REGULAR COUNCIL MEETING

A G E N D A

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

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

INVOCATION BY REVEREND LYN OGLESBY - UNITARIAN UNIVERSALISTS OF CENTRAL DELAWARE (GUEST OF COUNCILMAN LEARY)

PLEDGE OF ALLEGIANCE LED BY COUNCILWOMAN RUSSELL

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 December 13, 2010**

2. Public Hearing/Final Reading - Proposed Zoning Text Amendments
The First Reading of Proposed Ordinances No. 2010-28 and 2010-29 was accomplished during the Council Meeting of November 22, 2010. Copies of the proposed ordinances are available at the entrance of the Council Chambers.

A. Proposed Planning Commission Amendment #1 to Proposed Ordinance #2010-28

B. Proposed Ordinance #2010-28 - Amendments to Appendix B - Zoning, Article 3 - District Regulations, Section 14 - Limited Central Commercial Zone (C-2A) and Section 30 - Recreational and Open Space Zone (ROS)

C. Proposed Ordinance #2010-29 - Appendix B - Zoning, Article 3 - District Regulations, Section 8 - Mobile Home Park Zone (MHP)

* **3. Public Hearing - Board of Assessment Appeals Exemption Report - December 1, 2010**

A. Mount Zion AME Church

a-1. 104 N. Queen Street

(Board and Assessor Recommended Approval of Request for Exemption)

a-2. 3 Michael Court

(Board and Assessor Recommended Approval of Request for Exemption)

B. Bayhealth Medical Center Inc.

b-1. 567 S. Governors Avenue

(Board and Assessor Recommended Approval of Request for Exemption)

b-2. Unit 3 Beiser Boulevard

(Board and Assessor Recommended Approval of Request for Exemption)

C. Fox Hall Addition Homeowners Association - Pebble Valley Drive

(Board and Assessor Recommended Approval of Request for Exemption)

D. Grace Presbyterian Church - 1022 College Road

(Board and Assessor Recommended Approval of Request for Exemption)

E. The Greens Town Meeting Association - Lamplighter Lane

(Board and Assessor Recommended Approval of Request for Exemption)

F. Central Delaware Habitat for Humanity - 101 Jefferson Court

(Board and Assessor Recommended Approval of Request for Exemption)

G. Delaware Baptist Association

g-1. 967 N. State Street

(Board and Assessor Recommended Approval of Request for Exemption)

g-2. N. State Street

(Board and Assessor Recommended Approval of Request for Exemption)

g-3. Lepore Road

(Board and Assessor Recommended Approval of Request for Exemption)

H. Delaware Housing Authority - 26 The Green

(Board and Assessor Recommended Approval of Request for Exemption)

I. Silver Lake Townhouse Community

i-1. Open Space Silver Lake Drive

(Board and Assessor Recommended Approval of Request for Exemption)

i-2. Silver Lake Drive

(Board and Assessor Recommended Approval of Request for Exemption)

J. S. Lowan Pitts Day Care Center of Whatcoat United Methodist Church, Inc.

(Board and Assessor Recommended Approval of Request for Exemption)

* **4. Joint Legislative, Finance, and Administration and Safety Advisory and Transportation Committee Report - December 6, 2010**

A. Presentation by Police Chief James Hosfelt - Deployment of Current Manpower

(Committee Action Not Required)

B. Discussion - Police Staffing Needs and Associated Cost

(Committee Action Not Required)

C. Scheduling of Next Meeting

(Next Meeting To Be Scheduled Following the Town Hall Meeting)

D. Public Comment Period

(Committee Action Not Required)

* **5. Utility Committee Report - December 13, 2010**

A. Dedication of Rights-of-Way and Public Infrastructure - Stoney Creek (Phases II & III)

(Committee Recommended Acceptance of Dedication of Rights-of-way and Public Infrastructure for the Stoney Creek Subdivision (Phases II & III) to Include All of the Referenced Public Improvements, as Detailed on the List of All Public Improvements)

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

(Committee Recommended Acceptance of the Report)

C. PACE/NAES Monthly Report (October)

(Committee Recommended Acceptance of the Report)

D. Update - Green Energy Funding and Programming

(Committee Recommended Acceptance of the Report)

* **6. Legislative, Finance, and Administration Committee Report - December 13, 2010**

A. Review and Recommendation - Filling Critical Positions

a-1. Police Officer

(Committee Recommended Approval of the Request)

a-2. Public Utilities Operations and Construction Manager

(Committee Recommended Approval of the Request)

a-3. Electric Ground Worker

(Committee Recommended Approval of the Request)

B. Draft Comprehensive Annual Financial Report

(Committee recommended acceptance of the Draft Comprehensive Annual Financial Report (CAFR))

C. Review of Council Memberships

(Committee Tabled to Allow the Opportunity for the Central Delaware Chamber of Commerce (CDCC) and Other Organizations to Address Members Regarding the Benefits of Membership)

* **7. Monthly Reports - November 2010**

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

* **8. Monthly Capital Investment Plan (CIP) Report - November 2010**

9. Evaluation of Bids - Transmission Relay and Coordination Contract

10. Advantech Contract Authorization - Downtown Surveillance Camera Placement Phase 2

* **11. Appointments Recommended by Mayor Carleton E. Carey, Sr.**

A. Dover Human Relations Commission - G. Thomas Steele (To Fill the Unexpired Term of Anlee Baccio-Walker - Term to Expire February 2012)

12. Final Reading - Proposed Ordinance #2010-30

The First Reading of Proposed Ordinance #2010-30 was accomplished during the Council Meeting of December 13, 2010. Copies of the proposed ordinance are available at the entrance of the Council Chambers.

A. Proposed Ordinance #2010-30 - Budget Amendments

13. Council Members Announcements

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REGULAR COUNCIL MEETING

The Regular Council Meeting was held on December 13, 2010 at 7:30 p.m. with Council President Hogan presiding. Council members present were Mr. Bonar, Mr. Leary, Mr. McGiffin, Dr. McGlumphy, Mr. Ruane, Mrs. Russell, Mr. Salters, and Mrs. Williams.

Council staff members present were Police Chief Hosfelt, Ms. Russell, Mrs. Mitchell, Mrs. Townshend, Fire Chief Christiansen, Mr. DePrima, City Solicitor Rodriguez, Mrs. McDowell, and Mayor Carey.

OPEN FORUM

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

Dr. Joel Halpern, Halpern Eye Associates, 885 S. Governors Avenue - Home - 4 Forest Hills Court, Dover, stated that Milton, Middletown, and Smyrna have downtown areas that are clean and pleasing to the eye. He indicated that downtown Dover has a problem maintaining an attractive appearance, noting that many storefront windows are "plastered" with old signs. In addition, Dr. Halpern felt that businesses such "69 Flavors" and tattoo parlors do not belong on the main street downtown.

Dr. Halpern suggested that the City convert the existing Dover Public library into a "resource center" and purchase electronic books, which would occupy less space, instead of constructing a new library. He felt that if a new library were to be built, it should be located at the Bayard Hotel site as this would be more desirable than the low income housing that he stated is currently planned for that location.

Dr. Halpern indicated that he is a City property owner and taxpayer but not a resident and stated that he would like the opportunity to vote for his City representatives. He suggested that the City Charter be reviewed to eliminate "taxation without representation."

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

AGENDA ADDITIONS/DELETIONS

Dr. McGlumphy moved for approval of the agenda, seconded by Mrs. Russell and unanimously carried.

Council President Hogan requested that Item #12, Election of Officers - Robbins Hose Company - Year 2011 Fire Line Officers, be placed on the Consent Agenda.

Mr. Bonar moved for approval of the Consent Agenda, as amended, seconded by Mr. Leary and carried by a unanimous roll call vote.

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF NOVEMBER 22, 2010

The Minutes of the Regular Council Meeting of November 22, 2010 were unanimously approved by motion of Mr. Bonar, seconded by Mr. Leary and bore the written approval of Mayor Carey.

PUBLIC HEARING/FINAL READING OF PROPOSED ORDINANCE #2010-27 - REZONING OF PROPERTIES LOCATED AT 1016 AND 1022 COLLEGE ROAD, OWNED BY GRACE PRESBYTERIAN CHURCH

A public hearing was duly advertised for this time and place to consider the rezoning of properties located at 1016 and 1022 College Road (south Side of College Road, west of the intersection with McKee Road), consisting of $1.0044^{+/-}$ acres, owned by Grace Presbyterian Church. The properties are currently zoned CPO (Commercial/Professional Office) and subject to COZ-1 (Corridor Overlay Zone) and the proposed zoning is IO (Institutional and Office). The Tax Parcels are ED05-067.14-01-69.00 and ED05-067.14-01-69.01 and the Planning Reference is Z-10-08.

Mr. Salters moved that the final reading of the proposed ordinance be acknowledged by title only, seconded by Mr. McGiffin and unanimously carried. *(The First Reading of Proposed Ordinance #2010-27 was accomplished during the Council Meeting of October 25, 2010.)*

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reviewed the petition to amend the zoning district and the findings and recommendations of the Planning Commission ***(Exhibit #1)***. The Planning Commission recommended approval of the rezoning request.

Council President Hogan declared the public hearing open.

Youth Pastor Rick Barr of Grace Presbyterian Church stated that the ranch home on the property was previously a rental unit and the church would like to begin utilizing the space for Sunday school classes.

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

Dr. McGlumphy moved for approval of the rezoning request, as recommended by the Planning Commission. The motion was seconded by Mrs. Williams and, by a unanimous roll call vote, Council adopted Ordinance #2010-27, as follows:

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED AT 1016 AND 1022 COLLEGE ROAD.

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

WHEREAS, it is deemed in the best interest of zoning and planning to change the permitted use of property described below from C-PO (Commercial/Professional Office Zone) and subject to COZ-1 (Corridor Overlay Zone) to IO (Institutional and Office Zone).

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

1. That from and after the passage and approval of this ordinance the Zoning Map and Zoning Ordinance of the City of Dover have been amended by changing the zoning designation from C-PO (Commercial/Professional Office Zone) and subject to COZ-1 (Corridor Overlay Zone) to IO (Institutional and Office Zone) on that property located at 1016 and 1022 College Road (on the south side of College Road, west of the intersection with McKee Road), consisting of 1.0044+/- acres (43,750 sq. ft.), owned by Grace Presbyterian Church.

ADOPTED: DECEMBER 13, 2010

JOINT LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE AND SAFETY ADVISORY AND TRANSPORTATION COMMITTEE REPORT - NOVEMBER 15, 2010

A Joint Meeting of the Legislative, Finance, and Administration and Safety Advisory and Transportation Committees was held on November 15, 2010 with Chairman Leary presiding.

OVERVIEW OF ISSUES RELATED TO GANG ACTIVITY

Chief James Hosfelt, Dover Police Department

Police Chief James Hosfelt introduced Sgt. Jason Pires, head of the Drugs, Vice, and Organized Gang Unit. Sgt. Pires is a 15-year veteran with the Dover Police Department and Vice President of the East Coast Gang Investigators.

Sgt. Pires provided a Power Point Presentation on local and national gang history, local gang activity, and common gang identifiers and behaviors (*attachment to Committee minutes*).

Responding to Mrs. Williams, Sgt. Pires stated that a team effort between the police, the Dover Housing Authority, and the community will be necessary to bring the City's gang situation under control. He noted that key components to combating gangs include education, intervention, and suppression. Sgt. Pires advised members that combating gang activity is only one area of responsibility for his unit and that additional manpower would be helpful in this regard.

Chief Hosfelt stated that since 2008 there have been 15 gang-related shootings, three (3) gang-related stabbings, and five (5) gang-related homicides. He stated that he would provide statistics on the percentage of total crime that can be attributed to gang activity.

Dr. Jones asked if there is a program in place for the Police Department to work with schools and families. Chief Hosfelt stated that the Department continues to participate in the Drug Abuse Resistance Education (DARE) program and is considering the Gang Resistance Education and Training (GREAT) program. In addition, he noted that one (1) officer is assigned to Central Middle School and one (1) officer to Dover High School.

Noting the photos of graffiti on public property, Mr. Anthony DePrima, City Manager, asked if it would be helpful to arrange for its removal as quickly as possible. Sgt. Pires stated that he has provided presentations to the Utility Department crews who are very helpful in reporting gang graffiti so that it can be removed expeditiously.

Sgt. Pires emphasized the importance of the community's willingness to report gang activity and to testify if necessary. He stressed the value of community policing in establishing relationships and trust between police officers and residents. Chief Hosfelt stated that there has been a 37% reduction in community meetings since the reduction in the Community Policing Unit.

Ami Sebastian-Hauer, Dover Housing Authority (DHA)
Ms. Ami Sebastian-Hauer, Director of the Dover Housing Authority (DHA), stated that the DHA was the first property manager to join the Dover Crime Free Multi-Housing Program. She noted that the DHA created defensible areas in all of their neighborhoods. Ms. Sebastian-Hauer stated that a great deal of crime, drug activity, and solicitation goes unreported. She stated that she felt the Community Policing Unit was essential to the safety of the residents of Dover.

Ms. Sebastian-Hauer advised members that there are programs available that provide alternative activities, for example, a Boys and Girls Club at Simon Circle, the University of Fun at Manchester Square, and General Educational Development (GED) and Adult Basic Education (ABE) programs.

Responding to Mrs. Russell, Ms. Sebastian-Hauer stated that the DHA has a resident services department and administers a family self-sufficiency program. She noted that able-bodied adults who are not working must either join a family self-sufficiency program, participate in job training, continue with their education, or perform community service. Ms. Sebastian-Hauer stated that many DHA residents work and rent is based on income.

SCHEDULING OF FUTURE MEETINGS
Due to conflicting schedules, Chairman Leary advised members that the next meeting would be scheduled for a date prior to Monday, December 6, 2010.

PUBLIC COMMENT PERIOD (15 MINUTES)
Mr. Clay Hammond stated that a group of concerned citizens are planning a town hall meeting for the African American community on Saturday, December 11, 2010 from 2:00 - 4:00 p.m. to brainstorm about what they need to do to save the children.

Mrs. Russell stated that she did not feel that gang problems should be considered a "black thing" because the races co-mingle. She hoped that actions taken to resolve this situation would benefit all children.

By consent agenda, Mr. Bonar moved for acceptance of the Joint Legislative, Finance, and Administration and Safety Advisory and Transportation Committees Report, seconded by Mr. Leary and carried by a unanimous roll call vote.

UTILITY COMMITTEE REPORT - NOVEMBER 22, 2010

The Utility Committee met on November 22, 2010 with Chairman Ruane presiding.

Review of Utility Related CIP's (Electric and Water/Wastewater) ***(August and September)***

Members were provided Project Tracking Reports, as of August 31, 2010 and September 30, 2010, for the Utility (Electric and Water/Wastewater) Related Capital Investment Plan (CIP).

Mr. Anthony DePrima, City Manager, reminded members that every fall and spring, the power plant is shut down so that maintenance can be performed. He stated that this was completed on November 22, 2010 and, during the shutdown, several projects, such as work on the cooling tower and other internal work, were accomplished. Mr. DePrima explained that these projects will be reflected in the next report.

In response to Mr. Bonar, Mr. DePrima stated that testing was conducted during the shutdown and more maintenance will probably be required in order to extend the life of the plant. He indicated that additional engineering staff has been requested since the plant is managing more CIP projects than in previous years.

Responding to Mr. Ruane, Mr. DePrima indicated his satisfaction with the progress being made on the projects and that, with the exception of siting the pump for the new well for the Piney Point Well Project, there have been no complications. He stated that the Piney Point Well Project has been delayed while working with the Department of Natural Resources and Environmental Control (DNREC) on obtaining approvals. Mr. DePrima informed members that there has not been an urgent need for staff to move forward with this project because demand is down. He explained that most delays are caused by permitting agencies, reminding members that staff is still waiting on final approval from the Delaware Department of Transportation (DelDOT) for the Route 13 Water Line Project. He indicated that he did not feel there was a need for Council to take any action regarding this project at this time.

Mr. Snaman indicated that residents of Turnberry have relayed problems with stormwater drainage, which also affects the golf course. Responding, Mr. DePrima stated that there was a substantial amount of work conducted this past summer to resolve the drainage problems. He assured members that he would contact the residents to determine if stormwater problems are still occurring in the area.

The Committee recommended acceptance of the Utility Related CIP's Reports.

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

PACE/NAES Monthly Report ***(September 2010)***

The PACE/NAES Monthly Report for September 2010 was provided to members to allow the opportunity to monitor what is being sold in electric and the revenues received, which will give them a better understanding of any fluctuations and allow the opportunity to make improvements if deemed necessary.

Referring to Page 4 with regard to the Monthly Budget Variance, Mr. Anthony DePrima, City Manager, explained that the unfavorable variance, in the amount of $249,504 reflects additional run time in September, which resulted in an increase in water and sewer expenses. In addition, he stated that contractor labor costs and boilers and auxiliary repairs were included.

In response to Mr. Snaman regarding concerns about increases proposed by other major utility companies, Mr. DePrima stated that the confidence level in the City's rates is high since the City is 85% hedged in the next fiscal year; therefore, only a 15% gap exists. He stated that he was not aware of the issues that are driving the price increases for other companies.

Mr. Bonar requested that staff provide an annualized comparison to be presented to members during the January meeting.

The Committee recommended acceptance of the PACE/NAES Monthly Report for September 2010.

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

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

During their meeting of June 14, 2010, Mrs. Ann Marie Townshend, Director of Planning and Community Development, provided members with information regarding the National Pollution Discharge Elimination System (NPDES) Municipal Separate Storm Sewer Systems (MS4) Permit. The information included details about the Dover NPDES permit and explained how it has been administered in the past and will be administered in the future. Members were also advised that the Planning Department would be responsible for making NPDES permit applications, monitoring progress, and filing reports with Department of Natural Resources and Environmental Control (DNREC).

Mrs. Townshend advised members that on June 2, 2010, the City received a notice of violation for non-compliance with the permit requirements from DNREC. The City was provided a list of corrective actions and was given until November 1, 2010 to comply. On June 16, 2010, the City submitted a revised Annual Report covering the period of September 1, 2007 through August 31,2008, and on October 27, 2010, the City submitted a report to DNREC of all corrective action to clear the notice of violation. Mrs. Townshend indicated that these actions included the following:

1) As part of the ABC = 123 downtown beautification project held on August 21, 2010, 67 storm drains were marked by volunteers in the Downtown Dover area.

2) A meeting was held with City departments to discuss the permit activities and the need to work them into regular work schedules and processes.

3) Three (3) brochures were published for distribution (landscaping, home repairs, and stormwater management area maintenance).

4) 47 City employees attended a construction certification training held by DNREC.

5) Staff continued with street sweeping, leaf collection, and storm drain mapping.

Mrs. Townshend noted that on November 16, 2010, the City received a letter from DNREC indicating that the notice of violation was cleared. She stated that the next step would be to work with DNREC to close out the existing permit and to authorize a renewed five (5) year permit, which she hoped to obtain by July 1, 2011. She noted that DNREC has indicated that the new permit will require a retrofit plan; therefore, DNREC will be looking for stormwater retrofits in the City. Mrs. Townshend explained that the City has developed a plan to implement retrofitting; however, she advised members that this will require funding and grants will be pursued for this purpose.

In response to Mr. Ruane, Mrs. Townshend stated that staff has discussed the possibility of including permitting requirements in the Dover Code for the expansion of driveways. She stated that currently lot coverage is addressed in the Zoning Ordinance; however, a permit is not required unless there is a building and there are no setback requirements for driveways. She anticipated that staff will be presenting related ordinance amendments in the spring.

Responding to Mr. Bonar regarding reporting requirements for sewer and stormwater overflows to Kent County and DNREC, Mr. Scott Koenig, Public Services Manager/Director of Public Works, stated that City staff maintains records of the amount of water used for sewer jetting, the dumping station at Schutte Park, etc. He explained that any type of wastewater spill greater than a specified amount (which he believed to be 500 gallons) must be reported. He stated that in recent discussions DNREC indicated that there may be a requirement to report every and any type of spill in the future. In regard to vehicles, hydraulic spills in excess of five (5) gallons must be reported. Mr. Koenig assured members that all spills are reported as required.

Mr. Bonar suggested that consideration be given to the possibility of using pervious paving and channelization of stormwater. He explained that curb lines can be directed to cause water to flow into the trees rather than the stormwater runoff. Mr. Bonar also suggested the possibility of obtaining beautification and/or federal funding for these projects. Responding, Mrs. Townshend advised members that in new housing developments, the first practice is to create channelization of stormwater, which may be something that a retrofit plan could address. In terms of pervious pavement, she noted that maintenance is critical. If not properly maintained, the pavement will clog and no longer function, which causes drainage problems.

Mr. Bonar stated that there are products on the market that would not only enhance stormwater runoff and help prevent it from draining into the St. Jones River, but also aid in snow removal by expediting melting. Mrs. Townshend suggested the possibility of obtaining funding through DNREC for a demonstration project in the City.

Mr. Bonar noted that members of Council had the opportunity to review the charrette plan that was developed and encouraged staff to include stormwater runoff and management solutions that are more natural in an attempt to reduce runoff in the downtown area.

Update - Recycling and Yard Waste Related Legislation

Mr. Anthony DePrima, City Manager, reported that the State of Delaware has developed draft guidelines and an application for the recycling grant. He anticipated that the Recycling Committee will finalize the regulations and guidelines by the first of the year and that there will be a succession of applications. Mr. DePrima noted that the State's priority this year, as stated in the legislation, is to focus not only on multi-family and single-family streams but also on bars and restaurants. He advised members that the City intends to apply retroactively for a grant for some of the expenses incurred from the purchase of recycling cans as well as for marketing and public relations funds to promote recycling and the yard waste ban. He stated that staff has also been discussing the possibility of purchasing an industrial-sized chipper and may apply for grant monies for this expense.

Mr. DePrima stated that the Recycling Committee has not addressed rebates for recycling efficiencies; however, he has been assured that this will be considered. The projection is that several of the private haulers that qualify for the grants will not apply since there is a "string" attached, which states that if a grant is awarded, recycling rates cannot be increased. He assured members that the rate increase restriction would not apply to the 2% escalator included in the City's contract and it is permitted to pass this escalator on to the customers.

In regards to legislation related to yard waste, Mr. Scott Koenig, Public Services Manager/Director of Public Works, advised members that as of January 1, 2011, there will be a "soft" ban at the landfill which will require the City to separate yard waste. He stated that yard waste will be disposed of at a separate location at the landfill and will not be disposed of on the "face" of the landfill as is regular municipal solid waste. At first the fee for yard waste will be the same as municipal solid waste; however, Mr. Koenig stated that it is hoped that, as the ban is implemented, there will be consideration of a hauling rate for yard waste, since it is essentially biodegradable material such as trees, branches, grass, etc. He noted that, according to the Delaware Solid Waste Authority, the ban will allow each solid waste load to contain up to 10% yard waste.

Referring to implementation of this legislation in the City of Dover, Mr. Koenig stated that Kent County is currently seeking input from residents to determine if they want yard waste collection. It was his feeling that the City will have to provide yard waste collection services to residents. He noted that most communities that provide recycling services on an every-other-week basis, as the City does, provide the yard waste collection services on the odd weeks, utilizing a separate container. He indicated that this approach will be reviewed by staff and projected that a recommendation will be forthcoming in January. Mr. Koenig noted that the yard waste collection would only be necessary from mid-March to mid-November, since very little yard waste is generated over the winter months. He stated that the City would maintain the leaf collection system and noted that the City already provides services that fit under the umbrella of a yard waste system. He explained that if a tree is cut down and put out for disposal, it typically is not taken to the landfill but rather to another facility that grinds and mulches.

Mr. Koenig stressed the importance of meeting the guidelines and needs of the landfill in order to reduce the City's costs. He noted that the container system seems to be the most efficient and low cost system since it allows customers to put the material in containers and not in bags that must be re-opened to demonstrate that they do not contain municipal solid waste. Mr. Koenig indicated that the City's current recycling provider had expressed an interest in providing curbside yard waste collection on an every-other-week basis but had requested additional details. He stated that staff will provide a recommendation to the Committee, including the costs associated with contracting the services out versus providing the services in-house, after meeting with the contractor.

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

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - NOVEMBER 22, 2010

The Legislative, Finance, and Administration Committee met on November 22, 2010 with Chairman Leary presiding.

Review and Recommendation - Filling of Critical Positions

During their meeting of February 23, 2009, members recommended approval of the Hiring Freeze for Fiscal Year 2008-2009, but to allow the hiring of critical positions through the review and approval of the Legislative, Finance, and Administration Committee and City Council. It was suggested that there be a "standing" agenda item to consider the filling of critical positions and, if there are no positions to consider, the item could be removed.

Mr. Leary noted that there were no critical positions to be considered; therefore, no further action was required.

Proposed Ordinance #2010-30 - Budget Amendments *(Deferred by Committee on November 8, 2010)*

During their meeting of November 8, 2010, members considered Proposed Ordinance #2010-30 - Budget Amendments, which would incorporate the audited budget balances of all funds and accounts. Members deferred action until the next Committee meeting, with the understanding that the City Manager would present a plan to address the expenditures required to meet the reduced revenue with the proposed ordinance amendment.

Mr. Anthony DePrima, City Manager, reminded members that during their previous meeting, members relayed concerns regarding the projection of reduced transfer tax receipts. He reminded members that the City originally budgeted $1M for transfer tax and staff projected receipt of $650,000; therefore, staff was directed to present a plan to reduce expenses by $350,000 to address the reduced revenue.

Mr. DePrima advised members that following the meeting, the City received approximately $640,000 *(City Clerk's Office Note: Actual amount received was $643,894)* in transfer taxes through the sale of several large apartment buildings (Woodcrest, Mapleton Square, and Country Village). He stated that this negated the need to reduce expenses; however, he stated that staff conducted the exercise of reducing expenses. Mr. DePrima reviewed details regarding the Estimated Expenditure

Reductions as of November 10, 2010 *(attachment to Committee minutes)* that were developed by staff. Utilizing the $650,000 projection and including the additional $640,000 received, he stated that actual transfer tax revenues would be approximately $1.3M, which is $300,000 more than the original budgeted amount of $1M.

Mr. DePrima suggested that members approve Proposed Ordinance #2010-30, as presented by staff, with the stipulation that any corrections would be accomplished during the mid-year review. He stated that, alternatively, members could amend the ordinance by including the additional transfer tax revenues in the amount of $640,000.

Mr. McGiffin indicated his preference that these types of issues be considered during the mid-year budget review.

Mr. McGiffin moved to recommend approval of Proposed Ordinance #2010-30 - Budget Amendments, as presented, and that any necessary changes be considered during the mid-year budget review. The motion was seconded by Dr. Jones.

As a result of the new information presented by staff, Mr. Ruane relayed his concurrence; however, he requested further review of the Electric Revenue Fund. Responding, Mrs. Mitchell, Controller/Treasurer, stated that staff considered the possibility of a power cost adjustment and, although staff had prepared documentation, this information was not readily available. Staff requested that members move forward to the remaining agenda item and then return to consideration of this matter.

The Committee tabled further discussion on this matter until later in the meeting, seconded by Mr. McGiffin and unanimously carried.

Discussion - Amendments to Chapter 70 - Offenses and Miscellaneous Provisions, Section 70-2 - Weapons Generally, Subsection (c) - Discharge

At the request of Councilman David Bonar, City Solicitor Nicholas Rodriguez reviewed Chapter 70 - Offenses and Miscellaneous Provisions, Section 70-2 - Weapons Generally, Subsection (c) - Discharge, of the City of Dover Code of Ordinances. Members were provided an opinion submitted by City Solicitor Rodriguez suggesting that Section 70-2 is in violation of State law (22 Del. C. Sec. 111) and may have automatically been repealed. City Solicitor Rodriguez recommended that the ordinance be completely re-drafted should the City opt to regulate the discharge of firearms within City limits.

Police Chief Hosfelt indicated no objection to the recommendation submitted by City Solicitor Rodriguez.

Mr. Bonar reminded members that this issue developed as a result of recent discussions regarding shootings involving gang members in the City of Dover. While conducting research, it was discovered that the City's ordinance appeared to be in violation of State law, which City Solicitor Rodriguez confirmed. Mr. Bonar requested that members direct the City Solicitor to prepare an ordinance amendment for presentation for a First Reading at the January meeting.

In reviewing the opinion provided by City Solicitor Rodriguez, Mr. McGiffin suggested that, in addition to mirroring the State law, the City should also include an amendment to regulate discharge of weapons. Responding, Police Chief Hosfelt indicated his concurrence.

Mr. McGiffin moved to recommend that the City Solicitor be directed to draft an ordinance amendment to bring the City into compliance with State law regarding weapons and to address the issue of discharging a weapon within the City. The motion was seconded by Dr. Jones.

Responding to Mr. Ruane, Police Chief Hosfelt indicated that when there are violations of Section 70-2 of the Dover Code, citations that are issued refer to the State law rather than City Code and typically involve possession of a deadly weapon. At the request of Mr. Ruane, Police Chief Hosfelt stated that the Police Department staff would review legislation from other jurisdictions to assist in developing an ordinance amendment regarding "weapons generally."

In response to Mr. Ruane, Mr. Leary noted that, typically, the procedure for this type of request would be for the City Solicitor to draft an ordinance amendment. He felt assured that the Police Chief would review the proposed amendment prior to its submission to the Committee for consideration.

Mr. McGiffin noted that the City's Ordinance references other weapons, such as a "slingshot," "peashooter," "beany," "bow and arrow," etc., and explained that the intent of his motion was strictly to address the issue of firearms and discharging firearms, without limiting the City's enforcement of the ordinance with respect to other weapons.

The Committee recommended that the City Solicitor be directed to draft an ordinance amendment to bring the City into compliance with State law regarding weapons and to address the issue of discharging a weapon within the City.

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

Proposed Ordinance #2010-30 - Budget Amendments *(Tabled Earlier in the Meeting)*
The Committee removed consideration of Proposed Ordinance #2010-30 - Budget Amendments from the table.

Mrs. Donna Mitchell, Controller/Treasurer, reviewed a report provided to members entitled "Calculation of Potential PCA Credit for January 2011 through June 2011" *(Attachment #2 to the Legislative, Finance, and Administration Committee minutes of November 22, 2010)*.

Responding to Mr. Leary, Mr. DePrima indicated that Power Cost Adjustments (PCAs) are typically determined on an annual basis.

Mrs. Teresa Tieman, Senior City Administrator, assured members that the PCA credit can be easily adjusted in the system. Should members choose to approve the adjustment, she requested that the motion include the provision that the adjustments be made "on or after January 1st."

Mr. Ruane noted that there have been other instances when the City has made adjustments and that, because the City is hedged at 85%, the cost of service is likely to be reduced in 2011 and 2012. Given the necessary budget increases, he felt the City's willingness to make adjustments and give back to the customers would demonstrate good faith to the citizens and rate payers. He encouraged members to recommend approval of a PCA, as presented by staff.

Council President Hogan relayed his opposition to making such decisions at the current time, when only a few months of data is available, and suggested that any action be delayed until the mid-year budget review.

Concurring, Mr. McGiffin stated his reluctance to make budgetary decisions in a piecemeal fashion and his preference to consider this in the context of the mid-year budget review.

The Committee recommended approval of Proposed Ordinance #2010-30 - Budget Amendments, as presented, and that any necessary changes be considered during the mid-year review.

In response to Mr. Ruane, Mr. DePrima stated that the $1.4M of the PCA would remain in the Electric Fund and not be transferred to the General Fund.

Mr. Leary moved for approval of the Committee's recommendation to approve Proposed Ordinance #2010-30 - Budget Amendments, as presented, and that any necessary changes be considered during the mid-year review. The motion was seconded by Mr. Bonar.

Mr. Ruane moved to amend Proposed Ordinance #2010-30, Budget Amendments, to reallocate $1,451,589 (Prior Year Balance), shown on Line 197 (Page 6 of 12), to Line 199 on the same page (Purchase Power Adjustment) for the purpose of providing an additional PCA credit to all rates and classes beginning January 1, 2011 for a six (6) month period. The motion was seconded by Mr. Salters.

Mrs. Russell inquired if customers would object to a rate increase at the conclusion of the six (6) month period. Mr. Ruane stated that the budget ordinance applies only to a six (6) month period; therefore, the PCA would be limited to that timeframe. Referring to Page 5 of the Review of Utility Related Capital Investment Plan (CIP) (Electric and Water/Wastewater) Report which was reviewed by the Utility Committee earlier in the evening, Mr. Ruane advised members that diminishing power costs are projected. As a result, it was his feeling that the City could sustain the PCA beyond the initial six (6) month period.

Mr. Anthony DePrima, City Manager, stated that a seven percent (7%) reduction in the cost of power supply is projected for next year. He noted that this projection is fairly reliable since costs are 85% hedged; therefore, 85% of the power cost for next year has already been purchased. Mr. DePrima advised members that a seven percent (7%) reduction translates to just over $5M. Noting that Mr. Ruane recommended the addition of $1.4M to the PCA for the next six (6) months, Mr. DePrima stated that $2.8M would be necessary to sustain the same PCA for a full year. He indicated that it appears there will be sufficient power supply savings next year to sustain and possibly increase the PCA, provided there are no unanticipated expenses.

Mr. Leary advised members that, due to possible variables, the Committee felt that a PCA should be considered in the normal fashion during the mid-year review.

Mrs. Williams noted that The Organization of the Petroleum Exporting Countries (OPEC) announced that they do not plan to increase the outflow of crude oil and that the price per barrel continues to increase. Mr. DePrima stated that power markets are not related to the oil market; however, they are related to the natural gas market.

Noting that the City is 85% hedged, Mrs. Williams inquired where and how the other 15% would be purchased and what percentage of purchases would be hedged in subsequent years. Responding, Mr. DePrima stated that the City attempts to hedge 85% each year and keep the remaining 15% open in order to shape purchases to the exact amount needed, according to the curve of the power supply. He explained that the 15% is purchased either "on demand" or in the "day ahead" market. Mr. DePrima advised members that less is hedged in the out-years (76% in the second year, 40% in the third year, and 9% in the fourth year); therefore, those numbers are less reliable and confidence in the projection is lower.

Mr. McGiffin felt it would be more appropriate to consider a PCA during the mid-year review. He indicated that he would enthusiastically support a PCA at that time if it is justified by the numbers. Mr. Ruane reminded members that January is mid-year based on the City's fiscal year.

Mr. Ruane noted that the "Calculation of Potential PCA Credit for January 2011 through June 2011" indicates a 3.4% increase over the amount provided this year. He also reminded members that a PCA is routinely provided by Council when possible and that, in 2007, the cost per kWh for power supply and generation increased from .054 to .089 and the City implemented an overall rate increase of approximately 31% to cover the increase. Mr. Ruane stated that, at that time, Council promised to use the Rate Stabilization Fund to offset the increase when there were unallocated funds in the budget. He noted that currently $1.4M should be returned to the ratepayers.

Mr. Ruane requested that the report entitled "Estimated Savings from Proposed PCA presented 11/22/10 as of 12/3/10" ***(Exhibit #2)***, which provides the estimated savings for the various customer classes, be included in the record.

On a call for the question, the motion to amend Proposed Ordinance #2010-30 - Budget Amendments, so that $1,451,589 (Prior Year Balance), shown on Line 197 (page 6 of 12), is reallocated to Line 199 on the same page (Purchase Power Adjustment) for the purpose of providing an additional Power Cost Adjustment (PCA) credit to all rates and classes beginning January 1, 2011 for a six (6) month period, failed by a roll call vote of three (3) yes *(Dr. McGlumphy, Mr. Salters, and Mr. Ruane)* and six (6) no *(Mr. Bonar, Mrs. Russell, Mr. Leary, Mr. McGiffin, Mrs. Williams, and Mr. Hogan)*.

The motion for approval of the Committee's recommendation to approve Proposed Ordinance #2010-30 - Budget Amendments, as presented, and that any necessary changes be considered during the mid-year review was carried by a roll call vote of eight (8) yes *(Mr. Bonar, Mrs. Russell, Dr. McGlumphy, Mr. Leary, Mr. McGiffin, Mrs. Williams, Mr. Salters, and Mr. Hogan)* **and one (1) no** *(Mr. Ruane)***.**

Mr. Leary moved for acceptance of the Legislative, Finance, and Administration Committee Report, seconded by Mr. Salters and unanimously carried.

SAFETY ADVISORY AND TRANSPORTATION COMMITTEE REPORT - NOVEMBER 24, 2010

The Safety Advisory and Transportation Committee met on November 24, 2010 with Chairwoman Williams presiding.

PRESENTATION OF SNOW REMOVAL PLAN FOR 2010/2011

Members were provided with Procedures for Weather Related Emergencies, as included in the City of Dover 2010/2011 Public Services Emergency Plan.

Mr. Anthony DePrima, City Manager, advised members that the City has refurbished a 1992 truck from the current fleet and converted it by installing a plow and salter/sander. He stated that, typically, salters and sanders must be loaded in advance of a storm; however, this truck will be available for immediate use. In addition, Mr. DePrima reminded members that during the snow storm in February, the City had to lend vehicles to the Police Department since their patrol vehicles did not operate well in the snow; however, the Police Department has now purchased two (2) 4-wheel drive vehicles. He stated that all of the City's plows and trucks have been taken to the Fleet Maintenance Shop for renovation and maintenance to assure they are prepared for emergency weather situations.

Mr. DePrima advised members that as a result of the snow storms that occurred earlier this year, a meeting with all department heads was held to determine how the City could better prepare for snow emergencies. He noted that several recommendations were implemented and have been incorporated into the Snow Removal Plan *(Attachment #1 to the Safety Advisory and Transportation Committee Minutes of November 24, 2010)*.

Mr. Scott Koenig, Public Services Manager/Director of Public Works, reviewed the Procedures for Weather Related Emergencies and noted that the Plan has been posted as public information on the City's Website (with personal information removed). He advised members that amendments to the Plan were noted in red text. Mr. Koenig reviewed a map of snow routes, which was provided to members.

Referring to the Snow Emergency Routes, Mr. Bonar suggested the possibility of the City contacting property owners and realtors to notify tenants who live along snow emergency routes of the requirement to remove vehicles. He also suggested that such a reminder be included on the bottom of City electric bills. Responding, Mr. Koenig stated that there has been discussion related to evaluating the emergency call system to determine if it could identify those who reside along snow emergency routes. Although the City has not notified realtors in the past, he relayed no objections to this suggestion.

From her experience working in the call center during the snow storms, Mrs. Williams advised members that frequent complaints were received from residents whose driveways were "plowed in" by the City and questioned if the City could notify residents to anticipate this.

Responding, Mr. Koenig stated that information could be posted explaining that the City does not conduct private snow removal and that mailboxes and driveways are always obstructed in the course of plowing. Mr. DePrima explained that during heavy snow storms, the center of the roadway is typically plowed first and residents often clear their driveways at that time. City staff then returns to plow the sides of the roadway, which results in snow being pushed into residents' driveways. He stated that during light snowfalls, the City plows the center of the roadway to open the road for two-lane traffic and generally the remaining snow on the sides melts on its own.

Responding to Mrs. Williams, Mr. Koenig stated that if staff is made aware of rumors circulating regarding snow removal, they can respond to them immediately and notify the public of the actions being taken by the City.

Mr. Bonar commended staff on the improvements made to the Snow Removal Plan and noted that the biggest priority for citizens earlier this year was to "get out" and drive on the roadways, which hindered the City's snow plowing efforts. He encouraged the Mayor to notify the Police Department that there should be a zero tolerance policy for driving when a snow emergency is in effect and that tickets should be issued to those who do not refrain from driving.

Mayor Carey advised members that the State of Delaware has developed a zero tolerance policy in this regard and he requested the City Solicitor to review this policy. He indicated that, upon approval, this information will be made available on the State and City websites.

Responding to Mr. Harmon, Mr. Koenig stated that the City has no control over price gouging by private, "out of town" plowers, other than to assure that these individuals have the required contractor licenses; however, this "check and balance" does not occur when the City is under full snow operations. He stated that often the City is not made aware of these situations until the involved individual has left the area.

In response to Mrs. Williams, Mr. DePrima stated that the Plan is an administrative document and does not require any further action by the Committee or Council.

By consent agenda, Mr. Bonar moved for acceptance of the Safety Advisory and Transportation Committee Report, seconded by Mr. Leary and carried by a unanimous roll call vote.

MONTHLY REPORTS - OCTOBER 2010

By motion of Mr. Bonar, seconded by Mr. Leary, the following monthly reports were accepted by consent agenda:

Budget Report
Chief of Police Report
City Assessor's Report
City Manager's Report
City Planner's Report
Dover Fire Department Report

CAPITAL INVESTMENT PLAN (CIP) REPORT FOR OCTOBER 2010

By motion of Mr. Bonar, seconded by Mr. Leary, the Monthly Capital Investment Plan (CIP) Report for October 2010 was accepted by consent agenda.

AMENDMENT TO 2010 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ACTION PLAN - PROPOSED RESOLUTION #2010-16

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that the City of Dover is entitled to funds through the United States Department of Housing and Urban Development Community Development Block Grant (CDBG) program. The City receives program income through the payoff of loans from the CDBG Program and uncommitted activities, and this program income is reinvested in program activities.

Mrs. Townshend stated that Proposed Resolution #2010-16 would allocate unanticipated program income in the amount of $25,087 to projects that were already funded during the fiscal year.

Responding to Mr. Ruane, Mrs. Townshend stated that the resultant savings to the General Fund would not be known until later in the fiscal year. She noted that the CDBG program allows for 20% of the allocation and program income to be used for program administration, which does not fully pay for administrative costs. Mrs. Townshend did not anticipate that receipt of the funds would increase the cost of administration.

By motion of Mrs. Russell, seconded by Mr. Bonar and, by a unanimous roll call vote, Council adopted Resolution #2010-16, as follows:

A RESOLUTION APPROVING THE 2010 COMMUNITY DEVELOPMENT BLOCK GRANT ACTION PLAN AMENDMENT

WHEREAS, the City of Dover is entitled to funds through the United States Department of Housing and Urban Development Community Development Block Grant program; and

WHEREAS, the City of Dover receives program income through the payoff of loans from the Community Development Block Grant Program and uncommitted activities, and this program income is reinvested in the program activities; and

WHEREAS, the City of Dover received unanticipated program income in the amount of $25,087 for the purpose of amending the 2010 Action Plan, in accordance with the United States Department of Housing and Urban Development guidelines, that serves as the primary planning document for identifying and meeting the housing and community development needs for the low and moderate income residents of Dover; and

WHEREAS, the City of Dover is in favor of utilizing the Community Development Block Grant funds for the community development purposes in accordance with the National Community Development objectives of benefiting low and moderate income families, eliminating slums and blight, and meeting other community development objectives; and

WHEREAS, the United States Department of Housing and Urban Development requires the City of Dover to submit a Consolidated Plan and an Action Plan for Application for Federal Assistance including the proposed use of funds and including certain certifications and policies to obtain its $296,526 entitlement; and use of $25,087 in program income for eligible activities;

NOW, THEREFORE BE IT RESOLVED THAT THE MAYOR AND COUNCIL OF THE CITY OF DOVER APPROVE THE amendment to the 2010 Community Development Block Grant Action Plan to allocate program income in the amount of $25,087 and authorize its forwarding to the United States Department of Housing and Urban Development for consideration.

ADOPTED: DECEMBER 13, 2010

SETTLEMENT OF WARD TRANSFORMER SUIT

Mr. Anthony DePrima, City Manager, reminded members that the City of Dover was recently sued because the City contracted with Ward Transformer for the repair and disposal of transformers in the 1970s and 1980s. He stated that Ward Transformer was a company based in Raleigh, North Carolina that repaired, rebuilt, and disposed of electric transformers for their client companies. Mr. DePrima noted that Ward Transformer was irresponsible in the handling of the transformers and, as a result, their site and a neighboring property (known as Estes Trucking Site) were significantly polluted with Polychlorinatead Biphenyl (PCB). He indicated that, under the Superfund law, any company that sent material to the site as customers of Ward Transformer could be held responsible for cleanup costs. Mr. DePrima stated that Consolidated Coal Company, Carolina Power and Light Company, and PCS Phosphate Company were initially found to be the responsible parties and were ordered to perform the cleanup; however, as allowed under the Superfund law, these companies were permitted to sue other users of the facility to help pay the cleanup costs. Mr. DePrima explained that the initial responsible parties have spent approximately $70 million dollars in cleanup and the estimated final cost will be less than $78 million. He stated that this is considered to be a well documented and validated estimate. Mr. DePrima stated that there is documented evidence that the City of Dover sent at least six (6) transformers to the site for repair; therefore, the City of Dover was sued in addition to 115 other parties.

Mr. DePrima explained that, given the complexity of the case, the judge assigned, and the evidence of the City's clear use of the Ward site, the City attorney advised to strongly consider a settlement offer of $279,640. He noted that this amount was based on the number of transformer points assigned to the City (2.9), which was then used to calculate the City's fractional share (0.004160688) of the $78 million cleanup cost. Mr. DePrima stated that if the cost exceeds $78 million, the City will have to pay an additional amount based on its fractional share. He noted that there are two (2) other areas (OU1 & OU2) polluted by the Ward site that are not included in this settlement. Mr. DePrima explained that these areas are offsite and include adjacent river and lake beds that have been polluted from runoff. He stated that the estimated cost of this additional cleanup is $12 million; however, to date, the City has not been brought into any suits related to this area.

Mr. DePrima stated that the City has a contingency reserve in the Electric Fund specifically set up for one-time, nonrecurring expenses, with $1,071,054 currently in the account. He explained that the City's existing policy requires that funds expended from this account be replenished within three

(3) years. Mr. DePrima noted that if funds from this account were utilized for the settlement, they could be replenished during the mid-year budget review. He stated that the legal expenses involved in the suit, to date, total $21,429.89 and suggested that these expenses also be paid from the contingency fund.

Mr. Leary moved to authorize the City Manager to sign a settlement agreement in the Ward Transformer suit in the amount of $279,640, with funds for this settlement and associated legal costs to come from the Electric Contingency Fund. The motion was seconded by Mr. Salters and carried by a unanimous roll call vote.

Responding to Mrs. Williams, Mrs. Donna Mitchell, Controller/Treasurer, stated that the audited financial statements are available in February. Mrs. Williams requested that the mid-year review be held before the end of February.

EVALUATION OF BIDS - BAYARD AVENUE PIPE MATERIALS - WATER QUALITY

Mr. Anthony DePrima, City Manager, advised members that as part of the proposed Water Quality Improvements to the City of Dover's water system, the Public Utilities Department is upgrading the existing water main for Bayard Avenue, Greenhill Road, and Bayard Avenue Alley. He indicated that this bid will supply the major water line materials to complete this portion of the project. Subsequent bids will include fill material (stone, select backfill, etc.), paving materials/contractor, and a jack and bore operation to be installed by a contractor. Mr. DePrima noted that this activity is being performed as identified in the Utilities Water Quality Evaluation performed on the water system and will be installed by the Public Utilities Construction Crew.

Mr. DePrima stated that bids were advertised for according to City Policy by the City's Purchasing Agent (Bid #11-0030DPU) and that the City received three (3) bid responses. He noted that, due to Local Vendor Preference, the bid submitted by Dover Plumbing Supply was reduced by 3% to $216,587.40, making it the lowest priced bid.

Staff recommended awarding the bid to Dover Plumbing Supply, for the amount of $223,285.98.

Mr. Ruane moved for approval of staff's recommendation, seconded by Dr. McGlumphy and carried by a unanimous roll call vote.

EVALUATION OF BIDS - BAYARD AVENUE FILL MATERIALS - WATER QUALITY

Mr. Anthony DePrima, City Manager, noted that as part of the proposed Water Quality Improvements to the City of Dover's water system, the Public Utilities Department is upgrading the existing water main for Bayard Avenue, Greenhill Road, and Bayard Avenue Alley. He indicated that this bid will supply the fill material (stone, select backfill, etc.) to complete this portion of the project. Subsequent bids will include paving materials/contractor, major water line materials and a jack and bore operation to be installed by a contractor. Mr. DePrima noted that his activity is being performed as identified in the Utilities Water Quality Evaluation performed on the water system and will be installed by the Public Utilities Construction Crew.

Mr. DePrima stated that bids were advertised for according to City Policy by the City's Purchasing Agent (Bid #11-0029DPU) and that the City received three (3) bid responses; however, one (1) of the bids was deemed non-responsive, as the bidder did not supply pricing for all the items.

Staff recommended awarding the bid to the lowest bidder, Pioneer Materials, for the amount of $41,307.50.

Mr. Ruane moved for approval of staff's recommendation, seconded by Dr. McGlumphy and carried by a unanimous roll call vote.

ELECTION OF OFFICERS - ROBBINS HOSE COMPANY - YEAR 2011 FIRE LINE OFFICERS

The Fire Line Officers of the Robbins Hose Company are elected annually on the third Monday of November. Members were provided the results from the November 15, 2010 Robbins Hose Company Election for consideration as follows:

Fire Chief	-	Jack Fortney *(Unopposed)*
Deputy Fire Chief	-	Patrick West *(Unopposed)*
First Assistant Fire Chief	-	David Carey
Second Assistant Fire Chief	-	Michael O'Connor, Jr. *(Unopposed)*
Third Assistant Fire Chief	-	Joseph Simmons
Fourth Assistant Fire Chief	-	Carl Troubetaris, Sr.
First Fire Line Captain	-	David Knight
Second Fire Line Captain	-	Mark Hall

By consent agenda, Mr. Bonar moved for acceptance of the Fire Line Officers for Robbins Hose Company for the Year 2011 as submitted. The motion was seconded by Mr. Leary and carried by a unanimous roll call vote.

REZONING REQUEST/FIRST READING OF PROPOSED ORDINANCE #2010-31 - 293 SAULSBURY ROAD, OWNED BY F & B PROPERTIES

A request was received to rezone property located at 293 Saulsbury Road, consisting of $3.64^{+/-}$ acres, owned by F & B Properties. The property is currently zoned C-3 (Service Commercial Zone) and subject to COZ-1 (Corridor Overlay Zone) and the requested zoning is C-2A (Limited Central Commercial Zone) and subject to COZ-1 (Corridor Overlay Zone). The subject property is located on the northeast corner of the intersection of Saulsbury Road and North Street. (The Tax Parcel is ED05-076.11-01-43.00-000 and the Planning Reference is Z-11-01.)

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that the property is currently occupied by a trucking company and the proposed use is a bank, and a gas station with a convenience store. Responding to Mr. Bonar, Mrs. Townshend stated that any remediation necessary due to the trucking company use would be the property owner's responsibility.

Mr. Salters stated that some residents in his district have objected to the proposed use and he strenuously objected to situating a gas station so close to the residents of Simon Circle. He recommended that a wide buffer be provided if a gas station is located on the property.

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

By motion of Dr. McGlumphy, seconded by Mr. Bonar, and with Mr. Salters voting no, Council referred the request to the Planning Commission for January 18, 2011 and set a Public Hearing for February 14, 2011 at 7:30 p.m.

In accordance with Section 1-9 of the Dover Code, Council acknowledged the First Reading of Proposed Ordinance #2010-31 as read by the City Clerk, by title only, as follows:

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED AT 293 SAULSBURY ROAD.

FIRST READING - PROPOSED ORDINANCE #2010-30 - BUDGET AMENDMENTS

Council President Hogan 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 January 10, 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:

- Proposed Ordinance #2010-30 - Budget Amendments

COUNCIL MEMBERS ANNOUNCEMENTS

Council President Hogan reminded members that all Council and Committee meetings for the week of December 27, 2010 have been cancelled due to the holidays.

Council President Hogan noted that this was the last meeting for Fire Chief Sean Christiansen and that the new Chief, Jack Fortney, would be assuming office in January.

Mr. Ruane noted that when Chief Christiansen began as Fire Chief, the relationship between City Council and the Fire Department was strained and that the Chief made a "terrific effort" to improve the relationship. He stated that Chief Christiansen has innovatively involved Council members directly by training them and showing them what it is really like to be in a burning building. Mr. Ruane stated that Council appreciates and commends Chief Christiansen for his hard work.

Mr. Salters wished the citizens of Dover a Merry Christmas.

Mr. McGiffin announced that Santa Claus would be traveling with the Dover Fire Department on Tuesday, Wednesday, and Thursday evenings from 5:30 - 9:00 p.m. and Saturday afternoon. He noted that more information was available at www.DoverFire.org.

Mr. Bonar stated that Fire Chief Christiansen exemplifies what is right about the volunteer fire service in Delaware and that, historically, the fire service has been handed down from grandfather, to father, to son. He noted that it is very difficult in today's economy for employers to volunteer the time necessary to staff the fire service and that volunteers save the City many tax dollars by providing the fire service.

Mrs. Russell announced that there would be a holiday party for youth on Saturday, December 18, 2010 at Whatcoat Church on Saulsbury Road from 1:00 - 3:00 p.m.

Dr. McGlumphy thanked Chief Christiansen for his service and wished incoming Chief Fortney the best.

By unanimous consent, the Meeting Adjourned at 8:26 P.M.

TRACI A. McDOWELL
CITY CLERK

All orders, ordinances, and resolutions adopted by City Council during their Regular Meeting of December 13, 2010, are hereby approved.

CARLETON E. CAREY, SR.
MAYOR

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Exhibits Attached to Original Minutes and File Copy
Exhibit #1 - Petition to Amend Zoning District for Properties located at 1016 and 1022 College Road
Exhibit #2 - "Estimated Savings from Proposed PCA presented 11/22/10 as of 12/3/10"

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

Proposed Zoning Change: Amendment to *Zoning Ordinance*, Article 3 – District Regulations, Section 14 – Limited Central Commercial Zone (C-2A) and Section 30 – Recreational and Open Space Zone (ROS), to add new uses.

Summary of Amendment: The proposed amendment to the C-2A zone is brought forward to allow parking lots and structures as principal uses within the C-2A zone, on suitably landscaped lots and subject to Conditional Use review by the Planning Commission. This amendment is brought forward to support the notion of district or regional parking in the downtown area, in accordance with the recommendations of the recent charette process. Additionally, land acquired by the State of Delaware to construct parking for the Kent County Courthouse is zoned C-2A. This would ensure that the parking lot could be constructed without requiring rezoning of the site. The language proposed mirrors that in the C-2 (Central Commercial) zone. In order to support planning for regional parking, rather than site-by-site parking, in the downtown area, the *Zoning Ordinance* will need to accommodate parking as a principal use.

The proposed amendment to the ROS zone is brought forward in response to concerns brought forward by Holy Cross Cemetery that the provisions of the newly created ROS zone would preclude expansion of the cemetery and construction of new mausoleums within 30 feet of the property lines. As initially drafted by staff, the proposed ordinance added cemeteries as a permitted use within the ROS zone and exempted interment structures from setback requirements. Upon review by the Parks, Recreation & Community Enhancement Committee, concern was expressed regarding the potential for a mausoleum to be constructed near property lines, and the Committee removed the language that would exempt interment structures from the 30-foot setback requirement.

Following public testimony presented on behalf of Holy Cross Cemetery before the Planning Commission on December 20, 2010, the Planning Commission recommended approval of an amendment to exempt interment structures from the setback, except where abutting a residential use or presenting site distance issues at an intersection.

Planning Commission Recommendation: Following a public hearing on December 20, 2010, where public testimony was presented requesting that interment structures be exempt from the 30-foot setback from property lines, the Planning Commission

unanimously (5 members in favor, 4 members absent) recommended in favor of the proposed ordinance, with an amendment to exempt interment structures from the 30-foot setback, unless abutting a residential use or an intersection.

Attachments: Draft Ordinance
Public Testimony from the Planning Commission, December 20, 2010
Proposed Amendment from the Planning Commission Excerpt from Parks, Recreation & Community Enhancement Committee Minutes, November 8, 2010

Ordinance Number: 2010-28

File Number: MI-10-18

The following is a summary of the testimony and discussion on this matter from the Planning Commission meeting of December 20, 2010:

MI-10-18 Text Amendments to the *Zoning Ordinance*: Permitted Uses – Public Hearing and Action on Recommendation to City Council on proposed amendments to the *Zoning Ordinance* to add parking lots as a principal use allowed through conditional use approval within the C-2A zoning district by adding subsection 14.4(b) to Article 3, Section 14. Limited Central Commercial Zone and to add cemeteries as a permitted use within the ROS zoning district by adding subsection 30.29 to Article 3, Section 30. Recreational and Open Space Zone (ROS). Ordinance # 2010-28.

Representative: Staff.

Mrs. Townshend provided an overview of the proposed text amendments.

Colonel Welsh questioned with the regards to the situation that pertains to Holy Cross, is that part of this rezoning amendment? Responding to Colonel Welsh, Mrs. Townshend stated that during the public hearing you will be hearing from someone on behalf of Holy Cross Cemetery because one of the provisions that they specifically wanted in this amendment has come out which relates to the setbacks.

Mr. Hemmig opened a public hearing.

Mr. Len Dornberger – 313 Pebble Valley Place – Holy Cross Cemetery Administrator – Stated that accompanying him this evening is Mr. Don Cruise, Cemetery Chairman and Mr. Jim Flood, member of the Cemetery Committee. We are here tonight to represent our Pastor Monsignor Daniel McGlynn and the 3,500 families of Holy Cross perish. We are here to discuss the impact of rezoning the Holy Cross Cemetery to ROS (Recreational and Open Space) that occurred earlier this year. He has met with Mrs. Townshend a few months ago to understand how the rezoning might impact their future plans, specifically in regards to the erection of mausoleums within the cemetery and the thirty (30) foot setback restriction. Under the current code, they cannot erect any structure within thirty (30) feet of the property line and he would like to explain the problem that creates for them. He would first discuss their 140 year old cemetery which is the only Catholic cemetery serving Kent County. A map was displayed showing the cemetery that is a parcel of about three (3) acres located in north Dover and bordered on all four sides by City streets. The north end of the cemetery is bordered by William Street and across from William Street is a residential district. The west side of the cemetery is bordered by Queen Street and across the street is the Wesley College stadium. On the south side is Clara Street and across the street from the cemetery is the National Guard Armory. On the east side is North New Street and across the street from the cemetery there is the North Governors Avenue Apartment Complex. Like most cemetery's we are running out of ground space and in our case, we have no way to expand the current cemetery because of the street limitations. A few years ago plans were developed to build mausoleums to address us running out of space. The first phase was completed in the spring of last year 2009 and what we have is the first mausoleum of two which is within the thirty (30) feet setback restriction currently. The second phase of their large mausoleum plan is to build a twin mausoleum directly adjacent to the first one and again it would be within the thirty (30) feet setback restriction that is currently in place. The Phase II mausoleum building is not yet scheduled to be built; however, we have begun the planning process for a Phase III mausoleum which would be much smaller and only for cremated remains. We envision this small mausoleum being built close to the fence in the northeast corner of the cemetery on the corner of William and New Streets and within the thirty (30) feet

setback line. The zoning language, as it currently stands, creates two problems for them. Number one, we cannot complete Phase II (the twin mausoleums as shown). Second, the numerous used and unused plots that are currently sold and scattered throughout our cemetery in areas that would appear to be unused at the current time and are perhaps sold, eats up contiguous space in the cemetery and this limits our options to place a mausoleum somewhere within the center area of the cemetery and still adhere to the thirty (30) foot restrictions that we have in place today.

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

Mr. Baldwin questioned if there would be a height restriction on the mausoleum. Responding to Mr. Baldwin, Mrs. Townshend stated that there is no height restriction on mausoleums; however, it could be added.

Mr. Hemmig questioned on the proposed twin mausoleum how far will this be from the intersection of William and Queen Streets? Responding to Mr. Hemmig, Mr. Dornberger stated that it would be about halfway down the block between Clara and William Street.

Mr. Hemmig further questioned if they had any concept on how big the remains mausoleum would be in the northeast corner? Responding to Mr. Hemmig, Mr. Dornberger stated that it would probably be about twelve (12) feet long and no more than four (4) feet high.

Colonel Welsh questioned if there was anything that they would need to address in making this motion that would address specifically the thirty (30) foot setback or is that encompassed in the amendment itself? Responding to Colonel Welsh, Mrs. Townshend stated that if you do want to eliminate the thirty (30) foot setback for interment structures which essentially would be mausoleum structures, you would make a motion to amend the ordinance to exempt mausoleums or interment structures from the thirty (30) foot setback. Your packet included the minutes from the Parks, Recreation and Community Enhancement Committee meeting and one of the concerns of the committee related to if you have a cemetery that is abutting a residential neighborhood or residential area and proximity to that property line.

Mr. Hemmig stated that he agrees with what Mrs. Townshend is stating about exempting it from the thirty (30) foot setback except where it abuts residential; however, should we also be careful about how close it gets to an intersection as it could be an impediment for sight or vision for traffic? Responding to Mr. Hemmig, Mr. Koenig stated that it depends on where you are at in the City. In the Downtown the curb radius is around five (5) feet at some of those intersections so there is a sight distance issue on some of the approaches. He feels that you will need to put in some kind of language to make sure that the sight distance for the intersection is not impaired because it will change from intersection to intersection.

Colonel Welsh moved to forward recommendation of approval to City Council on MI-10-18 Text Amendments to the Zoning Ordinance: Permitted Uses and to add the language to exempt interment structures unless they are abutting a residential area or would present an obstruction and sight distance issue at an intersection, seconded by Mr. Tolbert and the motion was unanimously carried 5-0 with Mr. Friedman, Mr. Holt, Mr. Nicholas and Mr. Ambruso absent.

CITY OF DOVER
PLANNING COMMISSION AMENDMENT #1 TO
ORDINANCE #2010-28

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

That Proposed Ordinance #2010-28 be amended by further amending Appendix B – Zoning, Article 3 – District Regulations, Section 30 – Recreational and Open Space Zone (ROS), by inserting the text indicated in blue bold italics, and a new figure 3-1 as follows:

30.5 *Setbacks*. No structure, equipment or game court surface permitted under this section shall be located nearer than 30 feet to any lot line. ***In cemeteries, structures associated with interment shall be exempt from this requirement, except where the property line abuts a residential use or where such structure would obstruct corner visibility, as defined by a triangular area formed by intersecting right-of-way lines. Two sides of the triangular area shall be 30 feet in length and measured from the point of intersection of the right-of-way lines as further illustrated in figure 3-1.***

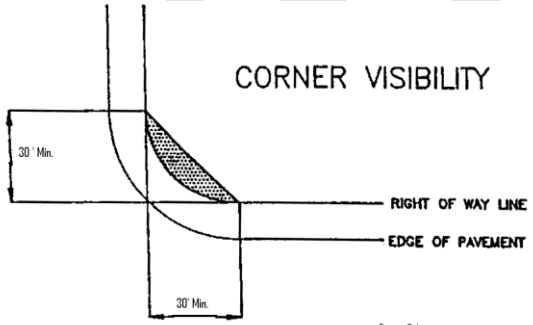


Figure 3-1

ADOPTED: *

SYNOPSIS

The proposed amendment would exempt interment structures in cemeteries from the 30-foot setback requirement from property lines, unless the property line abuts a residential use or if the structure would obstruct visibility at a street intersection.

Actions History: Introduced at Planning Commission on December 20, 2010

DRAFT

Proposed Ordinance No. 2010-28 - Amendments to Appendix B - Zoning, Article 3 - District Regulations, Section 14 - Limited Central Commercial Zone (C-2A) and Section 30 - Recreational and Open Space Zone (ROS)

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reminded members that staff regularly reviews the Zoning Ordinance for areas that need to be revised or rewritten. She stated that two (2) areas within the District Regulations are recommended for amendment, as follows:

1. Amend C-2A (Limited Central Commercial Zone) to allow parking lots and structures as principal uses on suitably landscaped lots, through the Conditional Use process. This change would add the Conditional Use which is already listed in the C-2 (Central Commercial Zone). By making this a Conditional Use, the Planning Commission would be given discretion to ensure that parking lots and structures are constructed in a way that complements the surrounding area.

2. Amend ROS (Recreational and Open Space Zone) to add cemeteries as a permitted use and to exempt interment (burial) structures, such as mausoleums, from the 30-foot setback from property lines. When staff drafted the text for the ROS zone, cemeteries were not specifically addressed; however, in mapping the zone, cemeteries were rezoned to ROS. Following discussion with the administration at Holy Cross Cemetery, staff determined that the absence of cemeteries as a permitted use in the ROS zone was an oversight and should be corrected.

Staff recommended that the proposed ordinance be forwarded to City Council for First Reading on November 22, 2010, referred to the Planning Commission for consideration on December 20, 2010, and that a Final Reading and public hearing be set before City Council on January 10, 2011.

In response to several members' concerns regarding the close proximity of mausoleums to residential private property, Mrs. Townshend suggested that if the Committee desired that the setback apply only when adjacent to residential areas, the proposed ordinance could be amended by adding the following to Line 23: "unless they are adjacent to residential properties." She noted that the addition of this language would not have prohibited the mausoleum currently located at Holy Cross since the cemetery is not adjacent to residential properties. Mrs. Townshend explained that adjacent properties include only those that actually abut and that properties across the street would not be considered "adjacent."

Responding to Mr. McGlumphy, Mrs. Townshend anticipated that those residential neighborhoods located on South State Street to Route 13 would remain as such, which was very clear in the 2008 Comprehensive Plan. She assured members that the proposed amendment would not impact this region as it is not zoned C-2 or C-2A; therefore, a stand-alone parking lot would not be permitted. Mrs. Townshend advised members that non-residential parking cannot be provided on a residential property. She explained that the situation involving Dr. David Jawahar's office, which is located across the street from the hospital, is due to the property being zoned RGO (General

Residential and Office), which allows both residential and office use; therefore, the requested parking was permitted. However, Mrs. Townshend assured members that the parking cannot be expanded. In addition, she reminded members that the RGO is a closed zone and that the Dover Code does not allow more parking than 125% of the minimum.

Referring to the proposed amendment to Line 23 suggested by staff, Mr. Ruane questioned the possibility of including a number of feet (distance), rather than the use of "adjacent," to address those concerns regarding the possibility of an intrusion into a neighborhood. Responding, Mrs. Townshend suggested that the proposed ordinance could be amended by adding the following to Line 23: "unless adjacent to residential uses. For the purposes of this section, adjacent shall include properties separated by a street."

Mrs. Horsey questioned if the addition of greater footage would provide better protection. Responding, Mrs. Townshend suggested that the setback could be set at 50 feet, rather than 30 feet (as noted in Line 22 of the proposed ordinance). To include a right-of-way (across the street), she suggested that the setback be set at 60 feet. Should members wish to prohibit structures from the perimeter of a cemetery, she suggested the elimination of the following additional proposed text in blue font (Lines 22 and 23): *"In cemeteries, structures associated with interment shall be exempt from this requirement."*

Mr. Ruane moved to recommend adoption of Proposed Ordinance #2010-28, as amended to include Lines #1-14 only, amending Article 3 - District Regulations, Section 14 - Limited Central Commercial Zone (C-2A), Subsection 14.4 - Conditional Uses, of Appendix B of the Zoning Code and that the proposed ordinance (*Attachment #2*) be forwarded to City Council for First Reading on November 22, 2010; referred to the Planning Commission for consideration on December 20, 2010; and that a Final Reading and public hearing be set before City Council on January 10, 2011. The motion was seconded by Mrs. Horsey and unanimously carried.

Proposed Amendment to the 2010 Community Development Block Grant (CDBG) Action Plan - Unanticipated Program Income

Mrs. Tracey Harvey, Community Development Director, advised members that the Community Development Office has received an additional $25,087 in program income that is uncommitted. Staff requested that these additional funds be allocated to the three (3) 2010 sub-recipient grant projects. The breakdown of the uncommitted funds is as follows:

Uncommitted program income from 2010 grant allocation	$12,234
Housing Rehabilitation loan payoff	$ 6,953
1994 Integrated Disbursement and Information System (IDIS) uncommitted funds	$ 5,900
TOTAL	$25,087

Since the grant requests from the 2010 sub-recipients were funded below the requested levels, Mrs. Harvey explained that the additional funding may be added to the existing projects to fund them

CITY OF DOVER
PLANNING COMMISSION AMENDMENT #1 TO
ORDINANCE #2010-28

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

That Proposed Ordinance #2010-28 be amended by further amending Appendix B – Zoning, Article 3 – District Regulations, Section 30 – Recreational and Open Space Zone (ROS), by inserting the text indicated in blue bold italics, and a new figure 3-1 as follows:

30.5 *Setbacks*. No structure, equipment or game court surface permitted under this section shall be located nearer than 30 feet to any lot line. ***In cemeteries, structures associated with interment shall be exempt from this requirement, except where the property line abuts a residential use or where such structure would obstruct corner visibility, as defined by a triangular area formed by intersecting right-of-way lines. Two sides of the triangular area shall be 30 feet in length and measured from the point of intersection of the right-of-way lines as further illustrated in figure 3-1.***

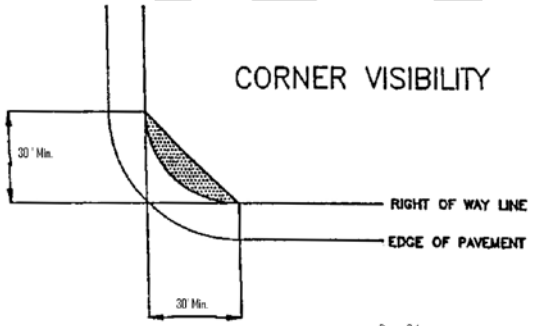


Figure 3-1

ADOPTED: *

SYNOPSIS

The proposed amendment would exempt interment structures in cemeteries from the 30-foot setback requirement from property lines, unless the property line abuts a residential use or if the structure would obstruct visibility at a street intersection.

Actions History:
January 10, 2011 - Scheduled for Consideration - Council
December 20, 2010 - Introduced at Planning Commission

DRAFT

FINAL READING

CITY OF DOVER
ORDINANCE #2010-28

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

That Appendix B – Zoning, Article 3 – District Regulations, Section 14 – Limited Central Commercial Zone (C-2A), Subsection 14.4 – Conditional Uses, be amended by inserting a new paragraph (b) as follows:

(b) Parking lots and parking structures as a principal use on suitably landscaped lots.

BE IT FURTHER ORDAINED:

That Appendix B – Zoning, Article 3 – District Regulations, Section 30 – Recreational and Open Space Zone (ROS), Section 30.2 – Permitted Uses, be amended by inserting a new subsection ***30.29 Cemeteries.***

ADOPTED: *

SYNOPSIS

The proposed ordinance would clarify existing uses in two zones by adding parking lots as a principal use allowed through conditional use approval within the C-2A (Limited Central Commercial) zoning district; and by adding cemeteries as a permitted use within the ROS (Recreational and Open Space) zone.

Actions History:
January 10, 2011 - Proposed Public Hearing/Final Reading – Council
December 20, 2010 - Review - Planning Commission
November 22, 2010 - First Reading - Council
November 8, 2010 - Considered by the Parks, Recreation, and Community Enhancement Committee

DRAFT

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

Proposed Zoning Change:	Amendment to *Zoning Ordinance*, Article 3 – District Regulations, Section 8 – Mobile Home Park Zone (MHP), to add a new subsection 8.17 regarding maintenance of private streets.
Summary of Amendment:	At the request of members of City Council, the Planning Staff prepared an ordinance that would require that within the MHP Zone (Mobile Home Park), in areas where parks are developed with private streets, such streets remain clear and unobstructed, including unobstructed access to driveways, fire hydrants, and mail boxes. This would ensure that during snow storms and other events, residents have access to their driveways, fire hydrants and mail boxes.
Recommendation of the Planning Commission:	Following a public hearing on December 20, 2010, where two members of the public spoke in favor of the proposed ordinance, the Planning Commission recommended unanimously (5 members in favor, 4 members absent) in favor of the proposed ordinance.
Attachments:	Draft Ordinance Public Testimony & Correspondence
Ordinance Number:	2010-29
File Number:	MI-10-17

The following is a summary of the testimony and discussion on this matter from the Planning Commission meeting of December 20, 2010:

MI-10-17 Text Amendments to the *Zoning Ordinance*: Maintenance of Private Streets in MHP – Public Hearing and Action on Recommendation to City Council on proposed amendments to the *Zoning Ordinance* to add provisions for the maintenance of private sheets within mobile home parks to Article 3, Section 8 Mobile Home Park Zone (MHP). Ordinance # 2010-29.

Representative: Staff.

Mrs. Townshend provided an overview of the proposed amendment.

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

Mr. Hemmig opened a public hearing.

Mr. Fred Neil – 521 Weaver Drive – President of Wild Meadows Homeowners Association – Stated that one of the problems you have when you address a group of elected officials, the public, and appointed officials, is perhaps the lack of understanding of the dilemma of those of us who live in manufactured housing on leased land. It is kind of like a blind date marriage, after you get into it, you realize that your partner is not exactly as you thought they were and therefore, to get out, it becomes a very costly procedure. In the case of manufactured housing in this State on leased land, it is a monopoly that is unregulated. You are behest of the individuals that are operating to do what they are supposed to do according to the lease. He provided, through Mrs. Townshend, a fact sheet included in your packet on this in terms of the problems that they had at Wild Meadows. One of our residents has brought pictures of how deep it was and the snow that was piled up in front of her driveway. If they do not want to do what they want to do, then they just do not do it. Unless we have the support of our elected officials to change things, they are just not going to do it. Fortunately, we invite all of our City Councilman, Mayor, and elected representatives for the County and the State to our meetings and they do come and understand the dilemma. In this case, it does not cost anyone, does not cost the taxpayer any money. We are paying the freight. At an appeal hearing before the City Tax Assessor when they raised the value of the property from five million to eleven million, the people that were hired by the owners stated that they collect a million dollars in rent and only spend twenty percent on maintenance. Well, they have raised the rent again and we wonder where that money is going because the services are not there. For a fifty-five plus community, it becomes very much essential to be able to do these very basic things. They advertise country club living on their website; however, it is not country club living.

Mrs. Agnes Robinson – 56 Molly Court – Stated that she has pictures for the record that shows where they had to shovel that shows twenty-six and a half (26 ½) inches with a yard stick. Her husband had to take a metal rod to break through the ice this last snowstorm to get the yard stick in so that they could measure it. They had cleared their entire driveway and then they came by and plowed them in. The twenty-six and a half (26 ½) inches went out several feet from their property and her husband is a diabetic and has high blood pressure. It was almost impossible to get this cleared off.

Mr. Hemmig stated that Staff received a fax from Mr. Neil that is now entered into the record by reference.

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

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

Mr. Tolbert moved to forward a recommendation of approval to City Council on MI-10-17 Text Amendment to the Zoning Ordinance: Maintenance of Private Streets in MHP, seconded by Colonel Welsh and the motion was unanimously carried 5-0 with Mr. Friedman, Mr. Holt, Mr. Nichols, and Mr. Ambruso absent.

WILD MEADOWS HOME OWNERS ASSOCIATION
521 Weaver Drive, Dover, DE19901
302-678-3288
Fax: 302-678-0327
fredneilbooks@comcast.net

December 20, 2010

To: The City of Dover Planning Commission

From: Fred Neil, President, Wild Meadows Home Owners Association

Re: Item MI-10-17 - Fact Sheet Regarding Ordinance #2010-29, Appendix B, Zoning Article 3, District Regulations, Section 8 - Mobile Home Park Zone (MHP).

The Home Owners Association (HOA) has requested this Ordinance following the hardships caused by the snow falls late last year and early this year.

1. Wild Meadows is a 55 Plus Community on Leased-Land. Management advertises Country Club living as an attraction. We pay a Community fee - a rent.

2. The State permits unlimited yearly rent increases, no excuse or reason is necessary.

3. There is no cost to the taxpayers of the city, county or State. The home owners pay for snow removal and all services provided by the owners.

4. There is no hardship to the community owner based on the May 21, 2007 testimony provided by the Appraiser hired by management for an appeal of the assessment on Wild Meadows. During that Appeal Hearing, the appraiser said the community was worth between $6.2 or $6.3 million, $1 million was collected in rents, and **20%** was spent on maintenance.

Since that time, the staff has been severely cut and other economies were taken. There are no full time employees located at Wild Meadows. Except for a part time "Life Style Coordinator", she and maintenance personnel operate from another community located in Cheswold.

5. The rent/community fee has been raised effective February 2011 by $11 per month, and increase of $29,436 per year based on 223 homes. At $410 per home, the home owners pay $1,097,160 in rent each year to the owner. At 20%, $219,432 is available for maintenance leaving $877,728 for "other" things.

6. Snow removal from our driveways is a risky undertaking at the age of our home owners. Neighbors help neighbors when possible. 58 of our home owners are single, widows or widowers. Nearby entrepreneurs will clear driveways for $50 to $75, but these are blocked by the next sweep of the plow. Fire hydrants, mail box pods and drains remained blocked unless residents shoveled the snow away. Most, but not all damage done by the plow to driveways, was "fixed" very late Spring.

The residents of Wild Meadows have earned a reputation as good citizens enhancing the quality of life in Dover. We urge you to recommend passage of this ordinance.

CITY OF DOVER
ORDINANCE #2010-29

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

That Appendix B - Zoning, Article 3 – District Regulations, Section 8 - Mobile Home Park Zone (MHP), be amended by inserting the text indicated in blue bold italic and deleting the text indicated in red strikeout, as follows:

Section 8. Mobile home park zone (MHP).

8.1*Uses permitted.* No building or premises shall be used, and no building shall be erected, which is arranged, intended or designed to be used, in whole or in part, for any purpose, except as a mobile home park for the leasing of mobile home stands for mobile homes designed for single-family occupancy, provided that:

8.11 The minimum number of mobile home stands completed and ready for occupancy before the first mobile home is permitted on the premises for residential use is 35 mobile home stands.

8.12 No mobile home stand shall be leased or occupied for residential use of a mobile home, except for periods of 30 consecutive days or more.

8.13 No mobile home shall be permitted in any mobile home park unless it can be demonstrated that the mobile home meets the requirements of the United States of America Standards Institute publication "Standard for Mobile Homes, Body and Frame Design and Construction Requirements and the Installation of Plumbing, Heating and Electrical Systems," USA Standard A119, 1-1969.

8.14 The entire land area occupied by a mobile home park shall be maintained in single ownership throughout the entire life of the mobile home park or in multiple ownership under the provisions of the laws of the State of Delaware dealing with unit properties and condominiums, subject to the following requirements:

(a) Multiple ownership shall not be permitted in existing parks previously in single ownership;

(b) Multiple ownership shall be permitted only in new established parks where application is made for multiple ownership at the time the application to establish the mobile home park is presented to the planning commission.

8.15 A permanent standard residence for not more than one family shall be permitted, incidental to each mobile home park, for the use of the owner, manager or caretaker of the mobile home park.

8.16 A permanent management office facility shall be permitted, which may include only the following:

(a) A management office with rooms for the usual office furniture and supplies;

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(b) Storage space for utility connection supplies in quantity, mobile home accessories and maintenance materials and equipment;

(c) Laundry facilities equipped with washing machines and dryers;

(d) Community building facilities, including indoor recreation areas;

(e) One beauty shop and/or one barbershop in each mobile home park complex.

8.17 Maintenance of Private Streets. In mobile home parks with private streets, such streets, driveway access to such streets, access to fire hydrants, and access to central mailboxes shall be maintained by the mobile home park so as to be clear of obstructions including, but not limited to, potholes, snow piles, and debris.

~~8.17~~ ***8.18*** Signs shall meet the regulations found in article 5, section 4, supplementary sign regulations.

8.2 *Site development plan approval.* Site development plan approval in accordance with article 10, section 2 hereof shall be required prior to the issuance of building permits for the erection of any buildings and mobile home stands and related accessory structures. After initial site development plan approval, reapproval shall not be required prior to the issuance of building permits for the alterations to individual mobile home stands or accessory buildings such as storage areas and patios, which, in the judgment of the city planner, do not materially alter the site development plan approval by the planning commission and are requested as adjustments to the mobile home lot leased by an individual family and designed for the convenience and comfort of the individual lessee.

8.21 For purposes of preparing a site development plan for approval by the planning commission, and all subsequent improvements, alterations or additions, the applicant shall conform to current submission requirements and site development standards as set forth by the National Fire Protection Association publication 501A, "Standards for Mobile Home Parks." Where applicable, the approving authority shall be the Dover Planning Commission.

8.3 *Maximum density.* The gross residential density in an MHP zone shall not exceed six dwelling units per acre.

ADOPTED: *

SYNOPSIS

The proposed ordinance would require that in mobile home parks with private streets, the owner ensure that access to streets, driveways and mailboxes is provided without obstruction.

(Sponsors: McGiffin, Leary, and Bonar)

Actions History:

January 10, 2011 - Proposed Public Hearing/Final Reading
December 20, 2010 - Review - Planning Commission
November 22, 2010 - First Reading - Council
November 8, 2010 - Considered by the Legislative, Finance, and Administration Committee

Office of City Assessor

January 2011

City Council's
Board of Assessment Appeals

December 01, 2010

The Board of Assessment Appeals was brought to order at 8:45 A.M. by the City Assessor Cheryl Russell. Board Members present were: James Welsh, William Garfinkel and Todd Stonesifer. Staff present was: City Assessor Cheryl Russell, Erika Schrader, Legal Counsel to the City Assessor and Administrative Assistant Annette Hart.

Exemptions

A. 1. Mount Zion AME Church

Location: Land – 104 N Queen St. - ED05-076.08-03-35.00

BACKGROUND AND ANALYSIS

Original Request

$26,700 Exemption Status

Reason for Exemption Request:

This parcel falls under State Statute 9 Del. C. §8105 Property owned by governmental, religious, educational or charitable agency.

The parcel is vacant and is proposed for future expansion of parking lot or edifice.

It is adjacent to another vacant parcel of land owned by the applicant. The applicant owns 11 parcels of land in this area and all are exempt. This parcel is also listed as Exempt on the Kent County PRIDE system.

Recommended Actions: Staff recommends approval.

Ms. Russell went over the information provided by the applicant and recommended approval of the exemption. (See attached Committee Action Form)

The Board had no question for the applicant.

Before the applicant left, Ms. Russell explained that the board will deliberate and make their decision at 11:45 A.M., should they choose to come back to hear what the board's decision is. The applicant was also informed that they would receive written notification by certified mail.

The Assessor also informed the applicant that the City Council was the final decision, and would be placed on the January 10, 2010 council agenda. It was suggested that a representative for the property be available for questions.

2. Mount Zion AME Church

Location: 3 Michael Ct. - ED05-067.05-02-09.00

BACKGROUND AND ANALYSIS

Original Request

$238,700 Exemption Status

Reason for Exemption Request:

This parcel falls under State Statute 9 Del. C. §8105 Property owned by governmental, religious, educational or charitable agency.

This property is located within The Meadows Subdivision.

It is being utilized as a parsonage for the pastor to reside.

This parcel is also listed as Exempt on the Kent County PRIDE system.

Recommended Actions: Staff recommends approval

Ms. Russell went over the information provided by the applicant and recommended approval of the exemption. (See attached Committee Action Form)

The board had no questions for the applicant.

Before the applicant left, Ms. Russell explained that the board will deliberate and make their decision at 11:45 A.M. should they choose to come back to hear what the board's decision is. In any case they would be notified by certified letter.

The Assessor also informed the applicant that the City Council was the final decision, and would be placed on the January 10, 2010 council agenda. It was suggested that a representative for the property be available for questions.

B. 1. Bayhealth Medical Center Inc.

Location: 567 S Governors Ave. - ED05-077.16-01-21.00

BACKGROUND AND ANALYSIS

Original Request

$1,183,100 Exemption Status

Reason for Exemption Request:

This parcel falls under State Statute 9 Del. C. §8105 Property owned by governmental, religious, educational or charitable agency.

This property is currently being used as offices for Bayhealth Medical Center Inc. personnel. No part of the property is rented.

This parcel has recently been combined into ED05-077.13-01-18.00; which is already tax exempt.

Recommended Action: Staff recommends approval.

Ms. Russell explained to the board that this parcel has been consolidated with parcel number ED05-077.13-01-18.00 and that once the consolidation is complete the parcel will fall under the exemption of this parcel. (See attached Committee Action Form)

The Board had no further questions for the applicant.

Before the applicant left, Ms. Russell explained that the board will deliberate and make their decision at 11:45 A.M. should they choose to come back to hear what the board's decision is. In any case they would be notified by certified letter.

The Assessor also informed the applicant that the City Council was the final decision, and would be placed on the January 10, 2010 council agenda. It was suggested that a representative for the property be available for questions.

2. Bayhealth Medical Center Inc.

Location: Unit 3- Beiser Blvd.

BACKGROUND AND ANALYSIS

Original Request

$2,435,700 Exemption Status

Reason for Exemption Request:

This parcel falls under State Statute 9 Del. C. §8105 Property owned by governmental, religious, educational or charitable agency.

This property is currently being used as a warehouse for supplies to support Bayhealth Medical Center, exclusively. Bayhealth Purchasing personnel are located here and no part of the property is rented.

This parcel is also listed as Exempt on the Kent County PRIDE system.

Recommended Action: Staff recommends approval.

Ms. Russell explained to the board that this parcel was part of a bigger parcel which has recently been subdivided. She told the board that this parcel is now owned by Bayhealth Medical Center and is used as a warehouse. Ms. Russell recommended the board approve the request for exemption. (See attached Committee Action Form)

The board had no further questions for the applicant.

Before the applicant left, Ms. Russell explained that the board will deliberate and make their decision at 11:45 A.M. should they choose to come back to hear what the board's decision is. In any case they would be notified by certified letter.

The Assessor also informed the applicant that the City Council was the final decision, and would be placed on the January 10, 2010 Council agenda. It was suggested that a representative for the property be available for questions.

C. Fox Hall West Addition Homeowners Association

Location: 1.33AC – Pebble Valley Dr.

BACKGROUND AND ANALYSIS

Original Request

$72,400 Exemption Status

Reason for Exemption Request:

This parcel falls under State Statute 9 Del. C. §8110 Civic organizations owning parkland.

Property is also listed as Exempt on Kent County PRIDE System.

Recommended Action: Staff recommends approval.

Ms. Russell went over the information supplied by the applicant and recommended approval of the exemption. (See attached Committee Action Form)

Mr. Stonesifer asked Mr. Eaby, who was present to represent the Homeowners Association, if he could show the plot plan of the development, he brought with him, to Mr. Garfinkel which he did.

The Board had no questions for Mr. Eaby.

Before the applicant left, Ms. Russell explained that the board will deliberate and make their decision at 11:45 A.M. should they choose to come back to hear what the board's decision is. In any case they would be notified by certified letter.

The Assessor also informed the applicant that the City Council was the final decision, and would be placed on the January 10, 2010 Council agenda. It was suggested that a representative for the property be available for questions.

D. Grace Presbyterian Church

Location: 1022 College Road - ED05-067.14-01-69.00

BACKGROUND AND ANALYSIS

Original Request

$249,200 Exemption Status

Reason for Exemption Request:

This parcel falls under State Statute 9 Del. C. §8105 Property owned by governmental, religious, educational or charitable agency.

The parcel has a residential structure. At present time, the property is used exclusively for church ministry purposes (primarily for youth) from June 1 –July 31 the property was rented as a residence.

At this time, there is a petition to amend the zoning from CPO (Commercial/Professional Office Zone) COZ-1(Corridor Overlay Zone) to IO (Institutional and Office Zone) and change the use from Single Family detached dwelling to Sunday School/youth activities.

It is adjacent to other parcels owned by the applicant. The applicant owns 3 other parcels in this area and all are exempt.

This parcel is **NOT** listed as Exempt on the Kent County PRIDE system.

Recommended Action: Staff recommends approval.

Ms. Russell went over the information supplied by the applicant and recommended approval. (See attached Committee Action Form)

Ms. Russell showed the board areal map of the properties owned by the appellant.

The board had no additional question for the applicant.

Before the applicant left, Ms. Russell explained that the board will deliberate and make their decision at 11:45 A.M. should they choose to come back to hear what the board's decision is. In any case they would be notified by certified letter.

The applicant was also informed that they would receive written notification by certified mail.

The Assessor also informed the applicant that the City Council was the final decision, and would be placed on the January 10, 2010 Council agenda. It was suggested that a representative for the property be available for questions.

E. The Greens Town Meeting Assoc.

Location: Open Space–43 Lamplighter Lane - ED05-076.06-04-26.00

BACKGROUND AND ANALYSIS

Original Request

$203,400 Exemption Status

Reason for Exemption Request

This parcel falls under State Statute 9 Del. C. §8110 Civic organizations owning parkland.

Property is **NOT** listed as Exempt on Kent County PRIDE System.

Recommended Action: Staff recommends approval.

Ms. Russell went over the information supplied by the applicant and recommended approval. (See attached Committee Action Form)

Ms. Patricia Fox and Mrs. Spryer-Miller were representing the homeowners association and explained to the board that the parcels they are seeking exemptions for are used for common areas and that they would never be developed. She explained that they do not have the funding to pay the tax bill and would appreciate the board's consideration. Ms. Fox asked why the taxes had gone up so much this year at which time Ms. Russell explained that the city just went through a revaluation at which time the assessed value increased. Mr. Garfinkel wanted to clarify that even though the property has a physical address, it is vacant land and only used for common area, the applicants assured him that the property is vacant land.

Mr. Stonesifer made the motion to close the hearing which was seconded by Mr. Garfinkel. Motion carried 3-0.

Mr. Stonesifer made the motion to open deliberations now and not wait until the appointed time of 11:45 A.M. which was seconded by Mr. Garfinkel. Motion carried 3-0.

Mr. Stonesifer made the motion to exempt the property based on State Statute 9 Del. C. §8110 and Assessor's recommendations, which was seconded by Mr. Welsh. Motion carried 3-0.

The applicant was also informed that they would receive written notification by certified mail.

The Assessor also informed the applicant that the City Council was the final decision, and would be placed on the January 10, 2010 Council agenda. It was suggested that a representative for the property be available for questions.

F. Central Delaware Habitat for Humanity

Location: 101 Jefferson Ct. – ED05-076.07-01-14.00

BACKGROUND AND ANALYSIS

Original Request

$120,700 Exemption Status

Reason for Exemption Request:

This parcel falls under State Statute 9 Del. C. §8106 Specific organizations and purposes.

Property is also listed as Exempt on Kent County PRIDE System.

Recommended Action: Staff recommends approval.

Ms. Russell went over the information supplied by the applicant and recommended the board approve the exemption request. (See attached Committee Action Form)

The board had no questions regarding the requested exemption.

Mr. Stonesifer made the motion to close the hearing, which was seconded by Mr. Welsh.
Motion carried 3-0.

Mr. Stonesifer made the motion to deliberate now instead of waiting until the appointed time of 11:45 A.M. which was seconded by Mr. Welsh. Motion carried 3-0.

Mr. Stonesifer made the motion to approve the exemption based on State Statute 9 Del. C. §8106 and Staff recommendation, which was seconded by Mr. Welsh. Motion carried 3-0.

The applicant was also informed that they would receive written notification by certified mail

The Assessor also informed the applicant that the City Council was the final decision, and would be placed on the January 10, 2010 Council agenda. It was suggested that a representative for the property be available for questions.

G. 1. Delaware Baptist Association

Location: 967 N State St – ED05-068.09-01-11.00

BACKGROUND AND ANALYSIS

Original Request

$279,000 Exemption Status

Reason for Exemption Request

This parcel falls under State Statute 9 Del. C. §8105 Property owned by governmental, religious, educational or charitable agency.

It is adjacent to two other parcels owned by the applicant; which are also applying for exempt status.

This parcel is also listed as Exempt on the Kent County PRIDE system.

Recommended Action: Staff recommends approval.

Ms. Russell went over the information supplied by the applicant and recommended the board approve the exemption request. (See attached Committee Action Form)

The board had no additional questions regarding the application.

Mr. Stonesifer made the motion to close the hearing, which was seconded by Mr. Welsh.
Motion carried 3-0.

Mr. Stonesifer made the motion to deliberate now instead of waiting until the appointed time of 11:45 A.M. which was seconded by Mr. Welsh. Motion carried 3-0.

Mr. Stonesifer made the motion to approve the exemption based on State Statute 9 Del. C. §8105 and Staff recommendation, which was seconded by Mr. Welsh. Motion carried 3-0.

The applicant was also informed that they would receive written notification by certified mail.

The Assessor also informed the applicant that the City Council was the final decision, and would be placed on the January 10, 2010 Council agenda. It was suggested that a representative for the property be available for questions.

2. Location: N State Street – ED05-068.09-01-11.01

BACKGROUND AND ANALYSIS

Original Request

$3,300 Exemption Status

Reason for Exemption Request:

This parcel falls under State Statute 9 Del. C. §8105 Property owned by governmental, religious, educational or charitable agency.

It is a sliver of land between the building and Lepore Rd.

It is adjacent to two other parcels owned by the applicant; which are also applying for exempt status.

This parcel is also listed as Exempt on the Kent County PRIDE system.

Recommended Action: Staff recommends approval.

Ms. Russell went over the information supplied by the applicant and recommended the board approve the exemption request. (See attached Committee Action Form)

The board had no questions regarding the application.

Mr. Stonesifer made the motion to close the hearing, which was seconded by Mr. Welsh.
Motion carried 3-0.

Mr. Stonesifer made the motion to deliberate now instead of waiting until the appointed time of 11:45 A.M. which was seconded by Mr. Welsh. Motion carried 3-0.

Mr. Stonesifer made the motion to approve the exemption based on State Statute 9 Del. C. §8105 and Staff recommendation, which was seconded by Mr. Welsh. Motion carried 3-0.

The applicant was also informed that they would receive written notification by certified mail.

The Assessor also informed the applicant that the City Council was the final decision, and would be placed on the January 10, 2010 Council agenda. It was suggested that a representative for the property be available for questions.

3. Location: Lepore Rd. – ED05-068.09-01-16.03

BACKGROUND AND ANALYSIS

Original Request

$5,900 Exemption Status

Reason for Exemption Request:

This parcel falls under State Statute 9 Del. C. §8105 Property owned by governmental, religious, educational or charitable agency.

It is the back lot of the building and driveway to Lepore Rd.

It is adjacent to two other parcels owned by the applicant; which are also applying for exempt status.

This parcel is also listed as Exempt on the Kent County PRIDE system.

Recommended Action: Staff recommends approval

Ms. Russell went over the information supplied by the applicant and recommended the board approve the exemption request. (See attached Committee Action Form)

Mr. Garfinkel asked what the lot is and will be used for, at which time the applicants told him, that is and will stay a vacant lot.

Mr. Stonesifer made the motion to close the hearing, which was seconded by Mr. Welsh.
Motion carried 3-0.

Mr. Stonesifer made the motion to deliberate now instead of waiting until the appointed time of 11:45 A.M. which was seconded by Mr. Welsh. Motion carried 3-0.

Mr. Stonesifer made the motion to approve the exemption based on State Statute 9 Del. C. §8105 and Staff recommendation, which was seconded by Mr. Welsh. Motion carried 3-0.

The applicant was also informed that they would receive written notification by certified mail.

The Assessor also informed the applicant that the City Council was the final decision, and would be placed on the January 10, 2010 Council agenda. It was suggested that a representative for the property be available for questions.

H. Delaware Housing Authority

Location: 26 The Green – ED05-077.09-04-50.00

BACKGROUND AND ANALYSIS

Original Request

$2,126,300 Exemption Status

Reason for Exemption Request:

This parcel falls under State Statute 9 Del. C. §8105 Property owned by governmental, religious, educational or charitable agency. And Title 31; Chapter 43 Housing Authority §4318 Tax exemption; payments in lieu of taxes.

It is adjacent to another parcel owned by the applicant; which already has exempt status.

The adjacent exempt property has been enjoying the exemption benefit for many years. (At least since 1998 – computerized records).

This property has been paying taxes under the Delaware Housing Authority name since 1999.

The property owner has spoken with the City Manager (Tony DePrima) and has agreed to Payment in Lieu of Taxes (PILOT).

On November 5, 2010 a PILOT in the amount of $4,049.52 was made to the City of Dover for both properties.

A PILOT is generally made on properties that are enjoying the benefit of Exempt Status.

This parcel is also listed as Exempt on the Kent County PRIDE system.

Recommended Action: Staff recommends approval.

Ms. Russell went over the information supplied by the applicant and recommended approval. (See attached Committee Action Form)

The Board had no question regarding the application.

Mr. Garfinkel made the motion to close the hearing, which was seconded by Mr. Stonesifer. Motion carried 3-0.

Mr. Garfinkel made the motion to deliberate now instead of waiting until the appointed time of 11:45 A.M. which was seconded by Mr. Stonesifer. Motion carried 3-0.

Mr. Garfinkel made the motion to approve the exemption based on State Statute 9 Del. C. §8105 and Staff recommendation, which was seconded by Mr. Stonesifer. Motion carried 3-0.

The applicant was also informed that they would receive written notification by certified mail.

The Assessor also informed the applicant that the City Council was the final decision, and would be placed on the January 10, 2010 Council agenda. It was suggested that a representative for the property be available for questions.

I. Silver Lake Townhouse Community

Location: Open Space – Silver Lake Dr. – ED05-067.12-03-35.00
ED05-067.12-03-36.00

BACKGROUND AND ANALYSIS

Original	Request
$148,100	Exemption Status
$289,200	Exemption Status

Reason for Exemption Request:

This parcel falls under State Statute 9 Del. C. §8110 Civic organizations owning parkland.

Property is NOT listed as Exempt on Kent County PRIDE System.

Recommended Action: Staff recommends approval.

Ms. Russell went over the information provided by the applicant and recommended approval. (See attached Committee Action Form)

Mr. and Mrs. Findley were present for the hearing. Mr. Findley wanted to summarize, that the organization is a nonprofit organization which is taking care of the common areas of the community. He also brought an aerial picture with him, which he showed to the board explaining which properties are in question.

Mr. Stonesifer made the motion to close the hearing, which was seconded by Mr. Welsh.
Motion carried 3-0.

Mr. Stonesifer made the motion to deliberate now instead of waiting until the appointed time of 11:45 A.M. which was seconded by Mr. Welsh. Motion carried 3-0.

Mr. Stonesifer made the motion to approve both exemptions based on State Statute 9 Del. C. §8110 and Staff recommendation, which was seconded by Mr. Welsh. Motion carried 3-0.

The applicant was also informed that they would receive written notification by certified mail.

The Assessor also informed the applicant that the City Council was the final decision, and would be placed on the January 10, 2010 Council agenda. It was suggested that a representative for the property be available for questions.

J. S. Lowan Pitts Day Care Center Inc.

Location: 1160 Walker Rd. – ED05-067.18-03-15.01

BACKGROUND AND ANALYSIS

Original Request

$268,300 Exemption Status

Reason for Exemption Request:

This parcel falls under State Statute 9 Del. C. §8105 Property owned by governmental, religious, educational or charitable agency.

This property is being used as a non-profit child care facility; offering education.

This parcel is also listed as Exempt on the Kent County PRIDE system.

Recommended Action: Staff recommended approval.

Ms. Russell went over the information provided by the applicant and recommended approval. (See attached Committee Action Form)

Dr. Jones and Ms. Palmer were present for the hearing. Dr. Jones told the board that the day care center has been in operation for a few years and was formerly called the Whatcoat Day Care Center and was changed to S. Lowan Pitts Day Care Center and moved to the location they are seeking the exemption for. Ms. Jones asked the Assessor why the day care center did not receive the exemption for the new facility. Ms. Russell explained that the center did not file for the exempt status for the new facility from the time they bought it and moved into it until now. Ms. Russell explained that it is up to the property owner to file for the exemption when a property is purchased. She also explained that the Assessor's office will be sending out "Verification of Exemption" forms every year going forward. Dr. Jones explained to the board that she sent an

email to Council in October of 2010 asking for exempt status. Ms. Russell explained that a form needed to be filed with the Assessor's Office during the month April of 2010, which had not been done.

Mr. Garfinkel asked if the center is open to the public and if any members of the board are compensated for their work in the day care center, Ms Palmer explained that the center is open to the public and that most of the parents are members of the POC (Purchase of Care). Dr. Jones explained that the center started out to help parents with very little income. Ms. Palmer told the board that the day care is a licensed facility and with that the day care has requirements it has to meet.

Mr. Stonesifer made the motion to close the hearing which was seconded by Mr. Garfinkel.
Motion carried 3-0.
Mr. Stonesifer made the motion to open deliberation now and not wait until the 11:45 AM assigned time, which was seconded by Mr. Garfinkel. Motion carried 3-0.

Mr. Stonesifer made the motion to approve the exemption based on Statute 9 Del. C. §8105 and Staff recommendations, which was seconded by Mr. Welsh. Motion carried 3-0.

Mrs. Schrader asked Dr. Jones to provide the Assessor's Office with the email she sent to City Council in April of 2010.

The applicant was also informed that they would receive written notification by certified email.

The Assessor also informed the applicant that the City Council was the final decision, and would be placed on the January 10, 2010 Council agenda. It was suggested that a representative for the property be available for questions.

Deliberations

Grace Presbyterian Church - 1022 College Road

Mr. Stonesifer made the motion to approve the exemption based on State Statute 9 Del. C. §8105 and Staff recommendation, which was seconded by Mr. Welsh. Motion carried 3-0.

Mount Zion AME Church – 104 N Queen St. & 3 Michael Ct.

Mr. Stonesifer made the motion to approve both exemptions based on State Statute 9 Del. C. §8105 and Staff recommendation, which was seconded by Mr. Welsh. Motion carried 3-0

Bayhealth Medical Center – 567 S Governors Ave & Unit 3 Beiser Blvd.

Mr. Stonesifer made the motion to approve both exemptions based on State Statute 9 Del. C. §8105 and Staff recommendation, which was seconded by Mr. Welsh. Motion carried 3-0

Fox Hall Addition Home Owners Association – Pebble Valley Dr.

Mr. Stonesifer made the motion to approve the exemption based on State Statute 9 Del. C. §8110 and Staff recommendation, which was seconded by Mr. Welsh. Motion carried 3-0

Meeting was adjourned at 12:02 P.M.

ACTION FORM

BOARD OF ASSESSMENT APPEALS

PROCEEDING: Board of Assessment Appeals	**AGENDA ITEM NO.: 2A (1)**
DEPARTMENT OF ORIGIN: ASSESSOR	**DATE SUBMITTED**: December 1, 2010
PREPARED BY: Cheryl Russell	
SUBJECT: Mount Zion AME Church (E2010-015)	
ED05-076.08-03-35.00	
PROPERTY LOCATION: Land – 104 N. Queen St.	
APPROVALS: BOARD OF ASSESSMENT APPEALS; CITY COUNCIL	
EXHIBITS: 1. Application 2.Back-up Information 3. 9 Del. C. §8105 4. Property Record Card 5. GIS Map	
TIMETABLE: To become effective upon Council Approval	
RECOMMENDED ACTION: Staff recommends approval	

BACKGROUND AND ANALYSIS

Original Request

$26,700 Exemption Status

Reason for Exemption Request:

This parcel falls under State Statute 9 Del. C. §8105 Property owned by governmental, religious, educational or charitable agency.

The parcel is vacant and is proposed for future expansion of parking lot or edifice.

It is adjacent to another vacant parcel of land owned by the applicant. The applicant owns 11 parcels of land in this area and all are exempt. This parcel is also listed as Exempt on the Kent County PRIDE system.

ACTION FORM

BOARD OF ASSESSMENT APPEALS

PROCEEDING: Board of Assessment Appeals	**AGENDA ITEM NO.: 2A (2)**
DEPARTMENT OF ORIGIN: ASSESSOR	**DATE SUBMITTED**: December 1, 2010
PREPARED BY: Cheryl Russell	
SUBJECT: Mount Zion AME Church (E2010-016)	
ED05-067.05-02-09.00	
PROPERTY LOCATION: 3 Michael Ct.	
APPROVALS: BOARD OF ASSESSMENT APPEALS; CITY COUNCIL	
EXHIBITS: 1. Application 2.Back-up Information 3. 9 Del. C. §8105 4. Property Record Card 5. Email	
TIMETABLE: To become effective upon Council Approval	
RECOMMENDED ACTION: Staff recommends approval	

BACKGROUND AND ANALYSIS

Original Request

$238,700 Exemption Status

Reason for Exemption Request:

This parcel falls under State Statute 9 Del. C. §8105 Property owned by governmental, religious, educational or charitable agency.

This property is located within The Meadows Subdivision.

It is being utilized as a parsonage for the pastor to reside.

This parcel is also listed as Exempt on the Kent County PRIDE system.

ACTION FORM

BOARD OF ASSESSMENT APPEALS

PROCEEDING: Board of Assessment Appeals	**AGENDA ITEM NO.: 2B (1)**
DEPARTMENT OF ORIGIN: ASSESSOR	**DATE SUBMITTED**: December 1, 2010
PREPARED BY: Cheryl Russell	
SUBJECT: Bayhealth Medical Center Inc. (E2010-017)	
ED05-077.13-01-21.00	
PROPERTY LOCATION: 567 S. Governor's Ave.	
APPROVALS: BOARD OF ASSESSMENT APPEALS; CITY COUNCIL	
EXHIBITS: 1. Application 2.Back-up Information 3. 9 Del. C. §8105 4. Property Record Card	
TIMETABLE: To become effective upon Council Approval	
RECOMMENDED ACTION: Staff recommends approval	

BACKGROUND AND ANALYSIS

Original Request

$1,183,100 Exemption Status

Reason for Exemption Request:

This parcel falls under State Statute 9 Del. C. §8105 Property owned by governmental, religious, educational or charitable agency.

This property is currently being used as offices for Bayhealth Medical Center Inc. personnel. No part of the property is rented.

This parcel has recently been combined into ED05-077.13-01-18.00; which is already tax exempt.

ACTION FORM

BOARD OF ASSESSMENT APPEALS

PROCEEDING: Board of Assessment Appeals	**AGENDA ITEM NO.: 2B (2)**
DEPARTMENT OF ORIGIN: ASSESSOR	**DATE SUBMITTED**: December 1, 2010
PREPARED BY: Cheryl Russell	
SUBJECT: Bayhealth Medical Center Inc. (E2010-024)	
ED05-076.15-01-03.00-003	
PROPERTY LOCATION: Unit 3 – Beiser Blvd.	
APPROVALS: BOARD OF ASSESSMENT APPEALS; CITY COUNCIL	
EXHIBITS: 1. Application 2.Back-up Information 3. 9 Del. C. §8105 4. Property Record Card	
TIMETABLE: To become effective upon Council Approval	
RECOMMENDED ACTION: Staff recommends approval	

BACKGROUND AND ANALYSIS

Original Request

$2,435,700 Exemption Status

Reason for Exemption Request:

This parcel falls under State Statute 9 Del. C. §8105 Property owned by governmental, religious, educational or charitable agency.

This property is currently being used as a warehouse for supplies to support Bayhealth Medical Center, exclusively. Bayhealth Purchasing personnel are located here and no part of the property is rented.

This parcel is also listed as Exempt on the Kent County PRIDE system.

ACTION FORM

BOARD OF ASSESSMENT APPEALS

PROCEEDING: Board of Assessment Appeals	**AGENDA ITEM NO.: 2 C(1)**
DEPARTMENT OF ORIGIN: ASSESSOR	**DATE SUBMITTED**: December 1, 2010
PREPARED BY: Cheryl Russell	
SUBJECT: Fox Hall West Addition Homeowners Association (E2010-018)	
ED05-076.05-07-11.00	
PROPERTY LOCATION: 1.33 AC- Pebble Valley Dr.	
APPROVALS: BOARD OF ASSESSMENT APPEALS; CITY COUNCIL	
EXHIBITS: 1. Application 2.Back-up Information 3. 9 Del. C. §8110 4. Property Record Card	
TIMETABLE: To become effective upon Council Approval	
RECOMMENDED ACTION: Staff recommends approval	

BACKGROUND AND ANALYSIS

Original Request

$72,400 Exemption Status

Reason for Exemption Request:

This parcel falls under State Statute 9 Del. C. §8110 Civic organizations owning parkland.

Property is also listed as Exempt on Kent County PRIDE System.

ACTION FORM

BOARD OF ASSESSMENT APPEALS

PROCEEDING: Board of Assessment Appeals	**AGENDA ITEM NO.: 2D (1)**
DEPARTMENT OF ORIGIN: ASSESSOR	**DATE SUBMITTED**: December 1, 2010
PREPARED BY: Cheryl Russell	
SUBJECT: Grace Presbyterian Church (E2010-019)	
ED05-067.14-01-69.00	
PROPERTY LOCATION: 1022 College Rd.	
APPROVALS: BOARD OF ASSESSMENT APPEALS; CITY COUNCIL	
EXHIBITS: 1. Application 2.Back-up Information 3. 9 Del. C. §8105 4. Property Record Card 5. GIS Map	
TIMETABLE: To become effective upon Council Approval	
RECOMMENDED ACTION: Staff recommends approval	

BACKGROUND AND ANALYSIS

Original Request

$249,200 Exemption Status

Reason for Exemption Request:

This parcel falls under State Statute 9 Del. C. §8105 Property owned by governmental, religious, educational or charitable agency.

The parcel has a residential structure. At present time, the property is used exclusively for church ministry purposes (primarily for youth) from June 1 –July 31 the property was rented as a residence.

At this time, there is a petition to amend the zoning from CPO (Commercial/Professional Office Zone) COZ-1(Corridor Overlay Zone) to IO (Institutional and Office Zone) and change the use from Single Family detached dwelling to Sunday School/youth activities.

It is adjacent to other parcels owned by the applicant. The applicant owns 3 other parcels in this area and all are exempt.

This parcel is **NOT** listed as Exempt on the Kent County PRIDE system.

ACTION FORM

BOARD OF ASSESSMENT APPEALS

PROCEEDING: Board of Assessment Appeals	**AGENDA ITEM NO.: 2 E(1)**
DEPARTMENT OF ORIGIN: ASSESSOR	**DATE SUBMITTED**: December 1, 2010
PREPARED BY: Cheryl Russell	
SUBJECT: The Greens Town Meeting Association (E2010-020)	
ED05-076.06-04-26.00	
PROPERTY LOCATION: Open Space – 43 Lamplighter Lane (4.5 AC)	
APPROVALS: BOARD OF ASSESSMENT APPEALS; CITY COUNCIL	
EXHIBITS: 1. Application 2.Back-up Information 3. 9 Del. C. §8110 4. Property Record Card	
TIMETABLE: To become effective upon Council Approval	
RECOMMENDED ACTION: Staff recommends approval	

BACKGROUND AND ANALYSIS

Original Request

$203,400 Exemption Status

Reason for Exemption Request:

This parcel falls under State Statute 9 Del. C. §8110 Civic organizations owning parkland.

Property is **NOT** listed as Exempt on Kent County PRIDE System.

ACTION FORM

BOARD OF ASSESSMENT APPEALS

PROCEEDING: Board of Assessment Appeals	**AGENDA ITEM NO.: 2 F(1)**
DEPARTMENT OF ORIGIN: ASSESSOR	**DATE SUBMITTED**: December 1, 2010
PREPARED BY: Cheryl Russell	
SUBJECT: Central Delaware Habitat for Humanity (E2010-021)	
ED05-076.07-01-14.00	
PROPERTY LOCATION: 101 Jefferson Ct.	
APPROVALS: BOARD OF ASSESSMENT APPEALS; CITY COUNCIL	
EXHIBITS: 1. Application 2.Back-up Information 3. 9 Del. C. §8106 4. Property Record Card	
TIMETABLE: To become effective upon Council Approval	
RECOMMENDED ACTION: Staff recommends approval	

BACKGROUND AND ANALYSIS

Original Request

$120,700 Exemption Status

Reason for Exemption Request:

This parcel falls under State Statute 9 Del. C. §8106 Specific organizations and purposes.

Property is also listed as Exempt on Kent County PRIDE System.

ACTION FORM

BOARD OF ASSESSMENT APPEALS

PROCEEDING: Board of Assessment Appeals	**AGENDA ITEM NO.: 2G (1)**
DEPARTMENT OF ORIGIN: ASSESSOR	**DATE SUBMITTED**: December 1, 2010
PREPARED BY: Cheryl Russell	
SUBJECT: Delaware Baptist Association (E2010-022a)	
ED05-068.09-01-11.00	
PROPERTY LOCATION: 967 N. State St.	
APPROVALS: BOARD OF ASSESSMENT APPEALS; CITY COUNCIL	
EXHIBITS: 1. Application 2.Back-up Information 3. 9 Del. C. §8105 4. Property Record Card 5. GIS Map 6. Email	
TIMETABLE: To become effective upon Council Approval	
RECOMMENDED ACTION: Staff recommends approval	

BACKGROUND AND ANALYSIS

Original Request

$279,000 Exemption Status

Reason for Exemption Request:

This parcel falls under State Statute 9 Del. C. §8105 Property owned by governmental, religious, educational or charitable agency.

It is adjacent to two other parcels owned by the applicant; which are also applying for exempt status.

This parcel is also listed as Exempt on the Kent County PRIDE system.

ACTION FORM

BOARD OF ASSESSMENT APPEALS

PROCEEDING: Board of Assessment Appeals	**AGENDA ITEM NO.: 2G (2)**
DEPARTMENT OF ORIGIN: ASSESSOR	**DATE SUBMITTED**: December 1, 2010
PREPARED BY: Cheryl Russell	
SUBJECT: Delaware Baptist Association (E2010-022b)	
ED05-068.09-01-11.01	
PROPERTY LOCATION: Land - N. State St.	
APPROVALS: BOARD OF ASSESSMENT APPEALS; CITY COUNCIL	
EXHIBITS: 1. Application 2.Back-up Information 3. 9 Del. C. §8105 4. Property Record Card 5. GIS Map	
TIMETABLE: To become effective upon Council Approval	
RECOMMENDED ACTION: Staff recommends approval	

BACKGROUND AND ANALYSIS

Original Request

$3,300 Exemption Status

Reason for Exemption Request:

This parcel falls under State Statute 9 Del. C. §8105 Property owned by governmental, religious, educational or charitable agency.

It is a sliver of land between the building and Lepore Rd.

It is adjacent to two other parcels owned by the applicant; which are also applying for exempt status.

This parcel is also listed as Exempt on the Kent County PRIDE system.

ACTION FORM

BOARD OF ASSESSMENT APPEALS

PROCEEDING: Board of Assessment Appeals	**AGENDA ITEM NO.: 2G (3)**
DEPARTMENT OF ORIGIN: ASSESSOR	**DATE SUBMITTED**: December 1, 2010
PREPARED BY: Cheryl Russell	
SUBJECT: Delaware Baptist Association (E2010-022c)	
ED05-068.09-01-16.03	
PROPERTY LOCATION: Land – Lepore Rd.	
APPROVALS: BOARD OF ASSESSMENT APPEALS; CITY COUNCIL	
EXHIBITS: 1. Application 2.Back-up Information 3. 9 Del. C. §8105 4. Property Record Card 5. GIS Map	
TIMETABLE: To become effective upon Council Approval	
RECOMMENDED ACTION: Staff recommends approval	

BACKGROUND AND ANALYSIS

Original Request

$5,900 Exemption Status

Reason for Exemption Request:

This parcel falls under State Statute 9 Del. C. §8105 Property owned by governmental, religious, educational or charitable agency.

It is the back lot of the building and driveway to Lepore Rd.

It is adjacent to two other parcels owned by the applicant; which are also applying for exempt status.

This parcel is also listed as Exempt on the Kent County PRIDE system.

ACTION FORM

BOARD OF ASSESSMENT APPEALS

PROCEEDING: Board of Assessment Appeals	**AGENDA ITEM NO.: 2H (1)**
DEPARTMENT OF ORIGIN: ASSESSOR	**DATE SUBMITTED**: December 1, 2010
PREPARED BY: Cheryl Russell	
SUBJECT: Delaware State Housing Authority (E2010-023)	
ED05-077.09-04-50.00	
PROPERTY LOCATION: 26 The Green	
APPROVALS: BOARD OF ASSESSMENT APPEALS; CITY COUNCIL	
EXHIBITS: 1. Application 2.Back-up Information 3. 9 Del. C. §8105 4. Property Record Card 5. GIS Map	
TIMETABLE: To become effective upon Council Approval	
RECOMMENDED ACTION: Staff recommends approval	

BACKGROUND AND ANALYSIS

Original Request

$2,126,300 Exemption Status

Reason for Exemption Request:

This parcel falls under State Statute 9 Del. C. §8105 Property owned by governmental, religious, educational or charitable agency. And Title 31; Chapter 43 Housing Authority §4318 Tax exemption; payments in lieu of taxes.

It is adjacent to another parcel owned by the applicant; which already has exempt status.

The adjacent exempt property has been enjoying the exemption benefit for many years. (At least since 1998 – computerized records).

This property has been paying taxes under the Delaware Housing Authority name since 1999.

The property owner has spoken with the City Manager (Tony DePrima) and has agreed to Payment in Lieu of Taxes (PILOT).

On November 5, 2010 a PILOT in the amount of $4,049.52 was made to the City of Dover for both properties.

A PILOT is generally made on properties that are enjoying the benefit of Exempt Status.

This parcel is also listed as Exempt on the Kent County PRIDE system.

ACTION FORM

BOARD OF ASSESSMENT APPEALS

PROCEEDING: Board of Assessment Appeals	**AGENDA ITEM NO.: 2 I(1)(2)**
DEPARTMENT OF ORIGIN: ASSESSOR	**DATE SUBMITTED**: December 1, 2010
PREPARED BY: Cheryl Russell	
SUBJECT: Silver Lake Townhouses Community Assoc Inc. (E2010-025a & b)	
ED05-067.12-03-35.00 & ED05-067.12-03-36.00	
PROPERTY LOCATION: Open Space – Silver Lake Dr.	
APPROVALS: BOARD OF ASSESSMENT APPEALS; CITY COUNCIL	
EXHIBITS: 1. Application 2.Back-up Information 3. 9 Del. C. §8110 4. Property Record Card s 5. GIS Map	
TIMETABLE: To become effective upon Council Approval	
RECOMMENDED ACTION: Staff recommends approval	

BACKGROUND AND ANALYSIS

Original Request

$148,100 Exemption Status
$289,200 Exemption Status

Reason for Exemption Request:

This parcel falls under State Statute 9 Del. C. §8110 Civic organizations owning parkland.

Property is **NOT** listed as Exempt on Kent County PRIDE System.

ACTION FORM

BOARD OF ASSESSMENT APPEALS

PROCEEDING: Board of Assessment Appeals	**AGENDA ITEM NO.: 2J (1)**
DEPARTMENT OF ORIGIN: ASSESSOR	**DATE SUBMITTED**: December 1, 2010
PREPARED BY: Cheryl Russell	
SUBJECT: S. Lowan Pitts Day Care Center of Whatcoat United Methodist (E2010-029)	
ED05-067.18-03-15.01	
PROPERTY LOCATION: 1160 Walker Rd.	
APPROVALS: BOARD OF ASSESSMENT APPEALS; CITY COUNCIL	
EXHIBITS: 1. Application 2.Back-up Information 3. 9 Del. C. §8105 4. Property Record Card	
TIMETABLE: To become effective upon Council Approval	
RECOMMENDED ACTION: Staff recommends approval	

BACKGROUND AND ANALYSIS

Original Request

$268,300 Exemption Status

Reason for Exemption Request:

This parcel falls under State Statute 9 Del. C. §8105 Property owned by governmental, religious, educational or charitable agency.

This property is being used as a non-profit child care facility; offering education.

This parcel is also listed as Exempt on the Kent County PRIDE system.

JOINT LEGISLATIVE, FINANCE, AND ADMINISTRATION AND SAFETY ADVISORY AND TRANSPORTATION COMMITTEES MEETING

A Joint meeting of the Legislative, Finance, and Administration and Safety Advisory and Transportation Committees was held on December 6, 2010 at 4:45 p.m. with Chairman Leary presiding. Members present were Mr. Bonar, Mr. McGiffin, Mrs. Russell, Mrs. Williams, Mr. Shevock, and Mr. Harmon (arrived at 5:30 p.m.). Mr. Salters, Mr. Davis, and Dr. Jones were absent. Members of Council present were Mr. McGlumphy and Mr. Ruane. Mayor Carey was also present.

AGENDA ADDITIONS/DELETIONS

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

Presentation by Police Chief James Hosfelt - Deployment of Current Manpower

Police Chief James Hosfelt introduced Captain Steve Getek, Administrative Division Commander, and reviewed a Power Point Presentation of the City of Dover Police Deployment of Current Manpower as of October 2010. He stated that Council approved filling one (1) of the four (4) existing vacancies and that the candidate selected is awaiting attendance at the Police Academy. He noted that a request will be submitted to the Legislative, Finance, and Administration Committee on December 13, 2010 to fill another position due to the resignation of an officer. Once these positions are filled, there will be 91 officers on the force.

Police Chief Hosfelt advised members that officers in a platoon work 12 hour shifts (7:00 a.m. to 7:00 p.m. and 7:00 p.m. to 7:00 a.m.) three (3) to four (4) days in a row. In reviewing accomplishments, he noted that although there has been a 17% increase in burglaries, Dover's clearance rate is 68%, which is three (3) times the national average. Chief Hosfelt also noted a 27% reduction in robberies through October and stated that the City's clearance rate for robberies is 78% (three (3) times the national average); however, he cautioned members that this number may increase during the upcoming holiday season. He indicated that rapes have declined by 13.5%, with a clearance rate of 97%. Chief Hosfelt stated that there has been a 25.5% decrease in drug arrests and attributed this to the fact that the City's drug unit has only five (5) members. He explained that the Police Department has worked with the Drug Enforcement Administration on two (2) major cases which required wire taps. Chief Hosfelt advised members that wire taps are federally funded at a cost of $250,000 per occurrence and the Dover Police Department must provide manpower to staff these events. Each wire tap requires the entire drug unit to be committed for a six (6) week period. Since there were two (2) cases, officers were pulled for 12 weeks, which detracted from their productivity. Chief Hosfelt reminded members that 80% of the proceeds seized from drug dealers returns to local law enforcement; however, he indicated that there are restrictions regarding the use of these funds.

Police Chief Hosfelt also noted that there are additional requirements that remove officers from their duties, such as training required by the Delaware Council on Police Training, accreditation, and the need for specialized training.

Chief Hosfelt advised members that the Police Department uses the "Bartell formula" to guide personnel allocation. He explained that a nationally recognized standard recommends that a minimum of 50% of staff time be allotted as unassigned time to permit law enforcement officers to respond to requests for service. He explained that only 29.21% of City of Dover patrol units' time is currently unassigned.

Discussion - Police Staffing Needs and Associated Costs

In reviewing the payroll costs for police officers, Police Chief James Hosfelt stated that the total cost for 10 officers for the remainder of the fiscal year, from February through June, would be $327,153.85. He reminded members that when preparing the budget, funds were included to cover terminal leave for possible retirements. He advised members that the Police Department does not have any officers planning to retire; therefore, the $327,153.85 is available in the Department's budget.

Chief Hosfelt stated that there are five (5) police agencies in the State of Delaware that run police academies. He noted that after being hired, officers are required to attend an academy in order to obtain certification. Although the City is capable of administering a police academy, costs are prohibitive; therefore, the Dover Police Department typically sends officers to other academies (Delaware State Police, New Castle County Police, or Wilmington Police). Chief Hosfelt stated that the earliest an academy would be offered would be in mid-February 2011, noting the possibility that this may not occur until mid-April. He advised members that the police academy involves 20 weeks of training, followed by 12 weeks of field training; therefore, a total of eight (8) months of training is required before an officer can be assigned a vehicle and begin working for the Police Department.

Responding to Mr. Leary, Chief Hosfelt stated that academy training may not be required if an officer who was laid off by another jurisdiction is hired; however, the individual would be required to meet the Dover Police Department's hiring standards. He stated that Dover has a list of potential officers that contains some certified officers who would require a shorter training period.

In response to Mr. Ruane, Chief Hosfelt stated that it was suggested in 2002 that a workload assessment be conducted utilizing the "Bartell formula" but that this was not an accreditation standard. Captain Steve Getek, Administrative Division Commander, further explained that the "Bartell formula" assists in determining the appropriate number of police officers. He stated that the formula indicates that an additional 32 patrol officers would be necessary in order to obtain 50-55% unobligated time. Captain Getek read an Excerpt from the Dover Police Department Workload Assessment Report for 2007 and 2008 (***Attachment #1***) to clarify how these conclusions were arrived at.

Mr. Bonar noted that members of Council must make a difficult decision regarding the hiring of additional police officers to provide much needed safety for the citizens of Dover and stated his willingness to take leadership in this regard.

Mr. Anthony DePrima, City Manager, reviewed the tables provided to members regarding details of the Dover Police Department's staffing levels over the past 10 years. He noted that in 2009, the Police Department had an authorized strength of 93 officers and, although current approved staffing is 91 officers, since one (1) officer recently resigned and two (2) recent hires are scheduled to enter the next police academy, actual manpower at this time is 88.

Responding to Mr. DePrima, Chief Hosfelt indicated that an authorized strength of 93 officers would allow for the number of officers for the community policing, quality of life, and drug units to be restored to the levels maintained in 2009. However, he stated a need for three (3) additional community policing officers (for a total of five (5) officers with this designation) and additional officers for patrol units (to provide a total of 13 officers for each unit). Chief Hosfelt noted that a total of six (6) additional officers was being requested at this time.

At the request of Mr. Ruane, Chief Hosfelt stated that he could obtain information regarding the national ratio requirement for the number of police officers per 1,000 residents.

Mr. Bonar requested that staff determine the amount of increased revenues necessary to accommodate the additional officers requested by Chief Hosfelt and provide the information to members as soon as possible.

In response to Mr. DePrima, Chief Hosfelt assured members that if the patrol units were increased to 13 officers each, there would not be a need for additional vehicles.

Scheduling of Next Meeting

Mr. Leary reminded members that during their meeting of November 15, 2010, Mr. Clay Hammond, Chairman of the Delmarva Black Chamber of Commerce and Vice President of Business Development, Global Diversity Group, announced that a group of concerned citizens were planning a town hall meeting on Saturday, December 11, 2010 from 2:00 - 4:00 p.m. to consider the actions that could be taken to improve safety for children in the City. He requested that the City Clerk's Office and/or Police Department confirm the meeting, obtain its location, and advise members accordingly.

There being no objections, Mr. Leary requested that staff schedule the next Joint Committee meeting following the town hall meeting and that members be notified as usual.

Public Comment Period (15 Minutes)

Pastor Howard Earle, 224 Bradley Road, stated that he was made aware of gang problems in the City approximately two (2) years ago. He indicated that he has spoken with other communities facing similar issues and indicated the necessity of dealing with such problems immediately. Pastor Earle advised members that approximately three (3) months ago, a drive-by shooting occurred near his residence which resulted in his increased awareness of the problem. He reminded members that the decisions of Council in this regard could save lives.

Mayor Carey advised members that the Mayor's Office is sympathetic to the needs of the Police Department and supports the Police Chief's request for additional officers.

Mrs. Williams requested that members support the Police Department in their efforts to address these concerns before they spread and advocated putting the resources needed to get the job done in the hands of trained professionals.

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

Meeting Adjourned at 5:49 P.M.

Respectfully submitted,

Thomas J. Leary
Chairman

TJL/JS/jg/ac/dd/tm
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Attachment to Original Minutes and File Copy
Attachment #1 - Excerpt from Dover Police Department Workload Assessment Report for 2007 and 2008

UTILITY COMMITTEE

The Utility Committee Meeting was held on December 13, 2010 at 5:00 p.m. with Chairman Ruane presiding. Members present were Mr. Bonar, Mr. McGiffin, Major Kosior, and Mr. Snaman. Members of Council present were Council President Hogan (arrived at 5:13 p.m.) and Mr. Leary (arrived at 5:13 p.m.). Mayor Carey was also present.

AGENDA ADDITIONS/DELETIONS

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

Dedication of Rights-of-Way and Public Infrastructure - Stoney Creek (Phases II & III)

The developer of the Stoney Creek Subdivision (Phases II & III), Bay Developers, Inc., requested that all rights-of-way, public open space, and public infrastructure improvements related to this subdivision be dedicated to the City of Dover for permanent ownership and maintenance. Members were provided a list of all public improvements associated with this subdivision, as well as a map showing the general location and configuration of the subject rights-of-way. After construction was completed, City staff inspected the public improvements and provided the developer with a list of repairs to be made to meet City of Dover Standards and Specifications for Public Works Construction. All work has now 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 a part of the dedication process. In addition, as-built drawings were submitted to the Public Services Department for their permanent records.

Staff recommended acceptance of the dedication of rights-of-way public infrastructure for the Stoney Creek Subdivision (Phases II & III), to include all referenced public improvements, as detailed on the List of all Public Improvements provided to members.

Mr. Scott Koenig, Public Services Manager/Director of Public Works, advised members that the total construction value of the improvements is $1,548,000.

Mr. McGiffin moved to recommend approval of staff's recommendation for the acceptance of dedication of rights-of-way and public infrastructure for the Stoney Creek Subdivision (Phases II & III) to include all of the referenced public improvements, as detailed on the List of all Public Improvements (*Attachment #1*). The motion was seconded by Mr. Snaman and unanimously carried.

Mr. Ruane thanked Mr. Koenig, Mr. Lunt, and all City staff who participated in the South Governors Avenue Project for the hard work and effort involved in helping to bring the project to completion.

Review of Utility Related CIP's (Electric and Water/Wastewater) *(October)*

Members were provided the Utility-Related (Electric and Water/Wastewater) Capital Investment Plan (CIP) Project Tracking Report for October 2010.

In response to Mr. Ruane, Mr. Anthony DePrima, City Manager, advised members that all of the CIP projects (with the exception of new projects) are included in the PACE/NAES Report. He indicated that the PACE/NAES Report is provided by Mr. Vince Scire, Plant Manager, and is utilized to update the comments and status information provided on the CIP Report. In reference to

the Unit 3 Cooling Tower Project (noted on Page 36 of the PACE/NAES Report and Page 5 of the CIP Report), Mr. DePrima noted that this project is complete and Unit 3 and the Cooling Tower are back in service. He stated that the October PACE/NAES Report does not reflect completion of the project; however, it is reflected on the CIP report.

Mr. DePrima reminded members that the status and comments provided on the CIP Report are more current than the dollar amounts, since his practice is to update comments after the end of the month. He assured members that there are no projects that require the Committee's attention at this time.

In response to Mr. Bonar, Mr. DePrima explained that Hazel Road has been completed, although the final blacktop coat has not been laid. He stated that he would provide details regarding the expected completion of the blacktop. Responding to Mr. McGiffin, Mr. DePrima stated that parking restrictions will resume on Hazel Road and residents have been notified of the completion of the project.

Mr. Ruane requested that staff provide a more detailed list of water quality projects in the next report.

Mr. Bonar moved to recommend acceptance of the Utility Related CIP's (Electric and Water/Wastewater) Report, seconded by Mr. Snaman and unanimously carried.

PACE/NAES Monthly Report *(October 2010)*

The PACE/NAES Monthly Report for October 2010 was provided to members to enable them to monitor electric sales and revenues received, which will provide a better understanding of any fluctuations that occur and allow the opportunity to make improvements if deemed necessary.

At the request of Mr. Ruane, Mr. Anthony DePrima, City Manager, advised members that the contract between the City of Dover and PACE/NAES will soon expire. *(City Clerk's Office Note: The City's current contract with PACE/NAES will expire on June 30, 2011.)* Although the City has a good relationship with PACE/NAES, Mr. DePrima explained the importance of keeping this service competitive. He stated that bids have been solicited through the City's Utility Attorney, Mr. Kirk Betts, for the services currently being provided by PACE/NAES. Mr. DePrima noted that several bids were submitted and will be reviewed and presented to the Committee and Council for consideration and final approval in March 2011.

Mr. Ruane commended staff for taking a proactive approach in this matter.

Mr. Bonar moved to recommend acceptance of the PACE/NAES Monthly Report for October 2010, seconded by Mr. Snaman and unanimously carried.

Update - Green Energy Funding and Programming

Mr. Ron Lunt, Public Utilities Director, provided and reviewed a corrected Green Energy Funding and Programming Update - Stimulus Funding (***Attachment #2***). He advised members that he was recently made aware of significant revisions the State has made regarding the limits and the structure of the program. Mr. Lunt indicated that the State will change from a dollar-based grant program to

a kW-based program and that this change will have little financial effect on the City. Once further information regarding the change is received, he assured members that this information will be provided.

Responding to Mr. Ruane, Mr. Anthony DePrima, City Manager, stated that, to his knowledge, the Sustainable Energy Utility (SEU) does not provide grants to municipalities, although a loan program is available. He indicated that the SEU has programs targeted to individuals, for example, a program for homeowners to apply for lighting rebates. Mr. DePrima noted that a link to the SEU's website is available on the City's website and that the City and the SEU continue to pursue the concept of performance energy contracting.

Mr. Bonar encouraged direct communication with the SEU when possible, explaining his understanding that the SEU has experienced challenges in organizing their program, disbursing funds, etc.

Mr. McGiffin moved to recommend acceptance of the Update on Green Energy Funding and Programming, seconded by Mr. Bonar and unanimously carried.

By unanimous consent, the meeting adjourned at 5:54 p.m.

Respectfully submitted,

Eugene B. Ruane
Chairman

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Attachments
Attachment #1 - List of all Public Improvements for Stoney Creek Subdivision (Phase II & III)
Attachment #2 - Revised Green Energy Funding and Programming Update - Stimulus Funding

DEDICATION OF RIGHTS-OF-WAY AND PUBLIC INFRASTURCTURE
STONEY CREEK SUBDIVISION (PHASE II & III)

The following is a list of all public improvements which are to be accepted by the City of Dover:

Sewer Utility Infrastructure (Construction Value = $ 496,000):

8" SDR-35 PVC Sanitary Sewer Main	-	2,118 l.f.
4" PVC Sanitary Sewer Laterals	-	2,670 l.f. (89 laterals)
4' Diameter Sanitary Sewer Manholes	-	10 ea. (57.20 v.f.)

Water Utility Infrastructure (Construction Value = $ 400,000):

8" Ductile Iron (Class 52 Cement Lined) Water Main	-	2,455 l.f.
6" Ductile Iron (Class 52 Cement Lined) Water Main	-	129 l.f.
3/4" Type "K" Copper Water Service Lines	-	2,670 l.f. (89 services)
8" Gate Valve	-	9 ea.
6" Hydrant Valve	-	4 ea.
Fire Hydrants	-	4 ea.

Storm Water Infrastructure (Construction Value = $ 127,000):

Catch Basins	-	15 ea.
Yard Basins	-	3 ea.
15" Type III Reinforced Concrete Pipe	-	1,644 l.f.
18" Type III Reinforced Concrete Pipe	-	285 l.f.
24" Type III Reinforced Concrete Pipe	-	219 l.f.
27" Type III Reinforced Concrete Pipe	-	218 l.f.
14"x23" Type III Elliptical Reinforced Concrete Pipe	-	328 l.f.
19"x30" Type III Elliptical Reinforced Concrete Pipe	-	146 l.f.
4' Diameter Storm Sewer Manholes	-	2 ea. (6.53 v.f.)
Flared End Sections (Concrete)	-	3 ea.

Street Infrastructure (0.8894 miles) (Construction Value = $ 525,000):

Moriarty Street	Station 3+00 to Station 13+45	1,045 l.f.
Ingram Street	Station 1+75 to Station 5+65	390 l.f.
Regent Street	Station 0+00 to Station 4+36	436 l.f.
Holmes Street	Station 10+20 to Station 16+60	640 l.f.
Stoney Creek Alley "A"	Station 0+00 to Station 20+30	2,030 l.f.
Stoney Creek Alley "B"	Station 0+00 to Station 1+55	155 l.f.
		4,696 l.f.

FUND SUMMARY

Total Collected	$	581,820.24
DEMEC Admin Fee Paid	$	8,531.93
State Admin Fee Paid	$	12,315.00
Grants Paid	$	360,312.50
Grants/Fees Reserved and Amount Owed	$	195,120.74
Energy Depot Paid	$	24,751.30
Efficiency Programs Paid	$	14,052.53
*Funds Available	**$**	**(33,263.76)**

* As of 12-03-2010

GRANTS PAID

Date Grant Paid	Applicant	Type	Grant Amount Paid	Review Fee Paid	Amount Owed
9/21/2007	Laura Drew Kelly	Geo - Res	$ 3,000.00	$ 225.00	$ -
12/5/2007	Domingo Reye	Solar - Res	$ 12,762.50	$ 750.00	$ -
4/16/2008	Lakeland Commercial Group	Geo - Comm	$ 10,800.00	$ 750.00	$ -
6/19/2008 & 08/25/2008	L.D. Shank - Triad Farms	Solar - Comm	$ 30,000.00	$ 750.00	$ -
10/6/2008	City of Dover	Solar - Comm	$ 40,820.00	$ 750.00	$ -
10/21/2008	Robert & Cynthia Hartman	Geo HP- Res	$ 1,800.00	$ 135.00	$ -
10/21/2008	Robert Varipapa	Geo HP- Res	$ 2,400.00	$ 180.00	$ -
2/27/2009	David Jump	Solar - Res	$ 15,000.00	$ 750.00	$ -
2/27/2009	Jakob Seren	Solar - Res	$ 15,000.00	$ 750.00	$ -
2/27/2009	William Sweet	Solar - Res	$ 15,000.00	$ 750.00	$ -
3/31/2009	LD Shank - Triad Farms	Solar WH-Comm	$ 3,000.00	$ 225.00	$ -
3/31/2009	Warren & Joan Seaver	Geo HP- Res	$ 3,000.00	$ 225.00	$ -
4/22/2009	William Sweet	Solar HW	$ 3,000.00	$ 225.00	$ -
4/28/2009	State of DE/DNREC - DE	Solar - Comm	$ 30,000.00	$ 750.00	$ -
4/29/2009	Delaware Primary Care, LLC	Solar - Comm	$ 30,000.00	$ 750.00	$ -
9/11/2009	NCALL	Solar - Comm	$ 30,000.00	$ 750.00	$ -
9/11/2009	D. Brian Beckman	Geo HP- Res	$ 2,000.00	$ 150.00	$ -
9/21/2009	LKSC Dover, LLC Kids Cottage	Solar - Comm	$ 29,925.00	$ 750.00	$ -
10/5/2009	Mark F. Boller	Geo HP- Res	$ 3,000.00	$ 225.00	$ -
10/5/2009	John Welgan	Solar - Res	$ 15,000.00	$ 750.00	$ -
11/4/2009	LKSC Dover, LLC Kids Cottage	Geo - Comm	$ 12,000.00	$ 750.00	$ -
3/25/2010	Minaxi Patel	Solar - Res	$ 15,000.000	$ 750.000	$ -
3/23/2010	J. McGiffin Jr. & K. Doyle	Geo HP- Res	$ 3,000.000	$ 225.000	$ -
5/28/2010	Nancy Warner	Geo HP- Res	$ 1,200.000	$ -	$ 90.000
6/2/2010	David Teel	Geo HP - Res	$ 1,800.000	$ -	$ 135.000
6/2/2010	Dewey J. Barich	Geo HP- Res	$ 2,400.00	$ -	$ 180.00
7/12/2010	Mike & Sharonb Laverty	Solar - Res	$ 5,105.000	$ -	$ 382.880
8/19/2010	James Grilli	Geo HP- Res	$ 1,800.00	$ -	$ 135.00
8/19/2010	Michael Noble	Solar - Res	$ 15,000.000	$ -	$ 750.000
9/17/2010	David Teel	Solar - Res	$ 7,500.000		$ 562.500
		Total	$ 360,312.50	$ 12,315.00	$ 2,235.38

ATTACHMENT #2
Utility Committee Meeting of 12/13/2010

PENDING APPLICATIONS

Date Reserved	Applicant	Type	Grant Reservation
3/20/2009	City of Dover	Geo HP	$ 131,497.86
10/26/2009	Charles Bounds	Geo HP- Res	$ 1,935.000
1/27/2010	Pat's Pizzeria	Solar - Comm	$ 30,750.000
3/18/2010	Charles Messina Plumbing & El.	Hot Water - Comm	$ 10,750.000
5/14/2010	Elizabeth Murphy School	Geo HP - Comm	$ 9,890.000
7/15/2010	Michael & Carol Apgar	Solar - Res	$ 8,062.500
			$ 192,885.36

ENERGY DEPOT FEES

3/3/2008	Start-up Fees	$5,872.50
4/15/2008	Start-up Fees	$1,957.50
4/15/2008	Mar, Apr, May 2008	$1,692.13
7/22/2008	June, July, Aug 2008	$1,692.13
10/10/2008	Sept, Oct, Nov 2008	$1,692.13
1/2/2009	Dec 08, Jan, Feb 2009	$1,692.13
4/3/2008	Mar, Apr, May 2009	$1,692.13
7/1/2009	June, July, Aug 2009	$1,692.13
9/11/2009	Sept, Oct, Nov 2009	$1,692.13
1/4/2010	Dec 09, Jan, Feb 2010	$1,692.13
3/29/2010	Mar, April, May 2010	$1,692.13
3/29/2010	June, July, Aug 2010	$1,692.13
	Total Paid	$24,751.30

ENERGY EFFICIENCY CAMPAIGNS/EDUCATION PROGRAMS

10/21/2008	1,500 CFL Campaign & Educational Literature	$5,012.29
12/11/2008	Reimbursement for Green	$3,459.12
3/31/2009	Thermal Imager for Home Audits Program	$5,581.12
	Total	$14,052.53

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee meeting was held on December 13, 2010 at 6:00 p.m. with Chairman Leary presiding. Members present were Mr. McGiffin, Mr. Salters, Dr. Jones, and Mr. Shevock. Members of Council present were Council President Hogan (departed at 6:19 p.m. and returned at 6:25 p.m.), Mr. Bonar, and Mr. Ruane. Mayor Carey was also present.

AGENDA ADDITIONS/DELETIONS

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

Review and Recommendation - Filling of Critical Positions

During their meeting of February 23, 2009, members recommended approval of a Hiring Freeze for Fiscal Year 2008-2009, but to allow the hiring of critical positions through the review and approval of the Legislative, Finance, and Administration Committee and City Council. It was suggested that there be a "standing" agenda item to consider the filling of critical positions and, if there were no positions to consider, the item could be removed.

Permission to Recruit - Police Officer

Police Chief James Hosfelt reviewed a request to recruit for a Police Officer. He noted that this vacancy was created due to the recent resignation of a Police Officer.

Mr. Salters moved to recommend approval of the request to recruit for a Police Officer, as recommended by staff. The motion was seconded by Mr. Shevock and unanimously carried.

Permission to Recruit - Public Utilities Operations/Construction Manager

Mr. Ron Lunt, Public Utilities Director, reviewed a request to recruit for a Public Utilities Operations/Construction Manager in the Public Utilities Department and advised members that the previous employee in this position retired last spring. He explained that staff attempted to continue working without filling the position; however, this proved challenging. Mr. Lunt stated that there are no current employees, particularly in the Water/Wastewater Division, who have the managerial experience necessary to keep projects moving forward. Although another employee (an engineer) attempted to assume these responsibilities, Mr. Lunt stated that the work is outside of his skill set. In addition, he noted that this individual has received a letter of deployment for May 2011 and will be stationed overseas for approximately one (1) year.

Mr. McGiffin moved to recommend approval of the request to recruit for a Public Utilities Operations/Construction Manager, as recommended by staff. The motion was seconded by Mr. Salters and unanimously carried.

Permission to Recruit - Electric Ground Worker

Mr. Ron Lunt, Public Utilities Director, reviewed a request to recruit for an Electric Ground Worker in the Transmission and Distribution (T&D) Division of the Public Utilities Department. He stated that a vacancy was created when an Electric Ground Worker was transferred to the Public Services Department.

Mr. Salters moved to recommend approval of the request to recruit for an Electric Ground Worker, as recommended by staff. The motion was seconded by Mr. Shevock and unanimously carried.

Draft Comprehensive Annual Financial Report (CAFR)

Mrs. Donna Mitchell, Controller/Treasurer, reviewed the draft Comprehensive Annual Financial Report (CAFR) for the fiscal year ending June 30, 2010, which was also provided to the City's audit firm, Faw, Casson, & Company, LLC. She reviewed the comments received from the City's auditors regarding their preliminary notification of internal control issues observed during their audit.

Dr. Jones suggested that staff inform all employees of the new requirements regarding the deadline for submission of retirement paperwork, relaying concerns that information is not always disseminated from department heads.

Mrs. Mitchell provided a broad overview of the CAFR and an explanation of major highlights.

Mr. Ruane noted that Page 3 references population estimates from the Delaware Population Consortium, as well as the 2000 U.S. Decennial Census, and that Page 139 references only the 2000 Census. If possible, he suggested that staff consider utilizing the Delaware Population Consortium data to better reflect the real population of the City. He noted that the use of the Census data skews the ratio of the net bonded debt to the City's population.

Referring to Page 132, Mr. Ruane suggested that staff include 2010 property tax rates.

Responding to Mr. Ruane, Mrs. Mitchell noted that the City's outstanding debt will be reduced by approximately $80,000 by 2015 and that, as of 2017, the City's current outstanding indebtedness for the General Obligation (GO) Bonds will be completely paid (as indicated on Page 68). She stated that this is the only debt service the General Fund has at this time. Furthermore, Mrs. Mitchell indicated that, although a comparison to other governments has not been performed, the City's debt service is low.

Mrs. Mitchell stated that the final CAFR must be submitted to the Government Finance Officers Association (GFOA) by December 31, 2010 and that Council will receive a final copy in January 2011.

Mr. Salters moved to recommend acceptance of the Draft Comprehensive Annual Financial Report (CAFR), seconded by Mr. Shevock and unanimously carried.

Review of Council Memberships

Members were advised that certain memberships are included in Council's budget and that, once these memberships are approved through the budget process, payments are processed as renewals are submitted. Since these expenses are reflected in Council's budget, it was suggested that the expenditures for continued membership be reviewed and approved.

For Fiscal Year 2010/2011, City Council's budget included $12,198 for subscriptions and dues. This amount is based on the previous year's costs or, when provided, a cost adjustment. The specific membership dues for this Fiscal Year are as follows:

League of Local Governments - Annual Membership Renewal	-	$ 6,000
National League of Cities - Annual Membership Renewal	-	3,258
Delaware State Chamber of Commerce	-	856
Central Delaware Chamber of Commerce	-	875
Miscellaneous (Magazine Subscriptions, etc.)	-	200
Total		$11,198

Mr. McGiffin advised members that overtly political communications are sometimes received during the budget preparation and election "seasons" and relayed his concerns regarding the utilization of tax dollars for membership dues to organizations that engage in political activity. He suggested that members be thoughtful and deliberative in determining which organizations Council will join, particularly when tax dollars are used to pay dues. Mr. McGiffin recommended that Council not pay membership dues to the Delaware State Chamber of Commerce (DSCC) and the Central Delaware Chamber of Commerce (CDCC) due to his feeling that these organizations are increasingly involved in political activities. He suggested the possibility of Council resigning immediately from these organizations and requesting a pro rata refund of dues already paid.

Mr. Ruane referred to relevant emails and other notices provided to members (***Attachment #1***) and indicated his concurrence with Mr. McGiffin's concerns. He stated that City funds should be used only for those memberships that are truly beneficial to the advancement of the causes for which the City and its government were established to accomplish.

Mr. Bonar reminded members that the City has a long history of involvement and participation with the CDCC and local Chambers of Commerce at a variety of levels. He noted that the late Mayor Crawford Carroll was one of the main proponents of City and Chamber interaction. Due to the associations developed between the members of the Chambers, City Council, and City government, many business activities have transpired in the City which have been beneficial to the City's tax base and citizens. It was Mr. Bonar's hope that the City would continue to maintain membership with these organizations so that integral resources can be developed and interactions can be fostered between City government and the business community. However, he recommended that the City remind the Chambers that the City's participation is voluntary and that the City does not condone involvement in political activities.

Council President Hogan relayed his concerns with the emails sent which encourage individuals to express their disagreements with the City. It was his opinion that these organizations were actively recruiting and working against the City of Dover. He stated his opposition to paying tax dollars to organizations that are working against the City in this manner.

Mr. Leary voiced his support of the organizations and the benefits of membership. He suggested that members continue to authorize the City Clerk to include these memberships dues in the upcoming proposed budget, which would allow members the opportunity for further review during the budget process. In the meantime, he suggested that an outreach effort be made to resolve any problems the City may have with the organizations involved.

Responding to Mr. McGiffin, Mr. DePrima advised members of the benefits offered by the CDCC, such as leadership programs, the Mayor's attendance at Board Meetings, etc. He was not aware that the City was a member of the State's Chamber of Commerce. Mr. DePrima stated that the Delaware League of Local Governments (DLLG) provides a variety of services to members, including educational and other information, lobbying, monthly educational meetings, etc. He was not aware of any local issues involving the National League of Cities (NLC); however, it was noted that some members of Council attend the NLC annual convention.

In response to Mr. Bonar, Mr. DePrima stated his feeling that there was not much collaboration from the CDCC during the budget hearings; however, he advised members that the Chamber offered to meet with City staff to assist in budget development. He stated that a meeting was held with the Executive Director and President to determine how the City could allow for better public participation through the budget process. As a result, the Chamber will create an expert advisory committee that will work with City staff in the preparation of the City's budget.

Dr. Jones suggested the possibility of staff contacting representatives of the CDCC to voice the concerns of the City prior to severing the relationship. Responding, Mr. DePrima stated that when he met with the CDCC Executive Director and President, he mentioned that there were concerns and assured them that they would have an opportunity to address members; however, since he was not aware that this matter was scheduled for this meeting, they were not contacted nor invited to provide input.

Dr. Joel Halpern, member of the CDCC, advised members of the many benefits provided by the organization, which serves as a voice for businesses and is instrumental in bringing businesses to the community.

Mayor Carey felt it important for the City to continue memberships with these organizations and mentioned some of the various benefits provided to the City in this regard, noting that the City receives information regarding current issues.

Mr. McGiffin moved to recommend that the matter be tabled to allow the opportunity for the Central Delaware Chamber of Commerce (CDCC) and other organizations to address members regarding the benefits of membership, seconded by Mr. Salters and unanimously carried.

Mr. Leary requested that staff reach out to the organizations involved and provide them the opportunity to address members to explain the benefits of memberships.

By unanimous consent, the meeting adjourned at 6:49 p.m.

Respectfully submitted,

Thomas J. Leary
Chairman

TJL/TM/jg/js/ac/dd
S:\AGENDAS & MINUTES\Committee-Minutes\2010\12-13-2010 LF&A.wpd

Attachments
Attachment #1 - CDCC Emails and Other Notices (4 pages)

McDowell, Traci

From: DePrima, Tony
Sent: Thursday, October 28, 2010 9:00 AM
To: McGiffin, James G Jr.
Cc: McDowell, Traci
Subject: RE: Legislative Call to Action

I talked to Traci, this comes out of Council's budget and it was paid. I know that some councilman including Ken was talking about not renewing the membership but it sounds like no one talked to Traci about that so it got paid.

Anthony J. DePrima, AICP, ICMA-CM
City Manager
City of Dover
P.O. Box 475
Dover, DE 19903
(302) 736-7005

This e-mail, including attachments, is confidential and intended only for the designated recipient(s). If you are not an intended recipient, please delete this e-mail. The unauthorized use, dissemination, distribution or reproduction of this e-mail, including attachments, is prohibited and may be unlawful.

From: James mcgiffin [mailto:jimmcgiffin@verizon.net]
Sent: Wednesday, October 27, 2010 5:52 PM
To: DePrima, Tony
Subject: Fw: Legislative Call to Action

Tony - are we still members of this organization?

JM
----- Original Message -----
From: Central Delaware Chamber of Commerce
To: James McGiffin
Sent: Wednesday, October 27, 2010 3:31 PM
Subject: Legislative Call to Action

Trouble Viewing? Click here



ELECTION DAY IS FAST APPROACHING

THE CDCC URGES YOU TO GET OUT AND VOTE IN THE GENERAL ELECTION ON **TUESDAY, NOVEMBER 2ND.**

THERE IS A GREAT DEAL RIDING ON THIS ELECTION.

WE HAVE ALL SEEN AND HEARD THE ADVERTISEMENTS REGARDING EXCESSIVE SPENDING IN THE GOVERNMENT, MORE TAXES COMING AND MORE BUSINESS REGULATIONS BEING ENACTED. VOTING IS YOUR CHANCE TO MAKE A CHANGE. VOTING IS YOUR CHANCE TO MAKE A DIFFERENCE.

IF YOU ARE NOT SURE ABOUT YOUR POLLING PLACE OR IF YOU WOULD LIKE TO SEE A SAMPLE BALLOT GO TO THE DELAWARE DEPARTMENT OF ELECTIONS WEBSITE: **www.elections.delaware.gov** .

GET OUT AND VOTE – TUESDAY, NOVEMBER 2ND, 2010!



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Please add "adminassistant@cdcc.net" to your list of approved senders
Click Here to Unsubscribe

McDowell, Traci

From: Central Delaware Chamber of Commerce [adminassistant@cdcc.net]
Sent: Friday, May 21, 2010 9:32 AM
To: McDowell, Traci
Subject: Call to Action for CDCC Members-May 24th Meeting Reminder

LEGISLATIVE ALERT - CALL TO ACTION

On Monday, May 24th, the Legislative, Finance & Administration Committee for the City of Dover will meet to review the proposed Business License Fee increases. The meeting will begin at 6 p.m. at City Hall.

The CDCC encourages members to attend the meeting to voice their concern over the proposed increases. All business license fees in the City of Dover will be affected by this increase.

Please Note: Public comments are welcomed on any item and will be permitted at appropriate times. When possible, please notify the City Clerk (736-7008 or e-mail at Tmcdowell@dover.de.us) should you wish to be recognized.

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McDowell, Traci

From: Central Delaware Chamber of Commerce [adminassistant@cdcc.net]
Sent: Thursday, May 20, 2010 4:14 PM
To: McDowell, Traci
Subject: Call to Action for CDCC Members - Time Sensitive

LEGISLATIVE ALERT - CALL TO ACTION

CDCC Members -

The City of Dover Final Budget Hearing is
this evening, May 20, 2010.

We urge members to attend to voice their concern over the increases in property tax, sewer, water, trash and business license fees.

This could be your last opportunity to present your view to City Council members!

Public comment will be heard from 6:00 - 6:30pm only.

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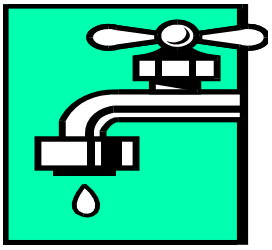
CITY OF DOVER

FINANCE DEPARTMENT

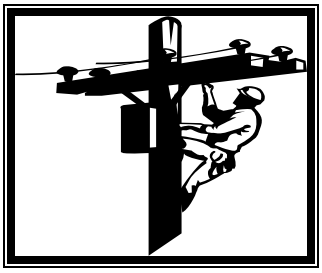
MONTHLY BUDGET REPORT

NOVEMBER 2010









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

October 2010

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	485			1,334		
Total Amount of All Deposits	$ 62,231,927			$ 69,674,078		
PAYROLL						
	Hours	%	Amount	Hours	%	Amount
Gross wages per registers	**400,723**	**100.0%**	**$ 8,604,776**	**387,497**	**100.0%**	**$ 8,612,655**
Wages and Hours Worked						
Regular	330,121	82.4%	$ 6,915,103	322,954	83.3%	$ 6,853,965
All over time	14,193	3.5%	$ 580,334	14,629	3.8%	$ 621,584
Other Paid or Unpaid Wages and Hours						
Vacation	21,186	5.3%	$ 548,492	25,181	6.5%	$ 640,769
Sick	8,545	2.1%	$ 190,526	7,358	1.9%	$ 170,218
Furlough	8,960	2.2%	$ -	1,506	0.4%	$ -
Terminal Leave - Retiree Vacation/Sick Payout	5,160	1.3%	$ 139,355	2,727	0.7%	$ 76,729
Comp Time (Police)	2,611	0.7%	$ 79,363	2,978	0.8%	$ 93,438
Personal	354	0.1%	$ 9,261	337	0.1%	$ 10,017
Leave Without Pay	2,367	0.6%	$ -	2,190	0.6%	$ -
Other (description below)	7,229	1.8%	$ 142,343	7,640	2.0%	$ 145,936

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

Other Activity		
Number of Pay Periods	11	11
Number of Payroll Checks Issued	4,736	4,537
Number of Pension Checks Issued	1,135	1,191
Total Pension Benefits Paid - Defined Benefit Plan	$ 1,785,328	$ 1,890,383

ACCOUNTS PAYABLE		
Number of Check Vouchers	3,197	2,680
Number of EFT Vouchers	739	865
Vouchers Dollar Amount Disbursed	$ 50,526,736	$ 39,055,939

City of Dover
Finance Department
Monthly Report – November 2010

General Fund Summary

	Budget	YTD	Balance	42% of Budget
Beginning Balance - Unaudited	$ 2,277,575	$ 2,655,562	$ (377,987)	116.6%
Revenues				
Court of Chancery Fees	645,000	167,600	477,400	26.0%
Fines & Police Revenues	881,502	424,813	456,689	48.2%
Franchise Fees	486,000	136,380	349,620	28.1%
Grants	831,850	141,720	690,130	17.0%
Intrafund Services	4,347,834	1,537,550	2,810,284	35.4%
Library & Recreation Revenues	665,689	276,738	388,951	41.6%
Licenses & Permits	2,457,675	1,663,069	794,606	67.7%
Property Taxes (Includes BID Revenue) (1)	11,035,326	10,869,489	165,837	98.5%
Sanitation Revenues	2,387,511	1,004,295	1,383,216	42.1%
Other Miscellaneous Revenues	365,250	59,665	305,585	16.3%
Transfers-In from Special Funds & Utilities				
Civil Traffic Penalties	930,000	317,028	612,972	34.1%
Municipal Street Aid Fund	526,843	263,776	263,067	50.1%
Transfer Taxes	1,000,000	243,479	756,521	24.3%
Electric Fund	8,856,000	4,428,000	4,428,000	50.0%
Total Revenues	35,416,480	21,533,602	13,882,878	60.8%
Total Beginning Balance & Revenues	**$ 37,694,055**	**$ 24,189,164**	**$ 13,504,891**	64.2%
Expenditures				
City Clerk & Council	$ 418,172	$ 140,127	$ 278,045	33.5%
Mayor, City Manager & Human Resources	1,008,803	391,242	617,561	38.8%
Police & Police Extra Duty	12,907,889	4,796,120	8,111,769	37.2%
Public Services	4,574,682	1,672,877	2,901,805	36.6%
Central Services	2,422,663	863,586	1,559,077	35.6%
Planning & Inspections	1,943,804	746,100	1,197,704	38.4%
Finance, Info Tech & Customer Services	2,444,787	979,353	1,465,434	40.1%
Library & Recreation	1,904,696	720,102	1,184,594	37.8%
Fire Department	709,862	279,555	430,307	39.4%
Assessor	197,249	72,882	124,367	36.9%
Insurance	600,000	164,838	435,162	27.5%
OPEB - Retiree's Health Care Contribution	1,297,509	648,752	648,757	50.0%
Police Pension Trust Contribution - State Grant	620,000	90,000	530,000	14.5%
Appropriation to Pension Fund	1,090,000	592,500	497,500	54.4%
Street Lights	985,000	397,159	587,841	40.3%
Debt Service	331,800	302,450	29,350	91.2%
Transfer to CDBG	6,000	-	6,000	0.0%
Provision for Uncollectible	10,000	10,000	-	100.0%
Transfers Out				
Capital Projects Fund	1,307,839	-	1,307,839	0.0%
Total Expenditures	34,780,755	12,867,643	21,913,112	37.0%
Budget Balance - Working Capital	2,913,300	-	2,913,300	0.0%
Total Budget Balance & Expenditures	**$ 37,694,055**	**$ 12,867,643**	**$ 24,826,412**	34.1%
Reserve Balances				
Contingency	$ 417,971	$ 536,993		

(1) Property Taxes are the taxes billed and not cash received. The outstanding receivable balance as of 11/30/10 is $775,867 as compared to $592,851 in November 2009.

City of Dover
Finance Department
Monthly Report – November 2010

Water/Wastewater Fund Summary

	Budget	YTD	Balance	42% of Budget
Beginning Balance - Water - unaudited	$ 943,545	$ 1,236,546	$ (293,001)	131.1%
Beginning Balance - Wastewater - unaudited	$ 585,053	$ 902,366	$ (317,313)	154.2%
Beginning Balance - Kent County Treatment - unaudited	$ (1,632,876)	$ (1,872,081)	$ 239,205	114.6%
Revenues				
Water Fees	4,206,700	2,388,361	1,818,339	56.8%
Wastewater Fees	3,308,300	1,647,139	1,661,161	49.8%
Kent County Treatment Fees	4,275,600	1,900,662	2,374,938	44.5%
Water Tank Leases	299,400	128,246	171,154	42.8%
Miscellaneous	72,515	35,539	36,976	49.0%
Impact Fees - Water	323,000	76,792	246,208	23.8%
Impact Fees - Wastewater	357,000	86,683	270,317	24.3%
Total Revenues	12,842,515	6,263,422	6,579,093	48.8%
Total Beginning Balance & Revenues	**$ 12,738,237**	**$ 6,530,253**	**$ 6,207,984**	**51.3%**
Expenses				
Water/Wastewater Operating Divisions				
Engineering & Inspection	$ 642,878	$ 174,693	$ 468,185	27.2%
Water	412,588	146,607	265,981	35.5%
Water Treatment Plant	1,499,857	584,631	915,226	39.0%
Wastewater	969,762	325,329	644,433	33.5%
Construction & Inspection	392,561	156,347	236,214	39.8%
Kent County Treatment Fees	4,235,403	1,528,866	2,706,537	36.1%
Intrafund Services	1,272,331	412,145	860,186	32.4%
OPEB - Retiree's Health Care Contribution	177,427	88,712	88,715	50.0%
Pension Trust Contribution - Unfunded liability	372,000	186,000	186,000	50.0%
Debt Service	562,601	199,932	362,669	35.5%
Transfers Out				
Water I & E Fund	500,000	500,000	-	100.0%
Wastewater I & E Fund	500,000	500,000	-	100.0%
Capital Asset Reserve - Water	100,000	-	100,000	0.0%
Capital Asset Reserve - Wastewater	100,000	-	100,000	0.0%
Impact Fee Reserve - Water	110,597	-	110,597	0.0%
Impact Fee Reserve - Wastewater	6,802	-	6,802	0.0%
Total Expenses	11,854,807	4,803,262	7,051,545	40.5%
Budget Balances				
Budget Balance - Working Capital - Water	1,348,501	-	1,348,501	0.0%
Budget Balance - Working Capital - Wastewater	1,127,608	-	1,127,608	0.0%
Budget Balance-Working Capital - Kent County Treatment	(1,592,679)	-	(1,592,679)	0.0%
Total Budget Balances	883,430	-	883,430	0.0%
Total Budget Balances & Expenses	**$ 12,738,237**	**$ 4,803,262**	**$ 7,934,975**	37.7%
Reserve Balances				
Contingency-Water	$ 126,607	$ 123,782		
Contingency-Wastewater	$ 141,575	$ 138,509		
Impact Fee Reserve - Sewer	NO BUDGET	$ 3,884,230		
Impact Fee Reserve - Water	NO BUDGET	$ 246,737		
Bond Coverage Ratio (Covenant 1.20)	4.76	11.43		

City of Dover
Finance Department
Monthly Report – November 2010

Electric Revenue Fund Summary

	Budget	YTD	Balance	42% of Budget
Beginning Balance - unaudited	$ 12,086,275	$ 13,537,864	$ (1,451,589)	112.0%
Revenues				
Sales to Customers	96,595,300	45,747,686	50,847,614	47.4%
Purchased Power Adjustment - Credit	(2,000,000)	(921,066)	(1,078,934)	46.1%
Utility Tax	1,864,800	892,279	972,521	47.8%
Weyandt Hall Rents	186,816	84,751	102,065	45.4%
Miscellaneous Revenues	1,085,500	544,974	540,526	50.2%
Intrafund Service Receipts Water/Wastewater	299,442	63,339	236,103	21.2%
Total Revenues	98,031,858	46,411,963	51,619,895	47.3%
Total Beginning Balance & Revenues	**$ 110,118,133**	**$ 59,949,827**	**$ 50,168,306**	54.4%
Expenses				
Power Supply & Generation				
Power Supply	$ 48,059,699	$ 21,658,410	$ 26,401,289	45.1%
Power Supply Management/Incentive	2,280,000	1,002,522	1,277,478	44.0%
Capacity Charges	11,618,223	5,076,475	6,541,748	43.7%
PJM Charges - Load	11,850,876	5,996,014	5,854,862	50.6%
Total Power Supply	73,808,798	33,733,421	40,075,377	45.7%
Plant Operations	5,694,315	2,459,688	3,234,627	43.2%
Generation Fuels	297,820	3,138,177	(2,840,357)	1053.7%
Capacity Credits	(11,488,785)	(4,721,582)	(6,767,203)	41.1%
PJM Credits	(720,797)	(5,255,812)	4,535,015	729.2%
Total Generation	(6,217,447)	(4,379,529)	(1,837,918)	70.4%
Total Power Supply & Plant	67,591,351	29,353,892	38,237,459	43.4%
Electric Operating Divisions:				
Transmission/Distribution	3,206,515	1,173,845	2,032,670	36.6%
Electrical Engineering	1,842,903	499,519	1,343,384	27.1%
Administration	609,169	242,698	366,471	39.8%
Meter Reading	222,908	81,247	141,661	36.4%
Systems Operations	518,053	176,306	341,747	34.0%
Intrafund Services	3,374,945	1,188,743	2,186,202	35.2%
Utility Tax	1,864,800	892,279	972,521	47.8%
Interest on Deposits	54,500	11,967	42,533	22.0%
OPEB - Retirees Health Care Contribution	639,110	319,557	319,553	50.0%
OPEB Trust Contribution	1,200,000	1,200,000	-	100.0%
Pension Trust Contribution - Unfunded liability	833,000	416,500	416,500	50.0%
Green Energy Payment to DEMEC	128,600	63,302	65,298	49.2%
Accounts Receivable Write-Offs	135,000	135,000	-	100.0%
Inventory Write-Offs	175,000	175,000	-	100.0%
Pike Engineering	-	39,220	(39,220)	0.0%
Debt Service	4,058,700	1,353,901	2,704,799	33.4%
Transfers Out:				
General Fund	8,856,000	4,428,000	4,428,000	50.0%
Electric Improvement & Extension Fund	3,500,000	875,000	2,625,000	25.0%
Depreciation Reserve	1,250,000	-	1,250,000	0.0%
Rate Stabilization Reserve	1,300,000	-	1,300,000	0.0%
Total Expenses	101,360,554	42,625,976	58,734,578	42.1%
Budget Balance - Working Capital	8,757,579	-	8,757,579	0.0%
Total Budget Balance & Expenses	**$ 110,118,133**	**$ 42,625,976**	**$ 67,492,157**	38.7%
Reserve Balances				
Contingency Reserve	$ 1,071,054	$ 1,048,168		
Insurance Reserve	$ 408,503	$ 400,038		
Rate Stabilization Reserve	$ 6,171,027	$ 4,817,301		
Bond Coverage Ratio (Covenant 1.25)	1.51	3.43		
Megawatt Hours Sold & Purchased				
Sales to Customers MWh (excluding Street Light MWh)	707,536	338,214		
Sales per MWh	$ 136.524	$ 135.263		
Purchased/Generated MWh	738,215	339,548		
All In MWh Supply & Generation	$ 91.561	$ 86.450		

City of Dover
Finance Department
Monthly Report – November 2010

General Capital Project Fund Summary

	Budget	YTD	Balance	42% of Budget
Beginning Balance - Projects - Unaudited	$ 65,479	$ 227,592	$ (162,113)	347.6%
Beginning Balance - Library - Unaudited	$ -	$ 34,583	$ (34,583)	0.0%
Revenues				
Transfer from General Fund for Projects	1,307,839	-	1,307,839	0.0%
State Grant - Library	3,343,520	197,903	3,145,617	5.9%
Police Grant	18,000	-	18,000	0.0%
Library Bond Issue/Contributions	1,000,000	30,000	970,000	3.0%
Transfer from Library Reserve	2,343,519	-	2,343,519	0.0%
Transfer from Capital Asset Reserve	140,000	-	140,000	0.0%
Interest Earnings	10,900	2,200	8,700	20.2%
Income from Sale of Assets	-	7,809	(7,809)	0.0%
Total Revenues	8,163,778	243,042	7,920,736	3.0%
Total Beginning Balance & Revenue	**$ 8,229,257**	**$ 505,217**	**$ 7,724,040**	**6.1%**
Expenditures				
Fire	$ 288,210	$ 229,692	$ 58,518	79.7%
Grounds Maintenance	63,675	9,347	54,328	14.7%
Library	6,687,039	398,449	6,288,590	6.0%
Recreation	45,000	25,500	19,500	56.7%
Police	282,380	18,255	264,125	6.5%
Streets	481,055	45,759	435,296	9.5%
Sanitation	246,075	-	246,075	0.0%
Information Technology	12,000	-	12,000	0.0%
Mayor	31,500	-	31,500	0.0%
Total Expenditures	8,136,934	727,002	7,409,932	
Budget Balance - Projects	92,323	-	92,323	0.0%
Total Budget Balance & Expenditures	**$ 8,229,257**	**$ 727,002**	**$ 7,502,255**	8.8%
Reserve Balances				
Capital Asset Replacement Reserve	$ 116,465	$ 252,246		
Library Reserve	$ 1,243,686	$ 3,243,252		
Parkland/Recreation	$ 185,045	$ 224,356		

City of Dover
Finance Department
Monthly Report – November 2010

Water/Wastewater Improvement & Extension Fund Summary

	Budget	YTD	Balance	42% of Budget
Beginning Balance - Water - unaudited	$ 743,431	$ 1,590,874	$ (847,443)	214.0%
Beginning Balance - Wastewater - unaudited	$ 257,168	$ (45,665)	$ 302,833	-17.8%
Beginning Balance - Bond Proceeds - Wastewater	$ 286,500	$ -	$ 286,500	0.0%
Revenues				
Bond Issue Proceeds Series 2010	3,016,200	-	3,016,200	0.0%
Income from Sale of Assets	-	17	(17)	0.0%
Interest Earned	-	19,405	(19,405)	0.0%
State Loan-Wastewater	-	1,787,126	(1,787,126)	0.0%
Transfer from Water Operating Fund for Water	500,000	500,000	-	100.0%
Transfer from Wastewater Operating Fund for Wastewater	500,000	500,000	-	100.0%
Transfer from Impact Fee Reserve - Wastewater	242,040	-	242,040	0.0%
Total Revenues	4,258,240	2,806,548	1,451,692	65.9%
Total Beginning Balance & Revenues	**$ 5,545,339**	**$ 4,351,757**	**$ 1,193,582**	78.5%
Expenses				
Water	$ 620,000	$ 150,247	$ 469,753	24.2%
Wastewater	1,560,700	1,470,355	90,345	94.2%
Total Expenses	2,180,700	1,620,602	560,098	74.3%
Budget Bal-Working Capital - Wastewater Bond Proceeds	2,153,140	-	2,153,140	0.0%
Budget Balance - Working Capital - Water	623,431	-	623,431	0.0%
Budget Balance - Working Capital - Wastewater	588,068	-	588,068	0.0%
Total Budget Balances	3,364,639	-	3,364,639	0.0%
Total Budget Balances & Expenses	**$ 5,545,339**	**$ 1,620,602**	**$ 3,924,737**	29.2%
Reserve Balances				
Capital Asset Replacement - Water	$ 319,003	$ 213,585		
Capital Asset Replacement - Wastewater	$ 168,767	$ 67,064		

City of Dover
Finance Department
Monthly Report – November 2010

Electric Improvement & Extension Fund Summary

	Budget	YTD	Balance	42% of Budget
Beginning Balance - unaudited	$ 1,688,861	$ 3,429,624	$ (1,740,763)	203.1%
Beginning Balance Bond - unaudited	$ -	$ 415,585	$ (415,585)	0.0%
Revenues				
Interest Earnings	40,700	8,788	31,912	21.6%
Transfer from Electric Revenue Fund	3,500,000	875,000	2,625,000	25.0%
Department of Energy Grant	-	65,065	(65,065)	0.0%
Income from Sale of Assets	-	2,280	(2,280)	0.0%
Total Revenues	3,540,700	951,133	2,589,567	26.9%
Total Beginning Balance & Revenues	**$ 5,229,561**	**$ 4,796,342**	**$ 433,219**	91.7%
Expenses				
Power Plant	$ 1,480,068	$ 1,332,687	$ 147,381	90.0%
Transmission/Distribution	739,000	232,020	506,980	31.4%
Electrical Engineering	1,390,429	618,459	771,970	44.5%
Administration	-	-	-	0.0%
Total Expenses	3,609,497	2,183,166	1,426,331	60.5%
Budget Balance - Working Capital	1,620,064	-	1,620,064	0.0%
Total Budget Balance & Expenses	**$ 5,229,561**	**$ 2,183,166**	**$ 3,046,395**	41.7%
Reserve Balances				
Depreciation Reserve	$ 9,572,390	$ 8,092,098		
Future Capacity Reserve	$ 9,294,563	$ 9,103,739		

Dover Police Department

Monthly Report
To
Mayor & City Council

"To Protect and Serve"

November 2010

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

December 14, 2010

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

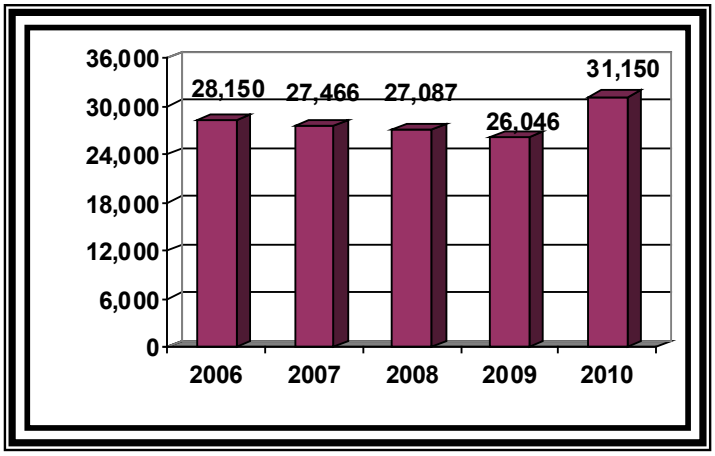
Mayor Carey and Council Members:

The following is the report on Police Department activities for the month of November 2010:

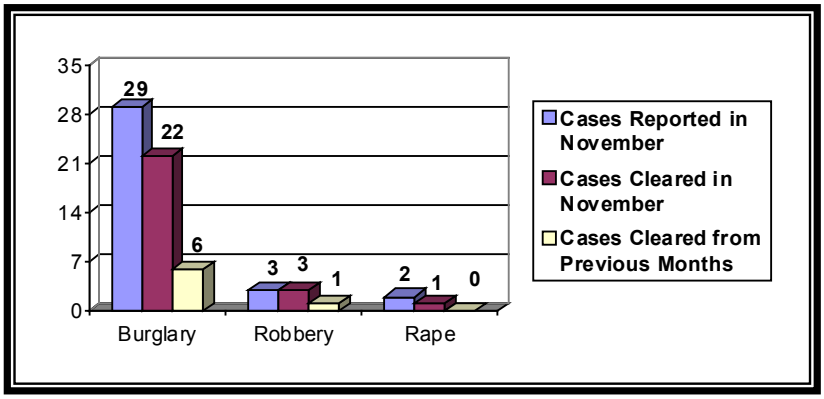
COMPLAINTS

Total complaints received through November 30th numbered 31,150. This is an increase of 5,104* complaints over the same time period for last year.

*Such a large increase is due in part to all calls for service are now included in total.



CRIMINAL INVESTIGATIONS

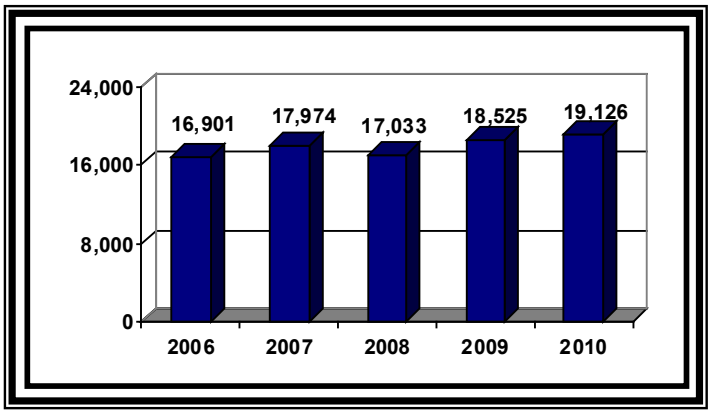


QUALITY OF LIFE TASK SECTION

ENFORCEMENT ACTION	ARRESTS
ABANDONED VEHICLES	0
ALCOHOL VIOLATIONS/DUI'S	1
ASSIST OTHER	2
WARRANTS ON FILE	0
BIKE ON SIDEWALK	0
CITY PARK VIOLATIONS	0
CRIMINAL ARRESTS	60
DRUG RELATED ARRESTS	22
LOUD MUSIC	1
MISCELLANEOUS VIOLATIONS	7
PARKING VIOLATIONS	14
PEDDLER	0
MEETINGS	8
PROSTITUTION	0
COLLECTION OF DELINQUENT DCO'S	1
WANTED CHECKS/CPC'S	15
TRAFFIC ARRESTS	68
WARNINGS	42
FUGITIVE	11
TOTAL ARRESTS	252

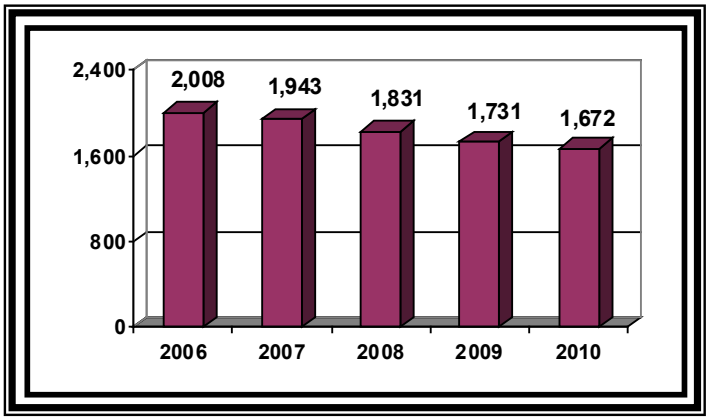
TRAFFIC ARRESTS

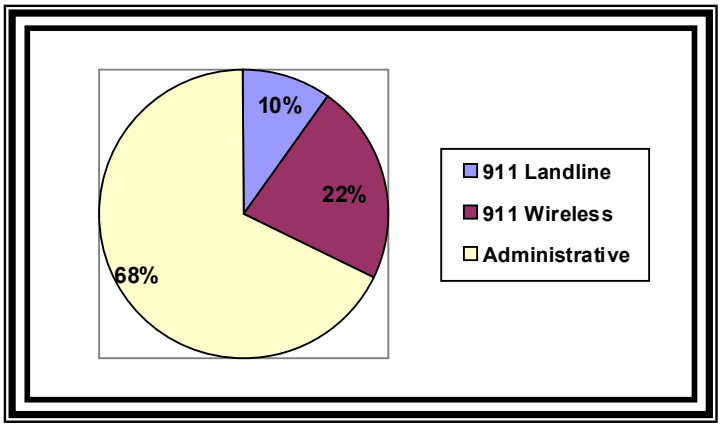
The department issued 19,126 traffic citations through this reporting period. This is an increase of 601 citations over the number issued during the same period last year.



TRAFFIC CRASHES

Through November 30th, Dover Police investigated 1,672 traffic crashes. This is a decrease of 59 accidents investigated during the same period last year.



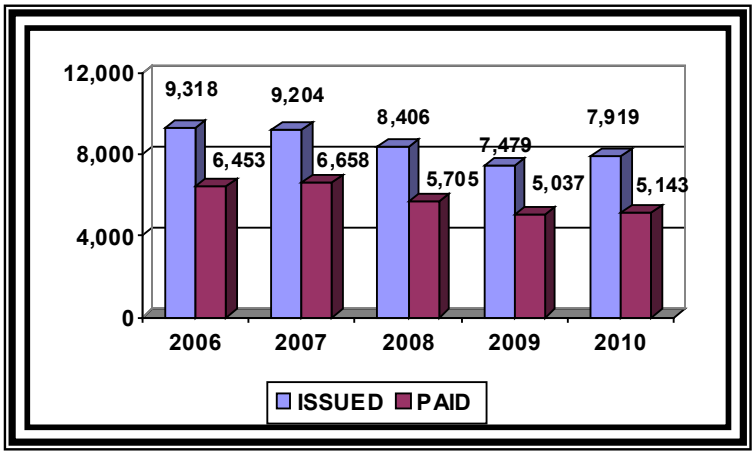


911 CENTER

During the month of November, our 911 Center handled a total of 9,709 calls averaging 324 calls per day. Dispatchers handled 2,165 calls on the 911 wireless lines, an average of 73 calls per day and 961 calls on the 911 landlines, an average of 33 calls per day.

CITY ORDINANCE SUMMONS

Through November 30th, we issued 7,919 city ordinance summons, an increase of 440 summons over November of last year. *Note: of those summonses issued in November, 41 were issued for handicapped parking violations, 13 for fire lane parking violations, 72 for false alarms (39 for 3-5 alarms, 17 for 6-9 alarms, 12 for 10-15 alarms, and 4 for 16 or more alarms) and 6 for noise violations (2 for vehicle violations and 4 for residence violations).



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

- On Friday, November 5, 2010, an unknown suspect entered a residence on Old Forge Drive by breaking a basement window. Once inside the unknown suspect removed miscellaneous jewelry items and fled out the back door undetected.

- On November 8, 2010, Dover Detectives identified two suspects in a string of recent residential burglaries. In all three burglaries, jewelry was taken. Investigation revealed that one suspect was committing the burglaries and then the other was pawning the stolen jewelry at pawn shops in Dover and Milford.

- On November 8, 2010, Dover Officers from the Sex Offender Enforcement Section were conducting sex offender verifications. At which time they discovered that two subjects had moved and failed to register a new address with the State Bureau of Identification. Warrants were obtained and the subjects were arrested.

- On November 15, 2010, an unknown suspect threw a rock through the front door glass of Roma's Restaurant to gain entry and once inside removed the cash register which contained a small amount of money. The suspect fled in an unknown direction.

- On November 16, 2010, Dover Officers conducted a traffic stop where a subject who was a passenger in the vehicle was recognized by the officers as a subject who had fled from them earlier that evening. The subject was taken into custody. It was then discovered that he was in possession of a loaded revolver and was a person prohibited.

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

- On November 16, 2010, a subject was contacted at a scheduled Probation and Parole appointment. He was then found to be in possession of over 3 grams of crack cocaine. During the subsequent search warrant on a residence located on North New Street, officers discovered additional amounts of cocaine, digital scales and numerous prescription pills that were obtained illegally.

- On November 18, 2010, Dover Officers from the Drugs, Vice, and Organized Crime Section and the Safe Streets Section executed a search warrant at the residence of subject, who resides on Patriot Drive. The subject was arrested on several criminal and drug charges stemming from a three month undercover drug investigation into the illegal sale of prescription drugs. During the investigation undercover officers made several purchases of prescription tablets from subject at her residence. During her arrest she was found to be in possession of Xanex tablets. She was also wanted on an outstanding warrant for criminal impersonation.

- On November 23, 2010, an unknown male suspect threw a brick through the front door glass of Valero Gas to gain entry and once inside removed several packs of cigarettes. The suspect then fled in an unknown direction.

- Dover Detectives arrested 5 juveniles in connection with a string of burglaries that occurred between November 7, 2010 and November 24, 2010. The ongoing investigation led to clearing 5 burglaries and 2 attempted burglaries on the west side of Dover. Damaging windows to gain entry was the method used in most of the burglaries. Once inside, items such as Playstation and XBox games, jewelry, alcohol, and a laptop was removed from the various residences. The juveniles were all 16 and 17 years old and lived in the area. Two of the juveniles were committed to Stevenson in default of bond and the other three were released to their parents.

- Dover Detectives arrested a subject for a series of burglaries, which occurred at Lake Club Apartments between November 15, 2010 and November 28, 2010. He was also arrested for a burglary that occurred on Miller Drive. The subject was using objects to pry open doors and break out windows to gain entry into these locations. He was charged with five counts burglary, where he entered the laundry rooms of the apartments and removed money from the machines and one count of burglary for when he entered a residence on Miller Drive, where he had previously done yard work.

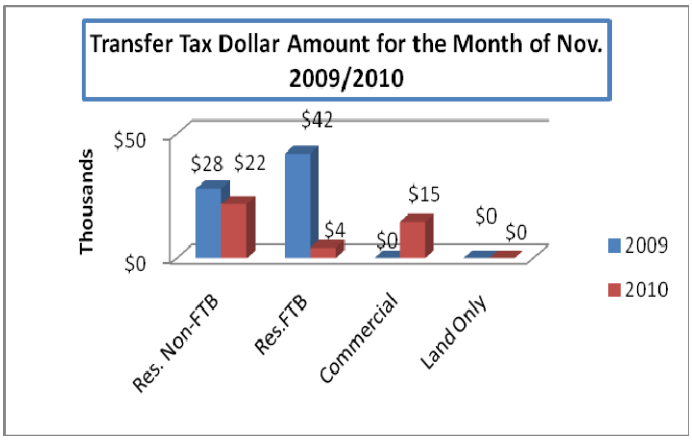
Respectfully Submitted,

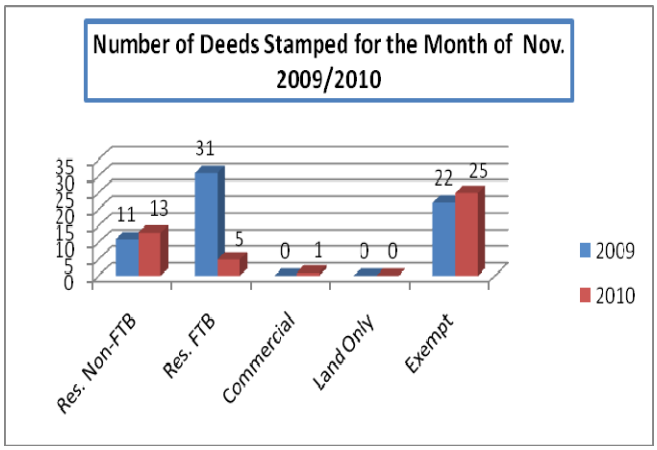
James E. Hosfelt, Jr.
Chief of Police

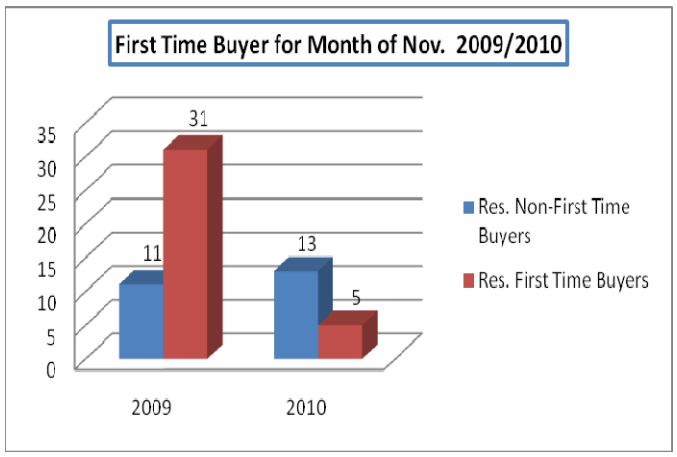
Monthly Report
November 2010

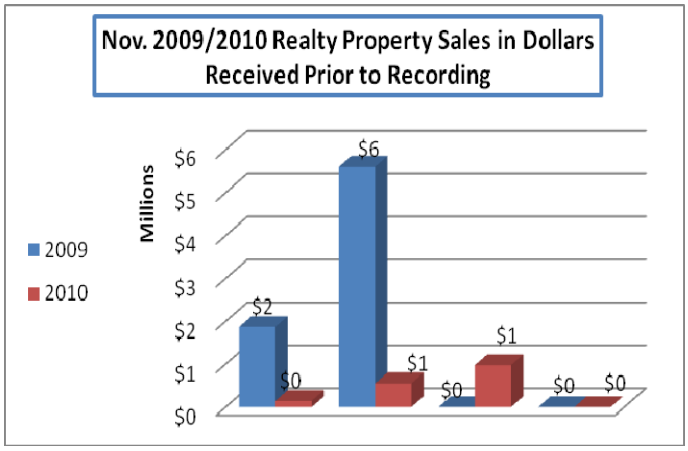


Office of City Assessor









Major Updates

	Sept-10	Oct-10	Nov-10
Assessment Change	$12,617,900	90,100	-$64,300

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
8	$1,652,900	$1,752,000	0.98	1.019

Ratio – Assessed Value divided by Sale Price.

PRD – Mean – A PRD above 1.03 tends to indicate assessment regressivity – high valued properties are under appraised relative to low valued properties. A PRD below .98 tends to indicate assessment progressivity – high valued properties are relatively over appraised.

Points of Interest

Scanning & Filing

- All new deeds are being scanned and attached to the CAMA software for easy retrieval.

- All appeal documents and correspondence are being scanned and attached to the CAMA software for easy retrieval.

- All deeds from 2006 through current day are scanned and attached to our software.

- Hard Copies of original property record cards are being scanned and attached to the CAMA software for easy retrieval of previous years history.

City of Dover Sales Ratio Report for November 2010

PARID	Address	Total Assesesed Val.	Sales DT	Price	ASR
ED05-067.01-01-22.00	410 Topaz Cir	274,000	19-Nov-10	255,000	1.07
ED05-067.14-04-34.00	145 Red Oak Dr	215,600	24-Nov-10	248,000	0.87
ED05-068.09-01-37.00	104 Overlook Pl	288,900	30-Nov-10	320,000	0.90
ED05-068.14-05-86.00	1001 White Oak Rd	37,800	15-Nov-10	35,000	1.08
ED04-068.20-01-47.00	39 Nicholas Dr	248,600	29-Nov-10	250,000	0.99
ED05-077.07-07-82.00	132 Nob Hill Rd	188,200	29-Nov-10	195,000	0.97
ED05-077.11-02-45.00	548 Roberta Ave	153,100	1-Nov-10	140,000	1.09
ED05-076.06-07-12.00	1203 Woodrow Ct	166,900	19-Nov-10	189,000	0.88

CITY MANAGER'S MONTHLY REPORT



November 2010

Monthly Highlights

Customer Services

- 1,330 payments were processed online or by telephone in November 2010.
- City of Dover property taxes were due August 31, 2010. As of November 30, 2010 the delinquent property taxes total $804,823.93 for all tax years.

Budget and Program Development

- Met with Customer Service staff to review implementation of the new utility bill design.
- Attended meeting with Delaware.net regarding the redesign of the Customer Service portion of the City's website.

Human Resources

- ASI Flexible Spending Account open enrollment held for all employees.
- Annual United Way campaign came to an end.

Information Technology

- Meetings held with individual departments and Delaware.net to continue the redesign and upgrade of the City's website.

Parks, Recreation, & Library

- The Library recorded 801 people attending 24 children's programs.
- Seventy-one residents were recorded in Job Resource Center.
- The store room at the Pitts Center has been completed,
- Annual Festival of Lights drew a crowd of approximately 450 to this event to kickoff the holiday season.

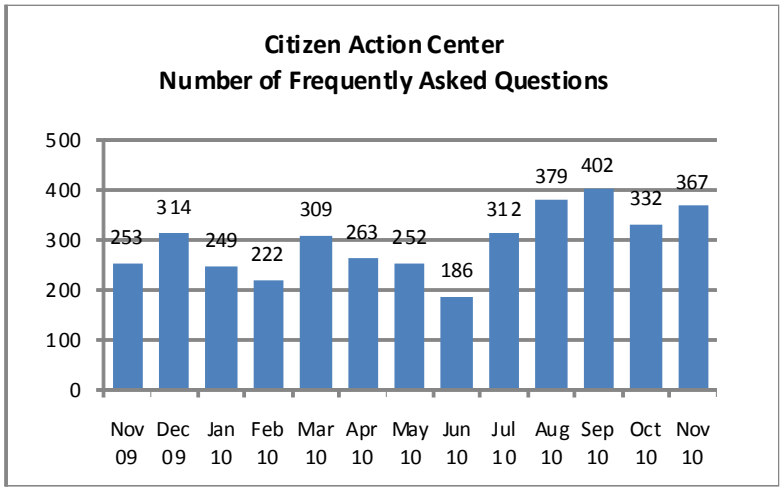
Public Services

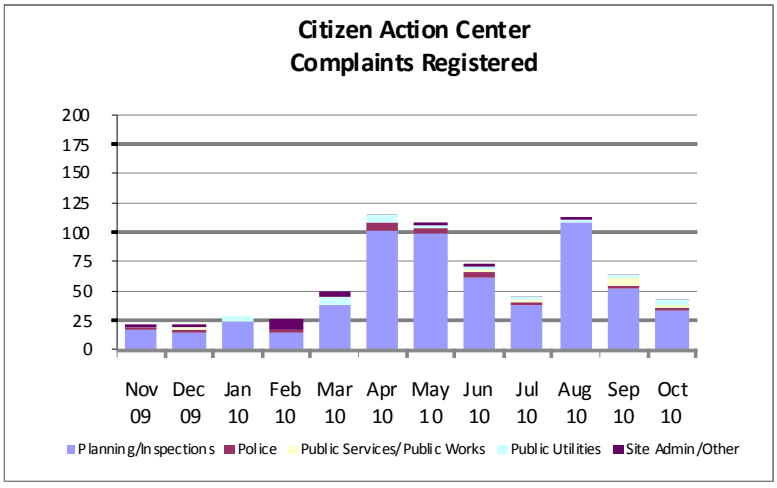
- Continue to work with contractor to complete the public infrastructure in Nottingham Meadows.
- Working with contractor on the Library Bid Pac A construction.

Public Utilities

- All water main installations have been completed for east of North State Street (Phase "A" Water Main Replacement).

PUBLIC AFFAIRS





AVERAGE TIME TO CLOSE COMPLAINTS RECEIVED - November 2010

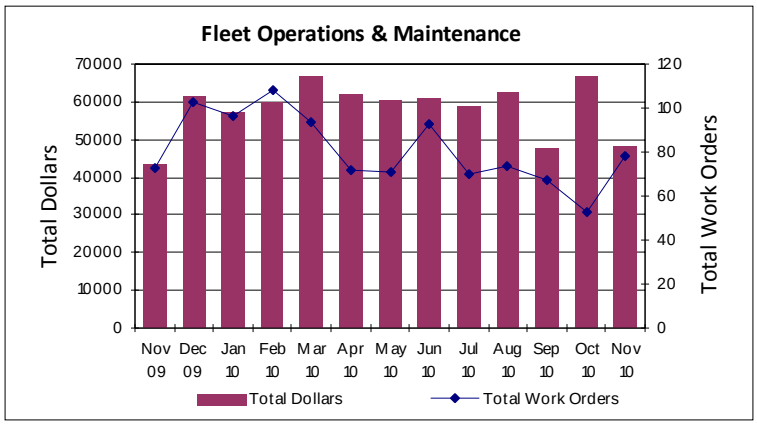
Department	Total # Complaints	# Of Days
Planning/Code Enforcement (property code violations)	29	6.75 days
Police (community policing)	3	11.49 days
Public Services - Grounds - Sanitation - Streets	 2 1 3	4.25 days
Public Utilities (electric outages)	2	1.2 days
Site Admin/Other Departments	2	9.7 days

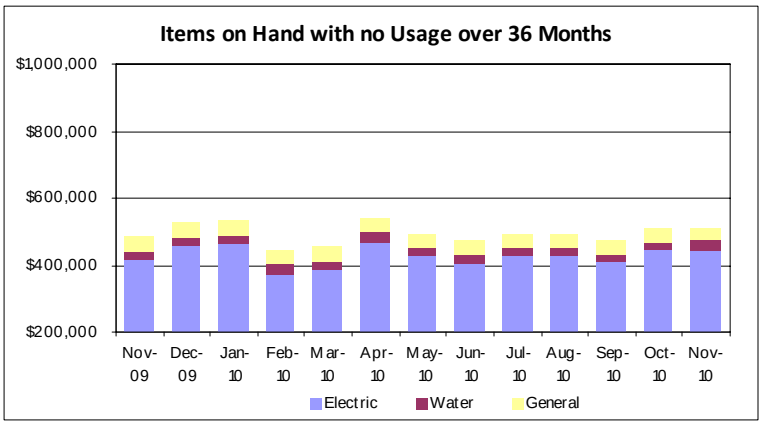
COMMUNITY OUTREACH, TRAINING AND EDUCATION EVENTS - November 2010

- Library Public Relations Committee Meeting.
- Meeting with Verizon per franchise agreement.
- Conducted 4 Customer Service Trainings for all City of Dover Employees.
- Prayer Breakfast Wrap Up.
- Met with all departments along with Delaware.net about redesign and content of the website.

OTHER ACTIVITIES	July 2010	Aug 2010	Sept 2010	Oct 2010	Nov 2010	FYTD
Facebook - New Posts	21	26	54	41	52	194
Facebook - Page Views	716	1,004	1,145	1,152	1,671	5,688
Facebook –Replies to Questions	17	37	21	23	21	119
Press Releases	16	9	16	5	2	48
Ceremonial Documents (Proclamations, Certificates, Letters of Welcome)	25	16	26	19	17	103

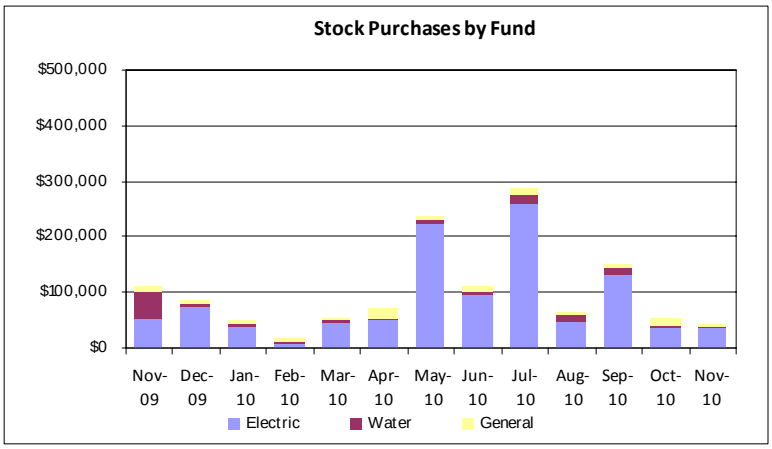
CENTRAL SERVICES

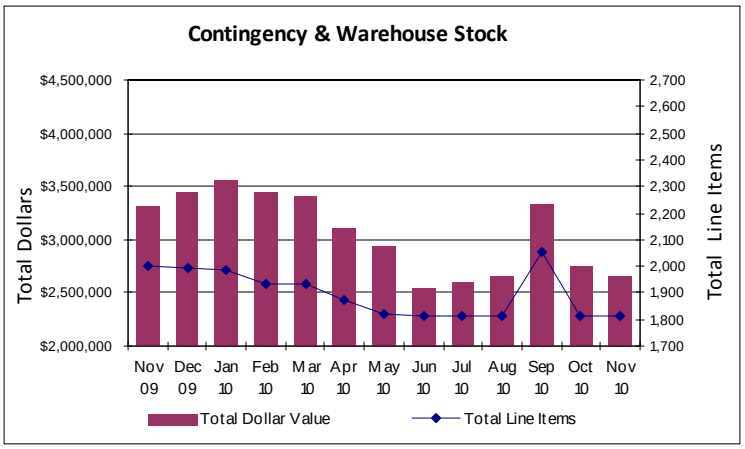




Work Orders: 78
Fleet Maintenance: 8,247.74 (excludes Melvin's Sunoco)
Fuel: $40,209.02

Electric: $445,837.06
Water: $ 25,858.40
General: $ 38,750.53





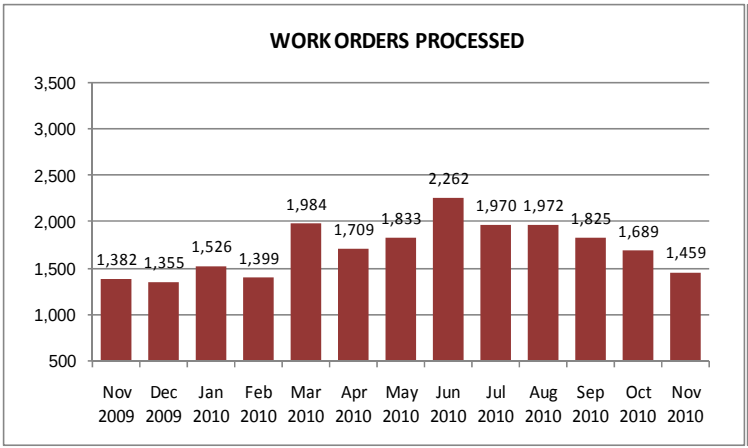
Electric: $37,184.13
Water: $ 3,471.56
General: $ 4,039.14

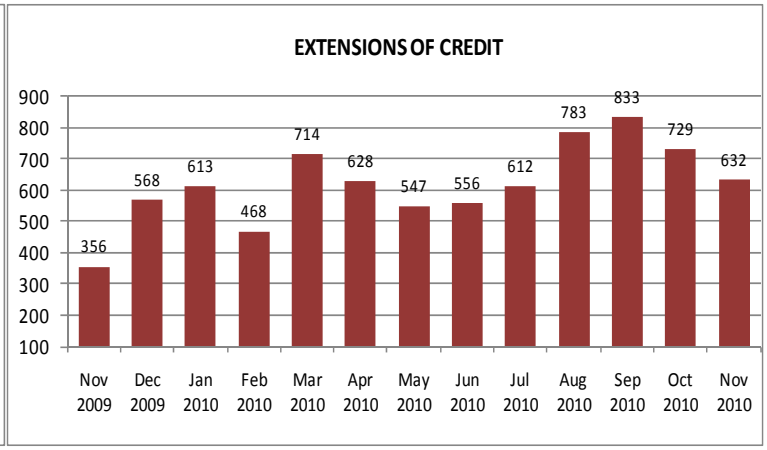
Total Dollar Value: $2,653,015.59
Total Line Items: 1,811

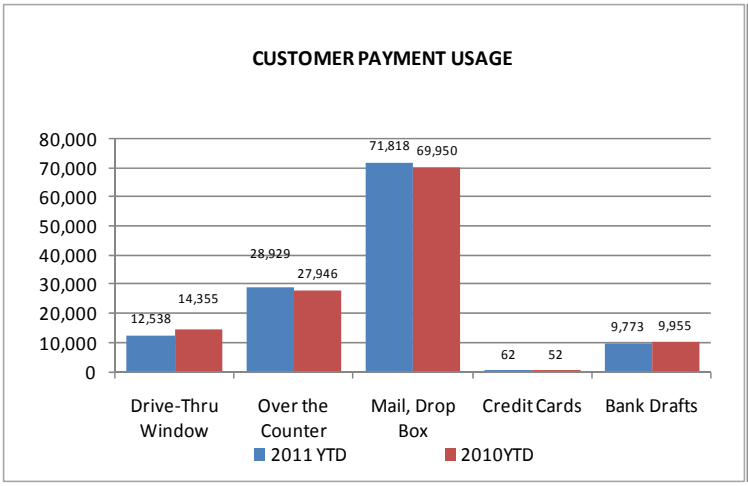
Major Program Updates

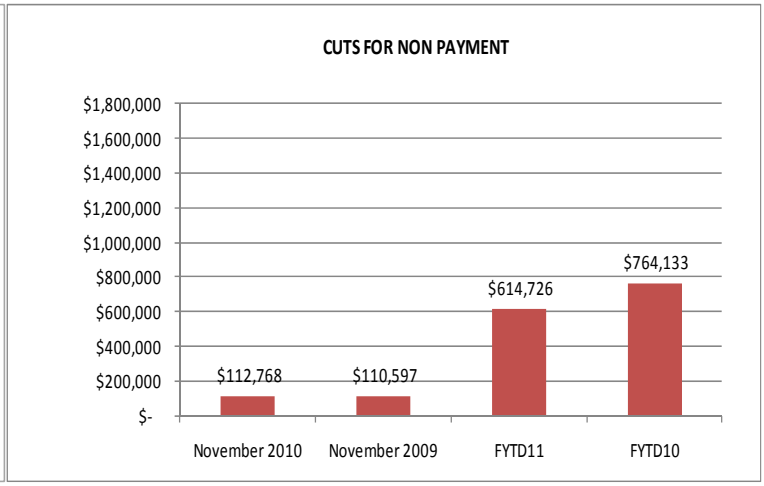
MEASURE	NOVEMBER 2010	NOVEMBER 2009	DIFFERENCE
Issue Effectiveness (>90%) *How often the warehouse has what customers need when it's needed.* *[issues / (issues + back orders)] * 100*	98.9%	99.3%	-0.44%
Turn Over Rate (4-5 per yr.) *Indicates that the material stocked is the material being used.*	1 every 25.8 years	1 every 28.3 years	-2.47 years
Bids for non-inventory items converted to purchase orders within timeframe *(Quantity and Percentage)*	10 of 11 Bids 91%	7 of 7 Bids (FY10 Total) 100%	-9 %
Sealed bids prepared, received & distributed within 7 working days of receipt *(Quantity and Percentage)*	25 of 27 Bids 92.6% FYTD	36 of 38 Bids (FY10 Total) 94.7%	2.1%
Scheduled Preventative Maintenance appointments being kept. *(Quantity and Percentage)*	15 of 26 appointments kept 57.6%	22 of 28 appointments kept 78.6%	-20.9%
Mail receiving lowest discounted rate *(Quantity and Percentage)*	133,247 pieces 96.3%	399,185 pieces (FY10 Total) 95.9%	0.37%
Routine work orders completed within 5 days *(Quantity and Percentage)*	35 work orders completed 85.3%	29 work orders completed 90.2%	1.9%
Emergency work orders completed within 2 days *(Quantity and Percentage)*	10 work orders completed 100%	3 work order completed 100%	-

CUSTOMER SERVICES



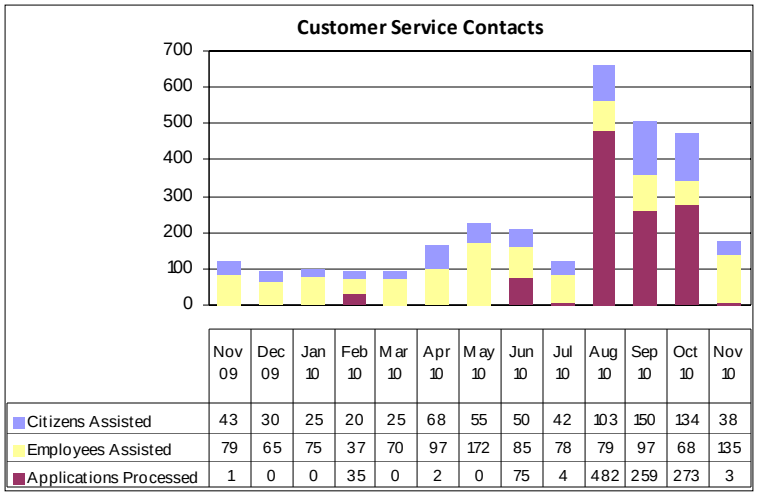




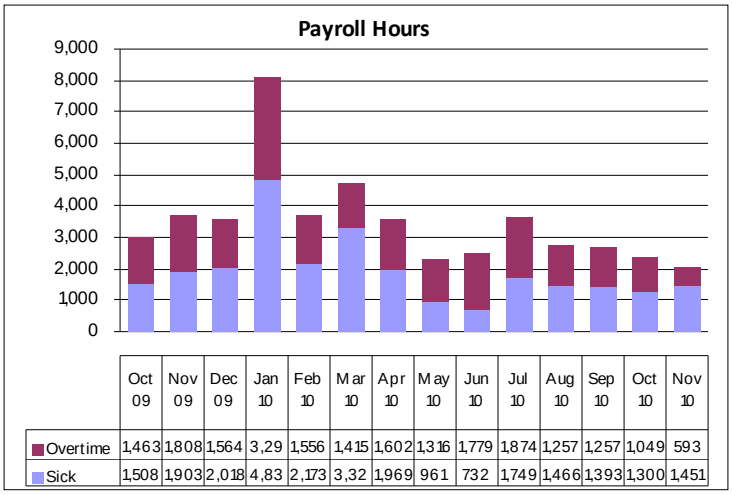


Major Program Updates	Nov 2010	Nov 2009	Difference	FY 2011 Year-to-Date	FY 2010 Year-to-Date
Number of Customers Served	23,763	21,914	1,849	129,959	125,782
Final Bills	609	581	28	3,615	3,284
Estimated Bills	139	136	3	723	700
Penalties Posted	$ 24,751	$ 19,486	$ 5,265	$ 109,469	$ 92,730
Extensions of Credit - Amount Extended	$ 180,729	$ 110,545	$ 70,184	$ 1,048,852	$ 8,795
Balance Transfers	$ 1,810	$ 4,208	$ (2,398)	$ 11,686	$ 2,988
Utility Collections	$ 18,863	$ 14,842	$ 4,021	$ 128,576	$ 836,579
Special Assessments	$ 1,005	$ 110	$ 895	$ 6,440	$ 23,378
Miscellaneous Billings	$ 209,961	$ 127,653	$ 82,308	$ 718,448	$ 117,765
CNP through Disconnect Collars	11	12	(1)	40	98
Court Cases	-	-	-	-	0
Tamperings	4	10	(6)	22	18
Taxes Levied	$ -	$ -	$ -	$ 11,112,832	$ 9,821,008
Billing Adjustments	$ 31,043	$ (4,574)	$ 35,617	$ (324,013)	$ (167)
Total Taxes Collected	$ 158,190	$ 95,917	$ 62,273	$ 9,432,365	$ 9,173,590
Taxes Outstanding	$ 804,824	$ 597,982	$ 206,842	$ 804,824	$ 598,982
Payments in Lieu	$ 1,500	$ 1,500	$ -	$ 7,500	$ 7,500
Billing Accuracy (on schedule billings)	99.0%	99.9%	-	99.0%	99.3%
Bills Published on Schedule	99.9%	99.9%	-	99.9%	99.9%
Meters Read on Schedule	99.9%	99.9%	-	99.9%	99.9%
Customer Satisfaction Rating	99.7%	99.8%	-	99.7%	99.7%
Deliquent Accounts Collected	99.7%	99.7%	-	99.7%	99.7%

HUMAN RESOURCES



	Nov 09	Dec 09	Jan 10	Feb 10	Mar 10	Apr 10	May 10	Jun 10	Jul 10	Aug 10	Sep 10	Oct 10	Nov 10
Citizens Assisted	43	30	25	20	25	68	55	50	42	103	150	134	38
Employees Assisted	79	65	75	37	70	97	172	85	78	79	97	68	135
Applications Processed	1	0	0	35	0	2	0	75	4	482	259	273	3



	Oct 09	Nov 09	Dec 09	Jan 10	Feb 10	Mar 10	Apr 10	May 10	Jun 10	Jul 10	Aug 10	Sep 10	Oct 10	Nov 10
Overtime	1,463	1,808	1,564	3,29	1,556	1,415	1,602	1,316	1,779	1,874	1,257	1,257	1,049	593
Sick	1,508	1,903	2,018	4,83	2,173	3,32	1,969	961	732	1,749	1,466	1,393	1,300	1,451

Category	Nov 09	Dec 09	Jan 10	Feb 10	Mar 10	Apr 10	May 10	June 10	July 10	Aug 10	Sept 10	Oct 10	Nov 10	Total
Caucasian*	323	322	320	320	318	315	315	315	314	314	315	319	312*	N/A
Minorities*	61	61	61	61	61	61	62	63	62	62	62	62	61*	N/A
Hired	1	1	1	-	1	-	2	2	-	2	1	4	1	16
Terminated/Resigned/ Retired	2	2	4	-	3	4	1	1	2	2	1	-	3	25
Promoted	1	-	1	2	1	6	3	-	1	-	-	-	-	15
Jobs Posted	-	3	1	3	3	-	3	-	2	3	4	1	-	23
Workers Comp. Injuries	1	-	4	2	2	3	4	8	5	6	3	5	2	45
Workers Comp. Hours	25	26	23	50	186	358	299	123	11	9	-	24	65	1,199
Insurance Claims	5	2	1	10	9	6	7	10	8	2	8	3	4	75

Full-time Employees: 357* **Part-time Employees: 16** (4 Pitts Center, 1 Recreation, 11 Library)

* Total full-time, Caucasian and Minority employees were adjusted due to an audit of employee information.

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

Hired: Motor Equipment Operator I (Streets)

Terminated/Resigned/Retired: Engineering Fieldman Crew Leader, Patrolman, Sr. City Administrator

Unfilled/Open Positions By Department	Jan 10*	Feb 10	Mar 10	Apr 10	May 10**	Jun 10	July 10	Aug 10	Sept 10	Oct 10	Nov 10
Public Utilities	9	10	13	12	~~12~~ 11	12	5	3	3	3	4
Public Services	4 3	3	3	3	4	4	1	2	2	2	1
Police	4	4	4	5 6 5	5	3	2	2	2	2	3
All Other Departments	10	10	10	10	10 11	12	5	6	6	3	4
Totals	**27 26**	**27**	**30**	**30 31 30**	**31**	**31**	**13***	**13**	**13**	**10**	**12**

*January 2010: Public Services was overstated by one

*April 2010: Police understated by one. Six vacancies existed in April. June 2010: One Officer began terminal leave in April.

**May 2010: Incorrect numbers reported.

One vacant position filled with temp, position included in totals in chart: Central Services

*Significant decrease in number of Open Positions due to positions no longer being funded during Budget Process.

Public Utilities: Groundsworker (1), Motor Equipment Operator II/Water (1), Construction & Inspection Manager (1), and Engineering Fieldman Crewleader (1)

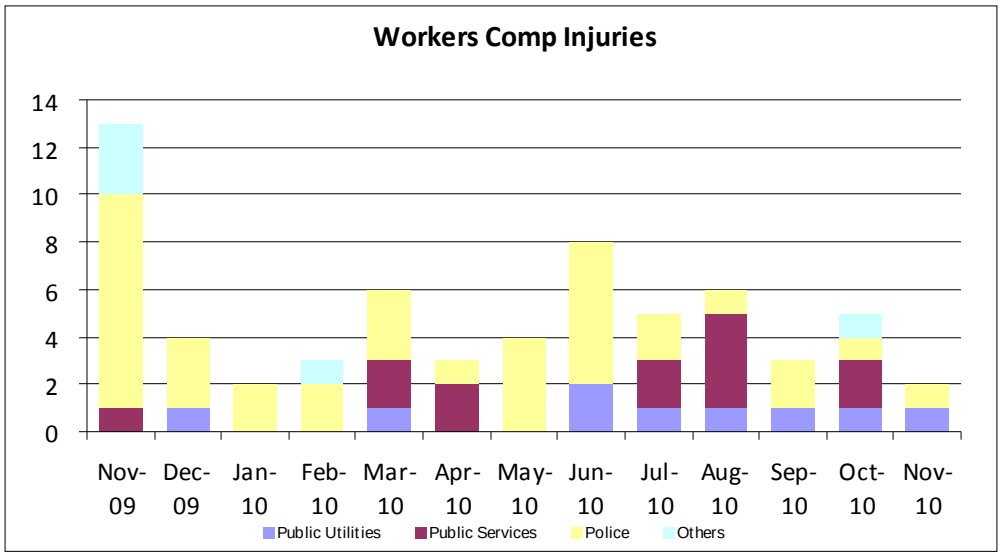
Public Services: Motor Equipment Operator II/Streets (1)

Police: Police Master Corporal (1), Communications Operator (1), and Patrolman (1)

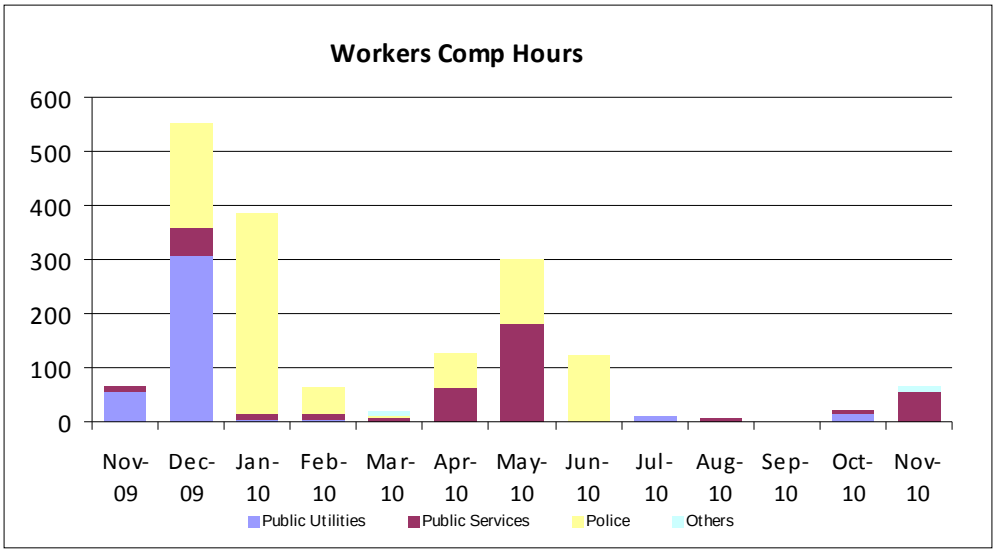
All Other Departments: Custodian I (1), Assistant Library Director (1), Programmer Analyst (1), and Sr. LAN Analyst (due to A. Siegel currently acting as IT Director)

HUMAN RESOURCES
continued

Bonus Program Category	Nov 09	Dec 09	Jan 10	Feb 10	Mar 10	Apr 10	May 10	Jun 10	July 10	Aug 10	Sept 10	Oct 10	Nov 10	Total
Stop Program-*Sensibly Taking Off Pounds(weigh-ins)*	-	13	20	-	20	24	41	42	42	29	10	5	13	259
Caught Doing it Right-*Promotes employees productivity & creativity (submissions)*	2	2	1	-	-	-	-	-	2	3	1	-	2	13
Breathe Program-*Rewards for ending tobacco use (submissions)*	-	2	1	-	-	-	1	1	-	-	-	-	-	5
Ducs in a Row-*Doing Useful Community Service (submissions)*	-	-	-	-	-	-	-	-	-	-	-	-	-	-

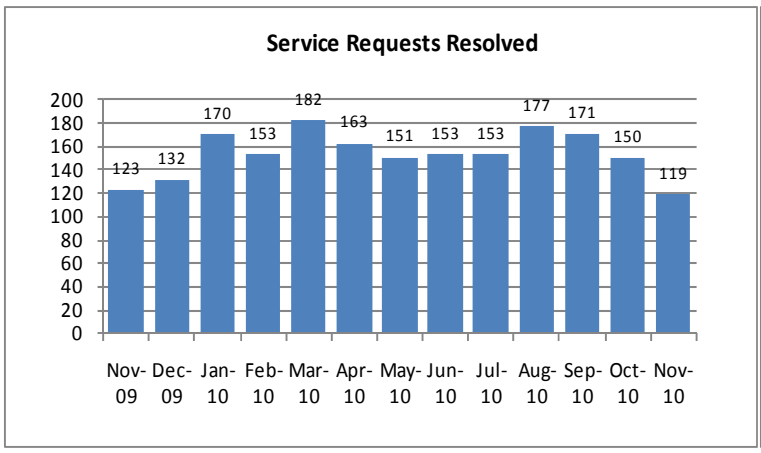


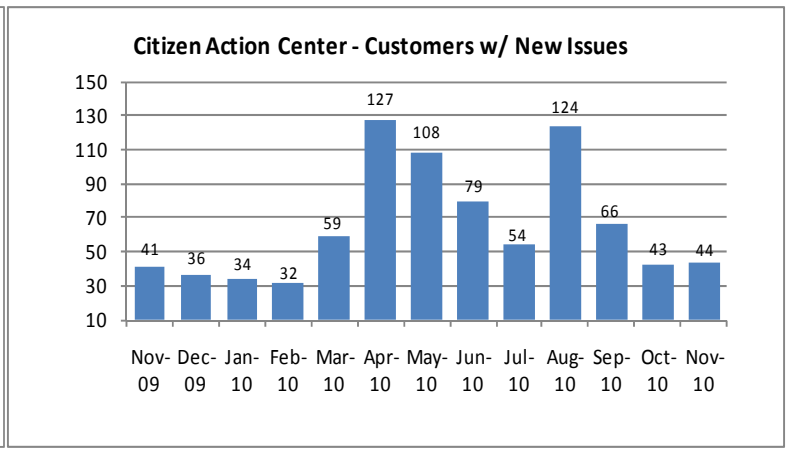
Public Utilities: 1 Public Services: 0 Police: 1 All Other Depts.: 0

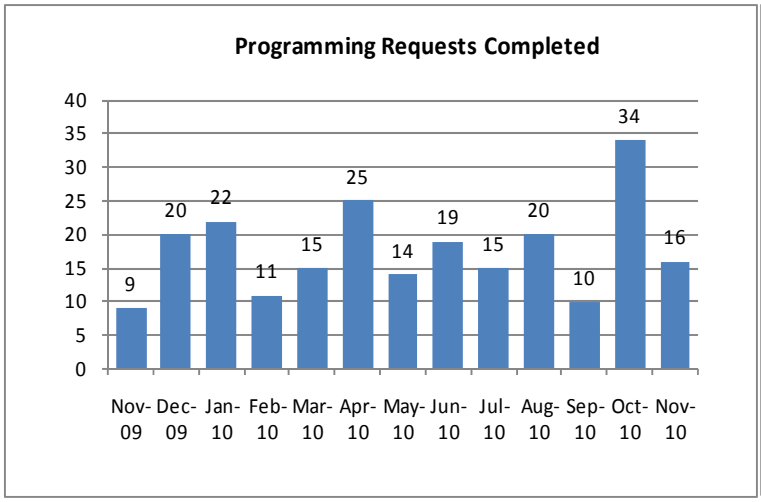


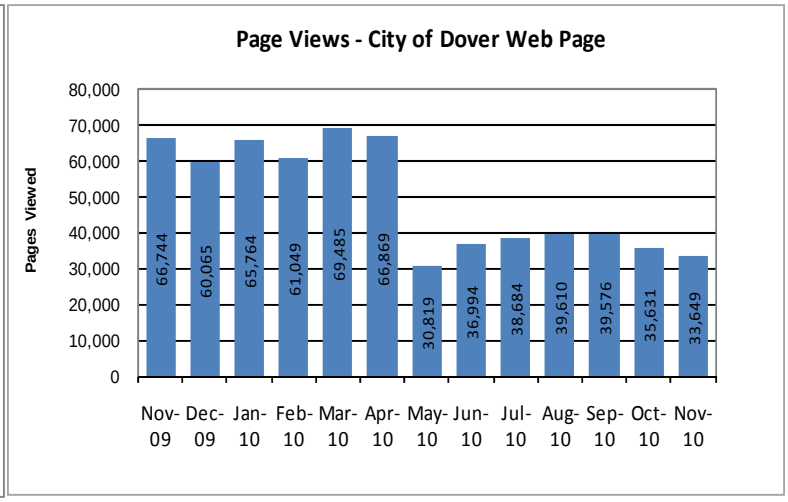
Public Utilities: 0 Public Services: 57 Police: 0 All Other Depts.: 8

INFORMATION TECHNOLOGY







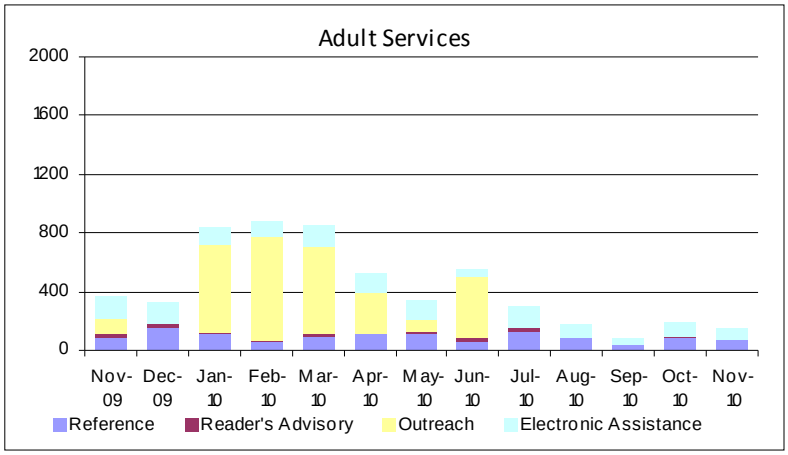


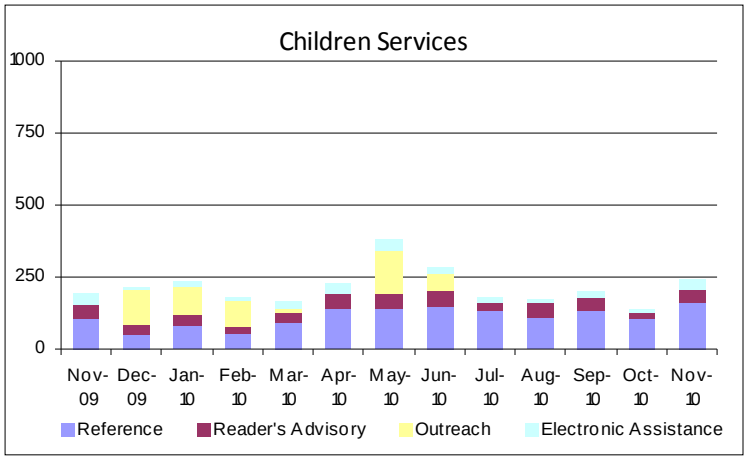
Performance Indicators	Current Month	Last Month	Same Month Last Year
iSeries Availability	100%	100%	100%
Server Availability	100%	100%	100%
AS/400 Connections (concurrent/authorized users)	N/A	N/A	N/A
PCs Supported	344	344	352
Scheduled PCs Replaced	-	-	-
Servers Supported	16	16	16
People Trained	5	7	34

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

PARKS, RECREATION & LIBRARY

Library





Reference: 65 Reader's Advisory: 7
Outreach: 0 Electronic Assistance: 76

Reference: 102 Reader's Advisory: 21
Outreach: 0 Electronic Assistance: 15

CIRCULATION	NOVEMBER 10	FYTD 11	NOVEMBER 09	FYTD 10
Dover Residents	17,052	88,689	15,127	82,905
Kent County Residents*	16,179	77,491	14,674	80,503
Non-County Residents	1,654	6,894	1,200	6,172
REGISTRATIONS				
Dover Residents	214	1,254	218	1,232
Kent County Residents*	84	556	135	785
Non-County Residents	13	56	14	87
OTHER				
Visiting Patrons	29,861	160,460	30,706	170,568
Meeting Room Usage	300	1,260	200	940
Photocopier Usage	1,288	8,246	1,576	8,297
Dial-A-Story	1,087	6,654	1,341	7,880
Computer Usage	4,329	23,479	4,642	25,637
Holds (Total)	5,556	35,215	5,630	29,917

***Breakout of Kent County Residential Statistics**

Circulation	Registrations
Harrington: 619	Harrington: 4
Smyrna: 898	Smyrna: 7
Milford: 206	Milford: 1
Outside City Limits: 14,456	Outside City Limits: 72

Total Registered Users: (Card Holders)

City: 17,143 Kent County: 13,597 Outside Kent County: 897

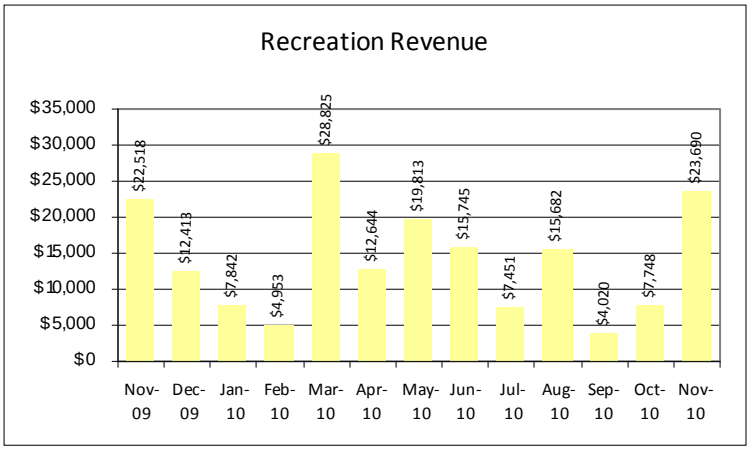
Other Points of Interest:

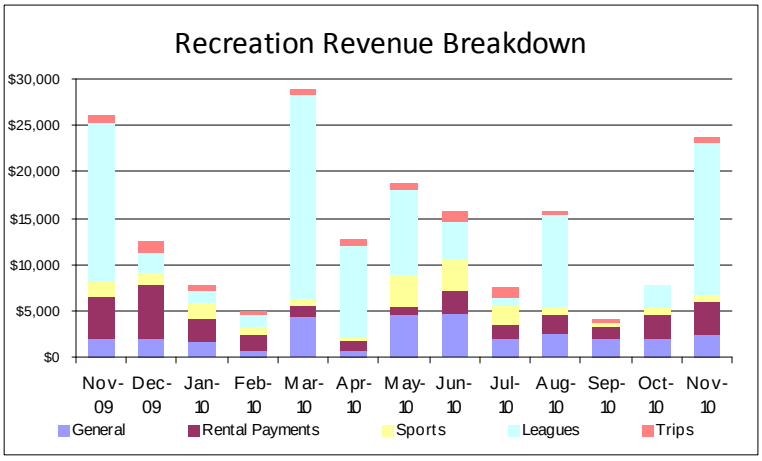
Interlibrary: 3,749 items loaned out
3,359 items borrowed

Technical services: 1,229 items added
5,280 items deleted

Volunteers: 288.5 hours of service completed

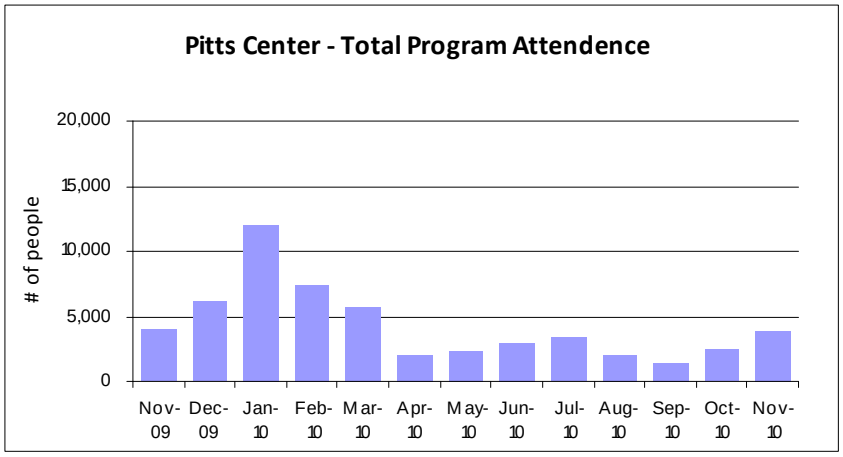
Parks and Recreation





General: $2,438 Rental Payments: $3,504 Sports: $843
Leagues: $16,205 Trips: $700

Rentals	NOVEMBER 10		FYTD 11		NOVEMBER 09		FYTD 10
Baseball/Softball Field Rentals*	-		111		1		108
Dover Park Pavilions (2)	1		15		-		18
Multipurpose/Field Hockey Field Rentals*	-		54		-		44
Recreation Center – Dover Park	9		98		14		58
Silver Lake Pavilions (2) / Schutte (1)	2		33		-		29
Soccer Field Rentals*	-		9		2		10
Stage – Mobile Platform	3		15		-		13
These numbers reflect groups that utilized our facilities during November.							
Program Attendance*	**NOVEMBER 10**		**FYTD 11**		**NOVEMBER 09**		**FYTD 10**
No programs held at Dover Park in November 2010							
This number reflects activities that took place in November. (Not included on the JWP report.)							



FREE Open Gym Registration Cards* - through 11/30/2010
Total Cards Issued: **3,867**
City Residents: 1,762 - (46%)
Non-City Residents: 2,105 - (54%)
- Kent County: 1,693 - (43%)
- Sussex County: 138 - (4%)
- New Castle County: 94 - (2%)
- Out of State: 181 - (5%)

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

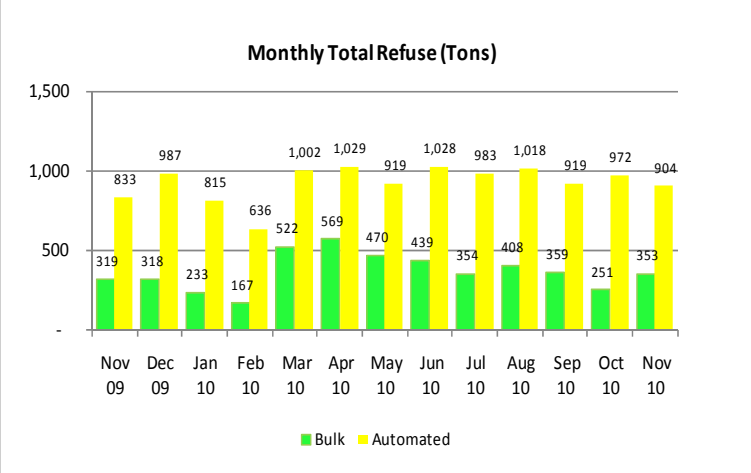
PUBLIC SERVICES

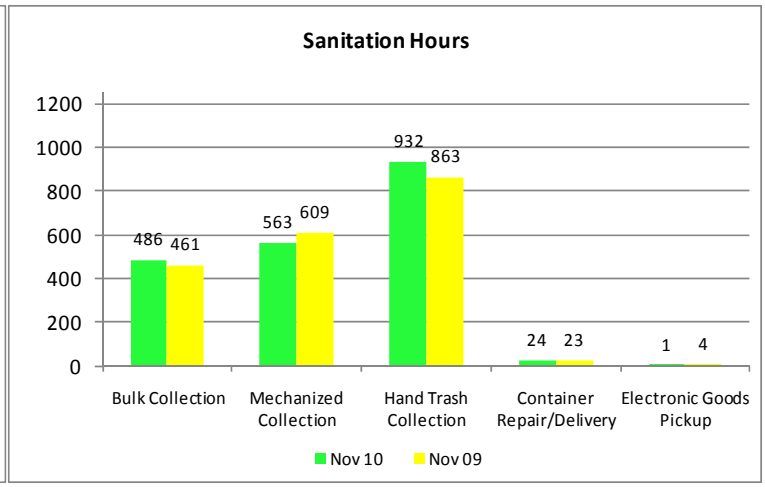
ADMINISTRATION

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

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

SANITATION





	NOVEMBER 10	FYTD 11	NOVEMBER 09	FYTD 10
Trips to DSWA Sandtown Landfill	233	1,234	207	1,210
Total Tonnage to DSWA	1,256.86	6,520.10	1,152.47	6,828.40
90-Gallon Containers Delivered	10	107	17	153
300-Gallon Containers Delivered	1	23	-	22
Total Man Hours - Containers Delivered	24	278	23.5	186

CURBSIDE RECYCLING STATS	TOTAL # OF HOUSEHOLDS	TOTAL # OF ACCOUNTS	WEIGHT/LBS.	AVG. LBS.
NOVEMBER 2010	17,061	7,808	275,440	16.14

STREETS	NOVEMBER 10	FYTD 11	NOVEMBER 09	FYTD 10
Signed Installed	3	116	3	107
Signs Repaired	9	89	12	61
Curbs Painted Yellow (Ft.)	-	833	-	240
New Post Installed	-	40	8	37
Storm Catch Basins Repaired	-	28	-	5
Storm Catch Basin Repairing (Hrs.)	-	188	-	44
Hot Mix Patching (Tons)	1	92	-	651
Hot Mix Patching (Hrs.)	-	348	-	1,114
Cold Mix Patching Hrs.)	24	134	-	100
Concrete Work (Hrs)	-	216	-	150
Concrete Patching (Cubic Yards)	-	35	-	12
Street and Alley Maintenance (Hrs)	152	793	140	705
Ditch Work (Hrs).	-	65	-	22
Street Sweeping (Miles)	48	5,374	-	5,874
Street Sweeping (Cubic Yards)	15	1,239	-	996
Leaves Collected (Cubic Yards)	4,450	5,250	8,086	9,286
Leaf Collection (Miles)	2,737	3,688	3,385	4,304

GROUNDS - Arborist Crew	NOVEMBER 10	NOVEMBER 09
Trees Trimmed	38*	57
Trees Removed	11**	12

* Most of these trees are on Loockerman Street involving Christmas lights.

** Nine of the trees removed were on private property along the Puncheon Run stream as part of a project with the Soil Conservation Service to create a storm water channel in order to lessen flooding of properties along the stream.

Beautification Crew

- Continued planting 62,000 tulips and hyacinth bulbs in all 48 annual beds.
- Hung 30 wreaths at City Hall, Weyandt Hall and the Library and put candles in the windows at City Hall.

Grounds Maintenance/Mowing Crews

- Continued leaf collection at City Hall, on the Plaza, Weyandt Hall and the Library, Governor's Mansion Island and the Green.
- Removed a 24" diameter Linden tree that went down in high winds on Pennsylvania Avenue.
- Trimmed back the alley off Maple Parkway and Route 13.

Special Projects Crew

- Planted, staked, and mulched 5 trees in the Mayfair/Crossgates Park.
- Assisted with tilling the annual beds and planting tulip and hyacinth bulbs in all 48 annual beds.
- Assisted with the removal of trees along the Puncheon Run stream.

ECONOMIC DEVELOPEMENT

UNEMPLOYMENT RATES	DEC 09	JAN 10	FEB 10	MAR 10	APR 10	MAY 10	JUN 10	JUL 10	AUG 10	SEP 10	OCT 10	Nov 10
City of Dover	8.8%	9.8%	10.3%	9.4%	9.4%	9.4%	10.2%	9.8%	10.2%	10.1%	10.3%	Pending
National & State averages (US-9.6% & State-8.3%) Source: State of Delaware Department of Labor												

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

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

- A presentation on Dover's economic development issues was given at the Economic Development forum sponsored by the Committee of 100.
- LS Power and Sun Power held a bid conference at the Dover Sheraton for companies interested in bidding on the site work for the Dover Sun Park.
- Staff continues to work with the City Planner on the alcohol control ordinance.

DOWNTOWN DOVER PARTNERSHIP

- Outcomes from the MPO/DDP Planning Charette were shared with DDP Committees, including renderings for potential building improvements on three properties in the heart of the downtown district (former ACME site, 22-24 W. Loockerman Street, and the Collegian site). A key finding of the charette was the need for the development of district parking solutions, to consolidate and manage the parking lots in the downtown district with particular emphasis on improving accessibility and signage for the multiple lots located on the south side of North Street, between State and Governors Avenue.
- Asbestos removal was completed at 22-24 W. Loockerman Street.
- Staff attended the Kent Economic Summit at Delaware Technical and Community College.
- The DDP Fiscal 2010 Annual Report was presented to Council on November 22, 2010.
- Representatives from the DDP Parking Committee gave a presentation to downtown merchants on the availability of parking in the DDP managed lots. Parking brochures and maps were provided for attendees.
- Free metered parking will be offered in the Bradford Street lot from November 26 to December 31, 2010.
- Staff worked with staff from the Parks and Recreation Department to organize the Annual Festival of Lights.
- The Downtown Dover Coat Drive received 250 new and gently used coats that have been distributed to the Dover Interfaith Coalition for Housing, the House of Pride, Shepherd's Place and Whatcoat Shelter.

LIFE SAFETY

Inspections	NOVEMBER 10	FYTD 11	NOVEMBER 09	FYTD 10
Fire Protection Inspections (new & existing)	46	295	18	157
Fire Code Inspections	280	635	71	348
Inspection Deficiencies	253	642	45	451
Certificate of Occupancy	2	33	8	49
Non-Inspection Hours				
Office	76	461	96	563
Meetings	34	210	49	211
Plan Review	37	201	33	289
Training	-	202	43	362
Fire Investigations	14	77	25	130
Damage Cost				
Accidental	$ 8,000	$ 61,950	$135,000	$151,000
Incendiary	$ 2,500	$192,550	$,500	$132,500
Undetermined	$20,000	$ 22,300	$ 4,000	$ 19,000

PERMITTING AND INSPECTIONS

Permits Issued	NOVEMBER 10	FYTD 11	NOVEMBER 09	FYTD 10
Administrative Permit	1	12	1	11
Building Addition/Renovation Permits	65	289	33	244
Building Permits	21	67	2	57
Demolition Permits	4	12	5	21
Fence Permits	4	39	6	47
Fire Prevention Permits	7	34	5	33
Mechanical Permits	24	131	21	215
Plumbing Permits	37	250	28	261
Sign Permits	18	105	27	125
Swimming Pool Permits	-	2	-	1
Licenses Issued				
Business Licenses	25	1,459	72	1,076
Merchant Licenses	1	271	9	269
Contractor Licenses	22	750	43	668
Lodging House Licenses	-	-	1	1
Mobile Homes	6	228	77	346
Public Occupancy	2	32	3	19
Rental Dwelling	2	63	27	102

BUILDING INSPECTIONS

Permits Issued	NOVEMBER 10	FYTD 11	NOVEMBER 09	FYTD 10
Building	367	1,898	276	1,997
Plumbing/Mechanical	203	2,021	138	1,569
Certificate of Occupancy	17	103	26	142

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

- Sponsored an event at City Hall along with participating in the State wide event at Dover AFB for GIS Day.
- Created camera maps for the Mayor's Office and alley abandonment maps.
- Corrections and additions made to the Water System per GPS points collected by the Water Department.
- Printed numerous maps, banners and posters for Downtown Dover Partnership.
- Continued updating of Curbside Recycling database.
- General maintenance of all GIS layers.

DANGEROUS BUILDINGS/DEMOLITION STATUS – NOVEMBER 2010

66 Washington Street

- 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. Awaiting authorization of low bid by City Manager.
- Demolition will be scheduled for January 2011.

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

- Declared dangerous by City Council on October 25, 2010.
- Asbestos survey is scheduled for December 2010.
- Demolition bids will be solicited in December 2010.

301 South Governors Avenue

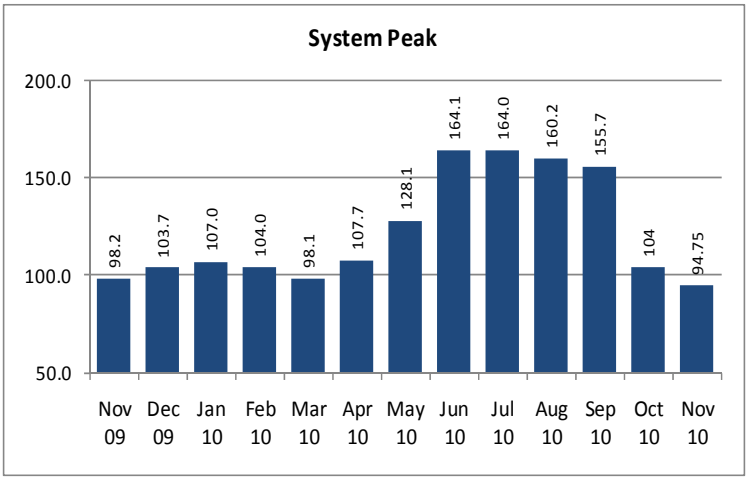
- Declared dangerous by City Council on October 25, 2010.
- Asbestos survey is scheduled for December 2010.
- Demolition bids will be solicited in December 2010.

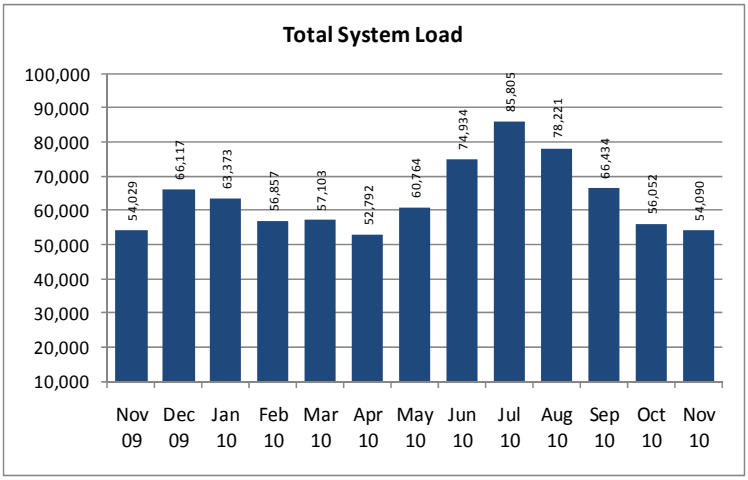
35 North New Street

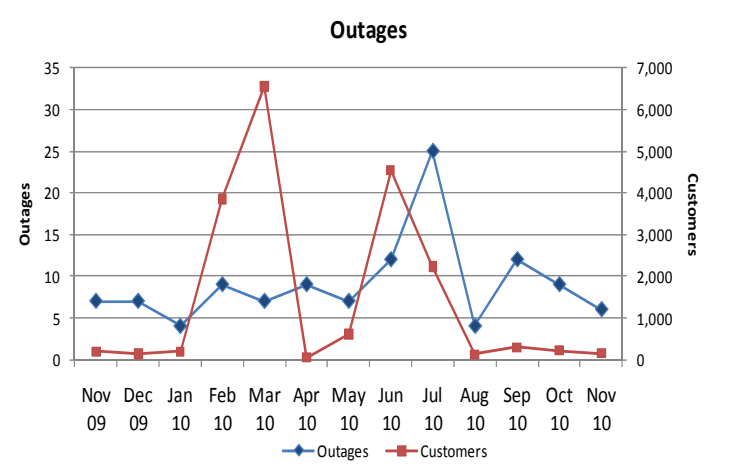
- Declared dangerous by City Council on November 22, 2010.
- Asbestos survey will be scheduled for January 2011.
- Demolition bids will be solicited in January 2011.

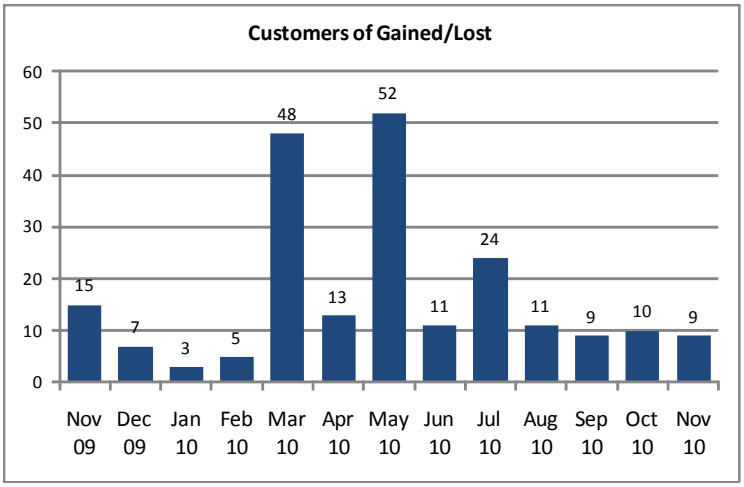
PUBLIC UTILITIES

ELECTRIC









Outages: 6 Customers: 154

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
80.42	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**
2	24	52.4 Minutes	39.24 Minutes

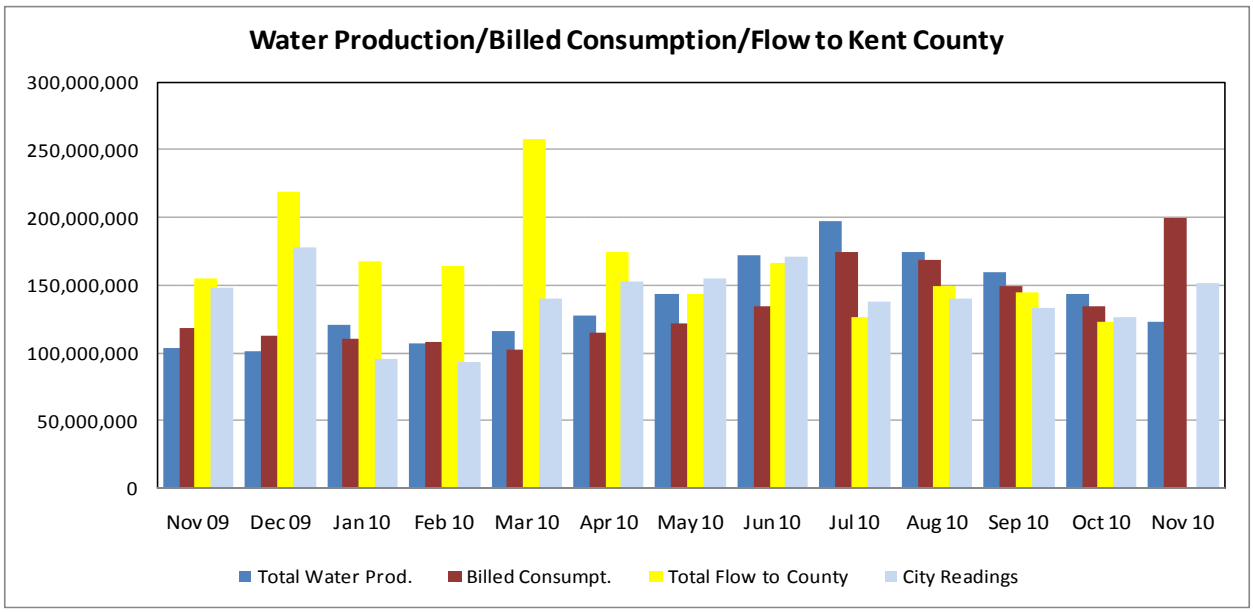
Electric Engineering Design

Major Program Updates	Nov 10	Nov 09	DIFF	FY11 YTD	FY10
Extensions Design Completed Within 30 days of complete Submission	3	0	-	0	3

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

PROGRAM UPDATES	Nov 10	Nov 9	FY11 YTD
Tree Trimming	251	230	820
Number of Oil Releases	0	0	2
Lost Time Accidents – All Electric Utility Divisions	0	0	0
New Services	9	15	59
Major Goals Completed in the Past Two Months			
✓ Nothing new to report			

WATER/WASTEWATER



ENGINEERING SUMMARY

Major Program Updates	NOVEMBER 10	NOVEMBER 09	DIFF	FY11 YTD	FY10
State and Federal Violations	0 violations	0 violations	-	-	-
Water Quality Complaints	5	12	-5	75	134
Plan Review Completed Within 30 days of Submission	3 plans 67%	12 plans 100%	-3 plans	95%	98%
Field Inspection Response within 48 hours of Request	100%	100%	-	100%	100%

Major Goals Completed in the Past Two Months
✓ All water main installation was completed for East of North State Street Phase "A" Water Main Replacement.

OPERATIONAL SUMMARY

Task	NOVEMBER 10	NOVEMBER 09	Current FY
Water Production – Daily Average	4,085,933	3,465,367	798,842,000
Average Field Response Time (goal is < 30 minutes)	21	17	22
Water Mains Repaired	3	1	9
Water Service Lines Repaired	1	0	10
Wastewater Mains Repaired	4	-	4
Wastewater Service Lines Repaired	2	3	4
Sewer Lines Flushed – Linear Feet	115,513	49,641	451,235
Percentage of Flow Sent to Kent County vs. Gallons Billed (inflow/Infiltration monitoring)	103%	100%	100%
Total Water Meters in City Distribution System	13,872	13,755	44
Lost Time Accidents – All Water/Wastewater Divisions	-	-	1

CITY PLANNER'S MONTHLY REPORT

Public Services Group
P.O. Box 475
Dover, DE 19903
Phone: (302) 736-7010 Fax (302) 736-4217

November 2010

PERSONNEL

On November 8, 2010 Janelle Cornwell and Michael Albert attended the Delaware APA Annual Meeting held at the Embassy Suites in Newark, Delaware.

On November 16, 2010 Diane Metsch, Dawn Melson-Williams, Janelle Cornwell and Michael Albert attended Customer Service PR Training provided by the City Manager's Office Staff Kay Dietz-Sass.

On November 18, 2010 Ann Marie Townshend and Tracey Harvey attended the Governor's Conference on Housing at the Dover Sheraton.

EDEN HILL FARM TND

- Temporary Certificates of Occupancy were issued in late November to seven townhouse units in the 400 block of Ann Moore Street in the Residential District of Eden Hill Farm Traditional Neighborhood Design. Overall in Phase 1, a total of 42 dwelling units are complete of the 51 permits approved for dwelling units. The development of Ann Moore Park at the intersection of Ann Moore Street and Ruth Way is currently underway. The site developer has also worked on completing street tree plantings/replacements during this Fall season for this Phase 1 area of the development.
- The Planning Commission granted conditional approval to an application regarding the townhouse architecture for a portion of Phase 2 of the Residential District and proposed revisions to the Pattern Book guidelines for duplex units. The approval granted is subject to a number of conditions and also requires the developers to continue working with Planning Staff on the details.
- In November, 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.

- On November 8th, the City Council adopted the text amendment to update the Environmental Protections within the *Zoning Ordinance.* Staff Substitute #1 of Ordinance #2010-25, as recommended by the Planning Commission was adopted.
- Planning Staff continues working on a draft text amendment for the application processing provisions of *Zoning Ordinance,* Article 10.
- Planning Staff developed a draft table of contents for the Historic District Commission to review as part of the process to the update to the *Design Standards and Guidelines for the Historic District Zone.* In January, Staff will be working on the document layout and section formatting for the new document.

PERMITTING AND LICENSING REVIEW

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

Permits Reviewed (Issued)	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	# Reviewed (Issued) YTD
Building Additions/Renovations/ Shed/Deck Permits	16	15	25	30	22	40	51	79	29	19	56	382
Building Permits	12	10	9	5	8	6	5	7	13	9	12	96
Demolition Permits	3	5	2	2	2	3	2	2	2	2	4	29
Fence Permits	4	0	8	16	11	5	12	9	5	7	4	81
Sign Permits	12	10	12	5	11	7	11	6	7	13	8	102
Temporary Sign Permits	7	3	9	4	8	4	6	5	6	5	6	63
Swimming Pool Permits	0	0	0	2	2	4	2	0	0	0	0	10
Certificate of Occupancy	6	6	9	11	24	28	13	31	19	8	16	171
Total # Permits Reviewed (Issued)	**60**	**49**	**74**	**75**	**88**	**97**	**102**	**139**	**81**	**63**	**106**	**934**

CODE ENFORCEMENT

Case Type	# cases current month	# cases YTD	% staff initiated current month	% staff initiated YTD
No valid rental permit	4	88	75%	94%
No valid building permit	8	40	88%	78%
Tall grass and weeds	2	505	50%	56%
Unregistered vehicle	1	36	100%	53%
Abandoned vehicle	10	88	30%	41%
Annual Housing Inspection	105	584	95%	97%
CO Inspection – Planning	1	1	100%	100%
Property Maintenance – Exterior	28	417	32%	47%
Electric Termination	19	252	5%	3%
Dover Code of Ordinances	38	542	68%	39%
Zoning	3	124	100%	71%
Basketball goal	1	26	100%	54%
Total Cases	**220**	**2703**		
Total # of Inspections	**415**			

COMMUNITY DEVELOPMENT

FISCAL YEAR 09-10 CDBG PROJECTS

Homeowner Rehabilitation Program

Four (4) homes are underway (814 River Road, 40 Bertrand Drive, 508 Walker Road and 106 Gordon Place.) Contracts have been signed and work is scheduled to begin on November 29th.

CDBG FY10 Projects

Habitat for Humanity

Renovations are anticipated to be completed by the end of December.

First State Resource Conservation & Redevelopment Council (RC &D)

Emergency repairs have been completed on 4 homes in the City of Dover.

Homeownership Assistance Program

One client is mortgage ready and under a sales contract.

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 of 8 properties and renovations for 6 properties. The remaining balance of $177,272 will be utilized for renovations and acquisition. Two properties have been sold, two are being renovated, one is a lease purchase and one is under contract. 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 (rehab completed)
337 N. Governors Avenue (for sale)
254 Green Blade Drive (under sales contract)
302 Stonebrook Place (rehab underway)
11 Westover Drive (rehab underway)

MEETING REPORTS

Board of Adjustment:

The Board of Adjustment met for a specially scheduled meeting on November 3, 2010 due to lack of quorum for the October Meeting and took the following actions. The regular Board of Adjustment meeting scheduled for November 17, 2010 will not be held due to this earlier scheduled meeting and no new applications. The next regular scheduled meeting of the Board of Adjustment will be held on December 15, 2010.

1. **Applicant #V-10-11 - 520 Sunset Road, John & Deborah DeMarie** – Moved to approve based upon Staff recommendations, documents, and testimony provided.
2. **Applicant #V-10-12 - 50 Karen Place, Philip Lundberg** – Moved to approve citing the statement and evidence presented by the owner as well as Staff recommendations citing the limiting factors as a practical matter with the zoning requirements that there is no evidence that the neighborhood character would be infringed upon. He believes that the spirit of the *Zoning Ordinance* as a practical matter would be observed.
3. **Applicant #V-10-14 - 1450 N DuPont Highway, Chick-fil-A Inc.** – Moved to deny based upon Staff recommendations and the information given.
4. **Applicant #V-10-13 - 120 Beth Place, Mary Witte** - Moved to approve based on Staff's recommendations, the survey, and documentation provided.
5. **Applicant #V-10-15 - 208 S Governors Avenue and 200-216 W Loockerman Street, Bay Developers** – Moved to approve based upon Staff recommendations, public testimony and the documents provided for variance #1 and #3.

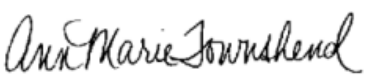
Historic District Commission:
The Historic District Commission met for a special meeting on November 4, 2010 and their regular meeting on November 18, 2010 and took the actions listed below. The next regular Historic District Commission meeting is scheduled for December 16, 2010

1. **HI-10-08 Bayard Plaza on West Loockerman Street** – Moved to recommend approval of the Architectural Review Certification for the project to demolish the existing building on site and to construct a mixed-use building with a series of conditions including recommendations from the Staff Report and design changes discussed during meeting.
2. **HI-10-09 Biggs Museum at 406 Federal Street: Façade Renovations** – Moved to approve Architectural Review Certification for façade renovations to the existing building as submitted and including the recommendations of Staff.

Planning Commission
The Planning Commission met on November 15, 2010 and took the actions summarized listed below. The next scheduled Planning Commission meeting is scheduled for December 20, 2010.

1. **US-09-01 Dover Mart at Route 13 and Court Street: Comprehensive Signage Plan** – Moved to approve the Revised Signage Plan as presented allowing a second sign for the end tenant space.
2. **Z-10-08 Lands of Grace Presbyterian Church at 1022 and 1016 College Road** - Moved to forward recommendation of approval to City Council for rezoning of the property from CPO and COZ-1 to IO.
3. **C-10-04 Lands of Sylvia Davis at 425 Webbs Lane** – Moved to approve with conditions this application for the use and expansion of a building for a Day Care Center and including the approval of the waiver request for elimination of sidewalk along Garton Road.
4. **SB-10-03 Lands of Mor-Kath-Ric, LLC at 217 & 223 McKee Road** – Moved to approve the Minor Subdivision Plan for the creation of four individual lots for construction of single family homes.
5. **S-10-30 Bayard Plaza at 200-216 West Loockerman Street and 208 South Governors Avenue** – Moved to approve with conditions the Site Plan for construction of a five story, mixed-use building to include approval of the waiver request for a side yard setback as associated with the Architectural Review Certification and approval of a waiver request for the reduction in parking spaces. The approval also includes approval of the Architectural Review Certification for HI-10-08 as recommended by the Historic District Commission and to include approval of the Active Open Recreation area which consists of a picnic area and multi-purpose room.
6. **MI-10-14 Eden Hill Farm TND Residential District: Townhouse Styles for Phase 2 and Pattern Book Revisions for Duplex Units** – Moved to approve the use of the twenty (20) foot wide townhouses in Phase 2 south to Little Eden Way and required the applicant work to with Staff to improve the architecture particularly by adding porches on corner units. Approved the revision to allow the changing of the four (4) northernmost single family lots on Ruth Way to duplex units. Again, requiring Staff and applicant to work on the architecture and that carriage style doors be installed in the front entry to the garages for these duplex units. The Commission took action to require that further changes to the unit types prescribed for lots be subject to public hearing before the Planning Commission. Added the requirement that the Pattern Book be revised to include the current approved revisions (of 11/15/10) and including all revisions approved to date so that there is one final approved Pattern Book for the Residential District.

Submitted by:



Ann Marie Townshend, AICP
Planning & Community Development Director

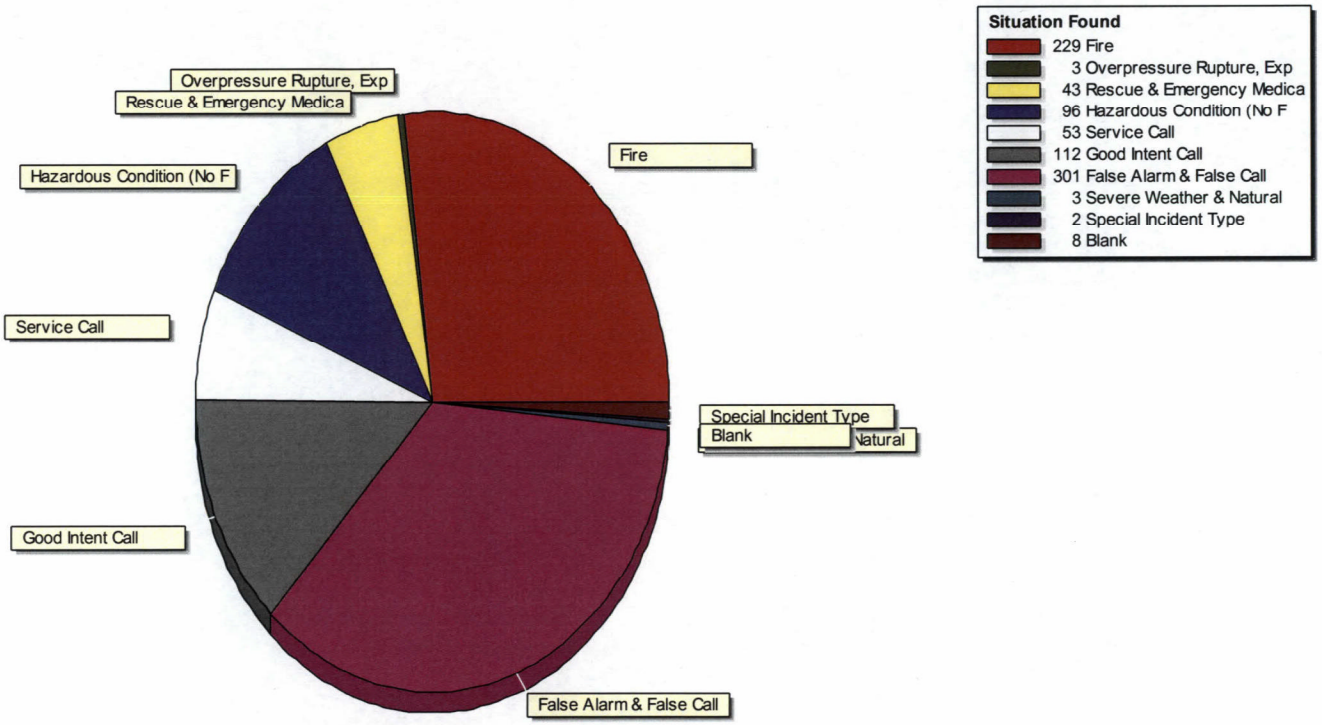
DOVER
FIRE DEPARTMENT

NOVEMBER
2010

Incidents by Situation Found

Dover Fire Department

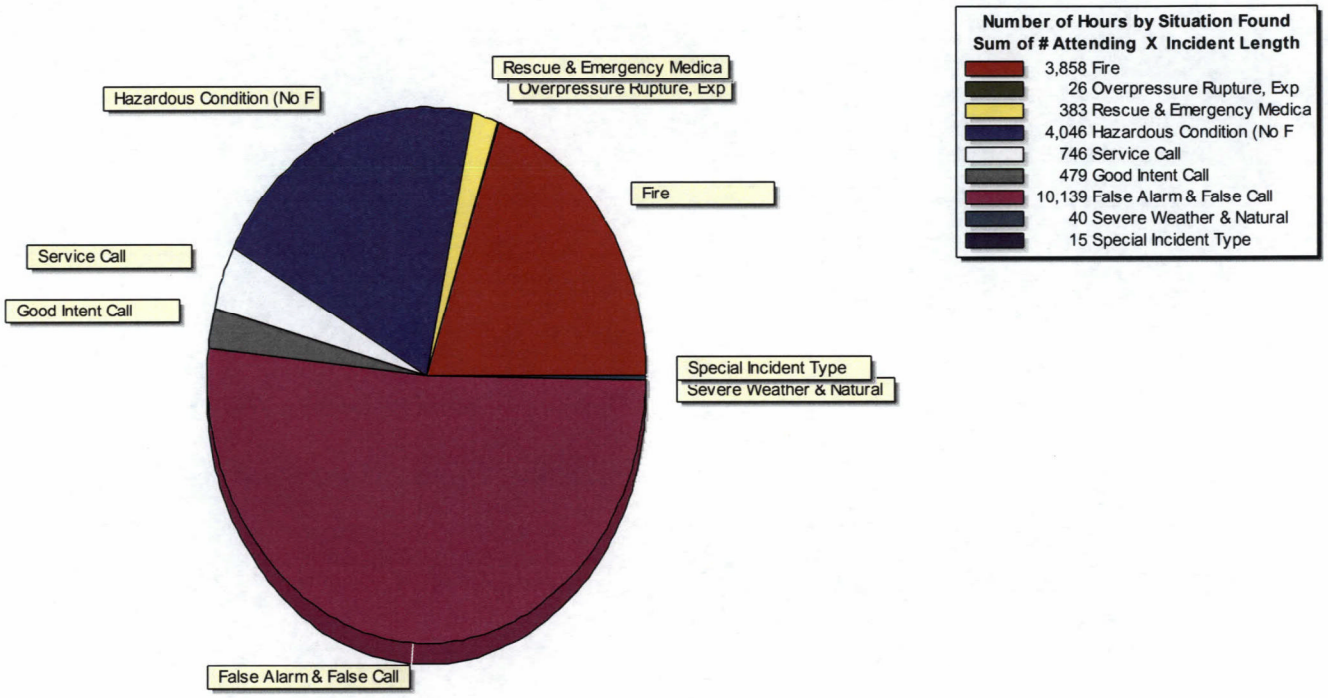
Date Range: From 01/01/2010 to 11/30/2010



Manpower Hours by Sitation Found

Date Range: From 01/01/2010 to 12/31/2010

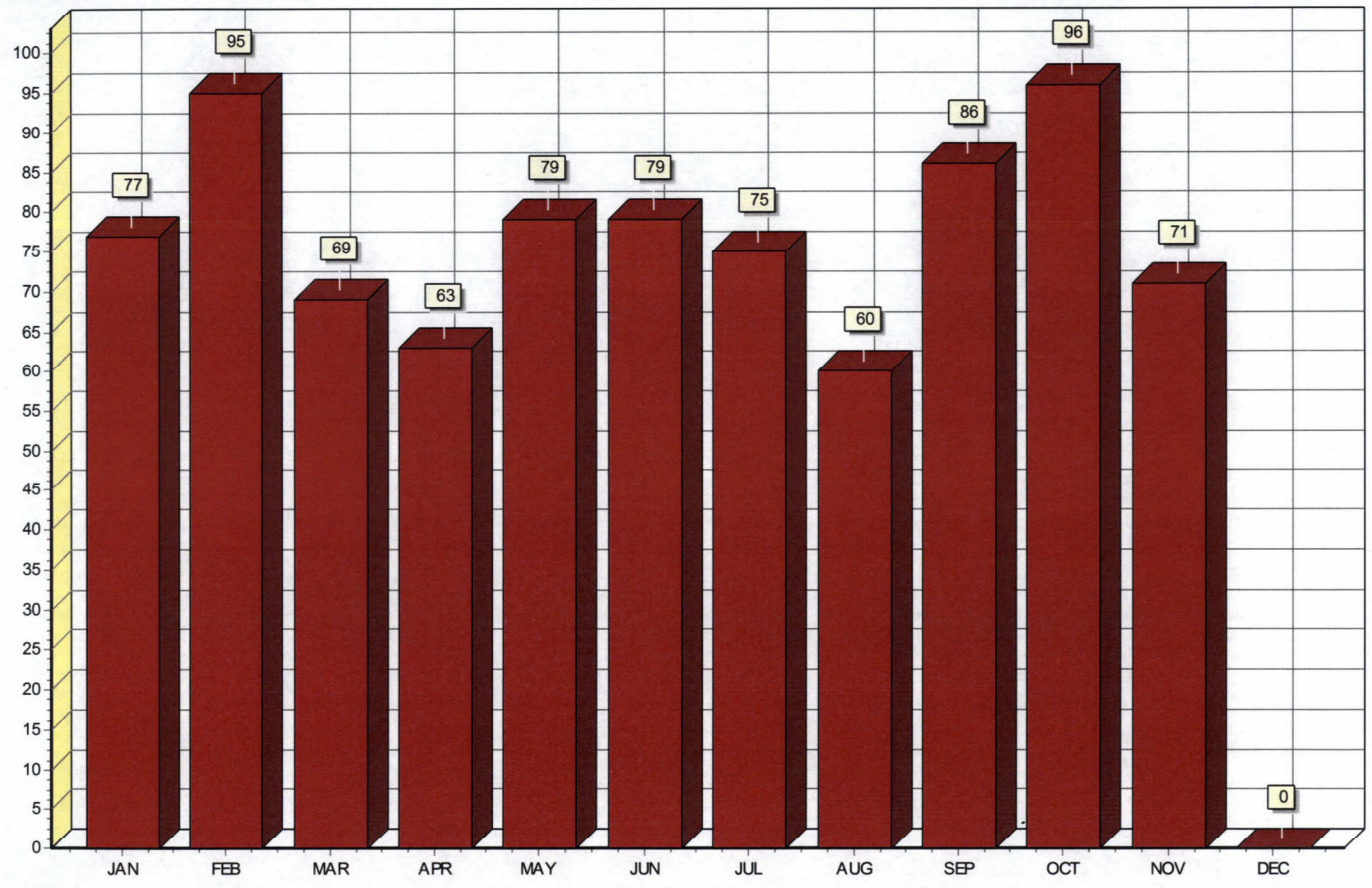
Dover Fire Department



Alarms by Month of Year

Dover Fire Department

Date Range: From 01/01/2010 to 11/30/2010



Incident Run Log

Dover Fire Department

Date Range: From 11/01/2010 to 11/30/2010
Company: All Companies
Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
11/01/2010	30046	2010-000780	16:14	230	ARTIS DR		Unintentional transmission of alarm, other
	subject fell into the keypad setting off the alarm						
11/01/2010	30046	2010-000781	17:59	140	PENN AVE		Gas leak (natural gas or LPG)
	RESPONDED TO THE ABOVE ADDRESS FOR A REPORT OF A GAS LEAK OUTSIDE THE STRUCTURE. AN INVESTIGATION FOUND PERSONS PLANTING TREES RUPTURED A BURIED NG LINE. CHESAPEAKE UTILITIES WAS RESPONDED AND SECURED THE LEAK.						
11/02/2010	30046	2010-000782	09:21	215	REED ST		Gasoline or other flammable liquid spill
	Fuel leaking from a car in front of the above address. Stay dry was thrown down						
11/02/2010	30046	2010-000783	14:49	1061	S LITTLE CREEK RD		False alarm or false call, other
	unattended cooking						
11/02/2010	30046	2010-000784	23:57	804	TOWNSEND BLVD		Smoke detector activation due to malfunction
	bad detector or battery						
11/03/2010	30046	2010-000785	06:09	1567	MCKEE RD		Dumpster or other outside trash receptacle fire
	Dumpster fire, McKee Run Business Park. Units arrived on scene to find subjects intentionally burning items in the dumpster. Dumpster extinguished, hydrant 1498 used, City notified. FM4 notified and responded.						
11/03/2010	30046	2010-000786	06:34	855	TOWNSEND BLVD		Vicinity alarm (incident in other location)
	unattended cooking						
11/03/2010	30046	2010-000787	18:45	1030	FORREST AVE	101	System malfunction, other
	subject was having issues with the key pad						
11/04/2010	30046	2010-000788	17:59	1574	N DUPONT HWY		Electrical wiring/equipment problem, other
	Call from Wal Mart alarm company reporting an automatic alarm. When they called the store, they advised that the keypad was smoking. Upon arrival crews found the same. Keypad was disconnected. Building placed on fire watch.						
11/04/2010	30046	2010-000789	22:05	120	N STATE ST		Vicinity alarm (incident in other location)
	unattended cooking, security on scene						
11/05/2010	30046	2010-000790	16:48	9	MCDANIEL DR		Passenger vehicle fire
	Dispatched for vehicle fire away from structure. Upon arrival vehicle engine and passenger compartments were evolved with fire, with exposures to a cedar tree and carport. E-2 officer established command and called for a structural response. E-2 crew attacked the fire with 200 ft 1 3/4 line and brought the fire under control. structural response was canceled after dispatch. State FM-13 responded for slight damage to the carport and the owner of the car stated he was trying to jump start the car, using starter fluid and jumper cables when the fire started. Carport was checked for extension, slight damage noted. Scene turned over to FM-13.						
11/05/2010	30046	2010-000791	17:26	46	PAR HAVEN DR	F-14	Cooking fire, confined to container
	RESPONDED TO THE ABOVE ADDRESS FOR A REPORT OF SMOKE IN APT F-14. AN INVESTIGATION FOUND UNATTENDED COOKING confined to oven IN THAT APT CAUSED A SMOKE CONDITION.						
11/05/2010	30046	2010-000792	23:22	1200	N DUPONT HWY		Dispatched & canceled en route
	CANCELLED BY DSU DISP CHERRY. SHE ADVISED NO SMOKE OR FIRE.						
11/06/2010	30046	2010-000793	09:30	1706	N DUPONT HWY		Cooking fire, confined to container
	RESPONDED TO THE ABOVE ADDRESS FOR A REPORT OF AN AUTOMATIC FIRE ALARM ACTIVATION. AN INVESTIGATION FOUND UNATTENDED COOKING IN THE KITCHEN ACTIVATED A SMOKE DETECTOR.						
11/06/2010	30046	2010-000794	23:57	1200	N DUPONT HWY		Alarm system sounded due to malfunction
	reported as the student health center. security checked out pull station and they advised faulty alarm system. they also advised this building is empty.						
11/07/2010	30046	2010-000795	07:50	1200	N DUPONT HWY		Dispatched & canceled en route
	RECEIVED A CALL REPORTING AN AUTOMATIC FIRE ALARM ACTIVATION IN UNIVERSITY VILLAGE BUILDING #2 ON THE DSU CAMPUS. THE ALARM ACTIVATION WAS REPORTED AS A 1ST FLOOR NORTH HEAT & SMOKE DETECTOR ACTIVATION. DSU SGT PNICK CALLED DISPATCH WITHIN 3 MINUTES AND STATED THE FIRE DEPT WAS NOT NEEDED. SHE STATED A FIRE SPRINKLER HEAD WAS ACTIVATED ON THE 2ND FLOOR OF THAT BUILDING BUT THERE WAS NO FIRE. DUE TO THE DISCREPANCY OF THE DISPATCH AND ON-SCENE REPORT, ASST CHIEF TROUBETARIS WAS CONTACTED ABOUT THE CALL. NO FIRE DEPT RESPONSE WAS MDE.						
11/07/2010	30046	2010-000796	08:49	406	COUNTRY DR		Smoke detector activation, no fire - unintentional
	RESPONDED TO THE ABOVE ADDRESS FOR A REPORT OF AN AUTOMATIC FIRE ALARM ACTIVATION. AN INVESTIGATION FOUND NO FIRE CONDITION AND NO REASON FOR THE ACTIVATION.						
11/07/2010	30046	2010-000797	12:34	130	HIGHVIEW AVE		Mobile property (vehicle) fire, other
	Resident was using Bolen's 17 HP riding mower to chop up leaves, when fire occurred. Had replaced battery several days before. Fire extinguished using a dry chem and buckets of water due to the remote nature in the back yard.						
11/07/2010	30046	2010-000798	21:07	430	COLLEGE RD	200	System malfunction, other
	RESPONDED TO THE ABOVE ADDRESS FOR A REPORT OF AN AUTOMATIC FIRE ALARM ACTIVATION. AN INVESTIGATION DETERMINED THERE WAS NO ALARM ACTIVATION ON SITE. NO FIRE CONDITION WAS FOUND.						
11/07/2010	30046	2010-000799	21:49	820	CARVEL DR	J	Cooking fire, confined to container
	RESPONDED TO THE ABOVE ADDRESS FOR A REPORT OF AN OVEN FIRE - EXTINGUISHED. AN INVESTIGATION FOUND AN ITEM LEFT IN THE OVEN BURNED AND THE RESULTING SMOKE ACTIVATED THE AUTOMATIC FIRE ALARM SYSTEM FOR THE BUILDING.						
11/08/2010	30046	2010-000800	08:32	360	WEBBS LA		Malicious, mischievous false call, other

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
					Received a call from Kent Center who took a call from Advantech for a Zone 1 pull station activation at the above address. After taking the call, Reily Brown called stating there was no need for the fire department, unknown reason why. Dispatch contacted Chief Christiansen who advised not to dispatch. Reily Brown called again stating that they were having a problem resetting the system and Advantech was telling them that is the FD responsibility. FM4 contacted and made a response to assist them.		
11/08/2010	30046	2010-000801	19:39	820	CARVEL DR	D	Cooking fire, confined to container
					RESPONDED TO THE ABOVE ADDRESS FOR A REPORT OF AN AUTOMATIC FIRE ALARM ACTIVATION. AN INVESTIGATION FOUND UNATTENDED COOKING IN APT D-1 ACTIVATED THE ALARM SYSTEM.		
11/09/2010	30046	2010-000802	10:27	1190	N DUPONT HWY		Brush or brush-and-grass mixture fire
					brush fire at the above addrees, fd needed to wet down the area		
11/09/2010	30046	2010-000803	17:59	10	FAIRWAY LAKES DR	Q	Local alarm system, malicious false alarm
					RESPONDED TO THE ABOVE ADDRESS FOR A REPORT OF AN AUTOMATIC FIRE ALARM ACTIVATION. AN INVESTIGATION FOUND A PULL STATION WAS MALISCIOUSLY ACTIVATED. NO FIRE CONDITION WAS FOUND.		
11/09/2010	30046	2010-000804	23:22	196	MERION RD		Carbon monoxide incident
					RESPONDED TO THE ABOVE ADDRESS FOR A REPORT OF A CO DETECTOR ACTIVATION. AN INVESTIGATION FOUND LEVELS OF 15PPM ON DIVISION 2 OF THE RESIDENCE. AFTER VENTILATING THE STRUCTURE, CO LEVELS RETURNED TO 0 PPM. THE LEVELS OF CO WERE ATTRIBUTED TO AN IMPROPERLY VENTED FIREPLACE FIRE.		
11/10/2010	30046	2010-000805	00:09	415	COUNTRY DR		Cooking fire, confined to container
					RESPONDED TO THE ABOVE ADDRESS FOR A REPORT OF AN AUTOMATIC FIRE ALARM ACTIVATION. AN INVESTIGATION FOUND UNATTENDED COOKING IN BLDG #405 APT E ACTIVATED A SMOKE DETECTOR IN THE HALLWAY.		
11/11/2010	30046	2010-000806	11:56	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional
					SMOKE ALARM ACTIVATION DUE TO STEAM IN CAFE. RECIEVED CALL FROM DISPATCHER HARRIS FROM DSU SECURITY STATING THEY HAD CHECKED AND EVERYTHING WAS OK.		
11/11/2010	30046	2010-000807	15:31	80	Lakeland ave		Special type of incident, other
					Dover Fire received notification of juveniles possibly lighting fires at the rear of the above property. Brush 9 responded under the Command of Asst. Chief Mullaney to find a group of juveniles at the rear of a vacant trailer. Writer spoke with the RP who showed Writer the areas where the juveniles (2) were attempting to burn a portion of fiberglass steps as well as notebook paper/tree branches. Writer spoke with both juveniles and obtained contact information. Writer notified Dover to contact the on call State FM to make a response. FM13 responded and Writer turned the scene over to him. Brush 9 cleared.		
11/12/2010	30046	2010-000808	10:59	637	NIMITZ RD		Smoke detector activation, no fire - unintentional
					RESPONDED TO THE ABOVE ADDRESS FOR A REPORT OF AN AUTOMATIC FIRE ALARM ACTIVATION. AN INVESTIGATION FOUND OCCUPANTS WERE ATTEMPTING TO CHANGE THE BATTERY IN A SMOKE DETECTOR WHEN THE ALARM SYSTEM WAS ACTIVATED. NO FIRE CONDITION WAS FOUND.		
11/12/2010	30046	2010-000809	13:13	1450	N DUPONT HWY		Sprinkler activation due to malfunction
					RESPNDED TO THE ABOVE ADDRESS FOR A REPORT OF AN AUTOMATIC FIRE ALARM ACTIVATION. AN INVESTIGATION FOUND AN ACTIVE WATER FLOW FROM THE GARDEN CENTER RISER. NO FIRE CONDITION WAS FOUND.		
11/13/2010	30046	2010-000810	14:46	3050	N dupont hwy		System malfunction, other
					malfunction		
11/13/2010	30046	2010-000811	21:39	317	N NEW ST		Smoke detector activation, no fire - unintentional
					RESPONDED TO THE ABOVE ADDRESS FOR A REPORT OF AN AUTOMATIC FIRE ALARM ACTIVATION. AN INVESTIGATION FOUND A FOG MACHINE AVTIVATED A SMOKE DETECTOR. NO FIRE CONDITION WAS FOUND.		
11/14/2010	30046	2010-000812	10:30	2441	HARTLY RD		Cover assignment, standby, moveup
					TO BE COMPLETED BY 46-19		
11/15/2010	30046	2010-000813	18:47	1200	N DUPONT HWY		Smoke detector activation due to malfunction
					FAULTY ALARM SYSTEM.		
11/15/2010	30046	2010-000814	21:04	1200	N DUPONT HWY		Detector activation, no fire - unintentional
					BURNED HAIR WITH CURLING IRON.		
11/15/2010	30046	2010-000815	22:06	430	COLLEGE RD	200	Smoke detector activation due to malfunction
					ALARM TRIPPED AR SECURITY. ONGOING PROBLEM WITH ALARM SYSTEM.		
11/16/2010	30046	2010-000816	00:41	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional
					BURNED POPCORN. CONFIRMED BY SECURITY.		
11/16/2010	30046	2010-000817	05:07	35	COMMERCE WAY	SUITE	Gas leak (natural gas or LPG)
11/16/2010	30046	2010-000818	08:03	35	COMMERCE WAY	SUITE	System malfunction, other
					2 Activations: 1. CO (good activation) due to a forklift over charging and giving off CO, forklift moved outside 2. Panel messed up, malfunction, showing unknown writing Alarm company will be making a response to fix any/all issues		
11/16/2010	30046	2010-000819	14:42	352	NIMITZ RD		False alarm or false call, other
					Steam from a shower set off the detector		
11/17/2010	30046	2010-000820	08:22	655	N DUPONT HWY		Vicinity alarm (incident in other location)

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
call for two general fire alarm activations. Upon arrival, crews found the alarm reset prior to fd arrival. People on site advised that the toaster caused the smoke detector to activate.							
11/18/2010	30046	2010-000821	01:53	26	N KIRKWOOD ST		Building fire
The Dover fire Department was dispatched to 26 N Kirkwood Street for a working house fire. On arrival found smoke showing from Divisions 1 and 2. When Engine 2 arrived on scene there was fire showing from Division 1 on the delta side. Engine 2 laid a 5 inch supply line from Fulton and Kirkwood Street and advanced an 1-3/4 line into the structure and extinguished the fire on division 1. Engine 4 arrived and advanced a second 1-3/4 into the structure and extinguished the fire on the second floor. Ladder 2 arrived on scene and laddered the structure and ventilated the 2nd windows from the outside. Engine 54-5 was the RIT and Engine 43-2 assisted with overhaul of the structure. Scene turned over to City FM office for investigation.							
11/18/2010	30046	2010-000822	09:23	400	HIAWATHA LA		Smoke detector activation due to malfunction
Call for a general fire alarm, crews found a third floor smoke detector, malfunction							
11/18/2010	30046	2010-000823	23:43	950	WHATCOAT DR		System malfunction, other
call for alarm sounding, crews investigated and found nothing, maintenance notified to reset the system							
11/19/2010	30046	2010-000824	22:33	1198	S GOVERNORS AVE		Sprinkler activation due to malfunction
Call for a general fire alarm, waterflow. Crews investigated with negative results. Set off burglar alarm by using knox box key. Respondent on scene, sprinkler company was there 2 days prior. Placed on fire watch.							
11/20/2010	30046	2010-000825	02:37	1425	N DUPONT HWY		System malfunction, other
call for a smoke detector activation. upon arrival, crews investigated and found a malfunction. respondent on scene. made access by knox box							
11/20/2010	30046	2010-000826	04:57	1225	WALKER RD		System malfunction, other
call for a general fire alarm. crews found the alarm was activated by the magnolia wing doors. 20 minute eta for respondent on dispatch, they were needed for the reset.							
11/20/2010	30046	2010-000827	17:05	315	BILLY MITCHELL LA	D	Alarm system activation, no fire - unintentional
SMOKE DETECTOR ACTIVATION 1ST FLOOR DUE TO SMOKING IN HALLWAY.							
11/20/2010	30046	2010-000828	21:15	2030	PINE CABIN RD BLDG G		
KITCHEN FIRE IN APT 301, WATER DAMAGE TO APT'S 201 & 101.							
11/21/2010	30046	2010-000829	19:11	33	BERTRAND DR		Alarm system sounded due to malfunction
ALARM MALFUNCTION.							
11/21/2010	30046	2010-000830	20:17	325	N NEW ST		Cooking fire, confined to container
UNATTENDED COOKING							
11/22/2010	30046	2010-000831	10:34	30	S AMERICAN AVE		Unintentional transmission of alarm, other
RESPONDED TO THE ABOVE ADDRESS FOR A REPORT OF AN AUTOMATIC FIRE ALARM ACTIVATION. AN INVESTIGATION FOUND THAT CONSTRUCTION WORKERS PULLED OUT THE ALARM SYSTEM WIRING CAUSING THE ACTIVATION. NO FIRE CONDITION WAS FOUND.							
11/22/2010	30046	2010-000832	20:05	365	N DUPONT HWY		Alarm system activation, no fire - unintentional
11/23/2010	30046	2010-000833	06:26	600	JEFFERIC BLVD		Alarm system activation, no fire - unintentional
SMOKE IN KITCHEN TRIPPED SMOKE DETECTOR.							
11/23/2010	30046	2010-000834	14:57	61	EDGEWOOD RD		
TO BE COMPLETED BY 46-16							
11/23/2010	30046	2010-000835	18:54		S. NEW STREET		Good intent call, other
VEHICLE NOT ON FIRE . OIL ON MOTOR.							
11/23/2010	30046	2010-000836	21:40	420	N. DUPONT HIGHWAY		Passenger vehicle fire
Dover Fire Dispatch was alerted for dumpster fire in the area of the Auto Zone on N. DuPont Hwy. Engine 2 went responding under the command of Asst. Chief Mullaney. While en route Writer was notified by Dover Fire Dispatch that additional calls were received stating that it was a vehicle on fire with exposures to other vehicles in the auto sales lot at the above property next to Auto Zone. Engine 2 went on location with conditions as reported. The front 1 3/4 bumper line was placed into service and the vehicle was extinguished. Due to the nature of the incident, time of alarm and no explanation as to why the vehicle had caught fire Dover Fire was notified by Writer that a Fire Marshal would be needed. Writer was the on call Fire Marshal, Command was transferred to Dover 22, Captain Knight and Writer cleared the scene. Vehicle Info: Unknown Year Jeep Grand Cherokee Del Reg# P/C 45972							
11/24/2010	30046	2010-000837	09:10	341	BEECHWOOD AVE		Vicinity alarm (incident in other location)
unattended cooking							
11/25/2010	30046	2010-000838	15:07	51	WEBBS LA	F	Vicinity alarm (incident in other location)
Call for an alarm sounding at the above address. Crews investigated and found a smoke detector activation in the basement division due to unattended cooking.							
11/26/2010	30046	2010-000839	09:10	4128	FORREST AVE		Alarm system activation, no fire - unintentional
ACCIDENTAL ACTIVATION.							
11/27/2010	30046	2010-000840	06:30	910	WHATCOAT DR		Vicinity alarm (incident in other location)
Call for the alarm sounding, after efd caller advised she could smell smoke, she was advised to exit the structure. Upon arrival crews found unattended cooking in apartment 14.							
11/27/2010	30046	2010-000841	08:07	353	N GOVERNORS AVE		Smoke detector activation, no fire - unintentional

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
					STEAM FROM SHOWER SET ALARM OFF		
11/27/2010	30046	2010-000842	11:33	901	WILSON DR		Passenger vehicle fire
					FIRE IN THE ENGINE COMPARTMENT DUE TO POURING ETHER IN THE AIR FILTER TO TRY AND GET THE CARE TO START. FIRE WAS OUT ON FD ARRIVAL.		
11/28/2010	30046	2010-000843	05:14	451	ARNOLD CT		Carbon monoxide detector activation, no CO
					Call for a CO detector activation without injuries. Crews investigated and had negative results. Residents had the windows and doors open prior to fd arrival. They were advised to have their gas company come in today to investigate further.		
11/28/2010	30046	2010-000844	17:29	858	WOODCREST DR BLDG E		False alarm or false call, other
					Dover Fire Alerted for a AFA at the above property. Dover Engine 2 responded under the command of Asst. Chief Mullaney to find nothing evident from a 2 story multi family apartment building. Engine 2's crew investigated to find unattended cooking from apartment E-2. Command placed the situation under control and all units cleared.		
11/28/2010	30046	2010-000845	17:52	910	WHATCOAT DR		False alarm or false call, other
					Received a call from a tenant in Whatcoat Apts, Bldg 910, Apt 31 that there was a strong odor of gasoline. Upon arrival and investigation, found it to be coming from Apt 21 by a tenant that had repaired a bicycle tire and spilled some fix a flat. Cleared all units, no hazard.		
11/29/2010	30046	2010-000846	03:13	820	CARVEL DR	E	Heat from short circuit (wiring), defective/worn
					BURNING ODOR FROM AN ELECTRICAL OUTLET FOR THE REFIGERATOR. POWER SECURED AND TURNED OVER TO BUILDING MAINTENANCE.		
11/29/2010	30046	2010-000847	21:22	432	Beuvale Lane		Overheated motor
					FIRE IN LINT CATCHER IN DRYER. FIRE OUT PRIOR TO FD ARRIVAL.		
11/29/2010	30046	2010-000848	21:36	1200	N DUPONT HWY		Alarm system sounded due to malfunction
					ALARM MALFUNCTION. CHECED BY DSU SECURITY.		
11/29/2010	30046	2010-000849	22:52	15	S DUPONT HWY		Dumpster or other outside trash receptacle fire
					Dover Fire alerted for a dumpster fire with exposure to the rear of the above property. Engine 2 responded under the Command of Asst. Chief Mullaney to find a large dumpster fully involved with exposure to the rear of the building. Engine 2 placed the front bumper 1 3/4 handline in service and extinguished the same. Engine 4's crew went on location under the Command of Fire Chief Christiansen and checked the roof area of the structure in the area of the exposures. Ladder 2 went on location the Alpha side of the above property under the Command of Deputy Chief Carey and attempted to gain entry to the business "Rent a Center" to check for exposures. Engine 4's crew reported that the roof area of the structure was clear, Engine 4's crew also reported that the area of extension of the rear of the structure was cosmetic and the extension did not breach the interior wall. Ladder 2's crew reported that entry to the tenant space was not able to be made due to the Knox box keys not working. The situation was placed under control and all units cleared turning the scene over to FM 5 (E. Graves).		
11/30/2010	30046	2010-000850	06:19	744	RIVER RD		Cooking fire, confined to container
					UNATTENDED COOKING		

Total Incidents: 71

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
November 2010

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Ordinary Income/Expense								
Expense								
Apparatus Repairs & Maintenance								
Check	11/27/2010	314	Townsend Bros. Ch...	RO-122112- ...		City Fund Acco...	447.48	447.48
Total Apparatus Repairs & Maintenance							447.48	447.48
Electricity								
Check	11/6/2010	306	City of Dover	Station 1- Oct...		City Fund Acco...	3,119.55	3,119.55
Check	11/11/2010	310	City of Dover	Station 2		City Fund Acco...	534.42	3,653.97
Total Electricity							3,653.97	3,653.97
Gasoline								
Check	11/11/2010	311	City of Dover	Gas and Dies...		City Fund Acco...	941.38	941.38
Total Gasoline							941.38	941.38
Heating Expenses- Gas								
Check	11/6/2010	304	Chesapeake Utilities	Station 2- Oct...		City Fund Acco...	37.61	37.61
Check	11/11/2010	309	Chesapeake Utilities	Station 1 Octo...		City Fund Acco...	269.59	307.20
Total Heating Expenses- Gas							307.20	307.20
Office Supplies								
Check	11/11/2010	311	City of Dover	October Post...		City Fund Acco...	36.31	36.31
Total Office Supplies							36.31	36.31
Small Tolls								
Check	11/6/2010	303	Rommel's ACE	Invoices- 197...		City Fund Acco...	277.89	277.89
Total Small Tolls							277.89	277.89
Telephone								
Check	11/6/2010	305	Chief Web Design	Invoice # 349		City Fund Acco...	324.00	324.00
Check	11/6/2010	308	Verizon Wireless	Oct 21 to Nov...		City Fund Acco...	410.71	734.71
Check	11/11/2010	311	City of Dover	Verizon ana C...		City Fund Acco...	868.49	1,603.20
Total Telephone							1,603.20	1,603.20
Training & Travel Expenses								
Check	11/20/2010	313	Delaware State Fire ...	Inv 11-1524		City Fund Acco...	500.00	500.00
Total Training & Travel Expenses							500.00	500.00
Uniforms								
Check	11/6/2010	307	Signature Stitches	Invoice # 7294		City Fund Acco...	921.82	921.82
Check	11/20/2010	312	D.E. Williams	Inv 2007776		City Fund Acco...	1,043.00	1,964.82
Total Uniforms							1,964.82	1,964.82

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
November 2010

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Water/Sewer								
Check	11/6/2010	306	City of Dover	Station 1- Ele...		City Fund Acco...	258.12	258.12
Check	11/11/2010	310	City of Dover	Station 2- Ele...		City Fund Acco...	29.62	287.74
Total Water/Sewer							287.74	287.74
Total Expense							10,019.99	10,019.99
Net Ordinary Income							-10,019.99	-10,019.99
Net Income							**-10,019.99**	**-10,019.99**

FY 10-11 City Funded Account Balance Sheet

ACCOUNT	BUDGET	SPENT	BALANCE
Apparatus Repairs & Maintenance	$ 60,500.00	$ 34,597.39	$ 25,902.61
Gasoline	$ 21,000.00	$ 6,064.59	$ 14,935.41
Medical Supplies	$ 700.00		$ 700.00
Other Equipment Repairs	$ 4,000.00	$ 714.00	$ 3,286.00
Program Expenses	$ 34,630.00	$ 5,624.91	$ 29,005.09
Radio Repairs	$ 2,000.00	$ 510.02	$ 1,489.98
Safety & Security	$ 3,150.00	$ 506.76	$ 2,643.24
Small Tools	$ 4,800.00	$ 1,245.45	$ 3,554.55
Uniforms & Firefighting Gear	$ 26,100.00	$ 8,752.01	$ 17,347.99
Building Expenses- Electricity	$ 53,820.00	$ 22,765.34	$ 31,054.66
Building Maintenance Supplies	$ 1,950.00	$ 570.86	$ 1,379.14
Heating Expenses- Gas	$ 20,000.00	$ 835.80	$ 19,164.20
Telephone	$ 19,340.00	$ 6,406.67	$ 12,933.33
Water & Sewer	$ 2,150.00	$ 1,637.58	$ 512.42
Contractual Services	$ 16,587.00		$ 16,587.00
Training & Travel	$ 8,365.00	$ 2,531.00	$ 5,834.00
Pension	$ 3,500.00		$ 3,500.00
Office Supplies	$ 2,200.00	$562.04	$ 1,637.96

Balance as of: 11/30/10

City of Dover
Capital Investment Plan
Project Tracking Report
November 30, 2010

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.

  Examples are Water Quality - Walker Road; New Developments - CVS, McDonald's, Wawa; Distribution Upgrades - Greenview;
* 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	2,729,628
Federal and/or State Grants	4,250,348	1,000,000	45,248	135,152	5,430,748
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	1,019,629	300,000	58,709	2,983,303	4,361,641
Interest Earned	10,900	-	-	40,700	51,600
Total Funding Sources (Unaudited)	$ 8,882,720	$ 1,300,000	$ 10,681,049	$ 4,680,233	$ 26,381,573

City of Dover
General Fund - Major CIP Projects
November, 2010

			TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR					
	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	M/G	New Library Project	$ 18,200,000	$ 24,679,934	$ 1,135,516	$ 23,544,418	4.6%	$ 6,687,039	$ 7,630,663	$ 398,450	5.2%	Started	Bid Pack A - constuction started \ Bid Pack B - bidding started.
3		**Totals - FY09**	$ 18,200,000	$ 24,679,934	$ 1,135,516	$ 23,544,418	4.6%	$ 6,687,039	$ 7,630,663	$ 398,450	5.2%		
4													
5		**FY2010**											
6		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	$ 63,675	$ 27,602	$ 36,073	43.3%	$ 735,185	$ 735,185	$ 27,602	3.8%	Started	Vehicles being ordered.
11		Core Law Enforcement Server Replacement	-	53,500	-	53,500	0.0%	-	53,500	-	0.0%	Started	Specifications done.
12		Playground Improv Program	-	15,000	-	15,000	0.0%	15,000	15,000	-	0.0%	Complete	BB Courts paved.
13		Skate Park	-	30,000	-	30,000	0.0%	30,000	30,000	-	0.0%	Not Started	In discussions with equipment provider
14		Concrete Program	50,000	50,000	45,759	4,241	91.5%	50,000	50,000	45,759	91.5%	Started	Complete with contractor portion.
15		Transfer to CT Fund	300,000	300,000	-	300,000	0.0%	300,000	300,000	-	0.0%	Started	Transfer to Com Transp Fund - December
16		Downtown Security Cameras	31,500	31,500	-	31,500	0.0%	31,500	31,500	-	0.0%	Started	Council approval Jan 24th
17		**Totals - FY11**	$ 445,175	$ 543,675	$ 73,361	$ 470,314	13.5%	$ 1,161,685	$ 1,215,185	$ 73,361	6.0%		
18													
19		**Grand Totals**	$ 18,695,175	$ 25,263,609	$ 1,237,505	$ 24,026,104	4.9%	$ 7,848,724	$ 8,882,720	$ 497,311	5.6%		

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.
G = Grant funded project

City of Dover
Community Transportation & General Fund Street Funds - Major CIP Projects
November, 2010

			TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR					
	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	M	Lincoln Park Center	$ 400,000	$ 479,148	$ 415,223	$ 63,925	86.7%	$ 121,891	$ 121,891	$ 57,966	47.6%	Started	Ongoing.
3		**Totals**	$ 400,000	$ 479,148	$ 415,223	$ 63,925	86.7%	$ 121,891	$ 121,891	$ 57,966	47.6%		
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%		Trying to move this to Library Project if State approves.
11		Turnberry Drive	40,000	40,000	3,900	36,100	9.8%	40,000	40,000	3,900	9.8%		Curb work complete, paving in process.
12		**Totals**	$ 61,950	$ 61,950	$ 3,900	$ 58,050	6.3%	$ 61,950	$ 61,950	$ 3,900	6.3%		
13													
14		**FY 2011**											
15		Washington Street	$ 105,000	$ 105,000	$ 104,000	$ 1,000	99.0%	$ 105,000	$ 105,000	$ 104,000	99.0%		Complete.
16		Mitschner Road (incl. CDBG)	169,066	169,066	139,921	29,145	82.8%	169,066	169,066	139,921	82.8%		In progress.
17		Delaware Ave	6,250	6,250	6,250	-	100.0%	6,250	6,250	6,250	100.0%		Complete.
18		Oak Road Signage	11,875	11,875	-	11,875	0.0%	11,875	11,875	-	0.0%		Just received.
19		Street & Alley Program	300,000	300,000	141,207	158,793	47.1%	300,000	300,000	141,207	47.1%		In progress.
20		State Agreements not yet rec'd	458,968	458,968	-	458,968	0.0%	458,968	458,968	-	0.0%		Agreements have not been received.
21		**Totals**	$ 1,051,159	$ 1,051,159	$ 391,378	$ 659,781	37.2%	$ 1,051,159	$ 1,051,159	$ 391,378	37.2%		
22													
23		**Grand Totals**	$ 1,578,109	$ 1,657,257	$ 810,501	$ 846,756	48.9%	$ 1,300,000	$ 1,300,000	$ 453,244	34.9%		

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.

City of Dover
Water/Wastewater Improvement & Extension Fund - Major CIP Projects
November, 2010

			TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR					
	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		South Governors Ave. Water Main Upgrade	$ 200,000	$ 200,000	$ 2,664	$ 197,336	1.3%	$ -	$ 197,336	$ -	0.0%	Complete	Done.
3	M	1.0 MG Elevated Water Storage Tower	4,196,600	2,590,000	10,379	2,579,621	0.4%	-	193,377	3,756	1.9%	Started	Selecting Tank Model & Site; FY11 = Constr.
4	M	Piney Point Well	398,800	665,000	57,383	607,617	8.6%	-	162,525	4,908	3.0%	Started	DNREC permiting; FY11 = Constr.
5	M	South Governors Ave. Sewer Main	300,000	291,000	13,561	277,439	4.7%	-	279,244	1,805	0.6%	Complete	Done.
6	M/SL	US 13 East Sanitary Sewer Interceptor	2,376,800	3,409,641	1,970,902	1,438,739	57.8%	-	2,335,862	1,102,740	47.2%	Started	Functionally completed, some minor site restoration.
7		**Totals - FY08**	$ 7,472,200	$ 7,155,641	$ 2,054,889	$ 5,100,752	28.7%	$ -	$ 3,168,344	$ 1,113,210	35.1%		
8													
9		**FY2009**											
10	M/SL	Bayard Avenue	$ 590,910	$ 590,910	$ 11,288	$ 579,622	1.9%	$ -	$ 584,420	$ 4,798	0.8%	Started	Material ordered.
11	M/SL	East side N. State Street	868,707	877,596	146,957	730,639	16.7%	-	847,700	117,954	13.9%	Done	Done.
12	M/SL	Route 13 Water Main	1,058,700	1,035,898	137,256	898,642	13.2%	-	967,801	13,259	1.4%	Started	With DelDOT.
13	R	Water Quality Improvements FY09	$ 2,518,317	$ 2,504,404	$ 295,501	$ 2,208,903	11.8%	$ -	$ 2,399,921	$ 136,011	16.1%	Started	
14													
15	M/SL	DE State University Pumping Station Repl.	$ 386,400	$ 386,400	$ 284,367	$ 102,033	73.6%	-	240,324	138,652	57.7%	Completed	Done.
16	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.
17	M/SL	Acorn Lane Pump Station Replace.	386,400	386,400	293,209	93,191	75.9%	-	210,528	117,698	55.9%	Completed	Done.
18		**Totals - FY09**	$ 3,424,217	$ 3,416,449	$ 1,111,866	$ 2,304,583	32.5%	$ -	$ 2,850,773	$ 412,713	14.5%		
19													
20		**FY2010**											
21	R	Remote Control & Monitor Wells	$ 55,000	$ 55,000	$ 23,104	$ 31,896	42.0%	$ -	$ 31,896	$ -	0.0%	Complete	Done.
22	M/SL	Inflow/Infiltration Removal	1,800,000	1,799,668	1,400	1,798,268	0.1%	-	1,798,447	179	0.0%	Started	Pre-construction inspections ongoing.
23	M	Fox Hall Pump Station	427,900	52,000	25,317	26,683	48.7%	375,900	426,044	23,461	5.5%	Started	DNREC loan approved to Council for approval .
24	M	Heatherfield Pumping Station Upgrade	220,400	40,000	26,543	13,457	66.4%	229,200	267,916	25,259	9.4%	Started	DNREC loan approved to Council for approval .
25	I	Tar Ditch Interceptor Upgrade	518,230	518,230	7,851	510,379	1.5%	-	516,781	6,402	1.2%	Started	Reviewing design
26		Various Pump Motor Replacements	45,248	45,248	-	45,248	0.0%	-	45,248	-	0.0%	Started	Grant approved. Ordering begun.
27		**Totals - FY10**	$ 3,066,778	$ 2,510,146	$ 84,215	$ 2,425,931	3.4%	$ 605,100	$ 3,086,332	$ 55,301	1.8%		
28													
29		**FY2011**											
30		Misc. Distribution System Upgrade	$ 60,000	$ 60,000	$ -	$ 60,000	0.0%	$ 60,000	$ 60,000	$ -	0.0%	Started	On-going as needed.
31		Wellhead Redevelopement Program	60,000	60,000	-	60,000	0.0%	60,000	60,000	-	0.0%	Started	Going out to bid.
32		Water Quality Improvements	500,000	500,000	-	500,000	0.0%	500,000	500,000	-	0.0%	Not Started	See above FY09.
33	M/SL	Inflow/Infiltration Removal	500,000	500,000	-	500,000	0.0%	500,000	500,000	-	0.0%	Started	Will start after FY10 is done.
34	R	Scada Technology Equip Upgrade	82,100	82,100	-	82,100	0.0%	82,100	82,100	-	0.0%	Started	Equimpment coming in.
35		Del State/Del Tech Force Main Rerouting	286,500	286,500	2,646	283,854	0.9%	286,500	286,500	2,646	0.9%	Done	Shifted completion to Interceptor.
36		Lepore Road Pump Station Replacement	52,000	52,000	1,579	50,421	3.0%	52,000	52,000	1,579	3.0%	Started	Design with Braun.
37	R	Misc. Sewer System Improvements	35,000	35,000	35,152	(152)	100.4%	35,000	35,000	35,152	100.4%	Started	Ongoing as needed.
38		**Totals - FY11**	$ 1,575,600	$ 1,575,600	$ 39,377	$ 1,536,223	2.5%	$ 1,575,600	$ 1,575,600	$ 39,377	2.5%		
39													
40		**Grand Totals**	$ 15,538,795	$ 14,657,836	$ 3,290,348	$ 11,367,488	22.4%	$ 2,180,700	$ 10,681,049	$ 1,620,601	15.2%		

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

City of Dover
Electric Improvement & Extension Fund - Major CIP Projects
November, 2010

			TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR					
	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	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	M/S	Governor's Avenue Rebuild	1,268,450	2,068,260	547,247	1,521,013	26.5%	-	250,000	26,786	10.7%	Completed	Done.
4		**Totals - FY06**	$ 12,328,450	$ 10,762,042	$ 9,309,008	$ 1,453,034	86.5%	$ -	$ 254,242	$ 31,028	12.2%		
5													
6		**FY 2008**											
7		Unit 3 Turb Bearing Fire Protect Deluge	$ 50,000	$ 50,000	$ 33,323	$ 16,678	66.6%	$ -	$ 50,000	$ 33,323	66.6%	Started	Completion in December.
8		**Totals - FY08**	$ 50,000	$ 50,000	$ 33,323	$ 16,678	66.6%	$ -	$ 50,000	$ 33,323	66.6%		
9													
10		**FY2010**											
11	B	Vansant CT Mark IV Control (Replmnt)	$ 700,000	$ 610,000	$ 424,620	$ 185,380	69.6%	$ -	$ 202,363	$ 137,983	68.2%	Completed	In service.
12	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		Work Mgmt. System Replacement	85,000	85,000	26,577	58,423	31.3%	-	-	9,859	0.0%	Completed	Done.
14		Photovoltaic Install @ McKee Run	-	-	65,065	(65,065)	0.0%	-	65,065	65,065	100.0%	Completed	In service.
15	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	S	LED Lighting Replacement	70,087	70,087	-	70,087	0.0%	-	70,087	-	0.0%	Started	Installing on Division Street.
17	B	Crossgates	396,904	543,075	524,391	18,684	96.6%	-	-	1,440	0.0%	Completed	Done.
18	B	Buchanan Acres	406,000	865,144	1,207,967	(342,823)	139.6%	-	53,648	129,502	241.4%	Completed	Done. This project is over budget due to having addtiional bond proceeds to spend.
19													
20		**Totals - FY10**	$ 3,386,452	$ 3,407,017	$ 3,379,162	$ 27,855	99.2%	$ -	$ 546,494	$ 499,180	91.3%		
21													
22		**FY2011**											
23		Vehicles & Equipment	$ 158,200	$ 158,200	$ 20,905	$ 137,295	13.2%	$ 158,200	$ 158,200	$ 20,905	13.2%	Started	Vechicles being ordered.
24		Substation PT & CT Replacement	256,218	256,218	142,144	114,074	55.5%	256,218	256,218	142,144	55.5%	Started	Material being received.
25		Replace of 69 kV Breakers	100,000	100,000	7,220	92,780	7.2%	100,000	100,000	7,220	7.2%	Started	Installing started.
26		Lighting Rehabilitation	100,000	100,000	107,644	(7,644)	107.6%	100,000	100,000	107,644	107.6%	Started	Started Foxhall.
27		Walker Road OH Conversion	350,511	350,511	-	350,511	0.0%	350,511	350,511	-	0.0%	Dropped	Funds reappropriated.
28		Engineering Misc Equipment Replmnt	40,000	40,000	19,522	20,478	48.8%	40,000	40,000	19,522	48.8%	Started	Ongoing as needed.
29		Substation Batteries	24,500	24,500	23,489	1,011	95.9%	24,500	24,500	23,489	95.9%	Started	Ongoing as needed.
30		UG Transformers	120,536	120,536	60,031	60,505	49.8%	120,536	120,536	60,031	49.8%	Started	Ongoing as needed.
31		UG Conductors	529,464	529,464	127,764	401,700	24.1%	529,464	529,464	127,764	24.1%	Started	Ongoing as needed.
32		Meters	50,000	50,000	44,224	5,776	88.4%	50,000	50,000	44,224	88.4%	Started	Ongoing as needed.
33		Unit 3 Cooling Tower Fill	353,338	353,338	304,791	48,547	86.3%	353,338	353,338	304,791	86.3%	Completed	Done.
34		Units 1 & 2 Cooling Tower	218,730	218,730	63,470	155,260	29.0%	218,730	218,730	63,470	29.0%	Completed	Done.
35		Unit 3 Tubine Inspection	348,000	348,000	15,709	332,291	4.5%	348,000	348,000	15,709	4.5%	Deferred	Scoping.
36		Unit 3 Aux System Components	113,000	113,000	-	113,000	0.0%	113,000	113,000	-	0.0%	Deferred	Funding reallocated to Unit 1 repair.
37		Plant Misc Equipment Replmnt	71,000	71,000	38,203	32,797	53.8%	71,000	71,000	38,203	53.8%	Started	Ongoing as needed.
38		Unit 3 Stack Repairs	25,000	25,000	-	25,000	0.0%	25,000	25,000	-	0.0%	Deffered	Funding reallocated Unit 1 repair.
39		Units 1 & 2 Life Extension	276,000	276,000	8,126	267,874	2.9%	276,000	276,000	8,126	2.9%	Started	Scoping, some funding reallocated Unit 1 repair
40		Unit 1 Turbine Outage	-	-	424,747	(424,747)	0.0%	-	-	424,747	0.0%	Completed	Emergency repair; Budget amendment approved in Dec.
41		Unit 3 FD & ID FAN CNRL UP	45,000	45,000	-	45,000	0.0%	45,000	45,000	-	0.0%	Not Started	New.
42		Unit 3 DCS Com & Software	30,000	30,000	-	30,000	0.0%	30,000	30,000	-	0.0%	Not Started	New.
43		Unit 2 Boiler Inspection & Repair	-	-	-	-	0.0%	-	220,000	71,467	32.5%	Not Started	New.
44		Distribution Upgrades	400,000	400,000	134,478	265,522	33.6%	400,000	400,000	134,478	33.6%	Started	Ongoing as needed.
45			$ 3,609,497	$ 3,609,497	$ 1,542,466	$ 2,067,031	42.7%	$ 3,609,497	$ 3,829,497	$ 1,613,933	42.1%		
46													
47		**Grand Totals**	$ 19,374,399	$ 17,828,556	$ 14,263,959	$ 3,564,597	80.0%	$ 3,609,497	$ 4,680,233	$ 2,177,463	46.5%		

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

ACTION FORM

PROCEEDING: City Council **AGENDA ITEM NO.:**
DEPARTMENT OF ORIGIN: Public Utilities –Electric Engineering **DATE SUBMITTED**: 12/29/2010
PREPARED BY: Ron Lunt, Public Utilities Director
SUBJECT: Transmission Relay and Coordination Contract
REFERENCE: NA
RELATED PROJECT: NA
APPROVALS: City Manager, Controller
EXHIBITS: NA
EXPENDITURE REQUIRED: Not to exceed $443,748* **AMOUNT BUDGETED**: $500,000
FUNDING SOURCE (Dept./Page in CIP & Budget): Electric Engineering Operating Budget, Page 410, 480-8300-563-30-31. *In September, 2010, Council approved the purchase of the ETAP Software for $56,252; $443,748 brings this up to the budgeted amount.
TIME-TABLE: It will be completed by June 30, 2011
RECOMMENDED ACTION: Staff recommends awarding the contract TRC Inc. as per their proposal.

BACKGROUND AND ANALYSIS

The City of Dover has historically experienced unnecessary transmission line outages as a result from issues related to the transmission line protection system. This project will systematically examine the entire transmission protection system which will include evaluating all current relay settings, ensuring proper relay coordination, and confirm/test all existing wiring/components to ensure proper operation. The field investigation will test CT ratios, equipment inputs, wiring and trip scheme. The relay coordination study portion of the project will analyze the trip schemes to ensure that the outage is limited to the line section that is experiencing the fault.

Because of the highly technical nature of this work and the requirement of experienced engineers and technicians for this project, solicitations were advertised through the Request for Qualifications/Request for Proposal process. Solicitations were advertized by the City's Contract and Procurement Manager according to the purchasing policy under RFQ 11-0014DPU. Three potential contractors submitted their qualifications and were reviewed by staff. Two contractors, TRC Inc. and Electric Power Systems (EPS), met the city's required qualifications and were sent RFP 2011-015ENG. The third contractor, Downes Associates Inc., did not meet the required qualifications and was disqualified. TRC Inc. and EPS submitted proposals for RFP 2011-015ENG and these solicitations were evaluated using a point analysis to determine the most qualified candidate. The point analysis included rates and expected project duration, qualifications/experience, and available resources/ manpower. Staff concluded that TRC Inc. was the most qualified and economical candidate for the project.

The City is requiring TRC Inc. to use ETAP to examine/evaluate the relay settings, coordination, and other aspects of the existing protection scheme. The Public Utilities previously purchased the ETAP software, which enables city staff to build a distribution model to add to this "corrected" transmission model. Consequently, city staff will be able to conduct system studies, modify/install the correct relay settings in the substations, and modify/install the correct fuse size in the distribution protection/isolation system to ensure maximum customer reliability.

Contractor	Hourly rate for relay/ control drawing review	Hourly rate for field investigation	Point Analysis
TRC Inc.	$135	$135	116
EPS	$145	$135	100

ACTION FORM

PROCEEDING: Council
DEPARTMENT OF ORIGIN: Mayor **DATE SUBMITTED**:
PREPARED BY: Anthony J. DePrima, City Manager
SUBJECT: Advantech Contract Authorization – Downtown Surveillance Camera Placement Phase II
REFERENCE:
RELATED PROJECT: Phase 1- six cameras installed in 2010
REVIEWED BY:
EXHIBITS: 1) Site Map of proposed camera locations
EXPENDITURE REQUIRED: $31,500 **AMOUNT BUDGETED**: $31,500 **FUNDING SOURCE (Dept./Page in CIP & Budget)**: Mayors Budget page 249 – 2010/11 operating budget and page 137 in CIP.
TIMETABLE: System installed 90 days after signing of contract
RECOMMENDED ACTION: Authorize Mayor Carey to sign contract for installation of four camera with Advantech in the amount of $31,500

BACKGROUND AND ANALYSIS

To improve safety in the downtown a plan was developed to place surveillance camera in key locations. The first phase of the project was funded last fiscal year through the City of Dover and the Downtown Partnership. Six cameras were place in 2010. The locations were selected by the Downtown Partnership Parking Committee in cooperation with the Dover Police Department. Their locations are shown on the Exhibit in yellow. The cameras are digitally recorded and monitored at the Dover Police Station. This contract is for four additional cameras, there location are shown on the exhibit in red.

Advantech was selected for the first phase of the project. Their work was found to be satisfactory and they have been very responsive to our needs. Therefore they are being recommended to continue with the second phase of the contract as a sole source vendor to keep the all the camera technology and networks fully integrated.


Radio
Firehouse
Radio
Radio
Radio
Parking Lot
Radio
City Hall
Radio
Radio
Radio
Note: 12-6-10 DESIGN #1
Image © 2009 DigitalGlobe
478 ft
39°09'28.86" N 75°31'32.04" W
elev 34 ft
Sep 2005
Eye alt 1678 ft

CITY OF DOVER PROPOSED ORDINANCE #2010-30

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

The amounts hereinafter named in various City funds are changed from the currently approved revenues/receipts and appropriations to the revised revenues/receipts and revised appropriations for use by the various departments of the Municipal Government for:

2010 - 2011 BUDGET ORDINANCES
GENERAL FUND
CASH RECEIPTS AND EXPENDITURES FOR 2010 - 2011

CASH RECEIPTS ESTIMATES	**Info Only 2010/11 BUDGET**	**1st Budget Adj**	**Proposed Budget Adj**	***Revised* 2010/11 BUDGET**
PRIOR YEAR BALANCE	2,277,575	-	376,953	2,654,528
FINES AND POLICE REVENUE	536,502	-	-	536,502
911 FEE	45,000	-	-	45,000
INVESTMENT INCOME	224,000	-	-	224,000
LIBRARY REVENUES	64,189	-	-	64,189
KENT COUNTY BOOK REIMBURSEMENT	460,000	-	-	460,000
BUSINESS LICENSES	1,523,675	-	-	1,523,675
PERMITS AND OTHER LICENSES	934,000	-	-	934,000
MISCELLANEOUS CHARGES	54,250	-	-	54,250
POLICE EXTRA DUTY	300,000	-	-	300,000
PROPERTY TAXES	10,982,634	-	-	10,982,634
BID REVENUE	52,692	-	-	52,692
RECREATION REVENUE	141,500	-	-	141,500
FRANCHISE FEE	486,000	-	-	486,000
TRASH FEES	2,244,511	-	-	2,244,511
DSWA TRASH FEE REBATE	143,000	-	-	143,000
RENT REVENUE - GARRISON FARM	87,000	-	-	87,000
COURT OF CHANCERY FEES	645,000	-	-	645,000
INTRAFUND SERVICE RECEIPTS W/WW	972,889	-	-	972,889
INTRAFUND SERVICE RECEIPTS ELECTRIC	3,374,945	-	-	3,374,945
GRANTS:				
POLICE RELATED	138,350	-	-	138,350
POLICE PENSION GRANTS	620,000			620,000
CAPITAL SCHOOL DISTRICT REVENUE	73,500	-	-	73,500
TRANSFERS FROM:				
TRANSFER TAX	1,000,000	-	(350,000)	650,000
MUNICIPAL STREET AID	526,843		-	526,843
CIVIL TRAFFIC PENALTIES	930,000	-	-	930,000
WATER/WASTEWATER	-	-	-	-
ELECTRIC	8,856,000	-	-	8,856,000
TOTALS	**37,694,055**	**-**	**26,953**	**37,721,008**

2010 - 2011 BUDGET ORDINANCES
GENERAL FUND - CONTINUED

EXPENDITURE SUMMARY	**Info Only 2010/11 BUDGET**	**1st Budget Adj**	**Proposed Budget Adj**	***Revised* 2010/11 BUDGET**
DEPARTMENT EXPENSES:				
CITY CLERK	287,403	-	-	287,403
COUNCIL	130,769	-	-	130,769
TAX ASSESSOR	197,249	-	-	197,249
FIRE	709,862	-	-	709,862
GROUNDS MAINTENANCE	1,055,557	-	-	1,055,557
LIBRARY	1,126,227	-	-	1,126,227
RECREATION	778,469	-	-	778,469
LIFE SAFETY	501,835	-	-	501,835
CODE INFORCEMENT	276,481	-	-	276,481
PLANNING	423,193	-	-	423,193
INSPECTIONS	494,807	-	-	494,807
ECONOMIC DEVELOPMENT	247,488	-	-	247,488
POLICE	12,458,373	-	-	12,458,373
POLICE EXTRA DUTY	449,516	-	-	449,516
STREETS	802,029	-	-	802,029
SANITATION	2,347,344	-	-	2,347,344
CITY MANAGER	561,572	-	-	561,572
INFORMATION TECHNOLOGY	748,214	-	-	748,214
FINANCE	827,169	-	-	827,169
PUBLIC SERVICES - ADMINISTRATION	369,752	-	-	369,752
FACILITIES MANAGEMENT	990,757	-	-	990,757
CENTRAL SERVICES	669,977	-	-	669,977
FLEET MAINTENANCE	761,929	-	-	761,929
CUSTOMER SERVICES	869,404	-	-	869,404
HUMAN RESOURCES	358,890	-	-	358,890
MAYOR	88,341	-	-	88,341
OTHER EXPENDITURES:				
DEBT SERVICE	331,800	-	-	331,800
INSURANCE	600,000	-	-	600,000
RETIREES HEALTH CARE	1,297,509	-	-	1,297,509
UNCOLLECTIBLES - TRASH AND OTHER	10,000	-	-	10,000
STREET LIGHTS	985,000	-	-	985,000
TRANSFER TO CAPITAL PROJECT FUND	1,307,839	-	-	1,307,839
TRANSFER TO PENSION TRUST	620,000	-	-	620,000
TRANSFER TO PENSION UNFUNDED LIABILITY	995,000	-	-	995,000
TRANSFER TO POLICE PENSION UNFUNDED LIABILITY	95,000			95,000
TRANSFER TO CDBG FUND	6,000	-	-	6,000
CURRENT YEAR BALANCE	2,913,300	-	26,953	2,940,253
TOTALS	**37,694,055**	**-**	**26,953**	**37,721,008**

2010 - 2011 BUDGET ORDINANCES
GENERAL CONTINGENCY FUND
CASH RECEIPTS AND EXPENDITURES FOR 2010 - 2011

CASH RECEIPTS ESTIMATES	**Info Only 2010/11 BUDGET**	**1st Budget Adj**	**Proposed Budget Adj**	***Revised* 2010/11 BUDGET**
BEGINNING BALANCE	394,871	-	135,522	530,393
INTEREST EARNINGS	23,100			23,100
TOTALS	**417,971**	**-**	**135,522**	**553,493**
EXPENDITURE ESTIMATES				
CARRY FORWARD TO NEXT YEAR	417,971	-	135,522	553,493
TOTALS	**417,971**	**-**	**135,522**	**553,493**

2010 - 2011 BUDGET ORDINANCES
GENERAL CAPITAL ASSET REPLACEMENT RESERVE
CASH RECEIPTS AND EXPENDITURES FOR 2010 - 2011

CASH RECEIPTS ESTIMATES	**Info Only 2010/11 BUDGET**	**1st Budget Adj**	**Proposed Budget Adj**	***Revised* 2010/11 BUDGET**
BEGINNING BALANCE	248,965	-	180	249,145
INTEREST EARNINGS	7,500	-	-	7,500
TOTALS	**256,465**	**-**	**180**	**256,645**
EXPENDITURE ESTIMATES				
TRANSFER TO GOVERNMENTAL CAPITAL FUND	140,000	**-**	**(140,000)**	-
CARRY FORWARD TO NEXT YEAR	116,465	-	140,180	256,645
TOTALS	**256,465**	**-**	**140,180**	**256,645**

2010 - 2011 BUDGET ORDINANCES
WATER/WASTEWATER FUND
REVENUES AND EXPENSES FOR 2010 - 2011

REVENUE ESTIMATES	**Info Only 2010/11 BUDGET**	**1st Budget Adj**	**Proposed Budget Adj**	***Revised* 2010/11 BUDGET**
PRIOR YEAR BALANCE - WATER	943,545		292,648	1,236,193
PRIOR YEAR BALANCE - WASTEWATER	585,053		317,666	902,719
PRIOR YEAR BALANCE - KCSA	(1,632,876)		(239,205)	(1,872,081)
WATER FEES	4,206,700	-	-	4,206,700
WASTEWATER FEES	3,308,300	-	-	3,308,300
WASTEWATER ADJUSTMENT FEES	4,275,600	-	-	4,275,600
WATER TANK SPACE LEASING	299,400	-	-	299,400
SEWER IMPACT FEES	323,000	-	-	323,000
WATER IMPACT FEES	357,000	-	-	357,000
INTEREST EARNINGS - WATER	680	-	-	680
INTEREST EARNINGS - WASTEWATER	835	-	-	835
MISCELLANEOUS SERVICE FEE	71,000	-	-	71,000
TOTALS	**12,738,237**	**-**	**371,109**	**13,109,346**

2010 - 2011 BUDGET ORDINANCES
WATER/WASTEWATER FUND - CONTINUED

EXPENSE SUMMARY	**Info Only 2010/11 BUDGET**	**1st Budget Adj**	**Proposed Budget Adj**	***Revised* 2010/11 BUDGET**
DIRECT EXPENSES:				
ENGINEERING & INSPECTION	642,878	-	-	642,878
WATER CONSTRUCTION	392,561	-	-	392,561
WATER DEPARTMENT	412,588	-	-	412,588
WATER TREATMENT PLANT	1,499,857	-	-	1,499,857
WASTEWATER DEPARTMENT	969,762	-	-	969,762
KENT COUNTY TREATMENT CHARGE	4,235,403	-	-	4,235,403
DIRECT EXPENDITURE SUBTOTALS	**8,153,049**	**-**	**-**	**8,153,049**
OTHER EXPENSES:				
DEBT SERVICE - WATER	246,403	-	-	246,403
DEBT SERVICE - WASTEWATER	316,198	-	-	316,198
RETIREES HEALTH CARE	177,427	-	-	177,427
INTRAFUND SERVICE FEES	1,272,331	-	-	1,272,331
WATER IMP AND EXT	500,000	-		500,000
WASTEWATER IMP AND EXT	500,000	-		500,000
PENSION UNFUNDED LIABILITY	372,000			372,000
SEWER IMPACT FEE RESERVE	6,802	-	-	6,802
WATER IMPACT FEE RESERVE	110,597			110,597
CAPITAL ASSET RESERVE WATER	100,000			100,000
CAPITAL ASSET RESERVE WASTEWATER	100,000			100,000
CURRENT YEAR BALANCE WATER	1,348,501	-	292,648	1,641,149
CURRENT YEAR BALANCE WASTEWATER	1,127,608	-	317,666	1,445,274
CURRENT YEAR BALANCE KCSA	(1,592,679)	-	(239,205)	(1,831,884)
OTHER EXPENSES SUBTOTALS	**3,701,758**	**-**	**-**	**3,701,758**
TOTALS	**12,738,237**	**-**	**371,109**	**13,109,346**

2010 - 2011 BUDGET ORDINANCES
WATER/WASTEWATER CONTINGENCY RESERVE
SOURCES AND USES OF FUNDS 2010 - 2011

SOURCE OF FUNDS	Info Only 2010/11 BUDGET	1st Budget Adj	Proposed Budget Adj	Revised 2010/11 BUDGET
PRIOR YEAR BALANCE - WATER	260,371		(1,304)	259,067
INTEREST EARNINGS	7,811	-	-	7,811
TOTALS	**268,182**	**-**	**(1,304)**	**266,878**
USE OF FUNDS				
CURRENT YEAR BALANCE - WATER		-	-	-
CURRENT YEAR BALANCE - WASTEWATER	268,182	-	(1,304)	266,878
TOTALS	**268,182**	**-**	**(1,304)**	**266,878**

2010 - 2011 BUDGET ORDINANCES
WATER/WASTEWATER CAPITAL ASSET RESERVE ACCOUNT
SOURCES AND USES OF FUNDS FOR 2010 - 2011

SOURCE OF FUNDS	Info Only 2010/11 BUDGET	1st Budget Adj	Proposed Budget Adj	*Revised* 2010/11 BUDGET
BEGINNING BALANCE WATER	212,603		(890)	211,713
BEGINNING BALANCE WASTEWATER	66,767		(291)	66,476
INTEREST EARNINGS - WATER	6,400	-	-	6,400
INTEREST EARNINGS - WASTEWATER	2,000	-	-	2,000
TRANSFER FROM WATER/WASTERWATER FUND	100,000			100,000
TRANSFER FROM W/WW CONTINGENCY	100,000			100,000
TOTALS	**487,770**	**-**	**(1,181)**	**486,589**
USE OF FUNDS				
CARRY FORWARD TO NEXT YEAR WATER	319,003	-	(890)	318,113
CARRY FORWARD TO NEXT YEAR WASTEWATER	168,767	-	(291)	168,476
TOTALS	**487,770**	**-**	**(1,181)**	**486,589**

2010 - 2011 BUDGET ORDINANCES
ELECTRIC REVENUE FUND
REVENUES AND EXPENSES FOR 2010 - 2011

REVENUE ESTIMATES	**Info Only 2010/11 BUDGET**	**1st Budget Adj**	**Proposed Budget Adj**	***Revised* 2010/11 BUDGET**
PRIOR YEAR BALANCE	12,086,275		1,451,589	13,537,864
DIRECT SALES TO CUSTOMER	96,595,300	-	-	96,595,300
PURCHASE POWER ADJUSTMENT	(2,000,000)			(2,000,000)
UTILITY TAX	1,864,800	-	-	1,864,800
GREEN ENERGY	128,600	-	-	128,600
MISCELLANEOUS REVENUE	891,200	-	-	891,200
RENT REVENUE	186,816	-	-	186,816
INTRAFUND SERVICE RECEIPTS W/WW FUND	299,442	-	-	299,442
INTEREST EARNINGS	65,700	-	-	65,700
TOTALS	**110,118,133**	**-**	**1,451,589**	**111,569,722**

2010-2011 BUDGET ORDINANCES
ELECTRIC REVENUE FUND - CONTINUED

EXPENSE SUMMARY	**Info Only 2010/11 BUDGET**	**1st Budget Adj**	**Proposed Budget Adj**	***Revised* 2010/11 BUDGET**
DIRECT EXPENSES:				
POWER SUPPLY	48,059,699	-	-	48,059,699
POWER SUPPLY MANAGEMENT	2,280,000	-	-	2,280,000
PJM CHARGES - LOAD	11,850,876	-	-	11,850,876
CAPACITY CHARGES	11,618,223	-	-	11,618,223
SUBTOTAL POWER SUPPLY	**73,808,798**	**-**	**-**	**73,808,798**
PLANT OPERATIONS	5,694,315	-	-	5,694,315
GENERATIONS FUELS	297,820	-	-	297,820
PJM CREDITS	(720,797)	-	-	(720,797)
CAPACITY CREDITS	(11,488,785)	-	-	(11,488,785)
GENERATION SUBTOTAL	**(6,217,447)**	**-**	**-**	**(6,217,447)**
POWER SUPPLY & GENERATION SUBTOTAL	**67,591,351**	**-**	**-**	**67,591,351**
TRANSITION COSTS				
TRANSMISSION/DISTRIBUTION	3,206,515	-	-	3,206,515
ELECTRICAL ENGINEERING	1,842,903	-	-	1,842,903
ADMINISTRATION	609,169	-	-	609,169
METER READING	222,908	-	-	222,908
SYSTEMS OPERATIONS	518,053	-	-	518,053
UTILITY TAX	1,864,800	-	-	1,864,800
DIRECT EXPENSE SUBTOTALS	**75,855,699**	**-**	**-**	**75,855,699**
OTHER EXPENSES:				
ALLOW FOR UNCOLLECTIBLES	135,000	-	-	135,000
RETIREES HEALTH CARE	128,600	-	-	128,600
GREEN ENERGY PAYMENT TO DEMEC	639,110	-	-	639,110
INTRAFUND SERVICE FEES	3,374,945	-	-	3,374,945
INTEREST ON DEPOSITS	54,500	-	-	54,500
INVENTORY WRITE OFFS	175,000	-	-	175,000
DEBT SERVICE	4,058,700		-	4,058,700
TRANSFER TO:				
IMPROVEMENT & EXTENSION	3,500,000	-	-	3,500,000
GENERAL FUND	8,856,000	-	-	8,856,000
TRANSFER TO PENSION UNFUNDED LIABLITY	833,000			833,000
TRANSFER TO OPEB	1,200,000			1,200,000
TRANSFER TO DEPRECIATION RESERVE	1,250,000			1,250,000
RATE STABILIZATION RESERVE	1,300,000			1,300,000
CURRENT YEAR BALANCE	8,757,579	-	1,451,589	10,209,168
TOTALS	**110,118,133**	**-**	**1,451,589**	**111,569,722**

2010 - 2011 BUDGET ORDINANCES
ELECTRIC UTILITY IMPROVEMENT AND EXTENSION FUND
REVENUES AND EXPENSES FOR 2010 - 2011

REVENUE ESTIMATES	**Info Only 2010/11 BUDGET**	**1st Budget Adj**	**Proposed Budget Adj**	***Revised* 2010/11 BUDGET**
PRIOR YEAR BALANCE	1,688,861	1,688,307	52,456	3,429,624
PRIOR YEAR BALANCE BOND PROCEEDS	-	415,585	-	415,585
INTEREST EARNINGS	40,700	-	-	40,700
STATE REIMBURSEMENT FOR GOVS AVE	-	254,757	-	254,757
FEDERAL GRANTS	-	135,152	-	135,152
INSURANCE CLAIM PROCEEDS	-	-	280,000	280,000
TRANSFER FROM ELECTRIC	3,500,000	-	-	3,500,000
TOTALS	**5,229,561**	**2,493,801**	**332,456**	**8,055,818**
EXPENSE SUMMARY				
ELECTRIC GENERATION	1,480,068	471,672	205,000	2,156,740
TRANSMISSION AND DISTRIBUTION	739,000	-	-	739,000
TRANSFER TO DEPRECIATION RESERVE	-	1,000,000	-	1,000,000
ELECTRICAL ENGINEERING	1,390,429	379,064	(170,511)	1,598,982
CURRENT YEAR BALANCE	1,620,064	643,065	297,967	2,561,096
CURRENT YEAR BALANCE -BOND	-	-	-	-
TOTALS	**5,229,561**	**2,493,801**	**332,456**	**8,055,818**

2010 - 2011 BUDGET ORDINANCES
ELECTRIC CONTINGENCY RESERVE ACCOUNT
SOURCES AND USES OF FUNDS FOR 2010 - 2011

SOURCE OF FUNDS	**Info Only 2010/11 BUDGET**	**1st Budget Adj**	**Proposed Budget Adj**	***Revised* 2010/11 BUDGET**
BEGINNING BALANCE	1,039,854	-	(88)	1,039,854
INTEREST EARNINGS	31,200	-	-	31,200
			-	
TOTALS	**1,071,054**	**-**	-	**1,071,054**
			-	
USE OF FUNDS			-	
			-	
CARRY FORWARD TO NEXT YEAR	1,071,054	-	(88)	1,071,054
TOTALS	**1,071,054**	**-**	-	**1,071,054**

2010 - 2011 BUDGET ORDINANCES
ELECTRIC DEPRECIATION RESERVE ACCOUNT
SOURCES AND USES OF FUNDS FOR 2010 - 2011

SOURCE OF FUNDS	**Info Only 2010/11 BUDGET**	**1st Budget Adj**	**Proposed Budget Adj**	***Revised* 2010/11 BUDGET**
PRIOR YEAR BALANCE	8,079,990	-	(58,835)	8,021,155
RECEIPT FROM ELECTRIC REVENUE FUND	1,250,000		1,000,000	2,250,000
INTEREST EARNINGS	242,400	-	-	242,400
TOTALS	**9,572,390**	**-**	**941,165**	**10,513,555**
USE OF FUNDS				
CURRENT YEAR BALANCE	9,572,390	-	941,165	10,513,555
TOTALS	**9,572,390**	**-**	**941,165**	**10,513,555**

2010 - 2011 BUDGET ORDINANCES
FUTURE CAPACITY RESERVE ACCOUNT
SOURCES AND USES OF FUNDS FOR 2010 - 2011

SOURCE OF FUNDS	**Info Only 2010/11 BUDGET**	**1st Budget Adj**	**Proposed Budget Adj**	***Revised* 2010/11 BUDGET**
PRIOR YEAR BALANCE	9,023,863	-	64	9,023,927
INTEREST EARNINGS	270,700	-	-	270,700
TOTALS	**9,294,563**	**-**	**64**	**9,294,627**
USE OF FUNDS				
CURRENT YEAR BALANCE	9,294,563	-	64	9,294,627
TOTALS	**9,294,563**	**-**	**64**	**9,294,627**

2010 - 2011 BUDGET ORDINANCES
INSURANCE STABILIZATION RESERVE ACCOUNT
SOURCES AND USES OF FUNDS FOR 2010 - 2011

SOURCE OF FUNDS	**Info Only 2010/11 BUDGET**	**1st Budget Adj**	**Proposed Budget Adj**	***Revised* 2009/10 BUDGET**
PRIOR YEAR BALANCE	396,603	-	(72)	396,603
INTEREST EARNINGS	11,900	-	-	11,900
TOTALS	**408,503**	**-**	**(72)**	**408,503**
USE OF FUNDS				
CURRENT YEAR BALANCE	408,503	-	(72)	408,503
TOTALS	**408,503**	**-**	**(72)**	**408,503**

2010 - 2011 BUDGET ORDINANCES
ELECTRIC RATE STABILIZATION RESERVE ACCOUNT
SOURCES AND USES OF FUNDS FOR 2010 - 2011

SOURCE OF FUNDS	**Info Only 2010/11 BUDGET**	**1st Budget Adj**	**Proposed Budget Adj**	***Revised* 2010/11 BUDGET**
PRIOR YEAR BALANCE	4,729,127	-	47,393	4,729,127
RECEIPT FROM ELECTRIC REVENUE FUND	1,300,000			1,300,000
INTEREST EARNINGS	141,900	-	-	141,900
TOTALS	**6,171,027**	**-**	**47,393**	**6,171,027**
BUDGET SUMMARY				
TRANSFER TO ELECTRIC FUND	-	**-**	**-**	-
CURRENT YEAR BALANCE	6,171,027	-	47,393	6,171,027
TOTALS	**6,171,027**	**-**	**47,393**	**6,171,027**

2010 - 2011 BUDGET ORDINANCES
WORKER'S COMPENSATION FUND
REVENUES AND EXPENSES FOR 2010 - 2011

REVENUE ESTIMATES	**Info Only 2010/11 BUDGET**	**1st Budget Adj**	**Proposed Budget Adj**	***Revised* 2010/11 BUDGET**
PRIOR YEAR BALANCE	1,342,387	-	224,551	1,566,938
INTEREST INCOME	40,000	-	-	40,000
PREMIUM FROM CITY	670,530	-	-	670,530
TOTALS	**2,052,917**	**-**	**224,551**	**2,277,468**
EXPENSE ESTIMATES				
PROGRAM EXPENSES - CLAIMS	450,000	-	-	450,000
INSURANCE	93,400	-	-	93,400
STATE OF DEL - SELF INSURANCE TAX	37,000	-	-	37,000
CONTRACTUAL SERVICES	32,000	-	-	32,000
CURRENT YEAR BALANCE	1,440,517	-	224,551	1,665,068
TOTALS	**2,052,917**	**-**	**224,551**	**2,277,468**

2010 - 2011 BUDGET ORDINANCES
COMMUNITY TRANSPORTATION IMPROVEMENT FUND
CASH RECEIPTS AND EXPENDITURES FOR 2010 - 2011

CASH RECEIPTS ESTIMATES	**Info Only 2010/11 BUDGET**	**1st Budget Adj**	**Proposed Budget Adj**	***Revised* 2010/11 BUDGET**
PRIOR YEAR BALANCE	100,913	-	208,941	309,854
GRANTS REVENUE - STATE LEGISLATORS	1,000,000	-	-	1,000,000
TRANSFER FROM GOVT CAP PROJECTS FUND	300,000	-	-	300,000
INTEREST INCOME	2,800	-	-	2,800
TOTALS	**1,403,713**	**-**	**208,941**	**1,612,654**
EXPENDITURE ESTIMATES				
PROGRAM EXPENSES	1,300,000	-	-	1,300,000
CURRENT YEAR BALANCE	103,713	-	208,941	312,654
TOTALS	**1,403,713**	**-**	**208,941**	**1,612,654**

2010 - 2011 BUDGET ORDINANCES
PARKLAND/RECREATION RESERVE ACCOUNT
CASH RECEIPTS AND EXPENDITURES FOR 2010 - 2011

SOURCE OF FUNDS	**Info Only 2010/11 BUDGET**	**1st Budget Adj**	**Proposed Budget Adj**	***Revised* 2010/11 BUDGET**
PRIOR YEAR BALANCE	178,245	-	43,349	221,594
INTEREST EARNED	6,800	-	-	6,800
TOTALS	**185,045**	**-**	**43,349**	**228,394**
USES OF FUNDS				
TRANSFER TO GOVT CAP PROJECTS FUND	-	-	36,872	36,872
CURRENT YEAR BALANCE	185,045	-	6,477	191,522
TOTALS	**185,045**	**-**	**43,349**	**228,394**

2010 - 2011 BUDGET ORDINANCES
LIBRARY RESERVE ACCOUNT
CASH RECEIPTS AND EXPENDITURES FOR 2010 - 2011

SOURCE OF FUNDS	**Info Only 2010/11 BUDGET**	**1st Budget Adj**	**Proposed Budget Adj**	***Revised* 2010/11 BUDGET**
PRIOR YEAR BALANCE	3,477,305	-	(5,894)	3,471,411
INTEREST INCOME	109,900	-	-	109,900
TOTALS	**3,587,205**	**-**	**(5,894)**	**3,581,311**
USE OF FUNDS				
TRANSFER TO CAPITAL PROJECT FUND	2,343,519		20,213	2,363,732
CURRENT YEAR BALANCE	1,243,686	-	(26,107)	1,217,579
TOTALS	**3,587,205**	**-**	**(5,894)**	**3,581,311**