital Asset Replacement - Water	$ 319,003	$ 318,113	$ 316,067		
Capital Asset Replacement - Wastewater	$ 168,767	$ 168,476	$ 168,164		

City of Dover
Finance Department
Monthly Report – May 2011

Electric Improvement & Extension Fund Summary

	Budget	Revised Budget	YTD	Balance	92% of Budget
Beginning Balance	$ 1,688,861	$ 3,429,624	$ 3,429,624	$ -	100.0%
Beginning Balance Bond	$ -	$ 415,585	$ 415,585	$ -	100.0%
Revenues					
Interest Earnings	40,700	40,700	10,626	30,074	26.1%
Transfer from Electric Revenue Fund	3,500,000	3,500,000	3,500,000	-	100.0%
Insurance Claim Proceeds	-	280,000	274,954	5,046	98.2%
Department of Energy Grant	-	480,909	290,376	190,533	60.4%
Income from Sale of Assets	-	-	11,494	(11,494)	0.0%
Total Revenues	3,540,700	4,301,609	4,087,450	214,159	95.0%
Total Beginning Balance & Revenues	**$ 5,229,561**	**$ 8,146,818**	**$ 7,932,659**	**$ 214,159**	97.4%
Expenses					
Power Plant	$ 1,480,068	$ 2,106,427	$ 1,713,054	$ 393,373	81.3%
Transmission/Distribution	739,000	731,432	491,333	240,099	67.2%
Electrical Engineering	1,390,429	1,747,863	1,195,118	552,745	68.4%
Transfer to Depreciation Reserve	-	1,000,000	1,000,000	-	100.0%
Total Expenses	3,609,497	5,585,722	4,399,505	1,186,217	78.8%
Budget Balance - Working Capital	1,620,064	2,561,096	3,533,154	(972,058)	138.0%
Total Budget Balance & Expenses	**$ 5,229,561**	**$ 8,146,818**	**$ 7,932,659**	**$ 214,159**	97.4%
Reserve Balances					
Depreciation Reserve	$ 9,572,390	$ 10,513,555	$ 10,424,493		
Future Capacity Reserve	$ 9,294,563	$ 9,294,627	$ 9,189,589		

City of Dover
Finance Department
Monthly Report – May 2011

Community Transportation Improvement Fund

	Budget	Revised Budget	YTD	Balance	92% of Budget
Beginning Balance	$ 100,913	$ 309,854	$ 309,851	$ 3	100.0%
Revenues					
Grants Revenue	1,000,000	1,000,000	478,868	521,132	47.9%
Transfer from General Fund	300,000	325,000	325,000	-	100.0%
Interest Earned	2,800	2,800	339	2,461	12.1%
Total Revenues	1,302,800	1,327,800	804,207	523,593	60.6%
Total Beginning Balance & Revenues	**$ 1,403,713**	**$ 1,637,654**	**$ 1,114,058**	**$ 523,596**	68.0%
Expenses					
Program Expenses - Grant related	$ 1,000,000	$ 1,000,000	$ 632,964	$ 367,036	63.3%
Program Expenses - City appropriated	300,000	325,000	179,271	145,729	55.2%
Total Expenses	1,300,000	1,325,000	812,235	512,765	61.3%
Budget Balance - Working Capital	103,713	312,654	301,823	10,831	96.5%
Total Budget Balances & Expenses	**$ 1,403,713**	**$ 1,637,654**	**$ 1,114,058**	**$ 523,596**	68.0%

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

	POLICE GRANTS	LIBRARY GRANTS	CDBG/NSP HOUSING GRANTS	GIRLS CIRCLE, GAMES & YOUTH CONNECT. GRANTS	SUBSTANCE ABUSE PREV. GRANT	TOTALS
REVENUES:						
State Grants received	$ 141,713	$ 4,000	$ -	$ -	$ 75,709	$ 221,422
Federal Grants received	332,970	246,996	-	38,391	-	618,357
Federal Grants - NSP	-	-	308,923	-	-	308,923
Federal Grants - CDBG	-	-	351,868	-	-	351,868
Recreation revenue	-	-	-	-	16,108	16,108
Miscellaneous revenue	(5,130)	-	-	-	-	(5,130)
Investment income (loss)	495	-	-	-	-	495
TOTAL REVENUES	$ 470,048	$250,996	$ 660,791	$ 38,391	$ 91,817	$ 1,512,043
EXPENDITURES:						
Program expenditures	$ 270,231	$191,138	$ -	$ 38,391	$ 121,242	$ 621,002
Program expenditures - NSP	-	-	276,413	-	-	276,413
Program expenditures - CDBG	-	-	245,320	-	-	245,320
TOTAL EXPENDITURES	$ 270,231	$191,138	$ 521,733	$ 38,391	$ 121,242	$ 1,142,735
Excess (deficiency) of revenues over expenditures	$ 199,817	$ 59,858	$ 139,058	$ -	$ (29,425)	$ 369,308
Other financing sources (uses):	-	-	-	-	-	-
Operating transfers-out	(103,303)	-	(136,557)	-	-	(239,860)
Excess (deficiency) of revenues and other financing sources over expenditures & other uses	$ 96,514	$ 59,858	$ 2,501	$ -	$ (29,425)	$ 129,448
UNRESERVED FUND BALANCE AT BEGINNING OF YEAR	$ 315,736	$ 35,505	$ 61,672	$ -	$ 10,710	$ 423,623
UNRESERVED FUND BALANCE AT END OF PERIOD	$ 412,250	$ 95,363	$ 64,173	$ -	$ (18,715)	$ 553,071

Notes:

Substance Abuse Prev. Grant: Negative Fund Balance is due to timing, the revenues are on a reimbursement basis.

Dover Police Department

Monthly Report
To
Mayor & City Council

"To Protect and Serve"

May 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

June 13, 2011

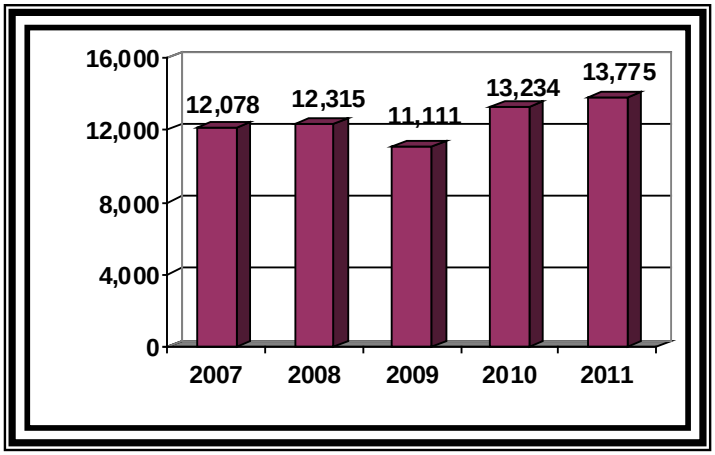
Honorable Carleton E. Carey, Sr., Mayor
Members of Dover City Council
City Hall
Dover, DE 19901

Mayor Carey and Council Members:

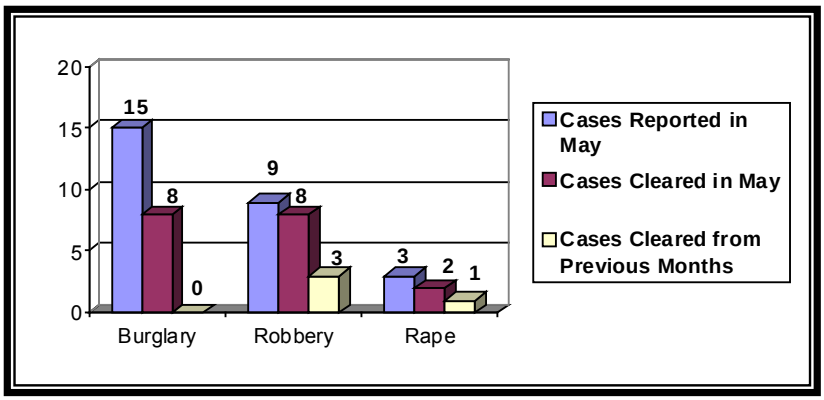
The following is the report on Police Department activities for the month of May 2011:

COMPLAINTS

Total complaints received through May 31st numbered 13,775. This is an increase of 541 complaints over the same time period for last year.



CRIMINAL INVESTIGATIONS

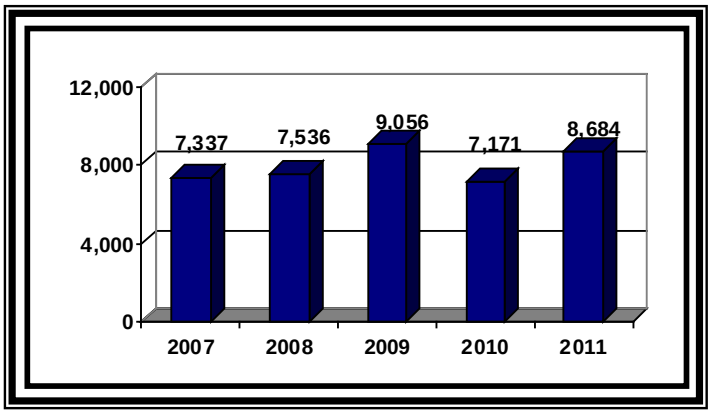


QUALITY OF LIFE TASK SECTION

ENFORCEMENT ACTION	ARRESTS
ABANDONED VEHICLES	0
ALCOHOL VIOLATIONS/DUI'S	7
ASSIST OTHER	1
WARRANTS ON FILE	2
BIKE ON SIDEWALK	0
CITY PARK VIOLATIONS	0
CRIMINAL ARRESTS	41
DRUG RELATED ARRESTS	26
LOUD MUSIC	9
MISCELLANEOUS VIOLATIONS	14
PARKING VIOLATIONS	24
PEDDLER	0
MEETINGS	46
PROSTITUTION	0
COLLECTION OF DELINQUENT DCO'S	0
WANTED CHECKS/CPC'S	40
TRAFFIC ARRESTS	118
WARNINGS	53
FUGITIVE	16
TOTAL ARRESTS	397

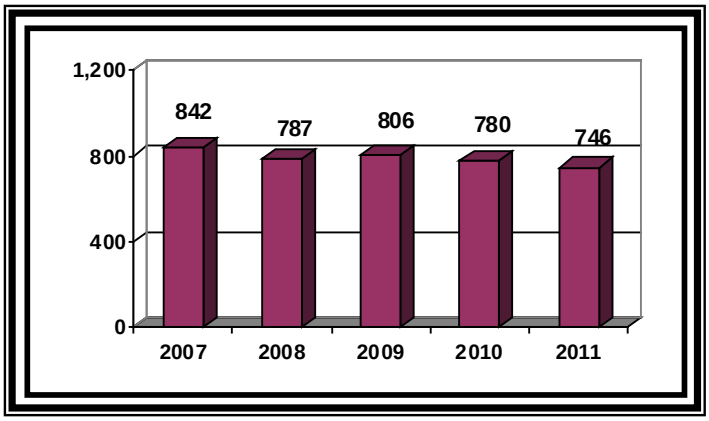
TRAFFIC ARRESTS

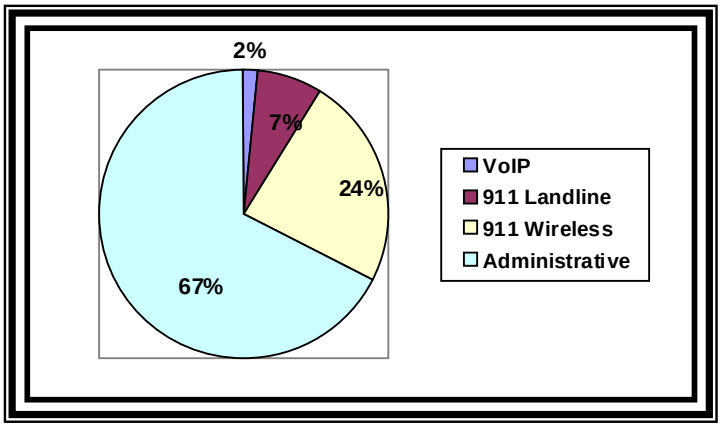
The department issued 8,684 traffic citations through this reporting period. This is an increase of 1,513 citations over the number issued during the same period last year.



TRAFFIC CRASHES

Through May 31st, Dover Police investigated 746 traffic crashes. This is a decrease of 34 accidents investigated during the same period last year.



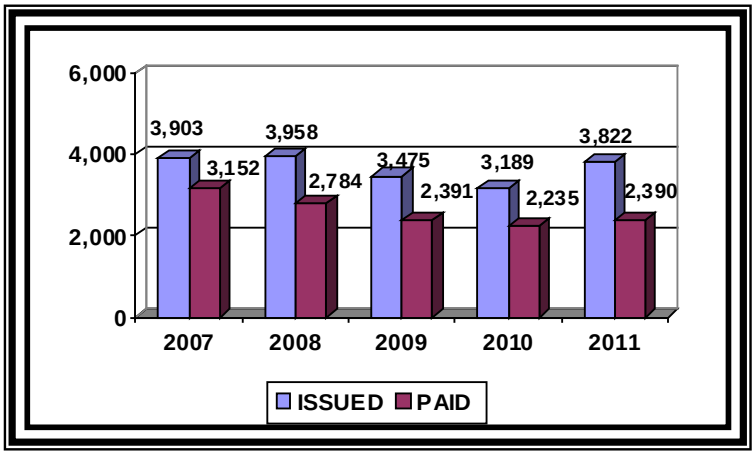


911 CENTER

During the month of May, our 911 Center handled a total of 10,416 calls averaging 336 calls per day. Dispatchers handled 2,467 calls on the 911 wireless lines, an average of 80 calls per day, 738 calls on the 911 landlines, an average of 24 calls per day, and 184 calls on the Voice Over Internet Protocol lines an average of 6 calls per day.

CITY ORDINANCE SUMMONS

Through May 31st, we issued 3,822 city ordinance summons, an increase of 633 summons over May of last year. *Note: of those summonses issued in May, 35 were issued for handicapped parking violations, 15 for fire lane parking violations, 23 for false alarms (19 for 3-5 alarms, 3 for 6-9 alarms, 1 for 10-15 alarms, and 0 for 16 or more alarms) and 23 for noise violations (18 for vehicle violations and 5 for residence violations).



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

- On May 10, 2011, Detectives arrested a 13 year old William Henry student, in connection with two bomb threats that occurred on May 9, 2011 and May 10, 2011 at the school. The building was evacuated on both days and searched by Dover Police K-9 with negative results both times. The student was charged with two counts of Terroristic Threatening and released to a grandparent.

- On Friday May 13, 2011, Dover Officers responded to a burglar alarm at a business located on South State Street. Upon arrival Officer's discovered that an unknown subject had forced entry into the front of the business. Once inside the business, the subject removed approximately sixty cartons of cigarettes.

- On May 13, 2011, Officers from the Drugs, Vice, & Organized Crime Section executed a search warrant at a residence on Raymond Street. As a result of the investigation and search, a subject was arrested and found to be in possession of 35 Percocet, and 10 Ecstasy pills. There was a child present in the residence and the subject was also charged with Endangering the Welfare of a Child.

- On May 15, 2011, Officers from the Drugs, Vice, & Organized Crime Section and agents from Immigration and Customs Enforcement (ICE) where working a joint operation for counterfeit merchandise that was being sold on and around Dover Downs Speedway, during race weekend. The detectives located a vendor selling counterfeit NASCAR shirts; during the investigation the suspect presented fake identification to his identity. The suspects real identity was discovered and he was arrested for criminal impersonation and selling counterfeit merchandise. 173 counterfeit shirts and $914.00 was seized from the suspect. The detectives located a second vendor selling counterfeit merchandise. His arrest led to the confiscation of 461 counterfeit items from various companies. During the same joint operation, the officers received information about some vendors possibly running a scam in the rear of their tent. The officers investigated and discovered three subjects were running an illegal gambling operation. They were arrested and during a search 28.8 grams of marijuana was located the officers also seized $12,636.00 in cash.

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

- On May 16, 2011, a victim parked his vehicle on the 100 block of South New Street, he exited his vehicle and briefly talked to several women, after-which he returned to his vehicle. While sitting in his parked vehicle an unknown subject approached and shot into his vehicle striking the victim in his arm. The victim exited his vehicle and fled on foot to Loockerman Street. The victim was taken to Kent General Hospital and treated for the gunshot wound which were non-life threatening. The only description of the suspect is that the person was wearing a gray hooded sweatshirt.

- On May 17, 2011, Detectives arrested two suspects involved in four gunpoint robberies in the city. Three of the robberies were of taxi cab drivers and the forth was a victim walking in the area of Willis Road on April 8th. The detectives observed the two in the downtown area as one had clothing matching the description from the latest taxi cab robbery. The suspects were taken to the Dover Police Station for questioning. They also discovered the location of a residence they were recently staying at in Cheswold on Blanton Drive. Officers went to the residence and located a gun matching the description by the victims of the robberies.

- On May 22, 2011, a subject was observed by Dover Officers attempting to break into a vehicle in the area of West Loockerman Street and South Governors Avenue. As officers attempted to make contact, he fled on a bicycle but was apprehended by a Dover Police K-9. He was found to be in possession of a hammer and gloves and was charged for several similar car break-ins in the area. He was treated and released from BayHealth for his dog bite injuries.

- On May 22, 2011 Dover Officers contacted subject at approximately 0310 hours hanging out in the area of Harmony Lane. The officers then located a loaded sawed of shotgun in the immediate area where the officers observed the subject and he was arrested.

- On May 23, 2011, Dover Officers responded to the alley of East Water Street for a report of multiple shots fired in the area. Officers determined that several suspects had been involved in an altercation which erupted in gunfire. No injuries were reported however, a vehicle and two residences, one of which was occupied, sustained damage from the gun fight. Investigation by the Detective Section led to the arrest of male subject for his involvement. A subsequent search of a nearby residence led to the recovery of a handgun believed to be used in the shooting.

- On May 27, 2011, Dover Officers apprehended a fugitive wanted by the Havre De Grace Police Department in Maryland for Armed Robbery, 1st Degree Assault, and Reckless Endangering. A Dover officer spotted a vehicle in which the black male subject was believed to be operating, however after a traffic stop, it was determined that he was not in the vehicle. Information in the vehicle led officers to a local motel, where they apprehended the subject attempting to flee out of a rear window. He was charged with Fugitive from another state.

- On May 28, 2011, Dover Officers responded to a domestic assault at a residence on South Little Creek Road. Investigation revealed that the 23 year old female resident returned home from work with her 22 year old boyfriend to her residence. While the victim was at work, her estranged husband from New Jersey, Hispanic male, age 32, had forced open a kitchen window and crawled in. He remained in the residence and waited for the victims to arrive. Upon their arrival the suspect began strangling the female victim. He then assaulted the male victim by striking him in the head with a weapon he had fashioned from wall decoration that was hanging on the victim's wall. (While he was waiting for the victims to arrive, the suspect had folded a metal star into a pointed weapon). The male victim received a laceration to his scalp and was treated at Kent General Hospital. The head wound required several staples to close. The suspect fled prior to police arrival. The female victim did not require medical treatment. There were two children, victim and suspect's children) in the residence at the time of the assault who were not harmed. Warrants are on file for the suspect.

- On May 31, 2011, two unknown suspects smashed the front door glass of a restaurant on South DuPont Highway and once inside removed the cash register. Both suspects then fled northbound through the parking lot. The suspects were observed on video. One suspect was wearing a light colored hooded sweatshirt, light colored pants, with white sneakers and the other suspect was taller and had a larger build, and was wearing a light colored hooded sweatshirt, dark jeans, and dark sneakers.

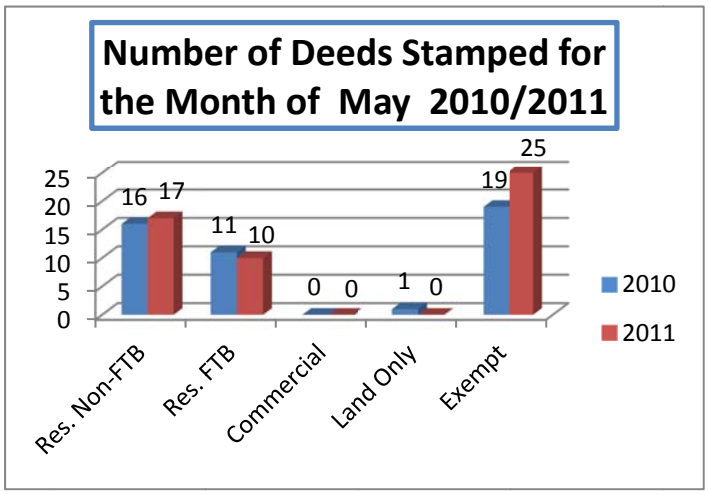
Respectfully Submitted,

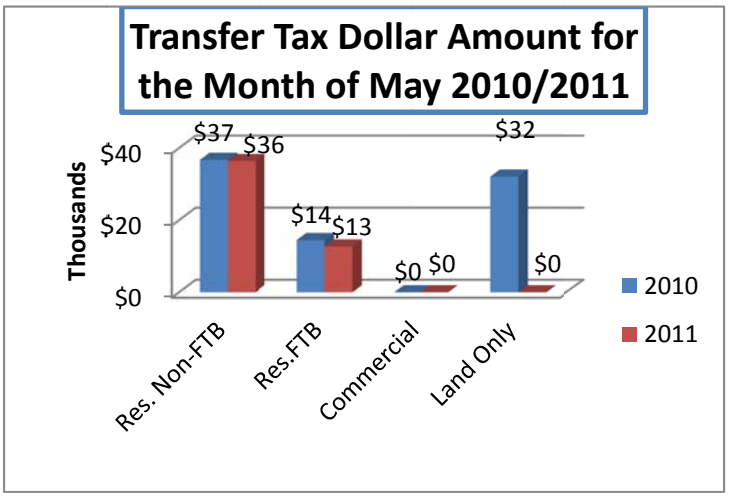
James E. Hosfelt, Jr.
Chief of Police

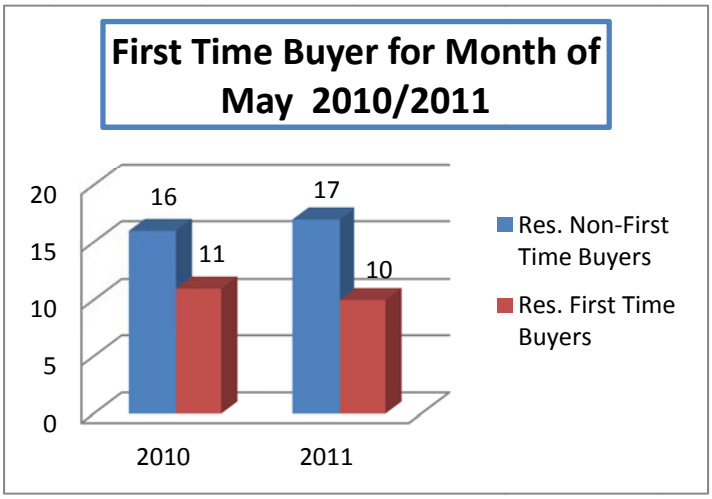
Monthly Report
May 2011

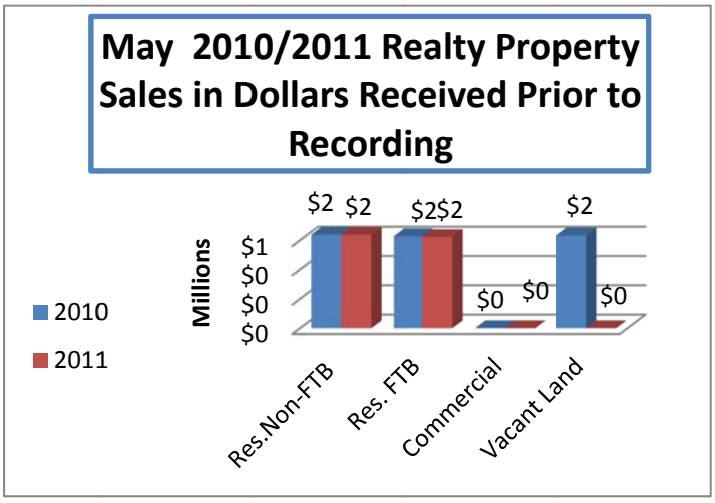
Office of City Assessor

Assessor's Report









Major Updates

	March - 11	April - 11	May - 11
Assessment Change	$3,890,000	$3,298,300	$2,454,360

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
8	$1,607,100	$1,846,945	0.91	1.04

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

- **Appeals**
  - Scheduling appeal hearings with the Board of Assessment Appeals

- **Senior Citizen Tax Reduction**
  Out of 585 Senior Citizen applications mailed, 422 have been returned. Out of those returned, 402 have been approved for the reduction.

- **Disabled Citizen Tax Reduction**
  Out of 48 Disabled Citizen applications mailed, 33 have been returned and 31 out of those returned have been approved for the reduction.

City of Dover Sales Ratio Report for May 2011

PARID	Address	Total Assessed Value	Sales DT	Sales Price	ASR
ED05-067.13-01-71.00	32 SAINT ANNES CT	294,900	10-May-11	365,000	0.81
ED05-076.13-01-30.00	105 TRAFALGAR DR	146,900	20-May-11	128,000	1.15
ED05-068.13-01-39.00	484 N DUPONT HWY	119,500	26-May-11	195,000	0.61
ED05-067.20-02-63.00	501 N BRADFORD ST	187,000	26-May-11	236,900	0.79
ED05-066.12-02-05.00	20 BALTRAY RD	335,700	16-May-11	375,000	0.90
ED05-076.04-01-01.03	930 RUTH WAY	220,500	16-May-11	259,045	0.85
ED05-068.20-01-09.00	111 LEXINGTON PL	210,600	16-May-11	208,000	1.01
LC05-058.17-04-24.00	136 GORDON PL	92,000	5-May-11	80,000	1.15

CITY MANAGER'S MONTHLY REPORT



MAY 2011

Monthly Highlights

Customer Services

- 1,393 payments were processed online or by telephone in May 2011.
- City of Dover property taxes were due August 31, 2010. As of May 31, 2011 the delinquent property taxes total $404,055 for all tax years.

Budget and Program Development

- Participated in New Council Members orientation.
- Continued working on the Fiscal 2011-2012 Draft Budget.
- Prepared for and attended Budget Hearings.

Human Resources

- Health, Vision and Dental open enrollment held for active and retired employees.

Information Technology

- Continued working on improvements to City of Dover website.

Parks, Recreation, & Library

- 2011 Concerts on the Green series began with Encarte performing at Dover Park.
- Silver Lake Commission held a public workshop for public input on stream restoration efforts and tree/shrub plantings in the Memorial Park/Mirror Lake area.

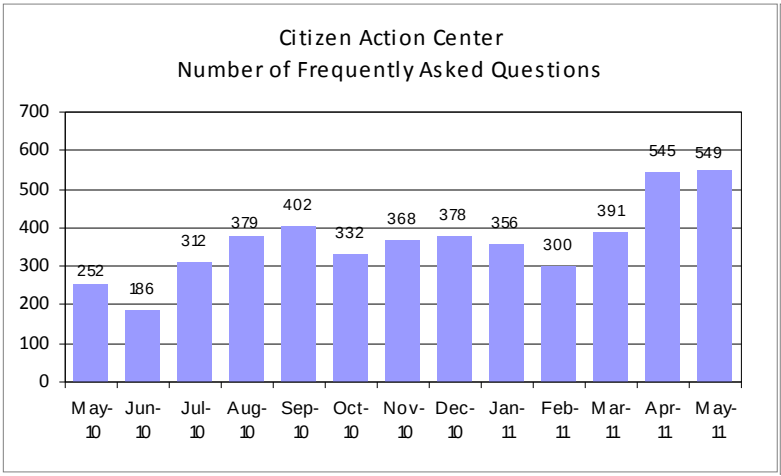
Public Services

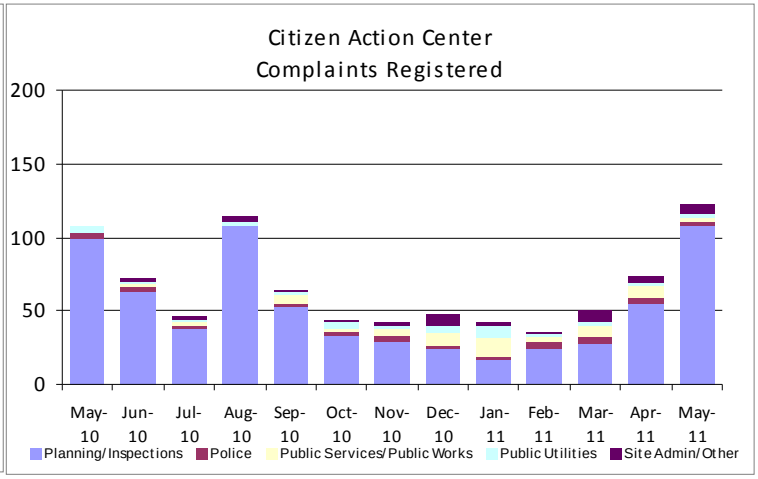
- Continued internal and external implementation of the Yard Waste Plan.

Public Utilities

- The multi-year breaker change out project is complete.
- Loockerman Street water main installation is complete.
- DSU force main reroute project is complete.

PUBLIC AFFAIRS





AVERAGE TIME TO CLOSE COMPLAINTS RECEIVED - May 2011

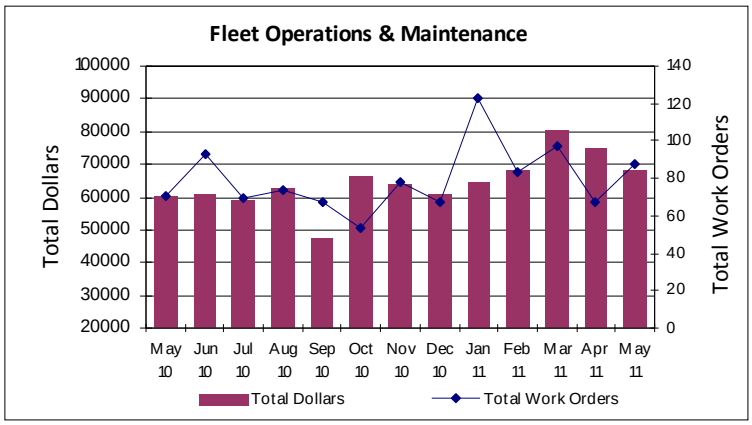
Department	Total # Complaints	# Of Days
Planning/Code Enforcement (property code violations)	108	6.8 days
Police (community policing)	2	3.2 days
Public Services - Grounds - Sanitation - Streets	 3 0 0	2.2 days
Public Utilities (electric outages)	2	1.6 days
Site Admin/Other Departments	5	0.1 days

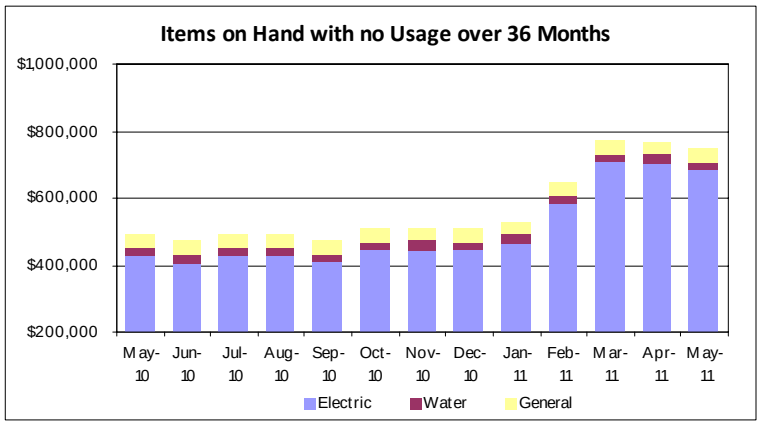
COMMUNITY OUTREACH, TRAINING AND EDUCATION EVENTS - MAY 2011

- Youth Advisory Meeting
- Continued working with Delaware.net on the redesign and content of the website.
- Trained staff on how to upload and design departmental pages for the new website.
- State of the City Address
- Mayor's Annual Reception
- Dover Days
- Super Science Programs at various elementary schools.
- Public Affairs and Emergency Management meetings and shifts during NASCAR race weekend.

OTHER ACTIVITIES	July 2010	Aug 2010	Sept 2010	Oct 2010	Nov 2010	Dec 2010	Jan 2011	Feb 2011	March 2011	April 2011	May 2011	FYTD
Facebook - New Posts	21	26	54	41	52	59	57	38	42	37	34	424
Facebook - Page Views	716	1,004	1,145	1,152	1,671	1,768	1,882	1,903	2,114	2,206	2,217	17,778
Facebook - Replies to Questions	17	37	21	23	21	27	21	16	19	11	12	225
Press Releases	16	9	16	5	2	3	4	3	5	4	6	663
Ceremonial Documents (Proclamations, Certificates, Letters of welcome)	25	16	26	19	17	16	15	12	17	20	19	202

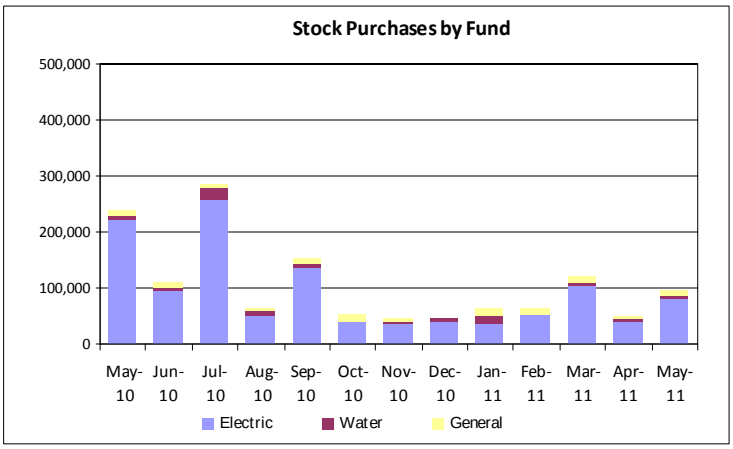
CENTRAL SERVICES

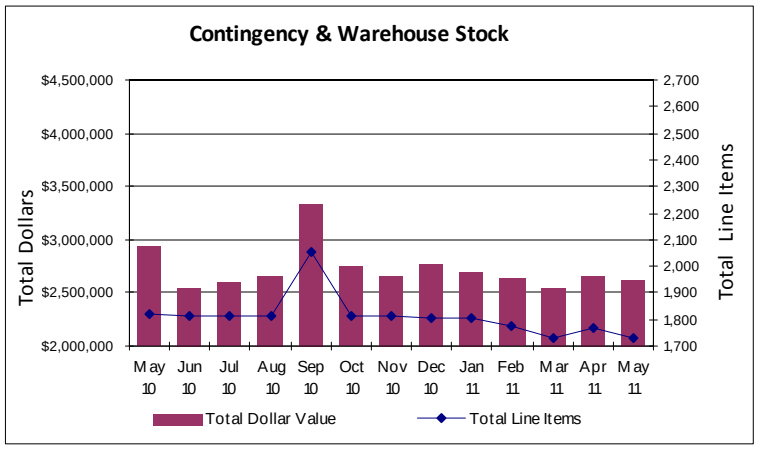




Work Orders: 88
Fleet Maintenance: $ 4,009.11(excludes Melvin's Sunoco)
Fuel: $64,276.96 (19,177 gallons)

Electric: $683,121.23
Water: $ 25,468.93
General: $ 39,394.12





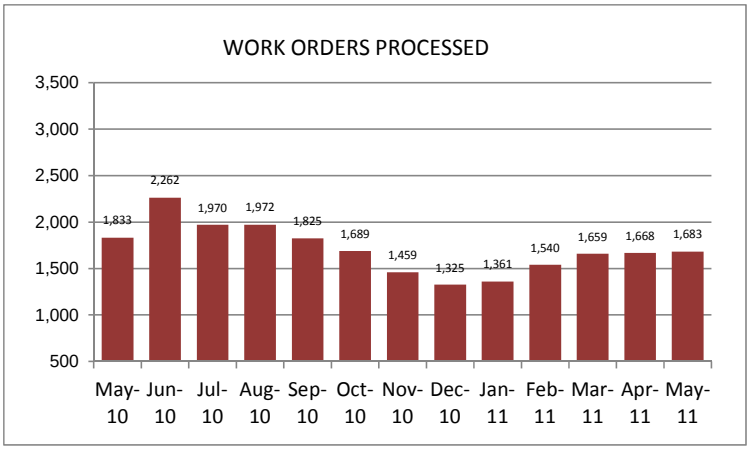
Electric: $80,795.54
Water: $ 4,365.91
General: $13,004.29

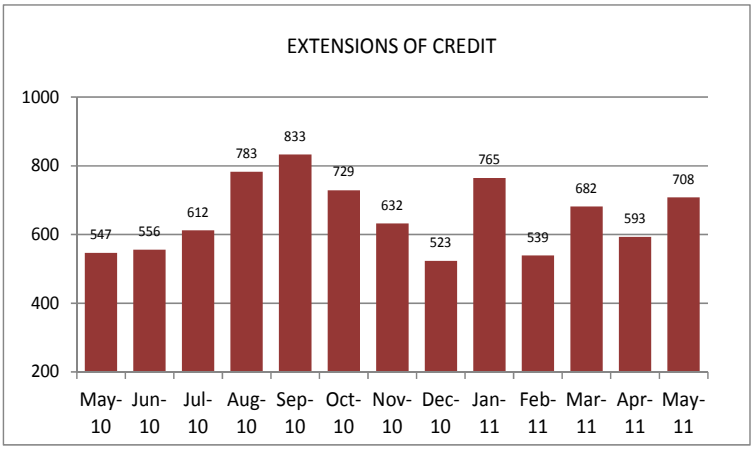
Total Dollar Value: $2,617,042.80
Total Line Items: 1,733

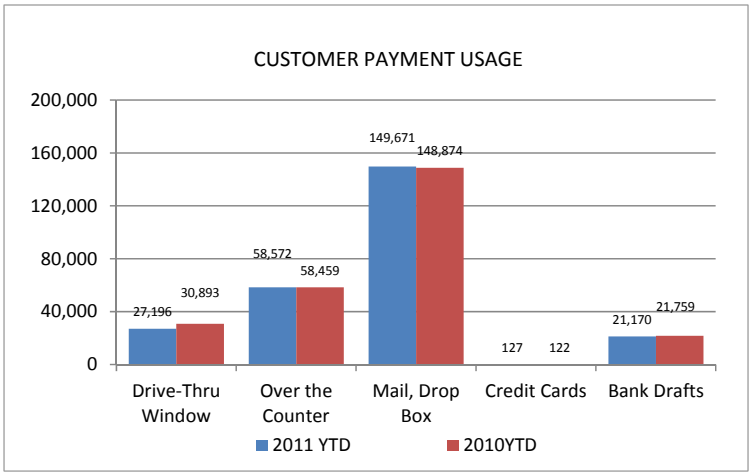
Major Program Updates

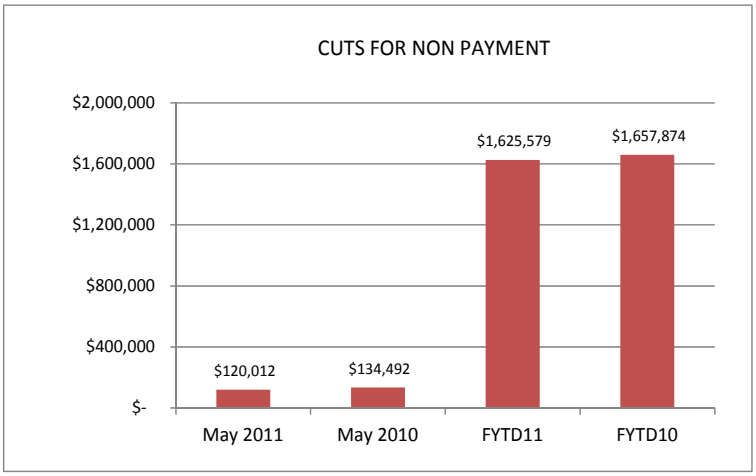
MEASURE	MAY 2011	MAY 2010	DIFFERENCE
Issue Effectiveness (>90%) *How often the warehouse has what customers need when it's needed. [issues / (issues + back orders)] * 100*	99.2%	99.3%	-0.14%
Turn Over Rate (4-5 per yr.) *Indicates that the material stocked is the material being used.*	1 every 28.04 years	1 every 14.89 years	13.7 years
Bids for non-inventory items converted to purchase orders within timeframe *(Quantity and Percentage)*	11 of 12 Bids 91.7%	7 of 7 Bids (FY10 Total) 100%	-8.3%
Sealed bids prepared, received & distributed within 7 working days of receipt *(Quantity and Percentage)*	37 of 39 Bids 94.9% FYTD	36 of 38 Bids (FY10 Total) 94.7%	0.2%
Scheduled Preventative Maintenance appointments being kept. *(Quantity and Percentage)*	16 of 22 appointments kept 72.7%	31 of 34 appointments kept 91.1%	-18.4%
Mail receiving lowest discounted rate *(Quantity and Percentage)*	300,895 pieces 96.8%	399,185 pieces (FY10 Total) 95.9%	0.8%
Routine work orders completed within 5 days *(Quantity and Percentage)*	39 work orders completed 92.8%	28 work orders completed 93.3%	-0.4%
Emergency work orders completed within 2 days *(Quantity and Percentage)*	5 work orders completed 100%	2 work order completed 100%	-

CUSTOMER SERVICES



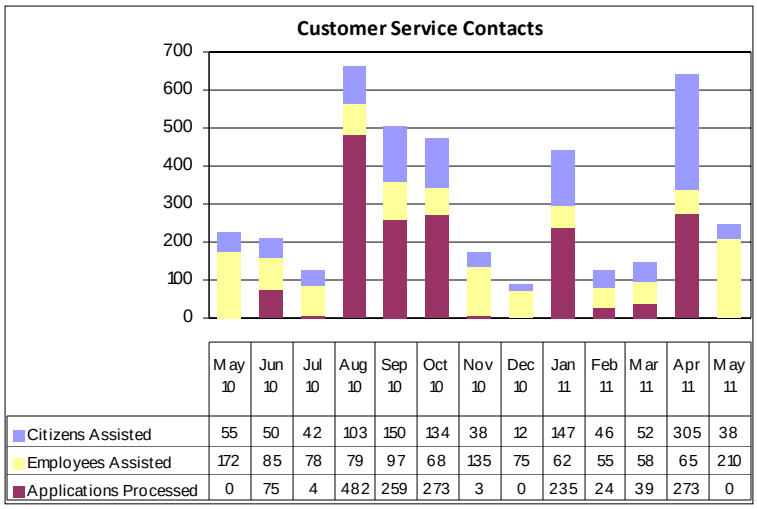




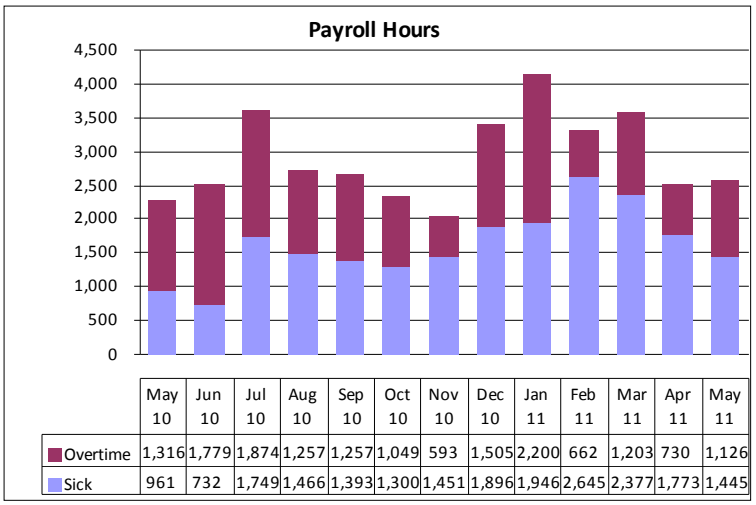


Major Program Updates	May 2011	May 2010	Difference	FY 2011 Year-to-Date	FY 2010 Year-to-Date
Number of Customers Served	23,704	21,190	2,514	268,655	261,584
Final Bills	664	594	70	7,088	6,803
Estimated Bills	131	145	(14)	1,539	1,568
Penalties Posted	$ 21,123	$ 17,192	$ 3,930	$ 233,475	$ 200,646
Extensions of Credit - Amount Extended	$ 179,559	$ 144,444	$ 35,116	$ 2,225,790	$ 1,903,722
Balance Transfers	$ 5,423	$ 72,297	$ (66,875)	$ 27,793	$ 113,001
Utility Collections	$ 23,832	$ 25,974	$ (2,142)	$ 258,181	$ 296,042
Special Assessments	$ 220	$ 360	$ (140)	$ 8,939	$ 34,206
Miscellaneous Billings	$ 411,176	$ 106,289	$ 304,887	$ 1,539,672	$ 1,337,798
CNP through Disconnect Collars	10	9	1	94	119
Court Cases	-	-	0	-	-
Tamperings	1	3	(2)	39	35
Taxes Levied	$ 461,196	$ -	$ 461,196	$ 3,710,635	$ -
Billing Adjustments	$ 360	$ 28,731	$ (28,371)	$ 63,377	$ 28,353
Total Taxes Collected	$ 4,751	$ 77,674	$ (72,924)	$ 445,692	$ 9,548,852
Taxes Outstanding	$ 414,055	$ 245,810	$ 168,245	$ 3,319,866	$ 245,810
Payments in Lieu	$ 1,500	$ 1,500	$ -	$ 9,000	$ 16,500
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%
Deliquent Accounts Collected	99.7%	99.7%	-	99.7%	99.7%

HUMAN RESOURCES



	May 10	Jun 10	Jul 10	Aug 10	Sep 10	Oct 10	Nov 10	Dec 10	Jan 11	Feb 11	Mar 11	Apr 11	May 11
Citizens Assisted	55	50	42	103	150	134	38	12	147	46	52	305	38
Employees Assisted	172	85	78	79	97	68	135	75	62	55	58	65	210
Applications Processed	0	75	4	482	259	273	3	0	235	24	39	273	0



	May 10	Jun 10	Jul 10	Aug 10	Sep 10	Oct 10	Nov 10	Dec 10	Jan 11	Feb 11	Mar 11	Apr 11	May 11
Overtime	1,316	1,779	1,874	1,257	1,257	1,049	593	1,505	2,200	662	1,203	730	1,126
Sick	961	732	1,749	1,466	1,393	1,300	1,451	1,896	1,946	2,645	2,377	1,773	1,445

Category	May 10	June 10	July 10	Aug 10	Sept 10	Oct 10	Nov 10	Dec 10	Jan 11	Feb 11	Mar 11	Apr 11	May 11	Total
Caucasian*	315	315	314	314	315	319	312*	311	313	314	315	316	316	N/A
Minorities*	62	63	62	62	62	62	61*	61	61	61	61	63	63	N/A
Hired	2	2	-	2	1	4	1	-	2	1	1	5	1	22
Terminated/Resigned/ Retired	1	1	2	2	1	-	3	1	-	-	-	2	1	14
Promoted	3	-	1	-	-	-	-	-	-	-	-	-	-	4
Jobs Posted	3	-	2	3	4	1	-	-	3	-	1	3	-	20
Workers Comp. Injuries	4	8	5	6	3	5	2	5	7	2	2	5	5	59
Workers Comp. Hours	299	123	11	9	-	24	65	42	360	445	336	438	50	2,202
Insurance Claims	7	10	8	2	8	3	4	8	3	3	6	8	2	72

Full-time Employees: 364 **Part-time Employees: 15** (4 Pitts Center, 1 Recreation, 10 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 an audit of employee information.

Hired: Public Utilities Operations/Construction Manager

Terminated: Motor Equipment Operator II—Grounds

Recruitment Information

Position	Total	Female	Male	Black	White	Hispanic	Asian/Pacific Islander	American Indian/Alaskan Native	Unknown	In Dover	Out Dover
NO POSITIONS POSTED	-	-	-	-	-	-	-	-	-	-	-

HUMAN RESOURCES
continued

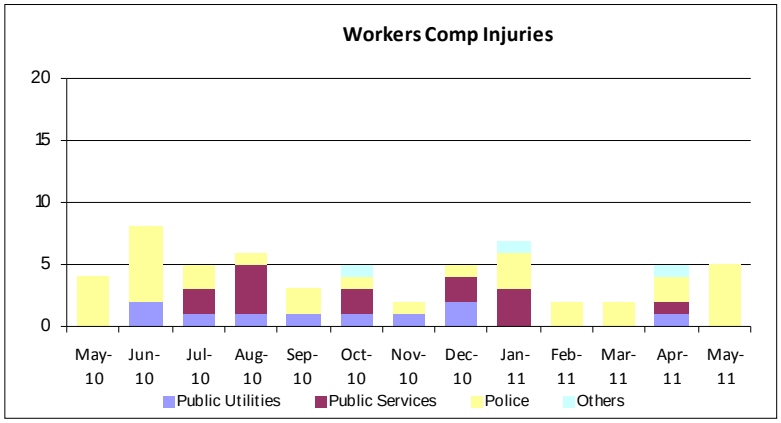
Unfilled/Open Positions by Department

Unfilled/Open Positions By Department	May 10**	Jun 10	July 10	Aug 10	Sept 10	Oct 10	Nov 10	Dec 10	Jan 11	Feb 11	Mar 11	Apr 11	May 11
Public Utilities	~~12~~ 11	12	5	3	3	3	4	4	4	4	3	3	2
Public Services	4	4	1	2	2	2	1	2	1	1	1	1	2
Police	5	3	2	2	2	2	3	3	2	2	2	-	-
All Other Departments	~~10~~ 11	12	5	6	6	3	4	4	4	3	3	4.5	4.5
Totals	**31**	**31**	**13***	**13**	**13**	**10**	**12**	**13**	**11**	**10**	**9**	**8.5**	**8.5**

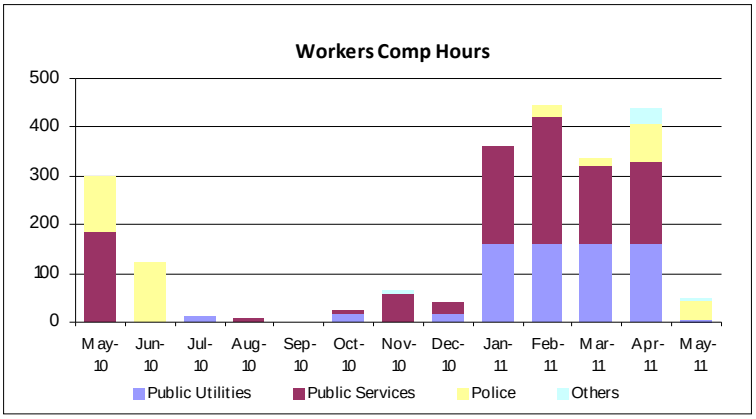
Public Utilities: Motor Equipment Operator II/Water (1) and Engineering Fieldman Crew Leader (1)
Public Services: Emergency Management Coordinator (1) and Motor Equipment Operator II– Grounds (1)
Police: N/A
All Other Departments: Library Page PT (1), Customer Service Clerk I (1), Custodian I (1), Programmer Analyst (1), & Sr. LAN Analyst (due to A. Siegel currently acting as IT Director)

Bonus Programs by Month

Bonus Program Category	May 10	Jun 10	July 10	Aug 10	Sept 10	Oct 10	Nov 10	Dec 10	Jan 11	Feb 11	Mar 11	Apr 11	May 11	Total
Stop Program-*Sensibly Taking Off Pounds(weigh-ins)*	41	42	42	29	10	5	13	7	-	27	17	6	21	260
Caught Doing it Right-*Promotes employees productivity & creativity (submissions)*	-	-	2	3	1	-	2	63	-	-	-	-	-	71
Breathe Program-*Rewards for ending tobacco use (submissions)*	1	1	-	-	-	-	-	4	-	-	-	-	-	6
Ducs in a Row-*Doing Useful Community Service (submissions)*	-	-	-	-	-	-	-	-	-	-	-	-	-	-

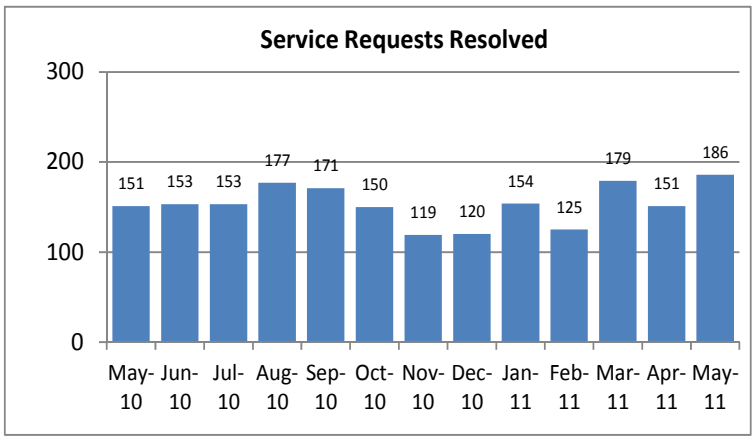


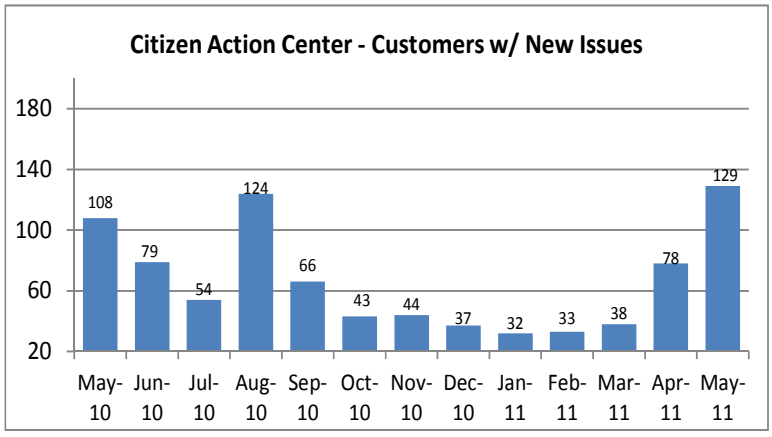
Public Utilities: 0 Public Services: 0 Police: 5 All Other Depts.: 0

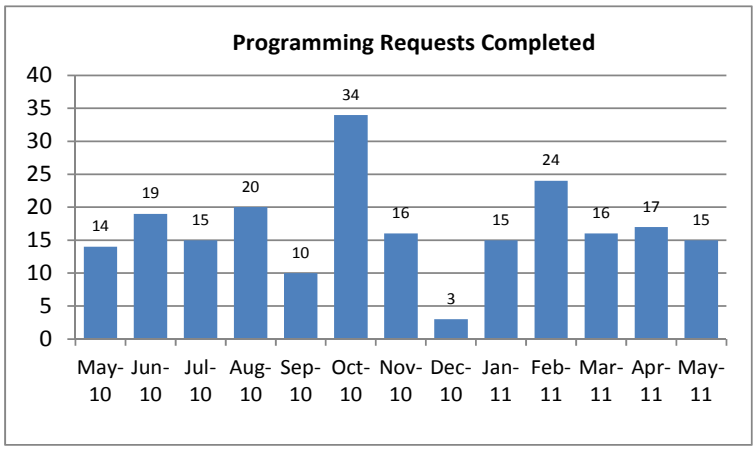


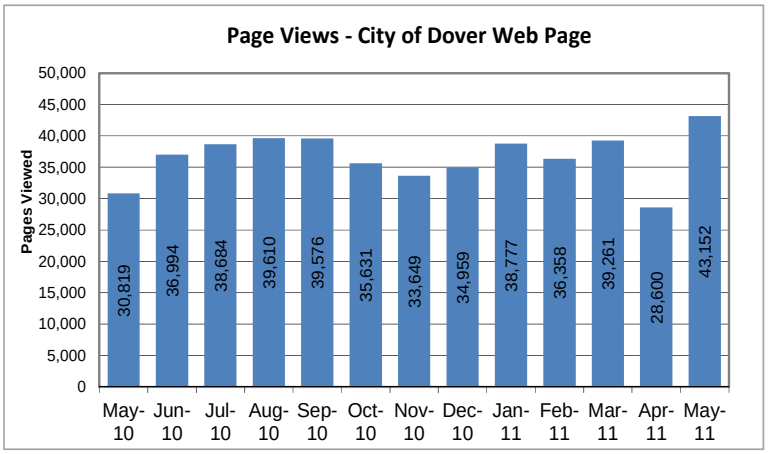
Public Utilities: 5 Public Services: 0 Police: 40 All Other Depts.: 5

INFORMATION TECHNOLOGY





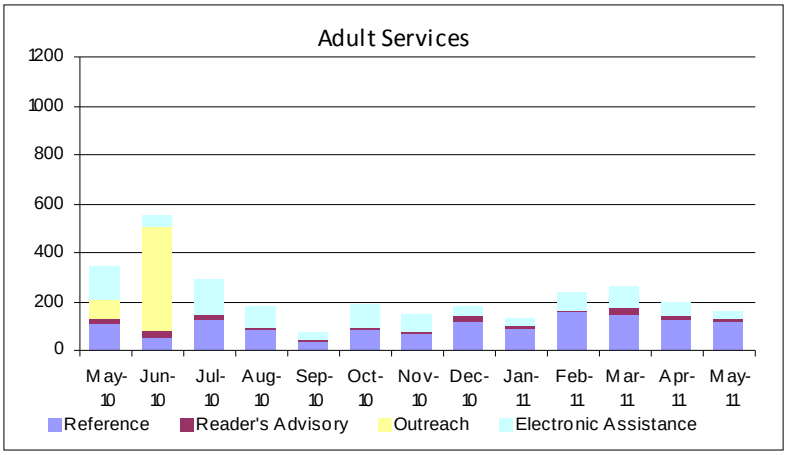


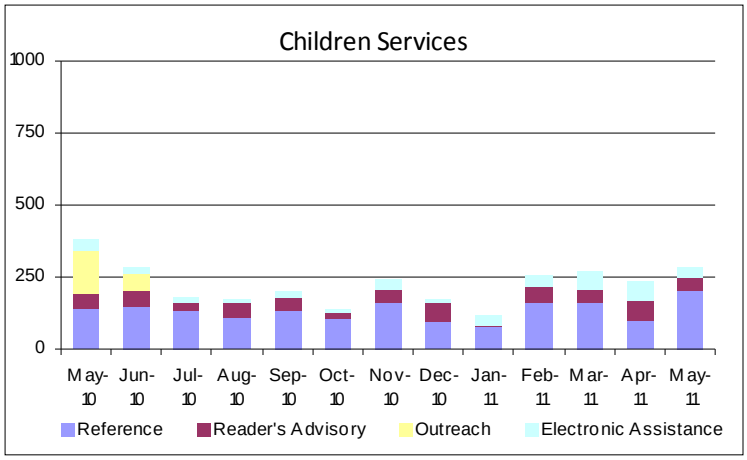


Performance Indicators	Current Month	Last Month	Same Month Last Year
iSeries Availability	100%	100%	100%
Server Availability	100%	100%	100%
AS/400 Connections (concurrent/authorized users)	N/A	N/A	N/A
PCs Supported	335	335	340
Scheduled PCs Replaced	-	-	-
Servers Supported	15	15	16
People Trained	13	30	21

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

Library





Reference: 111 Reader's Advisory: 17
Outreach: 0 Electronic Assistance: 37

Reference: 101 Reader's Advisory: 47
Outreach: 0 Electronic Assistance: 36

CIRCULATION	MAY 2011	FYTD 2011	MAY 2010	FYTD 2010
Dover Residents	15,296	184,105	13,595	151,813
Kent County Residents*	13,161	163,770	13,287	148,757
Non-County Residents	1,704	17,312	1,217	12,263
REGISTRATIONS				
Dover Residents	163	2,402	221	2,285
Kent County Residents*	63	994	113	1,385
Non-County Residents	8	30	11	159
OTHER				
Visiting Patrons	27,726	333,165	32,231	291,851
Meeting Room Usage	80	2,540	820	2,740
Photocopier Usage	1,130	16,921	2,066	15,035
Dial-A-Story	719	12,174	1,267	13,118
Computer Usage	4,154	48,371	4,143	42,435
Holds (Total)	6,252	73,195	7,740	47,430

***Breakout of Kent County Residential Statistics**

Circulation	Registrations
Harrington: 82	Harrington: -
Smyrna: 819	Smyrna: 3
Milford: 135	Milford: -
Outside City Limits: 12,125	Outside City Limits: 60

Total Registered Users: (Card Holders)

City: 18,089 Kent County: 14,108 Outside Kent County: 955

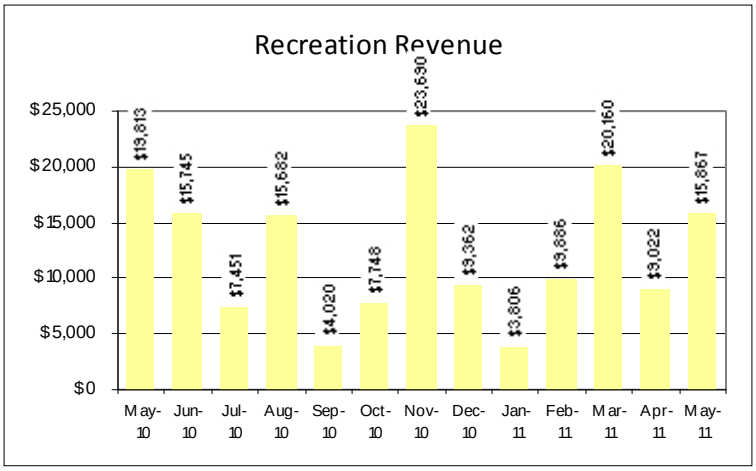
Other Points of Interest:

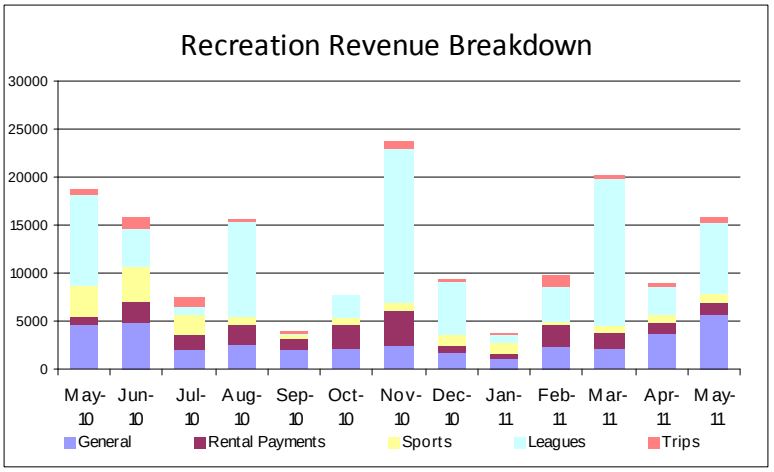
Interlibrary: 4,915 items loaned out
3,113 items borrowed

Technical services: 2,233 items added
1,477 items deleted

Volunteers: 280.5 hours of service completed

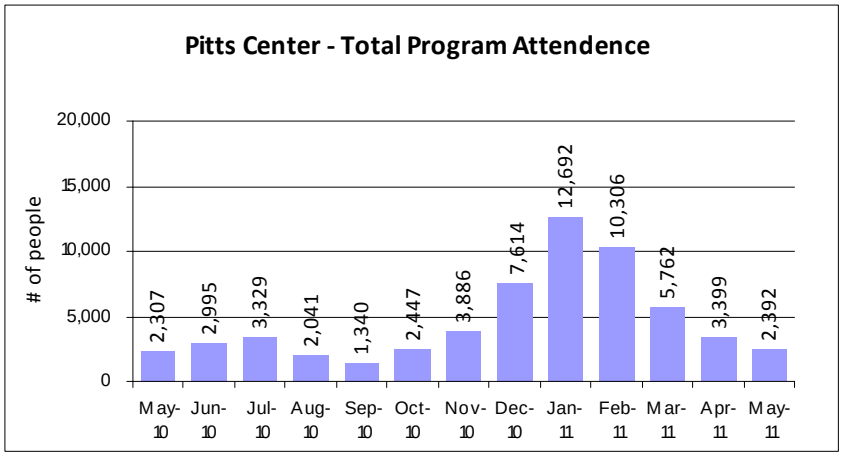
Parks and Recreation





General: $5,657 Rental Payments: $1,245 Sports: $975
Leagues: $7,350 Trips: $680

Rentals	MAY 2011		FYTD 2011		MAY 2010		FYTD 2010
Baseball/Softball Field Rentals*	40		200		30		194
Dover Park Pavilions (2)	9		32		-		18
Multipurpose/Field Hockey Field Rentals*	1		58		-		45
Recreation Center – Dover Park	16		179		9		128
Silver Lake Pavilions (2) / Schutte (1)	8		47		15		51
Soccer Field Rentals*	3		20		3		19
Stage – Mobile Platform	5		25		5		23
These numbers reflect groups that utilized our facilities during May 2011.							
Program Attendance*	**MAY 2011**		**FYTD 2011**		**MAY 2010**		**FYTD 2010**
Delaware Bay (Fishing Trip)	20		51		*Not offered in May*		41
New York City (Bus Trip)	23		93		19		102
This number reflects activities that took place in May. (Not included on the JWP report.)							



FREE Open Gym Registration Cards* - through 5/31/2011
Total Cards Issued: **4,327**
City Residents: 1,960 - (45%)
Non-City Residents: 2,365 - (55%)
- Kent County: 1,929 - (44%)
- Sussex County: 148 - (4%)
- New Castle County: 101 - (2%)
- Out of State: 189 - (5%)

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

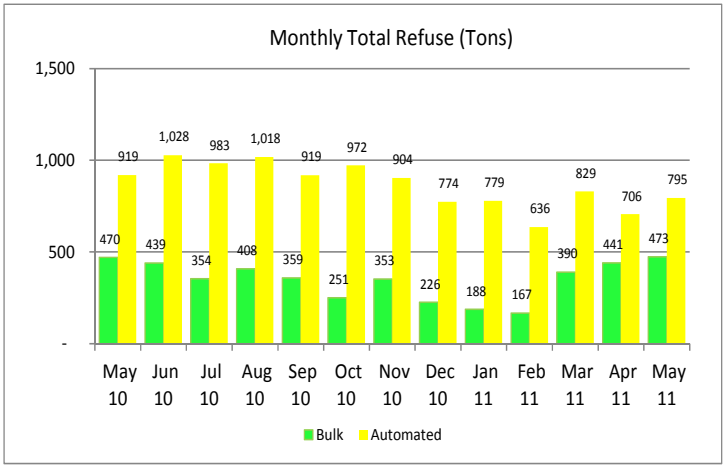
PUBLIC SERVICES

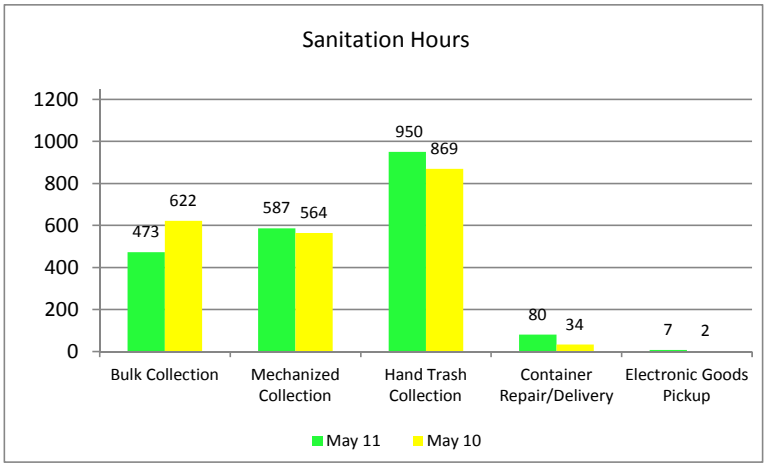
Administration

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





	MAY 2011	FYTD 2011	MAY 2010	FYTD 2010
Trips to DSWA Sandtown Landfill	204	2,455	242	2,654
Total Tonnage to DSWA	1,467.48	1,267.78	1,388.65	14,494.70
90-Gallon Containers Delivered	47	274	20	299
300-Gallon Containers Delivered	5	50	7	41
Total Man Hours - Containers Delivered	80	617	34	403

CURBSIDE RECYCLING STATS	TOTAL # OF HOUSEHOLDS	TOTAL # OF ACCOUNTS	WEIGHT/LBS.	AVG. LBS.
MAY 2011	17,329	7,935	262,280	15.14

STREETS	MAY 2011	FYTD 2011	MAY 2010	FYTD 2010
Signed Installed	15	270	32	232
Signs Repaired	11	229	2	145
Curbs Painted Yellow (Ft.)	9,796	27,043	2,303	25,278
New Post Installed	2	83	4	79
Storm Catch Basins Repaired	30	65	-	5
Storm Catch Basin Repairing (Hrs.)	160	376	-	44
Hot Mix Patching (Tons)	2	104	2	655
Hot Mix Patching (Hrs.)	1	353	1	1,115
Cold Mix Patching Hrs.)	56	517	54	440
Concrete Work (Hrs.)	180	549	234	621
Concrete Patching (Cubic Yards)	12	59	21	33
Street and Alley Maintenance (Hrs.)	155	1,718	130	1,528
Ditch Work (Hrs.)	-	65	-	22
Street Sweeping (Miles)	1,675	11,392	1,478	10,136
Street Sweeping (Cubic Yards)	316	2,563	374	2,405

GROUNDS - Arborist Crew	MAY 2011	MAY 2010
Trees Trimmed	62	36
Trees Removed	12	22

- Removed limbs from a large American Elm on Route 8 just before Mifflin Road after complains about trucks loosing trailer lights.
- Cut back growth in alley behind Edgehill Avenue.
- Assisted in digging tulips out of the beds.

Beautification Crew

- Mulched around all 10 trees on the Green before Dover Days.
- Mulched around trees and shrubs at the Dover Police Department and the Library.
- Continued removing tulip bulbs for the 44 annual beds.
- Installed 42 hanging baskets on light poles on Loockerman Street. Started making up 35 additional baskets for later installation.

Mowing/Special Projects Crew

- Mowed all 220 acres of turf including parks, around City buildings, ditches and right-of-ways.
- Set up and took down Dover Days booth and concession stand on the Green.
- Assisted with removing tulip bulbs from annual beds.

Special Project Crew

- Cut all vegetative growth on Court Street islands before Old Dover Days. Del DOT sent contractor to apply herbicide to get a total kill. DelDOT is planning to redesign and plant the islands with a lower growing perennial next spring.
- Assisted with annual bed maintenance, including adding leaf compost, slow-release fertilizer, tilling, raking and planting.
- Applied 28 gallons of pre and post emergent herbicides to sidewalks, parking lots and mulched areas all around the City.

Economic Development

UNEMPLOYMENT RATES	MAY 10	JUN 10	JUL 10	AUG 10	SEP 10	OCT 10	NOV 10	DEC 10	JAN 11	FEB 11	MAR 11	APR 11	MAY 11
City of Dover	9.4%	10.2%	9.8%	10.2%	10.1%	10.3%	10.1%	9.4%	10.0%	9.6%	9.5%	9.0%	Pending
National & State averages (US-9.0% & State-8.2%) Source: State of Delaware Department of Labor													

TYPE	YTD Contacts Made
Small Businesses	12
Out-of-town Companies	10

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

- Staff met with senior management staff of Bayhealth and Kraft Foods to provide an update on Economic Development projects within the City and to gather information about their current plants.
- Staff also met with Tom Kramedas to discuss his development project on the HUB property.
- Provided new Council members, Sean Lynn & David Anderson, a tour of the Garrison site and the Dover Sun Park.
- Staff met with representatives from Calpine for updates on the Dual Fuel Combined Cycle Facility and attended a meeting of the Delaware Sport Commission.
- A presentation was given to the Greater Dover Committee's Economic Development Committee on the Dover Sun Park and the Dual Fuel Combined Cycle Facility. Requested their support in obtaining funding for the needed infrastructure development at the Garrison Tract.

Downtown Dover Partnership

- DDP staff attended Downtown Delaware Quarterly Manager's Meeting in Middletown.
- 3rd Annual DDP Fashion Show was held on the 22nd of May. This event has participation from retailers and restaurants within the bid district, as well as several home-based businesses.
- A survey of the ACME site was completed by Becker Morgan and plans are being drawn for a redevelopment project on this property.
- Plans are also in development for a façade renovation at 22-24 W. Loockerman Street and the creation of two retail spaces.
- The DDP provided a letter of support for the Dover/Kent County MPO's application for funds to complete an area wide traffic study and development of a stormwater management strategy.

Life Safety

Inspections	MAY 2011	FYTD 2011	MAY 2010	FYTD 2010
Fire Protection Inspections (new & existing)	50	772	41	429
Fire Code Inspections	53	1,000	27	729
Inspection Deficiencies	78	1,155	40	861
Certificate of Occupancy	4	54	2	75
Non-Inspection Hours				
Office	92	1,188	81	1,087
Meetings	45	495	24	403
Plan Review	6	435	20	501
Training	9	484	19	488
Fire Investigations	30	235	38	337
Damage Cost				
Accidental	$ 500	$141,350	$ -	$385,000
Incendiary	$ -	$260,550	$ -	$142,000
Undetermined	$ -	$ 22,600	$ -	$ 43,000

Permitting and Inspections

Permits Issued	MAY 2011	FYTD 2011	MAY 2010	FYTD 2010
Administrative Permit	-	17	-	23
Building Addition/Renovation Permits	27	457	42	436
Building Permits	21	150	8	105
Demolition Permits	11	38	2	38
Fence Permits	18	94	11	87
Fire Prevention Permits	3	87	7	82
Mechanical Permits	20	278	23	354
Plumbing Permits	24	413	41	719
Sign Permits	33	240	27	252
Swimming Pool Permits	3	6	2	5
Licenses Issued				
Business Licenses	166	1770	189	1,462
Merchant Licenses	3	287	9	299
Contractor Licenses	29	903	29	822
Lodging House Licenses	-	48	-	45
Mobile Homes	4	248	15	455
Public Occupancy	6	389	8	348
Rental Dwelling	67	2,662	155	2,829

Building Inspections

Permits Issued	MAY 2011	FYTD 2011	MAY 2010	FYTD 2010
Building	316	3,975	311	4,055
Plumbing/Mechanical	364	4,154	632	3,221
Certificate of Occupancy	20	255	24	222

Geographic Information Systems (GIS)

- Coordinating with ESRI for the ArcGIS for Local Government Initiative.
- Performed Flood Zone calculations for the Tax office.
- Updated Superior Court parking map.
- Created maps for Dover PD for boundary issue .
- Created and printed several maps and poster for Downtown Dover Development Office.

Dangerous Building/Demolition Status – May 2011

66 Washington Street (Complete - No Further Action Required)
- Declared dangerous by City Council on October 12, 2009.
- Building permit obtained by property owner on February 5, 2010 and expired on August 5, 2010 with no inspections scheduled or completed in relation to the building permit.
- City will proceed with notifying property owner of our intent to conduct an asbestos survey and abatement and will secure bids for demolition.
- Demolition bids were received on December 7, 2010. Low bid authorized by City Manager.
- Demolition was completed in February 2011. Paperwork to place lien on the property has been forwarded to Administrative Services. Total cost was $8,376.85.

715 Slaughter Street (Complete - No Further Action Required)
- Declared dangerous by City Council on May 24, 2010.
- Asbestos survey & report completed on October 1, 2010.
- Asbestos abatement and removal completed on October 7, 2010.
- Bids received on October 13, 2010.
- Public Service Manager is awaiting receipt of bids from the City's Contract and Procurement Manager. Low bid from Sunnyfield Contractors in the amount of $2,950.00 approved by City Manager on October 19, 2010.
- Demolition was completed in November 2010. Paperwork to place lien on the property has been forwarded to Administrative Services. Total cost was $7,598.75.

628 N. West Street (Complete - No Further Action Required)
- Pool declared dangerous by City Council on August 23, 2010.
- Demolition quotes received on October 12, 2010.
- Low quote is currently being reviewed. Low bid from Sunnyfield Contractors in the amount of $3,900.00 has been submitted to the City Manager for Authorization to Purchase.
- Demolition was completed in November 2010. Paperwork to place lien on the property has been forwarded to Administrative Services. Total cost was $3,900.00.

749 West North Street (Complete - No Further Action Required)
- Declared dangerous by City Council on October 25, 2010.
- Asbestos survey was conducted in December 2010.
- Asbestos abatement was completed in January 2011.
- Demolition bids received in January 2011.
- Demolition was completed in February 2011. Paperwork to place lien on the property has been forwarded to Administrative Services. Total cost was $15,780.34.

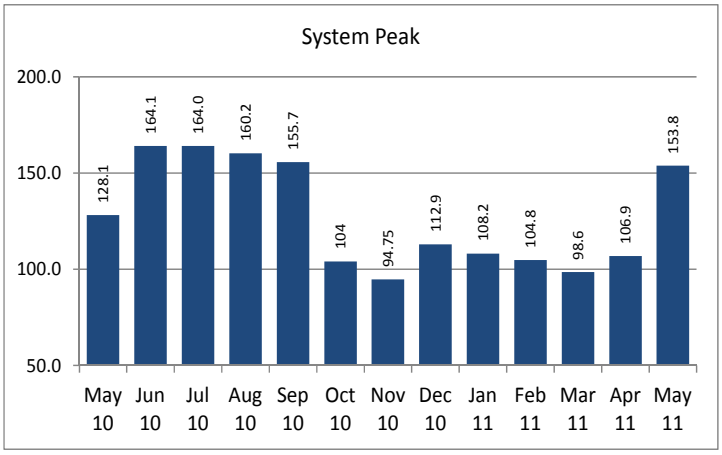
301 South Governors Avenue (Complete - No Further Action Required)
- Declared dangerous by City Council on October 25, 2010.
- Asbestos survey was conducted in December 2010.
- Asbestos abatement began in late January 2011.
- Demolition bids received in January 2011.
- Demolition was completed in February 2011. Paperwork to place lien on the property was forwarded to Administrative Services on April 14, 2011. Total cost was $33,138.85.

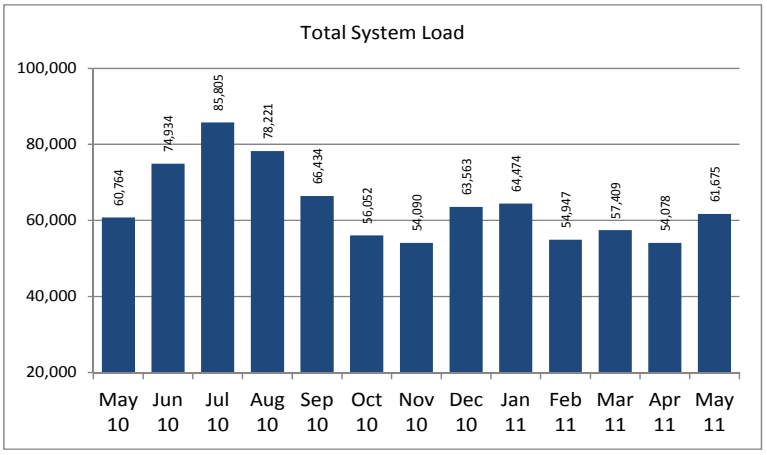
35 North New Street (Complete - No Further Action Required)
- Declared dangerous by City Council on November 22, 2010.
- Asbestos survey conducted on January 19, 2011.
- Demolition bids were received in January 2011.
- Asbestos abatement scheduled for February 3, 2011.
- Demolition was completed in February 2011. Paperwork to place lien on the property was forwarded to Administrative Services on April 14, 2011. Total cost was $12,977.50.

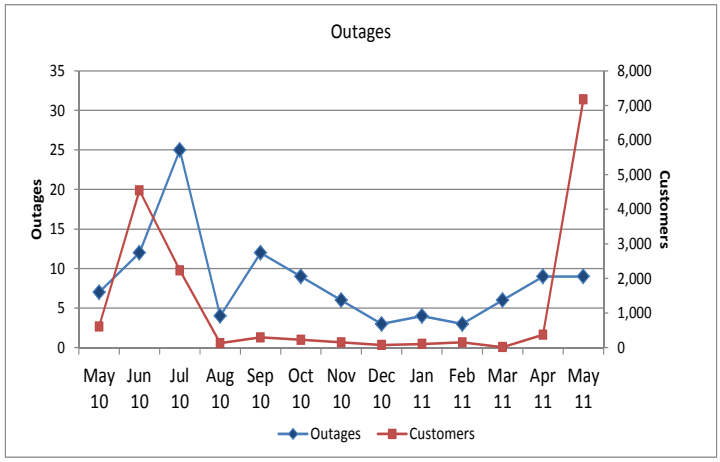
106 South New Street (Complete – No Further Action Required)
- Declared dangerous by City Council on February 14, 2011.
- Asbestos survey conducted in April 2011.
- Demolition bids were received in April 2011.
- A complete asbestos survey could not be completed due to water damage to the basement.
- Demolition was completed in April 2011. Paperwork to place lien on the property will be forwarded to Administrative Services in May 2011. Total cost was $21,902.75.

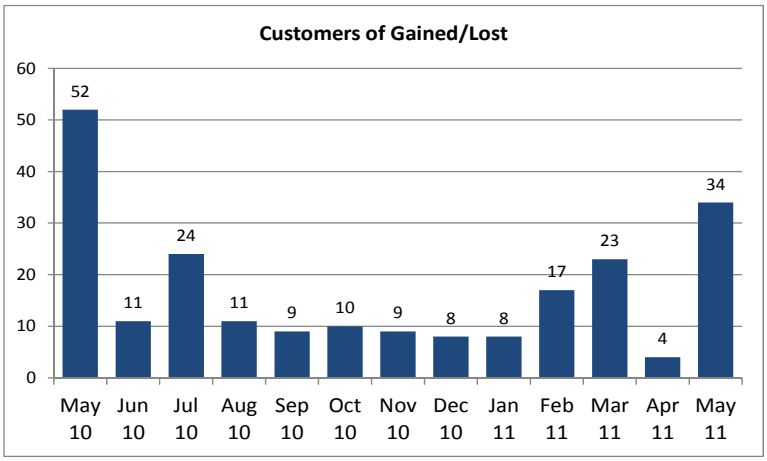
PUBLIC UTILITIES

Electric









Outages: 9 Customers: 7,178

Electric Monthly Outage Report

The annual outage goal will be less than 295 minutes per customer, which is a Delaware Standard. This will be measured by calculating the System Average Interruption Duration Index.		
FY 11 YTD	**FY 10**	**FY 09**
66.29	160.14	155.17

Controllable Outages *Annual goal is less than 40*		**Average Response Time** *Goal is less than 30 minutes*	
Month	**Year-to-date**	**Month**	**Year-to-date**
1	38	36.33 Minutes	41.02 Minutes

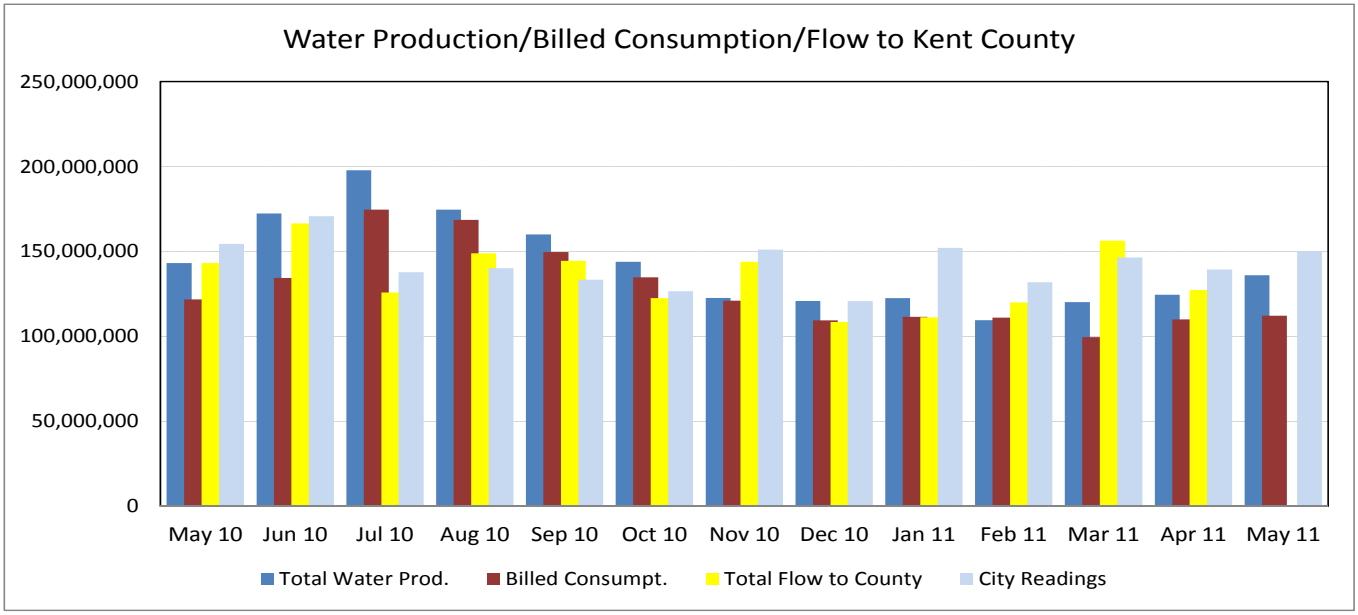
Electric Engineering Design

Major Program Updates	MAY 11	MAY 10	DIFF	FY11 YTD	FY10
Extensions Design Completed Within 30 days of complete Submission	0	0	-	0	0

New Underground Installation	% Completed	New Underground Installation	% Completed
• Kent General Hospital	*Ongoing*	• Farthing Woods	Ongoing
• Crossgates Development	*Ongoing*	• Buchanan Acres	Ongoing

PROGRAM UPDATES	MAY 11	MAY 10	FY11 YTD
Tree Trimming	31	140	1795
Number of Oil Releases	-	2	5
Lost Time Accidents – All Electric Utility Divisions	-	-	-
New Services	4	52	155
Major Goals Completed in the Past Two Months			
✓ N/A			

Water/Wastewater



ENGINEERING SUMMARY

Major Program Updates	MAY 11	MAY 10	DIFF	FY11 YTD	FY10
State and Federal Violations	0 violations	0 violations	-	-	-
Water Quality Complaints	5	1	4	113	242
Plan Review Completed Within 30 days of Submission	4 plans 100%	5 plans 40%	-1 plans	97%	94%
Field Inspection Response within 48 hours of Request	94.74%	100%	-	99.52%	100%

Major Goals Completed in the Past Two Months
✓ Loockerman Street water main installation is complete.

OPERATIONAL SUMMARY

Task	MAY 11	MAY 10	Current FY
Water Production – Daily Average	4,385,518	4,619,613	1,530,760,000
Average Field Response Time (goal is < 30 minutes)	24.65	22.55	21.25
Water Mains Repaired	1	-	22
Water Service Lines Repaired	2	1	20
Wastewater Mains Repaired	1	1	11
Wastewater Service Lines Repaired	4	1	14
Sewer Lines Flushed – Linear Feet	146,559	81,014	856,975
Percentage of Flow Sent to Kent County vs. Gallons Billed (inflow/Infiltration monitoring)	122%	139%	117%
Total Water Meters in City Distribution System	13,929	13,816	101
Lost Time Accidents – All Water/Wastewater Divisions	-	-	2

CITY PLANNER'S MONTHLY REPORT

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

May 2011

PERSONNEL

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

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

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

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

EDEN HILL FARM TND

- For the Residential District of Eden Hill Farm Traditional Neighborhood Design a total of 53 dwelling units are complete of the 53 permits approved for dwelling units. The Final Certificates of Occupancy were issued in May to two duplex units on Ruth Way.
- Following the City evoking the provisions of the "Clean Hands Ordinance" (*Dover Code*, Chapter 1 Section 1-13) on April 26th, the delinquent taxes due were paid by Hill Farm Associates, LLC in late May allowing for review of a set of townhouse permits to continue.
- In May, there was no specific activity associated with the Professional Office, Medical & Financial District.
- For the Neighborhood Commercial District, no plan submissions (Check Prints) have been received since the Planning Commission's action on the Revised Implementation Plan (Revision #2-Updated Plan of October 1, 2010) in October.

COMPREHENSIVE PLAN IMPLEMENTATION

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

- Staff continues to work on a draft text amendment for the application processing provisions of *Zoning Ordinance,* Article 10. An outreach workshop was held on May 3rd with engineers, realtors, the development community, etc. as an introduction to the proposal with another meeting on May 25th with representatives of the Kent County Associations of Realtors and the Central Delaware Chamber of Commerce. Staff continues to refine the text amendment in anticipation of beginning the formal review process with the Legislative, Finance and Administration Committee in June with Planning Commission

and City Council review to follow in summer 2011.

Other Activities

New Dover High School Project (C-10-05) - The Planning Office is awaiting resubmission of Administrative Site Plan for Phase 1A (Bid Pack A) in response to review comments issued in April. Phase 1A consists of initial water and sewer utility work including a pump station and also the first phase of site landscaping. Construction activities are scheduled to begin in June. On May 3rd, Planning Staff along with the City Building Code official and Fire Marshal participated in an update meeting with the project architect to review the design progress for the school building by reviewing building floor plans and code compliance questions. Planning Staff will also be coordinating monthly progress meetings with the district, their design professionals and construction manager, and other appropriate review agencies.

Staff has also been reviewing Site Plans for the following Capital School District projects: Professional Development Offices & Maintenance Facility to be 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	Permits Reviewed YTD 2010	Permits Reviewed YTD 2011
Building Additions/Renovations Permits	12	13	24	36	29	108	114
Building Permits	2	3	10	11	7	44	33
Demolition Permits	3	6	2	3	11	14	25
Fence Permits	5	2	14	14	18	39	53
Sign Permits	9	4	6	10	11	50	40
Temporary Sign Permits	2	6	9	3	11	31	31
Swimming Pool Permits	0	0	1	0	3	4	4
Certificate of Occupancy	11	9	22	17	20	56	79
Total # Permits Reviewed (Issued)	**44**	**43**	**88**	**94**	**110**	**346**	**379**

CODE ENFORCEMENT

Case Type	# cases current month	# cases YTD	% staff initiated current month	% staff initiated YTD
No valid rental permit	48	123	100%	99%
No valid building permit	6	19	67%	74%
Tall grass and weeds	209	281	68%	69%
Unregistered vehicle	2	15	100%	80%
Abandoned vehicle	4	50	25%	62%
Annual Housing	47	354	94%	96%

Inspection				
Property Maintenance – Exterior	43	228	42%	60%
Electric Termination	26	105	92%	94%
Dover Code of Ordinances	40	227	65%	59%
Zoning	11	52	55%	56%
Total Cases	**436**	**1454**		
Total # of Inspections	**655**			

COMMUNITY DEVELOPMENT
FISCAL YEAR 09-10 CDBG PROJECTS

Homeowner Rehabilitation Program FY09
Four (4) homes have been completed (814 River Road, 40 Bertrand Drive, 508 Walker Road, and 106 Gordon Place).

CDBG FY10 PROJECTS

Habitat for Humanity
The property located at 101 Jefferson Court was purchased by Habitat for Humanity and has been fully renovated and sold to a low income family on February 23rd.

First State Resource Conservation & Redevelopment Council (RC &D)
Emergency repairs have been completed on 14 homes in the City of Dover.

Homeownership Assistance Program
Two clients have purchased properties in the City of Dover and two (2) families are mortgage ready and shopping for homes.

Connections Community Support Program
Two clients have purchased properties in the City of Dover and two (2) families are mortgage ready and shopping for homes.

Neighborhood Stabilization Program (NSP)
The City was awarded $1,426,740 for the acquisition and rehab of foreclosed properties to be sold to qualifying families. A total of $1,249,467 has been expended on the acquisition and renovations for 8 properties. The remaining balance of $177,272 will be utilized for renovations and acquisition. Three properties have been sold, two are for sale, one sale is pending, one is a lease purchase and one is a rental that serves persons with disabilities. Dover Housing Authority purchased 1415 S. Hancock Avenue with program income and renovations are underway. The following list the status of each NSP property:

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

MEETING REPORTS

Board of Adjustment:
The Board of Adjustment met on May 18, 2011 and took the following actions. The next regular scheduled meeting of the Board of Adjustment is scheduled for June 15, 2011.

1. **Applicant #V-11-04 - 640 S. Governors Avenue, Holden Leasing, LLC** – Moved to approve variance for front yard setback to allow encroachment.
2. **Applicant #V-11-05 - 29 S. West Street, Grimes Family Limited Partnership** – Moved to approve variance related to size of signage.

Historic District Commission:
The Historic District Commission met for the regular meeting on May 19, 2011. There were no applications to take action on; however, a discussion was held regarding the Draft Zoning Text Amendment (MI-11-06) Updates to *Zoning Ordinance,* Article 10 §3. Historic District Commission and Architectural Review and the ongoing discussion regarding updating the "*Design Standards and Guidelines for the City of Dover Historic District Zone.*" The next regular Historic District Commission meeting is scheduled for June 16, 2011

Planning Commission
The Planning Commission met on May 16, 2011 and took the actions summarized listed below. The next scheduled Planning Commission meeting is scheduled for June 20, 2011.

1. **Z-11-04 Lands of Frank Everett at 1151-1155 Walker Road** - Moved to forward to City Council a recommendation of approval for rezoning from CPO (Commercial Professional Office) to I/O (Institutional/ Office).
2. **S-11-06 Woodbrook Development: Building Addition at 1060 South Governors Avenue** – Moved to conditionally approve the Site Plan for building addition with the reduction of the required parking from 167 spaces to 158 spaces and to confirm that the one loading space that currently exists is sufficient.
3. **S-11-07 Weston Drive Property: Mini-Storage Facility** – Moved to conditionally approve the Site Plan for a mini-storage facility at 200 Weston Drive with the requirement that curbing be installed on the west side of the property as described in the presentation and that the repair of the access drive on the private property be repaired prior to the issuance of a Certificate of Occupancy.
4. **S-11-08 Loockerman East: Lands of Hub Associates, LLC** – Moved to conditionally approve the Site Plan for redevelopment of the properties at the southwest corner of South DuPont Highway and Loockerman Street to consist of a hotel, retail building, site improvements, and the retention of the existing restaurant/office building. The action includes approval of the waiver request for elimination of one loading space and the elimination of a thirty (30) foot wide arterial street buffer. The Commission considered a Campus Parking Plan and as a result reduced the required parking spaces to 237 spaces and eliminated several parking spaces adjacent to a residential property with guidance to Planning Staff on the acceptable placement and design of parking spaces and fencing for that area.

Submitted by:

Ann Marie Townshend

Ann Marie Townshend, AICP
Planning & Community Development Director

DOVER
FIRE DEPARTMENT

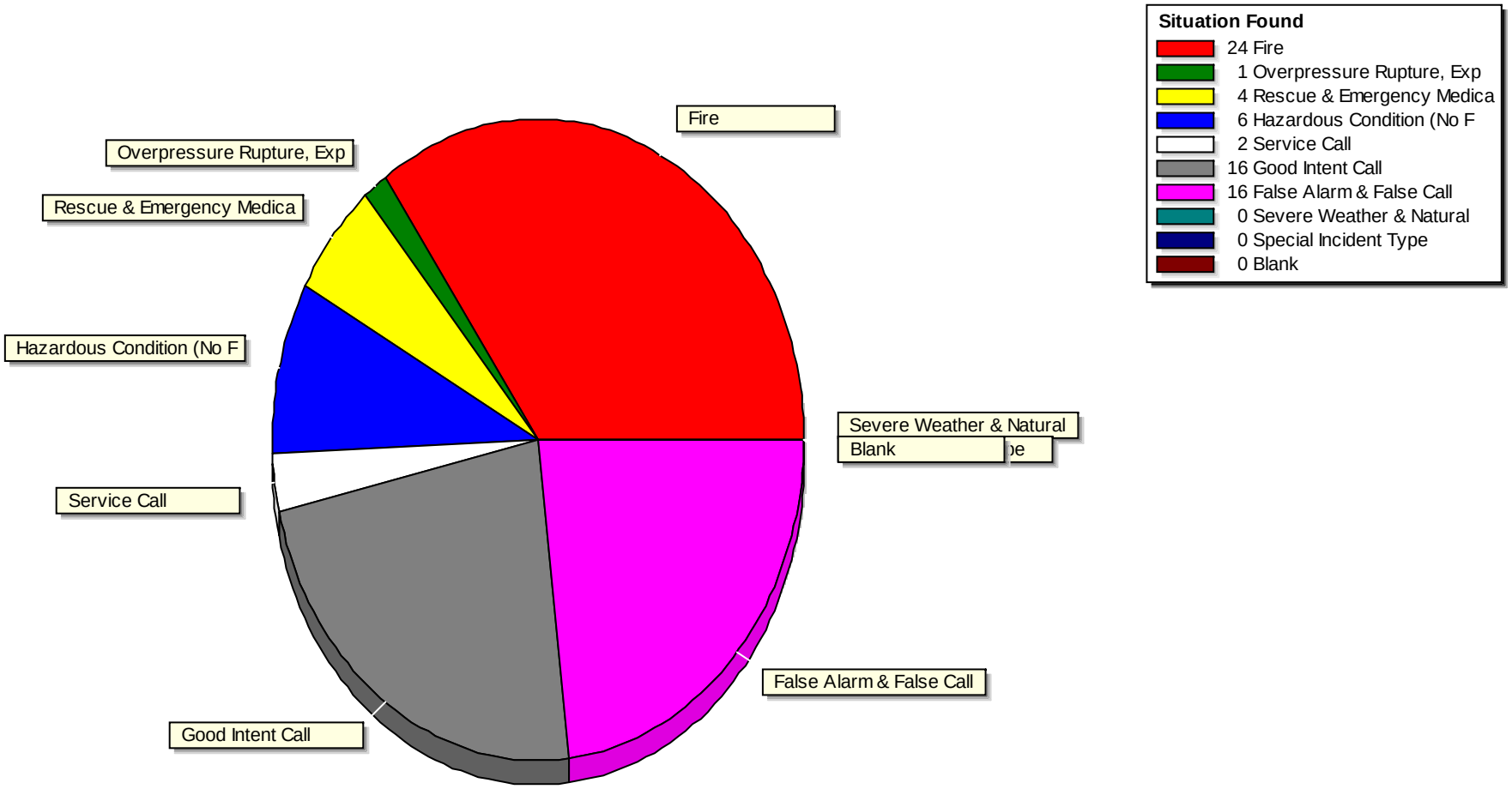


May
2011

Incidents by Situation Found

Dover Fire Department

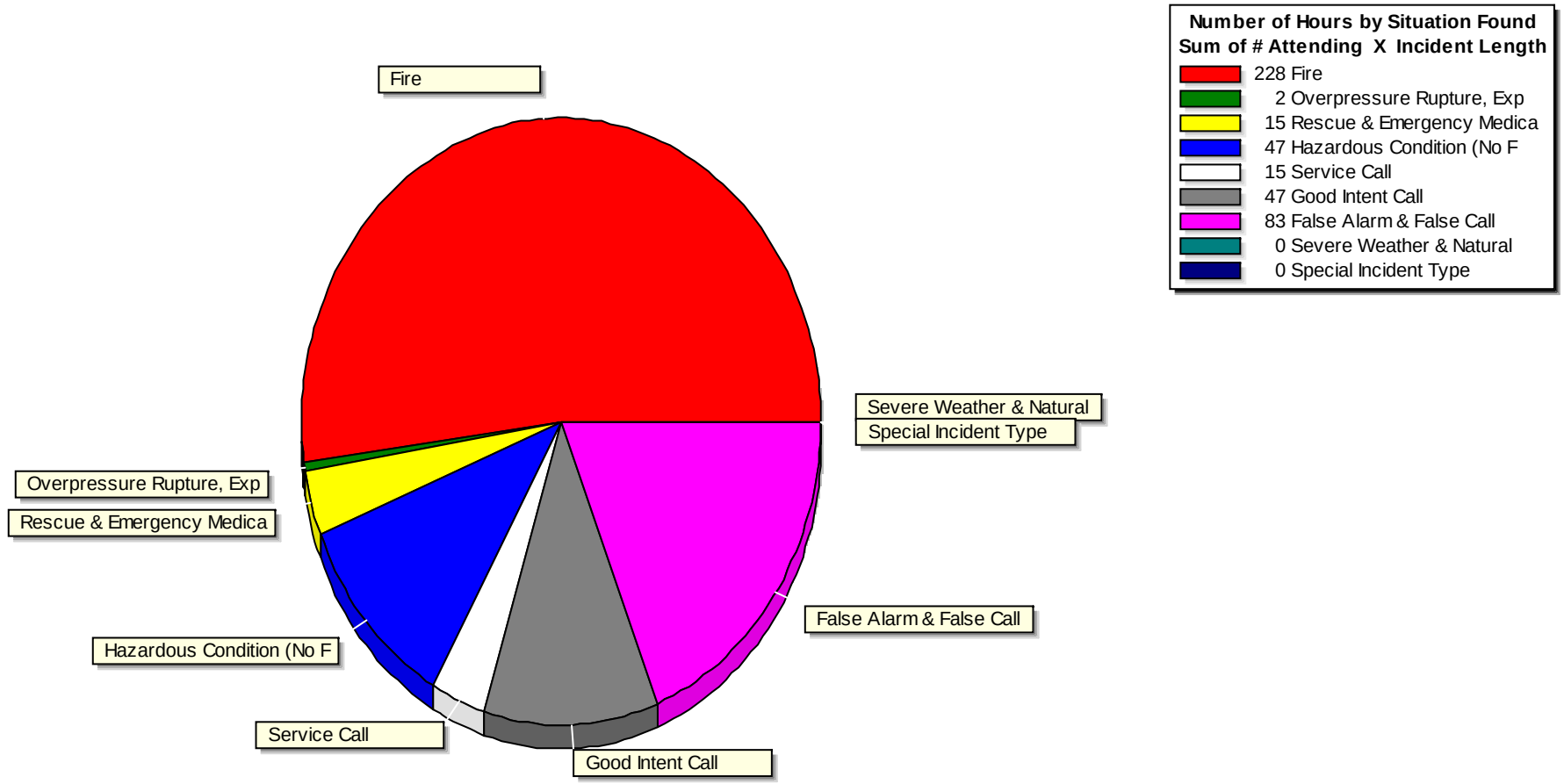
Date Range: From 05/ 01/ 2011 to 05/ 31/ 2011



Manpower Hours by Sitation Found

Date Range: From 05/ 01/ 2011 to 05/ 31/ 2011

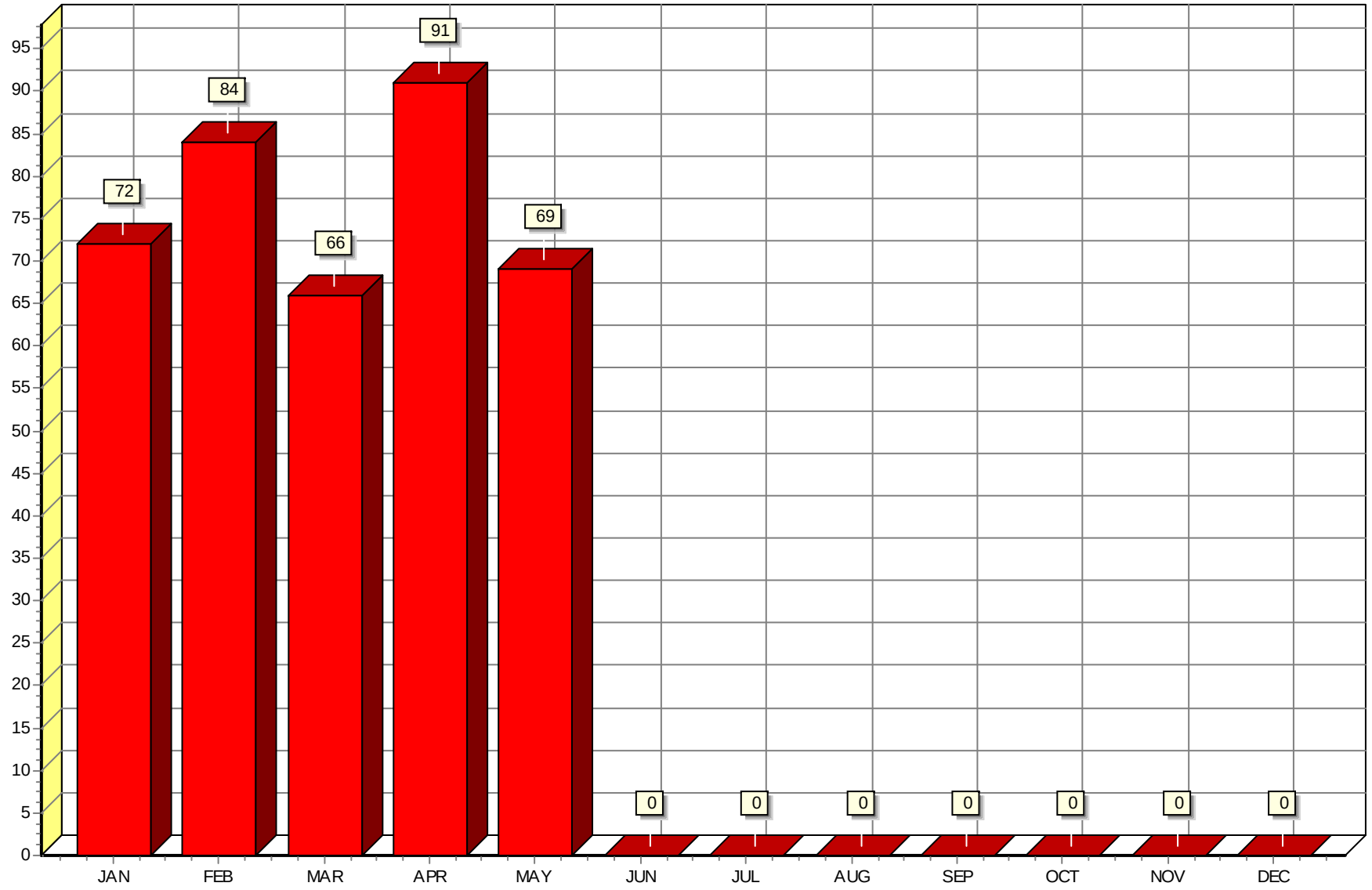
Dover Fire Department



Alarms by Month of Year

Dover Fire Department

Date Range: From 01/ 01/ 2011 to 05/ 31/ 2011



Incident Run Log

Dover Fire Department

Date Range: From 05/01/2011 to 05/31/2011
Company: All Companies
Sorted by: Incident Number

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
05/01/2011	30046	2011-000314	03:53	1450	FORREST AVE		Smoke scare, odor of smoke
		Responded to the above address for a odor of smoke in the store. Crew from Engine 3 investigated to find the heater was just turned on creating the odor scene was placed under control all units returned.					
05/02/2011	30046	2011-000315	03:33	1200	N DUPONT HWY		Fire, other
		FM-5 Investigating, see DFM-13-Trash can was light on fire in the bathroom of the third floor, as well as paper towels in the hallway in front of room 355.. Fire was extinguished by one of the students using a dorm fire extinguisher. No damage to the building. DSU Police and security along with CFMO are investigating.					
05/02/2011	30046	2011-000316	11:19		LEPORE RD & N DUPONT HWY		Steam, other gas mistaken for smoke, other
		Steam fromn a vehicle mistaken for smoke.					
05/02/2011	30046	2011-000317	14:27	1200	N DUPONT HWY		Cooking fire, confined to container
		DISPATCHED TO DSU CAFE. UPON ARRIVAL FOUND BURNT FOOD IN THE CAFETERIA.					
05/02/2011	30046	2011-000318	14:45	503	SCHOONER WAY		Good intent call, other
		ACCIDENTAL KEYPAD ACTIVATION.					
05/03/2011	30046	2011-000319	08:50		E Division St		Overpressure rupture of air or gas pipe/pipeline
		CHESAPEKE CANCELLED FD PRIOR TO ARRIVAL.					
05/03/2011	30046	2011-000320	11:32	1420	MCKEE RD		Alarm system sounded due to malfunction
		Dispatched to an alarm activation. Upon arrival found that the system had malfuctioned and the system had been reset prior to arrival.					
05/03/2011	30046	2011-000321	16:33	3000	LEMAY LA	C	Cooking fire, confined to container
		Units responded and found unattended cooking in a third floor apartment. Scene was turned over to builiding manager.					
05/04/2011	30046	2011-000322	00:17	325	N NEW ST		Hazardous condition, other
		On the above date and time writer was notified of an unknown odor eminating for the basement at the above address. Writer responded in the Command vehicle to investigate further. Upon arrival writer was contacted by Steve Lawrence, resident of the above address. He advised writer that there was a strange odor coming from the basement area. Writer went outside to open air and turned on the CO meter and made sure it read all zeros before reentering the structure. Writer checked the stove and oven and found no signs of any unfamiliar gases. Writer then proceeded to the basement steps and when writer was on the the top step the meter immediately began picking up signs of CO gas. The meter showed around 48 ppm. Writer then proceeded to the bottom of the steps and the meter showed 70 ppm. Writer investigated further and went towards the oil tank, heater transfer box, and hot water heater. The meter jumped to 100ppm in this area. Writer then went back upstairs and asked if any of the residents were feeling sick or had headaches. Two of the residents Eric Adams and Steve Lawrence both expressed concern in this area. Writer notified Dover Fire dispatch to start BLS to check on the two residents. KM-5 medic supervisor arrived on scene and started his assessment of the patients. Writer asked for Sharp Energy to respond due to the house having propane not gas. Three subjects were transported to KGH for futher evaluation. Steve Lawrence and Eric Adams were both checked by hospital staff and the third resident did not wish any medical attention at that time. They were transported by A43 and KM-5. Sharp Energy representitive arrived on scene at around 0130 hours and went to the basement area with writer to check further. Writer was still getting meter readings of about 70 ppm. Rick Neece from Sharp Energy advised it was possibly due to the hot water heater not venting properly. The propane on the outside of the residence was secured and the regulator was removed so that no propane used appliances could be used for the future until further work could be done to correct the problem. Writer cleared and turned the scene over to Sharp Energy . Writer then responded to KGH to explain to the residents that their propane was secured and turned off and that they needed to contact their landlord so that he could correct the issue. Sharp Energy recontacted writer on the date of this report at 1130 hours and a brief synopsis of what occurred was given to District Manager Bill Radcliffe. (Meter used for readings was calibrated on 4-27-11 by firestore and was taken off of E4 by writer for use at this alarm).					
05/04/2011	30046	2011-000323	16:33	191	ST JONES AVE		Cooking fire, confined to container
		Units were alerted for report of a kitchen fire at the above address. E4 and L2 responded. E4 arrived and writer assummed command. Crews found the fire had been extinguished by Firefighter Haddad who had responded from his residence which was located in the same development. Scene was placed under control and there was no damage to the structure. Gloria West was the homeowner.					
05/05/2011	30046	2011-000324	14:28	1	STONEY DR		Dispatched & canceled en route
		Dispatched for a child with his arm stuck in his bike chain. Then child's arm was extricated prior to our arrival and we were cancelled by the BLS on scene					
05/06/2011	30046	2011-000325	18:51	804	SUNSET TERR		Cooking fire, confined to container
		Dispatched for AFA. Occupant was cooking hash browns with oil, which smoked and set off smoke detector. No damaged noted.					
05/06/2011	30046	2011-000326	20:49	A/F	Kings hwy		Passenger vehicle fire
		Dispatched for vehicle fire. Upon arrival of E-7, engine compartment fully evolved. E-7 crew extinguished using 1 3/4 inch handline using 500 gallons of water. Some extension of fire into the passenger compartment. Vehicle was operated by Sharonda D. Demby and occupied by three others. Ms Demby noticed the vehicle lights flicker while driving the vehicle northbound on Kings highway N. E. She pulled the vehicle to the shoulder of road and when she looked at the front of vehicle noticed fire under the hood on the drivers side. Trexlers Toewd the vehicle. User: Knight, David 05/06/2011 22:31:27					
05/07/2011	30046	2011-000327	04:02	370	PEAR ST		System malfunction, other
		Responded to above address for water flow activation. Crew used forcible entry into warehouse. After doing a complete walk through crews found no water flow. Scene was placed under control.					
05/07/2011	30046	2011-000328	17:09	255	WEBBS LA	G	Cooking fire, confined to container
		On arrival found an odor of smoke coming from apartment G-23. Crews forced entry and found unattended cooking on the stove. Crews performed horizontal ventilation along with positive pressure. DPD notified, no response from Maintenance.					
05/07/2011	30046	2011-000329	21:12	956	WHATCOAT DR		Trash or rubbish fire, contained

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
					Above units responded for report of a fire in the front window to the above building. E4 under the command of writer arrived and found no active fire. Fire by what appeared to be trash or unattended cigarettes lit the front plexiglass window on fire melting same. On call was notified of same the following morning and Dover Police took report for criminal mischief. Units cleared and turned the scene over to Dover PD .		
05/08/2011	30046	2011-000330	22:43	1200	N DUPONT HWY		Removal of victim(s) from stalled elevator
					SUBJECTS STUCK IN ELEVATOR. REMOVED BY SECURITY. FIRE DEPARTMENT CANCELLED.		
05/10/2011	30046	2011-000331	10:34	232	MERION RD		Good intent call, other
					Open burning, brush 9 on scene with FM4. Resident was within rights but refused to answer door when contact was attempted by fire marshal		
05/11/2011	30046	2011-000332	02:08	1131	N DUPONT HWY		Service Call, other
					DFD responded to the Dover Downs Hotel in reference to a subject stck in the elevator. On arrival, security advised the subject was removed and our assistance was not needed. No action taken.		
05/11/2011	30046	2011-000333	10:58	430	COLLEGE RD	500	Dispatched & canceled en route
					Call for a fire alarm, zone 10 activation. Was running a silent and Dover 20 notified dispatch that he was on scene with maintenance and that there was a leak in the dry system. Dover 20 held the response and had dispatch notify the FM.		
05/11/2011	30046	2011-000334	16:23	1137	S STATE ST		Unintentional transmission of alarm, other
					Dispatched to the above location for an AFA. Upon arrival, crews investigated an air shaft alarm. After investigation, results were unfounded and the situation was placed under control. Returned all units.		
05/12/2011	30046	2011-000335	15:51	190	JOHN HUNN BROWN RD		Unintentional transmission of alarm, other
					Dispatched to an AFA. Upon arrival, crews were met by management who related that a pullstation had been struck while off loading boxes. Crews investigated and related the situation was under control. Returned all units.		
05/12/2011	30046	2011-000336	22:51	130	HAMAN DR		Vicinity alarm (incident in other location)
					Above units responded for an automatic fire alarm. E4 arrived on location and writer assumed command. Maintenance was already on scene and advised unk subjects were smoking title 16 (marijuana), in the area of the laundry room which set off the smoke detector. Scene was placed under control. Maintenance had reset the alarm prior to FD arrivall. FM office was notified of same via alarm mapping. Units cleared.		
05/13/2011	30046	2011-000337	09:39	1200	N DUPONT HWY		Dispatched & canceled en route
					DOVER 18 CANCELLED THE RESPONSE AFTER DISPATCH RECIEVED A CALL THAT MAINTENANCE TRIPPED THE ALARM WHILE WORKING IN THE ADMIN BUILDING		
05/13/2011	30046	2011-000338	12:00	1131	N DUPONT HWY		Authorized controlled burning
					Dispatched to a possible woods fire in Lot 10. Upon arrival, crews found an extinguished area of grass around an authorized burn pit. Cleared the scene		
05/13/2011	30046	2011-000339	20:12	1131	N DUPONT HWY		Good intent call, other
					Call for an outside fire at the rear of Home Depot on the access road. Believed to be in a fire pit. Brush 9 responded from the track as well as FM 4 and 1. They checked the area and found nothing.		
05/13/2011	30046	2011-000340	20:48	1630	S STATE ST		Good intent call, other
					Dispatched to a brush pile on fire. Upon arrival, found the residence having a small bonfire in their back yard. Fire meet requirement for open burning. Returned to service.		
05/14/2011	30046	2011-000341	05:09	301	KIMBERTON CT		Sprinkler activation due to malfunction
					On arrival crews investigated an AFA in apartment 201 in the above address. Crews found an activated sprinkler head on the third floor exterior patio. The sprinkler system was shut down by Engine 4's crew. The fire alarm and sprinkler system was placed out of service. City FM notified.		
05/14/2011	30046	2011-000342	17:21	820	CARVEL DR	G	Good intent call, other
					Odor of gas, unfounded		
05/15/2011	30046	2011-000343	14:03	1001	N DUPONT HWY	13	Extrication of victim(s) from vehicle
					Responded from track.		
05/15/2011	30046	2011-000344	19:42	30	S NEW ST		Cooking fire, confined to container
					Dispatched for Oven fire. Occupant had burned a pizza within the oven. Ventilated the structure. Turned over to Bldg maintenance.		
05/16/2011	30046	2011-000345	17:40	327	Westwind dr		Good intent call, other
					Smelt odor outdoors. No odor detected. Windy day		
05/16/2011	30046	2011-000346	17:42	424	COUNTRY DR		Local alarm system, malicious false alarm
					Pull station activation. No RP. No fire conditions noted. Bldg turned over to Bldg maintenance.		
05/17/2011	30046	2011-000347	14:49	1203	WALKER RD		System malfunction, other
					20 arrived on loacation and conformed false alarm.		
05/17/2011	30046	2011-000348	16:08		SR1 & M/M 104		Good intent call, other
					Report of a vehicle fire unfounded.		
05/18/2011	30046	2011-000349	03:54	110	S NEW ST		Cooking fire, confined to container
					AFA activation. Someone had cooked sausage in microwave oven. No Fire.		
05/18/2011	30046	2011-000350	11:11	426	S STATE ST		System malfunction, other
					On arrival occupant stated their fire alarm had not activated in the building. Occupant also advised that ADT called and stated there was a fire alarm activation at their residence, however the alarm did not activate at their residence either. City FM notified.		
05/18/2011	30046	2011-000351	20:52	860	PAUL ST		Unintentional transmission of alarm, other
					E4 responded and found that the homeowner accidentally set off the alarm via the keypad. Unit cleared with no further action.		

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
05/19/2011	30046	2011-000352	07:33	1448	N LITTLE CREEK RD		Passenger vehicle fire

Arrived on location found a passenager vehicle involved. Crew from Engine 7 pulled an 1-3/4 line and extinguished same. Engine 3 assisted with overhaul. Scene turned over to DSP. Units cleared.

05/19/2011	30046	2011-000353	09:41	1642	S STATE ST		Hazardous condition, other

Dispatched to reported smoke in the basement. Original call was for smoke in the basement, responded with single engine. Second call from Kent Center advised the kitchen was now filling up with smoke, transmitted full structural response. Upon arrival, found a two-story single family dwelling with no fire or smoke evident from the "A" side. Crews investigated and found a smoke condition in the basement due to a heater malfunction. Positive pressure ventilation was used to clear the residence of smoke. Power was secure to the heater and the home owner was advised not to re-energize the heater without having qualified maintenance personnel inspect/service it. Cleared the scene.

User: O'Connor, Jr., Michael 05/19/2011 10:42:12

05/19/2011	30046	2011-000354	13:23	1121	FORREST AVE		Sprinkler activation due to malfunction

On arrival found a Dry-pipe Sprinkler system valve had actiated in the building . Crews checked the building with negative results. Maintenance was on scene who was advised to call there sprinkelr company for repair. Units cleared. FM-4 remained on scene.

05/19/2011	30046	2011-000355	16:25	16	N KIRKWOOD ST		Building fire

On arrival found a extinguished kitchen fire that started ina container on the stover and burned the hood and wall. Crews checked for extention with negative results. Crews ventilated the building and cleared. FM-4 Investigated.

05/20/2011	30046	2011-000356	07:50	1368	ROSE VALLEY SCHOOL RD		Authorized controlled burning

E3 responded to the above address in reference to trees on fire. On arrival, investigation revealed an unknown resident in the area was burning in a burn barrel. No action taken.

05/20/2011	30046	2011-000357	11:01	14	N KIRKWOOD ST		Gas leak (natural gas or LPG)

The Dover Fire Department responded to 14 N. Kirkwood St in reference to a gas leak. On arival, crew from E4 located the gas feed to the above residence had been broken off below the relief valve. Chesapeake Utilities arrived and secured the leak, without further incident. FM 4 was contacted and responded to the scene. No further action taken by DFD personnel.

05/21/2011	30046	2011-000358	06:48	318	N DUPONT HWY		Smoke or odor removal

DFD responded to the above adddress in reference to a possible electrical hazard. On arrival, crew investigated same and the scene was placed under control at 0703 hrs. No further action taken.

05/21/2011	30046	2011-000359	18:39	122	STONEY DR		Cooking fire, confined to container

Resident had burned a piece of garlic bread in microwave oven. No extension

05/22/2011	30046	2011-000360	18:29	248	Lady bug dr		Passenger vehicle fire

FM-5 Investigating. E4 and E6 responded and found a unk minivan fully involved on the gravel road in the new development of clearview meadow. Fire was extinguished and units cleared turning the scene over to City Police and FM .

05/23/2011	30046	2011-000361	13:33	25	W LOOCKERMAN ST		Smoke detector activation due to malfunction

Water from second floor set off detector on first floor

05/23/2011	30046	2011-000362	19:02	70	MIFFLIN RD		Building fire

The Dover Fire Department was dispatched to a working structure fire at 70 Mifflin Road. Engine 3 arrived on scene and found fire showing from the Charlie side of a 1 story single family dwelling. Engine 3 advanced an 1-3/4 line through the front door and advanced to the rear of the residence to begin extinguishment. Engine 4 arrived advanced a second 1-3/4 line through the front door to assist Engine 3's crew. Ladder 2 went to the roof and performed verticial ventilation. Engine 6 advanced a 300 ft 1-3/4 line from Engine 3 to the rear of the residence. 41-3 went to the attic and extinguished same. Scene turned over to City FM for investigation.

The occupant was treated for smoke inhalation on scene and refused medical services.

51- 3 RIT
Eng ine 54-5 Covered Station 1
Engine 43-3 Covered Station 2
A-63
KM-7 and 5

05/24/2011	30046	2011-000363	00:15	1643	S STATE ST		Extrication of victim(s) from vehicle

The Dover Fire Department responded to the 1600 Block of South State Street in reference to a motor vehicle crash with entrapment. On arrival, a single vehicle was located on the off the roadway to the east on it's roof. As writer was approaching to access the scene, KM 5 advised writer there was no entrapment but one patient was being transported to Bayhealth. A second subject was pronounced at the scene. DFD personnel took no action and cleared the scene. The scene was turned over to the Delaware State Police for investigation. Rescue 1 responded back to the scene for the light tower.

05/24/2011	30046	2011-000364	01:33	1200	N DUPONT HWY		Cooking fire, confined to container

Unattended cooking 3rd floor in the lounge area.

05/24/2011	30046	2011-000365	02:10	29	S WEST ST		Alarm system activation, no fire - unintentional

Responded for water flow alarm. on location visual and audible fire alarm with water draining from sprinkler drain. No sprinkler head activation, air leak in dry system, air pump cycling on and off repeatedly, air pump turned off until repaired. Bldg placed on fire watch, Keith Grimes respondent, was going to call sprinkler company, will call when system back in service.

05/24/2011	30046	2011-000366	05:18	70	MIFFLIN RD		Building fire

At the above date and time Dover Fire was alerted for report of a working house fire at the above address. E4 responded under the command of Capt. Hall(writer). While enroute due to only one engine being out and writer noticing fire above the houses in woodmill a second alarm was struck. E4 arrived with fire through the roof and writer assumed command. E4 placed a 1 3/4 handline into service thru the front door for an interior attack. Ladder 2 went on location and was advised to place a second 1 3/4 line into service to assist with the heavy fire conditions inside the structure. Rescue 41-6 arrived and was placed in front of E4 and their crew was advised to search the residence. Engine 51-3 was next on location and the RIT team was in place. Next piece was E-3 , they arrived and were advised to have

Date	FDID	Incident#	Alarm	###	Address	Suite	Type

their crew ladder the structure for roof operations and egress for the interior crews . The bulk of the fire was extinguished by interior crews and once they all exited the structure Ladder 2 was directed to place their main ladder pipe into service to extinguish the remainder of fire that was in the roof area. E3's crew was utilized as the Ladder crew. 41-6's crew conducted the primary search with negative results. After the fire was contained the RIT team was replaced by E-6s crew and 51's crew conducted a secondary search, this proved negative as well. The fire scene was placed under control and all units stayed on scene for approximately an hour and a half. All units were cleared and the scene was turned over the City of Dover FM office for further investigation.

Little Creek stood by with an Engine at Station 1 until cleared by writer.
Cheswold stood by with an Engine at Station 2 unitl cleared by wirter.

05/24/2011	30046	2011-000367	15:54	1175	MCKEE RD		False alarm or false call, other

Call cancelled. Conducting a fire drill.

05/24/2011	30046	2011-000368	19:01		Kenton rd		Extrication of victim(s) from vehicle

On arrival found a two vehicle MVC at the intersection of Kenton Road and Walker Road. Two Patients one in each vehicle. Patient 1 in a Chevy HHR had a jammed drivers door. Crew from Engine 2 freed the door and extricatied that patient. Both Patients were collared and boarded prior to being removed from their vehicles Both were transported to Kent General Hsopital via A-43 and Medic A-63. Units Cleared.

05/27/2011	30046	2011-000369	05:44	54	KONSCHAK AVE		Building fire

On May 27, 2011 at 0540 hrs, the Dover Fire Department was dispatched to 54 Konschak Avenue for an automatic fire alarm. A second call was received by Dover Fire Communications stating there was smoke coming from the residence and the occupant had exited the structure through a second story window. Neighbors and Dover PD assisted the subject from the roof prior to the arrival of the first engine. E4, under the direction of Assistant Chief David Carey, arrived first on scene to find smoke showing from a 2-story, single family dwelling. Crews from E4 secured a hydrant and advanced a 1-3/4 attack line into the structure. Once inside, the crew found heavy fire in the kitchen in the rear of the structure. The crew quickly extinguished the fire and began overhaul. E3 arrived on scene and laddered the structure and started horizontal ventilation. E3 then entered the structure advancing a 1-3/4 backup line and started a primary search along with the crew from L2. Primary and secondary searches where complete with negative results. E2 assisted with exterior operations and overhaul. The scene was placed under control and turned over to City of Dover Fire Marshal's Office for Investigation.
Units on scene:

Dover Engine: E2, E3, E4,

Dover L2

Camden-Wyoming VFC: E41-3

Little Creek VFC: E54-5 (RIT)

ALS: KCDPS Medic: KM-7

BLS: Primecare Unit: A-63

Dover PD

City of Dover FMO: FM-2

05/27/2011	30046	2011-000370	06:27	51	WEBBS LANE		Building fire

On arrival crews found clothes that had been set on fire in the stairway in result of a domestic. DSP made a response. Engine 41-3 handled, due to Dover Fire was committed on a working alarm. Clothes were extinguished on arrival. Positive Pressure was set up to ventilate the building. Deputy Chief Tom Rigsby, Station 41 was on scene..

05/27/2011	30046	2011-000371	06:37	424	COUNTRY DR		False alarm or false call, other

E2 and 54-5 crews completed a walk through of the building with negative findings. All apartments could not be accessed during the walk through. Maintenace was contaced by residents because dispatch has not been provided with updated contact info. All units cleard with alarm still sounding.

05/27/2011	30046	2011-000372	20:24	1420	MCKEE RD		False alarm or false call, other

Malfunction in the alarm and detectors

05/28/2011	30046	2011-000373	10:01	206	S GOVERNORS BLVD		Gas leak (natural gas or LPG)

Call for an odor of gas outside the structure at 206 S. Governors Blvd. Upon arrival, crews found a propane tank leaking. Crews shut the tank off; however, the leak still continued. Kirkwood Gas Company notified to make a response (ETA 45 minutes to an hour). Dover 19 arrived to hold the scene until the gas company could arrive.

A63 dispatched while on scene of the incident for a sick subject. A63 received a patient refusal.

05/29/2011	30046	2011-000374	14:36	1272	S GOVERNORS AVE		Electrical wiring/equipment problem, other

The above address was called in as smoke coming from the A/C unit on the delta side. Crew from Engine 3 secured the power to the A/C units with the breaker box. Scene was placed under control.

05/29/2011	30046	2011-000375	14:48	4	LESTER CT		Fires in structure other than in a building

DISPATCHED FOR GAS GRILL ON FIRE, ON BACK DECK ATTACHED TO STRUCTURE. UPON ARRIVAL COOKING FIRE HAD BEEN EXTINGUISHED BY HOMEOWNER WITH GARDEN HOSE. HEAT DAMAGE TO SIX FOOT SECTION OF VINYL RAILING ON NORTH SIDE OF DECK. HOMEOWNER WAS GRILLING CHICKEN, WHEN DRIPPING GREASE IGNITED INTO FLAMES.

05/29/2011	30046	2011-000376	20:42	1131	N DUPONT HWY		Outside rubbish fire, other

Birds nest on fire in parking area of Dover Downs

05/30/2011	30046	2011-000377	10:47	30	S NEW ST	201	Cooking fire, confined to container

Date	FDID	Incident#	Alarm	###	Address	Suite	Type

DISPATCH FOR STOVE FIRE. ON LOCATION JAMES BARR STATED HE WAS JUST COOKING ON STOVE, WHEN THE POT OF GREASE JUST BURST INTO FLAMES. FIRE HAD BEEN EXTINGUISHED PRIOR TO FIRE DEPT ARRIVAL USING MORE THAN ONE DRY CHEMICAL EXTINGUISHER. POSITIVE PRESSURE VENTILATION USED TO CLEAR SMOKE AND EXTINGUISHER AGENT. WHILE WATING OUTSIDE JAMES BARR BEGAN TO GET SICK, REQUESTED BLS, A63 CHECKED OUT PATIENT, PATIENT REFUSAL, NOT TRANSPORTED. MAINTENANCE WAS ON LOCATION, REQUESTED TO TURN ELECTRICAL SERVICE TO APT. 201.
CITY FM 2 REQUESTED AND RESPONDED.

05/30/2011	30046	2011-000378	13:52	631	NIMITZ RD		Brush or brush-and-grass mixture fire

DISPATCHED FOR FIELD FIRE EAST OF RESIDENCE. UPON ARRIVAL IN B-9, RESIDENT ADVISED THAT NO ACCESS WAS AVAILABLE FROM THIS LOCATION, DUE TO A DITCH. ACCESS WAS GAINED THRU A LOCKED GATE ON THE NORTH END OF BUCKSON DR. ON LOCATION OF FIELD FIRE, ABOUT ONE ACRE OF GRASS AND LIGHT AMOUNT OF BRUSH BURNING. DOVER DOWNS SECURITY ARRIVED AND COMMAND ADVISED THEM OF THE CHAIN CUT, TO GAIN ACCESS.

05/30/2011	30046	2011-000379	20:48	1368	ROSE VALLEY SCHOOL RD		Arcing, shorted electrical equipment

On arrival found a breaker tripped on a pole in front of Bylers store. The Connective pole number was given to dispatch and Connective was notified. FD cleared.

05/30/2011	30046	2011-000380	20:52	201	WINTERBERRY DR		Trash or rubbish fire, contained

Trash next to the residence, extinguished by resident. HOT COALS WERE PLACED INTO PLASTIC TRASH CAN FROM PREVIOUS DAY.

05/31/2011	30046	2011-000381	10:01	1190	N DUPONT HWY		Unintentional transmission of alarm, other

Response cancelled after alarm company called dispatch and stated they were there testing the system and forgot to call in.

05/31/2011	30046	2011-000382	16:01	322	TOPAZ CIR		Good intent call, other

Brush 9 responded to the wooded area in the rear of 322 Topaz Circle in reference to a young black male attempting to start a fire in the woods. On arrival, no fire was located and the black male was gone from the area. Dover dispatch notified Dover PD and Fire Marshal's office to make a response. The scene was turned over to the City FM's office.

Total Incidents: 69

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

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Ordinary Income/Expense								
Expense								
Apparatus Repairs & Maintenance								
Check	5/21/2011	427	Atlantic Emergency ...	MOR1006MOP		City Fund Acco...	954.32	954.32
Check	5/21/2011	427	Atlantic Emergency ...	MORO906M...		City Fund Acco...	358.35	1,312.67
Check	5/21/2011	427	Atlantic Emergency ...	MOR1017MOp		City Fund Acco...	488.99	1,801.66
Check	5/21/2011	429	Delaware Tire	Ref 102-2049...		City Fund Acco...	25.00	1,826.66
Total Apparatus Repairs & Maintenance							1,826.66	1,826.66
Building Maintenance Supplies								
Deposit	5/23/2011			Dave Bonar c...		City Fund Acco...	-40.00	-40.00
Total Building Maintenance Supplies							-40.00	-40.00
Electricity								
Check	5/7/2011	422	City of Dover	Sta 1 Electric-...		City Fund Acco...	3,153.38	3,153.38
Check	5/21/2011	428	City of Dover	Sta 2- 4/4 to 5/4		City Fund Acco...	540.35	3,693.73
Total Electricity							3,693.73	3,693.73
Heating Expenses- Gas								
Check	5/7/2011	421	Chesapeake Utilities	Sta 2 Gas for ...		City Fund Acco...	398.35	398.35
Check	5/23/2011	437	Chesapeake Utilities	Station1 from ...		City Fund Acco...	565.11	963.46
Total Heating Expenses- Gas							963.46	963.46
Office Supplies								
Check	5/22/2011	436	Staples	Markers		City Fund Acco...	23.16	23.16
Total Office Supplies							23.16	23.16
Program Expenses								
Check	5/21/2011	432	Witmer Public Safety	Invoice- 1141...		City Fund Acco...	263.62	263.62
Check	5/21/2011	432	Witmer Public Safety	Invoice- 1162...		City Fund Acco...	315.00	578.62
Check	5/22/2011	435	Sam's Club	Batteries for P...		City Fund Acco...	312.56	891.18
Total Program Expenses							891.18	891.18
Small Tolls								
Check	5/7/2011	424	Rommel's ACE	Ref 21994		City Fund Acco...	13.48	13.48
Check	5/21/2011	430	Detroit Industrial Tool	Inv 441668		City Fund Acco...	454.98	468.46
Check	5/21/2011	434	Kunkel Auto Supply	Inv 056448324		City Fund Acco...	32.36	500.82
Total Small Tolls							500.82	500.82
Telephone								
Check	5/7/2011	426	Verizon Wireless	Wireless Cha...		City Fund Acco...	409.78	409.78
Total Telephone							409.78	409.78
Training & Travel Expenses								
Check	5/7/2011	423	Delaware State Fire ...	Inv 10-2647		City Fund Acco...	25.00	25.00
Check	5/21/2011	431	Delaware State Fire ...	Inv 11-2702		City Fund Acco...	200.00	225.00
Total Training & Travel Expenses							225.00	225.00

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

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Uniforms								
Check	5/7/2011	425	Signature Stitches	Inv m116-Dis...		City Fund Acco...	293.98	293.98
Check	5/21/2011	433	Municipal Emergenc...	00237091_SNV		City Fund Acco...	975.00	1,268.98
Check	5/21/2011	433	Municipal Emergenc...	00236347_SNV		City Fund Acco...	307.39	1,576.37
Check	5/21/2011	433	Municipal Emergenc...	00235613_SNV		City Fund Acco...	1,025.00	2,601.37
Check	5/23/2011	438	Chad Stephens	Uniform Alter...		City Fund Acco...	65.00	2,666.37
Total Uniforms							2,666.37	2,666.37
Water/Sewer								
Check	5/7/2011	422	City of Dover	Station 1- Ele...		City Fund Acco...	156.18	156.18
Check	5/7/2011	422	City of Dover	Station 1- Ele...		City Fund Acco...	11.54	167.72
Check	5/21/2011	428	City of Dover	Station 2- Ele...		City Fund Acco...	20.58	188.30
Total Water/Sewer							188.30	188.30
Total Expense							11,348.46	11,348.46
Net Ordinary Income							-11,348.46	-11,348.46
Net Income							**-11,348.46**	**-11,348.46**

FY 10-11 City Funded Account Balance Sheet

ACCOUNT	BUDGET	SPENT	BALANCE
Apparatus Repairs & Maintenance	$ 60,500.00	$ 61,514.82	**$ (1,014.82)**
Gasoline	$ 21,000.00	$ 13,061.79	$ 7,938.21
Medical Supplies	$ 700.00		$ 700.00
Other Equipment Repairs	$ 4,000.00	$ 714.00	$ 3,286.00
Program Expenses	$ 34,630.00	$ 29,186.64	$ 5,443.36
Radio Repairs	$ 2,000.00	$ 802.62	$ 1,197.38
Safety & Security	$ 3,150.00	$ 506.76	$ 2,643.24
Small Tools	$ 4,800.00	$ 3,045.77	$ 1,754.23
Uniforms & Firefighting Gear	$ 26,100.00	$ 17,829.42	$ 8,270.58
Building Expenses- Electricity	$ 53,820.00	$ 44,374.48	$ 9,445.52
Building Maintenance Supplies	$ 1,950.00	$ 1,075.50	$ 874.50
Heating Expenses- Gas	$ 20,000.00	$ 14,982.11	$ 5,017.89
Telephone	$ 19,340.00	$ 17,748.02	$ 1,591.98
Water & Sewer	$ 2,150.00	$ 2,803.54	**$ (653.54)**
Contractual Services	$ 16,587.00		$ 16,587.00
Training & Travel	$ 8,365.00	$ 10,196.00	**$ (1,831.00)**
Pension	$ 3,500.00	$ 3,500.00	$ -
Office Supplies	$ 2,200.00	$1,307.26	$ 892.74

Balance as of: 05/31/11

City of Dover
Capital Investment Plan
Project Tracking Report
May 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	$ 113,156	$ -	$ -	$ -	$ 113,156
Project Carry Forward Balances	88,083	-	953,238	850,736	1,892,057
Federal and/or State Grants	4,270,348	1,000,000	45,248	226,152	5,541,748
New Revolving Fund Loans	-	-	863,060	-	863,060
Carry Forward Construction Loan Balances	-	-	8,001,973	254,757	8,256,730
Bond Proceeds	-	-	-	415,585	415,585
Impact Fees	-	-	758,821	-	758,821
Income from Sale of Assets	-	-	-	-	-
Parkland Reserve	36,872	-	-	-	36,872
Library Reserve & Contributions	3,363,732	-	-		3,363,732
Transfer from Operating Funds	924,884	325,000	58,709	2,797,792	4,106,385
Interest Earned	10,900	-	-	40,700	51,600
Total Funding Sources (Unaudited)	$ 8,807,975	$ 1,325,000	$ 10,681,049	$ 4,585,722	$ 25,399,746

City of Dover
General Fund - Major CIP Projects
May, 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	$ 24,679,934	$ 1,764,504	$ 22,915,430	7.1%	$ 6,687,039	$ 7,630,663	$ 1,027,438	13.5%	Started	Bid Pack A - Done. Bid Pack B - Construction Started.
3			**Totals - FY09**	$ 18,200,000	$ 24,679,934	$ 1,764,504	$ 22,915,430	7.1%	$ 6,687,039	$ 7,630,663	$ 1,027,438	13.5%		
4														
5			**FY2010**											
6	PR1001		Pitts Center Addition	$ 50,000	$ 40,000	$ 28,629	$ 11,371	71.6%	$ -	$ 36,872	$ 25,501	69.2%	Complete	Complete.
7			**Totals - FY10**	$ 50,000	$ 40,000	$ 28,629	$ 11,371	71.6%	$ -	$ 36,872	$ 25,501	69.2%		
8														
9			**FY2011**											
10			Vehicles & Equipment	$ 63,675	$ 735,185	$ 515,703	$ 219,482	70.1%	$ 735,185	$ 640,440	$ 515,703	80.5%	Started	Vehicles being ordered.
11	PD1001		Core Law Enforcement Server Replacement	-	53,500	52,488	1,012	98.1%	-	53,500	52,488	98.1%	Started	Specifications done.
12	PD1101		Public Assembly Room Upgrade	-	20,000	8,000	12,000	40.0%	-	20,000	8,000	40.0%		
13	PR1101		Playground Improv Program	-	15,000	12,952	2,048	86.3%	15,000	15,000	12,952	86.3%	Complete	BB Courts paved.
14	PR1102		Skate Park	-	30,000	-	30,000	0.0%	30,000	30,000	-	0.0%	Not Started	In discussions with equipment provider
15	ST1101		Transfer to CT Fund	300,000	300,000	300,000	-	0.0%	300,000	300,000	300,000	100.0%	Complete	Complete
16	ST1102		Concrete Program	50,000	50,000	46,098	3,902	92.2%	50,000	50,000	46,098	92.2%	Started	Complete with contractor portion.
17	MR1101		Downtown Security Cameras	31,500	31,500	31,500	-	100.0%	31,500	31,500	31,500	100.0%	Complete	Complete
18			**Totals - FY11**	$ 445,175	$ 1,235,185	$ 966,741	$ 268,444	78.3%	$ 1,161,685	$ 1,140,440	$ 966,741	84.8%		
19														
20			**Grand Totals**	$ 18,695,175	$ 25,955,119	$ 2,759,873	$ 23,195,246	10.6%	$ 7,848,724	$ 8,807,975	$ 2,019,679	22.9%		

Legend

M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is rebudgeted to start over each fiscal year.
G = Grant funded project

City of Dover
Community Transportation & General Fund Street Funds - Major CIP Projects
May, 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 2006**											
2	TE0601	M	Lincoln Park Center	$ 400,000	$ 479,148	$ 471,798	$ 7,350	98.5%	$ 121,891	$ 121,891	$ 114,541	94.0%	Started	Ongoing.
3			**Totals**	$ 400,000	$ 479,148	$ 471,798	$ 7,350	98.5%	$ 121,891	$ 121,891	$ 114,541	94.0%		
4														
5			**FY 2007**											
6			E. Water Street Brick	$ 65,000	$ 65,000	$ -	$ 65,000	0.0%	$ 65,000	$ 65,000	-	0.0%		Specialty contract needed.
7			**Totals**	$ 65,000	$ 65,000	$ -	$ 65,000	0.0%	$ 65,000	$ 65,000	$ -	0.0%		
8														
9			**FY 2009**											
10			Schutte Parking Lot	$ 21,950	$ 21,950	$ -	$ 21,950	0.0%	$ 21,950	$ 21,950	-	0.0%		Will try to re-program this $ into a sidewalk for Schutte Park.
11			Turnberry Drive	40,000	40,000	40,000	-	100.0%	40,000	40,000	40,000	100.0%	Complete	Complete
12			**Totals**	$ 61,950	$ 61,950	$ 40,000	$ 21,950	64.6%	$ 61,950	$ 61,950	$ 40,000	64.6%		
13														
14			**FY 2011**											
15	CT1051		Washington Street	$ 104,000	$ 104,000	$ 104,000	$ -	100.0%	$ 104,000	$ 104,000	$ 104,000	100.0%		Complete.
16	CT1108		Mitschner Road (incl. CDBG)	169,066	272,779	246,672	26,107	90.4%	272,779	304,026	246,672	81.1%		Complete. Not all of the CT funds were used, CDBG and CDBG-R covered $134,961
17	CT1086		Delaware Ave	6,250	6,250	6,250	-	100.0%	6,250	6,250	6,250	100.0%		Complete.
18	CT1118		Oak Road Signage	11,875	11,875	10,546	1,329	88.8%	11,875	11,875	10,546	88.8%		Just received.
19	CT1142		Governor's Ave. Rebuild	1,000	1,000	-	1,000	0.0%	1,000	1,000	-	0.0%		
20	CT1161		Towne Point	7,500	7,500	7,400	100	98.7%	7,500	7,500	7,400	98.7%	Complete	Complete
21	CT1162		Library Access Rd.	105,000	105,000	103,555	1,445	98.6%	105,000	120,000	103,555	86.3%		Complete.
22	ST1101		Street & Alley Program	300,000	300,000	179,271	120,729	59.8%	300,000	325,000	179,271	59.8%		In progress.
23			State Agreements not yet rec'd	458,968	346,468	-	346,468	0.0%	196,508	196,508	-	0.0%		Agreements have not been received.
24			**Totals**	$ 1,163,659	$ 1,154,872	$ 657,694	$ 497,178	56.9%	$ 1,004,912	$ 1,076,159	$ 657,694	65.4%		
25														
26			**Grand Totals**	$ 1,690,609	$ 1,760,970	$ 1,169,492	$ 591,478	66.4%	$ 1,253,753	$ 1,325,000	$ 812,235	64.8%		

Legend
M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is rebudgeted to start over each fiscal year.

City of Dover
Water/Wastewater Improvement & Extension Fund - Major CIP Projects
May, 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	WD0807		S. Gov. Ave. Water Main Upgrade	$ 200,000	$ 200,000	$ 2,664	$ 197,336	1.3%	$ -	$ 197,336	$ -	0.0%	Complete	Done. Awaiting Invoices
3	WD0804	M	1.0 MG Elevated Water Storage	4,196,600	2,590,000	16,722	2,573,278	0.6%	-	193,377	10,099	5.2%	Started	Selecting Tank Model & Site; FY13 Constr.
4	WD0805	M	Piney Point Well	398,800	665,000	65,944	599,056	9.9%	-	162,525	13,469	8.3%	Started	DNREC permitting; FY12 Constr.
5	WW0809	M	S. Governors Ave. Sewer Main	300,000	291,000	13,561	277,439	4.7%	-	279,244	1,805	0.6%	Complete	Done.
6	WW0810	M/SL	US 13 East Sanitary Sewer Interceptor	2,376,800	3,409,641	2,938,965	470,676	86.2%	-	2,335,862	2,070,803	88.7%	Complete	Final walkthrough and contract closeout pending.
7			**Totals - FY08**	$ 7,472,200	$ 7,155,641	$ 3,037,856	$ 4,117,785	42.5%	$ -	$ 3,168,344	$ 2,096,177	66.2%		
8														
9			**FY2009**											
10	WQ0905	M/SL	Bayard Avenue	$ 590,910	$ 590,910	$ 264,007	$ 326,903	44.7%	$ -	$ 584,420	$ 257,517	44.1%	Started	60% complete
11	WQ0906	M/SL	East side N. State Street	868,707	877,596	177,178	700,418	20.2%	-	847,700	148,175	17.5%	Started	Phase one complete.
12	WQ0907	M/SL	Route 13 Water Main	1,058,700	1,035,898	164,645	871,253	15.9%	-	967,801	40,649	4.2%	Started	Construction started June 2.
13		R	Water Quality Improve FY09	$ 2,518,317	$ 2,504,404	$ 605,830	$ 1,898,574	24.2%	$ -	$ 2,399,921	$ 446,341	65.7%		
14														
15	WW0902	M/SL	DE State University Pumping Station	$ 386,400	$ 386,400	$ 321,267	$ 65,133	83.1%	-	240,324	175,552	73.0%	Completed	Done.
16	WW0905	M/SL	Fox Hall/Retreat Force Main Rerouting	133,100	139,245	238,789	(99,544)	171.5%	-	-	20,351	0.0%	Completed	Done. Overage covered by US 13 Interceptor (WW0810).
17	WW0907	M/SL	Acorn Lane P/S Replace.	386,400	386,400	321,908	64,492	83.3%	-	210,528	146,397	69.5%	Completed	Done.
18			**Totals - FY09**	$ 3,424,217	$ 3,416,449	$ 1,487,794	$ 1,928,655	43.5%	$ -	$ 2,850,773	$ 788,642	27.7%		
19														
20			**FY2010**											
21	WD1002	R	Remote Control & Monitor Wells	$ 55,000	$ 55,000	$ 23,104	$ 31,896	42.0%	$ -	$ 31,896	$ -	0.0%	Started	Material received, 90% complete.
22	WW1001	M/SL	Inflow/Infiltration Removal	1,800,000	1,800,000	798,205	1,001,795	44.3%	-	1,798,447	796,984	44.3%	Started	35% complete, Division St scheduled to start July 9.
23	WW1007	M/SL	Fox Hall Pump Station	427,900	52,000	49,984	2,016	96.1%	375,900	426,044	48,128	11.3%	Started	Contract awarded, pre-con July 6.
24	WW1008	M/SL	Heatherfield Force Main Rerouting	220,400	40,000	47,645	(7,645)	119.1%	229,200	267,916	46,361	17.3%	Started	Contract awarded, pre-con July 6.
25	WW1010	I	Tar Ditch Interceptor Upgrade	518,230	518,230	22,462	495,768	4.3%	-	516,781	21,013	4.1%	Started	Met with residents, reviewing design.
26	WS1001		Various Pump Motor Replace	45,248	45,248	28,877	16,371	63.8%	-	45,248	28,877	63.8%	Complete	Done.
27			**Totals - FY10**	$ 3,066,778	$ 2,510,478	$ 970,277	$ 1,540,201	38.6%	$ 605,100	$ 3,086,332	$ 941,363	30.5%		
28														
29			**FY2011**											
30	WD1101		Misc. Disb. System Upgrade	$ 60,000	$ 60,000	$ -	$ 60,000	0.0%	$ 60,000	$ 60,000	$ -	0.0%	Started	On-going as needed.
31	WD1102		Wellhead Redevelopment	60,000	60,000	6,600.00	53,400	11.0%	60,000	60,000	6,600	11.0%	Complete	Done
32	WQ1101		WQI - Loockerman Street	500,000	60,000	96,445	(36,445)	160.7%	500,000	110,000	96,445	87.7%	Complete	Done
33	WQ1102		WQI - Columbia Avenue	-	303,000	4,250.00	298,750	1.4%	-	253,000	4,250	1.7%	Not Started	Construction in FY13.
34	WQ1103		WQI - Ross Street	-	117,000	4,250.00	112,750	3.6%	-	117,000	4,250	3.6%	Not Started	Construction in FY13.
35	WQ1104		WQI - William Street	-	10,000	4,250.00	5,750	42.5%	-	10,000	4,250	42.5%	Not Started	Construction in FY13.
36	WQ1105		WQI - West Street (W. Alley)	-	10,000	4,250.00	5,750	42.5%	-	10,000	4,250	42.5%	Not Started	Construction in FY13.
37	WW1101	M/SL	Inflow/Infiltration Removal	500,000	500,000	12,922.88	487,077	2.6%	500,000	500,000	12,923	2.6%	Started	15% complete, coordinated with Division Street.
38	WW1102	R	Scada Tech. Equip. Upgrade	82,100	82,100	76,264	5,836	92.9%	82,100	82,100	76,264	92.9%	Complete	Done
39	WW1103		Del State/Del Tech Force Main Rerouting	286,500	286,500	545	285,955	0.2%	286,500	286,500	545	0.2%	Done	Final walkthrough and contract closeout pending.
40	WW1104	SL	Lepore Road P/S Replacement	52,000	52,000	51,306	694	98.7%	52,000	52,000	51,306	98.7%	Started	Design with Braun.
41	WW1105	R	Misc. Sewer System Improve	35,000	35,000	35,152	(152)	100.4%	35,000	35,000	35,152	100.4%	Started	Ongoing as needed.
42			**Totals - FY11**	$ 1,575,600	$ 1,575,600	$ 296,234	$ 1,279,366	18.8%	$ 1,575,600	$ 1,575,600	$ 296,234	18.8%		
43														
44			**Grand Totals**	$ 15,538,795	$ 14,658,168	$ 5,792,162	$ 8,866,006	39.5%	$ 2,180,700	$ 10,681,049	$ 4,122,416	38.6%		

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.
SL = State Loan Project - construction phase is financed
I = Impact Fee Financed Project

City of Dover
Electric Improvement & Extension Fund - Major CIP Projects
May, 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			**FY 2006**											
2	EE0601	M/B	69 KV feeders 3 and 4	$ 11,060,000	$ 8,693,782	$ 8,761,762	$ (67,980)	100.8%	$ -	$ 4,242	$ 4,242	100.0%	Completed	In service.
3	EE0603	M/S	Governor's Avenue Rebuild	1,268,450	2,068,260	552,362	1,515,898	26.7%	-	250,000	31,901	12.8%	Completed	Done.
4			**Totals - FY06**	$ 12,328,450	$ 10,762,042	$ 9,314,123	$ 1,447,919	86.5%	$ -	$ 254,242	$ 36,143	14.2%		
5														
6			**FY 2008**											
7	EG0801		Unit 3 Turb Bearing Fire Protect D	$ 50,000	$ 50,000	$ 44,720	$ 5,280	89.4%	$ -	$ 50,000	$ 44,720	89.4%	Completed	
8			**Totals - FY08**	$ 50,000	$ 50,000	$ 44,720	$ 5,280	89.4%	$ -	$ 50,000	$ 44,720	89.4%		
9														
10			**FY2010**											
11	EG1001	B	Vansant CT Mark IV Control	$ 700,000	$ 610,000	$ 438,687	$ 171,313	71.9%	-	$ 152,050	$ 152,050	100.0%	Completed	In service.
12	EG1002	B	McKee Run Entrance Road	240,000	240,000	154,722	85,278	64.5%	-	154,244	154,244	100.0%	Completed	In service.
13	EG1005		Work Mgmt. System Replace	85,000	85,000	26,577	58,423	31.3%	-	-	9,859	0.0%	Completed	Done.
14	EG1009		Photovoltaic Install @ McKee	-	65,065	65,065	-	100.0%	-	65,065	65,065	100.0%	Completed	In service.
15	EE1005	M/B	Mid City Substation	1,488,461	993,711	975,819	17,892	98.2%	-	1,087	1,087	100.0%	Completed	In service.
16	EE1009	S	LED Lighting Replacement	70,087	70,010	70,010	0	100.0%	-	70,010	70,010	100.0%	Completed	Installed on Division.
17	EU1002	B	Crossgates	396,904	543,075	524,391	18,684	96.6%	-	1,441	1,440	100.0%	Completed	Done.
18	EU1003	B	Buchanan Acres	406,000	1,094,646	1,207,967	(113,321)	110.4%	-	129,502	129,502	100.0%	Completed	Done.
19														
20			**Totals - FY10**	$ 3,386,452	$ 3,701,507	$ 3,463,238	$ 238,269	93.6%	$ -	$ 573,399	$ 583,257	101.7%		
21														
22			**FY2011**											
23	---		Vehicles & Equipment	$ 158,200	$ 158,200	$ 113,437	$ 44,763	71.7%	$ 158,200	$ 158,200	$ 113,437	71.7%	Completed	Done.
24	EE1101		Substation PT & CT Replace	256,218	256,218	216,932	39,286	84.7%	256,218	256,218	216,932	84.7%	Completed	All material received.
25	EE1102		Replace of 69 kV Breakers	100,000	100,000	98,292	1,708	98.3%	100,000	100,000	98,292	98.3%	Completed	Installed.
26	EE1103		Lighting Rehabilitation	100,000	107,645	107,644	1	100.0%	100,000	107,645	107,644	100.0%	Completed	Done.
27	EE1104		Walker Road OH Conversion	350,511	-	-	-	0.0%	350,511	-	-	0.0%	Dropped	Funds reappropriated.
28	EE1105		Engineering Misc Equip. Replace	40,000	40,000	26,126	13,874	65.3%	40,000	40,000	26,126	65.3%	Started	Ongoing as needed.
29	EE1106		Substation Batteries	24,500	24,500	23,489	1,011	95.9%	24,500	24,500	23,489	95.9%	Completed	Done.
30	EE1107		Wyoming Mill Road Realignment	-	91,000	47,877	43,123	0.0%	-	91,000	47,877	52.6%	Completed	Electric line relocation done.
31	EE1111		UG Transformers	120,536	120,536	100,982	19,554	83.8%	120,536	120,536	100,982	83.8%	Started	Ongoing as needed.
32	EE1111		UG Conductors	529,464	521,896	301,746	220,150	57.8%	529,464	521,896	301,746	57.8%	Started	Ongoing as needed.
33	EE1111		Meters	50,000	50,000	52,151	(2,151)	104.3%	50,000	50,000	52,151	104.3%	Started	Ongoing as needed.
34	EE1112		69kV Sub Switch Replacement	-	180,000	-	180,000	0.0%	-	180,000	-	0.0%	Completed	All material received.
35	EG1101		Unit 3 Cooling Tower Fill	353,338	398,338	371,513	26,825	93.3%	353,338	398,338	371,513	93.3%	Completed	Done.
36	EG1102		Units 1 & 2 Cooling Tower	218,730	173,730	77,321	96,409	44.5%	218,730	173,730	77,321	44.5%	Completed	Done.
37	EG1103		Unit 3 Tubine Inspection	348,000	-	-	-	0.0%	348,000	-	-	0.0%	Deferred	Construction in FY12.
38	EG1104		Unit 3 Aux System Components	113,000	-	-	-	0.0%	113,000	-	-	0.0%	Deferred	Defered to FY12.
39	EG1105		Plant Misc Equipment Replmnt	71,000	77,000	66,051	10,949	85.8%	71,000	77,000	66,051	85.8%	Started	Ongoing as needed.
40	EG1106		Unit 3 Stack Repairs	25,000	-	-	-	0.0%	25,000	-	-	0.0%	Deffered	Defered to FY12.
41	EG1107		Units 1 & 2 Life Extension	276,000	225,000	63,749	161,251	28.3%	276,000	225,000	63,749	28.3%	Completed	FY 11 schedule done
42	EG1108		Unit 1 Turbine Outage	-	412,000	424,747	(12,747)	0.0%	-	412,000	424,747	103.1%	Completed	Emergency repair
43	EG1109		Unit 3 FD & ID FAN CNRL UP	45,000	-	-	-	0.0%	45,000	-	-	0.0%	Deferred	Next fiscal year.
44	EG1110		Unit 3 DCS Com & Software	30,000	-	-	-	0.0%	30,000	-	-	0.0%	Deffered	Next fiscal year.
45	EG1111		Unit 2 Boiler Inspection & Repair	-	124,000	111,523	12,477	89.9%	-	124,000	111,523	89.9%	Completed	Emergency repair.
46	EG1112		Unit 3 Heat Expansion Joint	-	65,000	45,929	19,071	70.7%	-	65,000	45,929	70.7%	Started	90% complete
47	EG1113		Units 1 & 2 Control Modifications	-	150,000	102,844	47,156	68.6%	-	150,000	102,844	68.6%	Completed	Done.
48	EG1114		Unit 3 Gas Line Modification	-	60,000	19,500	40,500	32.5%	-	60,000	19,500	32.5%	Completed	Done.
49	EU1101		Distribution Upgrades	400,000	373,018	359,592	13,426	96.4%	400,000	373,018	359,592	96.4%	Started	Ongoing as needed.
50				$ 3,609,497	$ 3,708,081	$ 2,731,445	$ 976,636	73.7%	$ 3,609,497	$ 3,708,081	$ 2,731,445	73.7%		
51														
52			**Grand Totals**	$ 19,374,399	$ 18,221,630	$ 15,553,527	$ 2,668,103	85.4%	$ 3,609,497	$ 4,585,722	$ 3,395,565	74.0%		

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.
B = Bonded Project
S = State fully or partially reimbursed project

FINAL READING

CITY OF DOVER PROPOSED ORDINANCE #2011-11

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

That Chapter 102 - Taxation, Article IV - Abatement of Real Estate Taxes, Section 102-113 - Qualifications, be amended by inserting the text indicated in bold, blue, italics and deleting the text indicated in red strikeout as follows:

Sec. 102-113. - Qualifications.

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

Control with respect to a corporation means ownership, directly or indirectly, of stock possessing 50 percent ***(50%)*** or more of the total combined voting power of all classes of the stock of such corporation entitled to vote and 50 percent ***(50%)*** or more of the shares of such corporation entitled to vote and 50 percent ***(50%)*** or more of the total number of shares of all other classes of such corporation's stock.

Control with respect to a trust means ownership, directly or indirectly, of 50 percent ***(50%)*** or more of the beneficial interest in the principal or income of such trust. The ownership of stock in a corporation, of a capital of profits interest in a partnership or association, or of a beneficial interest in a trust shall be determined in accordance with the rules for constructive ownership of stock provided in section 267(c) of the Internal Revenue Code (26 USC 267(c)).

Expanded facility means any qualified property that is modified with an improvement or addition (other than a replacement resulting from the acquisition, construction, reconstruction, installation, or erection of improvements or additions resulting from repairing, refurbishing, retooling, recycling, or other similar process or procedure that merely preserves or restores the value of an existing facility and not including any improvement or addition that, in the determination of the council, does not constitute an integral part of a qualified activity), if such improvements or additions are placed in service by the taxpayer after January 1, 2001. Abatement will only be to the extent of the taxpayer's qualified investment in such improvements or additions.

Large vacant commercial facility means a building of ~~35,000~~ 20,000 *(LF&A amendment)* ***square feet or larger and vacant continuously for 18 months or more.***

New facility means any qualified facility (other than an expanded facility or a replacement facility) constructed by the taxpayer after January 1, 2001. For the purposes of this article, the term "constructed" means the issuance of a building permit for $1,000,000.00 or more with regards to subsection (b)(1) of this section, and the issuance of a building permit for $3,000,000.00 or more with regards to subsection (b)(2) of this section.

Placed in service and *original use* have the meanings ascribed to such terms under section 167 of the Internal Revenue Code (26 USC 167) and regulations promulgated thereunder.

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Qualified activity means any activity constituting manufacturing (other than any repair, refurbishing, retooling, recycling or other similar process or procedure that merely preserves or restores the value of a product or that does not change the inherent nature of a product or material). Such term includes any activity engaging in business as a wholesaler; the CCBA and any subsequent legislation as enacted by the state; any home offices and operating units of insurance companies; and any combination of activities described herein.

Qualified employee means any person employed within the city/county on a regular and full-time basis.

Qualified facility means any qualified property located in the city that constitutes a new or an expanded facility, located within the industrial park manufacturing district, industrial park manufacturing 2 district, or manufacturing district, and that is used by a taxpayer in or in connection with a qualified activity.

Qualified investment for any taxable year is based on the value of a qualified facility as of the last business day of such taxable year.

Qualified property means any building and its structural components, and any other improvement to real property. Such term includes the land on which such building or other improvements are located, if ownership of said land and structural improvements is identical. If any property is owned or leased by the taxpayer in common with any other person or persons, such property may constitute "qualified property" only to the extent of the taxpayer's proportionate interest.

Related person means a corporation, partnership, association, or trust controlled by the taxpayer; or an individual, corporation, partnership, association, or trust that is in control of the taxpayer; or a corporation, partnership, association, or trust controlled by an individual, corporation, partnership, association, or trust that is in control of the taxpayer.

(b) *Established*. Industries/businesses may qualify for property tax abatement either by meeting the industry function qualifications detailed in the following subsection (b)(1) or the investment qualifications detailed in the following subsection (b)(2) ***or the occupancy qualifications detailed in the following subsection (b)(3):***

(1) *Qualifying industries/businesses by function.*

a. Manufacturers and financial institutions as defined by the FCDA, CCBAA, and subsequent legislation and home offices and operating units of insurance companies shall be qualifying industries, including, but not be limited to, distributors, transportation (air, rail, barge, truck), printing and publishing, and food processing.

b. *Investment and employees.* The qualifying industry must invest at least $1,000,000.00 in a qualifying new or expanded facility in the city and hire at least 20 qualified employees (including owners/operators), 75 percent ***(75%)*** of whom shall be city/county residents not employed by the qualifying industry/activity at the time of its relocation/expansion within the city. The council may, at the time of application, reduce the 75 percent ***(75%)*** requirement to a lesser percentage, but not less than 50 percent ***(50%)***. The qualifying industry agrees to supply information verifying compliance with this section in whatever legally acceptable manner the council shall so request.

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(2) *Qualifying industry/businesses by investment.* Industries/businesses that do not meet the qualifications as specified in subsection (b)(1) of this section can nevertheless qualify for property tax abatement by investing a minimum of $3,000,000.00 in a new or expanded facility in the city located within the industrial park manufacturing district, industrial park manufacturing 2 district, or the manufacturing district, and hire at least 15 qualified employees (including owners/operators), 75 percent ***(75%)*** of whom shall be city/county residents not employed by the qualifying industry/activity at the time of its relocation/expansion within the city. The council may, at the time of application, reduce the 75 percent ***(75%)*** requirement to a lesser percentage, but not to less than 50 percent ***(50%)***. The qualifying industry agrees to supply information verifying compliance with this section in whatever legally acceptable manner the council shall so request.

(3) Qualifying industry/business by occupying a large vacant commercial facility. Entities that do not qualify for property tax abatement under subsection (b)(1) or (b)(2) of this section can qualify for property tax abatement by (a) purchasing a large vacant commercial facility if the purchase of the large vacant commercial facility will result in the employment of 15 or more full-time employees; or (b) leasing a large vacant commercial facility if the initial lease term is at least ten (10) years, the lease of the large vacant commercial facility will result in the employment of 15 (fifteen) or more full-time employees, and the occupying tenant submits a letter of intent to lease and requests the abatement for either their own benefit when the tax burden is the responsibility of the tenant, or on behalf of the owner when the tax burden is the responsibility of the owner. The demolition of a large vacant building and the construction of a new replacement ~~35,000~~ 20,000 square feet *(LF&A amendment)* ***or greater that meets the conditions of (b)(3) of Sec. 102-113. - Qualifications shall qualify for abatement.***

(c) *Benefits.*

(1) The council may abate city real estate taxes on a ten-year sliding scale as follows, or upon any other scale or method deemed most advantageous by the council for the public welfare:

~~Year of Operation~~	~~Reduction of Taxes (Percent)~~
Fiscal Year Construction Ended	***100 Percent (100%) Reduction of Taxes***
First (1st) Year of Operation	90 ***Percent (90%) Reduction of Taxes***
Second (2nd) Year of Operation	80 ***Percent (80%) Reduction of Taxes***
Third (3rd) Year of Operation	70 ***Percent (70%) Reduction of Taxes***
Fourth (4th) Year of Operation	60 ***Percent (60%) Reduction of Taxes***
Fifth (5th) Year of Operation	50 ***Percent (50%) Reduction of Taxes***
Sixth (6th) Year of Operation	40 ***Percent (40%) Reduction of Taxes***
Seventh (7th) Year of Operation	30 ***Percent (30%) Reduction of Taxes***
Eighth (8th) Year of Operation	20 ***Percent (20%) Reduction of Taxes***

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Ninth (9th) Year of Operation	10 ***Percent (10%) Reduction of Taxes***
Tenth (10th) Year of Operation	0 ***Percent (0%) Reduction of Taxes***

(2) Unless otherwise directed by the council, year one of the abatement period will commence with the first property tax billing following the completion of the qualifying new or expanded facility and the meeting of all requirements as detailed in subsections (b)(1) and (b)(2) of this section. Abatement for expanded facilities will be limited to expansion value only.

(3) All quarterly property taxes for new construction, as defined in section 49A of the city Charter, will likewise be abated for qualifying new or expanded facilities.

(4) The property tax abatement program will have no effect on both citywide revaluations of property values for taxation purposes and the institution of those new values.

(d) ***Downtown Residential Tax Abatement.*** Any persons purchasing residential real property in which they will reside within the area defined as Mary Street to Loockerman Street and Governors Avenue to West Street during the effective date of this section shall be given tax relief from the payment of real estate taxes in the following manner: first year of ownership, total tax abatement; second year of ownership, 75 percent ***(75%)*** tax abatement; third year of ownership, 50 percent ***(50%)*** tax abatement; fourth year of ownership, 25 percent ***(25%)*** tax abatement; fifth year of ownership, no tax abatement. Provided however that the homeowner is required to occupy the home as their principal place of residence during the entire time that the taxes are abated and if the property ceases to be their principal place of residence at any time during the four-year period of abatement, then they shall lose their right of abatement and shall be required to pay immediately all taxes abated up to the time that the home ceases to be their principal residence. In order to obtain the tax abatement, the homeowner must make application by affidavit submitted to the city clerk showing qualification for the abatement and each year thereafter, submit a similar affidavit showing their continued right to the abatement. If qualification for the abatement ceases within the four-year period of abatement the homeowner is required to notify the city clerk of the lack of qualification for the abatement and within 90 days from the date the qualification ceases, pay all taxes abated in the past. In order to be eligible for this program, application must be received by the city prior to August 1, 2010.

~~Year of Owner Occupancy~~	~~Reduction of Taxes (Percent)~~
First (1st) Year of Owner Occupancy	100 ***Percent (100%) Reduction of Taxes***
Second (2nd) Year of Owner Occupancy	75 ***Percent (75%) Reduction of Taxes***
Third (3rd) Year of Owner Occupancy	50 ***Percent (50%) Reduction of Taxes***
Fourth (4th) Year of Owner Occupancy	25 ***Percent (25%) Reduction of Taxes***
Fifth (5th) Year of Owner Occupancy	0 ***Percent (0%) Reduction of Taxes***

(Code 1981, § 19.5-33; Ord. of 12-11-2000; Ord. of 8-8-2005(3))

ADOPTED: *

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SYNOPSIS

This amendment would provide property tax abatement to an industry/business that occupies, purchases, or leases a large, vacant commercial facility if it is ~~35,000~~ 20,000 *(LF&A amendment)* square feet or larger, and has been vacant continuously for 18 months or longer, the sale or lease of the building results in the employment of 15 or more full-time employees, and, if the building is leased, the lease must be for ten (10) years or more with the tax burden being the responsibility of the lessee.

Actions History

July 11, 2011 - Proposed Final Reading - Council
June 27, 2011 - First Reading - Council
June 13, 2011 - Considered by the Legislative, Finance, and Administration Committee

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