# REGULAR COUNCIL MEETING

# A G E N D A

May 26, 2009 - 7:30 P.M. - Council Chambers - City Hall - City of Dover

OPEN FORUM - 15 MINUTES PRIOR TO OFFICIAL MEETING (7:15 P.M.)

INVOCATION BY CHAPLAIN WALLACE DIXON

PLEDGE OF ALLEGIANCE LED BY COUNCILMAN MCGLUMPHY

AGENDA ADDITIONS/DELETIONS

* **CONSENT AGENDA**

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

* 1. Adoption of Minutes - Special Council Meeting of April 6, 2009
- Annual Council Meeting of May 11, 2009

2. Certificate of Congratulations - Odyssey of the Mind - East Dover Elementary School

3. Proclamation - Ozone Season and Air Quality Awareness Week in Dover

4. Legislative, Finance, and Administration Committee Report - May 26, 2009
***(Except for the following time sensitive issue, the LF&A Committee Report from May 26, 2009 will be presented to Council during their Regular Meeting of June 8, 2009 for Council's review and consideration)***
   A. Review and Recommendation - Filling Critical Positions - Payroll Specialist

* 5. Monthly Reports - March 2009
   A. Budget Report
   B. Chief of Police Report
   C. City Assessor Report
   D. City Manager's Report
   E. Planning Director's Report
   F. Dover Fire Department Report
   G. CIP Report

6. Proposed Council Resolution No. 2009-15 - An Amendment to a Resolution Authorizing the Sale of up to $22,200,000 Electric Revenue Bonds of the City of Dover

7. Revision to 2008 Community Development Block Grant (CDBG) Action Plan

8. Evaluation of Bids - Sole Source Vendor - Fiber Manager Software

9. Set Public Hearing - Electric Fund Budget *(Recommended that a Public Hearing be set for June 8, 2009 at 7:30 p.m.)*

10. Recommendation of Haggerty & Haggerty Ad-Hoc Review Committee *(Tabled during the Council meeting of March 23, 2009)*

11. Committee Appointments - Council President
    A. Legislative, Finance, and Administration Committee
    B. Parks, Recreation, and Community Enhancement Committee
    C. Safety Advisory and Transportation Committee
    D. Utility Committee
    E. Civilian Pension Board
    F. Construction Code Board of Appeals
    G. Police Pension Board

12. Miscellaneous Appointments - Council President
    A. Chamber of Commerce & Greater Dover Committee Liaison Members
    B. City/County Liaison Committee
    C. Kent County Tourism

* 13. Appointment - Recommended by Council President Williams
    A. Chaplain Wallace Dixon - City Chaplain *(Annual Appointment expires June 2010)*

14. Council Members Announcements

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*THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS.*

# SPECIAL COUNCIL MEETING

A Special Council Meeting was held on April 6, 2009 at 5:30 p.m. with Council President Hogan presiding. Council members present were Mr. Leary, Mr. McGlumphy, Mr. McGiffin, Mr. Ruane Mrs. Russell (arrived at 6:01 p.m.), Mr. Slavin, Mr. McGiffin, Mrs. Williams (arrived at 6:02 p.m.), and Mr. Salters (departed at 7:09 p.m.).

Council staff members present were Mr. DePrima, Mrs. McDowell, and Mayor Carey.

## AGENDA ADDITIONS/DELETIONS

**Mr. Slavin moved for approval of the agenda as presented, seconded by Mr. Leary and unanimously carried.**

## REVIEW OF SELECTED GENERAL FUND DIVISION BUDGETS FOR FY 2009/2010

Mr. DePrima, City Manager, explained that the meeting had been scheduled in response to a suggestion by members of Council that the budget review process begin at an earlier date this year, with consideration of some of the smaller departmental budgets. It was felt that this would allow adequate time for review of the larger and more complex budgets during the regular budget review period.

Mrs. Tieman, Senior City Administrator, reviewed a presentation of the Draft Budget for Fiscal Year 2009-2010 for the Selected Divisions, highlighting the changes from the previous year's budget ***(Exhibit #1)***. She stated that salary budgets were not included at this time, as they remained tentative and could not be determined until revenue figures are available. She stated that budget levels were held to the same level as the FY 2009/2010, with the exception of computer hardware replacement (which was deferred last year), items deemed strategic or necessary, and capital expenditures. As a whole, she stated that budgets presented for 2010 are reduced 2% for operating expenses (excluding salaries) and capital expenditures are increased 13%.

Mrs. Tieman presented information on each of the selected departments as follows:

### Mayor's Office

In the FY2009/2010 Budget, the budgeted amount for materials and supplies remains stable, administrative expenditures are increased by 8%, and operating expenses (excluding salaries) are increased by 8%. Capital outlay includes $122,000 for equipment purchases, including security cameras for downtown areas, an automobile purchase in the amount of $19,528, and contractual services in the amount of $4,486 for a radio paging system for emergency alerts. All of these expenditures were items that were deferred last year.

In response to Mr. Leary, Mrs. Tieman explained that expenditures labeled "strategic" are items that are over and above what were budgeted for previously. Mr. DePrima further clarified that strategic items included new programs that are being considered to solve problems that the City is trying to address.

In response to Mr. Ruane, Mrs. Tieman stated the other equipment purchase for $122,000 would be moved from the base budget to the strategic budget.

Mayor Carey explained that the request for three (3) surveillance cameras, costing $63,000, for the Selected Downtown Areas was removed from the FY2009 budget. Due to completion of a new parking lot on the Minor Street Alley, he requested that six (6) cameras, costing an additional $59,000, be purchased in FY2010. He also noted that the cost of maintenance and long-range replacement were not included in the total estimate of $122,000. He emphasized that the downtown Dover merchants have repeatedly reiterated to him the importance of this equipment to deter crime and aid in criminal investigation.

Mr. Salters acknowledged the importance of surveillance cameras; however, due to the economic downturn, he recommended the purchase of three (3) cameras instead of six (6).

In response to Mr. Slavin, Mayor Carey stated that the proposed travel budget was increased from $4,000 to $7,000 for a trip to Iwanuma, Japan. He also indicated that $5,000 was removed from the advertisement fund to offset the cost. He stated that the trip is a courtesy visit to reciprocate visits by the Japanese and there would be no additional impact if he did not attend.

Responding to Mr. Ruane, Mr. DePrima stated that Kent County Tourism funds will be transferred to the Economic Development Budget.

**City Council**

Mrs. Tieman stated that the line item for materials and supplies was increased due to the replacement of seven (7) laptop computers per the lifecycle replacement program. Administrative expenses were reduced by 8%, and total operating expenses, excluding salaries, were increased by 38%, again related to the purchase of the laptop computers. She explained that the computer hardware purchase was deferred from the FY2009 budget to the FY2010 budget and that anyone who was scheduled to receive a new computer last year will receive one in FY2010.

Mr. Ruane noted the importance of having a laptop as a way to communicate with constituents and to download the paperless packets.

**City Manager**

The amount budgeted for supplies has increased by 8% due to the purchase of a laptop and printer per the lifecycle replacement program. Administrative expenses are decreased by 15%. Overall operating expenses, excluding salaries, are reduced 10%.

Mr. Callan explained that many of the purchases earmarked through the lifecycle replacement program are expenditures that were deferred from last year and; therefore, it would be difficult to defer them further.

Mr. Ruane requested that each year staff provide members with a detailed explanation of the Legal Expenses line item.

**Facilities Management**

Mrs. Tieman stated that the amount budgeted for materials and supplies is reduced by 5%. She explained that administrative expenses do not correlate to the amount listed in the Draft Budget Review because additional expenses, in the amount of $3,077 in contractual services, have been incurred since the information was printed.

**Central Services**

Mrs. Tieman presented the draft budget figures for the Central Services Department. The amount budgeted for materials and supplies is increased by 80%, administrative expenses increased by 3%, and operating expenses, excluding salaries, increased by 7%. The Water-Sewer line item, which was erroneously omitted as a line item from last year's budget, has been added included.

Mr. McGlumphy requested that staff provide a total percentage increase or decrease from last year's Fiscal Budget for each department from FY2009 to FY2010 in order to more easily evaluate proposed expenditures.

Mr. Ruane requested that staff provide members with an updated ADA compliance document to demonstrate the progress that has been made with this effort, as well as an update on what projects are remaining for total ADA compliance.

In response to Mr. Ruane, Mrs. Tieman assured members that the revised Strategic Goals and Objectives will be included in the 2009/2010 final budget.

**Fleet Maintenance**

Mrs. Tieman stated that materials and supplies are increased 1% due to computer hardware replacement, and administrative expenses are reduced by 10%. The total budget is increased by 1%, excluding salaries.

**City Clerk**

The figures presented by Mrs. Tieman for the Clerk's Office revealed that materials and supplies are increased by 38% due to computer hardware purchases per the lifecycle replacement program. Administrative expenses are decreased by 1%, and total operating expenses, excluding salaries, are increased by 6%. Training and conferences were kept at FY2009 levels.

Mr. Ruane stressed the importance of implementing electronic document storage in order to reduce expenses and to provide a timely and economical response to FOIA requests. He expressed his hope that Planning Department documents would be fully accessible electronically by the end of next year. He requested that Council be provided with an update as to the status on other departments converting to Fortis.

**Customer Services**

Mrs. Tieman stated that amounts budgeted for materials and supplies are increased by 31%, mostly due to computer hardware purchases. She further explained that these costs are offset by reductions in administrative training, contractual services, and office equipment repairs and that total operating expenses are down 2%.

**Electric Meter Reading**

Mrs. Tieman stated that materials and supplies were reduced by 33% in this area. Administrative expenses are reduced by 13% and the total budget by 21%. This was accomplished by a reduction in handheld reading devices and the elimination of training.

**Water Meter Reading**
Mrs. Tieman stated that the line item for materials and supplies was reduced by 18% and that the budget remained relatively the same as last year.

Mr. Ruane commended the department on their strategic goal of making utility and tax bills more user friendly.

**Finance**
Mrs. Tieman explained that the addition of an Accountant II position as part of an internal control and risk assessment goal was included in the "strategic" column for this department. Combined with increased administrative expenses for contractual services for audit and actuary fees, this led to an overall increase of 6% for overall operating expenses.

**Human Resources**
Materials and supplies for this Department are down 7%, mainly due to the transfer of the Safety Program to the Life Safety budget. Administrative expenses are up 7%, and overall operating expenses are down 2%. Furniture, printing, and personnel related supplies were reduced and $6,000 was added to meet the Department of Transportation drug testing requirements. Additional unemployment expenses based on current trends also contributed to increased administrative expenses.

**Information Technology**
Mrs. Tieman noted that the amount budgeted for materials and supplies is reduced by 2%, mostly due to deferring replacement of a main printer. Administrative expenses remain unchanged; however, funds are being transferred from training into hardware maintenance. All capital projects have been deferred except GPS tracking of the City fleet.

In response to Mrs. Williams, Mr. DePrima stated that all travel and training, except that specifically needed for certification for a particular job, has been eliminated from all departmental budgets.

When questioned by Mr. Ruane, Mrs. Tieman noted that items #2 and #3, listed as Strategic Objectives for FY2009/2010 for the Information Technology Department, have been deferred and will not be addressed this fiscal year.

**Tax Assessor's Office**
Mrs. Tieman noted that materials and supplies are reduced by 79% due to a software purchase in 2009 which was not needed in 2010. Administrative expenses were reduced by 6%. She noted that the amount in Contractual Services (30-31) has been revised and should be corrected to read $381,500.

Mr. DePrima advised Council that all department heads were asked to formulate a budget that was no higher than that of the previous year, and all budgets were examined to determine if they could be cut further. He commended department heads for working hard to reduce their budgets and was pleased to note that overall operating expenses had been reduced by 2%; however, he stated that additional work still remains.

**REVIEW OF PERSONNEL REQUESTS**

Mr. DePrima provided members with Personnel Requests ***(Exhibit #2)***.

In response to Mr. DePrima's recommendation to recruit a Librarian II - Head of Adult Services, Mrs. Williams expressed her concerns regarding the wisdom of devoting City personnel and monetary resources toward the new library project during the present economic downturn.

Mr. DePrima expressed his understanding that the library project was a top priority for Council and explained that his recommendation to fill this position was based on this understanding. He requested that Council give consideration to whether the Library Director should be instructed to continue to devote the majority of her time to fund-raising and planning for the new library or become more involved in the daily operations of the current library.

Mr. Ruane stated that State Representatives have advised the City of Dover to continue with the planning of the new library and that if the City were to discontinue, costs that have been incurred would not be reimbursed. He felt that it would be valuable for Council to be updated on the status of the project, which he stated has made great strides and has gained a great deal of public support.

Concurring with Mr. Ruane, Mr. Slavin stated his support for the project and commented that if momentum is slowed, the funding that is in place will be jeopardized.

**REVIEW OF POTENTIAL NEW REVENUES AND REVENUE ENHANCEMENTS**

Mr. DePrima reviewed a presentation of the Potential Revenue Sources ***(Exhibit #3)***. He explained that the City's goal is to try to avoid large increases in fees by implementing periodic increases that are competitive with other local governments. He explained his intent to focus on fees that have not been updated in ten years, which include certificates of occupancy, certificates of public occupancy, and rental permit fees.

Mr. Ruane expressed his concern regarding the large number of vacant buildings in Dover and the consequent increased requirements for inspections by the building inspector and fire marshal. He requested that staff present an analysis including the number of vacant buildings and the resultant increased demands on staff time.

Council President Hogan requested that members provide staff with their input regarding the review of Potential New Revenues and Revenue Enhancements as presented.

Due to the current economic situation, Mr. Leary stated that it would be difficult for him to support any proposed revenue increases.

Mr. McGlumphy felt that it would be prudent to consider fee increases only in the context of the budget.

Concurring with Mr. Leary and Mr. McGlumphy, it was Mr. Slavin's feeling that the City should consider built in rate/fee escalators.

Although he indicated no major objections, Mr. McGiffin stated that he is not opposed to the proposed increases and saw them as a possible way to make the economic burden more fair.

Mrs. Williams stated she could not consider any additional, increased fees or taxes until the budget has been reviewed.

It was Mr. Ruane's feeling that services should pay for themselves and that if Dover's rates are lower than other local governments, it is only fair to increase fees as long as they remain competitive.

Mr. Hogan concurred with establishing a long-term plan for rate increases and indicated that he is not opposed to proposed fee increases.

Mr. Ruane expressed his concerns about a difficult situation being created by the decreased revenue being generated during the economic crisis at the same time that greater demands are being placed on City services. He stressed the need for Council to continue to dialog on ways to address these challenges.

Mr. DePrima requested feedback from Council on taking this new approach to the budget process by meeting prior to the budget hearings to review budgets of the smaller departments. He commended Mrs. Tieman and Ms. Ford for their hard work in compiling the information that was presented.

**Mr. Leary moved for adjournment, seconded by Mr. Salters and unanimously carried.**

Meeting adjourned at 7:34 p.m.

AMBER L. CLENDANIEL
ASSISTANT CITY CLERK

CARLETON E. CAREY, SR.
MAYOR

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*Exhibits Attached to Original Minutes and File Copy*
*Exhibit #1 - Selected Divisions Draft Budget Review Fiscal Year 2009-2010*
*Exhibit #2 - Personnel Requests*
*Exhibit #3 - Review of Potential Revenue Sources*

# ANNUAL COUNCIL MEETING

The Annual Council Meeting was held on May 11, 2009 at 7:30 p.m. with Mayor Carey presiding. Council members present were Council President Hogan, Mr. Leary, Mrs. Russell, Mr. McGlumphy, Mr. Slavin, Mr. McGiffin, Mrs. Williams, Mr. Salters, and Mr. Ruane.

Council staff members present were Police Chief Horvath, Ms. Russell, Mrs. Mitchell, Mrs. Townshend, Deputy Fire Chief Christiansen, Mr. DePrima (departed at 7:52 p.m.), City Solicitor Rodriguez, and Mrs. McDowell.

The invocation was given by Deacon Erich Gillespie of the Holy Trinity Church of the Living God, followed by the Pledge of Allegiance.

## AGENDA ADDITIONS/DELETIONS

**Mr. Leary moved for approval of the agenda as presented, seconded by Mr. Slavin and unanimously carried.**

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

## ADOPTION OF MINUTES - SPECIAL COUNCIL MEETING OF APRIL 13, 2009

**The Minutes of the Special Council Meeting of April 13, 2009 were unanimously approved by motion of Mr. Salters, seconded by Mrs. Williams and bore the written approval of Mayor Carey.**

## ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF APRIL 27, 2009

**The Minutes of the Regular Council Meeting of April 27, 2009 were unanimously approved by motion of Mr. Salters, seconded by Mrs. Williams and bore the written approval of Mayor Carey.**

## OATHS OF OFFICE - CITY COUNCIL

The Honorable Henry duPont Ridgely, Justice of the Delaware Supreme Court, administered the Oath of Office to members of City Council, as follows:

| | | |
|---|---|---|
| Council-At Large | - | Thomas J. Leary |
| Council - First District | - | Kenneth L. Hogan |
| Council - Second District | - | Eugene B. Ruane |
| Council - Third District | - | James G. McGiffin, Jr. |
| Council - Fourth District | - | Reuben Salters |

## ELECTION OF COUNCIL PRESIDENT/VICE-MAYOR

Mayor Carey noted that each member of Council was provided a paper nominating ballot. He requested that members write the name of their nominee for Council President/Vice-Mayor on the ballot to be placed in an envelope to be submitted to the City Solicitor for determination of the nominations.

Mayor Carey announced that the following names were nominated to serve as Council President/Vice-Mayor: 1) Kenneth L. Hogan; and 2) Beverly C. Williams.

**Mr. Leary moved to accept the nominations for Council President/Vice-Mayor as submitted, seconded by Mr. Salters and unanimously carried.**

**Mr. Leary moved to close nominations for Council President/Vice-Mayor, seconded by Mr. Salters and unanimously carried.**

Mayor Carey noted that each member of Council was provided a paper election ballot. He requested that members cast their vote for Council President/Vice-Mayor and place the ballot in the envelope to be submitted to the City Solicitor.

**Mr. Leary moved to have the City Solicitor provide the final election result in lieu of reading each ballot, seconded by Mrs. Russell and unanimously carried.**

Mayor Carey announced that Mrs. Beverly C. Williams will serve as Council President/Vice-Mayor for the next year.

On behalf of members of Council, Mayor Carey thanked Mr. Hogan for his leadership in serving as Council President/Vice-Mayor for the past year.

Mayor Carey reminded members that the envelopes containing the nominating and election ballots have been sealed by the City Solicitor and will be retained until after the next Annual Council Meeting, after which time, the unopened envelopes will be destroyed.

**RECESS**

**Mr. Leary moved to recess to take photographs of the Mayor and City Council, seconded by Mr. McGlumphy and unanimously carried.**

Meeting recessed at 7:52 p.m. and reconvened at 8:02 p.m.

**PROCLAMATION - WOMEN'S HEALTH WEEK**

The City Clerk read the following Proclamation into the record:

WHEREAS, National Women's Health Week celebrates the extraordinary progress in women's health and recognizes that more needs to be done to safeguard the health of women for generations to come; and

WHEREAS, women from all walks of life and at every stage of life have unique health needs that should be addressed in their own right; and

WHEREAS, keeping women healthy and safe and promoting awareness of women's health issues depends on partnerships with social, health and other services; and

WHEREAS, women can promote health and prevent disease and illness by taking simple steps to improve their physical, mental, social and spiritual health; and,

WHEREAS, women's health remains a priority for families, communities and government and our commitment to keeping women healthy is stronger than ever.

NOW THEREFORE, I, CARLETON E. CAREY, SR., Mayor of the City of Dover, Delaware do hereby proclaim May 10-16, 2009 as **National Women's Health Week** throughout the City of Dover and encourage all citizens to work together to promote and improve health of women and to increase awareness and understanding of women's health issues.

Mayor Carey presented the Proclamation to Dr. Jacqueline Christman of the Delaware Office of Women's Health.

**PROCLAMATION - NASCAR DAY**

The City Clerk read the following Proclamation into the record:

WHEREAS, May 15, 2009 is the sixth annual NASCAR Day, a one-day celebration of the NASCAR Spirit; and

WHEREAS, the mission of NASCAR Day is to encourage individuals and corporations involved in NASCAR to join together to support NASCAR-related charities; and

WHEREAS, with a small donation, you will receive a collectible NASCAR Day lapel pin and are encouraged to wear your favorite NASCAR gear; and

WHEREAS, proceeds benefit the NASCAR Foundation which embodies the compassion of the NASCAR family and their commitment to serving communities and also the Greater Dover Foundation which strives to improve the quality of life for the residents of the Greater Dover area.

NOW, THEREFORE, I, CARLETON E. CAREY, SR., Mayor of the City of Dover, Delaware, do hereby proclaim May15, 2009 as **NASCAR DAY** in the City of Dover and encourage all citizens to join me in honoring the spirit and accomplishments of this outstanding organization.

Mayor Carey presented the Proclamation to Mr. Jerry Dunning of Dover Downs.

**STATE OF THE CITY MESSAGE - MAYOR CARLETON E. CAREY, SR.**

Mayor Carleton E. Carey, Sr. presented the State of the City Message ***(Exhibit #1)*** and provided a Power Point presentation.

**UTILITY COMMITTEE REPORT - APRIL 27, 2009**

The Utility Committee met on April 27, 2009 with Chairman Ruane presiding.

Members held a moment of silence for the death of Mr. Brian Duca (husband to Mrs. Sharon Duca, Water/Wastewater Manager) and expressed their deepest sympathy and condolences to Mrs. Duca.

**Energy Efficiency and Conservation Block Grant**

Mr. DePrima reminded members that during their meeting of March 9, 2009, staff informed members of the Energy Efficiency and Conservation Block Grant Program and explained that these

monies would be given directly to municipalities. At that time, he noted that there were unresolved issues regarding the program, such as how the program will work, the formulas, etc.; however, staff was encouraged to identify projects and build a file and contact list so that the City could move quickly once the issues regarding this program are resolved.

Mr. DePrima advised members that the City of Dover was recently informed that it is eligible for Energy Efficiency and Conservation Block Grant formula funding. Based on the formula, he stated that the City of Dover can receive $180,400 and that applications are due by June 25, 2009. At this time, he stated that staff is seeking guidance on use of these funds. He explained that the purpose of the program is to implement strategies to reduce fossil fuel emissions, total energy use, and improve energy efficiency in all sectors. The success of the program will be measured by the following: jobs created and/or retained; energy savings on a per dollar invested basis; renewable energy capacity installed; and greenhouse gas emissions reduced. He reviewed the specific activities that are eligible for the grant funds.

Mr. DePrima explained the three (3) programs that staff recommended the City apply for, as follows:

- 10kW Photovoltaic installation at McKee Run Power Plant. Mr. DePrima stated that the Solar PV project, located on the roof of the McKee Run power plant, has already been bid out and the cost would be $65,000. He indicated that although it cannot be called "shovel ready", since the project is on a roof, in the spirit of the Stimulus Bill, it is ready to go.

- Replacing water and wastewater station motors with premium efficiency motors. Estimated cost is $54,280.

- Replacing standard high pressure sodium lights with LED lights - 64 lights on Route 8 from Kings Highway to Ridgely Road. Estimated cost is $61,120.

Mr. DePrima noted that the total potential cost is $180,400. Since it is only $180,400, he discouraged any use that has high administrative costs, such as grants to other non-profits and financing programs. In addition, he stated that there is a great deal of money coming forward through the State Energy Office for home energy audits, weatherization programs, residential and commercial renewable energy, and energy efficiency programs; therefore, there is no need to duplicate these programs.

Mr. Ruane requested that there be a standing agenda item for "Green Energy Funding and Programming" and that staff provide a monthly report in an effort to keep the committee abreast of these issues.

The committee recommended approval of staff's recommendations for applying for the Energy Efficiency and Conservation Block Grant, as follows: 1) 10kW Photovoltaic installation at McKee Run Power Plant; 2) Replacing water and wastewater station motors with premium efficiency motors; and 3) Replacing standard high pressure sodium lights with LED lights - 64 lights on Route 8 from Kings Highway to Ridgely Road.

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

**Capital Improvement Plan (CIP) Review - Public Utilities**

During their meeting of April 13, 2009, members were provided the Capital Improvement Plan (CIP) for Public Utilities for Fiscal Year 2009-2010 (the Plan included Fiscal Years 2010-2011 through 2013-2014). Due to time constraints, it was noted that the review of the CIP would continue with the "Water Management" items during their next meeting and that the additional information requested regarding the residual bond money and revolving low interest loan program would be provided to members for their review at that time as well.

Mrs. Mitchell, Controller/Treasurer, provided members with information regarding the Electric Revenue Fund 2008 Bond Proceeds and the Water/Wastewater Capital Improvement Plan and Financing with 20 Year Bonds. She advised members that a new Resolution is forthcoming to be presented to City Council for use of the excess bond proceeds and approval of the projects. Referring to "Table 7", regarding the Water/Wastewater CIP and financing with 20 year Bonds, Mrs. Mitchell noted that the colors depicted on Table 7 - Funding Sources, correspond with Table 7 - Capital Project. She advised members that "Pear Street" project should not include "DWSRF".

At the request of Mr. Ruane, Mr. Lunt, Public Utilities Director, continued to review the details regarding the CIP's for both the Electric and Water/Wastewater for fiscal year 2010, which were provided to members, beginning with the Water Management Remote Control and Monitor Wells.

The committee took no action.

**PACE/NAES Monthly Report (*February and March*)**

Members were provided the PACE/NAES Monthly Reports for February and March 2009. The reports are being provided to allow members the opportunity to monitor what is being sold in electric and the revenues received, which will give members a better understanding of any fluctuations and make improvements if deemed necessary. Although it was not staff's intention to make a presentation of the report, they welcomed any questions.

The committee recommended acceptance of the PACE/NAES Monthly Report for February and March 2009.

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

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

**LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - APRIL 27, 2009**

The Legislative, Finance, and Administration Committee met on April 27, 2009 with Mr. Salters presiding in the absence of Chairman Slavin.

Mr. Salters requested the deletion of agenda item #1, Review and Recommendations - Filling Critical Positions and agenda item #2, Recommendations - Phase II of the MAG Study (to be considered during the committee meeting of May 26, 2009).

**Proposed Ordinance #2009-05 - Chapter 102 - Taxation**

Ms. Russell, City Assessor, advised members that the proposed amendments to Chapter 102 - Taxation were based on an audit of the City of Dover Assessor's Office performed by Mr. Frederick Chmura, CCMA, AAS and Mr. William Ford IAO, AAS of IAAO (International Association of Assessing Officers) dated June 2008, as well as the recommendations of the Tax Appeals Committee and the City Assessor.

Ms. Russell reviewed the proposed amendments and explained that the amendments would require that all owners of income producing property complete and file annual reports of income and expenses, establish filing deadlines for appeals, provide language that an individual's right to appeal is lost if any designated appeal date is missed, and establish that appeals or refunds would not be heard for prior years.

Mr. Salters expressed concern regarding penalizing an individual with a "denial of appeal". It was his feeling that if the Income and Expense form is not returned, the penalty should be acted on at that time instead of denying an appeal, which would take place one (1) year later. For clarification, Mr. Salters requested that a legal opinion be obtained from the City Solicitor.

Ms. Russell noted that a confidentiality notice will be placed on the Income and Expense Report and it would remain confidential.

The committee tabled the proposed ordinance amending Chapter 102 - Taxation until a legal opinion is obtained from the City Solicitor.

Referring to Section 102-77 on the Committee Action Form, Mr. Salters requested that the wording be revised to state "amendment to update the language".

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

**Proposed Ordinance #2009-09 - Consolidation of Fees - Appendix F**

Members were provided a proposed ordinance (#2009-09) that would consolidate all City fees and charges into one appendix in the City of Dover Code of Ordinances. Mrs. Terry Tieman, Senior City Administrator, explained that, currently, revisions of fees require that amendments be made in several areas of the City of Dover Code, and that consolidating the comprehensive fee schedule would be more efficient.

Mrs. Tieman assured members that there were no additional fees in Appendix F.

The committee recommended adoption of Proposed Ordinance No. 2009-09 - Consolidation of Fees - Appendix F.

**By consent agenda, Mr. Salters moved for approval of the committee's recommendation, seconded by Mrs. Williams and carried by a unanimous roll call vote.** *(The First Reading of the ordinance will take place during the latter part of the meeting).*

**Scope of Work and Cost Estimate Analysis of Re-opening the Defined Benefit Plan**

During their meeting of March 13, 2009, members of the Civilian Pension Board recommended that the Controller/Treasurer be authorized to spend $4,000, using five (5) employees, to conduct an analysis of re-opening the Defined Benefit Plan.

In response to Mr. McGlumphy, Mr. DePrima explained that during the Civilian Pension Board meeting of November 21, 2008, members were provided a petition from several employees requesting that the City re-open the Defined Benefit Pension Plan. He stated that many employees feel that they were provided inaccurate information at the time they elected to join the 401(a). He further indicated that it was the belief of some employees that they are early enough in their employment that they could leave the City and obtain employment elsewhere that would provide for a pension plan, or that they could leave the City only to return and opt to become a member of the Defined Benefit Pension Plan.

Mr. David Carden stated that he elected the Deferred Pension Plan since, at that time, he was under the impression that it was the better plan. Due to the recent decline in the stock market, he now realizes the selection was a mistake. He indicated that employees would like the opportunity to buy back into the Defined Benefit Pension plan or have the option of joining a new pension plan.

In response to Mrs. Mitchell, Mr. DePrima felt that the cost of the analysis could be paid for through various budgets and that the funds would be presented to Council.

Mrs. Mitchell stated that the analysis does not affect current members of the Defined Benefit Pension Plan; therefore, members of the Civilian Pension Board were not in favor of using pension funds to pay for the analysis.

Responding to Mr. McGlumphy, Mr. Carden stated he opted into the 401(a) Plan in 1994 and he is willing to contribute the money necessary to join the Defined Pension Benefit Plan.

Mr. DePrima explained that the actuary will calculate the amount of buy back and the actuarial liability for the selected employees and that the information could then be used to determine the cost implications for re-opening the Defined Benefit Pension Plan. He also indicated the cost to perform the analysis would be $2,000, plus an additional $400 for each employee reviewed.

In response to Mr. McGlumphy, Mr. DePrima stated there would not be an impact on the Defined Pension Benefit Plan and that it would be designed to be cost neutral. He also noted that Mrs. Mitchell had suggested the possibility of opening a new pension plan as a viable alternative.

Mrs. Mitchell stated that Council would need to take action as to whether or not the 401(a) Pension Plan would be eliminated.

Responding to Mrs. Williams, Mrs. Mitchell indicated that approximately 100 (one hundred) employees would be eligible to join the Defined Pension Benefit Plan and that the 401(a) Pension Plan began in 1993.

Mr. Salters questioned what the advantages were in proceeding with the study. Responding, it was Mr. DePrima's opinion that it is an employee satisfaction issue and the impact will not be known until the results of the study have been received.

Concurring with Mr. DePrima, Mr. McGiffin felt that there is high level of discontent amongst employees and before Council makes a decision as to whether or not to pursue re-opening the Defined Benefit Pension Plan, they should await the results of the study.

In response to Mrs. Russell, Mr. DePrima stated that his request to join the Defined Pension Plan would be treated separately.

The committee recommended approval of the Civilian Pension Board's recommendation to authorize the Controller/Treasurer to spend $4,000 to conduct an analysis using a sample of five (5) employees to transfer from the 401(a) plan to the Defined Benefit Pension Plan.

Councilman McGiffin, Chairman of the Civilian Pension Board, advised members that there is a level of interest within the ranks of the employees to either re-open the defined benefit plan or to create a new defined pension benefit plan for those who opted out of the plan. He noted that a petition had been presented and the issue was discussed during several meetings.

During the April 27, 2009 meeting Mr. DePrima stated that funds for the $4,000 scope of work could be paid through various budgets and a funding plan would be presented to Council. Mr. McGlumphy noted that Mr. DePrima provided a memo indicating that the funds for the $4,000 scope of work would be charged to the "contracted services" line item in the City Manager's budget. There are sufficient excess funds in the "travel and training" line item and also in the "printing" line item. The excess funds for these two line items will be transferred to the "contracted services" line item.

Mr. Ruane questioned whether or not the document that was signed was irrevocable and, if so, under what legal remedy employees would have the opportunity to opt out of one and into another. He felt that the decision was made irrevocable so that the City would know what its financial responsibilities were. Mr. Ruane stated that without a legal opinion he would be unready to make a decision on this matter. Mr. McGiffin stated that the document indicated that it was irrevocable; however, both parties to a contract could agree to amend the contract. He also noted that several employees have indicated that they were not provided accurate information with regard to the plans.

Mr. Leary reminded members that the pension fund is currently gravely underfunded.

Responding to Mrs. Russell, Mrs. Mitchell stated that the defined benefit plan has never been reopened to employees who have chosen to opt out.

Mr. Salters stated that he felt it was an employee morale issue and it should be considered.

Responding to Mr. Ruane, Mrs. Mitchell stated that approximately 80 employees are in the deferred pension plan. Mr. Hogan stated that more than 20 employees signed the petition to consider reopening the defined benefit plan.

**Mr. Hogan moved for approval of the Civilian Pension Board's recommendation to authorize the Controller/Treasurer to spend $4,000 to conduct an analysis using a sample of five (5) employees to transfer from the 401(a) plan to the Defined Benefit Pension Plan. The motion was seconded by Mr. Salters and carried by a roll call vote of five (5) yes and four (4) no.** (Mr. Leary, Mr. McGlumphy, Mrs. Williams, and Mr. Ruane).

**Recommendation of Civilian Pension Pension Board - Cost of Living Adjustment (COLA)**

During the Civilian Pension Board Meeting of January 27, 2000, members directed the City Clerk to maintain a permanent pending agenda item to review a Cost of Living Adjustment (COLA) for City of Dover retirees prior to the third week in February each year.

During the Civilian Pension Board Meeting of March 13, 2009, members recommended forgoing a Cost of Living Adjustment (COLA) this year due to the funding level of the Defined Benefit Plan, the current CPI, market losses, and poor budget conditions.

In response to Dr. Jones, Mrs. Mitchell stated that an analysis was not completed to determine the cost of a COLA; however, an increase would impact the City's unfunded liability.

The committee recommended approval of the Civilian Pension Board's recommendation to forgo a Cost of Living Adjustment (COLA) for FY 2010.

**Mr. Hogan moved for approval of the committee's recommendation, seconded by Mr. Leary and unanimously carried.**

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

**SAFETY ADVISORY AND TRANSPORTATION COMMITTEE REPORT - APRIL 28, 2009**

The Safety Advisory and Transportation Committee met on April 28, 2009 with Chairman Leary presiding.

**Review of Requested Waivers, Land Subdivision Regulations, Streets: Right-of-Way Length of Dead-End Street for Lafferty Industrial Park (SB-09-01C)**

In accordance with Appendix A, Article VI, Section A15 of the Land Subdivision Regulations, a street waiver request was received from Fogarty Enterprises, LLC for property located on the south side of Lafferty Lane, west of Horsepond Road, consisting of $76.9546^{+/-}$ acres, known as the Lafferty Industrial Park. The applicants have requested a waiver of $300^{+/-}$ feet from the maximum length of a dead-end/cul-de-sac street (400 feet) to permit the construction of a 700 foot cul-de-sac street, since the size of the property and the layout of the lots support the need to extend beyond 400 feet in length.

The Planning Commission recommended approval of the requested waiver from the maximum 400 foot length of a dead-end (cul-de-sac) street to allow for a street of 700 feet in length.

Mrs. Melson-Williams advised members that the Planning Commission recommended approval of the waiver to exceed the maximum length of a dead-end street. Members were provided a summary of the requested waiver as follows:

| Street Design Standard | Required/Permitted | Proposed | Waiver |
|---|---|---|---|
| Maximum Length of a dead-end street | 400 feet | 700 feet $^{+/-}$ | 300 feet $^{+/-}$ |

Mrs. Melson-Williams stated that, due to the shape of the property and surrounding wetlands, there is not a lot of development potential; therefore, the owner could not come forward at a later date to request another waiver to further extend the dead end street. She advised members that the property is subject to the Airport Environs Overlay Zone (AEOZ), Noise Zones C and D, Accident Potential Zone 1 (APZ1), and the Clear Zone (CZ). Building construction techniques would have to be complied with in areas with public usage, as well as height limitations for structures within those zones.

The committee recommended approval of the requested street waiver to allow for a 700 foot cul-de-sac street for the Lafferty Industrial Park.

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

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

**SEMI-ANNUAL INSPECTION BY CITY MANAGER - ROBBINS HOSE COMPANY**

In accordance with Chapter 46 - Fire Prevention and Protection, Article II - Fire Department, Section 46-43 of the City Code, the City Manager, Mr. Anthony J. DePrima, met with the Fire Chief to discuss fire company issues, including Chief Strochine's vision for the Fire Department, staffing, fleet size, turnout of fire fighters, truck maintenance contracts, and fund raising.

The vehicles appeared to be in their usual good condition. There were several vehicles away at the time of the inspection. Engine #2, the newest engine, has been in for service the past several months. The Department is very pleased with its operations as a combined engine\rescue truck. They are unsatisfied with their truck maintenance contractor. They intend to rebid the services when the contract runs out later this year.

**By consent agenda, Mr. Salters moved for acceptance of the report of the Semi-Annual Robbins Hose Company Inspection, as submitted by the City Manager, seconded by Mrs. Williams and carried by a unanimous roll call vote.**

**APPROVAL OF 2009 CDBG ACTION PLAN AND PROPOSED RESOLUTION**

During their Regular Meeting of April 13, 2009, City Council approved the recommendation of the Parks, Recreation, and Community Enhancement Committee for approval of the following grant and program requests for the FY2009:

| Applicant | Amount Recommended |
|---|---|
| GEMS Properties 217-219 West Reed Street | $6,956 |
| Murphy School | $50,483 |
| First State; Resource Conservation and Development Council (RC&D) | $35,000 |
| Dover Housing Authority | $60,000 |
| Downtown Dover Partnership, Inc. | $42,000 |
| City of Dover Community Development Project: Homeownership Assistance Program | $30,000 |

Members were provided the proposed 2009 Action Plan and Resolution. The Action Plan is a required HUD document that establishes a one year strategy for the CDBG program.

Mrs. Townshend, Director of Planning and Community Development, advised members that on April 13, 2009, Council approved the Parks, Recreation and Community Enhancement Committee's recommendation to award Dover Housing Authority $60,000 in CDBG funding to construct 1-2 homes on vacant lots in the downtown target area for program year FY09. After the recommendations were made, Dover Housing Authority received additional grant funding through another funding source in the amount of $600,000 to assist in revitalizing the downtown area and increase homeownership through new construction and rehabilitation of existing vacant structures.

Mrs. Townshend noted that, in light of this new information, Council may wish to reconsider funding for this project. The remaining applicants; the House of Pride, Whatcoat Social Service Agency, and 301-305 West Loockerman Street were not recommended for funding due to funding limitations and their scoring below the 70 points needed to receive funding according to the City of Dover's Community Development Block Grant program guidelines. If Council determines that, due to the new information received, the Dover Housing Authority request should not be funded, funding recommended for Dover Housing Authority could be reallocated to these unfunded projects.

Following is the amount of funding requested and Committee average ranking of the three remaining funding requests:

| | | |
|---|---|---|
| House of Pride - Rehabilitation of the property at 110 S. New Street. Installation of a fire escape and vinyl siding that will service 10-15 people | $43,000 | 67 out of 100 points |
| Whatcoat Shelter - Rehabilitation of the educational center. New siding, windows and doors | $15,000 | 55 out of 100 points |
| Tolano Anderson for 301-305 W. Loockerman Street - Rehabilitation of three rental units that will service low to moderate income persons | $75,000 | 43 out of 100 points |

The Dover Police Department also submitted an application which did not get recommended for funding; however it cannot be funded with this money, as this would exceed the amount that the City could allocate for Public Services according to HUD regulations.

Mrs. Townshend noted that the $60,000 could be used to fund the City's Housing Rehab Program, which would be used to have contractors rehabilitate owner occupied houses for people who are income qualified.

Mr. Ruane noted that the Housing Rehab Program would fall under the 2009 Action Plan Goal #2 - Preserve the Existing Housing Stock in the City of Dover.

**Mr. Ruane moved to amend Section 1.8, Proposed Activities to be Undertaken, of the 2009 CDBG Action Plan, by deleting Project 6 - Dover Community Partnership, and substituting in lieu thereof a new Project 6 - Dover Rehab Program in the amount of $60,000. The motion was seconded by Mr. McGlumphy and carried by a roll call vote of six (6) yes, three (3) abstentions** (Mrs. Russell, Mr. Slavin, and Mr. Salters - Members of the Downtown Dover Partnership Board which is an applicant)**.**

**By motion of Mr. Ruane, seconded by Mr. Leary, and carried by a roll call vote of six (6) yes, three (3) abstentions** (Mrs. Russell, Mr. Slavin, and Mr. Salters - Members of the Downtown Dover Partnership Board which is an applicant) **Council adopted Resolution No. 2009-12, as follows:**

WHEREAS, the City of Dover is entitled to $269,266 through the United States Department of Housing and Urban Development Community Development Block Grant program; and

WHEREAS, the City of Dover has prepared the 2009 Action Plan, in accordance with the United States Department of Housing and Urban Development guidelines, that serve 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 State 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 $269,266 entitlement; and use of $11,282 in program income for eligible activities; and

NOW, THEREFORE BE IT RESOLVED THAT THE MAYOR AND COUNCIL OF THE CITY OF DOVER APPROVE THE 2009 Community Development Block Grant Action Plan and application for Federal Assistance included in the Action Plan, along with certifications and policies attached and authorize its forwarding to the United States Department of Housing and Urban Development for consideration.

ADOPTED: MAY 11, 2009

## COUNCIL APPOINTMENTS - 2009/2010

**By consent agenda, Mr. Salters moved for approval of the Council Appointments for 2009/2010, seconded by Mrs. Williams and by a unanimous roll call vote, the following appointments were made:**

| | | |
|---|---|---|
| City Assessor | - | Cheryl Russell |
| Building Inspector | - | Scott D. Koenig |
| City Clerk | - | Traci A. McDowell |
| Assistant City Clerk | - | Amber L. Clendaniel |
| Controller/Treasurer | - | Donna S. Mitchell |
| Assistant Treasurers | - | Traci A. McDowell and Amber L. Clendaniel |
| Fire Marshal | - | David J. Truax |
| City Planner | - | Ann Marie Townshend |
| City Solicitor | - | Nicholas H. Rodriguez |
| Deputy City Solicitor | - | William Pepper |

## COMMITTEE APPOINTMENTS - COUNCIL PRESIDENT

**Mrs. Williams moved to defer the Council Standing Committee appointments until the Council Meeting of May 26, 2009, seconded by Mr. Leary and unanimously carried.**

## MISCELLANEOUS APPOINTMENTS - COUNCIL PRESIDENT

**Mrs. Williams moved to defer the Council Standing Committee appointments until the Council Meeting of May 26, 2009, seconded by Mr. Leary and unanimously carried.**

## COMMITTEE APPOINTMENTS - MAYOR

**By consent agenda, Mr. Salters moved for approval of the Committee Appointments for 2009/2010, as recommended by Mayor Carey. The motion was seconded by Mrs. Williams and by a unanimous roll call vote, the following appointments were made:**

**Dover 4th of July Celebration Committee**

Greg Patterson, President/Vice Chairman
Donna Mitchell, Treasurer/Secretary
Dave Bonar
Elaine Brenchley
Brad Holden
Carleton E. Carey, Sr., Chairman (ex-officio member)

*(City Clerk's Office Note: Three appointments to this committee were deferred)*

**Dover Public Library Advisory Commission**

Eugene B. Ruane

**Downtown Dover Partnership**

Councilwoman Sophia R. Russell
Councilman Reuben Salters
Councilman Timothy A. Slavin
Anthony J. DePrima, City Manager
Ann Marie Townshend, City Planner
Laura Simmons, State of Delaware Representative

Gary Patterson, Resident of the Downtown Dover Area - Three Year Term (Expires 5/2012)
Cindy Small, Downtown Cultural Arts Representative - Three Year Term (Expires 5/2012)
Gregory V. Moore, Downtown Business Owner - Three Year Term (Expires 5/2012)

Election Board

Gerald Foss - Second District (5/2012)

*(City Clerk's Office Note: The First District appointment to this board was deferred)*

Property Maintenance Code Board of Appeals
Rexene Ornauer, Representative of Homeowners
Charles Martin, Representative of Local Real Estate

Silver Lake Commission

| | |
|---|---|
| Cheryl A. Biddle | Robert Gorkin |
| Zachery Carter | Dean Holden |
| David L. Edgell | Jim Burcham |

*(City Clerk's Office Note: One appointment to this commission was deferred)*

**RESOLUTION AUTHORIZING FINANCE DIRECTOR/TREASURER AND ASSISTANT TREASURER TO DISBURSE FUNDS**

Members were provided a Resolution authorizing the Controller/Treasurer and Assistant Treasurers to disburse funds for the City of Dover.

**By consent agenda, Mr. Salters moved for approval of the Authorization Signature Resolution as presented. The motion was seconded by Mrs. Williams and by a unanimous roll call vote, Council adopted Resolution No. 2009-13, as follows:**

WHEREAS, the City of Dover's investment policy includes the investment of funds up to $100,000 per banking institution, investments in the State of Delaware Investment Pool and the purchase and sale of U.S. Treasury and agency securities; and

WHEREAS, the banking institutions, brokerage firms, trust companies and other various financial institutions require an Authorizing Resolution for the opening of accounts, and for purchasing, selling, transferring, assigning and handling securities;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Dover, that the Controller/Treasurer and Assistant Treasurers are hereby authorized to open accounts with banking institutions and purchase, sell, transfer assignment and handle securities and that they are authorized to sign all related forms;

BE IT FURTHER RESOLVED that the transactions in these accounts be carried out with any one signature; and

That the following are the office holders authorized for these purposes, until further notice:

| | | |
|---|---|---|
| Donna S. Mitchell | - | Controller/Treasurer |
| Traci A. McDowell | - | Assistant Treasurer |
| Amber L. Clendaniel | - | Assistant Treasurer |

ADOPTED: MAY 11, 2009

**ANNEXATION/REZONING REQUEST - FIRST READING - 924 ARTIS DRIVE**

A request was received for annexation and rezoning of property located at 924 Artis Drive, consisting of 39.1193$^{+/-}$ acres, owned by J. Richard Jones and Joan Mead Jones. The present zoning classification is AC - Agricultural Conservation (Kent County) and the proposed zoning classification is R-8 - One Family Residence (City of Dover). Staff recommended that the request be referred to the Utility Committee on May 26, 2009, the Planning Commission on June 15, 2009, and that a Public Hearing be set for July 27, 2009 at 7:30 p.m.

**Mr. McGlumphy moved for approval of staff's recommendation, seconded by Mr. Salters and unanimously carried.**

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

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED 924 ARTIS DRIVE.

**FIRST READING - PROPOSED ZONING ORDINANCE AMENDMENT**

Mayor Carey 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. Since the ordinance is an amendment to the Zoning Code, a public hearing is required. Staff recommended referral of the amendments to the Planning Commission on June 15, 2009 and that a public hearing take place during the Council Meeting of June 22, 2009 at 7:30 p.m., at which time final action by Council will take place.

**Mr. Hogan moved to refer the amendment and set a public hearing before City Council for June 22, 2009 at 7:30 p.m., as suggested by staff. The motion was seconded by Mr. McGlumphy and unanimously carried.**

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

> **PROPOSED ORDINANCE #2009-09 - CONSOLIDATION OF FEES - APPENDIX F**

**FINAL READING - PROPOSED ORDINANCES**

The First Reading of the following proposed ordinances was accomplished during the Council Meeting of April 27, 2009:

**Proposed Ordinance #2009-08 - Chapter 114 - Vegetation, Article II - Weeds, Section 114-35 - Exceptions**

**Mr. Leary moved that the Final Reading of the proposed ordinance be acknowledged by title only, seconded by Mr. Salters and unanimously carried.**

**Mr. Hogan moved for adoption of the ordinance as presented. The motion was seconded by Mr. McGlumphy and by a unanimous roll call vote, Council adopted Ordinance No. 2009-08, as follows:**

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

That Chapter 114 – Vegetation, Article II – Weeds, be amended by adding a new Section 114-35 – Exceptions, as follows:

**Sec. 114-35. Exceptions.**

The following shall be considered exceptions to the eight-inch height maximum:

(a) *Riparian Areas*. Areas within seventy-five feet of the bank of a perennial stream or lake or within 25 feet from the outer edge of a stormwater management pond shall be permitted to include stream bank vegetation, including grasses, shrubs and/or trees.

(b) *Agricultural Areas*. Areas that are actively used for the cultivation of fields, including seasonal cover crops, shall be exempt from this requirement.

(c) *Approved Natural and/or Meadow Areas*. Areas that have been planted as meadow areas or areas that are being allowed to revert to natural vegetation, with approval of the city planner and the city manager, shall be permitted in accordance with the approvals granted by these offices.

ADOPTED: MAY 11, 2009

**Proposed Ordinance #2009-10 - Chapter 2 - Administration, Article VI - Other Post-Employment Benefits Fund**

**Mr. Leary moved that the Final Reading of the proposed ordinance be acknowledged by title only, seconded by Mr. Hogan and unanimously carried.**

**Mr. Hogan moved for adoption of the ordinance as presented. The motion was seconded by Mr. Ruane and by a unanimous roll call vote, Council adopted Ordinance No. 2009-10, as follows:**

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

That Chapter 2 – Administration, be amended by adding a new Article VI - Other Post-Employment Benefits Fund, to read as follows:

**ARTICLE VI. OTHER POST-EMPLOYMENT BENEFITS FUND**

**Section 2-501. Definitions.**

(a) "Board" means the Board of Trustees of the Other Post Employment Benefits Trust as established by this ordinance.

(b) "OPEB Fund" means the Other Post-Employment Benefits Fund established by Section 2-502 of this title.

**Section 2-502. Establishment of fund.**

(a) There shall be established an OPEB Fund, a trust fund, separate and distinct from the funds established under Chapter 2, Article IV, Division 7, and Chapter 62, Article III of the City of Dover Code of Ordinances, the contributions to which are subject to City appropriations and rules regarding employer and/or employee contributions as may be promulgated, changed or amended from time to time, and to which earnings on investments, refunds and reimbursements shall be deposited upon receipt, and from which the City's premiums shall be paid, and any fees and expenses authorized by the Board shall be paid. No money shall be disbursed from this fund except for the purpose of payment of the City's premiums for postretirement health insurance for employees retired under Chapters 2 and 62 of this title.

(b) The amounts remaining in the OPEB Fund, if any, after all premiums, fees, and expenses have been paid for any year shall be retained in such trust for future payments until all City liabilities for post-retirement health insurance premium benefits have been satisfied.

(c) The OPEB Fund shall be an irrevocable trust exempt from federal income tax under § 115 of the Internal Revenue Code [26 U.S.C. § 115], remote from City creditors, and subject to the financial reporting, disclosure and actuarial requirements of Government Accounting Standards Board Statements 43 and 45 or any subsequent Government Accounting Standards Board updates or statements that may be applicable.

**Section 2-503. Management of the OPEB Fund.**

(a) The Board shall be comprised of the Controller/Treasurer, Human Resources Director, City Manager, and two elected City Officials. This Board shall adopt a trust agreement for the OPEB Fund (and may amend the trust agreement from time to time), shall take all actions necessary and appropriate to establish and maintain the OPEB Fund, and shall have control and management of the OPEB Fund and may utilize its powers pursuant to this chapter in the administration of the OPEB Fund.

(b) The Board shall take the actions necessary and appropriate to establish and maintain the OPEB Fund as a trust that is exempt from taxation under Internal Revenue Code § 115 [26 U.S.C. § 115]. The trust shall be maintained and administered by the Board solely for the benefit of participants, retirees, and beneficiaries by providing payments for retiree health insurance for medical care in compliance with Internal Revenue Code § 105 [26 U.S.C. § 105] and with this chapter as presented and verified by representatives and/or retiree health insurance service providers of the City.

(c) The Board shall have no ability or responsibility for setting benefit levels, handling claims, or arbitrating, mediating or otherwise adjudicating claims appeals. Those responsibilities continue to be handled in accordance with the Personnel Policies of the City of Dover.

(d) The City shall indemnify a Board member in the additional duties contained in this chapter pertaining to the administration and management of the OPEB Fund or to sit on a committee of the Board who was or is a party or is threatened to be made a party to any

threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative by reason of the fact that the Board member is or was a Board member against expenses (including attorneys' fees if the City Solicitor determines that the City Solicitor may not provide representation), judgments, fines and amounts paid in settlement actually and reasonably incurred by that Board member in connection with such action, suit or proceeding, if the Board member acted in good faith and in a manner the Board member reasonably believed to be in the best interest of the City and with respect to any criminal action or proceeding had no reasonable cause to believe that Board member's own conduct was unlawful. Expenses incurred in defending a civil, administrative or investigative action, suit or proceeding shall be paid by the City in advance of final disposition of such action, suit or proceeding if:

(1) Initially authorized by a majority vote of the Board exclusive of the member or members to be indemnified unless more than a majority of the Board shall also be parties to the same action, suit or proceeding, in which instance, such authorization shall be by the City Council of the City of Dover; and

(2) Such Board member agrees to repay such amount if it is ultimately determined by the Board or the City Council, as the case may be, pursuant to paragraph (d)(1) of this section that such member is not entitled to indemnification under this section.

**Section 2-504. Actuarial valuations**

(a) The actuary shall prepare an actuarial valuation of the assets and liabilities of the OPEB Fund as of June 30, each year. On the basis of reasonable actuarial assumptions and tables approved by the Board, the actuary shall determine:

(1) The City's annual required contribution for payment of the City's premiums for post retirement health insurance for employees under the personnel policies of the City of Dover;

(2) Any unfunded actuarial accrued liability.

(b) The City anticipates making contributions to the OPEB Fund in such a manner that it will ultimately contribute its full annual required contribution within a period of years. In the interim, use of the OPEB Fund assets to pay retiree healthcare related premiums will be subject to the appropriations process of the City and the contribution and distribution processes necessary to carryout the efficient processing of retiree premium payments by the City. It is further anticipated that for auditing and reporting convenience, each current year's retiree healthcare expenses will be contributed and distributed from the OPEB Fund without respect to whether the full annual required contribution has been deposited.

ADOPTED: MAY 11, 2009

**COUNCIL MEMBERS ANNOUNCEMENTS**

Mr. McGiffin announced that the African American Festival is scheduled to be held on Saturday, June 27, 2009 and invited everyone to attend.

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

Meeting Adjourned at 9:11 P.M.

TRACI A. McDOWELL
CITY CLERK

All orders, ordinances, and resolutions adopted by City Council during their Annual Meeting of May 11, 2009, are hereby approved.

CARLETON E. CAREY, SR.
MAYOR

/TM
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*Exhibits Attached to Original Minutes and File Copy*
*Exhibit #1 - State of the City Message*

WHEREAS, Odyssey of the Mind is an international educational program which enables students to learn creative problem-solving methods by providing open-ended problems that appeal to a wide range of interests. Students learn how to identify challenges and to think "outside the box" to solve those problems while being free to express their ideas and suggestions without fear of criticism; and

WHEREAS, with over 200 teams competing in the State's annual Odyssey of the Mind tournament, twelve (12) teams from the Dover area placed in the top three winning spots in their respective categories; and

WHEREAS; special commendation is due all team members, coaches, parents, and administrators for their hard work and dedication; and

WHEREAS; it is deemed an honor and privilege to present this Certificate of Congratulations to the Division I-A team from East Dover Elementary School as follows:

**DARRIEN ASHE**
**JASMEN BRAY**
**GERALDINA BROWN**
**JUSTIN DAVIS**
**JEANETTE MILLER**
**JUSTIN VITANZA**
**TANNER PETERSON**

**TEAM COACHES**
**PAMELA ALBANESE**
**JASON ROBINSON**

**SECOND PLACE - TEACH YER CREATURE**
**2009 ODYSSEY OF THE MIND COMPETITION**

*Congratulations from the City of Dover*
*May 2009*

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

*BEVERLY C. WILLIAMS*
*COUNCIL PRESIDENT*

# PROCLAMATION

WHEREAS, poor outdoor air quality can threaten the health of our citizens and it is estimated that one out of every three people in the United States is at a higher risk of experiencing problems from ground-level ozone, a contributor to poor air quality; and

WHEREAS, children, people with lung disease, older adults, and people with heart disease who tend to be more vulnerable to outdoor pollution would benefit from learning about the effects air quality may have on their health; and

WHEREAS, utilizing the Air Quality Index is simple and free and the knowledge of the Air Quality Index can help protect the health of our community; and

WHEREAS, there are 10 simple steps all can take to improve air quality and the City of Dover encourages our community to learn and utilize these steps; and

WHEREAS, Ozone Season runs from May 1 to September 30; and

WHEREAS, the City of Dover supports efforts to encourage Americans to understand what causes poor air quality and make strides to improve the overall outdoor air quality:

NOW, THEREFORE, I, **Carleton E. Carey Sr., Mayor of the City of Dover, Delaware** do hereby proclaim May as the beginning of Ozone season and May 25-31, 2009

## Air Quality Awareness Week

Carleton E. Carey Sr.

Carleton E. Carey, Sr.
Mayor

# Permission to Recruit

To: **Legislative, Finance & Administration Committee & City Council** Date: **May 12, 2009**

From: **Peggy Teal, Finance Department**

Permission to recruit: **1 (one)** (number)

Type of Position: **PF** PP TF TP (circle one)

Title of Position: **Payroll Specialist**

Start employment on: **A.S.A. P.**

Opening is due to:

Termination, Transfer, Promotion, Other **Resignation**
(circle one) (explain)

**Valerie Brown**
(name of previous employee)

Type of recruitment desired:

Local Newspaper: _____
(name of publication)
*Note: All out-of-house job postings will be advertised in the Delaware State News.*

Other: **Rehire previous Payroll Specialist Turhan Jordan, who left the City of Dover to fulfill commitments to the Army National Guard after an 18 month oversees deployment. Mr. Jordan is fully trained, available for employment and has completed his commitment to the Guard. Due to the July 1st payroll deadlines which include both pay rate and benefit changes, we are requesting, if approved, that the Permission to Recruit Request be moved on to City Council immediately.**

_____
(website, professional organization or addition website)

Department Head

☐ APPROVED ☐ DENIED

_____
Council

# Hiring Justification Outline

1. Explain the principal function of this job. **The payroll specialist is responsible maintaining the payroll system, updating employee payroll records as well as additions and deletions to the City's employee and retiree database. The payroll specialist is responsible for monitoring and maintaining both payroll and benefit information for active and retired individuals. At year end the payroll specialist issues W-2's and retiree's 1099's. This position is also responsible for reconciling and paying the City's benefit vendors such as the State of the Delaware for Health Insurance.**

2. Explain why this position is critical and cannot go unfilled or postponed. **This position is responsible for ensuring the accuracy of the wages paid by the City of Dover. This task involves much more than merely producing bi-weekly checks. The position several levels of reconciliations to ensure the wages, benefits and taxes are paid timely and accurately. This position also serves as a backup to our accounts payable position.**

3. How would City services diminish if this position were not filled or postponed at this time? **Other areas within the Finance Department would be sacrificed if this position was not filled and we would not be able to maintain proper segregation of duties. A few examples include account analyses, cash management and bank reconciliations that ultimately affect the yearend audit.**

4. Are there other employees whose ability to perform would be diminished by not filling or postponing this position? **This position impacts the entire City due to the need for accurate and timely payroll and the sensitivity of our employees when errors occur. Due to the current economic climate, employees may not be tolerable to an error. Therefore, it is critical this position be filled ASAP.**

5. Is there a person that can be promoted into this position and whose position is less critical at this time and can go unfilled permanently or temporarily? **Due to the complexity of the position, the skill level required to perform the required responsibilities and the learning curve involved, it is not my recommendation to cross train an individual with no prior experience. We are fortunate to have a former payroll specialist returning from military duty that would like to return to the City.**

6. Can one or more existing employees absorb the duties of this position? **This is a full time position due to the complexities of the responsibilities, the internal controls and reconciliations required under Generally Accepted Accounting Principles. For this reason, I do not recommend dissecting the position and attempting to absorb the responsibilities and tasks into the department.**

7. Could a temporary person be hired to fill this position for 60 days? **We have tried this path in the past but it ended unfavorably. It created errors on employee paychecks and forced us to train two different people for the position. In the end, though it is sometimes necessary, it is cost prohibitive especially during tight budget time.**

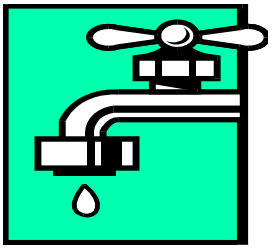
# CITY OF DOVER

# FINANCE DEPARTMENT

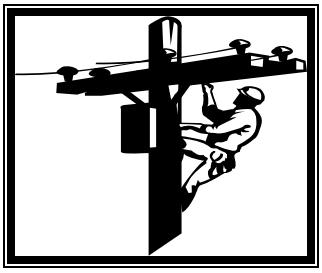
# MONTHLY BUDGET REPORT

# MARCH 2009









**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**
**March 2009**

## Strategic Objectives for Fiscal Year 2008 – 2009

1. Coordinate audit program with the Legislative, Finance & Administrative Committee. Meet all deadlines as established in the audit program.

2. Test of internal controls by the auditor. Not to exceed the tolerable rate established by the auditor's by more than five (5) percent.

3. Utilizing Fortis, scan 10% of files/documents into an electronic database.

## ACTIVITY LEVELS

| | FY08 – YTD | FY09 – YTD |
|---|---|---|
| **Bank Trends** | | |
| Total Amount of All Deposits | $ 104,764,451 | $ 104,869,972 |
| Number of Bank Accounts | 29 | 27 |
| **Payroll:** | | |
| Number of Pay Periods | 20 | 20 |
| Number of Payroll Checks | 8,702 | 8,826 |
| Number of Pension Checks | 2,000 | 2,009 |
| Total Gross Payroll | $ 15,086,517 | $ 16,117,438 |
| Total Pension Payments | $ 3,058,378 | $ 3,108,154 |
| Total Overtime | $ 588,871 | $ 604,414 |
| **Accounts Payable:** | | |
| Number of Check Vouchers (1) | 6,610 | 5,923 |
| Check Voucher Dollar Amount Disbursed | $ 24,292,875 | $ 21,757,590 |
| Number of EFT Vouchers | 115 | 1,246 |
| EFT Voucher Dollar Amount Disbursed | $ 11,903,661 | $ 60,362,800 |
| Wire Transfers (2) | $ 70,310,881 | $ 8,910,110 |

(1) FY09-YTD includes Retiree's Stipend
(2) Wire transfers are down compared to FY08 as the Finance Department is now using EFT (Electronic Fund Transfer) to pay vendors.

**City of Dover**
**Finance Department**
**Monthly Report – March 2009**

**General Fund Summary**

| | Budget | Revised Budget | YTD | Balance | 75% of Budget |
|---|---|---|---|---|---|
| **Receipts** | | | | | |
| Beginning Balance | $ 3,910,144 | $ 4,227,059 | $ 4,227,059 | $ - | 100.0% |
| Court of Chancery Fees | 815,860 | 650,000 | 483,400 | 166,600 | 74.4% |
| Fines & Police Revenues | 1,128,169 | 1,022,579 | 708,023 | 314,556 | 69.2% |
| Franchise Fees | 426,220 | 426,220 | 243,695 | 182,525 | 57.2% |
| Grants | 102,440 | 102,440 | 89,939 | 12,501 | 87.8% |
| Intrafund Services | 4,761,722 | 4,683,433 | 3,258,663 | 1,424,770 | 69.6% |
| Library & Recreation Revenues | 705,873 | 668,873 | 492,948 | 175,925 | 73.7% |
| Licenses & Permits | 2,570,000 | 2,489,500 | 2,445,684 | 43,816 | 98.2% |
| Property Taxes | 10,042,473 | 10,000,464 | 10,003,762 | (3,298) | 100.0% |
| BID Revenue | 53,264 | 52,692 | 52,692 | - | 100.0% |
| Sanitation Revenues | 1,416,411 | 1,418,796 | 1,095,017 | 323,779 | 77.2% |
| Other Miscellaneous Revenues | 329,785 | 329,785 | 310,805 | 18,980 | 94.2% |
| Transfers-In from Other Accounts & Utilities | | | | | |
| Civil Traffic Penalties | 500,000 | 500,000 | 403,395 | 96,605 | 80.7% |
| Municipal Street Aid Fund | 710,346 | 790,264 | 593,640 | 196,624 | 75.1% |
| Transfer Taxes | 2,650,222 | 1,400,000 | 909,806 | 490,194 | 65.0% |
| Workers Comp | 100,000 | - | - | - | 0.0% |
| Water/Wastewater Fund | 564,810 | 564,810 | 564,810 | - | 100.0% |
| Electric Fund | 6,758,100 | 6,758,100 | 6,758,100 | - | 100.0% |
| **Total** | $ 37,545,839 | $ 36,085,015 | $ 32,641,438 | $ 3,443,577 | 90.5% |
| | | | | | |
| **Expenditures** | | | | | |
| City Clerk & Council | $ 449,398 | $ 437,860 | $ 264,534 | $ 173,326 | 60.4% |
| Mayor, City Manager & Human Resources | 1,114,559 | 1,118,585 | 785,133 | 333,452 | 70.2% |
| Police & Police Extra Duty | 12,934,263 | 12,765,597 | 9,284,418 | 3,481,179 | 72.7% |
| Public Services | 4,572,479 | 4,434,605 | 3,121,767 | 1,312,838 | 70.4% |
| Central Services | 2,591,102 | 2,541,698 | 1,879,903 | 661,795 | 74.0% |
| Planning & Inspections | 2,056,196 | 1,909,680 | 1,260,476 | 649,204 | 66.0% |
| Finance, Info Tech & Customer Services | 2,678,375 | 2,629,840 | 1,920,144 | 709,696 | 73.0% |
| Library & Recreation | 2,038,715 | 1,977,958 | 1,380,807 | 597,151 | 69.8% |
| Fire Department | 722,865 | 710,814 | 538,097 | 172,717 | 75.7% |
| Assessor | 680,736 | 611,925 | 305,228 | 306,697 | 49.9% |
| Debt Service | 442,319 | 442,319 | 442,319 | - | 100.0% |
| Insurance | 500,000 | 515,000 | 383,336 | 131,664 | 74.4% |
| Retirees' Health Care | 953,987 | 906,187 | 695,219 | 210,968 | 76.7% |
| Street Lights | 985,000 | 985,000 | 722,118 | 262,882 | 73.3% |
| Transfer to CDBG | 11,000 | 11,000 | - | 11,000 | 0.0% |
| Provision for Uncollectibles | 10,000 | 10,000 | 10,000 | - | 100.0% |
| Transfers Out | | | | | |
| Capital Asset Reserve | 200,000 | 200,000 | 200,000 | - | 100.0% |
| Capital Projects Fund | 1,884,497 | 1,044,184 | 690,000 | 354,184 | 66.1% |
| Budget Bal-Working Capital | 2,720,348 | 2,832,762 | - | 2,832,762 | 0.0% |
| **Total** | $ 37,545,839 | $ 36,085,015 | $ 23,883,499 | $ 12,201,516 | 66.2% |
| | | | | | |
| **Reserve Balances** | | | | | |
| Contingency | $ 679,754 | $ 717,211 | $ 739,723 | | |

**City of Dover**
**Finance Department**
**Monthly Report – March 2009**

**Water/Wastewater Fund Summary**

| | Budget | Revised Budget | YTD | Balance | 75% of Budget |
|---|---|---|---|---|---|
| **Revenue** | | | | | |
| Beginning Bal-Water | $ 449,977 | $ 782,546 | $ 782,546 | $ - | 100.0% |
| Beginning Bal-Wastewater | 643,949 | 613,583 | 613,583 | - | 100.0% |
| Beginning Bal-Kent Co Sewer Adj. | (364,750) | (545,326) | (545,326) | - | 100.0% |
| Water Fees | 4,386,862 | 4,299,000 | 3,107,370 | 1,191,630 | 72.3% |
| Water Tank Leases | 250,275 | 250,275 | 243,574 | 6,701 | 97.3% |
| Wastewater Fees | 2,533,686 | 2,495,000 | 1,766,823 | 728,177 | 70.8% |
| Impact Fees - Water | 196,000 | 125,000 | 81,200 | 43,800 | 65.0% |
| Impact Fees - Wastewater | 712,500 | 630,000 | 534,924 | 95,076 | 84.9% |
| Transfer from Capital Asset Reserve Wastewater | 200,000 | - | - | - | 0.0% |
| Kent County Treatment Fees | 4,307,001 | 3,910,369 | 2,808,881 | 1,101,488 | 71.8% |
| Miscellaneous | 165,000 | 146,000 | 117,272 | 28,728 | 80.3% |
| **Total** | $ 13,480,500 | $ 12,706,447 | $ 9,510,847 | $ 3,195,600 | 74.9% |
| | | | | | |
| **Expenses** | | | | | |
| Engineering & Inspection | $ 705,585 | $ 700,372 | $ 514,387 | $ 185,985 | 73.4% |
| Water | 496,569 | 473,292 | 314,998 | 158,294 | 66.6% |
| Water Treatment Plant | 1,377,268 | 1,347,238 | 1,073,077 | 274,161 | 79.7% |
| Wastewater | 1,222,541 | 1,105,809 | 783,842 | 321,967 | 70.9% |
| Water Meter Reading | 73,577 | 72,816 | 51,514 | 21,302 | 70.7% |
| Construction & Inspection | 516,094 | 510,343 | 322,218 | 188,125 | 63.1% |
| Kent County Treatment Fees | 3,644,430 | 3,435,430 | 2,588,946 | 846,484 | 75.4% |
| Retiree's Health Care | 128,515 | 119,455 | 90,097 | 29,358 | 75.4% |
| Debt Service - Arbitrage Payment | - | 71,436 | 71,436 | - | 100.0% |
| Debt Service | 835,600 | 835,600 | 644,736 | 190,864 | 77.2% |
| Intrafund Services | 1,320,565 | 1,302,782 | 859,763 | 443,019 | 66.0% |
| Transfers Out | | | | | |
| General Fund | 564,810 | 564,810 | 564,810 | - | 100.0% |
| Water/Wastewater I & E Fund | 700,000 | 700,000 | 700,000 | - | 100.0% |
| Impact Fee Reserve | 378,260 | 264,260 | - | 264,260 | 0.0% |
| Budget Bal-Working Capital - Water | 638,998 | 867,310 | - | 867,310 | 0.0% |
| Budget Bal-Working Capital - WW | 579,867 | 405,881 | - | 405,881 | 0.0% |
| Budget Bal-Working Capital - KSA | 297,821 | (70,387) | - | (70,387) | 0.0% |
| **Total** | $ 13,480,500 | $ 12,706,447 | $ 8,579,824 | $ 4,126,623 | 67.5% |
| | | | | | |
| | | | | | |
| **Reserve Balances** | | | | | |
| Contingency-Water | $ 115,541 | $ 118,545 | $ 117,964 | | |
| Contingency-Wastewater | $ 130,291 | $ 132,026 | $ 131,898 | | |
| Impact Fee Reserve - Sewer | NO BUDGET | NO BUDGET | $ 3,411,248 | | |
| | | | | | |
| **Bond Coverage Ratio (Covenant 1.20)** | 2.99 | 2.61 | 2.55 | | |

**City of Dover**
**Finance Department**
**Monthly Report – March 2009**

**Electric Revenue Fund Summary**

| | Budget | Revised Budget | YTD | Balance | 75% of Budget |
|---|---|---|---|---|---|
| **Revenue** | | | | | |
| Beginning Balance | $ 6,816,609 | $ 10,680,522 | $ 10,680,522 | $ - | 100.0% |
| Sales to Customers | 98,527,100 | 98,527,100 | 75,759,531 | 22,767,569 | 76.9% |
| Utility Tax | 1,763,500 | 1,763,500 | 1,339,204 | 424,296 | 75.9% |
| Weyandt Hall Rents | 186,816 | 186,816 | 186,087 | 729 | 99.6% |
| Miscellaneous Revenues | 3,228,600 | 1,777,867 | 1,343,461 | 434,406 | 75.6% |
| Reimbursement of Bond Issuance Costs | - | 222,690 | - | 222,690 | 0.0% |
| Intrafund Service Receipts Water/Wastewater | 263,353 | 263,898 | 144,543 | 119,355 | 54.8% |
| **Total** | $ 110,785,978 | $ 113,422,393 | $ 89,453,348 | $ 23,969,045 | 78.9% |
| | | | | | |
| **Expenses** | | | | | |
| Power Supply & Generation | | | | | |
| Power Supply | $ 63,410,077 | $ 63,410,077 | $ 43,164,125 | $ 20,245,952 | 68.1% |
| Power Supply Management/Incentive | 2,788,808 | 2,788,808 | 2,243,295 | 545,513 | 80.4% |
| Capacity Charges | 10,692,738 | 10,692,738 | 7,901,962 | 2,790,776 | 73.9% |
| PJM Charges - Load | 3,510,195 | 3,510,195 | 5,454,900 | (1,944,705) | 155.4% |
| Total Power Supply | 80,401,818 | 80,401,818 | 58,764,282 | 21,637,536 | 73.1% |
| | | | | | |
| Plant Operations | 5,921,646 | 5,921,646 | 3,782,234 | 2,139,412 | 63.9% |
| Generation Fuels | 2,382,179 | 2,382,179 | 1,423,522 | 958,657 | 59.8% |
| Capacity Credits | (9,265,997) | (9,265,997) | (6,798,282) | (2,467,715) | 73.4% |
| PJM Credits | (2,552,753) | (2,552,753) | (1,511,971) | (1,040,782) | 59.2% |
| Total Generation | (3,514,925) | (3,514,925) | (3,104,497) | (410,428) | 88.3% |
| | | | | | |
| Total Power Supply & Plant | 76,886,893 | 76,886,893 | 55,659,785 | 21,227,108 | 72.4% |
| | | | | | |
| Electric Operating Divisions | | | | | |
| Transmission/Distribution | 3,680,134 | 3,631,559 | 2,584,957 | 1,046,602 | 71.2% |
| Electrical Engineering | 1,668,347 | 1,634,201 | 989,002 | 645,199 | 60.5% |
| Administration | 662,515 | 649,062 | 447,656 | 201,406 | 69.0% |
| Meter Reading | 293,494 | 290,176 | 204,283 | 85,893 | 70.4% |
| Systems Operations | 553,954 | 575,443 | 436,902 | 138,541 | 75.9% |
| Contractual Services 2030 Committee | 300,000 | 300,000 | 182,738 | 117,262 | 60.9% |
| Utility Tax | 1,763,500 | 1,763,500 | 1,339,204 | 424,296 | 75.9% |
| Interest on Deposits | 42,000 | 54,500 | 41,621 | 12,879 | 76.4% |
| Retirees Health Care | 557,727 | 519,999 | 363,111 | 156,888 | 69.8% |
| Accounts Receivable Write-Offs | 135,000 | 135,000 | 135,000 | - | 100.0% |
| Green Energy Payment to DEMEC | 137,600 | 137,600 | 103,335 | 34,265 | 75.1% |
| Debt Service | 3,431,323 | 4,055,023 | 2,993,012 | 1,062,011 | 73.8% |
| Bond Issuance Costs | - | 222,690 | 222,690 | - | 100.0% |
| Intrafund Services | 3,704,510 | 3,644,549 | 2,543,443 | 1,101,106 | 69.8% |
| Inventory write-offs | 175,000 | 175,000 | 175,000 | - | 100.0% |
| Transfers Out | | | | | |
| Electric Improvement & Extension Fund | 1,684,000 | 1,684,000 | 1,684,000 | - | 100.0% |
| General Fund | 6,758,100 | 6,758,100 | 6,758,100 | - | 100.0% |
| Budget Bal. - Work. Capital | 8,351,881 | 10,305,098 | - | 10,305,098 | 0.0% |
| **Total** | $ 110,785,978 | $ 113,422,393 | $ 76,863,839 | $ 36,558,554 | 67.8% |
| | | | | | |
| **Reserve Balances** | | | | | |
| Contingency Reserve | $ 907,332 | $ 924,869 | $ 922,236 | | |
| Insurance Reserve | $ 376,255 | $ 383,502 | $ 382,442 | | |
| Rate Stabilization Reserve | $ 2,508,562 | $ 2,556,265 | $ 2,549,041 | | |
| | | | | | |
| **Bond Coverage Ratio (Covenant 1.25)** | 1.51 | 1.63 | 1.72 | | |
| | | | | | |
| Megawatt Hours Sold & Purchased | | | | | |
| Sales to Customers MWh (excluding Street Lights) | 747,193 | 744,932 | 558,416 | | |
| Sales per MWh | $ 134.223 | $ 134.631 | $ 138.067 | | |
| | | | | | |
| Purchased/Generated MWh | 788,808 | 782,081 | 574,859 | | |
| All In MWh Supply & Generation | $ 97.472 | $ 98.311 | $ 96.823 | | |

**City of Dover**
**Finance Department**
**Monthly Report – March 2009**

**General Capital Project Fund Summary**

| | Budget | Revised Budget | YTD | Balance | 75% of Budget |
|---|---|---|---|---|---|
| **Revenue** | | | | | |
| Beginning Balance - Projects | $ 185,000 | $ 811,017 | $ 811,017 | $ - | 100.0% |
| Transfer from General Fund for Projects | 1,884,497 | 1,044,184 | 690,000 | 354,184 | 66.1% |
| Recreation Grant | 440,000 | 468,500 | 67,262 | 401,238 | 14.4% |
| State Grant | - | 600,000 | 122,974 | 477,026 | 20.5% |
| Gifts/Donations [1] | - | - | 1,564 | (1,564) | 0.0% |
| Transfer from Library Reserve | 1,200,000 | 600,000 | 168,458 | 431,542 | 28.1% |
| Transfer from Parkland Reserve | - | 40,000 | - | 40,000 | 0.0% |
| Interest Earnings | 65,000 | 65,000 | 6,773 | 58,227 | 10.4% |
| Income from Sale of Assets | - | - | 34,481 | (34,481) | 0.0% |
| **Total** | $ 3,774,497 | $ 3,628,701 | $ 1,902,529 | $ 1,726,172 | 52.4% |
| | | | | | |
| **Expenditures** | | | | | |
| Fire | $ 296,210 | $ 312,533 | $ 288,201 | $ 24,332 | 92.2% |
| Grounds Maintenance | 109,500 | 210,413 | 178,245 | 32,168 | 84.7% |
| Library | 1,200,000 | 1,200,000 | 421,663 | 778,337 | 35.1% |
| Recreation | 500,000 | 595,704 | 139,268 | 456,436 | 23.4% |
| Life Safety | 4,200 | 4,200 | 4,042 | 158 | 96.2% |
| Police | 346,126 | 127,628 | 39,970 | 87,658 | 31.3% |
| Streets | 704,170 | 295,922 | 94,447 | 201,475 | 31.9% |
| Sanitation | 315,000 | 315,000 | 116,000 | 199,000 | 36.8% |
| Information Technology | 110,915 | 87,704 | 2,704 | 85,000 | 3.1% |
| Public Services - Administration | 38,380 | 38,193 | 27,615 | 10,578 | 72.3% |
| Facilities Management | 140,000 | 75,000 | 34,817 | 40,183 | 46.4% |
| Central Services | 9,996 | 25,996 | 25,110 | 886 | 96.6% |
| Transfer to Library Reserve [1] | - | - | 1,564 | (1,564) | 0.0% |
| Budget Balance - Projects | - | 340,408 | - | 340,408 | 0.0% |
| **Total** | $ 3,774,497 | $ 3,628,701 | $ 1,373,646 | $ 2,255,055 | 37.9% |
| | | | | | |
| **Reserve Balances** | | | | | |
| Capital Asset Replacement Reserve | NO BUDGET | NO BUDGET | $ 240,293 | | |
| Library Reserve | $ 2,691,250 | $ 2,709,400 | $ 3,729,053 | | |
| Parkland/Recreation | $ 113,162 | $ 192,735 | $ 234,049 | | |

(1) Donations for the library.

**City of Dover**
**Finance Department**
**Monthly Report – March 2009**

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

| | Budget | Revised Budget | YTD | Balance | 75% of Budget |
|---|---|---|---|---|---|
| **Revenue** | | | | | |
| Beginning Balance-Water | $ 912,621 | $ 1,446,695 | $ 1,446,695 | $ - | 100.0% |
| Beginning Balance-Wastewater | 915,232 | 713,799 | 713,799 | - | 100.0% |
| Beginning Balance-Bond Proceeds-Wastewater | 11,260,300 | - | - | - | 0.0% |
| State Grant (Homeland Security) & Other | - | 140,000 | - | 140,000 | 0.0% |
| Income from Sale of Assets | - | - | 17,090 | (17,090) | 0.0% |
| Interest Earned | 36,000 | 36,000 | 88,924 | (52,924) | 247.0% |
| Transfer from Water Operating Fund for Water | 500,000 | 500,000 | 500,000 | - | 100.0% |
| Transfer from Wastewater Operating Fund for Wastewater | 200,000 | 200,000 | 200,000 | - | 100.0% |
| Transfer from Capital Asset Reserve Water | - | 1,000,000 | 500,000 | 500,000 | 50.0% |
| Transfer from Capital Asset Reserve Wastewater | - | 500,000 | 500,000 | - | 100.0% |
| Transfer from Impact Fee Reserve | - | 644,217 | - | 644,217 | 0.0% |
| **Total** | $ 13,824,153 | $ 5,180,711 | $ 3,966,508 | $ 1,214,203 | 76.6% |
| | | | | | |
| **Expenses** | | | | | |
| Engineering & Inspection | $ 15,445 | $ 15,445 | $ 16,247 | $ (802) | 105.2% |
| Water | 3,058,450 | 2,636,572 | 823,035 | 1,813,537 | 31.2% |
| Wastewater | 4,632,150 | 1,451,053 | 402,450 | 1,048,603 | 27.7% |
| Water Construction | 29,000 | 29,000 | 26,666 | 2,334 | 92.0% |
| Budget Bal-Working Capital - Water | 4,661,248 | 431,400 | - | 431,400 | 0.0% |
| Budget Bal-Working Capital - WasteWater | 1,427,860 | 617,241 | - | 617,241 | 0.0% |
| **Total** | $ 13,824,153 | $ 5,180,711 | $ 1,268,398 | $ 3,912,313 | 24.5% |
| | | | | | |
| **Reserve Balances** | | | | | |
| Capital Asset Replacement - Water | $ 1,043,553 | $ 198,742 | $ 702,697 | | |
| Capital Asset Replacement - Wastewater | $ 493,571 | $ 64,113 | $ 64,114 | | |

**City of Dover**
**Finance Department**
**Monthly Report – March 2009**

**Electric Improvement & Extension Fund Summary**

| | Budget | Revised Budget | YTD | Balance | 75% of Budget |
|---|---|---|---|---|---|
| **Revenue** | | | | | |
| Beginning Balance | $ 10,923,712 | $ 1,870,644 | $ 1,870,644 | $ - | 100.0% |
| Beginning Balance Bond Proceeds | - | 302,327 | 302,327 | - | 100.0% |
| Bond Proceeds | - | 15,293,600 | 20,068,735 | (4,775,135) | 131.2% |
| Interest Earnings | 113,037 | 113,037 | 35,651 | 77,386 | 31.5% |
| Transfer from Electric Revenue Fund | 1,684,000 | 1,684,000 | 1,684,000 | - | 100.0% |
| Transfer from Depreciation Fund | 2,000,000 | 2,000,000 | - | 2,000,000 | 0.0% |
| Transfer from Future Capacity Reserve | 3,000,000 | - | - | - | 0.0% |
| State Reimbursement for Projects | 805,558 | 805,738 | - | 805,738 | 0.0% |
| Income from Sale of Assets | - | - | 107,754 | (107,754) | 0.0% |
| DEMA Grant for Security System | 50,000 | 50,000 | - | 50,000 | 0.0% |
| Green Energy Grant for Photovoltaic System | - | 65,820 | - | 65,820 | 0.0% |
| **Total** | $ 18,576,307 | $ 22,185,166 | $ 24,069,111 | $ (1,883,945) | 108.5% |
| | | | | | |
| **Expenses** | | | | | |
| Power Plant | $ 2,690,000 | $ 3,370,555 | $ 2,061,508 | $ 1,309,047 | 61.2% |
| Transmission/Distribution | 933,500 | 932,698 | 728,594 | 204,104 | 78.1% |
| Electrical Engineering | 9,556,887 | 15,042,107 | 7,518,792 | 7,523,315 | 50.0% |
| Budget Bal. - Work. Capital | 5,395,920 | 1,461,548 | - | 1,461,548 | 0.0% |
| Budget Bal. Bond - Work. Capital | - | 1,378,258 | - | 1,378,258 | 0.0% |
| **Total** | $ 18,576,307 | $ 22,185,166 | $ 10,308,894 | $ 11,876,272 | 46.5% |
| | | | | | |
| **Reserve Balances** | | | | | |
| Depreciation Reserve | $ 7,394,904 | $ 7,701,763 | $ 9,730,184 | | |
| Future Capacity Reserve | $ 5,420,692 | $ 8,640,651 | $ 8,703,299 | | |

# *Dover Police Department*

*Monthly Report*
*To*
*Mayor & City Council*

*"To Protect and Serve"*

*March 2009*

# DEPARTMENT OF POLICE

Jeffrey Horvath
Chief of Police
F.B.I.N.A.

400 South Queen Street
Dover, Delaware 19904
302/736-7111
Fax 302/672-1842

April 9, 2009

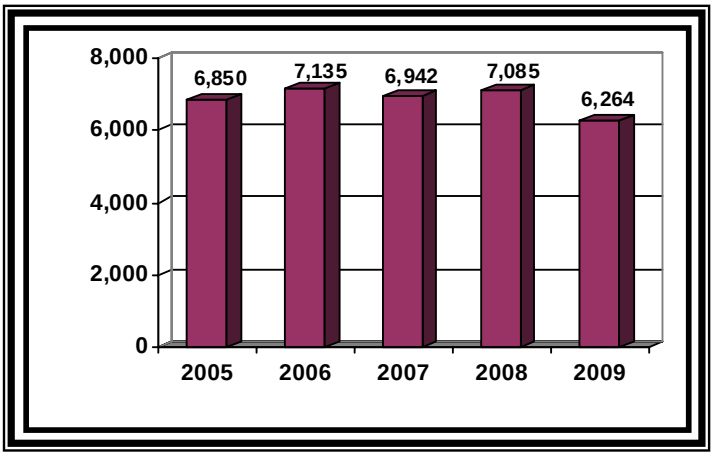
Honorable Carleton E. Carey, Sr., Mayor
Members of Dover City Council
City Hall
Dover, DE 19901

Mayor Carey and Council Members:

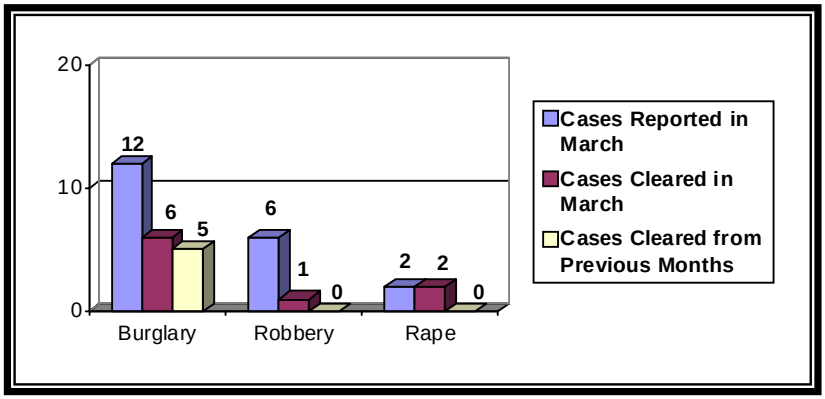
The following is the report on Police Department activities for the month of March 2009:

## *COMPLAINTS*

Total complaints received through March 31st, numbered 6,264. This is a decrease of 821 complaints over the same time period for last year.




## *CRIMINAL INVESTIGATIONS*

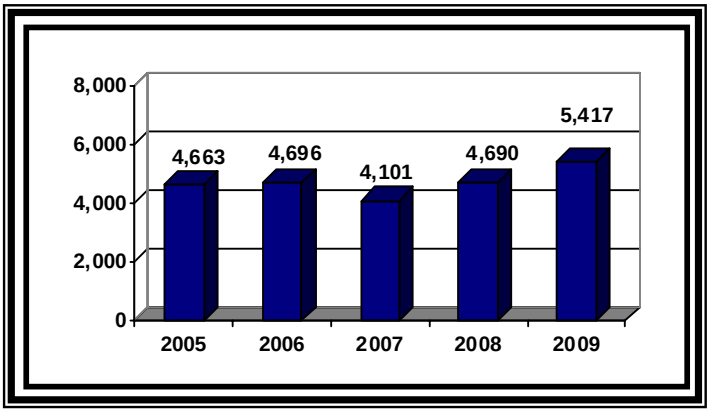


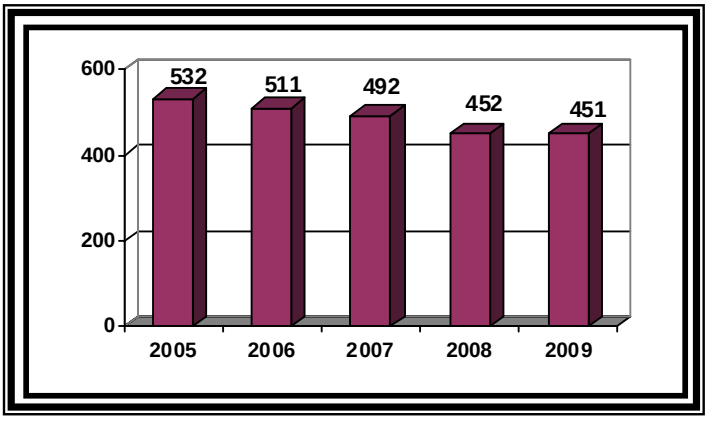
## *QUALITY OF LIFE TASK SECTION*

| ENFORCEMENT ACTION | ARRESTS |
|---|---|
| ABANDONED VEHICLES | 1 |
| ALCOHOL VIOLATIONS | 16 |
| ASSIST OTHER | 67 |
| WARRANTS ON FILE | 0 |
| BIKE ON SIDEWALK | 1 |
| CITY PARK VIOLATIONS | 3 |
| CRIMINAL ARRESTS | 37 |
| DRUG RELATED ARRESTS | 22 |
| LOUD MUSIC | 13 |
| MISCELLANEOUS VIOLATIONS | 6 |
| PARKING VIOLATIONS | 14 |
| COLLECTION OF DELINQUENT DCO'S | 0 |
| PEDDLER | 0 |
| PROSTITUTION | 0 |
| WANTED CHECKS/CPC'S | 35 |
| WARNINGS/TRAFFIC ARRESTS | 168 |
| FUGITIVE | 43 |
| **TOTAL ARRESTS** | 426 |

## *TRAFFIC ARRESTS*

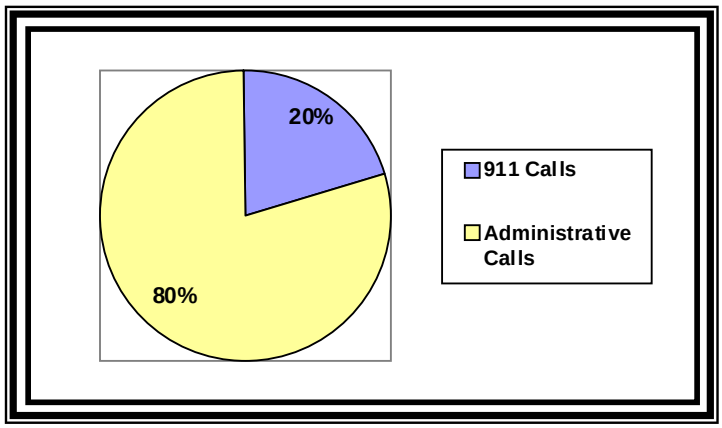
The department issued 5,417 traffic citations through this reporting period. This is an increase of 727 citations over the number issued during the same period last year.




## *TRAFFIC CRASHES*

Through March 31st, Dover Police investigated 451 traffic crashes. This is a decrease of 1 traffic crash investigated during the same period last year.

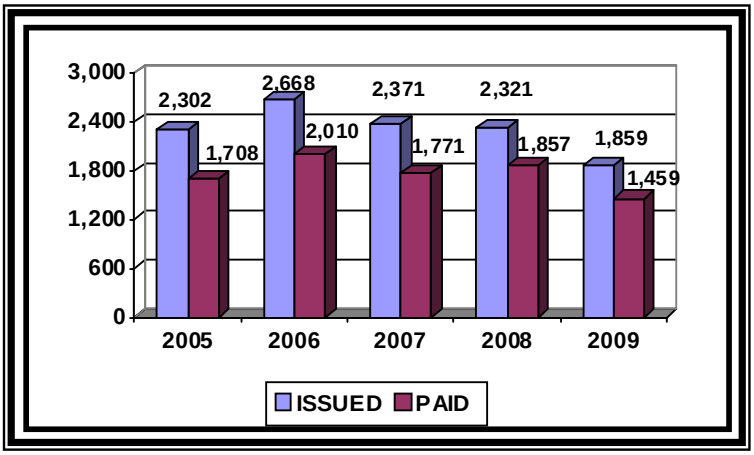



## *911 CENTER*

During the month of March, our 911 Center handled a total of 9,727 calls averaging 314 calls per day. Dispatchers handled 1,990 calls on the 911 lines, an average of 65 calls per day.

## *CITY ORDINANCE SUMMONS*

Through March 31st, we issued 1,859 city ordinance summons, a decrease of 462 summons over March of last year. *Note: of those summonses issued in March, 22 were issued for handicapped parking violations, 19 for fire lane parking violations, 14 for false alarms (13 for 3-5 alarms, 1 for 6-9 alarms, 0 for 10-15 alarms, and 0 for 16 or more alarms) and 22 for noise violations (15 for vehicle violations and 7 for residence violations).




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

- The Criminal Investigations Unit is currently investigating four different burglaries which occurred during the month of March 2009. The burglaries are all residential and have occurred throughout the city and not specifically in one district or another. Locations of the crimes include Woodcrest Drive, Wilson Drive, Harrison Drive, and South Bay Road. When committing these crimes, the subjects involved removed money, electronics and jewelry from the homes before fleeing undetected. The investigation continues into the crimes and arrests are anticipated.

- Additionally, the Criminal Investigations Unit investigated two domestic related burglaries, where the victim in both cases was confronted inside their home and assaulted by their estranged partner. These burglaries occurred on West Loockerman Street and West North Street and in both cases arrests have been made.

- Dover Officers responded to a large fight complaint at the Loockerman Exchange Rest and Bar during the early morning hours of Wednesday, March 11, 2009. Because of the number of disorderly bar patrons involved the police department required the assistance of additional police officers from jurisdictions throughout Kent County to help disperse the crowd. Officers from Delaware State University, Delaware State Police, Harrington, Camden, and Cheswold responded to our request for assistance. Four subjects were arrested because of fighting and other disorderly behavior. Two officers, one from Camden and one from Dover were injured during the melee.

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

- The Criminal Investigations Unit is currently investigating 6 robberies which occurred throughout the City of Dover. Five of the six occurred at businesses and the other at an ATM located on S. Bradford Street. In all six cases, the subject produced a handgun and demanded money from the victim. These robberies occurred at the Cash Advance in the Dover Mart Shopping Center, Stop and Shop on Walker Road, Dot Discount on Independence Blvd, Great China Rest on Walker Road, ATM at Wachovia Bank on S. Bradford Street and the alley at the rear of River Road in Capitol Green. The incident at the Cash Advance in the Dover Mart Shopping Center has been cleared and arrests have been made.

- The Drugs, Vice, & Organized Crime Section continues to conduct investigations into illegal drugs sales throughout the city. Two search warrants were conducted in Capitol Green involving two homes on River Road. As a result of the search warrants, crack cocaine, ecstasy pills and drug paraphernalia was seized. Several Arrests have been made.

- On Tuesday, March 24, 2009, the Drugs, Vice, & Organized Crime Section arrested a man in possession of 487 grams of marijuana after he delivered it to undercover police officers. Following his arrest a search warrant was conducted at his home and an additional 32 grams of marijuana was found.

- The Dover Police Department is pleased to announce it has met the requirements of a highly regarded and broadly recognized body of law enforcement standards, and was accredited for the fourth time by the Commission on Accreditation for Law Enforcement Agencies Inc. (CALEA) on March 21, 2009. Members of the department, accompanied by Mayor Carey, were presented this prestigious award while attending the conference in Raleigh, NC.

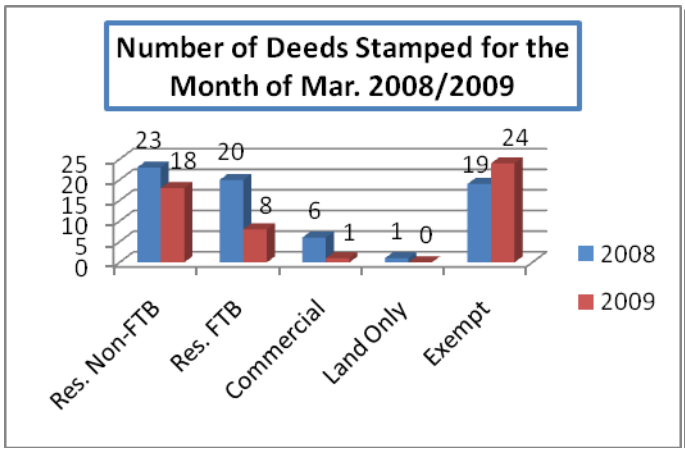
Respectfully Submitted,

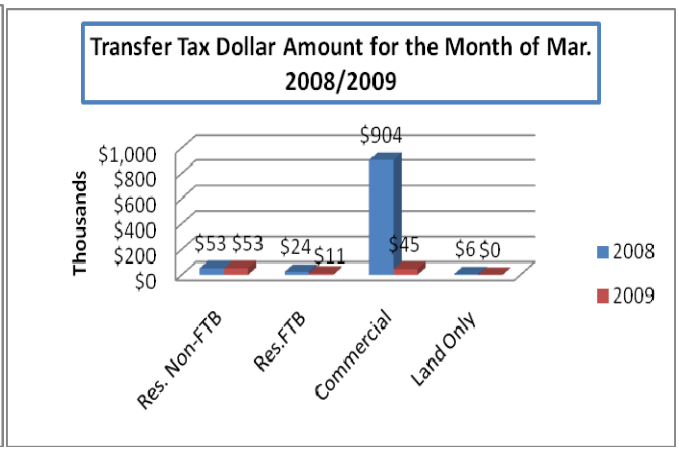


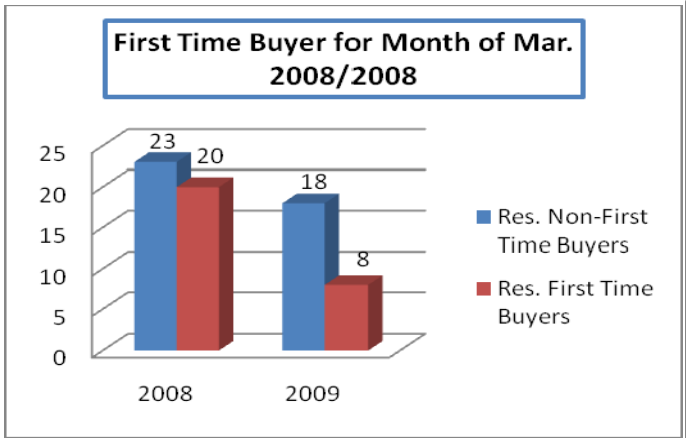
Jeffrey Horvath
Chief of Police

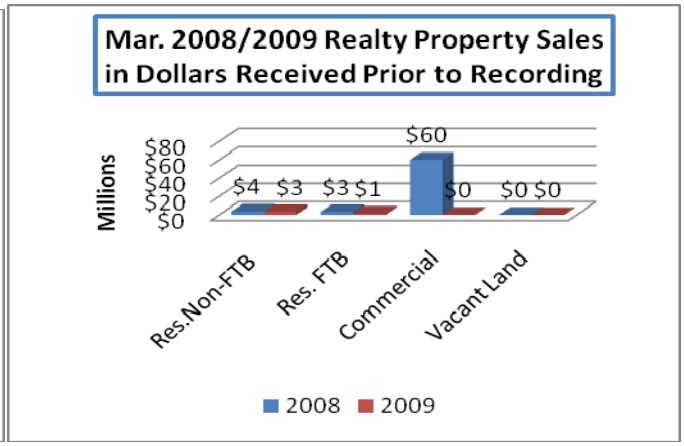
# Monthly Report
# March 2009

Office of City Assessor




## Major Updates

| | Jan-08 | Feb-09 | Mar-09 |
|---|---|---|---|
| Assessment Change | - $ 757,060 | $2,961,300 | $7,852,280 |

## Residential Sales Ratio Report

| Sales in Study | Total Assessed Value | Total Sale Price | Ratio | PRD |
|---|---|---|---|---|
| 14 | $2,292,800 | $2,541,538 | 90.21 | 1.06 |

**Ratio** – Assessed Value divided by Sale Price.

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

# Points of Interest

## Scanning & Filing

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

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

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

## City Wide Revaluation

- Data collectors are visiting neighborhoods verifying existing information and acquiring new data.
  (Please see attached Project Status report form Tyler Technologies)

## Staff

- City Assessor has attended the "National USPAP Update" seminar, which is part of the continued education.

CITY OF DOVER
SALES RATIO REPORT



| PARID | NBHD | LUC | ADDRESS | UNITS | STYLE | YRBLT | STORIES | SFLA | GRADE | CDU | TOTAL APPR | SALE DT | PRICE | ASR |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ED05-067.14-01-44.00 | 20 | R10 | 82 BALTUSROL RD | | 5 | 1973 | 2 | 1924 | B | VG | 201,100 | 07-MAR-09 | 220,000 | .914 |
| ED05-067.16-01-46.00 | 11 | R10 | 506 ROSS ST | | 14 | 1963 | 1 | 1107 | C+ | VG | 114,400 | 24-MAR-09 | 155,000 | .738 |
| ED05-067.16-02-97.00 | 11 | R10 | 606 N STATE ST | | 5 | 1955 | 2 | 2650 | C+ | VG | 218,300 | 20-MAR-09 | 245,000 | .891 |
| ED05-067.18-03-84.00 | 17 | R10 | 118 MEETING HOUSE LN | | 1 | 1985 | 2 | 2432 | B+ | VG | 222,300 | 27-MAR-09 | 225,000 | .988 |
| ED05-068.15-03-40.00 | 16 | R10 | 1404 S HANCOCK AVE | | 14 | 1988 | 1 | 1760 | B | VG | 188,800 | 20-MAR-09 | 125,000 | 1.510 |
| ED05-068.17-03-56.00 | 8 | R20 | 211 AMERICAN AVE | | 3 | 1948 | 1.5 | 2657 | C+ | GD | 201,700 | 27-MAR-09 | 306,000 | .659 |
| ED05-075.08-01-35.00 | 16 | R10 | 213 FALMOUTH WAY | | 1 | 1998 | 2 | 2036 | B+ | VG | 191,600 | 31-MAR-09 | 210,000 | .912 |
| ED05-076.03-04-58.00 | 22 | R10 | 441 BEUVALE LN | | 6 | 2009 | 2 | 1546 | B+ | VG | 241,300 | 20-MAR-09 | 260,638 | .926 |
| ED05-076.05-01-49.00 | 16 | R10 | 208 N CAROLINE PL | | 1 | 1992 | 2 | 1864 | B+ | VG | 176,400 | 11-MAR-09 | 203,500 | .867 |
| ED05-076.08-02-46.00 | 23 | R10 | 218 N NEW ST | | 14 | 1974 | 1 | 954 | D+ | AV | 72,100 | 10-MAR-09 | 67,000 | 1.076 |
| ED05-076.13-01-55.00 | 16 | R10 | 148 THAMES DR | | 13 | 1996 | 2 | 1320 | C+ | VG | 129,500 | 06-MAR-09 | 139,900 | .926 |
| ED05-076.20-01-57.00 | 5 | R10 | 912 JANEKA LN | | 16 | 1960 | 2 | 1818 | C+ | GD | 152,200 | 30-MAR-09 | 192,500 | .791 |
| LC05-058.17-04-53.00 | 1 | R10 | 105 GORDON DR | | 14 | 1988 | 1 | 972 | D | AV | 67,600 | 10-MAR-09 | 50,000 | 1.352 |
| LC05-058.18-01-91.00 | 1 | R10 | 134 BETH PL | | 14 | 2008 | 1 | 1344 | C+ | VG | 115,500 | 31-MAR-09 | 142,000 | .813 |

tyler TECHNOLOGIES | Tyler Technologies, Inc. | CLT Appraisal & Tax Solutions
12 Goose Lane | Tolland, Connecticut 06084 | (p) 800.273.8605 | (f) 860.872.9526 | www.tylertech.com

MEMO

PROJECT STATUS
DOVER, DE

To: Cheryl Russell, Assessor

From: Steve Beccio – Project Supervisor
Date: 3/13/2009
Staff currently assigned:
Project Supervisor: Steve Beccio
Crew Chief : David Stevens
Clerical Support: Lisa Jennie ; Nicole Colbert

Data Collectors: Andre Coleman, Diane Edwards, Thomas Horn, Clyde McIntyre, John Mereider, John Wilson.

PROJECT START UP

. Refer to Status Rpts 1/16/09 and 1/30/09.

Office space
The Assessor has provided Tyler/CLT office space within the Assessor's office.
Address: Tyler Technologies/CLT
C/O City of Dover Assessor's Office
P.O. Box 457
Dover, DE 19903
Phone: 302-760-4927 Fax: 302-736-4450

**Photography**
Facet Technologies began gathering images on 3/11/2009; anticipating three or four days to complete.

**Routing**

All maps have been routed and routing numbers have been entered into an Excel spreadsheet for importing into IAS Total: **(11,753)**. Planned units to date: **(11,757).**

tyler works.

**Public Information**

All pre list information mailers have been printed; **(6,372)** have been mailed as indicated in the chart below.

| MAP | IN STATE | OUT STATE | 197 198 | MAP | IN STATE | OUT STATE | 197 198 | MAP | IN STATE | OUT STATE | 197 198 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 67.11 | 72 | 2 | | 76.08 | 207 | 20 | 18 | 77.09 | 190 | 10 | 12 |
| 67.15 | 297 | 15 | 5 | 76.12 | 144 | 9 | 9 | 67.07 | 9 | 0 | 0 |
| 67.16 | 168 | 5 | 2 | 56.20 | 44 | 0 | 3 | 77.13 | 102 | 8 | 2 |
| 67.19 | 176 | 7 | 9 | 57.00 | 19 | 10 | 3 | 76.11 | 86 | 7 | 4 |
| 67.20 | 219 | 8 | 2 | 57.01 | 9 | 3 | 0 | 76.06 | 540 | 37 | 8 |
| 68.17 | 169 | 7 | 6 | 57.17 | 127 | 2 | 3 | 76.05 | 170 | 13 | 1 |
| 77.05 | 200 | 11 | 3 | 58.17 | 85 | 5 | 1 | 67.17 | 256 | 3 | 2 |
| 67.12 | 32 | 2 | 1 | 67.00 | 40 | 5 | 4 | 77.07 | 64 | 5 | 2 |
| 68.09 | 263 | 12 | 7 | 68.05 | 6 | 0 | 3 | 67.18 | 172 | 6 | 0 |
| 68.10 | 283 | 6 | 4 | 68.00 | 21 | 2 | 0 | 76.05 | 214 | 6 | 0 |
| 68.13 | 103 | 13 | 4 | 68.19 | 166 | 4 | 3 | | | | |
| 68.14 | 319 | 29 | 10 | 68.20 | 34 | 0 | 0 | | | | |
| 68.15 | 89 | 1 | 0 | 77.10 | 59 | 13 | 5 | | | | |
| 68.18 | 297 | 22 | 8 | 76.10 | 172 | 7 | 6 | | | | |
| 77.06 | 161 | 11 | 3 | 76.07 | 95 | 10 | 4 | | | | |
| TOTAL | 2848 | 151 | 64 | TOTAL | 1228 | 90 | 62 | TOTAL | 1803 | 95 | 31 |

**Residential Data Collection**: As of 3/12/09; **(3924)** first calls had been made.
Planned units to date: **(1750)**.

| | | | |
|---|---|---|---|
| Total Refusals: | 103 | 8% | of Contact |
| Interior Refusals(Interior Information & Exterior): | 591 | 45% | of Contact |
| Interior Refusals(No Interior Information & Exterior): | 45 | 3% | of Contact |
| Interior Inspections: | 570 | 44% | of Contact |
| Estimated: | 393 | | |
| Vacant Bldg.: | 128 | | |
| No One at Home: | 2615 | 66% | of the time. |
| ›ntact: | 1309 | 34% | of the time. |

tyler works.

**ata Entry**: As of 3/13/09; (**2,008**) properties had been entered into the IAS World 2009 file.
Planned units to date: (**1,575**).

Action Items

- Continue Residential Data Collection.
- Finalize Office QC procedures
- Complete Commercial Data Collection Manual
- Monitor resolution of GIS/ IAS parcel ID mismatch.
- Begin Commercial data collection.

Sincerely,
Steve Beccio, Project Supervisor

CC:

PMF
EHF
PM
TLP

tyler TECHNOLOGIES | Tyler Technologies, Inc. | CLT Appraisal & Tax Solutions
12 Goose Lane Tolland, Connecticut 06084 (p) 800.273.8605 (f) 860.872.9526 www.tylertech.com

MEMO

PROJECT STATUS
DOVER, DE

To: Cheryl Russell, Assessor

From: Steve Beccio – Project Supervisor
Date: 3/27/2009
Staff currently assigned:
Project Supervisor: Steve Beccio
Crew Chief : David Stevens
Clerical Support: Lisa Jennie ; Nicole Colbert

Data Collectors: Andre Coleman, Diane Edwards, Thomas Horn, Clyde McIntyre, John Mereider, John Wilson.

PROJECT START UP

. Refer to Status Rpts 1/16/09 and 1/30/09.

Office space
The Assessor has provided Tyler/CLT office space within the Assessor's office.
Address: Tyler Technologies/CLT
C/O City of Dover Assessor's Office
P.O. Box 457
Dover, DE 19903
Phone: 302-760-4927 Fax: 302-736-4450

**Photography**
Facet Technologies has reported completing image gathering. They will be sending a hard drive with all images to the Dover office.

**Routing**

All maps have been routed and routing numbers have been entered into an Excel spreadsheet for importing into IAS Total: **(11,753)**. Planned units to date: **(11,757).**

tyler *works.*

**Public Information**

All pre list information mailers have been printed; **(7,741)** have been mailed as indicated in the chart below.

| MAP | IN STATE | OUT STATE | 197 198 |
|---|---|---|---|
| 67.11 | 72 | 2 | |
| 67.15 | 297 | 15 | 5 |
| 67.16 | 168 | 5 | 2 |
| 67.19 | 176 | 7 | 9 |
| 67.20 | 219 | 8 | 2 |
| 68.17 | 169 | 7 | 6 |
| 77.05 | 200 | 11 | 3 |
| 67.12 | 32 | 2 | 1 |
| 68.09 | 263 | 12 | 7 |
| 68.10 | 283 | 6 | 4 |
| 68.13 | 103 | 13 | 4 |
| 68.14 | 319 | 29 | 10 |
| 68.15 | 89 | 1 | 0 |
| 68.18 | 297 | 22 | 8 |
| 77.06 | 161 | 11 | 3 |
| 68.11 | 2 | 0 | 0 |
| 86.06 | 2 | 0 | 0 |
| 58.18 | 0 | 2 | 0 |
| 86.00 | 16 | 1 | 0 |
| 86.05 | 30 | 0 | 2 |
| 69.00 | 6 | 0 | 0 |
| 86.00 | 3 | 2 | 0 |
| 75.00 | 3 | 0 | 0 |
| 85.11 | 14 | 0 | 0 |
| 66.00 | 5 | 0 | 0 |
| TOTAL | 2929 | 156 | 66 |

| MAP | IN STATE | OUT STATE | 197 198 |
|---|---|---|---|
| 76.08 | 207 | 20 | 18 |
| 76.12 | 144 | 9 | 9 |
| 56.20 | 44 | 0 | 3 |
| 57.00 | 19 | 10 | 3 |
| 57.01 | 9 | 3 | 0 |
| 57.17 | 127 | 2 | 3 |
| 58.17 | 85 | 5 | 1 |
| 67.00 | 40 | 5 | 4 |
| 68.05 | 6 | 0 | 3 |
| 68.00 | 21 | 2 | 0 |
| 68.19 | 166 | 4 | 3 |
| 68.20 | 34 | 0 | 0 |
| 77.10 | 59 | 13 | 5 |
| 76.10 | 172 | 7 | 6 |
| 76.07 | 95 | 10 | 4 |
| 85.08 | 237 | 3 | 0 |
| 77.18 | 116 | 3 | 3 |
| 99.99 | 1 | 1 | 0 |
| TOTAL | 1582 | 97 | 65 |

| MAP | IN STATE | OUT STATE | 197 198 |
|---|---|---|---|
| 77.09 | 190 | 10 | 12 |
| 67.07 | 9 | 0 | 0 |
| 77.13 | 102 | 8 | 2 |
| 76.11 | 86 | 7 | 4 |
| 76.06 | 540 | 37 | 8 |
| 76.05 | 170 | 13 | 1 |
| 67.17 | 256 | 3 | 2 |
| 77.07 | 64 | 5 | 2 |
| 67.18 | 172 | 6 | 0 |
| 76.05 | 214 | 6 | 0 |
| 76.20 | 208 | 7 | 1 |
| 77.11 | 197 | 8 | 0 |
| 77.14 | 36 | 1 | 0 |
| 77.17 | 171 | 8 | 2 |
| 85.12 | 268 | 9 | 1 |
| TOTAL | 2683 | 128 | 35 |

tyler works.

**.esidential Data Collection**: As of 3/27/09; **(5,124)** first calls had been made.
Planned units to date: **(2550)**.

| | | | |
|---|---|---|---|
| Total Refusals: | 111 | 7% | of Contact |
| Interior Refusals(Interior Information & Exterior): | 746 | 47% | of Contact |
| Interior Refusals(No Interior Information & Exterior): | 48 | 3% | of Contact |
| Interior Inspections: | 683 | 43% | of Contact |
| Estimated: | 523 | | |
| Vacant Bldg.: | 144 | | |
| No One at Home: | 2869 | 56% | of the time. |
| Contact: | 1588 | 31% | of the time. |

**Commercial and Exempt Data Collection:** To begin Sat. 2/28/2009.

**Data Entry**: As of 3/27/09; **(3,179)** properties had been entered into the IAS World 2009 file.
Planned units to date: **(2,450)**.

ction Items

- Continue Residential Data Collection.
- Begin sales verification.
- Complete Commercial Data Collection Manual
- Monitor resolution of GIS/ IAS parcel ID mismatch.
- Continue Commercial data collection.

Sincerely,
Steve Beccio, Project Supervisor

CC:
PMF
EHF
PM
TLP

# *CITY MANAGER'S MONTHLY REPORT*



## March 2009

# Monthly Highlights

**Customer Services**

- 1,169 payments were processed online or by telephone as of March 31, 2009.

**Budget and Program Development**

- Continued draft budget review meetings with departments.
- Participated in teleconference on Economic Stimulus Funds for Local Governments.
- Attended GFOA webinar regarding Performance Measurement and Management.

**Human Resources**

- Employee survey conducted through the NRC has been completed.

**Information Technology**

- New & improved intranet site on-line for employee use.

**Parks, Recreation, & Library**

- Annual Youth in Government day hosted at City Hall. Twenty-three students from Dover High, Caesar Rodney High, St. Thomas Moore and Campus Community High School participated.
- "In Harmony" concert recorded 125 citizens in attendance.
- The Library recorded 829 people attending 22 children's programs.

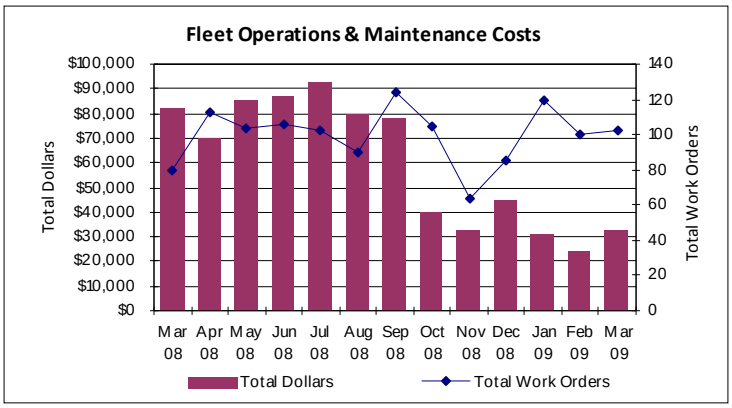
**Public Services**

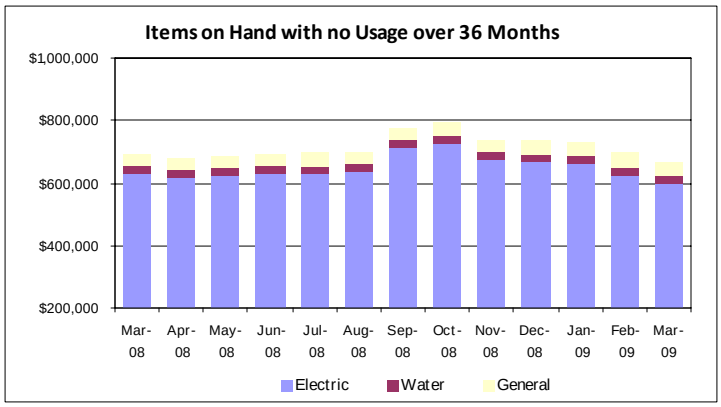
- "Soft" roll-out of curbside recycling program continues. 4,743 new accounts have been created as of March 31, 2009.

**Public Utilities**

- Water Distribution System Flushing was completed in 15 days as opposed to the advertized 17 day schedule.

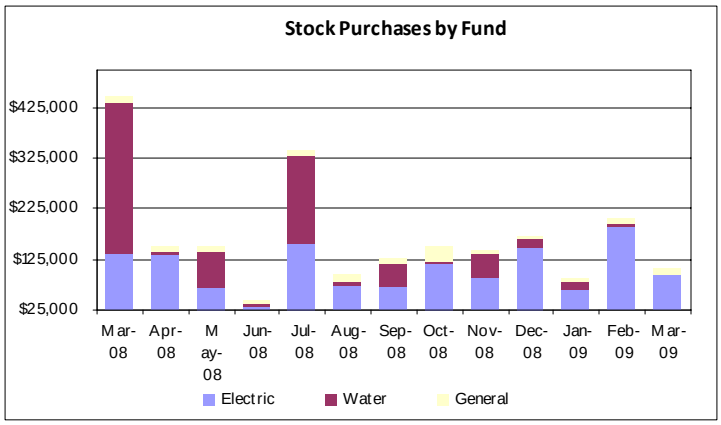
# CENTRAL SERVICES

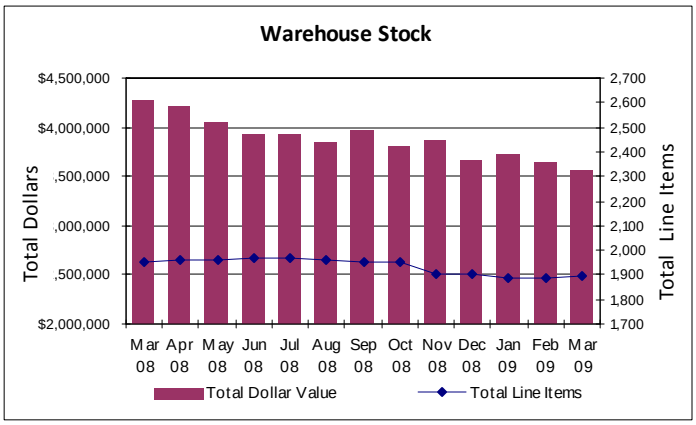



Work Orders: 103
Fleet Maintenance: $5,148.43 (excludes Melvin's Sunoco)
Fuel: $27,000.07

Electric: $596,227.49
Water: $ 25,531.78
General: $ 46,093.21



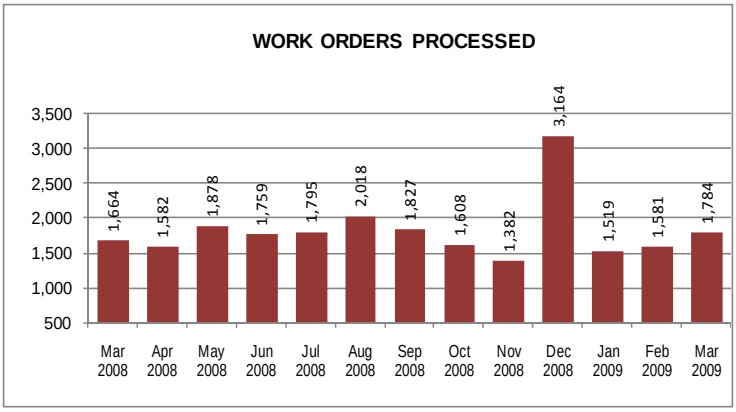

Electric: $94,866.02
Water: $ 1,259.56
General: $11,353.08

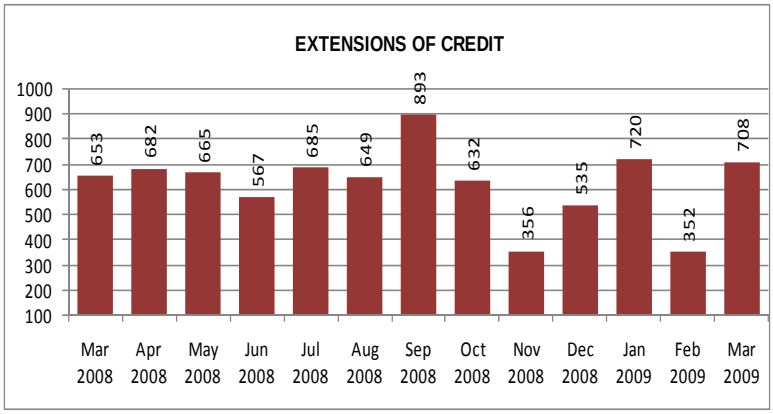
Total Dollar Value: $3,563,129.21
Total Line Items: 1,892

## Major Program Updates

| MEASURE | FYTD - MARCH 2009 | FYTD - MARCH 2008 | DIFFERENCE |
|---|---|---|---|
| Issue Effectiveness (>90%)<br>*How often the warehouse has what customers need when it's needed.*<br>*[issues / (issues + back orders)] * 100* | 99.8% | 99.8% | - |
| Turn Over Rate (4-5 per yr.)<br>*Indicates that the material stocked is the material being used.* | 1 every 20.69 years | 1 every 11.64 years | 9.05 years |
| Bids for non-inventory items converted to purchase orders within timeframe<br>*(Quantity and Percentage)* | 30 of 32 Bids<br>93.7% | 37 Bids<br>94% | -0.3% |
| Sealed bids prepared, received & distributed within 7 working days of receipt<br>*(Quantity and Percentage)* | 39 of 41 Bids<br>95.1% | 51 Bids<br>61% | 34% |
| Scheduled Preventative Maintenance appointments being kept. *(Quantity and Percentage)* | 26 of 29<br>89.7% | 12 of 28<br>42.8% | 48.5% |
| Mail receiving lowest discounted rate<br>*(Quantity and Percentage)* | 33,436 pieces<br>97.3% | 30,123 pieces<br>95.7% | 1.5% |
| Routine work orders completed within 5 days *(Quantity and Percentage)* | 36<br>97.3% | 40<br>90.9% | 2.07% |
| Emergency work orders completed within 2 days *(Quantity and Percentage)* | 6 work orders completed<br>100% | 1 work order completed<br>100% | - |

# *CUSTOMER SERVICES*




## Write-Offs / Electric & Trash Bills

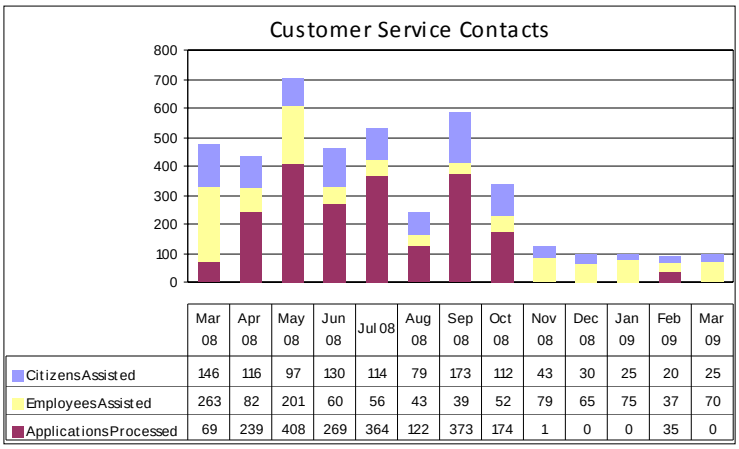
The electric write-off for outstanding electric bills with dates ranging mainly from January 2007 until March 2007 . The proposed write-off of $46,973.41 includes $160.42 from accounts that filed for bankruptcy. The $46,973.41 is the third write-off for Fiscal 2009 and is .24 percent of the revenue ($19,876,401) for the write-off period. In other words, the City collected 99.76% of all bills for the write-off period. For every $100 dollars of revenue the City billed in the write-off period, $0.24 was not collected. This electric write off includes Farm Fresh grocery store's uncollected balance of $29,467.70.

The trash write-off for o utstanding trash bills with dates ranging mainly from January 2007 until March 2007. The proposed write-off of $473.80 includes $0.00 from accounts that filed bankruptcy. The $473.80 is the second write-off for Fiscal 2009 and is .17 percent of the revenue ($278,329) for the write-off period. In other words, the City collected 99.83% of all bills for the write-off period. For every $100 of revenue the City billed in the write-off period, $0.17 was not collected.

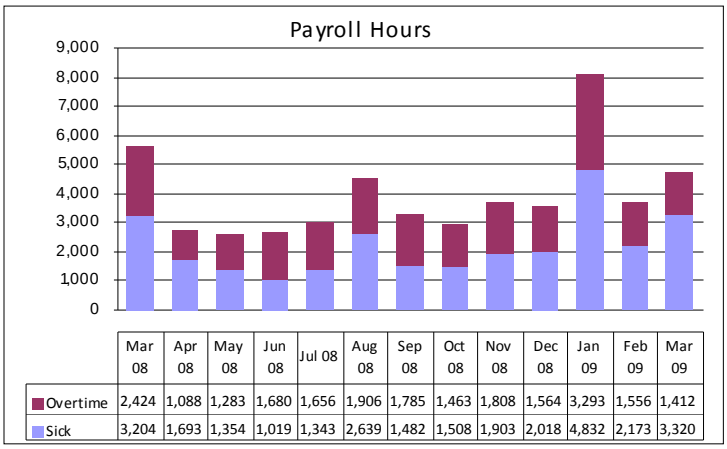
According to the APPA, the industry standard for collections among publicly held utilities of similare size is 99.74% of total electric revenue. The accounts are currently assisgned to our collection agency and will remain there even when they have been written off. A complete list of accounts is available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

| Major Program Updates | Mar 2009 | Mar 2008 | Difference | FY2009 Year-to-Date | FY2008 Year-to-Date |
|---|---|---|---|---|---|
| Number of Customers Served | 23,451 | N/A | - | 233,064 | N/A |
| Final Bills | 701 | 634 | 67 | 6,497 | 6,088 |
| Estimated Bills | 158 | 143 | 15 | 1,429 | 1,345 |
| Penalties Posted | $ 17,548 | $ 16,458 | $ 1,090 | $ 159,518 | $ 140,713 |
| Extensions of Credit - Amount Extended | $ 241,114 | $ 181,986 | $ 59,128 | $ 1,518,673 | $ 1,263,251 |
| Balance Transfers | $ 5,618 | $ 2,077 | $ 3,541 | $ 124,894 | $ 45,041 |
| Utility Collections | $ 39,072 | $ 15,707 | $ 23,365 | $ 446,756 | $ 262,353 |
| Special Assessments | $ 189 | $ - | $ 189 | $ 2,612 | $ 1,647 |
| Miscellaneous Billings | $ 77,863 | $ - | $ 77,863 | $ 543,194 | $ 96,466 |
| CNP through Disconnect Collars | 16 | 29 | -13 | 244 | 227 |
| Court Cases | - | - | - | - | - |
| Tamperings | 2 | - | 2 | 35 | 4 |
| Taxes Levied | $ 6,589 | N/A | - | $ 195,564 | N/A |
| Billing Adjustments | $ 608 | N/A | - | $ (394) | N/A |
| Total Taxes Collected | $ 245,843 | N/A | - | $ 1,394,957 | N/A |
| Taxes Outstanding | $ 419,456 | N/A | - | $ 3,817,972 | N/A |
| Payments in Lieu | $ 1,500 | N/A | - | $ 58,302 | N/A |
| Billing Accuracy (on schedule billings) | 99.0% | N/A | - | 99.0% | N/A |
| Bills Published on Schedule | 99.9% | N/A | - | 99.9% | N/A |
| Meters Read on Schedule | 99.9% | N/A | - | 99.9% | N/A |
| Customer Satisfaction Rating | 99.7% | N/A | - | 99.7% | N/A |
| Deliquent Accounts Collected | 99.8% | N/A | - | 99.8% | N/A |

# HUMAN RESOURCES




| | Mar 08 | Apr 08 | May 08 | Jun 08 | Jul 08 | Aug 08 | Sep 08 | Oct 08 | Nov 08 | Dec 08 | Jan 09 | Feb 09 | Mar 09 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Citizens Assisted | 146 | 116 | 97 | 130 | 114 | 79 | 173 | 112 | 43 | 30 | 25 | 20 | 25 |
| Employees Assisted | 263 | 82 | 201 | 60 | 56 | 43 | 39 | 52 | 79 | 65 | 75 | 37 | 70 |
| Applications Processed | 69 | 239 | 408 | 269 | 364 | 122 | 373 | 174 | 1 | 0 | 0 | 35 | 0 |




| | Mar 08 | Apr 08 | May 08 | Jun 08 | Jul 08 | Aug 08 | Sep 08 | Oct 08 | Nov 08 | Dec 08 | Jan 09 | Feb 09 | Mar 09 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Overtime | 2,424 | 1,088 | 1,283 | 1,680 | 1,656 | 1,906 | 1,785 | 1,463 | 1,808 | 1,564 | 3,293 | 1,556 | 1,412 |
| Sick | 3,204 | 1,693 | 1,354 | 1,019 | 1,343 | 2,639 | 1,482 | 1,508 | 1,903 | 2,018 | 4,832 | 2,173 | 3,320 |

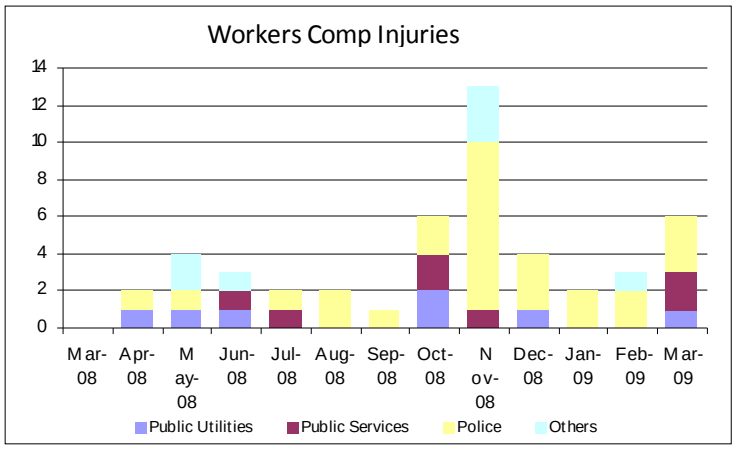
| Category | Mar 08 | Apr 08 | May 08 | Jun 08 | Jul 08 | Aug 08 | Sep 08 | Oct 08 | Nov 08 | Dec 08 | Jan 09 | Feb 09 | Mar 09 | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Caucasian | 334 | 336 | 331* | 334 | 334 | 338 | 338 | 338 | 342 | 343 | 345 | 344 | 343 | N/A |
| Minorities | 66 | 66 | 61* | 62 | 62 | 63 | 65 | 64 | 64 | 64 | 61 | 60 | 59 | N/A |
| Hired | 1 | 4 | 4 | 6 | 2 | 5 | 3 | 1 | 5 | 1 | 2 | 1 | - | 35 |
| Terminated/Resigned/ Retired | 5 | 2 | 1 | 2 | 2 | - | 1 | 2 | 1 | - | 2 | 3 | 2 | 24 |
| Promoted | 2 | - | 2 | 2 | 5 | 2 | - | - | - | - | - | - | - | 13 |
| Jobs Posted | 10 | 6 | 2 | 4 | 5 | 3 | 2 | 1 | 1 | - | - | 1 | - | 35 |
| Workers Comp. Injuries | - | 2 | 4 | 3 | 2 | 2 | 1 | 6 | 13 | 4 | 2 | 3 | 6 | 48 |
| Workers Comp. Hours | 311 | 198 | 178 | 37 | 8 | 79 | - | 2 | 67 | 553 | 385 | 64 | 17 | 1,899 |
| Insurance Claims | - | - | - | - | - | 5 | 3 | 10 | 7 | 2 | 1 | 6 | 2 | 36 |

***A review has been completed to ensure the accuracy of the Caucasian and Minority employees. The figures for May 2008 reflect the revised and updated numbers. Workers' Comp. hours may not be the result of injuries that occurred during the current month.*

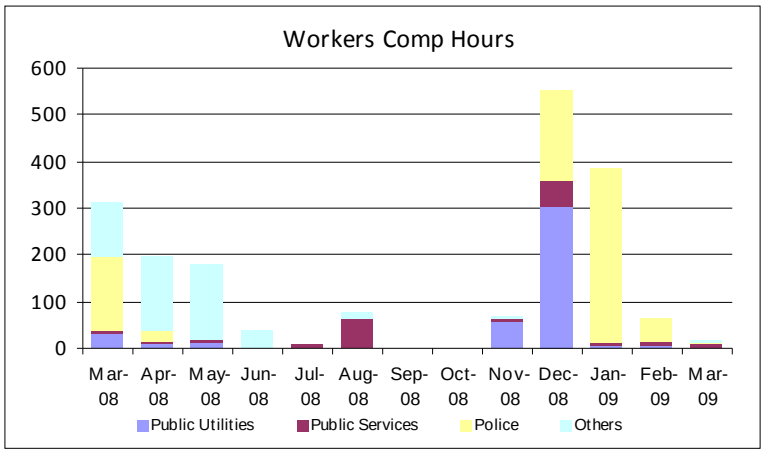
| Bonus Program Category  | Feb 09 | Mar 09 | Total |
|---|---|---|---|
| Stop Program-*Sensibly Taking Off Pounds(weigh-ins)* | 8 | 11 | 19 |
| Pays-*Program Awarding Your Suggestions (submissions)* | - | - | - |
| On the Case-*Cost And Savings Excavation (submissions)* | - | - | - |
| Caught Doing it Right-*Promotes employees productivity & creativity (submissions)* | 1 | - | 1 |
| Breathe Program-*Rewards for ending tobacco use (submissions)* | - | - | - |
| Ducs in a Row-*Doing Useful Community Service (submissions)* | - | - | - |

**Full-time Employees: 383**
**Part-time Employees: 19**
Numbers do not reflect, temporary, seasonal, relief fire dispatchers, committee or council members.

**Jobs Posted:** No jobs posted.
**Employee (s) Hired:** No new hires.

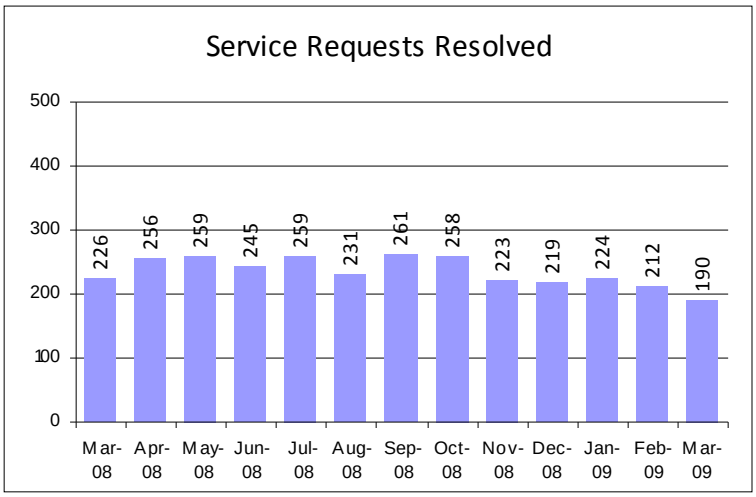


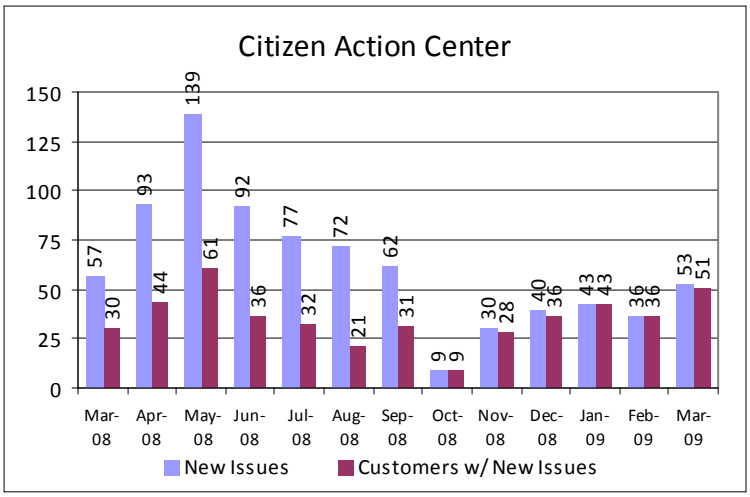

Public Utilities: 1 Public Services: 2 Police: 3 Others: 0

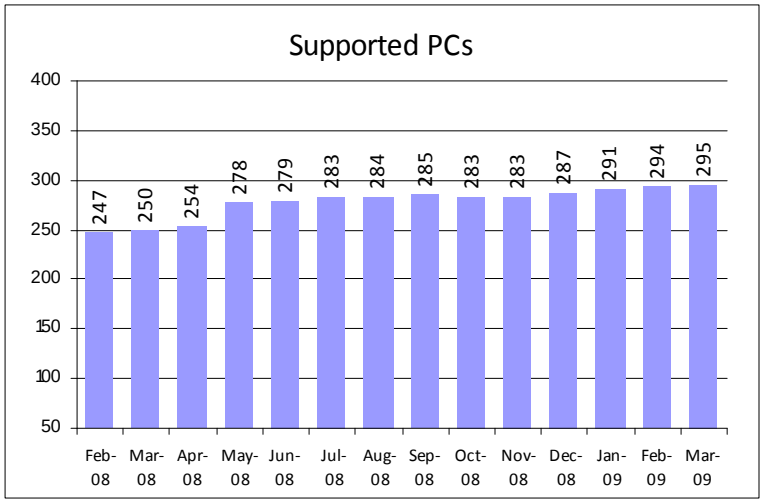


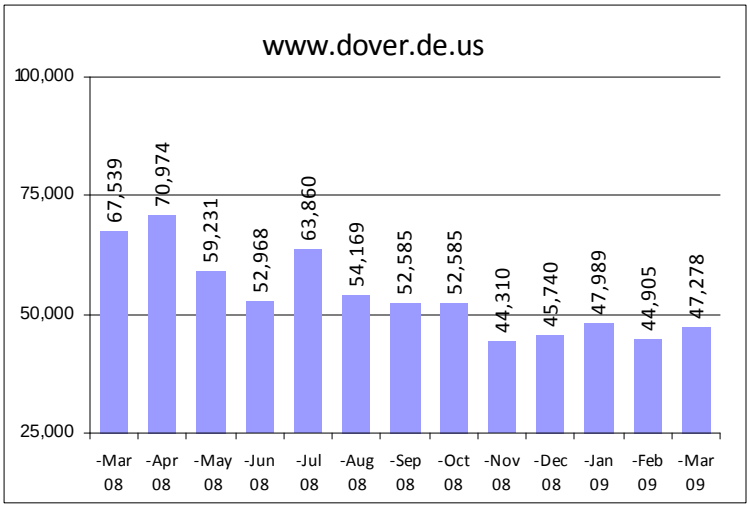

Public Utilities: 0 Public Services: 7 Police: 4 Others: 0

# *INFORMATION TECHNOLOGY*



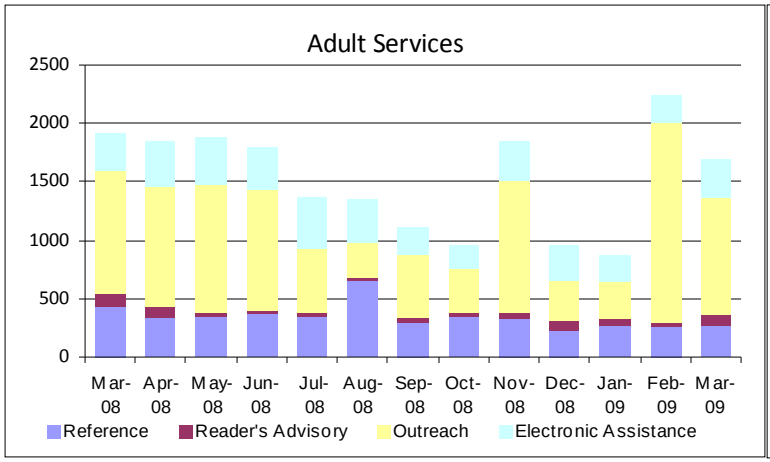



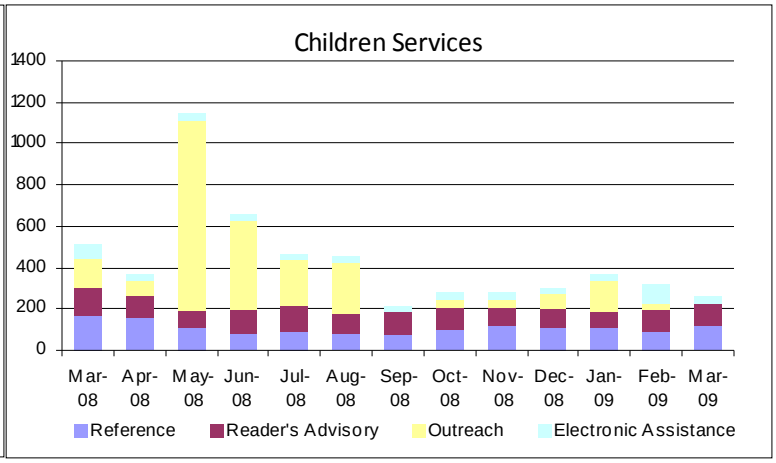




| Performance Indicators | Current Month | Last Month | Same Month Last Year |
|---|---|---|---|
| iSeries Availability | 100% | 100% | 100% |
| Server Availability | 100% | 100% | 100% |
| Programming Rqsts Completed | 9 | 14 | 2 |
| AS/400 connections<br>*concurrent/authorized users* | 35% | 35% | 37% |
| PCs Supported | 295 | 294 | 250 |
| Scheduled PCs Replaced | - | - | N/A |
| Servers Supported | 16 | 16 | 17 |
| People Trained | 24 | 17 | N/A |
| (Availability statistics based on 7:00 a.m. to 5:00 p.m. M-F) | | | |

## Library




Reference: 277 Reader's Advisory: 76
Outreach: 314 Electronic Assistance: 1,025

Reference: 115 Reader's Advisory: 111
Outreach: 33 Electronic Assistance: 0

| Circulation | MARCH 09 | FYTD 09 | MARCH 08 | FYTD 08 |
|---|---|---|---|---|
| Dover residents | 18,119 | 155,892 | 16,664 | 143,933 |
| Kent residents* | 18,028 | 153,463 | 17,539 | 153,225 |
| Non-county residents | 1,363 | 11,991 | 1,388 | 11,655 |
| **Registrations** | | | | |
| Dover residents | 225 | 2,480 | 209 | 2,016 |
| Kent residents* | 112 | 1,285 | 134 | 1,636 |
| Non-county residents | 20 | 136 | 17 | 144 |
| **Other** | | | | |
| Visiting patrons | 32,076 | 296,701 | 32,198 | 299,284 |
| Meeting room usage | 240 | 1,500 | 160 | 1,480 |
| Photocopier usage | 1,117 | 11,024 | 1,343 | 11,457 |
| Holds | 5,938 | 46,560 | 5,118 | 42,484 |
| Dial-a-Story | 1,275 | 13,343 | 1,864 | 12,046 |
| Computer (Internet) usage | 4,939 | 43,544 | 4,715 | 46,020 |

***Breakout of Kent County Residential Statistics**

| Circulation | Registrations |
|---|---|
| Harrington: 239 | Harrington : - |
| Smyrna: 937 | Smyrna: 7 |
| Milford: 447 | Milford: 2 |
| Outside City Limits: 16,405 | Outside City Limits: 102 |

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

City: 18,920 County: 17,798 Non-County: 1,661

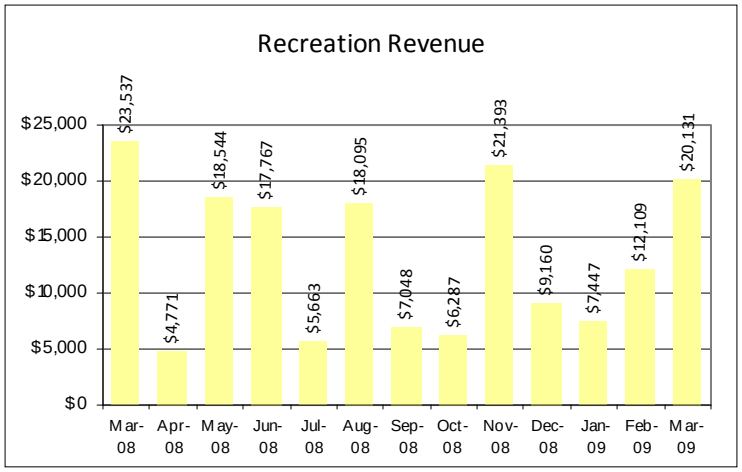
**Other Points of Interest:**

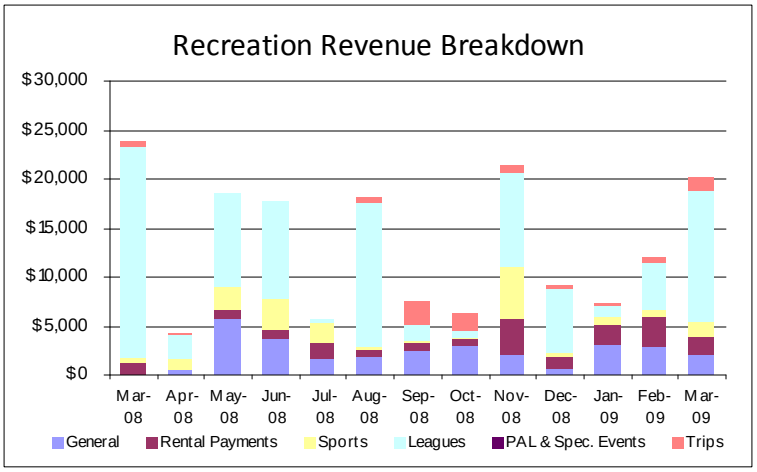
Interlibrary: 3,222 items loaned out
2,850 items borrowed

Technical services: 1,961 items added
708 items deleted

Volunteers: 23.5 hours of service completed

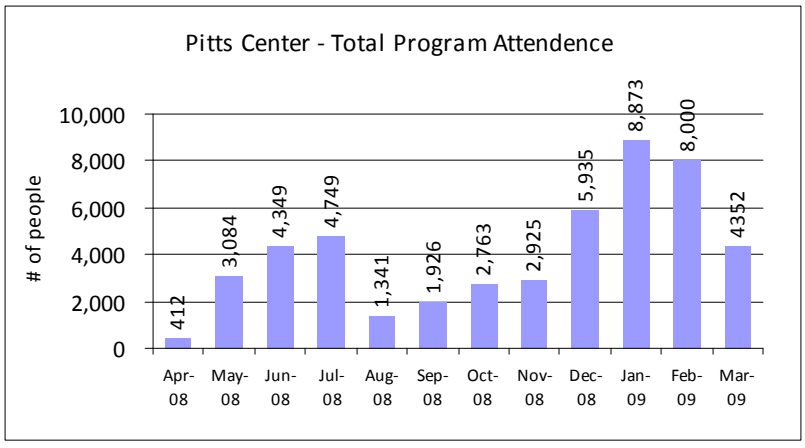
## Parks and Recreation




General: $1,956 Rental Payments: $1,992 Sports: $1,520
Leagues: $13,298 Trips: $1,365

| Rentals | MARCH 09 | | FYTD 09 | | MARCH 08 | | FYTD 08 |
|---|---|---|---|---|---|---|---|
| Baseball/Softball Field Rentals* | 29 | | 187 | | 43 | | 180 |
| Dover Park Pavilions (2) | - | | 24 | | - | | 25 |
| Multipurpose/Field Hockey Field Rentals* | - | | 28 | | - | | 30 |
| Recreation Center – Dover Park | 16 | | 110 | | 23 | | 171 |
| Silver Lake Pavilions (2) / Schutte (1) | 3 | | 29 | | 1 | | 29 |
| Soccer Field Rentals* | 4 | | 18 | | 4 | | 14 |
| Stage | 1 | | 15 | | 1 | | 17 |
| *These numbers reflect groups that utilized our facilities during MARCH.* | | | | | | | |
| **Program Attendance*** | **MARCH 09** | | **FYTD 09** | | **MARCH 08** | | **FYTD 08** |
| Philadelphia Flower Show – Bus Trip | 45 | | 45 | | 45 | | 45 |
| New York City - Bus Trip | 29 | | 190 | | *Not Offered* | | 143 |
| *These numbers reflect activities that ended or took place in MARCH (not included on the JWP report).* | | | | | | | |




**FREE Open Gym Registration Cards*** - through 3/31/2009
Total Cards Issued: **2,268**
City Residents: 1,103- (49%)
Non-City Residents: 1,165 - (51%)
- Kent County: 904 - (40%)
- Sussex County: 75 - (3%)
- New Castle County: 60 - (3%)
- Out of State: 126 - (6%)

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

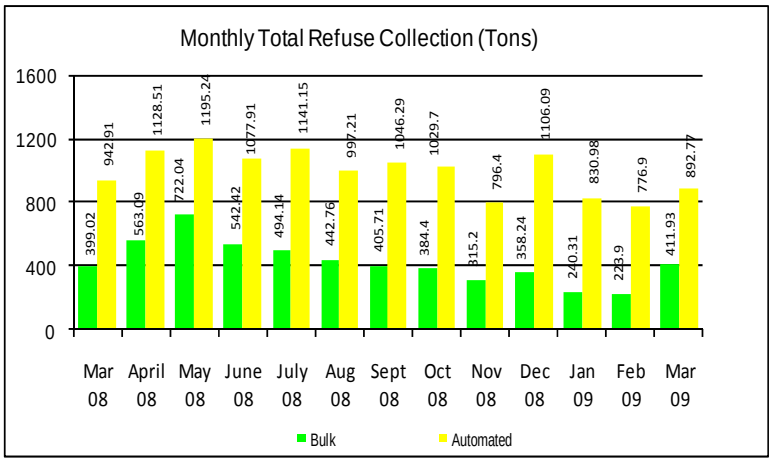
# PUBLIC SERVICES

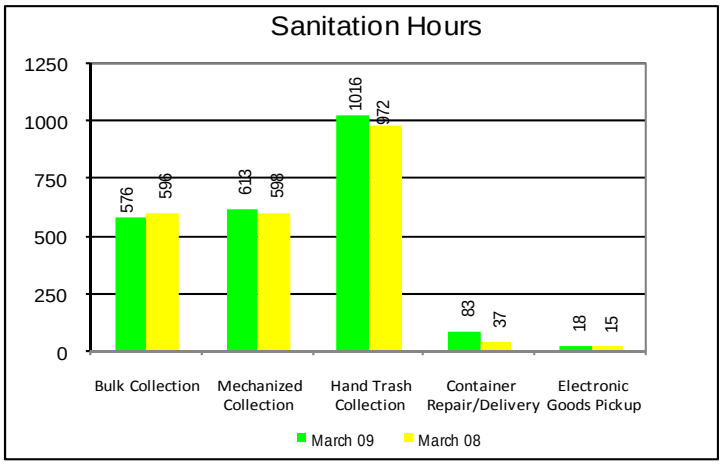
## Administration

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) | Seskinore | Nottingham Meadows |
| Stoney Creek (Phase II) | Clearview Meadows | Village of Cannon Mill |
| Somerset Park | Patriot Village | Eden Hill |

## Sanitation




| | MARCH 09 | FYTD09 | MARCH 08 | FYTD 08 |
|---|---|---|---|---|
| Tons Dry Waste Collected | 190.74 | 1,242.94 | 162.88 | 1,422.21 |
| Tipping Fee Savings Realized | $3,719.43 | $24,237.33 | $3,176.16 | $27,733.12 |
| Trips to DSWA Sandtown Landfill | 276 | 2,349 | 273 | 2,664 |
| Total Tonnage to DSWA | 1,304.70 | 11,894.12 | 1,341.93 | 12,997.98 |
| 90-Gallon Containers Delivered | 45 | 322 | 47 | 359 |
| 300-Gallon Containers Delivered | 8 | 69 | 4 | 26 |
| Total Man Hours-containers Delivered | 83 | 560 | 37 | 412 |

| CURBSIDE RECYCLING STATS | TOTAL # OF HOUSEHOLDS | HOUSEHOLDS PICKED UP | WEIGHT/LBS. | % PICKED UP |
|---|---|---|---|---|
| February 2009* | 7,434 | 4,561 | 133,820 | 61% |

*Numbers are reported one month behind

| STREETS | MARCH 09 | FYTD09 | MARCH 08 | FYTD 08 |
|---|---|---|---|---|
| Signed Installed | 4 | 269 | 64 | 288 |
| Signs Repaired | 10 | 134 | 29 | 118 |
| Curbs Painted Yellow (feet) | 50 | 2,722 | - | 2,930 |
| New Post Installed | 3 | 42 | 15 | 81 |
| Storm Catch Basins Cleaned | 92 | 2,246 | - | 2,565 |
| Storm Catch Basin Cleaning (Hrs.) | 80 | 757 | - | 585 |
| Hot Mix Patching (Tons) | - | 283 | - | 167 |
| Cold Mix Patching Hrs.) | 70 | 291 | 72 | 241 |
| Concrete Work (Hrs) | 152 | 462 | 213 | 1,001 |
| Concrete Patching (Cubic Yards) | 8 | 34 | 13 | 105 |
| Street and Alley Maintenance (Hrs) | 183 | 1,368 | 160 | 1,286 |
| Street Sweeping (Miles) | 1,358 | 9,294 | 1,556 | 8,052 |
| Street Sweeping (Cubic Yards) | 180 | 1,656 | 252 | 1,653 |

| Grounds | | |
|---|---|---|
| **Arborist Crew** | **MARCH 09** | **MARCH 08** |
| Trees Trimmed | 386* | 46 |
| Trees Removed | 76* | 16 |
| Stumps Removed | 28 | 6 |

* The Grounds Crew has made an extra effort to work on street trees and this is reflected in these higher numbers. Also included in the above numbers was the removal of trees along the ditches in Fox Hall.

**Beautification Crew**

- On March 17, 2009, Tiffany Strauss and Cindy Lawson gave a presentation on the City's Beautification Program to 28 Master Gardeners the Paradee Building.
- Greenhouse work including planting seeds, potting up trays of annual/perennial plugs/tubers for planting in the beds later in the spring.
- Completed mulching areas on The Plaza and at Firehouse #1 on Reed Street.
- Assisted with removal of wood and chipping brush at the Fox Hall ditches.

**Landscape Repair/Special Projects Crew**

- Planted 21 trees.
- Completed 14 yard repairs, mostly for the Water Department.
- Assisted with stump removals by filling in and seeding areas.
- Applied Snapshot controlled release herbicide on mulched areas to keep weeds down.

**Grounds Maintenance/Mowing Crews**

- Assisted with tree removals at the Fox Hall ditches and tree work done along City streets.
- Completed trimming back of alleys all over town.
- Took the cabs and plows from mowing equipment and installed mowing decks.

## Life Safety

| Inspections | MARCH 09 | FYTD09 |
|---|---|---|
| Fire and Safety Inspections | 36 | 258 |
| Fire Code Inspections | 34 | 252 |
| Certificate of Occupancy | 11 | 111 |
| | | |
| Office | 129 | 1,075 |
| Meetings | 51 | 481 |
| Plan Reviews | 70 | 451 |
| Training | 5 | 143 |
| Fire Education | 3 | 70 |
| Fire Investigations | 105 | 371 |
| **Fire Losses** | | |
| Accidental | $1,000 | $176,600 |
| Incendiary | - | $171,000 |
| Undetermined | - | $1,025,000 |

## Permitting and Licensing

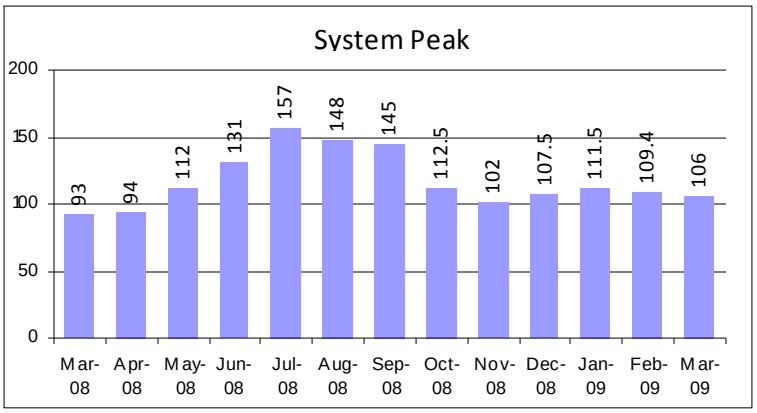
| Permits Issued | MARCH 09 | FYTD09 |
|---|---|---|
| Building Addition/renovation Permits | 47 | 391 |
| Building Permits | 6 | 82 |
| Demolition Permits | 11 | 31 |
| Fence Permits | 6 | 81 |
| Mechanical Permits | 18 | 384 |
| Plumbing Permits | 45 | 514 |
| Sign Permits | 22 | 175 |
| Swimming Pool Permits | 1 | 11 |
| | | |
| Business Licenses | 15 | 1,677 |
| Merchant Licenses | 16 | 346 |
| Contractor Licenses | 1 | 926 |
| Lodging House Licenses | 1 | 48 |
| Mobile Homes | 4 | 371 |
| Public Occupancy | 17 | 303 |
| Rental Dwelling | 116 | 2,557 |
| Vacant Buildings | 13 | 72 |

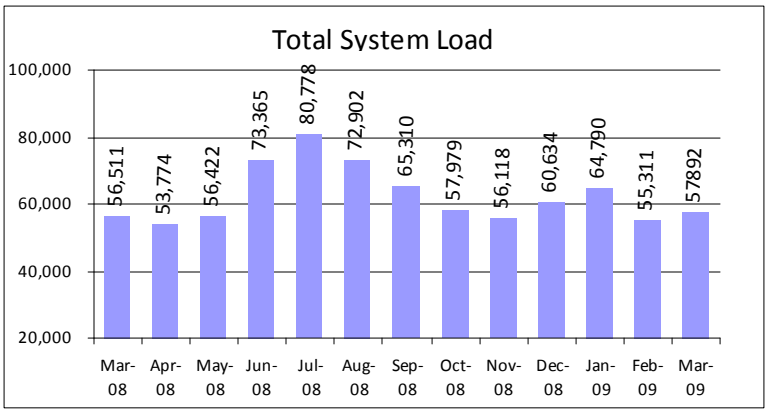
## Building Inspections

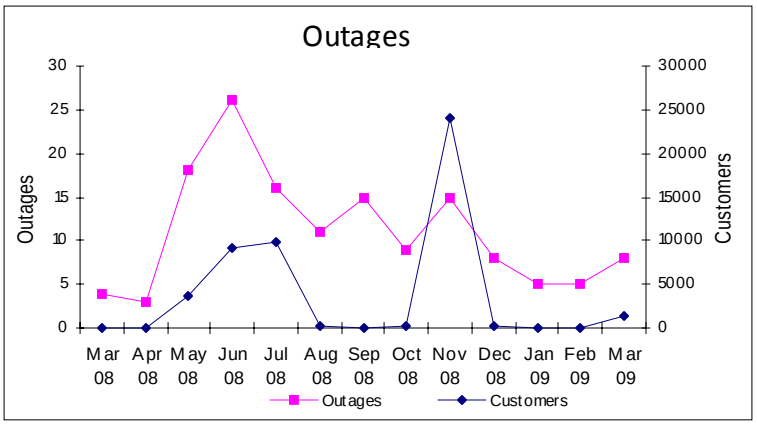
| Permits Issued | MARCH 09 | FYTD09 |
|---|---|---|
| Building | 461 | 2,929 |
| Plumbing/Mechanical | 287 | 2,113 |
| Certificate of Occupancy | 29 | 229 |

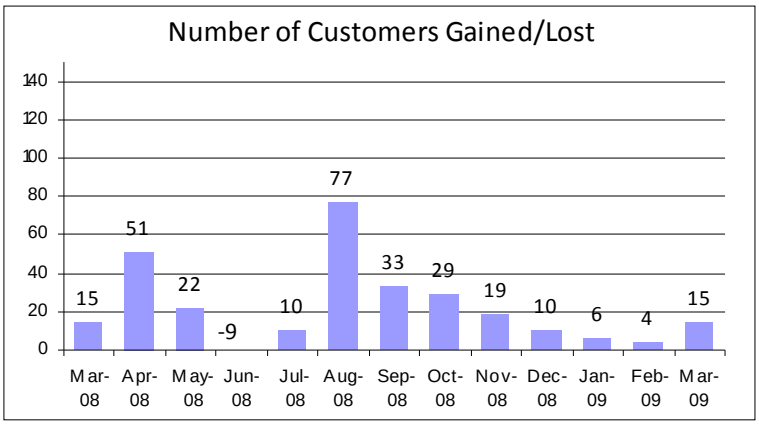
# PUBLIC UTILITIES

## Electric




Outages: 8 Customers: 1,366

## Electric Outage Report

| OUTAGE # | DATE | TIME OUT | TIME IN | LOCATION | DEVICE | # OF CUST | ACTION |
|---|---|---|---|---|---|---|---|
| 1 | 03/01 | 09:52 PM | 11:03 PM | 778 S Halsey Road | Blown Fuse | 10 | Replaced Fuse |
| 2 | 03/01 | 11:50 PM | 01:57 AM | 178 Saxton Road | Blown Fuse | 28 | Replaced Fuse |
| 3 | 03/02 | 05:58 AM | 07:00 AM | 205 Pennsylvania Avenue | Blown Fuse/Tranfs | 62 | Replaced Both |
| 4 | 03/02 | 06:38 AM | 08:47 AM | 235 N Old Mill Road | Cable Down | 129 | Repaired |
| 5 | 03/02 | 05:55 AM | 08:41 AM | 40 Hazel Road | Cable Down | 166 | Repaired |
| 6 | 03/10 | 09:18 AM | 09:44 AM | 522 Ross Street | Blown Fuse | 48 | Replaced Fuse |
| 7 | 03/10 | 06:34 PM | 07:53 PM | White Oak Road | Auto Accident | 1,255 | Replaced Pole |
| 8 | 03/25 | 09:41 AM | 10:25 AM | 735 Holly Drive | Blown Fuse | 3 | Replaced Fuse |

## Engineering Services

| Completed Projects | Active Projects / % Completed | Projects in Design / % Completed |
|---|---|---|
| • Silver Bullet Office Building DE<br>• DE State Police Crime Lab | • Grandview Mobile Home Park - 80%<br>• Lexington Glenn - 80%<br>• Clearview Phase 1, 2, 3 - 50%<br>• Tall Pines, Dover Kenton Road - 10%<br>• Nottingham Meadows - 50%<br>• Cannon Mill, Phase II - 90%<br>• Kent Acres Rehab - 85%<br>• SR1/SR9 Rebuild - 1%<br>• Stover Professinal Center 508 - 90%<br>• Dove View Development - 30%<br>• Governors Avenue - 30%<br>• Twin Oaks - 50%<br>• College Road Distribution - 85%<br>• Patriot Village - 20%<br>• South Dover Elementary - 80%<br>• State of Delaware I/T - 99%<br>• O'Brien Building - 50%<br>• DAFB Feeder - 30%<br>• Schoolview Development - 50%<br>• Feeders 3 & 4, Phase II - 35%<br>• Eden Hill Residential - 15%<br>• St. Jones Distribution - 40%<br>• McKee Road, State Generator - 0%<br>• CVS East Division Street - 15%<br>• Royal Farms - 20% | • Fiber Map - 50%<br>• Wawa Bay Court Plaza Redesign - 90%<br>• Cahne Medical Building - 0%<br>• North Street Improvements - 50%<br>• Cannon Mill, Phase III - 100%<br>• Dover Saturn - 100%<br>• Wawa Court Street - 100%<br>• Kesselring Farm - 100%<br>• Culligan Complex, Saulsbury Road - 40%<br>• Dover Transit - 0%<br>• 1600 N. Little Creek Road - 0%<br>• Spence's Bazzar - 0%<br>• Brentwood - 100%<br>• Kent General Hospital - 90%<br>• Kent 8 Building - 100%<br>• Walgreens Dupont Highway - 0%<br>• Silver Lake Blvd Townhouses - 100%<br>• Motel 6 - 0%<br>• Governors Lighting Fulton-State St - 100%<br>• Dover Crossroads - 100%<br>• CVS Forrest Street - 100%<br>• Gateway West Parcel 2 - 95%<br>• 12707-12206 Tie - 100%<br>• Fairfield Farms Lighting - 100%<br>• S. Shore Lighting - 100%<br>• Candlewicke Lighting - 100%<br>• College Business Park Officers Assoc - 0%<br>• Mid Coast Community Bank - 100% |

## Transmission & Distribution

| Underground Work | % Completed | Overhead Work | % Completed |
|---|---|---|---|
| • Clearview Meadows | Ongoing | • Overhead maintenance | Ongoing |
| • Lexington Glenn | Ongoing | • Maintenance of City lighting | Ongoing |
| • Nottingham Meadows | Ongoing | | |
| • Capitol Park upgrade to underground | 75% | | |
| • Seskinore Development | 95% | | |
| • Ridgley Street Storage | 60% | | |
| • Stover Professional Center | 90% | | |
| • Kent Acres | 85% | | |
| • Bush Farm College Road Feeder | 90% | | |

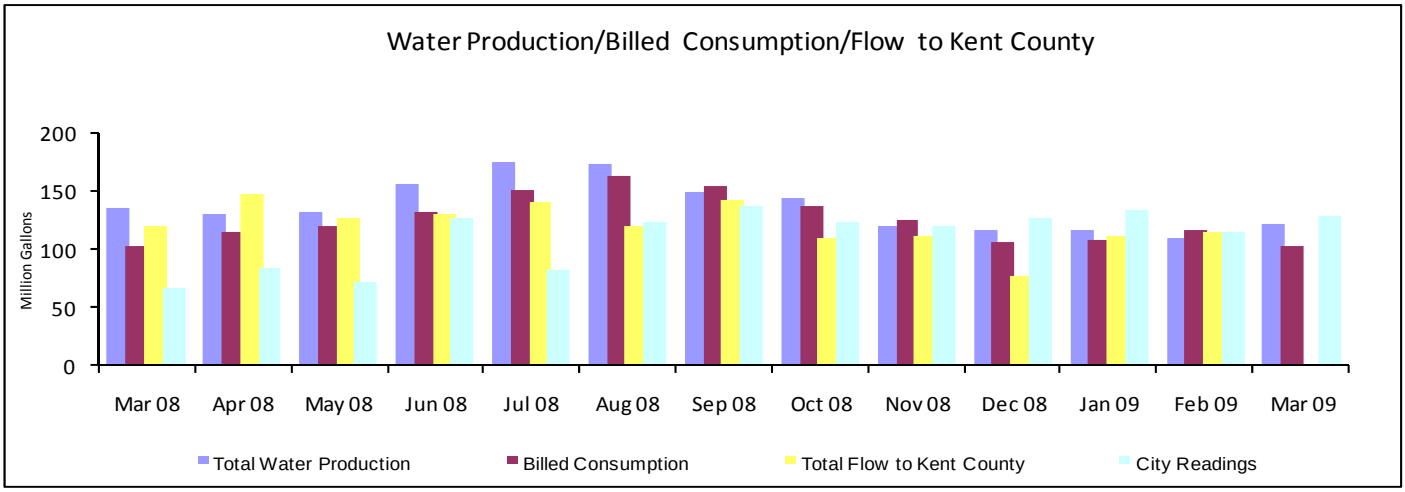
| MAJOR PROGRAM UPDATES | MARCH 09 | MARCH 08 | DIFFERENCE | FY09 YTD | FY08 YTD |
|---|---|---|---|---|---|
| **Tree Trimming** | 397 | 266 | 188 | 1820 | 2008 |
| **5-Yr Pole Testing & Repair Program** | Program Not Active | | | | |
| **Annual Infra-Red Testing** | Program Not Active | | | | |
| **Annual Substation Oil Testing** | Program Not Active | | | | |
| **Track the amount of spills, clean-ups, equip. sales, & environmental disposals.** | 1 Disposal | - | 1 | 4 | 19 |
| **New Professional Work Practices & Procedures; Implemented** | MSDS RECORDS & SAFETY | - | - | - | - |
| **Universal safety/security training, as mandated by federal, state, & local regulations, completed** | - | - | - | - | - |

| Meter Stats | Mar 08 | Apr 08 | May 08 | June 08 | July 08 | Aug 08 | Sept 08 | Oct 08 | Nov 08 | Dec 08 | Jan 09 | Feb 09 | Mar 09 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Radio Read Meter Installations | 715 | 1105 | 605 | 341 | 103 | 115 | 74 | 79 | 63 | 36 | 20 | 43 | 42 |
| Meters Tested | 1,886 | 2,266 | 852 | 706 | 195 | 103 | 24 | 195 | 6 | 39 | 1 | 107 | 50 |
| Meters Junked | 599 | 877 | 347 | 200 | 98 | 15 | - | 67 | - | - | - | 59 | - |
| Meters Removed | 16 | 16 | 10 | 86 | 19 | 10 | 13 | 17 | 21 | 15 | 2 | 22 | 9 |
| Meter Changes | 662 | 1,036 | 568 | 256 | 66 | 14 | 17 | 28 | 21 | 10 | 2 | 24 | 13 |
| New Services | 48 | 49 | 27 | 70 | 16 | 87 | 44 | 30 | 21 | 11 | 11 | 8 | 15 |
| Services Retired | 5 | 2 | 3 | 4 | 6 | 14 | 10 | 2 | - | 1 | - | - | 2 |
| Switching schedules | 22 | 20 | 22 | 25 | 22 | 21 | 4 | 13 | 8 | 14 | 9 | 10 | 10 |
| Work orders | 520 | 789 | 335 | 389 | 345 | 320 | 324 | 301 | 230 | 289 | 289 | 263 | 263 |
| Miss Utility tickets called back | 2,475 | 2,130 | 3,039 | 2,682 | 3,498 | 2,247 | 2,607 | 2,478 | 1,533 | 1,884 | 1,788 | 1,713 | 1,713 |
| Tickets located | 2,439 | 3,297 | 6,273 | 2,883 | 3,498 | 2,247 | 2,607 | 2,260 | 1,708 | 285 | 1,774 | 1,701 | 1,911 |

## Substation Relay

| Substation | Status |
|---|---|
| • McKee | Installed New Relaying |
| • College Road | Replaced Breaker 5020 |

## Water/Wastewater




Total Water Production: 123,181,000
Billed Consumption: 104,073,000
Total Flow to Kent County: 115,137,000 *
City Readings: 128,582,970
***Billing behind one month***

| | MARCH 09 | MARCH 08 |
|---|---|---|
| Water Production – Daily Average | 3,973,581 | 4,382,419 |
| Fire Hydrants – Flushed | 1,391 | 1,409 |
| Fire Hydrants – Tested | 15 | 6 |
| Final Readings | 446 | 818 |
| Cutoffs | 23 | 7 |
| Turn-ons | 23 | 3 |
| New Inspections | 26 | 26 |
| Curb Boxes Located | 64 | 29 |
| Curb Boxes Adjusted | 14 | 4 |
| Water Service Lines Repaired | - | 3 |
| Water Meters Repaired | 57 | 74 |
| Radio Technology Installations | 161 | 332 |
| New Meters Added | 12 | 20 |
| Total Water Meters in City Distribution System | 13,636 | 13,430 |

| | MARCH 09 | MARCH 08 |
|---|---|---|
| L.F. Sewer Lines Flushed | 2,731 | 23,067 |
| Sewer Lines Inspected | - | - |
| Feet Sewer Mains Videotaped | 448 | 300 |
| Manholes Inspected | 14 | 92 |
| Manholes Cleaned | 14 | 81 |

| Major Program Updates | MAR 09 | MAR 08 | DIFF | FY09 YTD | FY08 YTD |
|---|---|---|---|---|---|
| **State and Federal Violations** | 0 violations | 0 violations | - | - | - |
| **Water Quality Complaints** | 17 | 37 | -20 | 185 | 183 |
| **Infrastructure Repairs (Water Distribution)** | 2 repairs reported | 1 repairs reported | 1 | 60 repairs reported | 19 repairs reported |
| **Infrastructure Repairs (Wastewater Transmission)** | 0 repairs reported | 2 repair reported | -2 | 32 repairs reported | 14 repairs reported |
| **Water System Flushing Completed (on schedule)** | 100% | 100% | | 100% | 100% |
| **Percentage of Flow Sent to Kent County vs. Gallons Billed (inflow/Infiltration monitoring)** | 114% | 98% | 16% | 91% | 96% |
| **Plan Review Completed within 30 days of Submission** | 6 plans<br>50% | 13 plans<br>85% | -7 plans<br>33% | 94% | 74% |
| **Inspection Response within 48 hours of Request** | 100% | - | | 100% | - |

# CITY PLANNER'S MONTHLY REPORT

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

## March 2009

**PERSONNEL**

On March 18, 2009 Ann Marie Townshend, Janelle Cornwell, and Michael Albert attended an APA Webcast "Designing for Water Conservation" sponsored by the Delaware APA Chapter and held at the Kent County Administration complex.

The Planning Office participated in a Staff Retreat held at City Hall in the City Hall Conference Room on March 20, 2009. Topics covered education and training opportunities, general office operations, and projects and priorities for the coming year.

**EDEN HILL FARM TND**

On March 16th , the Planning Commission granted approval of a revision to the setbacks for duplex lots within the Residential District of Eden Hill Farm Traditional Neighborhood Design. The approval revision revised the minimum front yard setbacks of the duplex lots from a Building Restriction Line of twenty (20) feet to a Building Restriction Line of fifteen (15) feet; this revision will be made part of the Comprehensive Design Standards Manual (Pattern Book) for the Residential District. In the Professional Office District, staff issued a comment letter on March 11th following review of the Administrative Site Plan for Phase 2 of the District, a two story office building along Banning Street. Staff also visited the site to begin creation of a punch list for the dedication of Banning Street. An amendment to the Infrastructure Agreement for the Eden Hill project remains under review and consideration. A Revised Implementation Plan for the Commercial District was reviewed by the Planning Commission at their March 16th meeting and granted conditional approval with the exception of the proposal for signage. The Planning Commission provided some guidance on the topic of signage and directed the applicant to meet with staff to continue discussions on the proposal for pylon signage before returning to the Commission with a revised signage proposal. Staff met with applicant on March 24th to begin discussions on potential revisions.

**COMPREHENSIVE PLAN 2008**

The Final Reading of the Ordinance to adopt the *2008 Comprehensive Plan* was approved by City Council on February 9, 2009 with reference to a series of charts outlining the adopted text and map revisions. Following this adoption of the plan, Planning Staff worked in March to incorporate the approved revisions to the plan as adopted before submitting it to the State for certification. At the Planning Office staff annual retreat, we discussed the next steps focusing on the implementation of *2008 Comprehensive Plan* including the Comprehensive Rezoning Project and the series of short term implementation projects and studies.

**CODE ENFORCEMENT**

| Case Type | # cases current month | # cases YTD | % staff initiated current month | % staff initiated YTD |
|---|---|---|---|---|
| No valid rental permit | 14 | 36 | 93% | 97% |

| | | | | |
|---|---|---|---|---|
| No valid building permit | 3 | 15 | 100% | 93% |
| Tall grass and weeds | 1 | 3 | 100% | 100% |
| Unregistered vehicle | 5 | 15 | 80% | 93% |
| Abandoned vehicle | 4 | 27 | 75% | 78% |
| Annual Housing Inspection | 92 | 447 | 98% | 100% |
| CO Inspection – Planning | 4 | 28 | 100% | 100% |
| Property Maintenance – Exterior | 67 | 254 | 85% | 91% |
| Electric Termination | 19 | 50 | 0% | 0% |
| Dover Code of Ordinances | 181 | 304 | 81% | 80% |
| Zoning | 32 | 85 | 91% | 86% |
| Basketball goal | 1 | 6 | 100% | 33% |
| **Total Cases** | **423** | **1,270** | | |
| **Total # of Inspections** | **873** | | | |
| **Total $ of Summonses Issued** | **13** | **$1,052** | | |
| **Total $ of Summonses Paid** | **13** | **$1,200** | | |

**DEMOLITIONS**

The following is an update on activity for Dangerous Buildings:

- The structure at 533 Carol Street was declared a dangerous building on November 28, 2007 with all interested parties notified. This structure went to Council on February 11, 2008 and Council declared the structure dangerous. Notice was sent to the owner to repair or demolish the building by March 11, 2008. Staff initially determined that exterior repairs would be more appropriate for this structure, rather than complete demolition, since the residence is in an established neighborhood. Staff was working with the contractor performing housing rehabilitation under the CDBG program to repair the exterior of the home. Once the contractor had gained entry into the home to make window repairs, this department conducted another inspection of the interior. During this inspection it was observed that the interior of the home is in worse condition than previous inspections have shown. Exterior work has stopped and staff has started the process for full demolition of the structure. Compliance Environmental has completed asbestos abatement of the structure and the demolition bid process has been started.
- The owners of 749 W. North Street have held meetings with staff to discuss the demolition of the building and what may be done with the property. This building will not be going before the City Council at this time.
- The structure at 230 W. Division Street was declared a dangerous building on January 4, 2008 with all interested parties notified. A notice was sent for all interested parties with regards to a City Council Public Hearing which was scheduled for April 14, 2008. The Hearing was postponed. A new public hearing was re-scheduled for July 28, 2008 with all interested parties notified. City Council approved demolition if the structure is not repaired or demolished by September 28, 2008. The owner of the property has hired H Construction to do the renovations to the property. H Construction has met with staff and will be moving forward to try and renovate the structure.

- The structure at 74 N. West Street was declared a dangerous building on January 4, 2008 with all interested parties notified. Owner has contacted this office and would like to make repairs to the structure damaged by fire. The owner has obtained a renovation permit, and work is underway to repair the structure.

- The structure located 16 S. Queen Street was declared a dangerous building on February 6, 2008 with all interested parties notified. The property was boarded up by City crews on February 7, 2008. A notice was sent for all interested parties with regards to a City Council Public Hearing which was scheduled for April 14, 2008. The Hearing was postponed and ultimately held on July 28, 2008, with all interested parties notified. City Council approved demolition if the structure is not repaired or demolished by September 28, 2008. Property has possibly been sold. The new owner met with staff and was giving copies of all code violations. Owner will keep the property secured and obtain all permits when renovations are started. He has advised that he wishes to live in the home.

- The structure located at 43 E. Division Street is still in litigation. The attorney for the home owner called and advised that the defendant is appealing the ruling from August and that the case is going to Superior Court, no date has been set.

- The structure located at 312 W. Division Street has active building permits. The owner called and advised that he will schedule an interior inspection of the structure near the end of October. Owner has since stopped work and placed the property on the market for sale. Property is still empty and secured.

**COMMUNITY DEVELOPMENT** (The following includes both February and March Reports)

**First State Resource Conservation and Development Council (RC&D)**
For the month of February and March emergency repairs have been completed for ten (10) owner occupied homes in the City of Dover. All funding has been expended for this project.

**Dover Interfaith Ministry to the Homeless**
**February -** Dover Interfaith is expecting to purchase the Forest Avenue site in late April to provide shelter for the homeless. Presently they are in contract negotiations.
**March -** Dover Interfaith is presently in contract negotiations to sign a lease with the Downtown Dover Partnership for the property on Forest Avenue.

**Connections Community Support Program**
**February -** Connections has issued thirteen (13) motel vouchers for homeless persons in the City of Dover and a security deposit for rental housing year to date.
**March -** Connections has issued twenty (20) motel vouchers for homeless persons in the City of Dover and a security deposit for rental housing year to date.

**Dover Police Department Community Policing**
For the month of **February**, there was one (1) Officer on foot patrol, 220 citizen contacts, 4 complaints, 2 arrests and 21 hours of patrol coverage. For the vehicle patrol, there were two (2) officers assigned to the T.A.C. patrol. There were 27 citizen contacts, 3 complaints, 4 arrests and 24 hours of patrol coverage.

For the month of **March**, there was one (1) Officer on foot patrol, 525 citizen contacts, 2 complaints, 7 arrests and 36 hours of patrol coverage. For the vehicle patrol, there were two (2) officers assigned to the T.A.C. patrol. There were 77 citizen contacts, 7 complaints, 4 arrests and 24 hours of patrol coverage.

**Homeowner Rehabilitation Program**
**February -** Two (2) rehabs have been completed and five (5) are underway.
**March -** Four (4) rehabs have been completed and three (3) are underway.

**Homeownership Assistance Program (Down payment Assistance)**
**February/March -** Four (4) families have received settlement assistance to purchase property in the City of Dover year to date. For **March** one (1) family is under contract.

## MEETING REPORTS

**Board of Adjustment**:
The Board of Adjustment did met at a combine special meeting for February and March on March 11, 2009. The next scheduled meeting for the Board of Adjustment will be held on April 15, 2009.

1. **Applicant #V-09-02 - 1284 MCD Drive, Lands of William H. McDaniel, Kathleen McDaniel** – Moved to approve.

**Downtown Dover Partnership**: (**NOTE:** Information not submitted for this item – deferred to April Monthly Report)

**Economic Development**: (**NOTE:** Information not submitted for this item – deferred to April Monthly Report)

**Historic District Commission**:
The Historic District Commission met on March 19, 2009; however, there were no applications for consideration. The Commission focused its discussions on the Historic Preservation Chapter of the *2008 Comprehensive Plan* and associated implementation items. The next regularly scheduled meeting for the Historic District Commission is April 16, 2009.

**Planning Commission**
The Planning Commission met on March 16, 2009 and took the following actions: The next scheduled Planning Commission meeting is scheduled for April 20, 2009.

1. **C-08-03 Bumblebee Transportation at 848 Horsepond Road** – Moved to approve a one year extension.
2. **S-08-06 Mitten Industrial Park on Lafferty Lane: Master Plan** – Moved to approve a one year extension.
3. **S-08-18 Dover Mart Building Addition at Route 13 and Court Street** – Moved to approve a one year extension.
4. **S-08-15 Dover Self Storage Facility: Lands of Michael Goodhand** – Moved to approve a one year extension.
5. **Z-09-01 Lands of Destiny Christian Church at 2161 Forrest Avenue** – Moved to forward to City Council a recommendation of approval for the rezoning from R-10 to RM-1 with COZ-1 zoning.
6. **Z-09-02 Lands of Bay Village of Dover, LLC on White Oak Road** – Moved to forward to City Council a recommendation to defer approval of this application until the planning process on Garrison Oak is further along.
7. **C-09-01 101 West Loockerman Street, LLC** – Moved to approve.
8. **C-09-02 Day Care of Gloria Sealy at 1344 Forrest Avenue** – Moved to approve also to include the waiver for elimination of curbing and to deny the waiver request for the elimination of the fence component of the opaque barrier and to relieve them of the landscape portion of the barrier because of an existing condition.
9. **C-09-03 Lands of M&L Ventures on Lafferty Lane** – Moved to approve also with waiver conditions for partial elimination of sidewalk and curbing.
10. **SB-09-01C Lafferty Industrial Park on Lafferty Lane** – Moved to approve also with two waiver requests for maximum length of a dead end street from 400 feet to 700 feet and the partial elimination of sidewalk.

11. **MI-09-03 Eden Hill Farm TND Residential District: Duplex Lots – Revisions to Setbacks** – Moved to approve the revision of the building restriction line to fifteen (15) feet from twenty (20) feet with the access issue being understood and acknowledged by the applicant for the rear setback.

12. **S-09-04 Eden Hill Farm TND- Commercial District: Implementation Plan Revised** – Moved to approve with the exception of future action by the Planning Commission regarding the signage issue.

Submitted by:

Ann Marie Townshend, AICP
Planning & Community Development Director

# DOVER FIRE DEPARTMENT

Established 1882

May 7, 2009

Mayor and Council
City of Dover
P.O. Box 475
Dover DE 19903

Dear Mayor and Council,

The Dover Fire Department (DFD) responded to a total of 85 calls for service in March. Below you will find incidents of interest:

**Winter Storm Incidents**

During the course of the winter storm on March 1st and 2nd the DFD maintained crews at both stations around the clock to increase response times. During this time period the crews handled 8 incidents to include an assist to the Camden-Wyoming Fire Department for a working single family residential fire.

**Single Family Residential Fire / 109 Woodbrook Rd. / Kent Acres**

On March 6th, the DFD responded to 109 Woodbrook Rd. in the Kent Acres development for a single family residential fire. While en route, crews were advised that one resident was unaccounted for. Crews arrived on location to find a single story, single family dwelling, with smoke evident from two sides of the structure. Crews placed a 1 ¾" hand line in service and extinguished the fire which was located in a bedroom. Simultaneously, crews searched the residence for the unaccounted resident with negative results. The scene was turned over to the Delaware State Fire Marshal's office who has arrested a subject for intentionally setting the fire in the residence.

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

**Government Office / 411 Legislative Ave. / Legislative Hall**

On March 16th the DFD responded to Legislative Hall for a report of a large amount of smoke coming from the area of the roof. Upon arrival, crews found the situation as reported. Crews established a water supply from a fire hydrant, and made the connection to the building's fire department connection (FDC) to supply water to the buildings standpipe system. Crews utilized the ladder truck to access the roof area, and upon investigating narrowed the smoke condition down to a malfunctioning boiler. The scene was turned over to the City of Dover Fire Marshal's office for investigation.

**Townhouse Fire / 54 Village Dr. / The Hamlet**

On March 23rd the DFD responded to 54 Village Dr. in the Hamlet development for a reported townhouse on fire. Upon arrival crews found smoke evident from a middle of the row townhome. Crews established a water supply from a fire hydrant and placed a 1 ¾" hand line in service to extinguish the fire which was confined to the front living area. The scene was turned over to the City of Dover Fire Marshal's office for investigation.

**Brush Fire / 1 Pat Lynn Dr. / Dover High School (DHS)**

On March 24th, the DFD responded to 1 Pat Lynn Dr., Dover High School (DHS) for a report of brush on fire. Upon arrival, crews found a 100' by 50' pile of brush on fire. DFD crews along with crews from Cheswold and Little Creek Fire Departments worked together to extinguish this stubborn fire which took approximately 1 hour due to limited access. A backhoe was requested and responded from the City of Dover Public Works Department to assist with pulling the brush apart. The scene was turned over to the City of Dover Fire Marshal's office for investigation.

**Motor Vehicle Collision (MVC) / Saulsbury Rd. and Whatcoat Dr. / Whatcoat Apts.**

On March 25th the DFD responded to the intersection of Saulsbury Rd. and Whatcoat Dr. for a reported MVC with entrapment. Upon arrival, crews found a single subject trapped in the passenger seat of the vehicle. Crews utilized the Holmatro Rescue Equipment to remove the passenger door of the vehicle. Upon completion of extrication the patient was transported by EMS to Kent General Hospital (KGH).

**Carbon Monoxide (CO) Incident / 418 N. Governors Ave. / Governors Square Apts.**

On March 29th the DFD responded to 418 N. Governors Ave., The Governors Square Apts. for a reported CO alarm activation. Crews investigated using a multiple gas detector, and found a high level of CO within the residence. Chesapeake Utilities was notified of the incident, and responded to the scene. Crews from the DFD ventilated the structure, and improved atmospheric conditions within the residence.

**Unknown Fire / 404 S. State St.**

On March 31st the DFD responded to the area of 404 S. State St. for a report of smoke and embers in the area which was reported by a City of Dover street sweeper. Upon arrival, crews found a trash can on fire against the rear of the building. Crews placed a line in service and extinguished the fire. Simultaneously, crews checked the building for extension with negative results. The scene was turned over to the City of Dover Fire Marshal's office for investigation.

**Natural Vegetation / Mulch**

During the month of March the DFD responded to several natural vegetation and mulch fires.

In other business:

I would like to thank everyone who attended Carter Knotts retirement party which was held at fire station 1 on March 12th.

As a result of Carter Knotts sudden retirement, Dispatcher Osika has been temporarily relocated to the administrative assistant position. Dispatcher Carey has temporarily been placed on the rotating dispatcher shift schedule at fire station 1 to cover Dispatcher Osika's shifts. A combination of relief and full time dispatchers are working a total of no more than 20 hours a week (Mondays, Wednesdays, and Fridays) at fire station 2 to maintain the building and apparatus.

The Haggerty and Haggerty Joint Committee have completed their task, and will be presenting their report to council in the near future. I want to thank all parties involved for their hard work in creating an agreement that will fulfill the needs of both the City of Dover and the DFD.

The DFD is a current supporter of 1st Friday. Please feel free to stop by fire station 1 to view the museum, or tour the station during these events.

I would like to thank Mark Nowak for his ongoing support to the DFD. Mark has been working with Assistant Chief Osika on updating the maps for the fire department. Mark is also currently creating an electronic version of our alarm malfunction report which is utilized by both the DFD and Fire Marshal's office.

DFD crews are preparing for the upcoming Dover International Speedway (DIS) weekend. Crews will be on site during scheduled times to ensure a quick response to the DIS and surrounding areas.

The Dover AFB (DAFB) will be hosting an air show on June 20th and June 21st. During air show the DFD will be assisting the DAFB fire department with resources, and fire protection services.

I have met with Terri Tieman in reference to the possibility of billing for rescue calls which the DFD is called for.

If you should have any questions or concerns regarding any issue, please feel free to contact me at any time.

Respectfully Submitted,

// SIGNED //

Paul W. Strochine
Chief of Department

**City of Dover**
**General Fund - Major CIP Projects**
**March, 2009**

| | | TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS | | | | | CURRENT FISCAL YEAR (Including Encumbrances) | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Type** | **Description** | **Original Project Budget** | **Revised 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** |
| | **FY 2008** | | | | | | | | | | | |
| | Red Alert Dispatching System Upgrade | $ 30,000 | $ 29,125 | $ 16,326 | $ 12,800 | 56.1% | $ - | $ 16,323 | $ 3,520 | 21.6% | Completed | In use. |
| | Millcreek Playground Equipment | 40,000 | 40,000 | 37,525 | 2,475 | 93.8% | - | 40,000 | 37,525 | 93.8% | Completed | Installed, kids using it. |
| | JWP Center office equipment & furniture | 70,000 | 70,000 | 47,779 | 22,221 | 68.3% | - | 37,204 | 14,982 | 40.3% | Completed | Completed. |
| M | Upgrade/replacement of inner city fiber optic loop | 122,000 | 169,868 | 119,266 | 50,602 | 70.2% | 86,000 | 76,037 | 25,435 | 33.5% | Completed | In service. |
| | **Totals** | $ 262,000 | $ 308,993 | $ 220,895 | $ 88,098 | 71.5% | $ 86,000 | $ 169,564 | $ 81,462 | 48.0% | | |
| | **FY2009** | | | | | | | | | | | |
| | New Library Project | $ 1,200,000 | $ 1,200,000 | $ 537,542 | $ 662,458 | 44.8% | $ 1,200,000 | $ 1,200,000 | $ 537,542 | 44.8% | Started | Architect started. |
| | Mirror Lake Dredging | 400,000 | 400,000 | - | 400,000 | 0.0% | 400,000 | 400,000 | - | 0.0% | Deleted | Advised by State that will not fund grant. |
| | Playground Equip. Purchase Prog. | 80,000 | 80,000 | 80,000 | - | 100.0% | 80,000 | 80,000 | 80,000 | 100.0% | Completed | Installed, kids using it. |
| | Skate Park | 10,000 | - | - | - | 0.0% | 10,000 | - | - | 0.0% | Started | Committee working on location\design, funds removed but work continues. |
| | Splash Pad @ Schutte Park | 10,000 | - | - | - | 0.0% | 10,000 | - | - | 0.0% | Completed | Rec Director obtain designs at no cost, funds deleted due to budget cuts. |
| | FY2009 Concrete Program | 65,000 | 65,000 | 63,525 | 1,475 | 97.7% | 65,000 | 65,000 | 63,525 | 97.7% | Completed | Done. |
| | Silver Lake Parking Lot Reconstruction/Design | 50,000 | - | - | - | 0.0% | 50,000 | - | - | 0.0% | Deleted | Due to budget cuts. |
| | GIS Infrastructure - Mobile Solutions | 38,380 | 38,193 | 27,287 | 10,906 | 71.4% | 38,380 | 38,193 | 27,287 | 71.4% | Started | Project 90% done and in use. |
| | Space Needs - Council Chambers/Parks & Rec | 115,000 | 50,000 | 34,817 | 15,183 | 69.6% | 115,000 | 50,000 | 34,817 | 69.6% | Completed | Meeting Room function, funds deleted for the rest of the program due to budget cuts. |
| | Handicapped Access | 25,000 | 25,000 | - | 25,000 | 0.0% | 25,000 | 25,000 | - | 0.0% | Completed | Alternate funds found, work completed on City Hall bathroom and Pitts Center Door, GF funds cut due to budget. |
| | **Totals** | $ 1,993,380 | $ 1,858,193 | $ 743,171 | $ 1,115,022 | 40.0% | $ 1,993,380 | $ 1,858,193 | $ 743,171 | 40.0% | | |
| | **Grand Totals** | $ 2,255,380 | $ 2,167,186 | $ 964,067 | $ 1,203,120 | 44.5% | $ 2,079,380 | $ 2,027,757 | $ 824,634 | 40.7% | | |

Legend

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

**City of Dover**
**Streets Funds - Major CIP Projects**
**March, 2009**

| | | TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS | | | | | CURRENT FISCAL YEAR (Including Encumbrances) | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Type** | **Description** | **Original Project Budget** | **Revised 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** |
| | **FY 2002** | | | | | | | | | | | |
| | North Street Sidewalk | $ 80,416 | $ 80,416 | $ - | $ 80,416 | 0.0% | $ 80,416 | $ 80,416 | $ - | 0.0% | Not started | Work on hold pending Collegiate decision. |
| | Clara Street Turn Lane | 4,121 | 4,121 | - | 4,121 | 0.0% | 4,121 | 4,121 | - | 0.0% | Done | (1) See below. |
| | **Totals** | $ 84,537 | $ 84,537 | $ - | $ 84,537 | 0.0% | $ 84,537 | $ 84,537 | $ - | 0.0% | | |
| | **FY 2005** | | | | | | | | | | | |
| | Dover Little League Parking Lot Phase II | $ 14,906 | $ 14,906 | $ 3,332 | $ 11,574 | 22.4% | $ 14,906 | $ 14,906 | $ 3,332 | 22.4% | Done | Awaiting staff decision on re-appropriation of available funds. |
| | **Totals** | $ 14,906 | $ 14,906 | $ 3,332 | $ 11,574 | 22.4% | $ 14,906 | $ 14,906 | $ 3,332 | 22.4% | - | |
| | **FY 2006** | | | | | | | | | | | |
| M | Lincoln Park Center (317) | $ 400,000 | $ 400,000 | $ 244,182 | $ 155,818 | 61.0% | $ 155,818 | $ 155,818 | $ - | 0.0% | Started | Ongoing. |
| | **Totals** | $ 400,000 | $ 400,000 | $ 244,182 | $ 155,818 | 61.0% | $ 155,818 | $ 155,818 | $ - | 0.0% | - | - |
| | **FY 2007** | | | | | | | | | | | |
| | E. Water Street Brick Sidewalk | $ 65,000 | $ 65,000 | $ - | $ 65,000 | 0.0% | $ 65,000 | $ 65,000 | $ - | 0.0% | Not started | 10% received from State not part of street program; separate contract due to nature of work. |
| | Stoney Drive | 90,998 | 90,998 | 87,277 | 3,721 | 95.9% | 3,721 | 3,721 | 87,277 | 2345.7% | Started | Agreement has been amended. Stoney Drive is on FY09 Program. |
| | Penn. Avenue/West Street Alleys | 36,900 | 36,900 | 11,776 | 25,124 | 31.9% | 25,124 | 25,124 | - | 0.0% | Not started | 10% received from State; remainder of West St. East Alley is part of the FY09 Street Program. |
| | | $ 192,898 | $ 192,898 | $ 99,053 | $ 93,845 | 51.3% | $ 93,845 | $ 93,845 | $ 87,277 | 93.0% | | |
| | **FY 2008** | | | | | | | | | | | |
| | Meadows Drive | $ 153,900 | $ 153,900 | $ - | $ 153,900 | 0.0% | $ 153,900 | $ 153,900 | $ - | 0.0% | Not Started | Scheduled FY 2009. |
| | Persimmon Park Place | 20,150 | 20,150 | 17,923 | 2,227 | 88.9% | 20,150 | 20,150 | 17,923 | 88.9% | Done | Community Transportation Agreement complete. |
| | Oakridge Alley | 35,000 | 35,000 | - | 35,000 | 0.0% | 35,000 | 35,000 | - | 0.0% | Not Started | Scheduled FY 2009. |
| | | $ 209,050 | $ 209,050 | $ 17,923 | $ 191,127 | 8.6% | $ 209,050 | $ 209,050 | $ 17,923 | 8.6% | | |
| | **FY 2009** | | | | | | | | | | | |
| R | Budgeted Approp FY09 | $ 400,000 | $ 554,598 | $ 12,328 | $ 542,271 | | $ 400,000 | $ 554,598 | $ 12,328 | 3.1% | Not Started | Scheduled FY 2009. |
| | Sub Total GF Approp | 400,000 | 554,598 | 12,328 | 542,271 | 2.2% | 400,000 | 554,598 | $ 12,328 | 3.1% | | |
| | Spruance Road - White Oak to Maple Parkway | 141,000 | 141,000 | - | 141,000 | 0.0% | 141,000 | 141,000 | $ - | 0.0% | Not Started | Scheduled FY 2009. |
| | Spruance Road - Maple Parkway to East Division | 125,400 | 125,400 | - | 125,400 | 0.0% | 125,400 | 125,400 | - | 0.0% | Not Started | Scheduled FY 2009. |
| | **Totals** | $ 666,400 | $ 820,998 | $ 12,328 | $ 808,671 | 1.5% | $ 666,400 | $ 820,998 | $ 12,328 | 1.8% | | |
| | Grand Totals | $ 1,567,791 | $ 1,722,389 | $ 376,818 | $ 1,345,572 | 21.9% | $ 1,224,556 | $ 1,379,154 | $ 120,860 | 9.9% | | |

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.
CC = Construction complete.

(1) Administrative Amendment has been done 8/7/08 to revise all streets to actual which leaves $4,121.02.
The City has requested this amount to be transferred to the Dover Little League Parking Lot Monument Sign.

**City of Dover**
**Water/Wastewater Improvement & Extension Fund - Major CIP Projects**
**March, 2009**

| | | TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS | | | | | CURRENT FISCAL YEAR (Including Encumbrances) | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Type | Description | Original Project Budget | Revised Project Budget | Project To Date Expenses | Project Budget Balance | % Budget Spent | Original Fiscal Yr. Budget | Revised Fiscal Yr. Budget | Fiscal YTD Expenses | % Budget Spent | Status | Comments |
| | **FY 2006** | | | | | | | | | | | |
| M | Scarborough Road Interconnection Phase II | $ 122,500 | $ 123,659 | $ 113,010 | $ 10,649 | 91.4% | $ - | $ 50,446 | $ 39,797 | 78.9% | Complete | Completed. |
| | **Totals** | $ 122,500 | $ 123,659 | $ 113,010 | $ 10,649 | 91.4% | $ - | $ 50,446 | $ 39,797 | 78.9% | | |
| | **FY 2007** | | | | | | | | | | | |
| M | Cheswold Well (#8) Replacement | $ 175,000 | $ 192,100 | $ 200,110 | $ (8,010) | 104.2% | $ - | $ 64,689 | $ 72,700 | 112.4% | Complete | Completed and In service. |
| | **Totals** | $ 175,000 | $ 192,100 | $ 200,110 | $ (8,010) | 104.2% | $ - | $ 64,689 | $ 72,700 | 112.4% | | |
| | **FY 2008** | | | | | | | | | | | |
| | Wellhead Redevelopment | $ 45,000 | $ 45,000 | $ 49,430 | $ (4,430) | 109.8% | $ - | $ 23,016 | $ 27,446 | 119.2% | Complete | Complete. |
| | Remote Control & Monitor Wells | 139,700 | 139,700 | 112,545 | 27,155 | 80.6% | - | 88,565 | 61,409 | 69.3% | Started | RTU installation ongoing. |
| | Wellhead VFD Upgrades | 126,000 | 81,000 | 49,732 | 31,268 | 61.4% | - | 73,485 | 42,217 | 57.4% | Started | Well #3 complete, waiting on contractor. |
| | South Governors Ave. Water Main Upgrade | 200,000 | 200,000 | - | 200,000 | 0.0% | 200,000 | 200,000 | - | 0.0% | Started | Construction south of Wyoming Ave. |
| M | 1.0 MG Elevated Water Storage Tower | 3,340,000 | 3,340,000 | 3,745 | 3,336,255 | 0.1% | 695,000 | - | - | 0.0% | Started | Waiting for test drilling for Piney Point Well. |
| M | Piney Point Well | 398,800 | 205,845 | 86,115 | 119,730 | 41.8% | 195,000 | 195,000 | 75,270 | 38.6% | Started | Easements signed, test drilling for 3 sties. |
| | South Governors Ave. Sewer Main | 300,000 | 291,000 | 9,087 | 281,913 | 3.1% | 300,000 | 291,000 | 9,087 | 3.1% | Started | Construction south of Wyoming. |
| M | Lafferty Lane Package P/S Replacement | 230,000 | 415,530 | 416,674 | (1,144) | 100.3% | - | 370,569 | 371,713 | 100.3% | Started | Construction started. |
| | White Oak Farms PS VFD's | 66,000 | 66,000 | 58,904 | 7,096 | 89.2% | - | 56,037 | 48,941 | 87.3% | Complete | Complete. |
| | US 13 East Sanitary Sewer Interceptor | 85,000 | 3,509,260 | 589,708 | 2,919,553 | 16.8% | 3,065,000 | 161,351 | 124,051 | 76.9% | Started | Securing easements, preparing bids. |
| | **Totals** | $ 4,930,500 | $ 8,293,335 | $ 1,375,940 | $ 6,917,396 | 16.6% | $ 4,455,000 | $ 1,459,023 | $ 760,135 | 52.1% | | |
| | **FY2009** | | | | | | | | | | | |
| | Meter Reading Tech Upgrade | $ 294,500 | $ 250,000 | $ 207,646 | $ 42,354 | 83.1% | $ 294,500 | $ 250,000 | $ 207,646 | 83.1% | Started | Down to 1700 installs left, doing about 75 each week. |
| | Wellhead VFD Upgrades | 124,200 | 124,200 | 35,965 | 88,235 | 29.0% | 124,200 | 124,200 | 35,965 | 29.0% | Started | Well #3 complete, waiting on parts for Well #9. |
| | Wellhead Redevelopment Program | 50,000 | 50,000 | 50 | 49,950 | 0.1% | 50,000 | 50,000 | 50 | 0.1% | Started | Wells 6a, 9 done, working on 13 &15. |
| | Water Quality Improvements | 1,487,000 | 1,306,160 | 511,863 | 794,297 | 39.2% | 1,487,000 | 1,306,160 | 511,863 | 39.2% | Started | Starting Pear Street this month. |
| | Water Quality Improvements - Contact Chambers | 100,000 | 113,761 | 91,321 | 22,440 | 80.3% | 100,000 | 113,761 | 91,321 | 80.3% | Started | Working on Well #8-Last Chamber. |
| | Misc. Distribution System Improvements | 60,000 | 60,000 | 20,206 | 39,794 | 33.7% | 60,000 | 60,000 | 20,206 | 33.7% | Started | On-going as needed. |
| | SCADA Equip Technology Upgrade | 76,600 | 70,600 | 60,754 | 9,846 | 86.1% | 76,600 | 70,600 | 60,754 | 86.1% | Started | 3 of 6 complete. |
| | DE State University Pumping Station Replace. | 50,000 | 26,000 | 24,750 | 1,250 | 95.2% | 50,000 | 26,000 | 24,750 | 95.2% | Done | Design completed. |
| | Inflow/Infiltration Removal | 275,000 | - | 1,351 | (1,351) | 0.0% | 275,000 | - | 1,351 | 0.0% | Started | Contractor selected, work pending financing. |
| | Weaver St. Pack Pump Station Repl | 400,900 | 65,000 | 62,140 | 2,860 | 95.6% | 400,900 | 65,000 | 62,140 | 95.6% | Done | Installed and Complete. |
| | Fox Hall/Retreat Force Main Rerouting | 25,900 | 32,000 | 16,350 | 15,650 | 51.1% | 25,900 | 32,000 | 16,350 | 51.1% | Done | Design completed. |
| | Misc Sewer System Improvements | 31,500 | - | - | - | 0.0% | 31,500 | - | - | 0.0% | Started | On-going as needed. |
| | Acorn Lane Pump Station Replace. | 50,000 | 27,000 | 24,540 | 2,460 | 90.9% | 50,000 | 27,000 | 24,540 | 90.9% | Done | Design completed. |
| | **Totals** | $ 3,025,600 | $ 2,124,721 | $ 1,056,935 | $ 1,067,786 | 49.7% | $ 3,025,600 | $ 2,124,721 | $ 1,056,935 | 49.7% | | |
| | **Grand Totals** | $ 8,253,600 | $ 10,733,815 | $ 2,745,995 | $ 7,987,821 | 25.6% | $ 7,480,600 | $ 3,698,879 | $ 1,929,566 | 52.2% | | |

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.

**City of Dover**
**Electric Improvement & Extension Fund - Major CIP Projects**
**March, 2009**

| | | TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS | | | | | CURRENT FISCAL YEAR (Including Encumbrances) | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Type** | **Description** | **Original Project Budget** | **Revised 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** |
| | **FY 2006** | | | | | | | | | | | |
| M | 69 KV feeders 3 and 4 | $ 11,060,000 | $ 9,775,969 | $ 8,180,979 | $ 1,594,990 | 83.7% | $ 3,956,820 | $ 5,116,182 | $ 3,521,191 | 68.8% | Started | Phase I -complete; Phase 2 New lines up, tearing down old ones. |
| | Governor's Avenue Rebuild | 1,268,450 | 2,068,260 | 178,818 | 1,889,442 | 8.6% | - | 1,954,182 | 64,740 | 3.3% | Started | Overall Construction Started, But Not Electric Portion. |
| | **Totals** | $ 12,328,450 | $ 11,844,229 | $ 8,359,797 | $ 3,484,432 | 70.6% | $ 3,956,820 | $ 7,070,364 | $ 3,585,931 | 50.7% | | |
| | **FY 2007** | | | | | | | | | | | |
| M | College Road Substation | $ 2,960,000 | $ 2,960,000 | $ 2,872,184 | $ 87,816 | 97.0% | $ - | $ 876,287 | $ 788,471 | 90.0% | Completed | In use. |
| | **Totals** | $ 2,960,000 | $ 2,960,000 | $ 2,872,184 | $ 87,816 | 97.0% | $ - | $ 876,287 | $ 788,471 | 90.0% | | |
| | **FY 2008** | | | | | | | | | | | |
| | Unit 3 Turb Bearing Fire Protect Deluge | $ 50,000 | $ 100,000 | $ - | $ 100,000 | 0.0% | $ - | $ 100,000 | $ - | 0.0% | Delayed | Re-evaluated\Reschedule to June 09. |
| | McKee Run Pollution Remed-Fuel Switching | - | 3,390,000 | 2,141,072 | 1,248,928 | 63.2% | 2,600,000 | 3,190,555 | 1,941,627 | 60.9% | Complete | Final testing in June. |
| M | Horsepond Transformer | 1,020,000 | 1,099,000 | 1,034,680 | 64,320 | 94.1% | 695,000 | 429,830 | 365,508 | 85.0% | Complete | DONE. |
| R | Distribution Capacitors OH/UG | 225,000 | 343,925 | 341,175 | 2,750 | 99.2% | - | 71,244 | 68,494 | 96.1% | Complete | DONE. |
| M | Transmission Relay Upgrade FY 08 | 520,000 | 867,265 | 835,241 | 32,024 | 96.3% | - | 220,113 | 188,089 | 85.5% | Started | 90% done - May completion. |
| M | St Jones Substation Transformer | 2,166,039 | 6,208,777 | 5,508,286 | 700,491 | 88.7% | 4,028,122 | 5,401,104 | 4,700,613 | 87.0% | Started | Construction started & on schedule. |
| | SR1/SR9 Pole Relocation | 43,000 | 95,420 | 106,437 | (11,017) | 111.5% | - | 95,420 | 106,437 | 111.5% | Complete | Installed. |
| | **Totals** | $ 4,024,039 | $ 12,104,387 | $ 9,966,891 | $ 2,137,496 | 82.3% | $ 7,323,122 | $ 9,508,266 | $ 7,370,768 | 77.5% | | |
| | **FY2009** | | | | | | | | | | | |
| | McKee Run Unit 3 CEMS S/ware&Com | $ 30,000 | $ 50,000 | $ 48,970 | $ 1,030 | 97.9% | $ 30,000 | $ 50,000 | $ 48,970 | 97.9% | Complete | DONE. |
| | Van Sant Unit 11 CEMS S/ware&Com | 30,000 | 50,000 | 42,675 | 7,325 | 85.4% | 30,000 | 50,000 | 42,675 | 85.4% | Complete | DONE. |
| | McKee Run Unit 3 COMS replace | 30,000 | 30,000 | 28,236 | 1,764 | 94.1% | 30,000 | 30,000 | 28,236 | 94.1% | Complete | DONE. |
| | McKee & VanSant Arc Flash Analysis | - | 50,000 | - | 50,000 | 0.0% | - | 50,000 | - | 0.0% | Started | Project Scoping. |
| | Lighting Project & Rehab | 50,000 | 50,000 | 40,881 | 9,119 | 81.8% | 50,000 | 50,000 | 40,881 | 81.8% | Complete | Done with EF fund portion, CTF funds -Sherwood, Edgehill. |
| | Danner Farm Transformer | 45,000 | 45,000 | 16,689 | 28,311 | 37.1% | 45,000 | 45,000 | 16,689 | 37.1% | Started | Equipment Order. |
| | New Developments | 815,000 | 815,000 | 655,418 | 159,582 | 80.4% | 815,000 | 815,000 | 655,418 | 80.4% | Started | On-going. |
| | Distribution Upgrades | 500,000 | 500,000 | 313,352 | 186,648 | 62.7% | 500,000 | 500,000 | 313,352 | 62.7% | Started | Kent acres near done, Schoolview started. |
| | **Totals** | $ 1,500,000 | $ 1,590,000 | $ 1,146,221 | $ 443,779 | 72.1% | $ 1,500,000 | $ 1,590,000 | $ 1,146,221 | 72.1% | | |
| | **Grand Totals** | $ 20,812,489 | $ 28,498,616 | $ 22,345,093 | $ 6,153,523 | 78.4% | $ 12,779,942 | $ 19,044,917 | $ 12,891,391 | 67.7% | | |

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

# DRAFT PROPOSED COUNCIL RESOLUTION NO. 2009-15

**AN AMENDMENT TO A RESOLUTION AUTHORIZING THE SALE OF UP TO $22,200,000 ELECTRIC REVENUE BONDS OF THE CITY OF DOVER**

WHEREAS, pursuant to Chapter 158, Volume 36, Laws of Delaware, as amended (the "City Charter") and Chapter 111, Volume 52, Laws of Delaware, as amended (collectively, the "Enabling Acts"), the City of Dover (the "City") is authorized to issue revenue bonds for the purpose of financing and refinancing improvements to its electric system;

WHEREAS, pursuant to the Enabling Acts, the City adopted a Resolution on December 23, 1985, as subsequently supplemented (the "Original Bond Resolution") in order to issue various series of electric revenue bonds;

WHEREAS, the Original Bond Resolution was amended and restated by a Resolution adopted on August 23, 2004 (the "Bond Resolution") pursuant to which the City issued The City of Dover, Delaware $22,535,000 Electric Revenue Refunding Bonds (Taxable Series 2004);

WHEREAS, pursuant to the Bond Resolution and a Resolution adopted on March 10, 2008 (the "Authorizing Resolution"), City Council authorized the Mayor and Treasurer to cause the issuance of up to $22,200,000 of Electric Bonds (the "2008 Bonds") to finance or reimburse the City for improvements made to the City's Electric System;

WHEREAS, the Authorizing Resolution sets forth specific projects for which the Bond proceeds would be used; and

WHEREAS, those projects set forth in the Authorizing Resolution have been completed and there are excess proceeds from the sale of the 2008 Bonds;

WHEREAS, the City wishes to use the excess proceeds from the sale of the 2008 Bonds for other electric projects as set forth herein;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Dover, Delaware as follows (a majority of all members thereof concurring therein):

Draft

1. The Council amends Paragraph 1 of the Authorizing Resolution to authorize the use of excess proceeds from the sale of the City's 2008 Bonds to add the following projects:

| Use of Funds | Estimated Costs |
|---|---|
| Mid City Substation | $1,593,461 |
| VanSant Combustion Turbine Mark IV Upgrades | 700,000 |
| McKee Run Driveway Repaving | 240,000 |
| Distribution Upgrades: | |
| Buchanan Acres | 406,000 |
| Crossgates | 396,904 |
| **Total** | **$3,336,365** |

2. All other provisions of the Authorizing Resolution remain unchanged.

3. This resolution shall take effect immediately upon its passage and approval by the Mayor.

PASSED AND ADOPTED on the _____ day of _____, 2009.

APPROVED:

_____
Mayor

Attest:

_____
City Clerk

Draft

# ACTION FORM

| | |
|---|---|
| **PROCEEDING**: City Council | **AGENDA ITEM NO.:** 13 |
| **DEPARTMENT OF ORIGIN**: Community Development | **DATE SUBMITTED**: 5/12/09 |
| **PREPARED BY**: Tracey Harvey, Community Development Manager | |
| **SUBJECT**: Amendment to 2008 Action Plan for the CDBG Recovery Program | |
| **REFERENCE**: N/A | |
| **RELATED PROJECT**: N/A | |
| **APPROVALS**: Ann Marie Townshend, AICP, Director of Planning & Community Development | |
| **EXHIBITS**: N/A | |
| **EXPENDITURE REQUIRED**: $73,123 | **AMOUNT BUDGETED**: $73,123 |
| **FUNDING SOURCE (Dept./Page in CIP & Budget)**: CDBG Allocation | |
| **TIMETABLE**: Substantial amendments for program year 2008 must be submitted to HUD by June 5, 2009 | |
| **RECOMMENDED ACTION**: City Council approval of the amendment to the 2008 Action Plan to utilize the additional funds for street and sidewalk improvements in qualifying areas. | |

## BACKGROUND AND ANALYSIS

On February 25, 2009, HUD announced the list of Community Development Block Grant Recovery Program (CDBG-R) allocations, and the City of Dover was awarded $73,123 to be invested in infrastructure projects that will further job creation or retention. HUD did not release the regulations for these funds until May 6, 2009 which states funding being utilized for infrastructure projects be awarded within 120 calendar days from the date the funds are made available to the recipients. The submission deadline for the amendment to the Action Plan is June 5, 2009 to the HUD field office. To expedite the process, HUD has waived the 30 day comment period for citizen participation to 7 days. **The Public Services Department is requesting to utilize these funds for street improvements in income qualifying areas throughout the city**. A portion of the funds, not to exceed 10%, will be used for administrative expenses incurred by the Community Development Office. This will include advertising required to amend the 2008 Action Plan and staff time of the Community Development Manager associated with administering these funds.

# ACTION FORM

| | |
|---|---|
| **PROCEEDING**: Council | **AGENDA ITEM NO.:** |
| **DEPARTMENT OF ORIGIN**: Information Technologies | **DATE SUBMITTED**: 04-15-09 |
| **PREPARED BY**: Mark Callan, Information Technologies Director | |
| **SUBJECT**: Fiber Manager Software | |
| **REFERENCE**: Upgrade / Replacement of inner city fiber optic loop. | |
| **RELATED PROJECT**: Project # IT0805 | |
| **APPROVALS**: City Manager, Controller/Treasurer | |
| **EXHIBITS**: Sole Vendor evidence from ESRI and two quotations from Telvent Miner & Miner (services = $18,605 and software licensing and maintenance = $17,432). | |
| **EXPENDITURE REQUIRED**: $36,037 | **AMOUNT BUDGETED** $86,000 |
| **FUNDING SOURCE (Dept./Page in CIP & Budget)**: Budget and Account Number: Project # IT0805 147-2200-516-40-28 | |
| **TIME TABLE:** Services and software will be purchased following Council approval. | |
| **RECOMMENDED ACTION**: Issue sole vendor contract to Telvent Miner & Miner for the amount of $36,037 | |

## BACKGROUND AND ANALYSIS

Currently the city uses paper maps and Autocad for the purpose of operating and managing the existing fiber optic system. This purchase will migrate the existing fiber optic maps and data into a GIS format which can be used by multiple city departments for managing both city uses and leased fiber lines. The purchase will include custom software which is based on ESRI. The City has standardized on the ESRI GIS program and is currently using this system for all GIS applications. The Fiber Manager Software will allow city staff to restore broken communication lines faster by finding alternative routes and get maximum usage of the fiber recourses currently in use. The City currently has fibers lines with up to 144 strands of fiber. With Fiber manager each fiber can be dedicated and managed as to usage and availability. As the City's fiber network expands due to the fiber leasing contracts, the city will be able to better manage the system.

As documented in the exhibited email the recommended contractor, Telvent Miner & Miner (TM&M), is the only ESRI partner that is allowed to write software in the ESRI platform, which is a requirement to maintain the current city standard of using a city wide GIS. Upon completion TM&M will provide Dover with a configured Geodatabase built from scratch and usable in the ESRI program.

## Enss, Steve

**From:** Nowak, Mark
**Sent:** Tuesday, July 29, 2008 3:46 PM
**To:** Enss, Steve
**Subject:** FW: Electric Conversion to ESRI Platform

**Importance:** High

**From:** Kenny Cousins [mailto:KCousins@esri.com]
**Sent:** Tuesday, July 29, 2008 9:53 AM
**To:** Nowak, Mark
**Cc:** Seth Van Aken
**Subject:** RE: Electric Conversion to ESRI Platform
**Importance:** High

Mark,

Telvent Miner & Miner and ESRI have dedicated themselves to continued development of ArcGIS to maintain its role as the world's leading GIS platform. ArcFM is written against ESRI's ArcGIS and this is a unique platform configuration. The TM&M technical staff of professionals provides extensive experience in automated system planning and design, as well as vast expertise in a wide range of services and ESRI products.

Telvent Miner& Miner is the only ESRI business partner who imbeds ArcGIS to develop an electric utility (and telecom) asset management and design system.

Please let me know if this is helpful to your needs.

Best regards,

Kenny

**From:** Nowak, Mark [mailto:mnowak@dover.de.us]
**Sent:** Friday, July 25, 2008 11:57 AM
**To:** Kenny Cousins
**Cc:** Seth Van Aken
**Subject:** Electric Conversion to ESRI Platform

Kenny,
Can you confirm to me that Miner & Miner create their products by writing within ESRI's ArcGIS code? If this is confirmed are they the only business partner that does this?

Mark Nowak, GISP
GIS Coordinator
City of Dover, Delaware

# Services Quote

| | |
|---|---|
| Date: | 5-Mar-09 |
| Quote Number: | 2009-1234 |
| **To:** | City of Dover |
| **Receiving Party:** | City of Dover |

We are pleased to submit the following Fixed Price Quote for:
**Fiber Manager Implementation**

***Services***

**TASKS**

| TASK ID | TASK DESCRIPTION | COST |
|---|---|---|
| 1 | Project Initiation | $ 388.00 |
| 2 | Fiber Manager Installation & Configuration | $ 14,332.00 |
| 3 | Remote Editing & Configuration Support | $ 3,885.00 |
| | | |
| | **TOTAL SERVICES COSTS:** | **$ 18,605.00** |

**OPTIONAL TASKS**

| TASK ID | TASK DESCRIPTION | COST |
|---|---|---|
| | | |
| | **TOTAL SERVICES COSTS:** | **$ -** |

**Quote is Valid for 60 days.**

All rates and costs are quoted in US Dollars and will be billed in US Dollars.
Quote is inclusive of all travel and living expenses for on-site work.
All prices are based on Telvent Miner & Miner's standards for services, and do not include taxes, duties, levies or fees.
This quotation is made in confidence for your review. It may not be disclosed to third parties, except as required by law.
This offer is limited to the terms and conditions of Telvent Miner & Miner's Standard Services Agreement.
Estimate does not include the cost of any third party software required to perform the services.
THE PRICING CONTAINED IN THIS QUOTATION IS BASED UPON TELVENT MINER & MINER'S STANDARD TERMS AND CONDITIONS AND TELVENT MINER & MINER'S EXPERIENCE WITH SIMILAR PROJECTS. THE SCHEDULE AND PRICE ARE SUBJECT TO CHANGE BASED UPON THE TERMS AND CONDITIONS IN THE FINAL AGREEMENT.

Quote Provided by: Larry Frank

Telvent Miner & Miner
4701 Royal Vista Circle
Fort Collins, CO 80528

**Please Remit all Payments to:
P. O. Box 336834
Greeley, CO 80633-0614

Fort Collins Phone
(970) 223-1888
Fort Collins Fax
(970) 223 - 5577
Denver Phone
(303) 623-3119

TELVENT
Miner & Miner

# QUOTE

Date: 14-Apr-09
Quote Number: 2009-3455
**To:** Dover

**Receiving Party:**
*We are pleased to submit the following Quote:*

*Software* *Quote valid for 60 days*

| QUANTITY | DESCRIPTION | UNIT PRICE | | TOTAL |
|---|---|---|---|---|
| 1 | **ArcFM** (2-n) | $ 3,900.00 | | $ 3,900.00 |
| 1 | **Fiber Manager** (Seat #1-n) | $ 7,500.00 | | $ 7,500.00 |
| | | *Software total* | | **$ 11,400.00** |

*Maintenance*

| PrePaid Years | DESCRIPTION | UNIT PRICE | | |
|---|---|---|---|---|
| 3 | **ArcFM** (2-n) | $ 687.96 | | $ 2,063.88 |
| 3 | **Fiber Manager** (Seat #1-n) | $ 1,323.00 | | $ 3,969.00 |
| | | *Maintenance total* | | **$ 6,032.88** |

Pre-paid maintenance due at the same time as Software payment
Prices do not include required ESRI software.
Maintenance is due one year after the issue of the software download password or of the license file(s), whichever is first
Software provided upon receipt of signed MM License Agreement
Maintenance is subject to an annual increase of 8%.
A seat of ArcFM requires a seat of ESRI ArcEditor
Fiber Manager is an extension of ArcFM or Designer

Quote Provided by: Erika Murphy

Total does not include sales tax, where applicable

- Client is responsible for any additional Duties, Taxes, or Fees.

All Pricing is Confidential and Proprietary

# NOTICE OF PUBLIC HEARING

The City of Dover Council will hold a public hearing on Monday, June 8, 2009 at 7:30 PM in the Council Chambers of Dover City Hall to consider adoption of the following proposed Electric Fund budgets for the fiscal year beginning July 1, 2009 to June 30, 2010. The following budgets have been submitted to the Mayor and Council for their review and consideration and the amounts are subject to change. Reference copies of the proposed budget are available at the Dover Public Library, Weyandt Hall (5 East Reed Street), and the City Clerk's Office.

## ELECTRIC REVENUE FUND

### REVENUES

| | | |
|---|---|---|
| Beginning Balance | $ | 8,219,350 |
| Direct Sales to Customers | | 99,533,042 |
| Utility Tax | | 1,781,500 |
| Green Energy | | 137,600 |
| Miscellaneous Revenue | | 1,051,184 |
| Rent Revenue | | 186,816 |
| Emission Credit Sales | | 274,000 |
| Intrafund Service Receipts Water/Wastewater | | **270,626** |
| Interest Earnings | | 158,500 |
| **TOTAL REVENUES** | **$** | **111,612,618** |

### EXPENSES

| | | |
|---|---|---|
| Power Supply | $ | 55,619,481 |
| Power Supply Management | | 3,000,000 |
| PJM Charges – Load | | 13,943,413 |
| Capacity Charges | | 13,469,528 |
| Rate Stabilization Credit | | (3,000,000) |
| Plant Operations | | 5,798,710 |
| Generations Fuels | | 1,275,251 |
| PJM Credits | | (1,701,066) |
| Capacity Credits | | (12,133,285) |
| Transmission/Distribution | | **3,318,622** |
| Electrical Engineering | | **1,500,012** |
| Administration | | **640,535** |
| Meter Reading | | **289,103** |
| System Operations | | **624,520** |
| Utility Tax | | 1,781,500 |
| **Direct Expenses Subtotal** | **$** | **84,426,324** |
| | | |

| | | |
|---|---|---|
| Other Expenses: | | |
| Allow for Uncollectibles | $ | 135,000 |
| Retirees Healthcare | | 567,430 |
| Intrafund Service Fees | | **3,483,884** |
| Debt Service | | 3,956,600 |
| Green Energy | | 137,600 |
| Interest on Deposits | | 54,500 |
| Inventory Write Offs | | 175,000 |
| Power Supply Study | | 497,250 |
| **Other Expenses Subtotal** | **$** | **9,007,264** |
| | | |
| Transfer to: | | |
| Improvement & Extension | | 2,500,000 |
| General Fund | | 6,758,100 |
| Transfer to Contingency | | 83,500 |
| **Transfer To Subtotal** | **$** | **9,341,600** |
| | | |
| **TOTAL EXPENSES** | **$** | **102,775,188** |
| CARRIED FORWARD BALANCE | | **8,837,430** |
| **TOTAL BUDGET** | **$** | **111,612,618** |

## ELECTRIC CAPITAL PROJECTS FUND

### CASH RECEIPTS

| | | |
|---|---|---|
| Prior Year Balance | $ | 1,461,548 |
| Prior Year Balance Bond | | 1,378,258 |
| Interest Earnings | | 33,700 |
| Bond Issue 2008 | | 1,958,107 |
| Transfer from Electric | | 2,500,000 |
| **TOTAL RECEIPTS** | **$** | **7,331,613** |

### EXPENSE SUMMARY

| | | |
|---|---|---|
| Electric Generation | $ | 1,254,000 |
| Transmission and Distribution | | 1,127,147 |
| Electrical Engineering | | 3,525,536 |
| Current Year Balance | | 1,424,930 |
| **TOTAL EXPENSES** | **$** | **7,331,613** |

# AD-HOC HAGGERTY & HAGGERTY REVIEW COMMITTEE

The Ad-Hoc Haggerty & Haggerty Review Committee meeting was held at Dover Fire Station No. 1 on March 19, 2009 at 6:09 p.m. with Council President Hogan presiding. Members present were Mrs. Williams, Mrs. Russell, Mrs. Mitchell (Controller/Treasurer, departed at 6:15 p.m.) and Mr. DePrima (City Manager). Representatives of the Dover Fire Department present were Mr. Osika (past Fire Chief), Mr. Bashista (past Fire Chief), Mr. Don Bates (past Fire Chief) Fire Chief Strochine, and Firefighter Hoyt. Mr. Boyer, President Eichler, and Vice President Small were absent.

**Review of Financial Procedures Recommended by Haggerty & Haggerty**

During the Regular Legislative, Finance, and Administration Committee meeting of February 25, 2008, members were provided the Independent Accountant's Report on Applying Agreed Upon Procedures pertaining to the Dover Fire Department prepared by Haggerty & Haggerty, Certified Public Accountants and Management Consultants. Members accepted the Report, with the understanding that the Fire Chief and Finance Director would report back to the committee within two (2) to four (4) weeks with a set of procedures that would be beneficial to all parties involved.

During the Regular Council Meeting of September 8, 2008, members approved the Legislative, Finance, and Administration Committee's recommendations (from their meeting of August 25, 2008), as follows:

1) That negotiations continue between the Fire Department, including the Controller/Treasurer and Council, and that those members of Council participating be appointed by Council at their next meeting and be given authority to represent Council for a report back at a future meeting of the committee for a final resolution of this matter.

2) That the negotiating principles are the eight (8) points found on the action form submitted by the Controller/Treasurer.

3) That Option #1, to provide monthly payments to the fire department, be added as another point that can be considered during the negotiations.

Members reviewed and revised the Joint Committee (City of Dover and Dover Fire Department) Recommendation.

The committee recommended approval of the Joint Committee (City of Dover and Dover Fire Department) Recommendations ***(Attachment #1)***

**There being no further business, Council President Hogan declared the meeting adjourned.**

Meeting Adjourned at 7:06 P.M.

Respectfully submitted,

Kenneth L. Hogan
Chairman

KLH/RR/tm
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*Attachments*
*Attachment #1 - Independent Accountant Report, Haggerty & Haggerty Joint Committee (City of Dover and Dover Fire Department) Recommendations*

COMPARISON OF LF&A RECOMMENDATIONS APPROVED BY CITY COUNCIL AND RECOMMENDATIONS OF THE AD-HOC HAGGERTY & HAGGERTY REVIEW COMMITTEE - Additions indicated in blue, italics and deletions indicated in red, strikeout.

Independent Accountant Report - Haggerty & Haggerty
Joint Committee (City of Dover and Dover Fire Department) Recommendation

*The firm of Haggerty & Haggerty, Public Accountants and Management Consultants, was commissioned by city council to review funding provided to the Dover Fire Department from the City of Dover. Upon completion of the review both members of city council and the fire department raised concerns about funding allocated to the fire department and current procedures.*

*A joint committee of council members and fire department personnel was created to review and recommend policies, procedures, and standards dealing with City of Dover financial contributions to the Dover Fire Department. These recommended policies, procedures, and standards will allow for improved fire department operations, and provide a transparent monitoring of allocated funding.*

*After numerous meetings, the committee has developed the following proposed agreement. The committee firmly stands behind this agreement as a means to improve the working relationship between the city council and the fire department*

*1.* ~~We reaffirmed that the City would make the agreed upon loan payments on Robbins Hose Company loans for fire apparatus directly to the lending bank. The amount of the loan payments will be included in the fire department budget. The fire apparatus will be titled to Robbins Hose Company.~~

*City of Dover Employees:*

*a. All current and future City of Dover employees assigned to the Dover Fire Department will remain City of Dover employees assigned to the Dover Fire Department.*

*b. All items pertaining to City of Dover employees will remain under the city budget, and will follow the current budgeting and financial procedures. These items are listed under 110-100-514.10 and include, but are not limited to, salaries, overtime, temporary help, FICA taxes, health insurance, LID insurance, workers compensation, educational assistance, and pension.*

*c. The City of Dover will cover all upgrades, maintenance, and repairs needed to the Dover Fire Department communications center. This includes any upgrades needed to allow the City of Dover employees to effectively complete their duties.*

*d. All City of Dover employees assigned to the Dover Fire Department will remain under the authority of the company elected volunteer Fire Chief. With the approval of city council a Supervisor / Administrative Assistant position will be created to fill the vacancy of the current fire department administrative assistant. If approved by*

*city council this position will be tasked with the supervision of the fire dispatchers, and will act as the Fire Chief's administrative assistant. The company elected volunteer Fire Chief will supervise the new position.*

*e. The company elected volunteer Fire Chief; while reporting directly to the City Council President, will consult with the City Manager in an advisory role on matters of personnel policy as set forth in the Employee Handbook, Labor Contracts, and other adopted personnel policies of the City of Dover.*

*2.* ~~The Fire Chief or his designee will adhere to provisions of personnel policies and contracts as applicable to City employees.~~

*The Dover Fire Department will follow the City of Dover budgeting process. After completion of the fiscal year budget and adoption by City Council, the Dover Fire Department budget will be allocated to the department in equal quarterly financial contributions on or before July 31, October 31, January 31, and April 30. All personnel costs as outlined in item 1 of this agreement are not included in the quarterly allotment.*

*3.* ~~The Fire Department will adhere to the provisions of the City of Dover Purchasing Policy as adopted on April 28, 2008 and any subsequent changes to said policy in expending City monies.~~

*The company elected volunteer Fire Chief will report to Council President and will act as the liaison to the City of Dover from the Dover Fire Department.*

*4.* ~~The Fire Department will prepare blanket bids for purchasing of all items that have recurring use to insure economic benefits and access to government procurement by responsible contractors or suppliers. A sample copy of a blanket bid and material listing was provided to the Fire Department by the Contract & Procurement Manager.~~

*All City of Dover financial contributions to the Dover Fire Department will be placed in a financial account maintained by the Dover Fire Department. This account will be for the sole purpose of managing City of Dover financial contributions.*

*5.* ~~The City Contract & Procurement Manager will be presented with a detailed plan on the type of fire apparatus that needs to be purchased and the approximate cost as outlined in the CIP. The Fire Department will spec the apparatus. The spec will be reviewed by the Contract & Procurement Manager prior to going to bid.~~

*Monthly financial reports from the Dover Fire Department will be provided to the City Council and Mayor. The report will cover all incoming / outgoing monies from the aforementioned account for the calendar month prior. Each report will be included with the monthly Fire Chief's report. The report format shall be approved by city council and Fire Chief.*

6. ~~*The Fire Department is receptive to using the on-line vehicle and equipment sale process that the City is currently using to try and obtain the greatest amount of proceeds from the sale.*~~

*The annual financial review, prepared for the State of Delaware, shall be provided to the city council. If requested by City Council, the Dover Fire Department will have an opinion audit conducted at the end of the fiscal year. The audit will be completed through an accountant firm of the City Council's choice. All associated costs of an audit will be paid for by the Dover Fire Department.*

7. ~~*The Fire Department will turn over to the City any proceeds from the sale of apparatus that has been fully funded by the City. In return the City will deposit the funds in an account that will be used for the purchase of equipment needed for the new apparatus.*~~

*The Dover Fire Department will follow State of Delaware purchasing policies and procedures which all fire departments in the State of Delaware are required to follow.*

8. ~~*We all agreed to seek clarification and assistance when ever needed.*~~

*Any capital needs beyond the City of Dover's yearly financial contributions that may arise will be brought to City Council for approval through a Committee Action Form (CAF). The Fire Chief will submit an updated 10 year Capital Investment Plan (CIP) in the January Fire Chief's report. All CIP allocations will be paid directly by the City of Dover to the financial institutions.*

9. *The Dover Fire Department will continue to utilize the City of Dover for the tax exempt rates.*

Independent Accountant Report
Haggerty & Haggerty
Joint Committee (City of Dover and Dover Fire Department) Recommendation

The firm of Haggerty and Haggerty, Public Accountants and Management Consultants, was commissioned by city council to review funding provided to the Dover Fire Department from the City of Dover. Upon completion of the review both members of city council and the fire department raised concerns about funding allocated to the fire department and current procedures.

A joint committee of council members and fire department personnel was created to review and recommend policies, procedures, and standards dealing with City of Dover financial contributions to the Dover Fire Department. These recommended policies, procedures, and standards will allow for improved fire department operations, and provide a transparent monitoring of allocated funding.

After numerous meetings, the committee has developed the following proposed agreement. The committee firmly stands behind this agreement as a means to improve the working relationship between the city council and the fire department.

1. City of Dover Employees:

    a. All current and future City of Dover employees assigned to the Dover Fire Department will remain City of Dover employees assigned to the Dover Fire Department.

    b. All items pertaining to City of Dover employees will remain under the city budget, and will follow the current budgeting and financial procedures. These items are listed under 110-100-514.10 and include, but are not limited to, salaries, overtime, temporary help, FICA taxes, health insurance, LID insurance, workers compensation, educational assistance, and pension.

    c. The City of Dover will cover all upgrades, maintenance, and repairs needed to the Dover Fire Department communications center. This includes any upgrades needed to allow the City of Dover employees to effectively complete their duties.

    d. All City of Dover employees assigned to the Dover Fire Department will remain under the authority of the company elected volunteer Fire Chief. With the approval of city council a Supervisor / Administrative Assistant position will be created to fill the vacancy of the current fire department administrative assistant. If approved by city council this position will be tasked with the supervision of the fire dispatchers, and will act as the Fire Chief's administrative assistant. The company elected volunteer Fire Chief will supervise the new position.

    e. The company elected volunteer Fire Chief; while reporting directly to the City Council President, will consult with the City Manager in an advisory role on matters of personnel policy as set forth in the Employee Handbook, Labor Contracts, and other adopted personnel policies of the City of Dover.

2. The Dover Fire Department will follow the City of Dover budgeting process. After completion of the fiscal year budget and adoption by City Council, the Dover Fire Department budget will be allocated to the department in equal quarterly financial contributions on or before July 31, October 31, January 31, and April 30. All personnel costs as outlined in item 1 of this agreement are not included in the quarterly allotment.

3. The company elected volunteer Fire Chief will report to Council President and will act as the liaison to the City of Dover from the Dover Fire Department.

4. All City of Dover financial contributions to the Dover Fire Department will be placed in a financial account maintained by the Dover Fire Department. This account will be for the sole purpose of managing City of Dover financial contributions.

5. Monthly financial reports from the Dover Fire Department will be provided to the City Council and Mayor. The report will cover all incoming / outgoing monies from the aforementioned account for the calendar month prior. Each report will be included with the monthly Fire Chief's report. The report format shall be approved by city council and Fire Chief.

6. The annual financial review, prepared for the State of Delaware, shall be provided to the city council. If requested by City Council, the Dover Fire Department will have an opinion audit conducted at the end of the fiscal year. The audit will be completed through an accountant firm of the City Council's choice. All associated costs of an audit will be paid for by the Dover Fire Department.

7. The Dover Fire Department will follow State of Delaware purchasing policies and procedures which all fire departments in the State of Delaware are required to follow.

8. Any capital needs beyond the City of Dover's yearly financial contributions that may arise will be brought to City Council for approval through a Committee Action Form (CAF). The Fire Chief will submit an updated 10 year Capital Investment Plan (CIP) in the January Fire Chief's report. All CIP allocations will be paid directly by the City of Dover to the financial institutions.

9. The Dover Fire Department will continue to utilize the City of Dover for the tax exempt rates.

# AD-HOC HAGGERTY & HAGGERTY REVIEW COMMITTEE

The Ad-Hoc Haggerty & Haggerty Review Committee meeting was held on March 3, 2009 at 6:00 p.m. with Council President Hogan presiding. Members present were Mrs. Williams (arrived at 6:09 p.m.), Mrs. Russell, and Mr. DePrima (City Manager). Mr. Slavin and Mrs. Mitchell were absent. Representatives of the Dover Fire Department present were Mr. Jason Osika (past Fire Chief), Mr. Brian Bashista (past Fire Chief), Mr. Don Bates (past Fire Chief) Fire Chief Paul Strochine, Mr. Paul Eichler (President) and Firefighter Brian Hoyt.

**Review of Financial Procedures Recommended by Haggerty & Haggerty**

During their meeting of November 17, 2008, members were provided eight (8) recommendations (***Attachment #1)*** for their review pertaining to the Haggerty & Haggerty Independent Accountant Report.

Chief Strochine began the meeting reviewing key points from the discussion of November 17, 2008. Under the current proposal, the items are as follows:

> All City Employees under the Fire Department will remain City Employees, all salaries will remain under city budget including (but not limited to), salaries, overtime, temporary help, taxes, health insurance, worker's comp, LID insurance, educational assistance, and pension. The City will be responsible for upgrades to the radio room and items necessary for employees to continue doing their job. Employees will remain under the company elected Fire Chief who will in turn report to the City Manager for personnel issues.
>
> The Fire Department will receive $600K in financial contributions from the City of Dover for operating and capital projects in quarterly payments beginning in July of 2009. There will be a yearly increase of no less than 5% per budget year.
>
> All City of Dover contributions will be placed in a separate bank account and monthly financial reports will be provided to the Mayor and City Council. This report will be included with the Fire Department's Monthly Report and will include all incoming monies and expenditures for that month. The Fire Department will pay to have an opinion done yearly by an independent accountant of the Council's choice.
>
> The Fire Department will follow State of Delaware purchasing polices as required. Any capital needs beyond the city's contribution that may arise will be brought forth to City Council through a Committee Action Form. The Fire Department will continue to utilize the City for tax exempt rights.
>
> The Fire Department Board of Directors will submit an updated ten (10) year CIP each year in the January monthly report.
>
> The company elected Fire Chief will report to the Council President and act as a liaison between the Fire Department and the City of Dover.

Chairman Hogan indicated his feeling that the requests were reasonable, with the exception of the 5% increase each year. He suggested that the Fire Department submit a request for an increase each year to Council. Chairman Hogan recommended that he and Chief Strochine meet and compile a preamble stating the recommendations thus far with explanations.

Chief Strochine stated that the City and the Fire Department are a joint partnership with the City providing funds and the Fire Department providing cost effective service. He went on to mention that most firefighters have full time jobs, and to be effective, there should be a reduction in the number of administrative responsibilities that fall on volunteer firefighters.

Responding to Chief Strochine, Mr. DePrima mentioned that with the retirement of Carter Knotts, there could be an opportunity to rethink the staffing to have a trained manager to work with the Fire Chief. Chief Strochine agreed that there should be a manager to oversee the dispatchers but that the Fire Chief should have authority over both the manager and the dispatchers.

After much discussion, it was decided that the position would be support for the Fire Chief and that the Chief would report to the City Manager, who would then report to Council.

Referring to the City's budget system, Mr. DePrima recommended that the Fire Department go through the same process as the other City departments, including the budget hearings. Responding, Chief Strochine stated it was not the budget process, but the red tape that goes along with it. Mr. DePrima stated that the Fire Department would not have to use the City's purchasing policies after the budget process, but would still need to report on how the money was spent.

Referring to the recommendation that all City employees within the Fire Department fall under the Fire Department, Mr. DePrima stated that a separation is needed between employees and the Fire Department; that a City employee should not be a member of the Fire Department. After much discussion, it was determined that more deliberation was needed on this topic

Responding to Mrs. Williams, Chief Strochine stated he would have someone call Haggerty and Haggerty and get a cost on providing a report summarizing their recommendations

Responding to Chief Strochine, Mrs. Russell questioned the lack of minority representation within the Fire Department. Chief Strochine mentioned that the Fire Department is determined to be proactive with regards to recruitment, including mailers in the electric bills. Responding to Mrs. Williams, Chief Strochine stated that he is open to ideas from Mrs. Russell and Mr. Salters with regards to recruitment.

Chief Strochine recommended another meeting to develop the preamble wording prior to its submission to Council.

**There being no further business, Council President Hogan declared the meeting adjourned.**

Meeting Adjourned at 7:17 P.M.

Respectfully submitted,

Kenneth L. Hogan
Chairman

KLH/RR/TM
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*Attachments*

*Attachment #1 - Independent Accountant Report, Haggerty & Haggerty Joint Committee (City of Dover and Dover Fire Department) Recommendations*

Independent Accountant Report
Haggerty & Haggerty
Joint Committee (City of Dover and Dover Fire Department) Recommendation

1. All City employees under the Dover Fire Department will remain City employees under the Dover Fire Department. All items pertaining to their salaries will remain under the City budget and handled as they always have been handled. These items are listed under 110-100-514.10 and include, but are not limited to, salaries, overtime, temporary help, FICA taxes, health insurance, LID insurance, workers compensation, educational assistance, and pension. The City will also cover all upgrades needed to the radio room and/or any upgrades needed for the City employees to handle their job appropriately. All of these employees will remain under the supervision of the company elected volunteer Fire Chief.

2. The Dover Fire Department will receive a $600,000 financial contribution from the City of Dover in quarterly payments beginning in July of 2009. There will be a yearly increase of no less than 5% per budget year.

3. All City financial contributions will be placed in a separate Dover Fire Department bank account.

4. Monthly financial reports from the Dover Fire Department will be provided to the City Council and Mayor. These reports will be included with the monthly Fire Chiefs report. The report will cover all income/outgoing money from that account from the prior month.

5. The Dover Fire Department will have an opinion audit conducted each year. This will be done through an accountant firm of the City Councils choice.

6. The Dover Fire Department will follow State of Delaware purchasing policies which all fire departments in the State of Delaware are required to do so.

7. Any capital needs beyond the budget that may arise will be brought to City Council for approval through a CAF.

8. The volunteer Fire Chief will report to City Council (Council President).

# AD-HOC HAGGERTY & HAGGERTY REVIEW COMMITTEE

The Ad-Hoc Haggerty & Haggerty Review Committee meeting was held on November 17, 2008 at 6:00 p.m. with Council President Hogan presiding. Members present were Mrs. Williams, Mrs. Russell, Mr. Slavin, Mr. DePrima (City Manager), and Mrs. Mitchell (Controller/Treasurer). Representatives of the Dover Fire Department present were Mr. Jason Osika (past Fire Chief), Mr. Trey Small (Board of Directors), Mr. Brian Bashista (past Fire Chief), Mr. Charlie Boyer (past Fire Chief), Fire Chief David Carey, Mr. Paul Strochine (Fire Chief Elect), and Mr. Michael Reed (President).

**Review of Financial Procedures Recommended by Haggerty & Haggerty**

During their meeting of October 30, 2008, members began their review of the financial procedures recommended by Haggerty & Haggerty, Certified Public Accountants and Management Consultants in accordance with City Council's directive resulting from their Regular Meeting of September 8, 2008 (approval of the Legislative, Finance, and Administration Committee's recommendations from their meeting of August 25, 2008).

Members were provided eight (8) recommendations for their review and consideration.

Mr. Hogan verified that Recommendation #1 complies with current policy.

Mrs. Mitchell expressed concern regarding obtaining Fire Department compliance with City policies regarding such issues as uniform policy, hours worked, and overtime.

Mr. Hogan felt strongly that management training on City of Dover policy should be required for every Fire Chief. Mr. DePrima added that supervisory training should also be mandatory Mrs. Williams suggested that the Finance Department could provide training on payroll and finance procedures at this time as well.

Fire Chief Carey stated it was important that the Fire Chief know management policy but felt that some of the administrative details could be handled by subordinate employees who are versed in the details, believing that this is the procedure followed by the Police Department. Mrs. Mitchell and Mr. DePrima explained that the Chief Horvath of the Police Department has additional resources available to deal with these matters that are not available to the Fire Department, as the Police Department is larger and has specific personnel dedicated to handling administrative tasks.

Mr. Slavin inquired as to the number of employees whose paperwork must be handled, and Fire Chief Carey confirmed that he supervises six (6) employees for whom payroll is submitted biweekly. Mrs. Mitchell responded that although there are only six (6) employees involved, this year the Finance Department has spent "countless hours" resolving budget conflict issues and setting codes to input hours correctly in an effort to resolve numerous complaints. She also stated that there had been several employee grievances that Mr. DePrima had addressed.

Concurring with Mrs. Mitchell's concerns regarding recommendation #1, Mr. DePrima stated that the Dover Code is clear that the Fire Chief is a Council appointed position. He explained that there is a liability issue for the City when there are full-time employees reporting to a part-time individual who may not be a trained manager who, in turn, reports to another untrained, part-time supervisor

(Council President). It was his opinion that there is a need to have the City Manager or other full-time City employee provide oversight for employee issues to ensure employee policies are adhered to; otherwise, the City may become liable if action is taken incorrectly, such as grievances, etc.

Fire Chief Carey advised members that the Fire Chief supervises six (6) City employees. Should he have an employee issue, he explained the difficulty in contacting the Council President for guidance; however, as an alternative, the City Manager or Human Resources Director could provide the appropriate guidance since they are aware of employee policies and procedures.

After much discussion, Mr. Slavin suggested adding the following sentence to recommendation #1: "*The Fire Chief may seek the advise of the City Manager*". Mr. DePrima stated that the word "may" is indicative of there being an option. Council President Hogan suggested that the sentence be reworded, as follows: *"All employees shall remain under the supervision of the company elected volunteer fire department and the City Manager will act as the Fire Chief's resource for personnel issues"*.

Referring to recommendation #8, Mr. Slavin questioned if there is a need for further review of the approval by City Council regarding the election of the Fire Chief. It was noted that the requirements regarding the election and approval of the Fire Company officers would require an ordinance amendment; therefore, Mr. Slavin suggested that this matter be deferred for possible consideration in the future.

Regarding recommendation #2, Council President Hogan relayed concern regarding the City's ability to commit to the yearly increase as proposed. Mr. Slavin also noted the inability to commit future Councils.

In response to time concerns relayed by Mr. Bashista, Mr. DePrima indicated that the budget process has been simplified and, therefore, does not require an exorbitant amount of time for department heads. More changes are being made this year to further streamline the budget process. He suggested that the quarterly payments be considered with recommendation #3. Since the City's budget is the City Manager's responsibility, his preference would be for the budget process to continue for the Fire Department as with all other City departments. Mr. DePrima advised members that these have been difficult financial times for the City and he anticipates the same next year; therefore, he questioned the ability of Council to assure a five percent (5%) increase when other departments are expected to make cuts to their budgets.

Mr. Bashista agreed with the elimination of the set increase per year; however, he relayed the importance of maintaining the $600,000 contribution as a "starting" point.

Responding to Council President Hogan, Mr. Bashista confirmed that the $600,000 contribution would be considered operating funds.

In an effort to obtain an unbiased opinion, Mr. Bashista advised members that a meeting was held with Mr. Tom Wagner, State Treasurer, and that he was requested to review the Haggerty &

Haggerty Report. He stated that it was Mr. Wagner's opinion that the proposed structure was reasonable and is one that is utilized by several other jurisdictions.

Mr. Slavin suggested the possibility of providing a grant-in-aid type of appropriation to the Fire Department.

Noting that the City has an annual expense included in the budget for ambulance service, Mr. Bashista explained that the Fire Department is requesting the same consideration, noting that the ambulance service company is not required to submit a budget or provide detailed budget reports.

Responding to Mr. DePrima, Mr. Bashista assured members that the Fire Department members have considered the results of having the City provide an appropriation and that it is understood that it may require them to "tighten their belt"; however, it was their feeling that an appropriation would be a step forward and that the result will be that the City will spend less money. He noted that recommendation #7 takes into consideration those capital needs beyond the Fire Department's capital budget.

For clarification, Mr. Bashista explained that the proposed $600,000 appropriation could be provided for both capital and operating expenses for the Fire Department.

Mr. Slavin noted that there are three (3) issues involved with recommendation #2, as follows: 1) quarterly payments; 2) the reference of "financial contribution" used for the appropriation; and 3) providing the payment as a grant-in-aid.

Mr. DePrima indicated that providing quarterly payments would not be within the City's Purchasing Policy. Responding, Mr. Bashista explained that should the City wish to provide the appropriation in a lump sum payment, there would be no objections; however, it was felt that the City would prefer to provide quarterly payments.

Mrs. Williams noted that if the City were to provide the payment to the Fire Department in a lump sum rather than quarterly, the City would lose interest income.

Responding to the concerns of Mr. DePrima regarding the budget process, Mr. Slavin suggested that the discussion of the other recommendations may provide a better directive for members in consideration of providing the payment to the Fire Department as a grant-in-aid.

There were no objections relayed regarding recommendations #3 or #4.

In response to Mr. Slavin in reference to recommendation #5, Mr. Bashista indicated that the Fire Department would be responsible for the costs associated with the audit. He suggested the addition of the following sentence: *"The Fire Department will incur all fees pertaining to the audit"*. Should it be the pleasure of Council, Mr. Bashista indicated that members of the Fire Department have suggested the use of Haggerty & Haggerty to conduct the audit since they perform audits for many non-profit organizations.

With regards to recommendation #6, Mr. Bashista stated that in accordance with Mr. Wagner, all fire departments within the State of Delaware are required to follow the State's Purchasing Policy.

Responding to Council President Hogan regarding recommendation #7, Mr. Bashista stated that the Board of Directors for the Fire Department prepares a 10 year CIP Plan, which would be submitted to City Council.

In response to Mr. DePrima, Mr. Bashista explained that it was not the intent of the Fire Department for recommendation #7 to be consideration of items that have not been made a part of the Fire Department's CIP Plan. He assured members that this recommendation would be reworded to better clarify its intent. Mr. DePrima noted that the City prepares its CIP during the late fall/early winter. City staff concurred with the suggestion made by Mr. Bashista for the Fire Department to submit their CIP to the City in January. Mr. Bashsita also noted that new officers take office in January and that the recommendation would be reworded to include the requirement for the submission of the Fire Department's CIP to the City.

Noting that recommendation #1 refers to "company elected volunteer Fire Chief" and recommendation #8 refers to "volunteer Fire Chief", Council President Hogan suggested that they be consistent in referring to the Fire Chief. Responding, Mr. DePrima suggested that the wording from the Dover Code be utilized to reference the Fire Chief.

Mr. Slavin noted that there are two (2) issues to resolve: 1) whether the City's budget process will be utilized to support the request for the financial contribution to the Fire Department; and 2) if a formula will be utilized for providing the financial contribution.

Responding to Mrs. Williams, Mr. Bashista indicated that many financial contributions are provided based on the number of calls. He explained that calls are a direct correlation to the cost for providing the services. In addition, he advised members that it is easy to track calls. He suggested that members allow for further discussion regarding the development of a formula and various alternatives.

Concurring with Mrs. Williams, Mr. Bashista stated that providing a financial contribution based on a formula would eliminate politics from the equation, which would prove to be beneficial for both the Fire Department and the City.

Responding to Council President Hogan, Chief Carey stated that he would contact the City Clerk to schedule the next meeting. Mrs. Williams suggested that the next meeting be held at the Fire Department and Council President Hogan requested that staff avoid scheduling the meeting on a Wednesday.

**There being no further business, Council President Hogan declared the meeting adjourned.**

Meeting Adjourned at 7:05 P.M.

Respectfully submitted,

Kenneth L. Hogan, Council President
Chairman

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# AD-HOC HAGGERTY & HAGGERTY REVIEW COMMITTEE

The Ad-Hoc Haggerty & Haggerty Review Committee meeting was held on October 30, 2008 at 6:00 p.m. with Council President Hogan presiding. Members present were Mrs. Williams, Mrs. Russell, Mr. Slavin, and Mrs. Mitchell (Controller/Treasurer). Representatives of the Dover Fire Department present were Mr. Don Bates (past Fire Chief), Mr. Jason Osika (past Fire Chief), Mr. Trey Small (Board of Directors), Mr. Brian Bashista (past Fire Chief), Mr. Charlie Boyer (past Fire Chief), Fire Chief David Carey, and Mr. Brian Hoyt (Board of Directors).

**Review of Financial Procedures Recommended by Haggerty & Haggerty**

During the Regular Legislative, Finance, and Administration Committee meeting of February 25, 2008, members were provided the Independent Accountant's Report on Applying Agreed Upon Procedures pertaining to the Dover Fire Department prepared by Haggerty & Haggerty, Certified Public Accountants and Management Consultants. Members accepted the Report, with the understanding that the Fire Chief and Finance Director would report back to the committee within two (2) to four (4) weeks with a set of procedures that would be beneficial to all parties involved.

During the Regular Council Meeting of September 8, 2008, members approved the Legislative, Finance, and Administration Committee's recommendations (from their meeting of August 25, 2008), as follows:

1) That negotiations continue between the Fire Department, including the Controller/Treasurer and Council, and that those members of Council participating be appointed by Council at their next meeting and be given authority to represent Council for a report back at a future meeting of the committee for a final resolution of this matter.

2) That the negotiating principles are the eight (8) points found on the action form submitted by the Controller/Treasurer.

3) That Option #1, to provide monthly payments to the fire department, be added as another point that can be considered during the negotiations.

Fire Chief Carey advised members that the Fire Department selected Mr. Bashista (former Fire Chief) to address members on their behalf.

Mr. Bashista introduced the members of the Fire Department and stated that their goal is to work with the City in an effort to develop an agreement. He stated that the members of the Fire Department understand fiscal accountability and transparency, which are fully supported by members in their operations and finances. He explained that the members of the Fire Department feel that they are unappreciated by the City as a whole. They feel that the current issue is the result of the desire for City staff to control the Fire Department. Mr. Bashista also indicated that as a result of statements made, firefighters feel that certain City employees do not understand what firefighters do, the sacrifices they make, and the true danger to their lives. The community faces serious emergency situations daily that involve the fire department and/or the police department. Although police officers are respected, it is felt that the firefighters are not given this same respect. With the event of the Haggerty & Haggerty Report, and apparent concern from Council and City staff, Mr. Bashista questioned what Council's vision is for the Fire Department.

With regards to derogatory remarks, Council President Hogan stated that City staff members were threatened by the Fire Department and threats were made that the Fire Department would not respond to fires involving members of City Council. He suggested that the anger between the City and the Fire Department cease and that focus be placed on the issues. Council President Hogan stated that it is the desire of City Council that the Fire Department be subject to the same accounting controls as other City departments.

Responding, Mrs. Williams indicated that she does not agree with the Council President. It was her feeling that there is already too much government and noted that the Fire Department is an independent entity.

Mr. Slavin felt that there is more that unites the City with the Fire Department than divides it and he expressed his confidence that any issues can be resolved. It was his opinion that both the Fire Department and the City envision a world class Fire Department whose desire is to provide the best services for the community, including assurance for the safety of firefighters and citizens, and the best financial management.

Mrs. Mitchell stated that when an issue involves finances, her concern should not be considered personal and explained that when there are suspicious issues, she will confront individuals. She relayed her appreciation and pride in the members of the Robbins Hose Company for the services they provide.

Responding to Mr. Slavin regarding communication, Mr. Bashista stated that there is a question as to who the Fire Department should report to, explaining that on some occasions they are to report to the Controller/Treasurer, and others, the City Manager and/or City Council. He stated that this question creates problems. He stated that the Fire Department's interpretation of the Dover Code requires the Fire Chief to report to City Council; therefore, it was his opinion that the Fire Chief should report directly to the Council President.

Mr. Bashista questioned why the Fire Chief would be required to answer to the Controller/Treasurer when both positions are appointed equally to perform a job. Mr. Slavin explained that although there is a chain of command for the City's reporting system, there are often times when the reporting requires "sideways" reporting.

Responding to Council President Hogan, Mr. Bashista explained that the Board of Directors for the Robbins Hose Company is in charge of the finances for the Fire Department and it is the President's responsibility to assure that the expenses of each committee are appropriate. He advised members that the Robbins Hose Company has a line item budget, like the City. He stated that the City's budget for the Fire Department is the responsibility of the Fire Chief. Mr. Bashista stated that, although Ray Book and Son conducts a review of the finances of the Robbins Hose Company each year, members are considering having an audit required.

In response to Mr. Slavin, Mr. Bashista advised members that, in accordance with the By-Laws, the budget process begins in April of each year. The various committees set objectives and required purchases for the year, similar to the City. The committee chairs submit their requested budget to

the treasurer of the Board of Directors and then the Board of Directors review the committee budgets to determine what items need to be eliminated and then the final budget is submitted back to the committee.

With regards to State requirements, Mr. Bashista stated that any purchase over $25,000 requires that three (3) bids be obtained. However, according to the By-laws, any purchase over $25,000 requires a 2/3 vote of the company membership and any purchase over $750 must be approved by the company membership.

Mrs. Williams expressed her opinion that there are many entities, including the State of Delaware, that are involved with purchases for the Fire Department, and that the Robbins Hose Company has established and instituted rules and regulations regarding purchases for the Fire Department. Concurring, Mr. Bashista stated that the City rules are redundant to the State.

Mr. Slavin stated that City Council recently instructed the budget team to investigate the possibility of setting up tools for a grant-in-aid process for the City of Dover and the Fire Department. Having a better understanding of the finances for the Fire Department, he stated that there is a combination of a grant-in-aid process, similar to the State of Delaware, to assure that there are safeguards in place. He explained that a part of the application process would be for the organization to explain their procedure processes, which would include By-Laws, financial policies, etc. It was his feeling that having this information suffices for the grant-in-aid process.

Referring to the financial procedures recommended by Haggerty & Haggerty, Mr. Bashista questioned why Council did not support Option #1. He reiterated that the Fire Department felt that Option #1 would streamline operations and assure transparent financial responsibility. Under Option #1, the Fire Department recommended the following: That all City employees under the Fire Department would continue under the City budget system. The intent of option #1, as written in the Haggerty & Haggerty Report, is for all operational monies to be distributed to the Fire Department in installments, similar to what other Fire Departments receive throughout the State of Delaware (grant-in-aid). An example of operation spending and funding would be for the purchase of coats, helmets, tools, etc. Mr. Bashista noted that the Robbins Hose Company budget includes $1.2M from the City of Dover and that if salaries were eliminated, this amount would be reduced to $600,000.

Responding to Council President Hogan, Mr. Bashista indicated that when a budgeted item is purchased by the Fire Department, the invoices are submitted to the City for processing, just like other City departments. Council President Hogan questioned why there would be a need to change this procedure. Mr. Bashista stated that the Fire Department feels that the concern is that there is a control issue. Disagreeing, Mrs. Mitchell explained that this matter involves following policy.

Mrs. Williams questioned what the Fire Department has planned for the funds, less salaries, in the amount of $600,000. Responding, Mr. Bashista stated that the vision of Option #1 would be for the Fire Department to request the $600,000 to be paid in quarterly payments, to be placed in a separate account from all Robbins Hose Company finances. In order to assure accountability and transparency, they would follow all State of Delaware purchasing guidelines, as currently required of all fire departments, submit to Council a monthly detailed report of all purchases and

expenditures, a full audit each year with an opinion statement from a firm of the City's choice on all transactions placed in the separate account. The Fire Department would request that the City provide a 5% cost of living adjustment each year, over and above the $600,000. At the end of each fiscal year, all monies remaining in the account would be returned to the City of Dover. Mr. Bashista advised members that Option #1 is a common practice among other governments in the State of Delaware, as well as other states. It provides centralized accountability and streamlines operations in order to continue to maintain and expand the Fire Department's scope of services to the community, as they guarantee to continue fiscal responsibility and transparency.

Mr. Bashista indicated that Option #1 would create a cost savings for the City of Dover and make the Fire Department more responsible for the funding received from the City, stating that an example would be for the Fire Department to stay within their budget. Under this system, there would be no budget revisions or overages. He stated that the main objective for the Fire Department is to staff their equipment, provide the safest equipment, and keep the Fire Department as it is today - a volunteer fire company.

Mr. Slavin felt that the Fire Department has put a lot of thought and effort into the proposal and noted that the reference to Option #1, explained by Mr. Bashista, is actually a new version. Although he felt that the 5% COLA is a good idea, he suggested that the language include a "not less than" clause. He also felt that language should be included to allow for consideration of special capital expenditures. With reference to the return of any unused funds to the City, Mr. Slavin suggested that there are circumstances when it would be difficult to expend the funds within a 10 month period; therefore, noting that the State of Delaware allows for the expenditure of funds within two (2) years, he suggested that language be included to allow for funds to be retained for certain purchases.

With regards to the Haggerty & Haggerty Report, Council President Hogan stated that, although the Fire Department provided responses orally, he suggested that they provide a written response. Responding, Chief Carey indicated that the responses should have been included in the minutes of the Council meeting of September 8, 2008. It was also noted that a response letter was submitted to Haggerty & Haggerty.

Mr. Slavin suggested that there are two (2) issues to resolve during the next Ad-Hoc Meeting: 1) obtain the Haggerty and Haggerty letter in an effort to factor in some of the suggestions; and 2) review language for the Revised Option #1.

Mr. Bashista requested that Chief Carey or himself be notified of any concerns relayed by other members of Council in an effort to maintain an open relationship. He suggested that if there are any questions of other members of Council, that they be channeled in this manner and avoid e-mails and telephone calls.

It was suggested that the City Clerk schedule the next meeting in two (2) weeks.

**There being no further business, Council President Hogan declared the meeting adjourned.**

Meeting Adjourned at 7:03 P.M.

Respectfully submitted,

Kenneth L. Hogan, Council President
Chairman

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*Excerpt from City Council Minutes - September 8, 2008:*

**LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - AUGUST 25, 2008**

The Legislative, Finance, and Administration Committee met on August 25, 2008 with Chairman Slavin presiding.

**Independent Accountant Report (Haggerty & Haggerty)**

During their meeting of February 25, 2008, members were provided the Independent Accountant's Report on Applying Agreed Upon Procedures pertaining to the Dover Fire Department prepared by Haggerty & Haggerty, Certified Public Accountants and Management Consultants, and accepted the Report, with the understanding that the Fire Chief and Finance Director will report back to the committee within two (2) to four (4) weeks with a set of procedures that will be beneficial to all parties involved.

Mrs. Mitchell, Controller/Treasurer, advised members that several meetings were held and the agreed upon procedures were reviewed and agreed upon with the City Manager. She provided members with several solutions developed by staff members of the Finance Department, Central Services, and the Fire Department. At the request of the Fire Chief, Council President Hogan and Councilman Slavin met with the Fire Chief and the President of Robbins Hose Company to discuss this issue on July 3, 2008.

Staff recommended acceptance of the agreed upon procedures.

As a result of some discrepancies, Council President Hogan advised members that he, along with the City Manager, met with several members of the Fire Department to review the procedures. All participants agreed upon procedures 2, 5, 6, 7, and 8. He stated that there were unresolved issues with 1, 3, and 4 and that the Fire Department submitted alternative recommendations. Council President Hogan noted that item #3 of the Fire Department's Recommendations should not have been listed since it was agreed upon. He also noted that an alternative Action Form, dated August 25, 2008, has been submitted by the Fire Department.

At the request of Mr. Slavin, Fire Chief Carey clarified that the Fire Department will only agree to Option 1 of the Independent Accountant's Report on Applying Agreed-Upon Procedures by Haggerty & Haggerty.

Responding to Mrs. Williams, Fire Chief Carey indicated that if Option 1 of the Independent Accountant's Report is rejected, the membership of the Fire Department has requested to be provided a letter explaining their reasons.

Referring to Option 1, Dr. Jones questioned what the Fire Department views as the City's role in terms of accountability for the funds once they are allocated by the City. Fire Chief Carey declined to respond, explaining that he was directed to bring Option 1 to members and request a response if it were rejected.

Mr. Ruane noted that the Action Form provided by the Controller/Treasurer indicates that staff's recommendation is a result of several meetings with the Fire Chief and consists of agreed upon procedures. Responding, Mr. Slavin explained that when the meetings were held, each representative was attempting to come to an agreement for those they serve. He reminded members that the Fire Chief is elected by the membership of the Fire Department and that this membership does not concur with the agreed upon procedures and requested that the Fire Chief submit an alternative. He explained that the Fire Chief's representation at the meetings was similar to that of Council President Hogan and himself. There was an agreement, in principle, between those that met; however, there was an understanding they would present the agreed upon procedures to those they represent.

Responding to Dr. Jones, Mr. Slavin suggested that the Fire Department would select their representatives to participate in the negotiations. Dr. Jones relayed concern that if a number of representatives of the Fire Department are not participants, the matter will not be resolved.

Chief Carey suggested that Council write a letter to the Fire Department explaining why Option 1 was rejected. Once received, the Fire Department would then make any necessary decisions.

Mrs. Williams questioned why members would reject Option 1 when it is no different than the Federal Government granting money to the City. Although she does not feel that it is the City's responsibility to micro-manage the Fire Department, she felt that it is the City's responsibility to assure that the monies provided to them are spent as dutifully as intended.

The committee recommended that negotiations continue between the Fire Department, including the Controller/Treasurer and Council, and that those members of Council participating be appointed by Council at their next meeting and be given authority to represent Council for a report back at a future meeting of the committee for a final resolution of this matter.

**Mrs. Williams moved for approval of the committee's recommendation, seconded by Mr. Slavin.**

**Mr. Slavin moved to suspend the rules to allow the Fire Department members the opportunity to speak, seconded by Mrs. Williams. The motion failed by a roll call vote of four (4) no, four (4) yes (Mrs. Russell, Mr. Slavin, Mr. McGiffin, and Mrs. Williams) and one (1) absent (Council President Hogan).**

Since there have already been agreed upon procedures that occurred during previous negotiations, Mr. Ruane explained his opposition to the continuation of any further negotiations and indicated his support for the list of eight (8) procedures approved during the previous negotiations.

**On a call for the question the motion for approval of the committee's recommendation that negotiations continue between the Fire Department, including the Controller/Treasurer and Council, and that those members of Council participating be appointed by Council at their next meeting and be given authority to represent Council for a report back at a future meeting of the committee for a final resolution of this matter was carried by a roll call vote of five (5) yes, three (3) no (Mr. Leary, Mr. McGlumphy, and Mr. Ruane), and one (1) absent (Council President Hogan).**

Vice President Salters indicated that the appointment of Council Members to review the Haggerty & Haggerty recommendations will take place during the latter part of the meeting.

The committee recommended that the negotiating principles are the eight (8) points found on the action form submitted by the Controller/Treasurer.

**Mr. Slavin moved for approval of the committee's recommendation that the negotiating principles are the eight (8) points found on the action form submitted by the Controller/Treasurer (*Exhibit #1*). The motion was seconded by Mr. McGiffin and carried by a roll call vote of six (6) yes, two (2) no (Mr. Leary and Mr. McGlumphy), and one (1) absent (Council President Hogan).**

The committee recommended denial of Option #1 of the Independent Accountant's Report.

**Mr. McGlumphy moved for approval of the committee's recommendation for denial of Option #1 of the Independent Accountant's Report, seconded by Mr. Leary. The motion failed by a roll call vote of five (5) no, three (3) yes (Mr. Leary, Mr. McGlumphy, and Mr. Ruane), and one (1) absent (Council President Hogan).**

**Mr. Slavin moved that Option #1, to provide monthly payments to the fire department, be added as another point that can be considered during the negotiations, seconded by Mrs. Williams.**

Responding to Mr. McGlumphy, Mr. Slavin clarified that the intent of the motion is to simply allow for all options to be open for discussion. He concurred that the addition of Option #1 would provide for nine (9) principles in play. He explained an understanding that Option #1 has a binary quality associated, whereby, if adopted, the other eight (8) points would be eliminated. However, if Option #1 is not adopted, the remaining eight (8) points would each be negotiated.

**The motion that Option #1, to provide monthly payments to the fire department, be added as another point that can be considered during the negotiations was carried by a roll call vote of five (5) yes, three (3) no (Mr. Leary, Mr. McGlumphy, and Mr. Ruane), and one (1) absent (Council President Hogan).**

Noting several firefighters in attendance, Fire Chief Carey requested the opportunity to discuss concerns regarding the recommendations. Vice President Salters explained that since the motion to suspend the rules failed, no further discussion would be permitted regarding this matter.

**Mr. Slavin moved for a brief recess, seconded by Mrs. Williams and carried by a roll call vote of five (5) yes, three (3) no (Mr. Leary, Mr. McGlumphy, and Mr. Ruane), and one (1) absent (Council President Hogan).**

***Excerpt from the Legislative and Finance Committee Minutes dated August 25, 2008:***

**Independent Accountant Report (Haggerty & Haggerty)**

During their meeting of February 25, 2008, members were provided the Independent Accountant's Report on Applying Agreed Upon Procedures pertaining to the Dover Fire Department prepared by Haggerty & Haggerty, Certified Public Accountants and Management Consultants, and accepted the Report, with the understanding that the Fire Chief and Finance Director will report back to the committee within two (2) to four (4) weeks with a set of procedures that will be beneficial to all parties involved.

Mrs. Mitchell, Controller/Treasurer, advised members that several meetings were held and the agreed upon procedures were reviewed and agreed upon with the City Manager. She provided members with several solutions developed by staff members of the Finance Department, Central Services, and the Fire Department. At the request of the Fire Chief, Council President Hogan and Councilman Slavin met with the Fire Chief and the President of Robbins Hose Company to discuss this issue on July 3, 2008.

Staff recommended acceptance of the agreed upon procedures.

As a result of some discrepancies, Council President Hogan advised members that he, along with the City Manager, met with several members of the Fire Department to review the procedures. All participants agreed upon procedures 2, 5, 6, 7, and 8. He stated that there were unresolved issues with 1, 3, and 4 and that the Fire Department submitted alternative recommendations (*Attachment #1*). Council President Hogan noted that item #3 of the Fire Department's Recommendations should not have been listed since it was agreed upon. He also noted that an alternative Action Form, dated August 25, 2008 (*Attachment #2*), has been submitted by the Fire Department.

At the request of Mr. Slavin, Fire Chief Carey clarified that the Fire Department will only agree to Option 1 of the Independent Accountant's Report on Applying Agreed-Upon Procedures by Haggerty & Haggerty.

Mr. McGlumphy recommended approval of staff's recommendation for acceptance of the agreed upon procedures as listed on the Action Form submitted by Mrs. Mitchell, Controller/Treasurer. The motion was seconded by Mr. Salters.

Responding to Mrs. Williams, Fire Chief Carey indicated that if Option 1 of the Independent Accountant's Report is rejected, the membership of the Fire Department has requested to be provided a letter explaining their reasons.

Referring to Option 1, Dr. Jones questioned what the Fire Department views as the City's role in terms of accountability for the funds once they are allocated by the City. Fire Chief Carey declined to respond, explaining that he was directed to bring Option 1 to members and request a response if it were rejected.

Mr. Ruane noted that the Action Form provided by the Controller/Treasurer indicates that staff's recommendation is a result of several meetings with the Fire Chief and consists of agreed upon

procedures. Responding, Mr. Slavin explained that when the meetings were held, each representative was attempting to come to an agreement for those they serve. He reminded members that the Fire Chief is elected by the membership of the Fire Department and that this membership does not concur with the agreed upon procedures and requested that the Fire Chief submit an alternative. He explained that the Fire Chief's representation at the meetings was similar to that of Council President Hogan and himself. There was an agreement, in principle, between those that met; however, there was an understanding they would present the agreed upon procedures to those they represent.

**The motion to approve staff's recommendation for acceptance of the agreed upon procedures as listed on the Action Form submitted by Mrs. Mitchell, Controller/Treasurer, failed by a roll call vote of three (3) no, one (1) yes (Mr. McGlumphy) and one (1) abstention (Dr. Jones).**

**Mr. Salters moved to recommend that negotiations continue between the Fire Department, including the Controller/Treasurer and the members of Council who initiated the discussion, and come back at a future meeting of the committee for a final resolution of this matter. The motion was seconded by Mr. Shevock.**

**Mr. Slavin moved to amend the motion to require that those members of council participating be appointed by Council at their next meeting and be given authority to represent Council, seconded by Mr. Shevock.**

Responding to Dr. Jones, Mr. Slavin suggested that the Fire Department would select their representatives to participate in the negotiations. Dr. Jones relayed concern that if a number of representatives of the Fire Department are not participants, the matter will not be resolved.

Chief Carey suggested that Council write a letter to the Fire Department explaining why Option 1 was rejected. Once received, the Fire Department would then make any necessary decisions.

Mrs. Williams questioned why members would reject Option 1 when it is no different than the Federal Government granting money to the City. Although she does not feel that it is the City's responsibility to micro-manage the Fire Department, she felt that it is the City's responsibility to assure that the monies provided to them are spent as dutifully as intended.

**The motion to amend the motion by requiring that those members of council participating be appointed by Council at their next meeting and be given authority to represent Council was carried with Mr. McGlumphy voting no.**

**The motion recommending that negotiations continue between the Fire Department, including the Controller/Treasurer and Council, and that those members of Council participating be appointed by Council at their next meeting and be given authority to represent Council for a report back at a future meeting of the committee for a final resolution of this matter, was carried with Mr. McGlumphy voting no.**

**Mr. McGlumphy moved to recommend that the negotiating principles are the eight (8) points found on the action form submitted by the Controller/Treasurer, seconded by Dr. Jones and unanimously carried.**

**Mr. McGlumphy moved to recommend denial of Option #1 of the Independent Accountant's Report, seconded by Dr. Jones and carried with Mr. Shevock voting no.**

*An Excerpt from City Council Minutes - March 10, 2008:*

**LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - FEBRUARY 25, 2008**

The Legislative, Finance, and Administration Committee met on February 25, 2008 with Chairman Slavin presiding.

**Independent Accountant Report on Applying Agreed Upon Procedures - Haggerty & Haggerty, P.A.**

During their meeting of February 11, 2008, members considered a request to amend the Robbins Hose Company Annual Contribution in the CIP. At that time, members tabled action to allow for the Haggerty & Haggerty Report to be brought forward and allow for the Fire Chief to be provided the opportunity to respond to the recommendations. Members were provided the Independent Accountant's Report on Applying Agreed Upon Procedures pertaining to the Dover Fire Department prepared by Haggerty & Haggerty, Certified Public Accountants and Management Consultants.

Mr. Slavin noted that the goal of any audit is to provide the opportunity for improvements. It was his feeling that it's the City's desire to have the best fire department and best management of the City's financial responsibilities and tax dollars.

Mrs. Mitchell, Finance Director/Treasurer, advised members that several months ago she relayed concerns regarding financial controls at the fire department, which resulted in a request for an independent accountant report.

Mr. Vincent Barbone of Haggerty & Haggerty advised members that he conducted the review of Agreed Upon Procedures for the Fire Department and reviewed the results contained in the report provided. With reference to the May 2006 withdrawal in the amount of $7,153.75 (Wilmington Trust Account #1294-4071), he advised members that since the finalization of the report, the Fire Department has provided documentation to substantiate that the withdrawal was used for the intended purpose; however, he explained that this does not substantiate the fact that the Fire Department spent more than the $31,000 approved by City Council.

Mr. Barbone explained that the Wilmington Trust Account #1305-3669 was established for use by the Fire Department to serve as a reserve fund for the repair or purchase of new equipment, along with City funds. Although the funds included in the report do not pertain to the City, he stated that the accountants were unable to locate the information when conducting the review; therefore, there is a lax in record keeping by the Fire Department. Although this concern is outside of the scope for the City, since the Fire Department is a 501-C3 tax exempt organization, they have a certain public accountability and would be encouraged to make improvements in this regard.

Responding to Mr. Salters, Mr. Barbone explained that the accountants were provided policies and procedures and were requested to determine if there were any issues that were not in concert with the policies and procedures.

Chief Carey advised members that all of the transactions mentioned in the report have been cleared and documentation has since been provided to Mr. Barbone.

Mr. McGlumphy thanked Chief Carey for his willingness to take action and for working with the Finance Department to resolve any issues. He concurred with the importance of eliminating any perception of a conflict of interest and suggested that the Fire Department take the necessary action to assure there is transparency. Mr. McGlumphy stated his hope that members of the Fire Department will continue to work with the Finance Director in a positive manner.

In reviewing the options provided in the report, Mr. Slavin suggested that the Fire Chief and Finance Director meet to develop recommendations for the committee's review in the near future.

Mr. Hogan stated his experience with volunteer and non-profit organizations is that the quality of work varies from year to year. It was his opinion that allowing the City professionals to handle the finances involving City funds would prove beneficial to the Fire Department due to the constant change in officers.

Concurring, Mr. Leary reiterated the need for transparency and accurate bookkeeping. He relayed his appreciation for the positive manner in which this matter is being resolved.

The committee recommended acceptance of the Report, with the understanding that the Fire Chief and Finance Director will report back to the committee within two (2) to four (4) weeks with a set of procedures that will be beneficial to all parties involved.

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

***An Excerpt from Legislative and Finance Committee Minutes - February 25, 2008:***

**Independent Accountant Report on Applying Agreed Upon Procedures - Haggerty & Haggerty, P.A.**

During their meeting of February 11, 2008, members considered a request to amend the Robbins Hose Company Annual Contribution in the CIP. At that time, members tabled action to allow for the Haggerty & Haggerty Report to be brought forward and allow for the Fire Chief to be provided the opportunity to respond to the recommendations. Members were provided the Independent Accountant's Report on Applying Agreed Upon Procedures pertaining to the Dover Fire Department prepared by Haggerty & Haggerty, Certified Public Accountants and Management Consultants.

Mr. Slavin noted that the goal of any audit is to provide the opportunity for improvements. It was his feeling that it's the City's desire to have the best fire department and best management of the City's financial responsibilities and tax dollars.

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Responding to Mr. Salters, Mr. Barbone explained that the accountants were provided policies and procedures and were requested to determine if there were any issues that were not in concert with the policies and procedures.

Chief Carey advised members that all of the transactions mentioned in the report have been cleared and documentation has since been provided to Mr. Barbone.

Mr. McGlumphy thanked Chief Carey for his willingness to take action and for working with the Finance Department to resolve any issues. He concurred with the importance of eliminating any perception of a conflict of interest and suggested that the Fire Department take the necessary action

to assure there is transparency. Mr. McGlumphy stated his hope that members of the Fire Department will continue to work with the Finance Director in a positive manner.

In reviewing the options provided in the report, Mr. Slavin suggested that the Fire Chief and Finance Director meet to develop recommendations for the committee's review in the near future.

Mr. Hogan stated his experience with volunteer and non-profit organizations is that the quality of work varies from year to year. It was his opinion that allowing the City professionals to handle the finances involving City funds would prove beneficial to the Fire Department due to the constant change in officers.

Concurring, Mr. Leary reiterated the need for transparency and accurate bookkeeping. He relayed his appreciation for the positive manner in which this matter is being resolved.

**Mr. McGlumphy moved to recommend acceptance of the Report, with the understanding that the Fire Chief and Finance Director will report back to the committee within two (2) to four (4) weeks with a set of procedures that will be beneficial to all parties involved. The motion was seconded by Dr. Jones and unanimously carried.**

**Amendment to Robbins Hose Company Annual Contribution in the CIP**

During their meeting of February 11, 2008, members considered a request to amend the Robbins Hose Company annual contribution in the CIP of the City 2007/08 Budget, to reflect the down payment of $5,000 and ordering of replacement Engine #5. Members relayed concern regarding several issues included in the Haggerty & Haggerty Report, as well as the bid process and, although they support the Fire Department, members felt they have a responsibility and obligation to provide due diligence in this matter. The committee tabled the request based on such requests being kept within the City's budget process, the receipt of a report within the next couple of weeks, an improved comfort with the Fire Chief's plan for improvement, and assurance that all financial matters are handled by the City's Finance Director. At that time, Mr. Slavin indicated that this matter would be placed on the committee's next agenda, at which time, the Haggerty & Haggerty Report could be brought forward and the Fire Chief would be provided the opportunity to respond to those recommendations *(Note previous item)*.

Mr. Slavin noted that, due to time constraints, this item has been placed on the Council agenda for the meeting being held later in the evening for action.

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

Staff recommended approval of the amendment to Robbins Hose Company CIP sheet of the City 2007/08 Budget, down payment of $5,000 and ordering of replacement Engine #5. Upon modification of the CIP, the equipment would be ordered. Members were reminded that the order and down payment in the amount of $5,000 must be in by February 27, 2008 to secure current prices. The estimated delivery would be in late 2008.

**Mr. Salters moved for approval of staff's recommendation, seconded by Mr. Shevock.**

Mr. McGlumphy reiterated his concern with the request. He stated that, based on the information received, it was his feeling that there is an issue involving impropriety. He explained that when a member of the Fire Department who also works for a company that is a successful bidder, the use of proprietary information is questioned. Referring to the responses received from other vendors, Mr. McGlumphy relayed his concern regarding their reasons for not submitting a bid, which he felt confirms his concerns with this issue.

Responding, Chief Carey assured members that the member in question did not participate in this matter whatsoever and noted documentation received to that affect. Regarding the timing issue concerns relayed by Mr. Straus in the email provided to members, Chief Carey provided various examples of bids solicited by other fire departments that required submission of a response within a two (2) week time frame, considering the elimination of holidays, weekends, etc.; therefore, he assured members that the amount of time allowed for the bid submission was adequate. He stated that the Front Non Drive Axle in the specs (page 8) requested an "independent front suspension" not a "TAK-4 suspension" as indicated in the email from Mr. Mortka. Chief Carey reiterated his assurance that the bid specification was not referencing proprietary equipment.

Responding to Mr. Ruane, Chief Carey explained that the emails from those vendors, who chose not to submit a bid, alluded to there being only one (1) vendor who could meet the spec requirements, which is not the case. He advised members that the same spec used by the City was also used by Christiana Fire Department and that two (2) vendors submitted bids, Seagrave and Pierce. Chief Carey stated that the information contained in the emails provided to members is inaccurate and assured members that the inaccuracies can be proven.

In the spirit of cooperation and transparency and in an effort to avoid confusion or concerns in the future, Mr. Ruane suggested that the Fire Department consider meeting with vendors to clarify any questions or concerns.

**The motion recommending approval of the amendment to Robbins Hose Company CIP sheet of the City 2007/08 Budget, down payment of $5,000 and ordering of replacement Engine #5 was unanimously carried.**

With regards to the proposal specifications, Former Fire Chief Osika advised members that a letter was distributed indicating that all vendors were allowed to list any and/or all exceptions to their bid and that any questions could be directed at any time. He also indicated that the bid process for the Fire Department is identical to all other departments in the State of Delaware.

*Excerpt from City Council Minutes - February 25, 2008*:

**Amendment to Robbins Hose Company Annual Contribution in the CIP to Reflect New Cost of Engine 5 Replacement**

Members considered a request to amend the Robbins Hose Company annual contribution in the CIP of the City 2007/08 Budget, to reflect the down payment of $5,000 and ordering of replacement Engine #5. Fire Chief Carey advised members that in accordance with the CIP for next fiscal year, the Dover Fire Department sent out a specification for a piece of fire apparatus to replace the current Engine #5, which is a 1989 Mack/Pierce. He indicated that there is a long delivery time for fire engines which requires the order to be placed well in advance of the fiscal year. Although the specification was sent out to four (4) vendors (American LaFrance, KME, Seagrave, and Pierce), he advised members that Pierce was the only vendor to submit a proposal, at a cost of $588,614. Chief Carey stated that they also submitted a bid for an optional cab which would lower the cost to $539,299. The engine committee chose to go with the optional cab and also eliminated several safety items to bring the truck close to the City's projected budget (CIP), which resulted in a cost of $512,764. By inflating the price for a 3% maximum change order limit, he stated that the cost would be $528,146. To finance this option over three years (using current market rates) would translate into a loan payment of $180,300 for a total financed cost of $540,900. It was noted that the payments are subject to change based on prevailing interest rates at time of financing.

Chief Carey advised members that the following crash safety options were eliminated: Advanced ABS System, Tire Pressure Management System, Seat Belt Alarms, Side Roll Protection, Additional LED Warning Lights on Cab Doors (exit), Insta Chains, and Frontal Impact. These safety items would bring the cost to $555,478 including the 3% maximum change order limit. To finance this option over three years (using current market rates) would translate into a loan payment of $195,300 for a total financed cost of $585,900.

Chief Carey noted that Engine #5 is 19 years old and the Fire Department currently has a 15 year replacement program. He stated that the current engine lacks dependability which could jeopardize firefighter safety. He also indicated that research was completed to determine if the City paid for the truck being replaced, unfortunately, the files are not complete; however, staff was able to determine that $120,000 of City money was used to pay for the 1989 Mack.

Staff recommended approval of the amendment to Robbins Hose Company CIP sheet of the City 2007/08 Budget, down payment of $5,000 and ordering of the replacement of Engine #5. Chief Carey stated that upon modification of the CIP, the equipment would be ordered and that the order and down payment in the amount of $5,000 must be in by February 27, 2008 to secure current prices. The estimated delivery would be in late 2008.

Mr. McGlumphy relayed concern with the timing of the request and difficulty in supporting the request based on information obtained from studies completed. In reviewing the CIP sheet, he noted that the original budget for the replacement of Engine #5 was $150,000 for FY2009 through FY2011 and now the request has increased to $180,000 to $195,000 per year. It was his feeling that it would be irresponsible for Council to approve an increase for an obligation of this magnitude for this upcoming fiscal year without the knowledge and consideration of the entire budget and needs for

FY2009. Mr. McGlumphy suggested that in taking such action, members would be "hedging their bet", explaining that it is unknown whether the cost for the truck would increase or decrease the next year.

Responding to Mr. McGlumphy, Chief Carey advised members that the delivery time for a fire truck is approximately one (1) year ,which is why it is necessary to place the order at this time. The main concern at this time is the down time of Engine #5 due to broken fuel lines. He also advised members that Engine #5 failed the pump test, which is an NFPA requirement. The pump test should be rated at 2,000 gallons per minute and Engine #5 is rated at 1,850 gallons per minute, which is a significant factor for fire fighting efforts.

In response to additional concerns relayed by Mr. McGlumphy, Chief Carey stated that the City's Purchasing Department did not assist in the specification process and that it was conducted by a committee of the Fire Department. He assured members that all vendors were given the same opportunity for bidding, including the option to eliminate items, and that no member of the Fire Department would benefit financially from this purchase. He also confirmed that the purchase is for a Pierce Truck and would be ordered from Pierce. Responding to Mr. McGlumphy, Chief Carey explained that Singer Associates is the distributor for the Delaware and Maryland area and that there is one (1) member of the Fire Department associated with Singer Associates; however, he stated that this member did not serve on the committee and was not involved with the development of the specifications.

Referring to the report by Haggerty and Haggerty Accountants that was previously provided to members, which includes recommendations for the Fire Department, Mr. McGlumphy explained that the reasoning for his questions is that the recommendations are contrary to the request of staff. Until members are provided the opportunity to discuss the merits of the accountant's recommendations, Mr. McGlumphy stated that he is not in favor of approving any purchases for the Fire Department, nor would he favor approving any purchase of equipment that was not bid through the City's Purchasing Department.

In response to Mr. McGlumphy, Chief Carey indicated that he would provide members and staff a copy of the bid and final pricing for the requested purchase. With regards to the sale of the current Engine #5, Chief Carey stated that the monies derived from the sale are used to pay for equipment and apparatus for the Fire Department; these funds are not given to the City. Since the City would be paying for the equipment, Mr. McGlumphy suggested that any funds acquired as a result of the sale of such equipment should be submitted to the City.

Responding to Mr. Salters, Chief Carey stated that there is a safety issue involved with Engine #5 and reiterated the need for its replacement.

Mr. DePrima stated that in previous years, the Fire Department would order the apparatus the year prior to the year the purchase was budgeted and if there was an increase in the actual purchase price from the amount budgeted, staff would make an adjustment to the budget. In this instance, the Fire Department took a more proactive approach by notifying Council of the price increase based on the bids received and worked with staff in the development of a revised CIP Sheet.

Being aware that American LaFrance has filed bankruptcy, Mr. Hogan questioned why the other two (2) companies did not submit a bid. In following up with the vendors regarding this matter, Chief Carey stated that KME did not respond to the inquiry and that Seagrave submitted a letter indicating that they were not interested in submitting a bid. He stated that an offer has been received for the purchase of Engine #5 in the amount of $30,000, which is substantially less than the amount desired by the Fire Department. He estimated that the original cost of Engine #5 was $220,000 in 1989.

Referring to the Haggerty and Haggerty Report provided to members, Mr. Leary stated his concerns as a steward of taxpayer's money and questioned what actions are being taken in conjunction with City staff to rectify the problems. Chief Carey advised members that in previous years, the City would provide the Fire Department with their portion of the loan payment for processing and that now, the Fire Department has no access to the loan funds. He explained that the Fire Department provides the loan payment to the Finance Department for processing. He stated that another correction being made is with the bidding process for equipment, explaining that a blanket bid will be let in July for the entire year. As an example, Chief Carey stated that bids would be let for the purchase of boots in July; however, the boots would be ordered throughout the year only as needed. He assured members that actions are being taken to correct the issues relayed by the accountants.

Several members relayed their support for the Fire Department and appreciation to the men and women who serve the City in this capacity.

Mr. Salters relayed concern that the delay in action by tabling the request could jeopardize the safety of the citizens of Dover.

Chief Carey stated that the City's Finance Director is currently responsible for handling the loan process, although it will be a loan of the Fire Department. He also advised members that delaying the ordering of the truck will result in a 4% to 5% increase, and noted that the purchase price is only locked in until February 27, 2008.

Mr. Slavin relayed his concern with several issues included in the Haggerty and Haggerty Report, as well as the bid process. He stated that although he supports the Fire Department, members have a responsibility and obligation to provide due diligence regarding this matter. If the matter is tabled, he offered to place the request on the committee's next agenda, in two (2) weeks, at which time, the Haggerty and Haggerty Report could be brought forward and the Fire Chief would be provided the opportunity to respond to the recommendations.

The committee recommended tabling the request based on such requests being kept within the City's budget process, the receipt of a report within the next couple of weeks, an improved comfort with the Fire Chief's plan for improvement, and assurance that all financial matters are handled by the City's Finance Director.

Council President Williams noted that this matter was requested to be removed from the Consent Agenda for its consideration; however, she explained that this matter was considered by the Legislative, Finance, and Administration Committee during their meeting held earlier in the evening and that their recommendation is scheduled to be considered by members of Council later in this

meeting (See Agenda Item #10-A). As a result, there is no need to discuss this matter further at this time.

**Mr. Slavin moved for acceptance of the committee's tabling recommendation with the understanding that the issue will be considered during the latter part of the meeting (Agenda Item #10-A), seconded by Mr. Salters and unanimously carried.**

*Excerpt From Legislative and Finance Committee Minutes - February 11, 2008:*

**Amendment to Robbins Hose Company Annual Contribution in the CIP to Reflect New Cost of Engine 5 Replacement**

Members considered a request to amend the Robbins Hose Company annual contribution in the CIP of the City 2007/08 Budget, to reflect the down payment of $5,000 and ordering of replacement Engine #5. Fire Chief Carey advised members that in accordance with the CIP for next fiscal year, the Dover Fire Department sent out a specification for a piece of fire apparatus to replace the current Engine #5, which is a 1989 Mack/Pierce. He indicated that there is a long delivery time for fire engines which requires the order to be placed well in advance of the fiscal year. Although the specification was sent out to four (4) vendors (American LaFrance, KME, Seagrave, and Pierce), he advised members that Pierce was the only vendor to submit a proposal, at a cost of $588,614. Chief Carey stated that they also submitted a bid for an optional cab which would lower the cost to $539,299. The engine committee chose to go with the optional cab and also eliminated several safety items to bring the truck close to the City's projected budget (CIP), which resulted in a cost of $512,764. By inflating the price for a 3% maximum change order limit, he stated that the cost would be $528,146. To finance this option over three years (using current market rates) would translate into a loan payment of $180,300 for a total financed cost of $540,900. It was noted that the payments are subject to change based on prevailing interest rates at time of financing.

Chief Carey advised members that the following crash safety options were eliminated: Advanced ABS System, Tire Pressure Management System, Seat Belt Alarms, Side Roll Protection, Additional LED Warning Lights on Cab Doors (exit), Insta Chains, and Frontal Impact. These safety items would bring the cost to $555,478 including the 3% maximum change order limit. To finance this option over three years (using current market rates) would translate into a loan payment of $195,300 for a total financed cost of $585,900.

Chief Carey noted that Engine #5 is 19 years old and the Fire Department currently has a 15 year replacement program. He stated that the current engine lacks dependability which could jeopardize firefighter safety. He also indicated that research was completed to determine if the City paid for the truck being replaced, unfortunately, the files are not complete; however, staff was able to determine that $120,000 of City money was used to pay for the 1989 Mack.

Staff recommended approval of the amendment to Robbins Hose Company CIP sheet of the City 2007/08 Budget, down payment of $5,000 and ordering of the replacement of Engine #5. Chief Carey stated that upon modification of the CIP, the equipment would be ordered and that the order and down payment in the amount of $5,000 must be in by February 27, 2008 to secure current prices. The estimated delivery would be in late 2008.

Mr. McGlumphy relayed concern with the timing of the request and difficulty in supporting the request based on information obtained from studies completed. In reviewing the CIP sheet, he noted that the original budget for the replacement of Engine #5 was $150,000 for FY2009 through FY2011 and now the request has increased to $180,000 to $195,000 per year. It was his feeling that it would be irresponsible for Council to approve an increase for an obligation of this magnitude for this upcoming fiscal year without the knowledge and consideration of the entire budget and needs for

FY2009. Mr. McGlumphy suggested that in taking such action, members would be "hedging their bet", explaining that it is unknown whether the cost for the truck would increase or decrease the next year.

Responding to Mr. McGlumphy, Chief Carey advised members that the delivery time for a fire truck is approximately one (1) year, which is why it is necessary to place the order at this time. The main concern at this time is the down time of Engine #5 due to broken fuel lines. He also advised members that Engine #5 failed the pump test, which is an NFPA requirement. The pump test should be rated at 2,000 gallons per minute and Engine #5 is rated at 1,850 gallons per minute, which is a significant factor for fire fighting efforts.

In response to additional concerns relayed by Mr. McGlumphy, Chief Carey stated that the City's Purchasing Department did not assist in the specification process and that it was conducted by a committee of the Fire Department. He assured members that all vendors were given the same opportunity for bidding, including the option to eliminate items, and that no member of the Fire Department would benefit financially from this purchase. He also confirmed that the purchase is for a Pierce Truck and would be ordered from Pierce. Responding to Mr. McGlumphy, Chief Carey explained that Singer Associates is the distributor for the Delaware and Maryland area and that there is one (1) member of the Fire Department associated with Singer Associates; however, he stated that this member did not serve on the committee and was not involved with the development of the specifications.

Referring to the report by Haggarty and Haggarty Accountants that was previously provided to members, which includes recommendations for the Fire Department, Mr. McGlumphy explained that the reasoning for his questions is that the recommendations are contrary to the request of staff. Until members are provided the opportunity to discuss the merits of the accountant's recommendations, Mr. McGlumphy stated that he is not in favor of approving any purchases for the Fire Department, nor would he favor approving any purchase of equipment that was not bid through the City's Purchasing Department.

In response to Mr. McGlumphy, Chief Carey indicated that he would provide members and staff a copy of the bid and final pricing for the requested purchase. With regards to the sale of the current Engine #5, Chief Carey stated that the monies derived from the sale are used to pay for equipment and apparatus for the Fire Department; these funds are not given to the City. Since the City would be paying for the equipment, Mr. McGlumphy suggested that any funds acquired as a result of the sale of such equipment should be submitted to the City.

Responding to Mr. Salters, Chief Carey stated that there is a safety issue involved with Engine #5 and reiterated the need for its replacement.

Mr. DePrima stated that in previous years, the Fire Department would order the apparatus the year prior to the year the purchase was budgeted and if there was an increase in the actual purchase price from the amount budgeted, staff would make an adjustment to the budget. In this instance, the Fire Department took a more proactive approach by notifying Council of the price increase based on the bids received and worked with staff in the development of a revised CIP Sheet.

Being aware that American LaFrance has filed bankruptcy, Mr. Hogan questioned why the other two (2) companies did not submit a bid. In following up with the vendors regarding this matter, Chief Carey stated that KME did not respond to the inquiry and that Seagrave submitted a letter indicating that they were not interested in submitting a bid. He stated that an offer has been received for the purchase of Engine #5 in the amount of $30,000, which is substantially less than the amount desired by the Fire Department. He estimated that the original cost of Engine #5 was $220,000 in 1989.

Referring to the Haggarty and Haggarty Report provided to members, Mr. Leary stated his concerns as a steward of taxpayer's money and questioned what actions are being taken in conjunction with City staff to rectify the problems. Chief Carey advised members that in previous years, the City would provide the Fire Department with their portion of the loan payment for processing and that now, the Fire Department has no access to the loan funds. He explained that the Fire Department provides the loan payment to the Finance Department for processing. He stated that another correction being made is with the bidding process for equipment, explaining that a blanket bid will be let in July for the entire year. As an example, Chief Carey stated that bids would be let for the purchase of boots in July; however, the boots would be ordered throughout the year only as needed. He assured members that actions are being taken to correct the issues relayed by the accountants.

Several members relayed their support for the Fire Department and appreciation to the men and women who serve the City in this capacity.

Mr. McGlumphy moved to recommend tabling the request based on such requests being kept within the City's budget process, the receipt of a report within the next couple of weeks, an improved comfort with the Fire Chief's plan for improvement, and assurance that all financial matters are handled by the City's Finance Director. The motion was seconded by Dr. Jones.

Mr. Salters relayed concern that the delay in action by tabling the request could jeopardize the safety of the citizens of Dover.

Chief Carey stated that the City's Finance Director is currently responsible for handling the loan process, although it will be a loan of the Fire Department. He also advised members that delaying the ordering of the truck will result in a 4% to 5% increase, and noted that the purchase price is only locked in until February 27, 2008.

Mr. Slavin relayed his concern with several issues included in the Haggarty and Haggarty Report, as well as the bid process. He stated that although he supports the Fire Department, members have a responsibility and obligation to provide due diligence regarding this matter. If the matter is tabled, he offered to place the request on the committee's next agenda, in two (2) weeks, at which time, the Haggarty and Haggarty Report could be brought forward and the Fire Chief would be provided the opportunity to respond to the recommendations.

**The motion recommending that the matter be tabled was carried with Mr. Salters and Mr. Shevock voting no.**

***Excerpt from City Council Annual Meeting Minutes - May 14, 2007:***

**Audit Request - Robbins Hose Company**

As a result of the Executive Session held by City Council on March 12, 2007, Mrs. Mitchell, Treasurer/Finance Director, obtained a price estimate in the range of $15,000-$20,000 for an independent audit to be conducted of the Robbins Hose Company's account for fiscal years ended 2004, 2005, and 2006 . The cost for the audit will be paid through the City's Fire Department budget. The audit will include obtaining reasonable assurance of compliance requirements with the policy and procedures of the Company and the City of Dover, provide written recommendations for establishing and maintaining effective internal controls, disclosing control weaknesses, segregation of duties, and the application of the City appropriations to the respective loans and capital expenses.

The committee recommended approval of the audit of the Robbins Hose Company for fiscal years ended 2004, 2005, and 2006, as recommended by the Treasurer/Finance Director.

**By consent agenda, Mr. Carey moved for approval of the committee's recommendation, seconded by Mr. Salters and carried by a unanimous roll call vote.**

***Excerpt from Legislative and Finance Committee Minutes dated April 23, 2007:***

**Audit Request - Robbins Hose Company**

As a result of the Executive Session held by City Council on March 12, 2007, Mrs. Mitchell, Treasurer/Finance Director, obtained a price estimate in the range of $15,000-$20,000 for an independent audit to be conducted of the Robbins Hose Company's account for fiscal years ended 2004, 2005, and 2006 . The cost for the audit will be paid through the City's Fire Department budget. The audit will include obtaining reasonable assurance of compliance requirements with the policy and procedures of the Company and the City of Dover, provide written recommendations for establishing and maintaining effective internal controls, disclosing control weaknesses, segregation of duties, and the application of the City appropriations to the respective loans and capital expenses.

**Mr. Hogan moved to recommend approval of the audit of the Robbins Hose Company for fiscal years ended 2004, 2005, and 2006, as recommended by the Treasurer/Finance Director. The motion was seconded by Mr. Shevock and unanimously carried.**

*Excerpt from City Council Minutes - January 22, 2007:*

**LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - JANUARY 8, 2007**

The Legislative, Finance, and Administration Committee met on January 8, 2007 with Chairman Salters presiding.

**Proposed Funding Improvement and Loan Payoff - Robbins Hose Company**

Members were advised that the City makes a $60,000 appropriation to the Robbins Hose Company each year for the original mortgage on Fire Station 2. In accordance with the Memorandum of Agreement dated December 27, 2001, a copy of which members were provided, it was agreed that any excess funds created by a decrease in interest rates would be applied to the principle.

Currently, the Robbins Hose Company has approximately $165,000 accumulated in funds set aside in an early payment account due to lower interest rates. The remaining principal payment is $167,000. The Robbins Hose Company requested authorization to spend $31,000 from the accumulated funds in order to replace the flooring in the building and upgrade it with the installation of security doors. The remaining $134,000 would be used for principal repayment, and the final payment will be made in FY 2007/2008.

Mrs. Mitchell, Treasurer/Finance Director, stated that in future budgets, staff is proposing to change over from an annual contribution for loans to budgeting for the actual payments on the apparatus loans. The payments will then be made directly by the City to the applicable financial institution. She provided members with a revised CIP for the City's Annual Contribution to Robbins Hose Company (page 134) for the major fire apparatus replacement plan and the annual mortgage payment for Station #2. She assured members that this has been discussed with Fire Chief Osika and he concurs with the recommendation.

Staff recommended amending the "Annual Contribution to Robbins Hose Company" CIP as requested and allow Robbins Hose Company to use $31,000 of the $165,000 in excess funds to pay for flooring improvements and installation of security doors, provided that the remaining $134,000 be used to pay down the principal on Fire Station #2.

In response to Mr. Hogan, Mrs. Mitchell explained that making payments directly to the financial institution(s) will alleviate discrepancies. She also stated that, although it is understandable why such an agreement was made, she prefers that any funding be accomplished through the budget process rather than a long-term agreement. By having it included as an annual appropriation, it would be included based on the availability of City funds.

The committee recommended the following: 1) approval of the amendment to the Annual Contribution to Robbins Hose Company CIP as requested and allow Robbins Hose Company to use $31,000 of the $165,000 in excess funds to pay for flooring improvements and installation of security doors provided that the remaining $134,000 be used to pay down the principal on Fire Station #2; 2) that in future budgets, staff change over to a system where annual contribution loans are budgeted and made a part of the budget process; 3) that staff be directed to submit a report on

the Memorandum of Understanding and its status to determine what was completed; and 4) that staff be directed to submit a report on the completion of paying the $134,000 principal.

**By consent agenda, Mr. Carey moved for approval of the committee's recommendation, seconded by Mr. Salters and carried by a unanimous roll call vote.**

***Excerpt from Legislative and Finance Committee Minutes - January 8, 2007:***

**Proposed Funding Improvement and Loan Payoff - Robbins Hose Company**

Members were advised that the City makes a $60,000 appropriation to the Robbins Hose Company each year for the original mortgage on Fire Station 2. In accordance with the Memorandum of Agreement dated December 27, 2001, a copy of which members were provided, it was agreed that any excess funds created by a decrease in interest rates would be applied to the principle.

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Staff recommended amending the "Annual Contribution to Robbins Hose Company" CIP as requested and allow Robbins Hose Company to use $31,000 of the $165,000 in excess funds to pay for flooring improvements and installation of security doors, provided that the remaining $134,000 be used to pay down the principal on Fire Station #2.

In response to Mr. Hogan, Mrs. Mitchell explained that making payments directly to the financial institution(s) will alleviate discrepancies. She also stated that, although it is understandable why such an agreement was made, she prefers that any funding be accomplished through the budget process rather than a long-term agreement. By having it included as an annual appropriation, it would be included based on the availability of City funds.

**Mr. Hogan moved to recommend the following: 1) approval of the amendment to the Annual Contribution to Robbins Hose Company CIP as requested and allow Robbins Hose Company to use $31,000 of the $165,000 in excess funds to pay for flooring improvements and installation of security doors provided that the remaining $134,000 be used to pay down the principal on Fire Station #2; 2) that in future budgets, staff change over to a system where annual contribution loans are budgeted and made a part of the budget process; 3) that staff be directed to submit a report on the Memorandum of Understanding and its status to determine what was completed; and 4) that staff be directed to submit a report on the**

**completion of paying the $134,000 principal. The motion was seconded by Mr. Slavin and unanimously carried.**

# ANNUAL MEETING
# COUNCIL PRESIDENT APPOINTMENTS - 2009/2010

1. **COMMITTEE APPOINTMENTS - COUNCIL** - ***These appointments are required by City Code to be made by the Council President for Council confirmation during the Annual Meeting.***

   **A. LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE** - Shall consist of five (5) members, three (3) of said members shall be elected City officials and the other two (2) members shall be City residents. Four (4) members shall be appointed by the Council President and one (1) member shall be appointed by the Committee Chair.

   1. **William P. McGlumphy** - Chairman
   2. **Thomas J. Leary**
   3. **Reuben Salters**
   4. **Daniel Shevock** (appt. by Council President)
   5. **Bobby Jones** (appt. by Committee Chair)

   **B. PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE** - Shall consist of five (5) members, three (3) of said members shall be elected City officials and the other two (2) members shall be City residents. Four (4) members shall be appointed by the Council President and one (1) member shall be appointed by the Committee Chair.

   1. **Sophia R. Russell** - Chairman
   2. **Eugene B. Ruane**
   3. **Timothy A. Slavin**
   4. **Ann Horsey** (appt. by Council President)
   5. **David A. Lewis Jr.** (appt. by Committee Chair)

   **C. SAFETY ADVISORY AND TRANSPORTATION COMMITTEE** - Shall consist of five (5) members, three (3) of said members shall be elected City officials and the other two (2) members shall be City residents. Four (4) members shall be appointed by the Council President and one (1) member shall be appointed by the Committee Chair.

   1. **Timothy A. Slavin** - Chairman
   2. **Kenneth L. Hogan**
   3. **Sophia R. Russell**
   4. **Mark D. Harmon** (appt. by Council President)
   5. **John J. Davis** (appt. by Committee Chair)

**COMMITTEE APPOINTMENTS - COUNCIL (Continued)**

**D. UTILITY COMMITTEE** - Shall consist of five (5) members, three (3) of said members shall be elected City officials and the other two (2) members shall be City residents. Four (4) members shall be appointed by the Council President and one (1) member shall be appointed by the Committee Chair.

1. **Eugene B. Ruane** - Chairman
2. **Kenneth L. Hogan**
3. **James G. McGiffin, Jr.**
4. **Richard Snaman** (appt. by Council President)
5. **Richard Kosior** (appt. by Committee Chair)

**E. CIVILIAN PENSION BOARD** - Shall consist of seven (7) members, consisting of two (2) elected City officials appointed at the Annual Meeting, the City Manager, the City Finance Director/Treasurer and three (3) members shall be elected by eligible employees, with three-year staggered terms.

1. **Thomas J. Leary**
2. **William P. McGlumphy**

**F. CONSTRUCTION CODE BOARD OF APPEALS** (Plumbing, Mechanical, and Fire Prevention) - Shall consist of three (3) members, two (2) of said members being elected City officials, and one member shall be the City Manager.

1. **James G. McGiffin, Jr.** - Chairman
2. **Timothy A. Slavin**

**G. POLICE PENSION BOARD** - Shall consists of seven (7) members, consisting of two (2) elected City officials appointed at the Annual Meeting, the City Manager, Chief of Police, and three (3) members shall be elected by members of the plan and presented to Council for confirmation (staggered terms - January).

1. **Thomas J. Leary**
2. **William P. McGlumphy**

## MISCELLANEOUS COMMITTEE APPOINTMENTS - COUNCIL PRESIDENT

### A. LIAISON TO CHAMBER OF COMMERCE & GREATER DOVER COMMITTEE

1. **Carleton E. Carey, Sr., Mayor**
2. **Beverly C. Williams, Council President**

### B. LIAISON TO KENT COUNTY (CITY/COUNTY COMMITTEE)

1. **Carleton E. Carey, Sr., Mayor**
2. **Beverly C. Williams, Council President**
3. **Thomas J. Leary**
4. **William P. McGlumphy**
5. **Reuben Salters**
6. **Anthony J. DePrima, City Manager**

### C. KENT COUNTY TOURISM

1. **Beverly C. Williams**

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Prepared by: City Clerk's Office/tm

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