REGULAR COUNCIL MEETING
AGENDA

MARCH 28, 2016 - 7:30 P.M.

CITY HALL COUNCIL CHAMBERS
15 LOOCKERMAN PLAZA
DOVER, DELAWARE

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

THE "OPEN FORUM" SEGMENT IS PROVIDED TO EXTEND THE OPPORTUNITY TO THE GENERAL PUBLIC TO SHARE THEIR QUESTIONS, THOUGHTS, COMMENTS, CONCERNS, AND COMPLAINTS. DISCUSSION OF ANY ITEM APPEARING ON THE AGENDA AS A PUBLIC HEARING IS PROHIBITED DURING THE OPEN FORUM AS AN OPPORTUNITY WILL BE PROVIDED DURING CONSIDERATION OF THAT ITEM. CITIZEN COMMENTS ARE LIMITED TO THREE (3) MINUTES. COUNCIL IS PROHIBITED FROM TAKING ACTION SINCE THEY ARE NOT IN OFFICIAL SESSION; HOWEVER, THEY MAY SCHEDULE SUCH ITEMS AS REGULAR AGENDA ITEMS AND ACT UPON THEM IN THE FUTURE.

INVOCATION BY CHAPLAIN WALLACE DIXON

PLEDGE OF ALLEGIANCE LED BY COUNCILMAN HOSFELT

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**
   - **A. SPECIAL COUNCIL MEETING OF MARCH 14, 2016**
   - **B. REGULAR COUNCIL MEETING OF MARCH 14, 2016**

2. **PRESENTATIONS - AWARDS BY DOWNTOWN DOVER PARTNERSHIP - ST. PATRICK'S DAY PARADE**

3. **PRESENTATIONS - 2015 ANNUAL REPORTS**
   - **A. DOVER POLICE DEPARTMENT**
   - **B. PLANNING, INSPECTIONS, AND RECREATION**

* **4. COUNCIL COMMITTEE OF THE WHOLE REPORT - MARCH 15, 2016**

A. PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE

(1) COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION REVIEW

(A) HOMEOWNERSHIP ASSISTANCE PROGRAM

(COMMITTEE RECOMMENDED THAT $50,000 BE AWARDED TO THE CITY OF DOVER HOMEOWNERSHIP ASSISTANCE PROGRAM)

(B) PROGRAM ADMINISTRATION

(COMMITTEE RECOMMENDED THAT $47,301 BE AWARDED TO PROGRAM ADMINISTRATION)

(C) DOVER INTERFAITH MISSION FOR HOUSING

(COMMITTEE RECOMMENDED THAT $22,000 BE AWARDED TO DOVER INTERFAITH MISSION FOR HOUSING)

(D) CONNECTIONS COMMUNITY SUPPORT PROGRAM

(COMMITTEE RECOMMENDED THAT $7,208 BE AWARDED TO CONNECTIONS COMMUNITY SUPPORT PROGRAM)

(E) MILFORD HOUSING DEVELOPMENT CORPORATION (EMERGENCY HOME REPAIRS)

(COMMITTEE RECOMMENDED THAT $25,000 BE AWARDED TO MHDC EMERGENCY HOME REPAIRS)

(F) MILFORD HOUSING DEVELOPMENT CORPORATION (HOMEOWNER REHABILITATION)

(COMMITTEE RECOMMENDED THAT $55,000 BE AWARDED TO MHDC HOMEOWNER REHABILITATION)

(G) CENTRAL DELAWARE HABITAT FOR HUMANITY

(COMMITTEE RECOMMENDED THAT $30,000 BE AWARDED TO CENTRAL DELAWARE HABITAT FOR HUMANITY)

(2) REVIEW OF ACTIVE RECREATION AREA PLAN - THE ARBORS SENIOR GARDEN APARTMENTS - 1051 COLLEGE ROAD (PLANNING REFERENCE S-16-07)

(COMMITTEE RECOMMENDED APPROVAL OF THE ACTIVE RECREATION AREA PLAN FOR THE ARBORS SENIOR GARDEN APARTMENTS WITH THE COMMENTS AND CONDITIONS PROVIDED)

(3) UPDATE - RESIDENTIAL APPEAL PROCESS AND NON-COMPLIANT NON-CONFORMING USES

(COMMITTEE ACTION NOT REQUIRED)

(4) CITIZEN SUGGESTIONS

(COMMITTEE ACTION NOT REQUIRED)

B. LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

(1) ACKNOWLEDGMENT OF BENEFIT CHANGE FOR NON-BARGAINING EMPLOYEES - ARTICLE XVII EMPLOYEE BENEFITS, SECTION 3 - DEFERRED INCOME (CITY OF DOVER PERSONNEL POLICY)

(COMMITTEE RECOMMENDED APPROVAL OF THE PROPOSED AMENDMENTS TO ARTICLE XVII EMPLOYEE BENEFITS, SECTION 3 - DEFERRED INCOME OF THE CITY OF DOVER PERSONNEL POLICY (EMPLOYEE HANDBOOK), AS RECOMMENDED BY STAFF, AND THAT THE CHANGES TO THE HANDBOOK NOT BECOME EFFECTIVE UNTIL THE ORDINANCE AMENDMENTS ARE ADOPTED)

* **4. COUNCIL COMMITTEE OF THE WHOLE REPORT - MARCH 15, 2016 (CONTINUED)**

B. LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE (CONTINUED)

(2) PROPOSED ORDINANCE #2016-14 AMENDING APPENDIX B - ZONING, ARTICLE 6 - OFF-STREET PARKING, DRIVEWAYS AND LOADING FACILITIES, SECTION 5 - SUPPLEMENTARY REGULATIONS FOR PARKING AND LOADING FACILITIES, SUBSECTION 5.3 - SUPPLEMENTARY PARKING REGULATIONS FOR MULTIPLE DWELLINGS, INCLUDING DUPLEXES, MULTIPLEXES, AND APARTMENTS (SPONSORS: HARE, COLE, AND TOWNSHEND)(SEE ITEM #8)

(COMMITTEE RECOMMENDED ADOPTION OF ORDINANCE #2016-14)

5. EVALUATION OF PROPOSALS - OVERHEAD LINE WORK (16-0032EL)

(STAFF RECOMMENDS AWARDING A BLANKET OVERHEAD LINE WORK CONTRACT TO ROCK CREEK LINE CONSTRUCTION, GREENSBORO, MD, FOR A THREE (3) YEAR INITIAL PERIOD BASED ON THE STAFF EVALUATION. THE ELECTRIC DIRECTOR, WITH THE CONCURRENCE OF THE CITY MANAGER, CAN EXERCISE OPTIONS TO EXTEND THE CONTRACT IN ONE (1) YEAR INCREMENTS FOR A TOTAL CONTRACT PERIOD OF FIVE (5) YEARS PER THE PRICING INCLUDED IN THE SUBMITTAL.)

6. OLD PW2 SITE IMPROVEMENTS ENGINEERING DESIGN FEES - CHANGE ORDERS

(STAFF RECOMMENDS APPROVAL OF THE PROPOSED AMENDMENTS TO THE DESIGN SCOPE BY AECOM / URS IN THE AMOUNT OF $42,000)

7. REZONING REQUEST/FIRST READING OF PROPOSED ORDINANCE #2016-15

THE FIRST READING IS OFFERED ON THE PROPOSED ORDINANCE. IT IS RECOMMENDED FOR REFERRAL TO THE PLANNING COMMISSION ON APRIL 18, 2016 AND THAT A PUBLIC HEARING BE SET FOR MAY 9, 2016 AT 7:30 P.M., AT WHICH TIME THE FINAL READING AND COUNCIL ACTION WILL TAKE PLACE. COPIES ARE AVAILABLE AT THE ENTRANCE OF THE COUNCIL CHAMBERS OR CAN BE OBTAINED FROM THE CITY CLERK'S OFFICE.

A. PROPERTIES LOCATED IN THREE (3) AREAS (A, B, AND C) CONSISTING OF FOURTEEN (14) PARCELS TOTALING 291.07$^{+/-}$ ACRES, OWNED BY DOVER INTERNATIONAL SPEEDWAY, INC., AS FOLLOWS:

AREA A: TWELVE (12) PARCELS LOCATED EAST OF LEIPSIC ROAD AND WEST OF STATE ROUTE 1, TOTALING 195.13$^{+/-}$ ACRES. THE CURRENT ZONING IS CPO (COMMERCIAL AND PROFESSIONAL OFFICE) AND R-8 (ONE-FAMILY RESIDENCE), PARTIALLY SUBJECT TO THE SWPOZ (SOURCE WATER PROTECTION OVERLAY ZONE), AND THE PROPOSED ZONING IS RC (RECREATIONAL AND COMMERCIAL), PARTIALLY SUBJECT TO THE SWPOZ (SOURCE WATER PROTECTION OVERLAY ZONE).

TAX PARCELS: LC-05-058.17-02-01.00-000, LC-05-058.17-01-07.00-000, ED-05-058.17-01-11.00-000, LC-05-058.17-01-08.00-000, ED-05-058.17-01-18.00-000, LC-05-058.17-01-09.00-000, ED-05-058.17-01-19.00-000, ED-05-068.05-01-02.01-000, LC-05-058.00-02-08.00-000, ED-05-068.05-01-16.00-000, LC-05-068.00-01-01.00-000, AND LC-05-068.10-01-01.00-000

AREA B: LOCATED EAST OF STATE ROUTE 1 AND SOUTH OF PIT STOP LANE, TOTALING 10.43$^{+/-}$ ACRES. THE CURRENT ZONING IS MHP (MOBILE HOME PARK) AND THE PROPOSED ZONING IS RC (RECREATIONAL AND COMMERCIAL).

TAX PARCEL: LC-05-058.17-02-01.00-000

AREA C: LOCATED NORTH OF PERSIMMON TREE LANE ADJACENT TO THE CITY LIMITS, TOTALING 85.51$^{+/-}$ ACRES. THE CURRENT ZONING IS A (AGRICULTURAL) AND THE PROPOSED ZONING IS RC (RECREATIONAL AND COMMERCIAL).

TAX PARCEL: LC-05-058.00-02-15.00-000

8. FIRST READING - PROPOSED ORDINANCE #2016-14

THE FIRST READING IS OFFERED ON THE PROPOSED ORDINANCE. AMENDMENTS TO APPENDIX B - ZONING REQUIRE A PUBLIC HEARING. IT IS RECOMMENDED FOR REFERRAL TO THE PLANNING COMMISSION ON APRIL 18, 2016, AND THAT A PUBLIC HEARING BE SET FOR MAY 9, 2016 AT 7:30 P.M., AT WHICH TIME THE FINAL READING AND COUNCIL ACTION WILL TAKE PLACE. COPIES OF ALL PROPOSED ORDINANCES ARE AVAILABLE AT THE ENTRANCE OF THE COUNCIL CHAMBERS OR CAN BE OBTAINED FROM THE CITY CLERK'S OFFICE.

A. PROPOSED ORDINANCE #2016-14 AMENDING APPENDIX B - ZONING, ARTICLE 6 - OFF-STREET PARKING, DRIVEWAYS AND LOADING FACILITIES, SECTION 5 - SUPPLEMENTARY REGULATIONS FOR PARKING AND LOADING FACILITIES, SUBSECTION 5.3 - SUPPLEMENTARY PARKING REGULATIONS FOR MULTIPLE DWELLINGS, INCLUDING DUPLEXES, MULTIPLEXES, AND APARTMENTS (SPONSORS: HARE, COLE, AND TOWNSHEND)

(LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE)

9. FINAL READING - PROPOSED ORDINANCE #2016-11

THE FIRST READING OF THE PROPOSED ORDINANCE WAS ACCOMPLISHED DURING THE COUNCIL MEETING OF MARCH 14, 2016. COPIES ARE AVAILABLE AT THE ENTRANCE OF THE COUNCIL CHAMBERS.

A. PROPOSED ORDINANCE #2016-11 AMENDING CHAPTER 102 - TAXATION, ARTICLE VI - EXEMPTIONS; BOARD OF ASSESSMENT APPEALS, SECTION 102-182 - AUTHORITY TO EXEMPT REAL PROPERTY FROM TAXATION

10. CITY MANAGER'S ANNOUNCEMENTS

11. COUNCIL MEMBERS' ANNOUNCEMENTS

12. ADJOURNMENT

EXECUTIVE SESSION PURSUANT TO:

29 DEL. C. §10004(B)(2) - PRELIMINARY DISCUSSIONS ON SITE ACQUISITIONS FOR ANY PUBLICLY FUNDED CAPITAL IMPROVEMENTS, OR SALES OR LEASES OF REAL PROPERTY;

29 DEL. C. §10004(B)(4) - STRATEGY SESSIONS, INCLUDING THOSE INVOLVING LEGAL ADVICE OR OPINION FROM AN ATTORNEY-AT-LAW, WITH RESPECT TO COLLECTIVE BARGAINING OR PENDING OR POTENTIAL LITIGATION, BUT ONLY WHEN AN OPEN MEETING WOULD HAVE AN ADVERSE EFFECT ON THE BARGAINING OR LITIGATION POSITION OF THE PUBLIC BODY;

29 DEL. C. §10004(B)(6) - DISCUSSION OF THE CONTENT OF DOCUMENTS, EXCLUDED FROM THE DEFINITION OF "PUBLIC RECORD" IN §10002 OF THIS TITLE WHERE SUCH DISCUSSION MAY DISCLOSE THE CONTENTS OF SUCH DOCUMENTS;

29 DEL. C. §10004(B)(9) - PERSONNEL MATTERS IN WHICH THE NAMES, COMPETENCY AND ABILITIES OF INDIVIDUAL EMPLOYEES ARE DISCUSSED, UNLESS THE EMPLOYEE REQUESTS THAT SUCH A MEETING BE OPEN

/TM
S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\COUNCIL-AGENDAS\2016\03-28-2016.WPD

THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. PURSUANT TO 29 DEL. C. §10004(E)(2), THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS, WHICH ARISE AT THE TIME OF THE MEETING.

SPECIAL COUNCIL MEETING

A Special Council Meeting was held on March 14, 2016 at 5:30 p.m. with Council President Slavin presiding. Members present were Mr. Anderson (arrived at 5:33 p.m.), Mr. Neil, Mr. Lewis, Mr. Cole, Mr. Hosfelt, Mr. Hare, and Mr. Hutchison. Mr. Sudler was absent. Mayor Christiansen and Dr. Courtney Stewart (departed at 5:52 p.m.), Utility Committee member, were also present.

Council staff members present were Mr. Koenig (departed at 6:06 p.m. and returned at 6:59 p.m.), Mrs. Mitchell (departed at 6:06 p.m., returned at 6:32 p.m., and departed at 6:42 p.m.), Mrs. Bundek (arrived at 6:42 p.m. and departed at 6:59 p.m.), and Mrs. McDowell (departed at 6:06 p.m. and returned at 6:59 p.m.). Other staff members present were Mr. Hudson (departed at 6:06 p.m.), Mr. Maloney (departed at 5:52 p.m.), and Mr. William Neaton (departed at 6:06 p.m.).

ADOPTION OF AGENDA

Mr. Neil moved for approval of the agenda, seconded by Mr. Hutchison and unanimously carried.

Mr. Neil moved to recess into Executive Session pursuant to 29 Del. C. §10004(b)(6)} - Discussion of the content of documents, excluded from the definition of "public record" in §10002 of this title where such discussion may disclose the contents of such documents (§10002 (l)(2) - Trade secrets and commercial or financial information obtained from a person which is of a privileged or confidential nature); {Pursuant to 29 Del. C. §10004(b)(2)} - Preliminary discussions on site acquisitions for any publicly funded capital improvements, or sales or leases of real property; and {Pursuant to 29 Del. C. §10004(b)(9)} - Personnel matters. The motion was seconded by Mr. Hutchison and unanimously carried.

The Special Council Meeting recessed into Executive Session at 5:30 p.m.

Mr. Anderson moved to adjourn the Executive Session, seconded by Mr. Neil and unanimously carried.

Executive Session adjourned at 7:00 p.m.

ACTION RESULTING FROM THE EXECUTIVE SESSION

Energy Contract Purchases

During the Regular Council meeting of February 22, 2016, City Council authorized the Energy Manager to explore two (2) exceptions to the Governing Energy Commodity Risk Policy to pursue negotiations for two (2) separate commodity transactions intended to meet the City's electric load requirements and reduce the City's risk.

During the Executive Session, Mr. Koenig, City Manager, advised members of the Executive Risk Management Committee's (ERMC) findings and recommendations for load following products and fixed price purchasing.

Mr. Hutchison moved to authorize the City Manager to execute contracts for the purchase of energy MWs as described within a cost range not to exceed 105% of the amount discussed for

the next ninety (90) days. The motion was seconded by Mr. Anderson and unanimously carried.

Sale of Land

During the Executive Session, Mr. Koenig advised members of the final terms that had been negotiated for the sale of City-owned property, which had been considered during the Executive Session of February 22, 2016.

Mr. Hare moved to authorize the City Manager to proceed with the sale of Lot 11 at the Garrison Oak Technology Park to the interested party for $450,000. The motion was seconded by Mr. Anderson and carried by a roll call vote of five (5) yes (Hutchison, Hare, Anderson, Neil, and Cole), three (3) no (Hosfelt, Lewis, and Slavin), and one (1) absent (Sudler).

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

The Special Council Meeting adjourned at 7:02 p.m.

TRACI A. McDOWELL
CITY CLERK

All ordinances, resolutions, motions, and orders adopted by City Council during their Special Meeting of March 14, 2016 are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

/TM
S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\Council-Minutes\2016\03-14-2016 SPECIAL-ES ACTION.wpd

REGULAR COUNCIL MEETING

The Regular Council Meeting was held on March 14, 2016 at 7:30 p.m. with Council President Slavin presiding. Council members present were Mr. Anderson, Mr. Sudler (arrived at 7:34 p.m.), Mr. Neil, Mr. Lewis (departed at 8:31 p.m. and returned at 8:36 p.m.), Mr. Cole, Mr. Hosfelt, Mr. Hare, and Mr. Hutchison.

Council staff members present were Police Chief Bernat, Mrs. Mitchell, Mr. Koenig, Mrs. Townshend, Fire Chief Carey, City Solicitor Rodriguez, and Mrs. McDowell. Mayor Christiansen was also present (departed at 7:46 p.m.).

OPEN FORUM

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

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

The invocation was given by Reverend Theodore Henderson, followed by the Pledge of Allegiance.

AGENDA ADDITIONS/DELETIONS

Mr. Hutchison moved for approval of the agenda, seconded by Mr. Neil and unanimously carried.

Mr. Hosfelt requested that item #9G - Police Chief's Report, be removed from the Consent Agenda.

Mr. Hare requested that item #8-b-2 - Acknowledgment of Freedom of Information Act (FOIA) Violations - Dover Youth Advisory Committee, be removed from the Consent Agenda.

Mr. Lewis moved for approval of the Consent Agenda, as amended, seconded by Mr. Neil and carried by a unanimous roll call vote (Mr. Sudler absent).

ADOPTION OF MINUTES - SPECIAL COUNCIL MEETING OF FEBRUARY 22, 2016

The Minutes of the Special Council Meeting of February 22, 2016 were unanimously approved by motion of Mr. Lewis, seconded by Mr. Neil and bore the written approval of Mayor Christiansen (Mr. Sudler absent).

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF FEBRUARY 22, 2016

The Minutes of the Regular Council Meeting of February 22, 2016 were unanimously approved by motion of Mr. Lewis, seconded by Mr. Neil and bore the written approval of Mayor Christiansen (Mr. Sudler absent).

CERTIFICATE OF CONGRATULATIONS - BURNS & ELLIS REALTORS 50TH ANNIVERSARY

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

WHEREAS, Burns & Ellis Realtors was founded in Dover in 1966 by Walter Ellis, who passed the family business on to his daughter and son-in-law, Terry and Tom Burns, 22 years ago. They have continued to operate the enterprise based on the sound principles of honesty, integrity, and hard work that Walter Ellis established long ago; and

WHEREAS, Burns & Ellis Realtors' knowledge, professional skills, and flexibility have resulted in a loyal customer base and have allowed the business to prosper through favorable economic times, while their sense of vision and adaptability to changing conditions have enabled them to weather the more difficult times brought on by multiple recessions. Their business continues to thrive, as evidenced by attainment of their most profitable year ever in 2015; and

WHEREAS, Burns & Ellis is celebrating 50 years of serving our community and has left an indelible mark on Dover by facilitating countless real estate transactions that have allowed grateful individuals, families, entrepreneurs, and businesses to realize their dreams.

NOW, THEREFORE, THE MAYOR AND COUNCIL OF THE CITY OF DOVER, DELAWARE, do hereby present this Certificate of Congratulations to **Burns & Ellis Realtors** on their 50th anniversary and extend best wishes in all future endeavors.

On behalf of the Mayor and Council, Mayor Christiansen presented the Certificate to Tom and Terry Burns and thanked them for their great contributions to Dover.

Mr. Burns noted that when Walt Ellis and Fran Lore started the business in 1966, houses were selling for $14,000 and Dover did not have McDonald's, a C-5, Bayhealth, Route One, Dover Downs, the Blue Hen or Dover Malls, computers, or cell phones. Mr. Burns stated that Dover has been a wonderful place to run a business.

CERTIFICATE OF APPRECIATION - SANTA HOUSE PROJECT

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

The City of Dover extends its sincere appreciation to the groups and individuals who contributed so generously of their time, talents, and professional attention to the Santa House project.

The Mayor and Council of the City of Dover, Delaware do hereby present this Certificate of Appreciation to:

Becker Morgan Group
City of Dover Fire Department
City of Dover Police Department
City of Dover Public Works Department
Delaware Department of Corrections
Delaware Technical & Community College
Delmarva Pole Building
Dover Interfaith Mission for Housing
Downtown Dover Partnership
Kent Signs
Lessard Builders
Norman Christoferson
Quality Builders
Tonda Parks

Thank you for your part in creating a building for children and families to make memories throughout the year.

On behalf of the Mayor and Council, Mayor Christiansen presented the Certificate to representatives of the groups. He stated that this building, which will serve as a Santa house, a Dover Days house, and a substation for cadets downtown, really started out as a dream in everyone's mind and it is a

great addition to the downtown area. Mayor Christiansen extended his heartfelt thanks to everyone involved.

Ms. Tonda Parks thanked everyone who got behind the effort, especially the Downtown Dover Partnership for their financial assistance, the Dover Interfaith Mission for Housing for their support, and Delaware Technical and Community College (Del Tech) for its administrative assistance.

Mr. Gregg Moore, president of the Downtown Dover Partnership, thanked everyone, on behalf of the Partnership, for helping to make this happen. He gave special thanks to Dr. Reginald Chandler of Del Tech for his tireless work and the work of his students. Mr. Moore stated that Dr. Chandler does an outstanding job mentoring, teaching, and integrating the students into business.

Dr. Reginald Chandler of Del Tech stated that he was deeply appreciative of all that they were able to accomplish and for the certificate of appreciation. He stated that the James T. Vaughn and Smyrna correctional facilities were greatly involved in every aspect of the project, noting that they built the house so that it could be transported in sections to downtown Dover.

A representative of the prison advised that the inmates took a lot of pride in working on the Santa house and he was very proud of the officers and inmates. He stated that they would love to help on future projects.

PLAN4HEALTH PRESENTATION BY THE DELAWARE CHAPTER OF THE AMERICAN PLANNING ASSOCIATION

Mr. David Edgell, Principal Planner with the Delaware Office of State Planning Coordination, representing the Delaware Chapter of the American Planning Association, and Mr. Tim Gibbs, Executive Director of the Delaware Academy of Medicine and the Delaware Public Health Association, provided the PLAN4Health presentation ***(Exhibit #1)***. Mr. Edgell advised that this grant funding originated from the Center for Disease Control and partnered with the National American Planning Association and the American Public Health Association. This year $2.25M was awarded to 17 local initiatives, one of which was Kent County. Mr. Edgell noted that the funding is aimed at combating two (2) determinants of chronic disease, lack of physical activity and lack of access to nutritious foods, and the goal is to help Kent County residents to be their healthiest.

Mr. Sudler asked how they planned to make the healthier eating initiatives affordable for low-income communities and individuals and what the criteria was for selecting the communities. Responding, Mr. Edgell advised that they are hoping to work with the planning offices in the City of Dover and Kent County to look at the health data and mapping, based on zip codes, to select the communities. He stated that their consultants are doing interesting work on the national level identifying how to tell from the data which communities are most in need of this kind of assistance. Mr. Gibbs advised that one way to cause the food to be more affordable is to get the food from the field to the table more effectively.

Responding to Mr. Anderson, Mr. Edgell stated that this program was not funded through the 2030 initiative.

PUBLIC HEARING/FINAL READING OF PROPOSED ORDINANCE #2016-02 AMENDING THE 2008 COMPREHENSIVE PLAN, AS AMENDED, BY REPLACING MAP 12:1: LAND DEVELOPMENT PLAN

A public hearing was duly advertised for this time and place to consider Proposed Ordinance #2016-02, which would amend the 2008 Comprehensive Plan, as amended, by replacing Table 12-1: Land Development Plan.

Mr. Sudler moved that the Final Reading of Proposed Ordinance #2016-02 be acknowledged by title only, seconded by Mr. Hare and unanimously carried. *(The First Reading of the ordinance was accomplished during the Council Meeting of January 25, 2016.)*

Planner's Review

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reviewed the Proposed Amendments to the 2008 Comprehensive Plan, noting that land use classification amendments were proposed for 834 South State Street, a portion of the Kesselring Farm property, and the Dover International Speedway, Inc. property. She noted that the Planning Commission recommended approval of the map amendments.

Responding to Mr. Hutchison, Mrs. Townshend advised that the Dover International Speedway property would continue to be used for festivals. She noted that, although no permanent improvements are proposed, they do have a long term arrangement with Red Frog Events for the Firefly Music Festival and may consider constructing showers or restrooms on the property in the future.

Mr. Hutchison asked if the State of Delaware had any issues with the proposal. Responding, Mrs. Townshend stated that the State was more concerned with the proposed zoning and the potential for another use. She advised that any site plan would require review through the State's Preliminary Land Use (PLUS) process.

Mr. Sudler asked what the worse case scenario could be under the proposed zone. Mrs. Townshend advised that uses permitted in the proposed zone are an automobile race track, which they already have, hotels, and indoor and outdoor amusements. She noted that it is a commercial zone that focuses on the recreational aspects of commercial uses. Referring to the State's concerns, Mrs. Townshend advised that the State has had a longstanding policy of opposing expansion and development east of State Route 1 and she did not anticipate expansion under the current circumstances.

Mr. Neil stated that the biggest problem they have with the Firefly Festival relates to pedestrian traffic along Persimmon Tree Lane blocking ambulances and police vehicles. He noted that they are working very diligently with Dover Downs on that matter and hopefully have it rectified now. Mr. Neil stated that he presumed that if they wanted to put in several permanent stages, they would be permitted to do so. He advised that Dover Downs has been extremely sensitive to, and cooperative with, the neighborhoods and their issues.

Referring to 834 South State Street, Mr. Anderson asked what was being done to mitigate possible traffic issues and how the change in use would impact the alley behind the property. Responding,

Mrs. Townshend stated that this property backs up to the medical arts building on Bradford Street and access to it would be off of the alley. She noted that there are areas where there have been concerns and complaints about speeding in the alley; however, there are not as many residential neighbors in this area that would be affected. Mrs. Townshend stated that the alleys in this area are pretty narrow, which makes speeding difficult. She also advised that studies of some of the areas of complaints about speeding in alleys have shown that they were unwarranted, noting that the smaller roadway gives the perception that cars are moving faster than they actually are. Mr. Hare advised that this is a short alley and it is a little chopped up. He stated that he spoke with a few of the residents and they had no issues. Mr. Hare advised that the neighbors anticipate that the property will be upgraded and made to look a lot better than it does now.

Public Hearing

Council President Slavin declared the public hearing open.

Mr. Gregg Moore of Becker Morgan Group, representing Dover International Speedway, stated that they are very much in favor of changing the land use classification from active agriculture to commercial, since it is not being used for agriculture. Noting that the property is used for NASCAR races and the Firefly Festival, and that parts of the property are in the City of Dover and other parts are in Kent County, Mr. Moore advised that being in multiple jurisdictions creates confusion related to dispatching emergency service agencies. He stated that Dover International Speedway is trying to consolidate all of its lands under one zoning and one jurisdiction in the City of Dover. Mr. Moore stated that they have no intentions of changing how they use the property and that there are no plans to build hotels on the property, as has been reported.

Mr. Sudler asked how Dover International Speedway has been able to use the property for events under the current agriculture zone and why they wanted to change the zone now. Responding, Mr. Moore stated that they have been able to hold those events because the City's Planning, Fire, and Police Departments have been very cooperative. He noted that they have had to use temporary facility permits to allow the events to occur, which is dissimilar from the actual operation of the Speedway in the Recreational and Commercial (RC) zone. Mr. Moore advised that they currently use patch work to make the events happen, and consolidating the zones, annexing the property, and bringing everything under the City's control will eliminate the patch work.

Mr. Jack Kling of RE/MAX Horizons, representing the Kesselring family, stated that the planned West Dover Connector route around and through the Kesselring property and the railroad to the side of the property makes it a unique parcel that would be best suited for industrial use.

Mr. Michael Braun, owner of 834 South State Street, stated that the property is not particularly suitable as a residence, which is its current zoning. He advised that it would be a substantial improvement to convert the property for commercial operations, which the structure lends itself to.

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

Mr. Sudler stated that he would support the Comprehensive Plan amendments; however, he expressed concern that it seemed as though the City sometimes picks and chooses who it is going

to be flexible with when it comes to zoning. He felt that there needed to be flexibility across the board.

Mr. Hare moved for approval of the Comprehensive Plan amendments. The motion was seconded by Mr. Hutchison and, by a roll call vote of eight (8) yes (Anderson, Sudler, Neil, Lewis, Cole, Hare, Hutchison, and Slavin), and one abstention (Hosfelt), Council adopted Ordinance #2016-02, as follows:

AN ORDINANCE AMENDING THE 2008 COMPREHENSIVE PLAN, AS AMENDED, BY REPLACING MAP 12-1: LAND DEVELOPMENT PLAN.

WHEREAS, the City Council of the City of Dover, on February 9, 2009, adopted the 2008 Comprehensive Plan pursuant to Title 22, Section 702 of the Delaware Code; and

WHEREAS, the Honorable Jack Markell, Governor of the State of Delaware, certified the 2008 Comprehensive Plan on April 24, 2009; and

WHEREAS, the 2008 Comprehensive Plan allows for an annual amendment process; and

WHEREAS, two property owners have requested amendments to the Land Development Plan Map (Map 12-1) in accordance with the process set forth in the 2008 Comprehensive Plan; and

WHEREAS, the Planning Office has prepared one amendment to the Land Development Plan Map (Map 12-1);

WHEREAS, the Planning Commission held a public hearing on February 16, 2016, after which the Commission made a recommendation in regard to the amendments to the Land Development Plan related to the above request.

NOW, THEREFORE, BE IT ORDAINED THAT the Mayor and Council of the City of Dover hereby amend the 2008 Comprehensive Plan, as amended, by:

1. Replacing Map 12-1: Land Development Plan of the 2008 Comprehensive Plan, as amended on November 23, 2009; March 14, 2011; April 11, 2011; March 12, 2012; March 10, 2014; and April 13, 2015, with the referenced map presented to City Council on March 14, 2016.

ADOPTED: MARCH 14, 2016

PUBLIC HEARING/FINAL READING OF PROPOSED ORDINANCE #2016-03 - REZONING REQUEST FOR LANDS OF KESSELRING COMPANY, LLC AND OTHERS

A public hearing was duly advertised for this time and place to consider the rezoning of property, consisting of $37.2^{+/-}$ acres, located west of New Burton Road and the railroad corridor and including the property located at 1436 New Burton Road. The properties are currently zoned R-20 (One-Family Residence) and the proposed zoning is IPM (Industrial Park Manufacturing)
(Tax Parcels: ED-05-085.00-01-07.00-000 and ED-05-085.00-01-07.00-001; Planning Reference: Z-16-02; Council District 2).

Mr. Hare moved that the Final Reading of Proposed Ordinance #2016-03 be acknowledged by title only, seconded by Mr. Hutchison and unanimously carried. *(The First Reading of the ordinance was accomplished during the Council Meeting of January 25, 2016.)*

Planner's Review

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reviewed the petition to amend the zoning district and the findings and recommendations of the Planning Commission. She noted that this was the companion rezoning to the Comprehensive Plan amendment related to the Kesselring property. Mrs. Townshend advised that the Planning Commission recommended approval of the rezoning request.

Public Hearing

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

Mr. Hare moved for approval of the rezoning request, as recommended by the Planning Commission. The motion was seconded by Mr. Sudler and, by a unanimous roll call vote, Council adopted Ordinance #2016-03, as follows:

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED WEST OF NEW BURTON ROAD AND THE RAILROAD CORRIDOR AND INCLUDING THE PROPERTY LOCATED AT 1436 NEW BURTON ROAD

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

WHEREAS, it is deemed in the best interest of zoning and planning to change the permitted use of property described below from R-20 (One-Family Residence Zone) to IPM (Industrial Park Manufacturing Zone).

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

1. That from and after the passage and approval of this ordinance the Zoning Map and Zoning Ordinance of the City of Dover have been amended by changing the zoning designation from R-20 (One-Family Residence Zone) to IPM (Industrial Park Manufacturing Zone) on that property located on the west side of New Burton Road west of the railroad corridor and surrounded by the right-of-way for the West Dover Connector, consisting of $37.2^{+/-}$ acres and including the property located at 1436 New Burton Road, owned by Kesselring Company, LLC and others.

ADOPTED: MARCH 14, 2016

PUBLIC HEARING/FINAL READING OF PROPOSED ORDINANCE #2016-04 - REZONING REQUEST FOR PROPERTY LOCATED AT 834 SOUTH STATE STREET, OWNED BY MICHAEL W. AND WINIFRED M. BRAUN

A public hearing was duly advertised for this time and place to consider the rezoning of property located at 834 South State Street, consisting of $17,000^{+/-}$ s.f, owned by Michael W. and Winifred M. Braun. The property is currently zoned R-8 (One-Family Residence) and the proposed zoning is C-PO (Commercial and Professional Office)
(Tax Parcel: ED-05-077.17-03-45.00-000; Planning Reference Z-16-03; Council District 2).

Mr. Hare moved that the Final Reading of Proposed Ordinance #2016-04 be acknowledged by title only, seconded by Mr. Neil and unanimously carried. *(The First Reading of the ordinance was accomplished during the Council Meeting of January 25, 2016.)*

Planner's Review

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reviewed the petition to amend the zoning district and the findings and recommendations of the Planning Commission. She noted that this was the companion rezoning to the Comprehensive Plan amendment related to 834 South State Street. Mrs. Townshend advised that the Planning Commission recommended approval of the rezoning request.

Public Hearing

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

Mr. Hare moved for approval of the rezoning request, as recommended by the Planning Commission. The motion was seconded by Mr. Neil and, by a unanimous roll call vote (Mr. Lewis absent), Council adopted Ordinance #2016-04, as follows:

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED AT 834 SOUTH STATE STREET

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

WHEREAS, it is deemed in the best interest of zoning and planning to change the permitted use of property described below from R-8 (One-Family Residence Zone) to C-PO (Commercial and Professional Office Zone).

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

1. That from and after the passage and approval of this ordinance the Zoning Map and Zoning Ordinance of the City of Dover have been amended by changing the zoning designation from R-8 (One-Family Residence Zone) to C-PO (Commercial and Professional Office Zone) on that property located at 834 South State Street, consisting of $17,000^{+/-}$ S.F, owned by

Michael W. and Winifred M. Braun. (Tax Parcel: ED-05-077.17-03-45.00-000; Planning Reference Z-16-03; Council District 2)

ADOPTED: MARCH 14, 2016

60-DAY PROGRESS REPORT - VIOLATION OF THE DANGEROUS BUILDING ORDINANCE - PROPERTY LOCATED AT 1032-1058 SOUTH DUPONT HIGHWAY, OWNED BY BMDR LLC

During the Regular City Council Meeting of November 9, 2015, members considered a Violation of the Dangerous Building Ordinance at 1032-1058 South DuPont Highway, owned by BMDR LLC. At that time, Council declared the structure located at 1032-1058 South DuPont Highway a dangerous building; ordered that the property be repaired or demolished by July 1, 2016 by the owner or equity owner at their own risk; ordered the Building Inspector to cause the demolition of the structure if not completed by the owner within 10 days of the date established by City Council; ordered the City Manager with the assistance of the City Solicitor to cause the cost of demolition to be charged against the land on which the building exists as a municipal lien or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a suit at law against the owner; and that progress reports be provided at the Council Meetings scheduled for January 11, 2016, March 14, 2016, and June 13, 2016.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that the building immediately to the north had been demolished, there is construction fencing up, and a fence between this site and the adjacent residential neighbors has been constructed. She noted that the building permit application and the building plans for the improvements for this building were received and staff is in the process of reviewing the building permit.

Mr. Neil moved to accept the report, seconded by Mr. Cole and unanimously carried.

PRESENTATION - 2015 DOWNTOWN DOVER PARTNERSHIP ANNUAL REPORT

Mr. Gregory Moore, President, Downtown Dover Partnership (DDP) reviewed highlights of the 2015 DDP Annual Report. He advised members that they receive a lot of support from the community, as was demonstrated earlier in the meeting during the presentation to the Santa House volunteers, and that it is gratifying to have so many people helping the DDP with their mission.

Mr. Moore stated that the DDP staff organized the St. Patrick's Day Parade the previous weekend and it brought a lot of people downtown. He also noted that they received grants worth $1.6M from the Delaware Department of Transportation's Transportation Alternatives Program to improve two (2) blocks of North Street moving to the east towards the railroad tracks and Bradford Street from Loockerman moving towards Wesley College. Mr. Moore advised that a $3M grant was used for parking improvements and North Street improvements.

Mr. Moore noted that the State reached out to the DDP and asked how they could help. He advised that the DDP met with the Governor and his staff and requested assistance with financing property improvements, both residential and commercial, in the downtown area, which resulted in the creation of the Downtown Development Districts. Mr. Moore stated that they were able to secure funds for downtown Dover and are starting to see results.

Mr. Moore advised that the DDP returned $75,000 of the $3M grant to the State of Delaware upon completion of the planned projects. He noted that this money was unspent and they wanted to show the State that the DDP was a good steward of the State's money.

Mr. William Neaton, City of Dover Economic Development Director, referring to the Downtown Development Districts, thanked Mrs. Ann Marie Townshend, Director of Planning and Community Development, for preparing the application for the City. He noted that, once Dover was designated as a Downtown Development District, he and Mrs. Townshend provided at least a dozen presentations explaining the program. As a result, they received approval for two (2) major projects, the Priscilla Block Building and the Habitat for Humanity projects. Mr. Neaton advised that seven (7) minor projects ($250,000 or less) were also approved. He noted that, during the second round of funding, five (5) large projects valued at $1.7M were approved and will be completed over the course of the next two (2) to three (3) years.

Mr. Neaton advised that the DDP is involved with the farmer's market, which is in its fourth year, and sponsors a community garden in the downtown development area. They are currently working with NCALL on establishing gardens that will be maintained by the residents of the downtown area to provide ready access to fresh produce.

Mr. Neaton noted that the DDP Promotions Committee put on the Capital Holiday Celebration, the Home for the Holidays parade, and First Fridays, which were just expanded to First Weekends.

Mr. Neaton advised that the DDP supported the Dover Comicon, which has become a huge event, and the Merchant's Committee of the Downtown Dover Partnership has expanded tremendously over the past two (2) years, noting that their first two events were the OktDoverFest and the History, Heritage and Hops event.

Mr. Neaton stated that the clean up of Loockerman Street from State Street to Governors Avenue is being championed by a group called Destination Downtown Dover, which is made up of merchants in the Downtown Dover Partnership. He also noted that the DDP has very active parking and safety committees and advised that the cadet program has been a great success downtown. Mr. Neaton stated that the genesis of the cadet program came from a meeting with some downtown merchants who had security concerns.

Mr. Neaton advised that the DDP used a $15,000 USDA grant to provide seven (7) different seminars on how to run and grow businesses. He noted that they will be providing another seminar on how to use social media to improve a business. Mr. Neaton stated that the DDP is also the Small Business Administration technical advisor and has assisted a number of businesses in securing loans over the years. He advised that, in 2015, they assisted two (2) businesses in getting $120,000 worth of loans.

Mr. Anderson thanked the DDP for the work that is being done and asked for an update on the former Acme building. Responding, Mr. Moore advised that the building is for sale and there had been serious interest. He noted that he and City staff have spoken with a developer that approached them regarding funding programs. Mr. Moore stated that they are going to continue talks with that developer and he hopes to bring a great project to that site. He noted that there is also interest in

other DDP properties. Mr. Moore advised that the State funding is stimulating interest in properties in the downtown area.

Responding to Mr. Anderson, Mr. Moore stated that the purchase of three (3) problem properties downtown by the City and the DDP shows developers that they are willing to make improvements, and that is a benefit.

Mr. Sudler moved to accept the 2015 Downtown Dover Partnership Annual Report, seconded by Mr. Neil and unanimously carried.

PRESENTATION - 2015 HUMAN RELATIONS COMMISSION ANNUAL REPORT

Mr. Theodore Henderson, Chair of the Human Relations Commission, reviewed highlights of the 2015 Human Relations Commission Annual Report.

Mr. Henderson advised that the Commission's current initiative is conducting a human relation survey. He noted that he and Commissioner McGiffin met with various members of City staff and talked about diversity as it relates to employees' relationships.

Mr. Sudler, noting that he is member of the State Human Relations Commission, advised that their Chairperson, Calvin Christopher, looks forward to the commissions working together.

Council President Slavin thanked Mr. Henderson for his service to the community as a member and Chair of the Human Relations Commission.

Mr. Sudler moved to accept the 2015 Human Relations Commission Annual Report, seconded by Mr. Hare and unanimously carried.

COUNCIL COMMITTEE OF THE WHOLE REPORT - FEBRUARY 23, 2016

The Council Committee of the Whole Meeting was held on February 23, 2016, at 6:00 p.m., with Council President Slavin presiding. Members of Council present were Mr. Sudler, Mr. Neil, Mr. Cole, Mr. Hosfelt (departed at 6:09 p.m. and returned at 6:11 p.m.), Mr. Hare, and Mr. Hutchison. Mr. Anderson and Mr. Lewis were absent. Civilian members present for their Committee meetings were Mr. Blakeman and Mrs. Stewart (*Utility*), and Ms. Maucher (*Legislative, Finance, and Administration*). Mr. Shevock (*Legislative, Finance, and Administration*) was absent.

UTILITY COMMITTEE

The Utility Committee met with Chairman Hutchison presiding.

Energy Management Contract Extension and Integrated Resource Plan (IRP)

During the Regular Council meeting of November 23, 2015, Councilman Hutchison, Chair of the Utility Committee, requested that the Electric Department Integrated Resource Plan (IRP) Information Discussion be referred back to the Utility Committee for further discussion. The request was unanimously approved by City Council.

Mr. Kirk Betts, the City's Power Supply Attorney, Betts & Holt, LLP, advised members that The Energy Authority (TEA) had been handling the City's power supply management for nearly five (5) years and members must consider whether to authorize Mr. Betts and his firm to negotiate a three (3) year extension of the City's contract with TEA. Mr. Betts explained that additional services that the City had acquired through the employment of Mr. Harry Maloney, Electric Director, had reduced the level of costs that TEA had incurred in serving the City. As a result, preliminary discussions had been held about having TEA conduct and prepare an IRP for the City. Mr. Betts noted that an IRP had been discussed in the past in relation to changes in the PJM marketplace, as well as at the customer and consumer level. For example, he explained that for the first time in recent memory, in looking at power supply planning for the City, PJM was predicting no growth. This was not because the City was not growing but because there were substantial changes in the way energy is being used, such as significant changes in daily and overnight loads due to the impact of compact fluorescents and LEDs. Mr. Betts stated that an IRP would look at all of the changes in the marketplace, such as requirements for renewable energy growing to 20% and its effect on how energy is bought and used, as well as the potential introduction of batteries, which was moving at an accelerated rate, allowed a lot more renewables, and could also affect planning for the future. He stated that the idea would be to take into account what is happening on the consumer, generating, and PJM market sides when planning to see what would be the best proposal going forward for the City. He expressed the desire not to overstep by building a power plant that is too large or that does not have the right type of fuel for the future, noting that these are big decisions that incur a lot of liability over time.

Mr. Betts advised members that part of the transaction that had been proposed with TEA was to extend their contract to allow enough time to prepare an IRP and to see how viable the City's plant is going into the future and to consider the changes that were occurring.

Staff recommended that Mr. Kirk Betts, Betts & Holt LLP, be authorized to negotiate up to a three (3) year extension of the TEA agreement, but amended to adjust the monthly fee to reflect a modified scope of services, redefine the services, and to negotiate such other terms as may be in the best interest of the City of Dover for the extended term. The final negotiated extension will be brought back to the Utility Committee and City Council for consideration.

Noting that PJM was projecting no growth, Mr. Blakeman questioned if other financial forecasts or supplemental studies were available with the same findings.

Responding, Mr. Betts stated that, although he could not cite specifics, everything that he had been reading nationally supported these findings, with the exception of the deep South where there was much more population growth. The Northeast and Midwest showed relatively flat growth, again not because of population but because of the way energy was being used today. Mr. Betts indicated that most people are not projecting any significant growth and no new capacity requirements, other than those being seen in the shift between coal and natural gas. He stated that new appliances were using less energy and changes in lighting, which is a significant part of the City's daily load, were also contributing to the flatness. Mr. Betts explained that significant growth of 3% or 5% had always been counted on in designing plans for revenue purposes; however, this had not been happening over the past three (3) or four (4) years. He stated that originally it was felt that the decline had been caused by the recession; however, a far greater movement was actually happening. This type of information was coming from consulting firms and the press all over.

Mr. Blakeman stated that historically when electric service prices went down, the demand went up. He noted that the current drop in fuel prices should result in decreases in electric charges, which historically had increased sales. Responding, Mr. Betts stated that houses being built today have different insulation standards, window standards, types of manufactured pipes, and heating systems, whether they have electric furnaces, heat pumps, or gas furnaces. For example, he informed members that he worked with a facility that just installed a heat pump that goes down to 28 degrees before kicking into emergency power, noting that this used to be closer to 40 or 45 degrees, which makes a big difference in terms of how load is managed. Mr. Betts felt that the flatness and some of the reductions were the result of movement toward more saturation of those changes and was not money-driven any more.

Mr. Blakeman acknowledged this transition; however, he stated the desire for confirmation so as not to rely on just one (1) report to make a decision, suggesting possibly State-wide and regional economic forecasts for the next 10 years. Responding, Mr. Betts stated his belief that the IRP would try to integrate this type of information so that planning is done properly and efficiently by considering what is happening, as opposed to what the City would like to do, and developing the best recommendation from there.

In response to Mr. Hutchison as to whether the City had ever done an IRP in the past, Mr. Betts explained that the City had done power supply planning, which is the supply and generating side, as opposed to a fully integrated look.

Mr. Neil questioned how this might help the City to drop its commercial rates to keep its commercial customers happy. Responding, Mr. Betts explained that this would not be a rate study, such as that conducted by Burns & McDonnell that looks at the cost of service for each type of customer, loads, voltages used, and where they take delivery. The IRP is a different type of study that would be valuable in helping customers by looking at trends, such as whether there is growth in the residential sector, reductions in the commercial or industrial sectors, and how energy is used.

This would allow the City to properly plan going forward and prevent it from stepping into a power supply service plan that does not serve its customers well financially. As an example, Mr. Betts recalled standing in the Council Chambers before Calpine built its plant when it was being said that the City needed to build a new plant. Had the City entered into a brand new type of construction for the size plant that it would be allowed to build with the tax laws, etc., he felt it would probably have been a relatively inefficient plant, causing its customers to pay significant amounts of money well into the future for something that would be essentially obsolete. Mr. Betts advised members that an IRP would help avoid the mistakes of doing something before having the information on what should be done, explaining that there would be several steps to the process. Data would be collected about the marketplace and customers and what is happening with power supply around the City and with customers. It would then be looked at to determine the best way to serve customers and provide supply at the least cost going forward, considering regulatory changes and the influence of the renewable resources, potentially including batteries and solar-run homes. Mr. Betts noted that this would be a way to get the right answers but it could not be promised that it would fix commercial customers' rates. The IRP process would provide assurances that the City would not end up making a mistake that results in higher than necessary charges.

Ms. Stewart questioned if the IRP would take into consideration the needs of other members of the Delaware Municipal Energy Corporation (DEMEC) and other municipalities and how they do their purchasing with the increasing renewable requirements. She asked if there was any chance for economies of scale working with other municipalities. Responding, Mr. Betts stated that the first question would be what the issues are in the City's own service territory and the second would be to bring TEA into this, since TEA works with a large variety of municipal utilities and is probably the largest of any of the consulting firms that performs this type of work. Mr. Betts indicated that the City was counting on TEA to bring their institutional knowledge to the City's table and apply that knowledge, as they do with their monthly reports, so that the City would not be trying to recreate the wheel. He felt that economies of scale could be seen by using TEA. Mr. Betts noted an additional economy in that TEA knows the City's loads well after working with the City and managing its load, and would bring an instantaneous data resource that another entity would have to build. As for whether a DEMEC type of approach would work, Mr. Betts stated his understanding that DEMEC had done its own studies collectively and was willing to provide information to the City as to the City's relationship with DEMEC, and this would be an information resource that TEA would use.

Mr. Hare questioned if the IRP would advise members whether the City should be in or out of the power business or build a new plant. Responding, Mr. Betts stated that an IRP is not generally about whether or not to be in power supply but provides data and the information that leads to making a decision about whether or not to do this. The intent of the study would not be to make a decision or make a recommendation one way or another.

In regard to Mr. Hare's question as to whether TEA was the best entity to do this, Mr. Betts expressed his opinion that it was. Noting his and staff's desire to be competitive about what the City does, Mr. Betts stated that there was a question of timeliness since TEA's contract would expire in six (6) months or less. In addition, he indicated that there was money left on the table because of Mr. Maloney's presence and the integration of the work that Mr. Maloney had done at the power plant. This was money that had not been spent, and TEA agreed it should applied to the City's contract in a different way. Mr. Betts felt there was an opportunity to extract that value through the IRP and stated he would hate to see the City lose the value of the money on the table with TEA by getting another firm. Mr. Betts encouraged members to look at this seriously because there was a value that could be negotiated to not only get a study but a lower rate because of the presence of Mr. Maloney and his power plant experience. He felt these two (2) factors made it worth looking at TEA's services rather than going out to bid.

In response to Mr. Hare, Mr. Betts confirmed that TEA is experienced in doing IRPs, noting that his firm had reviewed their IRPs and found them reasonable.

Noting that Mr. Betts would be compensated, Mr. Blakeman asked if there was a range of compensation for the study. Responding, Mr. Koenig stated that Mr. Betts is paid through an hourly rate and his compensation is identified as a line item under legal expenses in the Electric budget. He indicated that he did not bring those numbers with him tonight; however, they were basically the same as his services had been in the past. Mr. Koenig advised members that Mr. Betts is paid well but the City has high expectations, stating his belief that $100,000 was identified for legal-related expenses for the Electric Fund and this would fall into that category.

Responding to Mr. Hare, Mr. Koenig stated that the anticipated range for the value of an IRP was estimated at between $100,000 and $200,000.

Mr. Betts stated that his firm had kept its fees at the same level for almost 15 years, and would challenge anybody else to do so. He estimated that it would probably take no more than 20 hours to negotiate this contract, noting that there was already a form of the contract and the concepts had been discussed with TEA. Mr. Betts noted that Betts & Holt had raised the question of pulling the value of Mr. Maloney's work out of the contract, since it essentially involved doing what TEA's engineer used to have to do, and Betts and Holt had already started in many ways pulling the value together for the City in order to be able to negotiate. He did not believe that the amount would be protracted, estimating the cost at less than $10,000 to negotiate this and probably even much less than that to pull the contract all the way through. Mr. Betss indicated that the money for this service was already in the existing contract because Mr. Maloney had saved the City approximately $100,000 of value by taking over parts of the contract. The goal was to pull this out of the existing contract and roll it into an IRP; therefore, $100,000 had already been paid. Mr. Betts indicated that the estimated value was $178,000; however, Betts & Holt was working on obtaining the IRP at no additional cost to the City.

The Committee recommended approval of staff's recommendation that Mr. Kirk Betts be authorized to negotiate up to a three (3) year extension of The Energy Authority (TEA) agreement, amended to adjust the monthly fee to reflect a modified scope of services, redefine the services, and to negotiate such other terms as may be in the best interest of the City of Dover for the extended term. The final negotiated extension will be brought back to the Utility Committee and City Council for consideration.

By consent agenda, Mr. Lewis moved for approval of the Committee's recommendation, seconded by Mr. Neil and carried by a unanimous roll call vote (Mr. Sudler absent).

Annexation Request - 1102 South State Street, Owned by Capitol Cleaners and Launderers, Inc.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reviewed a Petition to Annex and Rezone Property located at 1102 South State Street consisting of 6,331 S.F.$^{+/-}$ and owned by Capitol Cleaners & Launderers, Inc. She explained that this is a developed property located across from the Carroll's Corner Shopping Center in the City's Category 1 high priority annexation area with a proposed zoning classification of C-2A, Limited Central Commercial. Mrs. Townshend advised members that the property line goes through the building, and the front portion of the building is on the property proposed for annexation. The remainder of the building on the rear property has a different owner and is not proposed for annexation. Mrs. Townshend indicated that the subject property currently is served by City of Dover electric and water utilities. The property owner wishes to extend sanitary sewer service to the property, which is available from the neighboring property, and the property owner is working with the owner to the north to get easements in place to extend the sewer service. Mrs. Townshend indicated that staff was supportive of the annexation because the property is located in the City's high priority annexation area and the City has the capacity to provide utility services.

Staff recommended proceeding with the annexation.

The Committee recommended approval of staff's recommendation.

By consent agenda, Mr. Lewis moved for approval of the Committee's recommendation, seconded by Mr. Neil and carried by a unanimous roll call vote (Mr. Sudler absent).

LEGISLATIVE, FINANCE AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee met with Chairman Hare presiding.

Proposed Ordinance #2016-11 Amending Chapter 102 - Taxation, Article VI - Exemptions; Board of Assessments Appeals, Section 102-182 - Authority to Exempt Real Property from Taxation

Mr. Scott Koenig, City Manager, advised members that he was present on behalf of Mrs. Cheryl Bundek, Tax Assessor, to discuss administrative issues related to delinquent taxes. He noted that the City had a substantial delinquent tax list and he and Mrs. Bundek and Mrs. Ann Marie Townshend, Director of Planning and Community Development, met with Mr. William Pepper, Deputy City Solicitor, last fall to discuss ways to help reduce this outstanding balance. It was found that there had been a number of subdivisions with Limited Liability Corporations (LLCs) that were disbanded or developers who went defunct during development.

Mr. Koenig explained that there were areas of community or private open space in the City that had never been dedicated to homeowners' associations (HOAs) and were currently on the City's tax rolls. Staff was looking for a path forward to make these properties tax-exempt, which would have occurred had the developers followed through with dedicating them to the HOAs. Mr. Koenig advised members that Proposed Ordinance #2016-11, amending Sec. 202-182, included language that Mrs. Bundek and Mr. Pepper had provided that stated, "The City Assessor shall be empowered to grant tax exemption to and waive delinquent taxes on real property which has been required by the City of Dover to be set aside for public parkland or open space once the subdivision/phase of subdivision has reached 80% completion and/or street dedication, whichever occurs first, in concurrence with the City Manager. Any outstanding penalty or interest incurred as a result of unpaid taxes on said property shall be forgiven."

Mr. Koenig stated that this amendment would provide an administrative path going forward to forgive delinquent taxes on these types of properties. Referring to the "Open Space Delinquent Accounts" report, he advised members that the ordinance would relate to properties in Westover and Heatherfield East, a small joint venture in Fox Meadows, as well as property owned by Robino-Sea Chase, LLC, with a total of just under $42,000 in outstanding taxes on these properties. With the adoption of this ordinance, these taxes could be wiped clean, the delinquent tax burden on the City of Dover could be reduced, and there would be an administrative remedy to take care of this problem in the future. Mr. Koenig stated that staff considered this to be an administrative clean-up of a longstanding problem.

Mr. Neil stated his understanding that this land was supposed to be parkland or used for recreation and questioned if it was being used for this purpose. Responding, Mr. Koenig stated, for example, that in the early 1990's, a planned neighborhood design was completed for the Village of Westover which required a substantial amount of open space. This encompassed an estimated 20 plus acres of private open space that included walking paths, stormwater management ponds, and buffer areas between subdivisions that was intended to be dedicated to the HOA. Because the developer went bankrupt at some point, several pieces of the private open space were never turned over by deed to the HOA. Mr. Koenig stated his belief that the HOA

was mowing the grass and cleaning up the trash; however, they felt they had no responsibility for associated taxes, noting that private open space is exempt from taxes once turned over to the HOA. The Proposed Ordinance would not resolve the issue of actual ownership by deed but would resolve the associated delinquent tax issue. Mr. Koenig stated his belief that Heatherfield East had a small area of private open space that was less than one (1) acre, and other open spaces were very small residual pieces of land that may have trees but no associated maintenance. The Stoney Creek land included the stormwater management pond area. He informed members that these were pieces of land that cannot be built on by the ordinance or the plat of the subdivision and were just sitting and being taxed, indicating that this was a ghosting of taxes.

Responding to Mr. Neil, Mr. Koenig stated that the communities or associated properties were maintaining these areas but not paying taxes on them.

In response to Ms. Maucher as to whether the provided list included all of the properties that would fall under this exemption, Mr. Koenig stated that these were all the properties that would currently qualify. By adopting this ordinance, these properties would be wiped off the list. If a new subdivision started construction and met the criteria for the property to become tax exempt, this could be done administratively from this point forward with the adoption of the ordinance.

Responding to Ms. Maucher, Mr. Koenig confirmed that when a subdivision is built, it is private property owned by the developer who is responsible for taxes on the open space until such time as it is moved to the HOA. For example, he stated that if a new 40-lot subdivision had five (5) acres of private open space that included stormwater management ponds and park areas, staff would recommend that it stay taxable until the developer reaches 80% completion or turns the development over to the HOA. The developer would have a financial reason to want to progress in the development of the community since they have to pay taxes for the raw land. If the developer did not have to pay for the private open space, he would only be paying for platted lots, and the City wants to compel completion as soon as possible. Mr. Koenig noted that roads and utilities are not dedicated until a subdivision is about 80% complete under most circumstances. Staff's intent was to try to tie the tax exemption to the time when the utilities and roads would typically be dedicated to the City of Dover.

Ms. Maucher expressed concern that writing in the possibility for an exemption for forgiveness would encourage the developer not to pay because that exemption exists. In response, Mr. Koenig indicated that the exemption only exists from an administrative standpoint. If the developer did not pay on open space for which he had been carrying multiple years of delinquent property taxes, when he went to dedicate the infrastructure the City would require payment of all the back property taxes. He assured members that the City has a collection method as long as the developer stays a viable entity.

Staff recommended adoption of Proposed Ordinance #2016-11.

The Committee recommended adoption of Proposed Ordinance #2016-11 Amending Chapter 102 - Taxation, Article VI - Exemptions; Board of Assessment Appeals, Section 102-182 - Authority to Exempt Real Property from Taxation.

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

Acknowledgment of Freedom of Information Act (FOIA) Violations - Dover Youth Advisory Committee

Mr. Hare stated, for the record, that there had been Freedom of Information Act (FOIA) violations by the Youth Advisory Committee.

Mr. Slavin informed members that the City had self-reported these FOIA violations in the past.

During the Council meeting, Mr. Hare, Chair of the Committee, advised that there have been three (3) Freedom of Information Action (FOIA) violations related to the Youth Advisory Committee. He stated the need for the Committee to ensure that they provide the minutes of its meetings. Mr. Hare suggested that if the minutes are not received, they should discuss what they will do moving forward, noting that they cannot have a committee that cannot provide its minutes.

Mr. Sudler asked who was responsible for taking the minutes. Responding, Mr. Anderson, liaison member of the Committee, advised that a member of the Youth Advisory Committee is the secretary.

Noting that City staff prepares minutes for the Human Relations Commission, Mr. Sudler asked if the City should offer the same consideration to the Youth Advisory Committee. Responding, Council President Slavin stated that it was his understanding that when the Youth Advisory Committee was established, it was incumbent upon them to create their own minutes.

Mr. Hare noted that the Committee has been provided a recording device and tapes to record the meetings. Mr. Anderson stated that the City Clerk's Office was in possession of the recordings. He stated that he had some suggestions for improvements that he would like to take to the Committee of the Whole, such as making amendments and recruiting an adult member responsible for recording the meetings.

Responding to Council President Slavin, Mrs. Traci McDowell, City Clerk, stated that, to her knowledge, the Clerk's Office had not received the recordings for the Youth Advisory Committee meetings.

Council President Slavin advised that his rule is that the City has no violations of FOIA as a body, nor our Committees nor our Commissions. It is not something that we tolerate. He stated that he appreciated the concerns that Councilman Hare raised and that he thought they needed to set a date by which we get these recordings. Council President Slavin stated that we either have a Committee that is going to play by the rules of government or we make a decision going forward.

Mr. Cole agreed and suggested a 30 day progress report on the meeting minutes.

Mr. Hare noted that a Youth Advisory Committee meeting was coming up requested that those minutes be included in the packet for the next Council meeting.

Mr. Cole moved to have a progress report on the Youth Advisory Committee's reporting of their minutes at the second Council meeting in April. The motion was seconded by Mr. Sudler and unanimously carried.

Mr. Sudler moved for acceptance of the Council Committee of the Whole Report, seconded by Mr. Cole and unanimously carried.

MONTHLY REPORTS - JANUARY 2016

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

City Assessor's Report
City Manager's Report
City Planner's Report
Controller/Treasurer's Budget Report
Economic Development Office Report
Fire Chief's Report

Referring to the Police Chief's Report, Mr. Hosfelt stated that he reviewed the report and appreciated all of the effort that went into it. He noted that the traffic arrest numbers were up and traffic crashes were down. Mr. Hosfelt stated that he had some concerns with the fact that the complaint numbers for burglaries and robberies were up and requested Chief Bernat to provide an explanation.

Police Chief Paul Bernat explained that the overall complaints were increased by 631 compared to the same time last year. He noted that an officer was receiving death threats; therefore, every two (2) hours officers were going out and checking his residence. Chief Bernat advised that checking every two (2) hours in a 24 hour day is 12 times a day for 31 days, which equals 372 extra complaints. He stated that the additional 259 were due to an uptick in several things, such as burglaries, which are at 31 for the first quarter compared with 81 total burglaries last year. Chief Bernat advised that they have solved 22 of the burglaries, which is an extraordinary clearance rate of 71%.

Chief Bernat stated that there have been 17 robberies, compared with 50 last year, and 12 have been cleared, at a rate of 71%. Additionally, there have been eight (8) shootings and two (2) have been cleared, at a rate of 25%. Chief Bernat noted that, of those eight (8), only four (4) victims were cooperative.

Responding to Mr. Neil, Chief Bernat stated that the increases are definitely related to drugs, noting that marijuana is up over 100%, cocaine is up 185%, and heroin is up 875%.

Mr. Sudler asked if Chief Bernat had met with the Dover Elks Lodge yet. Chief Bernat advised that they reached out to them but were having difficulty finding the management.

Mr. Hosfelt moved to accept the Police Chief's Monthly Report for January 2016. The motion was seconded by Mr. Neil and unanimously carried.

SETTING OF PROPERTY ASSESSMENT APPEALS

Staff recommended that the 2016 Property Assessment Appeals be scheduled for May 23, 2016 through May 27, 2016 from 9:00 a.m. until 4:00 p.m.; May 31, 2016 through June 3, 2016 from 9:00 a.m. until 4:00 p.m.; and one (1) evening (if needed). Members were advised that the hearing times are subject to change.

Mr. Neil moved for approval of the dates and times recommended by staff for the 2016 Property Assessment Appeals, seconded by Mr. Hare and unanimously carried.

EVALUATION OF BIDS - ANIMAL BOARDING SERVICES AGREEMENT

Mr. Scott Koenig, City Manager, advised that the City of Dover Police Department was notified in December that the Kent County SPCA, operating as the First State Animal Shelter and SPCA, would no longer accept animals as of December 31, 2015 and the City was given 30 days to find an acceptable alternative. Mr. Koenig stated that, based on that correspondence, staff initiated conversations with both the Office of Animal Welfare at the State level and the Chester County SPCA, which is the statewide vendor for animal housing and control. The statewide contract was issued through a Request for Proposals (RFP) that was part of the State bidding process. Because the City of Dover has its own animal control program, the City was included in that contract. Mr. Koenig advised that staff did not anticipate the First State Animal Shelter going out of business. He noted that they have changed their business model to more of a boarding and doggy day care facility going forward and will no longer have a role in the sheltering of animals that are picked up under the animal control program.

Mr. Koenig advised that staff had a telephone conference with Mr. Adam Lamb, Director, Chester County SPCA and, based on that conversation, the City entered into a 90-day contract for animal holding services. He stated that the contract will expire on March 31, 2016 and he proposed an extension of the contract through June 30, 2017 to allow time to develop a long-term solution for animal boarding services. Mr. Koenig advised that there are several options available, including bidding with the next round of State contracts for this service or another vending arrangement.

Mr. Koenig stated that the estimated amount of the contract is $5,000 a month, which will be paid from the existing budget. He noted that the monthly fee for animal boarding services has been included in the draft budget, estimating the housing of 200 animals per year. Mr. Koenig advised that the numbers are being refined by the City's animal control officer because the actual numbers are in the 160 to 170 range, which affects potential pricing going forward.

Staff recommended authorizing the City Manager to complete negotiations and execute a contract with the Chester County SPCA for a contract period of April 1, 2016 through June 30, 2017 at a target price of $5,000 per month for animal boarding services referenced in the draft agreement.

Responding to Mr. Lewis, Mr. Koenig stated that the only other contractor he talked to was the board president of the First State Animal Shelter and SPCA. He noted that other vendors were not called because, based on his discussions with the animal control officer and members of the Police Department, the Chester County SPCA is the only vendor in the state. Mr. Koenig advised that the Action Form should have indicated that they were the sole vendor.

Mr. Hare asked who Kent County uses for animal boarding services. Mr. Koenig stated that they use the Chester County SPCA, the statewide vendor for these services. He advised that the services were taken over by the State of Delaware and Kent County pays Chester County directly because they were part of the statewide bidding of services.

Responding to Mr. Hare, Mr. Koenig stated that, to his knowledge, Dover and Wilmington are the only two (2) municipalities that have their own animal control program. Mr. Hare suggested consideration be given to letting the County or State provide this service for the City of Dover, noting that residents pay County taxes for this service. Mr. Koenig stated that it could be considered; however, there are a lot of intricacies to this issue.

Mr. Anderson asked how long it would take to evaluate the option to let the County provide this service for the City. Responding, Mr. Koenig stated that it could be considered when the statewide contract is up for renewal. He noted that the City's animal control officer has a good relationship with the community because he is good about getting the animals back to their owners. Mr. Koenig advised that there have been complaints that animals taken to the Chester County SPCA are not kept long enough to provide an opportunity for recovery by the owners.

Responding to Mr. Lewis, Mr. Koenig stated that, although it is called Chester County SPCA, the animals are actually taken to the Animal Inn in Smyrna, Delaware.

Mr. Hosfelt asked how much the City of Wilmington pays per year for this service. Police Chief Paul Bernat indicated that the City of Wilmington pays $50,000 per month, or $600,000 per year.

Responding to Mr. Neil, Mr. Koenig stated that he did not think they had an option for the next year and that extending this contract was the option the City needed to take for this year to evaluate the best method going forward.

Mr. Hare asked if the pet owner had to pay a fee to get their animal back. Mr. Koenig advised that he thought there were fees. He reiterated that the City's animal control officer makes every attempt to return the animal. Mr. Koenig stated that if the dog has a microchip, the officer can obtain the name and location of that animal and try to return the animal to the residence.

Mr. Neil moved for approval of Staff's recommendation to authorize the City Manager to complete negotiations and execute a contract with the Chester County SPCA for a contract period of April 1, 2016 through June 30, 2017 at a target price of $5,000 per month for animal boarding services referenced in the draft agreement. The motion was seconded by Mr. Hutchison and carried by a roll call vote of seven (7) yes (Sudler, Neil, Cole, Hosfelt, Hare, Hutchison, and Slavin) and two (2) no (Anderson and Lewis).

APPOINTMENT RECOMMENDED BY MAYOR CHRISTIANSEN - DOWNTOWN DOVER PARTNERSHIP BOARD OF DIRECTORS - WENDIE VESTFALL (TO FILL THE UNEXPIRED TERM OF CINDY SMALL - DOWNTOWN CULTURAL ARTS REPRESENTATIVE - TERM TO EXPIRE MAY 2018)

Mayor Christiansen recommended the appointment of Wendie Vestfall to serve on the Downtown Dover Partnership Board of Directors for a term to expire May 2018 (to fill the unexpired term of Cindy Small).

By consent agenda, Mr. Lewis moved for approval of the appointment of Wendie Vestfall, as recommended by Mayor Christiansen. The motion was seconded by Mr. Neil and carried by a unanimous roll call vote (Mr. Sudler absent).

FIRST READING - PROPOSED ORDINANCE #2016-11

Council President Slavin reminded the public that copies of the Proposed Ordinance are available at the entrance of the Council Chambers or can be obtained from the City Clerk's Office. Final action by Council on the Proposed Ordinance will take place during the Council Meeting of March 28, 2016.

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

- ORDINANCE #2016-11 AMENDING CHAPTER 102 - TAXATION, ARTICLE VI - EXEMPTIONS; BOARD OF ASSESSMENT APPEALS, SECTION 102-182 - AUTHORITY TO EXEMPT REAL PROPERTY FROM TAXATION
  (*Legislative, Finance, and Administration Committee*)

ANNEXATION/REZONING REQUEST/FIRST READING OF PROPOSED ORDINANCE #2016-12 - PROPERTIES LOCATED AT 1411 SOUTH GOVERNORS AVENUE AND 1417 SOUTH GOVERNORS AVENUE, OWNED BY HEARTLAND DELAWARE, INC.

A request was received for annexation and rezoning of properties located at 1411 South Governors Avenue, consisting of $0.2158^{+/-}$ acres (Parcel C) and 1417 South Governors Avenue, consisting of $0.4497^{+/-}$ acres (Parcel D), owned by Heartland Delaware, Inc. These properties are currently zoned BG - General Business District (Kent County zoning classification) and the proposed zoning is C-4 - Highway Commercial (City of Dover zoning classification). Staff recommended that the request be referred to the Utility Committee on March 29, 2016; the Planning Commission on April 18, 2016; and that a public hearing be set for May 9, 2016 at 7:30 p.m. (Tax Parcels: ED-00-086.09-01-21.00-000 (Parcel C) and ED-00-086.09-01-22.00-000 (Parcel D); Planning Reference: AX-16-02).

Mr. Hare moved for referral, as recommended, seconded by Mr. Neil and unanimously carried.

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

- ORDINANCE #2016-12 AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTIES LOCATED AT 1411 AND 1417 SOUTH GOVERNORS AVENUE

ANNEXATION/REZONING REQUEST/FIRST READING OF PROPOSED ORDINANCE #2016-13 - PROPERTY LOCATED ADJACENT TO STATE ROUTE 1 AND SURROUNDING THE INTERSECTION OF LEIPSIC ROAD AND PERSIMMON TREE LANE (THREE (3) UNADDRESSED LOTS OF A SINGLE PARCEL) AND PROPERTY LOCATED AT 1229 PERSIMMON TREE LANE, OWNED BY DOVER INTERNATIONAL SPEEDWAY, INC.

A request was received for annexation and rezoning of property located adjacent to State Route 1 and surrounding the intersection of Leipsic Road and Persimmon Tree Lane (three (3) unaddressed lots of a single parcel), consisting of $5.67^{+/-}$ acres (Lot 8), $10.21^{+/-}$ acres (Lot 9), and $13.69^{+/-}$ acres (Lot 10A) and property located at 1229 Persimmon Tree Lane, consisting of $228.86^{+/-}$ acres (Lot 18), owned by Dover International Speedway, Inc. These properties are currently zoned AR - Agricultural Residential (Kent County zoning classification) and the proposed zoning is RC - Recreational and Commercial (City of Dover zoning classification). (Tax Parcels: LC-00-058.00-01-29.00-000 (Lots 8, 9, and 10A) and LC-00-058.00-01-02.00-000 (Lot 18); Planning Reference: AX-16-03).

Mr. Hare moved for referral, as recommended, seconded by Mr. Neil and unanimously carried.

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

- ORDINANCE #2016-13 AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF THREE (3) UNADDRESSED LOTS OF A SINGLE PARCEL OF PROPERTY LOCATED ADJACENT TO STATE ROUTE 1 AND SURROUNDING THE INTERSECTION OF LEIPSIC ROAD AND PERSIMMON TREE LANE, AND PROPERTY LOCATED AT 1229 PERSIMMON TREE LANE

FINAL READING - PROPOSED ORDINANCE #2016-07

The First Reading of the Proposed Ordinance was accomplished during the Council Meeting of February 22, 2016. Council President Slavin reminded members of the public that copies of the Proposed Ordinance were available at the entrance of the Council Chambers.

Mr. Hutchison moved that the Final Reading of the Proposed Ordinance be acknowledged by title only, seconded by Mr. Hosfelt and unanimously carried.

Mr. Scott Koenig, City Manager, advised that the budget amendment includes all of the known revenue adjustments for this budget year; it includes the audited carry forward balances and project balances to true up the FY '16 budget for the general fund; and it includes some adjustments to items such as transfer tax revenue, which are coming in higher than anticipated. Mr. Koenig stated that all of the Fraternal Order of Police (FOP) contract language, as well as the Dover Organization of Employees (DOE) contract language, is included.

By motion of Mr. Hare, seconded by Mr. Hutchison, Council, by a unanimous roll call vote, adopted Ordinance #2016-07 *(Exhibit #2)*.

CITY MANAGER'S ANNOUNCEMENTS

Mr. Scott Koenig, City Manager, stated that staff is continuing to work on the collection of revenues related to utility billing and trying to emphasize the need for the City's customers to get within the 21-day payment window. He also advised that staff is beginning work on the delinquent tax balances and the correlation with rental permit licenses and the implementation of the Clean Hands ordinances. Mr. Koenig advised that a number of properties have been scheduled for monition sales.

Mr. Koenig reminded members of the Proposed Ordinance that will allow the City to write off some uncollectible open space tax delinquencies, which will provide a more realistic value of expected collections. He noted that other staff members are cross checking transactions with some of the customers to ensure money is being collected. Mr. Koenig stated that this has been an important issue due to the backlog of delinquency and staff is making progress in this area and will continue to do so.

COUNCIL MEMBERS' ANNOUNCEMENTS

Mr. Neil reminded members that, recently, the City of Dover received some very negative publicity in the newspapers from a youth soccer organization which raised some questions in his mind, such as how many of these young people who are involved in the program are actually from the City of Dover. Mr. Neil stated that he requested Mrs. Ann Marie Townshend, Director of Planning and Community Development, to request the information by notarized list of addresses. He was also concerned with the monies that were collected by, presumably, a nonprofit or not for profit organization. Mr. Neil stated that he would like to see how that money basically was disbursed to determine whether the City was getting a fair return on the use of the fields or if the fields were too expensive.

Mr. Neil advised that, since that time, all members of Council received a letter from the Dover YMCA expressing the fact that the use of those same fields has enabled them to expand their program, and they were very highly complimentary. He stated that he is very disturbed because the letter from the YMCA will not get the same publicity as the original story from the people who complained. Mr. Neil asked if Mrs. Townshend had heard from them yet. Responding, Mrs. Townshend advised that she had sent the request but had not received the information yet.

Mr. Anderson announced that the City of Dover lost a great advocate for cost containment with the recent passing of Gregory Mazzotta.

Mr. Lewis wished his constituents and the residents of the City of Dover a happy Easter and St. Patrick's day.

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

Meeting adjourned at 9:25 p.m.

TRACI A. McDOWELL
CITY CLERK

All ordinances, resolutions, motions, and orders adopted by City Council during their Regular Meeting of March 14, 2016, are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

/TM
S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\Council-Minutes\2016\03-14-2016.wpd

Exhibits
Exhibit #1 - Presentation - PLAN4Health
Exhibit #2 - Ordinance #2016-07 - Second Budget Amendment for Fiscal Year 2015/2016

Plan4Health for Dover and Kent County

Delaware
PLAN4Health
An American Planning Association Project

About Plan4Health

PLAN4Health
An American Planning Association Project

- Centers for Disease Control and Prevention (CDC)-funded partnership with American Planning Association and the American Public Health Association
- $2.25 million in funding to 17 new local coalitions around the United States through its Plan4Health initiative
- Funding aimed to combat two determinants of chronic disease—lack of physical activity and lack of access to nutritious foods
- Local and state coalitions working to advance public health through better planning and partnerships, specifically through leveraging skills and evidence-based strategies

Delaware
PLAN4Health
An American Planning Association Project

Award to Delaware Chapters of APA and APHA









Leadership Team

- David Edgell, AICP, Delaware Office of State Planning Coordination
- Michelle Eichinger, MS, MPA, Designing4Health
- Tim Gibbs, MPH, Delaware Public Health Association
- Mary Ellen Gray, AICP, Kent County Division of Planning
- Patti Miller, MPP, Nemours Children's Health System / DE HEAL
- Bill Swiatek, AICP, Wilmington Area Planning Council
- Ann Marie Townshend, AICP, City of Dover Planning

Delaware PLAN4Health
An American Planning Association Project

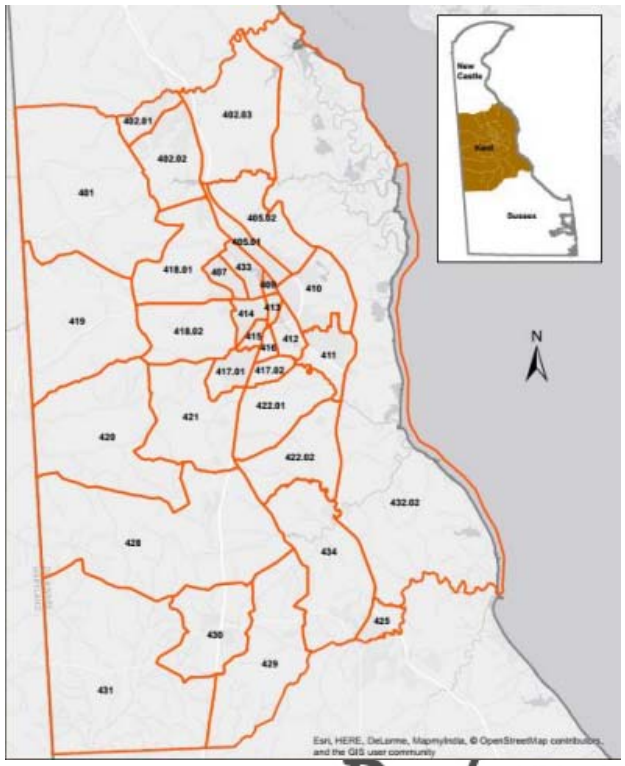
Focus Area: City of Dover and Kent County

- Chronic disease associated with lack of physical activity and unhealthy diet is a nationwide issue.
- We had to select an area within the State to focus on.
- Kent County was selected because
  - Diverse population
  - Data indicates some health disparities that could be attributed to the two main grant criteria (physical activity, healthy diet)
  - Strong local government planning processes (Dover, Kent County, towns)
  - APA members active in planning for local governments
  - Desire to help Kent County residents be the healthiest in Delaware!

Delaware PLAN4Health
An American Planning Association Project

Focus Area: City of Dover and Kent County

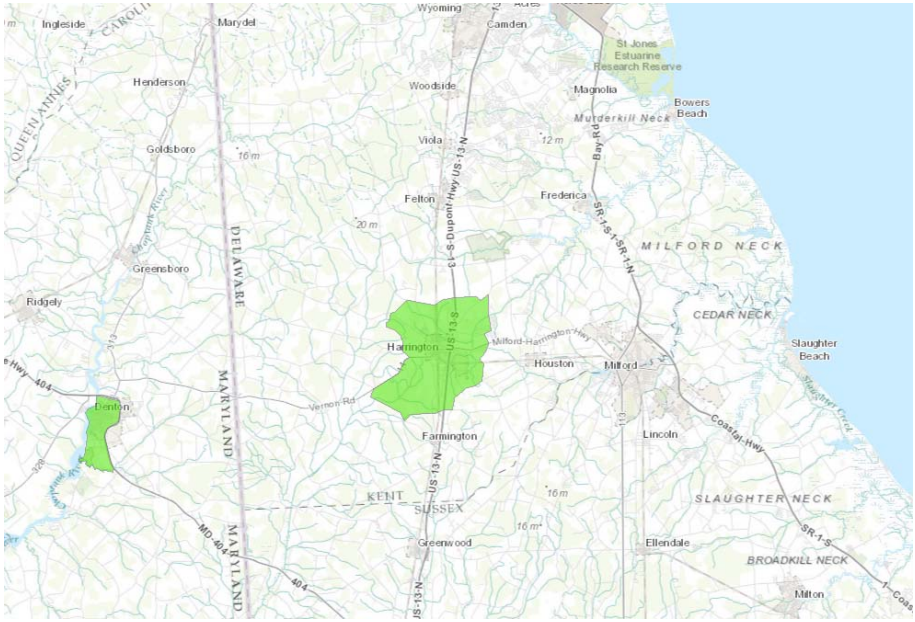
- Rationale
  - County with highest adult obesity rate (34.1%)
  - Obesity is a result of poor diet and/or limited physical activity; contributes to heart disease, diabetes, stroke, hypertension, and some cancers
  - Total unemployment at 6.9% (6.1% DE and 5.0% US)
  - Nearly 13% of the population live below the Federal Poverty Line (11.7% DE and 15.4% US)



Delaware PLAN4Health
An American Planning Association Project

Focus Area: City of Dover and Kent County

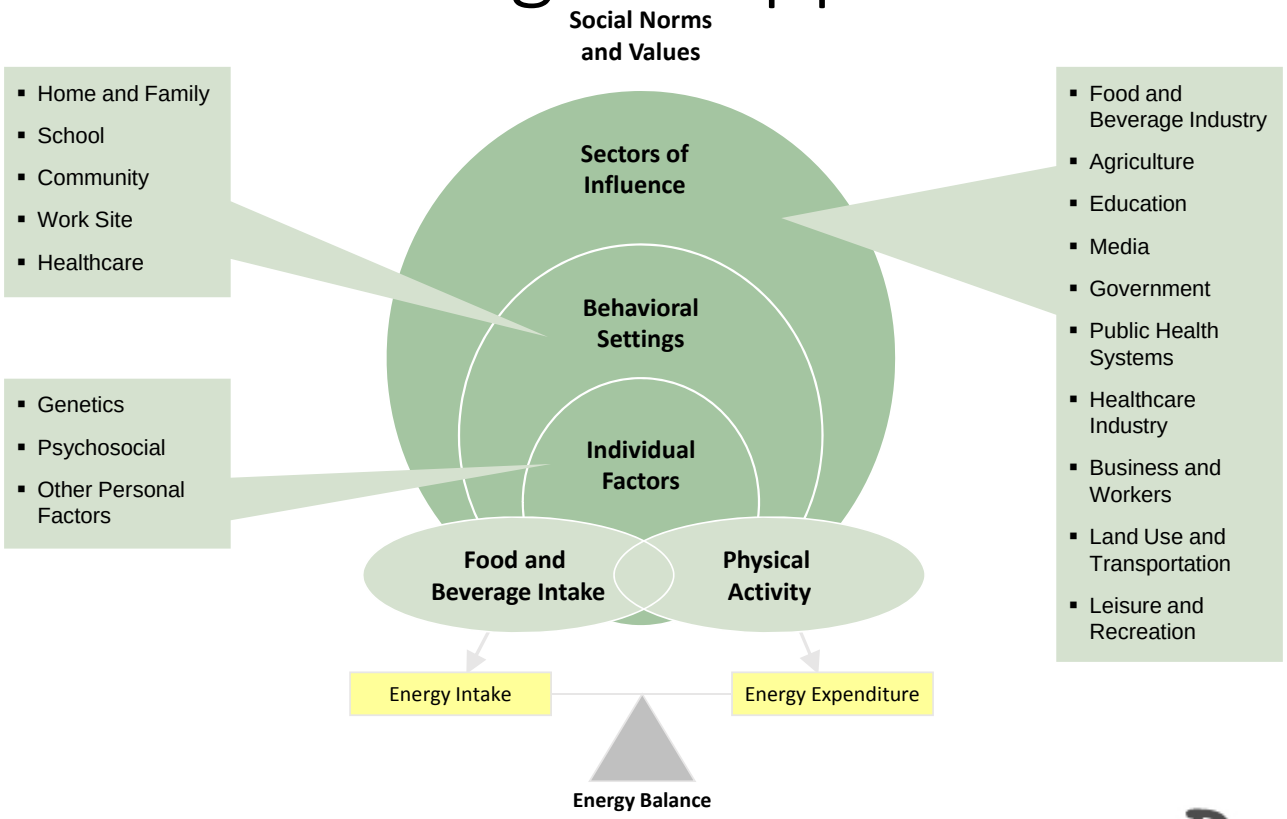
- Built Environment
  - The environment is a predictor of healthy eating and physical activity
  - Kent County is home to a handful of USDA-defined Food Deserts—in Clayton, Wyoming, Viola, and Harrington.
  - Kent County's 85.8 miles of on-and-off-road trails are the fewest per county in the state (New Castle County has 382 miles of trails and Sussex County has 180 trail miles)



USDA-Defined Food Desert: Harrington

Delaware PLAN4Health
An American Planning Association Project

The Socio-Ecological Approach



Note: Adapted from *"Preventing Childhood Obesity."* Institute of Medicine, 2005.

Delaware PLAN4Health
An American Planning Association Project

Delaware Plan4Health Project





- Implement a systems change approach in how comprehensive plans are updated

Delaware PLAN4Health
An American Planning Association Project

Delaware Plan4Health Project



- Create a model to ensure health and equity are integrated in planning for communities statewide. The model will address opportunities for:
  - Physical activity by increasing access to parks and recreation facilities and improving sidewalk/bicycle connectivity and infrastructure
  - Healthy eating by increasing accessibility, affordability and availability of healthy foods
  - Improved land use patterns and urban design to facilitate the above



Delaware PLAN4Health
An American Planning Association Project

Project Strategies

1. Enhance existing organizational capacity to implement and monitor Plan4Health grant activities
2. Establish a comprehensive communications and information dissemination plan for Plan4Health working group, interested stakeholders and the general public
3. Conduct health and equity assessments focusing on policy, systems, and environmental factors through the resident input, land use design and policy analysis, and health risk data
4. Conduct planning and design charrettes in two representative communities in the Dover and Kent County
5. Establish a comprehensive design and policy guidance that includes community design, land use planning, active living and food security in community settings

Delaware
PLAN4Health
An American Planning Association Project

Project Phases

- Phase 1: Data Collection and Analysis
  - Household survey and health equity assessments on land uses and policies
  - Oversampling in few ZIP codes
- Phase 2: Planning Charrettes
  - Two charrettes



Delaware PLAN4Health
An American Planning Association Project

Project Phases

- Phase 3: Charrettes and Analysis Synthesis
  - Guidance document for the City of Dover and Kent County
  - Planning and policy priorities
  - Design renderings
- Phase 4: Information Dissemination
  - Social Media
  - Publications, including Delaware Public Health Journal
  - Presentations
  - www.deplan4health.org



Delaware PLAN4Health
An American Planning Association Project

Phase 1: Data Collection and Analysis

- Household phone survey
  - Health status
  - Behavioral Patterns
  - Environmental Determinants
    - Safety
    - Transportation
    - Food Security
    - Parks and Recreation
- Health Equity Assessment
  - Planning policies
  - Land Uses
  - Food Environment
  - Physical Activity Opportunities

Delaware PLAN4Health
An American Planning Association Project

Phase 2: Planning Charrettes

- Identify two areas to focus on planning charrettes based on data analyses
  - Within the City of Dover
  - Within Kent County, outside of Dover
- Present preliminary health equity data findings and maps
- Community exercise to identify priorities around:
  - Active transportation
  - Active Recreation
  - Food Access
- Design Guidance
- Model practices and policies

Delaware PLAN4Health
An American Planning Association Project

Phase 3: Charrettes and Analysis Synthesis

- Guidance document for the City of Dover and Kent County
- Planning and policy priorities
- Design renderings
- Recommendations for communities that participate in charrettes

Delaware PLAN4Health
An American Planning Association Project

Phase 4: Information Dissemination

- Social Media/Internet
  - www.deplan4health.org
  - Twitter: @deplan4health
  - Instragram:
  - Facebook:
- Publications
  - Delaware Journal of Public Health
  - American Planning Association
- Presentations

Delaware PLAN4Health
An American Planning Association Project

Project Outcomes

- Guidance Toolkit for City of Dover and Kent County Comprehensive Plan Updates
- Recommendations for local communities that participate in charrettes
- Model in integrating health and equity in comprehensive plans

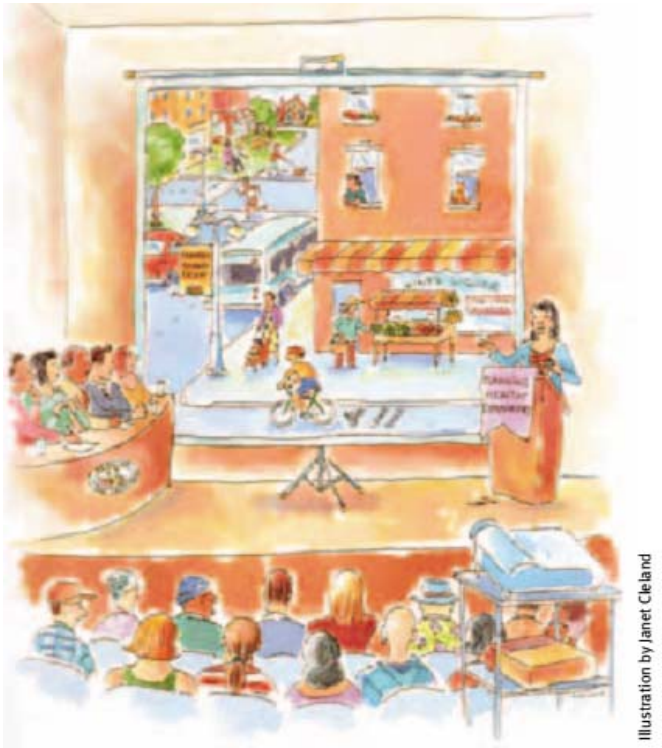




Delaware PLAN4Health
An American Planning Association Project

Next Steps…

- Administer community survey
- Health equity assessment of land uses and policies
- Identify priority areas in Dover and Kent County



Delaware
PLAN4Health
An American Planning Association Project

Save the Date!

Delaware Plan4Health Health Equity Presentation

Wednesday May 4, 2016

Dover – exact time and location TBD

Agenda: review results of survey, mapping, data analysis and health equity report for Kent County. This event will kick off the process of selecting representative communities in Dover and Kent County for detailed planning studies (aka “charrettes”)

Delaware PLAN4Health
An American Planning Association Project

Contact Information

David Edgell, Delaware Office of State Planning Coordination
Email: david.edgell@state.de.us
Phone: (302) 739-3090

Tim Gibbs, Delaware Public Health Association
Email: tgibbs@delamed.org
Phone: (302) 733-3919

Michelle Eichinger, Designing4Health
Email: meichinger@live.com
Phone: (302) 293-0110

Delaware PLAN4Health
An American Planning Association Project

CITY OF DOVER ORDINANCE # 2016-07
2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Forty Seven Million Sixty Two Thousand Eight Hundred dollars ($47,062,800) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

GENERAL FUND
CASH RECEIPT SUMMARY FOR 2015-2016

	2015/16 BUDGET	2015/16 REVISED
BEGINNING BALANCE	**$ 3,977,500**	**$ 4,820,400**
RECEIPTS		
FINES AND POLICE REVENUE	702,300	724,300
INVESTMENT INCOME	35,000	105,200
LIBRARY REVENUES	72,000	72,000
KENT COUNTY BOOK REIMBURSEMENT	450,000	450,000
BUSINESS LICENSES	1,425,000	1,459,000
PERMITS AND OTHER FEES	1,436,300	1,436,300
MISCELLANEOUS CHARGES	22,700	22,700
POLICE EXTRA DUTY	533,000	533,000
PROPERTY TAXES	12,844,500	12,844,500
BID REVENUE	49,700	49,700
RECREATION REVENUE	149,000	149,000
FRANCHISE FEE	672,300	672,300
SANITATION FEES	2,580,000	2,580,000
RENT REVENUE - GARRISON FARM	93,700	93,700
COURT OF CHANCERY FEES	1,065,100	1,065,100
RECEIPTS SUBTOTAL	**22,130,600**	**22,256,800**
INTERFUND SERVICE RECEIPTS		
INTRAFUND SERVICE RECEIPTS W/WW	1,492,700	1,501,800
INTRAFUND SERVICE RECEIPTS ELECTRIC	3,738,500	3,763,500
INTERFUND SERVICE RECEIPTS SUBTOTAL	**5,231,200**	**5,265,300**
GRANTS:		
POLICE RELATED/EXTRA DUTY	74,400	74,400
POLICE PENSION GRANT	500,000	500,000
GREEN ENERGY GRANT	98,500	98,500
MISC GRANT REVENUE	25,000	25,000
VERIZON RESERVE	50,000	50,000
GRANTS SUBTOTAL	**747,900**	**747,900**
TRANSFERS FROM:		
TRANSFER TAX	1,340,000	1,986,100
MUNICIPAL STREET AID	564,200	673,100
CIVIL TRAFFIC PENALTIES	450,000	450,000
WATER/WASTEWATER	850,000	850,000
ELECTRIC	10,000,000	10,000,000
OTHER RESERVES	13,200	13,200
TRANSFERS FROM SUBTOTAL	**13,217,400**	**13,972,400**
TOTAL REVENUES	**41,327,100**	**42,242,400**
TOTAL BEGINNING BALANCE & REVENUE	**$ 45,304,600**	**$ 47,062,800**

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT (CONTINUED)

GENERAL FUND - EXPENDITURES AND BUDGET BALANCE FOR 2015-2016

DEPARTMENT EXPENSES	2015/16 BUDGET	2015/16 REVISED
CITY CLERK	$ 383,400	$ 387,200
COUNCIL	118,100	118,100
TAX ASSESSOR	234,800	238,200
FIRE	745,400	745,400
GROUNDS MAINTENANCE	1,210,300	1,212,000
LIBRARY	1,510,000	1,516,000
RECREATION	729,500	735,700
LIFE SAFETY	482,200	483,000
CODE ENFORCEMENT	419,400	421,800
PLANNING	534,000	539,800
INSPECTIONS	664,700	724,400
ECONOMIC DEVELOPMENT	238,000	238,000
POLICE	15,159,000	15,882,400
POLICE EXTRA DUTY	602,400	602,400
STREETS	674,500	675,400
SANITATION	2,157,900	2,176,600
CITY MANAGER	750,300	756,800
INFORMATION TECHNOLOGY	704,800	711,900
FINANCE	978,500	989,100
PUBLIC WORKS - ADMINISTRATION	626,800	630,000
FACILITIES MANAGEMENT	707,500	719,700
PUBLIC WORKS - ENGINEERING	181,400	181,400
PROCUREMENT & INVENTORY	560,200	565,000
FLEET MAINTENANCE	768,500	768,500
CUSTOMER SERVICE	1,120,100	1,136,800
HUMAN RESOURCES	383,900	390,700
MAYOR	76,100	76,100
DEPARTMENT SUBTOTALS	**32,721,700**	**33,622,400**
OTHER EXPENSES		
DEBT SERVICE	660,800	669,400
CONTRIBUTION TO DDP	70,000	70,000
MISCELLANEOUS GRANT RELATED EXP	25,000	25,000
INSURANCE	690,000	690,000
RETIREES HEALTH CARE	1,895,600	1,567,700
OTHER EMPLOYMENT EXPENSES	520,100	197,200
BANK & CREDIT CARD FEES	15,000	**10,600**
UNCOLLECTIBLES - TRASH AND OTHER	50,000	50,000
STREET LIGHTS	797,700	797,700
NEW STREET PROPERTIES ACQUISITIONS	-	240,400
OTHER EXPENSE SUBTOTAL	**4,724,200**	**4,318,000**
TRANSFERS		
TRANSFER TO CAPITAL FUND - PROJECTS	2,625,400	2,625,400
TRANSFER TO CAPITAL ASSET RESERVE	-	229,600
APPROP. TO THE GENERAL EMPLOYEE PENSION FUND	-	594,300
APPROP. TO THE POLICE PENSION FUND	570,000	676,500
APPROP. POLICE PENSION - STATE GRANT	500,000	500,000
TRANSFER TO VERIZON RESERVE	50,000	50,000
TRANSFER TO INVENTORY WRITE-OFFS	10,000	10,000
TRANSFERS SUBTOTAL	**3,755,400**	**4,685,800**
TOTAL EXPENDITURES	**41,201,300**	**42,626,200**
CURRENT YEAR BALANCE	**4,103,300**	**4,436,600**
TOTALS	**$ 45,304,600**	**$ 47,062,800**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.
ADOPTED: MARCH 14, 2016

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

GOVERNMENTAL CAPITAL PROJECTS FUND
REVENUES AND BUDGET FOR 2015-2016

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

The amount hereinafter named aggregating Five Million Six Hundred Eighty Nine Thousand Five Hundred dollars ($5,689,500)or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

REVENUES

	2015/16 BUDGET	2015/16 REVISED
BEGINNING BALANCE - PROJECTS	**$ 154,800**	**$ 2,926,700**
REVENUES		
INCOME FROM SALE OF ASSETS	20,300	51,900
GRANT RECEIPTS	-	80,500
INTEREST EARNINGS	5,000	5,000
TRANSFER FROM GENERAL FUND	2,625,400	2,625,400
SUBTOTAL PROJECT RECEIPTS	**2,650,700**	**2,762,800**
TOTAL FUNDING SOURCES	**2,650,700**	**2,762,800**
TOTAL BEGINNING BALANCE AND REVENUES	**$ 2,805,500**	**$ 5,689,500**

EXPENSE SUMMARY

EXPENDITURES	2015/16 BUDGET	2015/16 REVISED
FIRE	$ 145,600	$ 445,800
GROUNDS MAINTENANCE	201,100	188,800
LIFE SAFETY	55,700	55,700
POLICE	262,100	302,700
RECREATION	-	73,900
STREETS	1,428,500	3,656,700
SANITATION	449,000	449,000
CITY MANAGER	24,700	24,700
FLEET MAINTENANCE	84,000	84,500
BANK FEES	-	-
DEPARTMENT SUBTOTAL	**2,650,700**	**5,281,800**
TOTAL EXPENDITURES	**2,650,700**	**5,281,800**
BUDGET BALANCE	154,800	**407,700**
TOTAL BUDGET BALANCE & EXPENDITURES	**$ 2,805,500**	**$ 5,689,500**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: MARCH 14, 2016

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

GENERAL FUND CONTINGENCY
CASH RECEIPTS/REVENUES AND BUDGET FOR 2015-2016

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

The amount hereinafter named aggregating Seven Hundred Twenty One Thousand Four Hundred dollars ($721,400) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

CASH RECEIPTS

	2015/16 BUDGET	2015/16 REVISED
BEGINNING BALANCE	**$ 719,200**	**$ 720,300**
INTEREST EARNED	1,100	1,100
TOTALS	**$ 720,300**	**$ 721,400**

EXPENSE SUMMARY

	2015/16 BUDGET	2015/16 REVISED
CARRY FORWARD TO NEXT YEAR	720,300	721,400
TOTALS	**$ 720,300**	**$ 721,400**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: MARCH 14, 2016

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

GENERAL CAPITAL ASSET RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2015-2016

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

The amount hereinafter named aggregating One Million One Hundred Forty Seven Thousand Two Hundred dollars ($1,147,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

CASH RECEIPTS

	2015/16 BUDGET	2015/16 REVISED
BEGINNING BALANCE	**$ 914,000**	**$ 915,100**
RECEIPTS		
INTEREST EARNINGS	2,500	2,500
TRANSFER FROM GENERAL FUND	-	229,600
TOTAL RECEIPTS	**2,500**	**232,100**
TOTALS	**$ 916,500**	**$ 1,147,200**

EXPENSE SUMMARY

	2015/16 BUDGET	2015/16 REVISED
CARRY FORWARD TO NEXT YEAR	$ 916,500	$ 1,147,200
TOTALS	**$ 916,500**	**$ 1,147,200**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: MARCH 14, 2016

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

PARKLAND/RECREATION RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2015-2016

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

The amount hereinafter named aggregating Three Hundred Twenty One Thousand Eight Hundred Dollars ($321,800) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

OPERATING REVENUES

	2015/16 BUDGET	2015/16 REVISED
PRIOR YEAR BALANCE	$ 295,700	$ 320,800
INTEREST INCOME	1,000	1,000
TOTALS	**$ 296,700**	**$ 321,800**

OPERATING EXPENSES

	2015/16 BUDGET	2015/16 REVISED
CURRENT YEAR BALANCE	296,700	321,800
TOTALS	**$ 296,700**	**$ 321,800**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: MARCH 14, 2016

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

WATER/WASTEWATER FUND
REVENUES AND BUDGET FOR 2015-2016

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

The amount hereinafter named aggregating Seventeen Million Eighty Eight Thousand One Hundred dollars ($17,088,100) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

	2015/16 BUDGET	2015/16 REVISED
BEGINNING BALANCE - WATER	$ 861,600	**$ 1,072,915**
BEGINNING BALANCE - WASTEWATER	293,400	**206,894**
TOTAL BEGINNING BALANCES	**1,155,000**	**1,279,809**
BASE REVENUE		
WATER SERVICES	6,200,000	5,676,000
WASTEWATER SERVICES	3,728,000	3,944,000
WASTEWATER TREATMENT SERVICES	3,026,500	3,108,000
GROUNDWATER INFLOW ADJUSTMENT	1,864,300	1,988,600
WATER TANK SPACE LEASING	341,900	341,900
SEWER IMPACT FEES	250,000	250,000
WATER IMPACT FEES	250,000	250,000
INTEREST - WATER	1,000	1,000
INTEREST - WASTEWATER	2,000	2,000
MISCELLANEOUS SERVICE FEE	64,000	64,000
TOTAL REVENUES	**15,727,700**	**15,625,500**
TOTAL BEGINNING BALANCES AND REVENUES	**$ 16,882,700**	**$ 16,905,309**

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT
WATER/WASTEWATER FUND - EXPENSES AND BUDGET BALANCE FOR 2015-2016

DIRECT EXPENSES	2015/16 BUDGET	2015/16 REVISED
ENGINEERING & INSPECTION	$ 517,500	$ 521,500
WATER DEPARTMENT	673,300	678,100
WATER TREATMENT PLANT	1,910,000	1,918,100
WASTEWATER DEPARTMENT	968,600	968,600
DIRECT EXPENDITURE SUBTOTAL	**4,069,400**	**4,086,300**
OTHER EXPENSES		
DEBT SERVICE - WATER	545,200	521,100
DEBT SERVICE - WASTEWATER	586,900	611,300
RETIREES HEALTH CARE	178,600	60,200
OTHER EMPLOYMENT EXPENSES	20,000	3,100
KENT COUNTY TREATMENT CHARGE	4,130,000	4,130,000
INTRAFUND SERVICE FEES	1,492,700	1,501,800
BANK & CREDIT CARD FEES	46,200	46,200
OTHER EXPENSES SUBTOTAL	**6,999,600**	**6,873,700**
TRANSFER TO:		
GENERAL FUND FROM WATER	550,000	550,000
GENERAL FUND FROM WASTEWATER	300,000	300,000
WATER IMP AND EXT	1,800,000	1,800,000
WASTEWATER IMP AND EXT	1,500,000	1,500,000
CONTINGENCY RESERVE WATER	32,000	32,000
TRANSFER TO THE GENERAL EMPLOYEES PENSION FUND	-	248,400
TRANSFER TO SUBTOTAL	**4,182,000**	**4,430,400**
TOTAL EXPENSES	**15,251,000**	**15,390,400**
BUDGET BALANCES		
BUDGET BALANCE WATER	1,048,600	**684,015**
BUDGET BALANCE WASTEWATER	583,100	**830,894**
BUDGET BALANCE SUBTOTALS	**1,631,700**	**1,514,909**
TOTAL CURRENT YEAR BALANCES AND EXPENSES	**$ 16,882,700**	**$ 16,905,309**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: MARCH 14, 2016

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

WATER/WASTEWATER IMPROVEMENT & EXTENSION FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2015-2016

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

The amount hereinafter named aggregating Thirteen Million One Hundred Fifty Eight Thousand Six Hundred dollars ($13,158,600) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year begining July 1, 2015 and ending June 30, 2016:

CASH RECEIPTS

	2015/16 BUDGET	2015/16 REVISED
BEGINNING BALANCE - WATER	$ 833,500	$ 4,990,300
BEGINNING BALANCE - WASTEWATER	1,027,600	4,551,700
TOTAL BEGINNING BALANCES	**1,861,100**	**9,542,000**
REVENUES		
TRANS FR OPERATING FUND - WATER	1,800,000	1,800,000
TRANS FR OPERATING FUND - WASTEWATER	1,500,000	1,500,000
TRANSFER FR WASTEWATER IMPACT FEE	165,000	165,000
INTEREST INCOME	25,000	69,900
GRANT RECEIPTS	-	20,300
MISCELLANEOUS RECEIPTS	-	61,400
TOTAL REVENUES	3,490,000	3,616,600
TOTAL BEGINNING BALANCES & REVENUES	**$ 5,351,100**	**$ 13,158,600**

EXPENSE SUMMARY

EXPENSES	2015/16 BUDGET	2015/16 REVISED
WATER	$ 2,028,600	$ 5,442,600
WASTEWATER	1,822,100	5,299,100
WATER TREATMENT PLANT	-	284,400
BANK FEES	**-**	**-**
TOTAL EXPENSES	3,850,700	**11,026,100**
BUDGET BALANCE - WATER	617,400	**1,179,950**
BUDGET BALANCE - WASTEWATER	883,000	**952,550**
CURRENT YEAR BALANCE SUBTOTALS	1,500,400	**2,132,500**
TOTAL BUDGET BALANCES & EXPENSES	**$ 5,351,100**	**$ 13,158,600**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: MARCH 14, 2016

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

WATER/WASTEWATER CAPITAL ASSET RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2015-2016

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

The amount hereinafter named aggregating One Million Twenty Eight Thousand dollars ($1,028,000) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

CASH RECEIPTS

	2015/16 BUDGET	2015/16 REVISED
BEGINNING BALANCE - WATER	$ 514,600	$ 510,700
BEGINNING BALANCE - WASTEWATER	511,300	509,500
TOTAL BEGINNING BALANCES	**1,025,900**	**1,020,200**
RECEIPTS		
INTEREST EARNINGS - WATER	3,900	3,900
INTEREST EARNINGS - WASTEWATER	3,900	3,900
TOTAL RECEIPTS	7,800	7,800
TOTALS	**$ 1,033,700**	**$ 1,028,000**

EXPENSE SUMMARY

	2015/16 BUDGET	2015/16 REVISED
CURRENT YEAR BALANCE - WATER	$ 518,500	$ 514,600
CURRENT YEAR BALANCE - WASTEWATER	515,200	513,400
CURRENT YEAR BALANCE SUBTOTALS	**1,033,700**	**1,028,000**
TOTALS	**$ 1,033,700**	**$ 1,028,000**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: MARCH 14, 2016

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

WATER/WASTEWATER IMPACT FEE RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2015-2016

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

The amount hereinafter named aggregating Two Million One Hundred Eighty Two Thousand Eight Hundred dollars ($2,182,800) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

CASH RECEIPTS

	2015/16 BUDGET	2015/16 REVISED
BEGINNING BALANCE - WATER	$ 200,500	$ 427,500
BEGINNING BALANCE - WASTEWATER	1,463,400	1,742,700
TOTAL BEGINNING BALANCES	**1,663,900**	**2,170,200**
RECEIPTS		
INTEREST EARNINGS - WATER	1,500	1,500
INTEREST EARNINGS - WASTEWATER	11,100	11,100
TOTAL RECEIPTS	**12,600**	**12,600**
TOTALS	**$ 1,676,500**	**$ 2,182,800**

EXPENSE SUMMARY

	2015/16 BUDGET	2015/16 REVISED
TRANSFER TO I & E FUND FROM WASTEWATER IMPACT FEES	$ 165,000	$ 165,000
CURRENT YEAR BALANCE - WATER	202,000	429,000
CURRENT YEAR BALANCE - WASTEWATER	1,309,500	1,588,800
CURRENT YEAR BALANCE SUBTOTALS	**1,511,500**	**2,017,800**
TOTALS	**$ 1,676,500**	**$ 2,182,800**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: MARCH 14, 2016

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

WATER/WASTEWATER CONTINGENCY RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2015-2016

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

The amount hereinafter named aggregating Three Hundred Twenty Nine Thousand Six Hundred dollars ($329,600) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

CASH RECEIPTS

	2015/16 BUDGET	2015/16 REVISED
BEGINNING BALANCE - WATER	$ 104,900	$ 105,200
BEGINNING BALANCE - WASTEWATER	189,700	190,200
TOTAL BEGINNING BALANCES	**294,600**	**295,400**
RECEIPTS		
INTEREST EARNINGS	2,200	2,200
TRANSFER FROM OPERATING ACCOUNT TO WATER	32,000	32,000
TOTAL RECEIPTS	**34,200**	**34,200**
TOTALS	**$ 328,800**	**$ 329,600**

BUDGET SUMMARY

	2015/16 BUDGET	2015/16 REVISED
CURRENT YEAR BALANCE - WATER	137,700	138,300
CURRENT YEAR BALANCE - WASTEWATER	191,100	191,300
CURRENT YEAR BALANCE SUBTOTALS	**328,800**	**329,600**
TOTAL EXPENSES AND CURRENT YEAR BALANCES	**$ 328,800**	**$ 329,600**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: MARCH 14, 2016

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

ELECTRIC REVENUE FUND
REVENUES AND BUDGET FOR 2015-2016

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

The amount hereinafter named aggregating Ninety One Million Six Hundred Fifty Three Thousand Two hundred dollars ($91,653,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

	2015/16 BUDGET	2015/16 REVISED
BEGINNING BALANCE	**$ 6,177,600**	**$ 8,337,500**
BASE REVENUE		
DIRECT SALES TO CUSTOMER	78,279,200	78,279,200
UTILITY TAX	1,281,100	1,281,100
MISCELLANEOUS REVENUE	597,200	597,200
RENT REVENUE	202,600	202,600
GREEN ENERGY	128,000	128,000
INTEREST EARNINGS	47,900	47,900
TRANSFER FROM RATE STABILIZATION	3,000,000	3,000,000
TOTAL REVENUES	**83,536,000**	**83,536,000**
TOTAL BEGINNING BALANCE & REVENUES	**89,713,600**	**91,873,500**

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT
ELECTRIC REVENUE FUND EXPENSES AND BUDGET BALANCE FOR 2015-2016

EXPENSES	2015/16 BUDGET	2015/16 REVISED
POWER SUPPLY	$ 23,402,600	$ 23,402,600
SOLAR ENERGY	2,313,900	2,313,900
SOLAR RENEWAL ENERGY CREDITS	363,400	363,400
POWER SUPPLY MANAGEMENT	996,000	996,000
REC'S (Renewable Energy Credits)	673,400	673,400
RGGI (Regional Greenhouse Gas Init.)	175,000	175,000
PJM CHARGES - ENERGY	7,966,100	7,966,100
PJM CHARGES - TRANSMISSION & FEES	7,932,500	7,932,500
CAPACITY CHARGES	10,225,100	10,225,100
SUB-TOTAL POWER SUPPLY	**54,048,000**	**54,048,000**
PLANT OPERATIONS	6,434,600	6,382,900
GENERATIONS FUELS	1,167,300	1,167,300
PJM SPOT MARKET ENERGY	(1,708,300)	(1,708,300)
PJM CREDITS	(360,000)	(360,000)
CAPACITY CREDITS	(10,472,100)	(10,472,100)
GENERATION SUBTOTAL	**(4,938,500)**	**(4,990,200)**
POWER SUPPLY & GENERATION SUBTOTAL	**49,109,500**	**49,057,800**
DIRECT EXPENDITURES		
TRANSMISSION/DISTRIBUTION	4,068,600	**3,630,300**
ELECTRICAL ENGINEERING	1,335,800	**1,249,300**
ADMINISTRATION	839,300	**866,800**
METER READING	360,500	**327,200**
SYSTEMS OPERATIONS	679,800	**612,700**
DIRECT EXPENDITURE SUBTOTALS	**7,284,000**	**6,686,300**
OTHER EXPENSES:		
UTILITY TAX	1,281,100	1,281,100
ALLOW FOR UNCOLLECTIBLES	200,000	200,000
RETIREES HEALTH CARE	537,800	57,700
OTHER EMPLOYMENT EXPENSES	72,000	40,300
OPEB UNFUNDED LIABILITY	1,030,000	-
GREEN ENERGY PAYMENT TO DEMEC	128,000	128,000
INTRAFUND SERVICE FEES	3,738,500	3,763,500
INTEREST ON DEPOSITS	20,500	20,500
BANK & CREDIT CARD FEES	242,300	**259,300**
DEBT SERVICE	3,402,000	**1,617,700**
OTHER EXPENSES SUBTOTAL	**10,652,200**	**7,368,100**
TRANSFER TO:		
IMPROVEMENT & EXTENSION	3,500,000	3,500,000
GENERAL FUND	10,000,000	10,000,000
TRANSFER INSURANCE RESERVE	10,000	10,000
TRANSFER CONTINGENCY RESERVE	13,000	13,000
TRANSFER RATE STABILIZATION RESERVE	-	394,800
TRANSFER TO SUBTOTAL	**13,523,000**	**13,917,800**
TOTAL EXPENSES	**80,568,700**	**77,030,000**
BUDGET BALANCE - WORKING CAPITAL	**9,144,900**	**14,843,500**
TOTALS	**$ 89,713,600**	**$ 91,873,500**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: MARCH 14, 2016

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

ELECTRIC UTILITY IMPROVEMENT AND EXTENSION FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2015-2016

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

The amount hereinafter named aggregating Fourteen Million Six Hundred Sixty One Thousand Two Hundred dollars ($14,661,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

REVENUES

	2015/16 BUDGET	2015/16 REVISED
BEGINNING BALANCE	**$ 3,623,600**	**$ 7,095,300**
REVENUES		
TRANSFER FROM ELECTRIC	3,500,000	3,500,000
TRANSFER FROM 2010 BOND RESERVE	-	2,108,000
GENERAL SERVICE BILLING	1,900,000	1,900,000
INTEREST EARNINGS	26,700	57,900
TOTAL REVENUES	**5,426,700**	**7,565,900**
TOTALS	**$ 9,050,300**	**$ 14,661,200**

EXPENSE SUMMARY

EXPENSES	2015/16 BUDGET	2015/16 REVISED
ELECTRIC GENERATION	$ 1,655,000	$ 2,299,800
TRANSMISSION AND DISTRIBUTION	2,887,600	3,602,900
ELECTRICAL ENGINEERING	1,724,300	3,401,700
METER READING	-	23,000
BANK FEES	**-**	**-**
TOTAL EXPENSES	**6,266,900**	**9,327,400**
BUDGET BALANCE	**2,783,400**	**5,333,800**
TOTAL BUDGET BALANCE & EXPENSES	**$ 9,050,300**	**$ 14,661,200**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: MARCH 14, 2016

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

ELECTRIC UTILITY CONTINGENCY RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2015-2016

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

The amount hereinafter named aggregating Eight Hundred Fourty Two Thousand dollars ($842,000) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

CASH RECEIPTS

	2015/16 BUDGET	2015/16 REVISED
BEGINNING BALANCE	**$ 825,300**	**$ 822,700**
RECEIPTS		
INTEREST EARNINGS	6,300	6,300
TRANSFER FROM ELECTRIC FUND	13,000	13,000
TOTAL RECEIPTS	**19,300**	**19,300**
TOTALS	**$ 844,600**	**$ 842,000**

EXPENSE SUMMARY

	2015/16 BUDGET	2015/16 REVISED
CURRENT YEAR BALANCE	844,600	842,000
TOTALS	**$ 844,600**	**$ 842,000**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: MARCH 14, 2016

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

ELECTRIC UTILITY DEPRECIATION RESERVE
SOURCES AND USE OF FUNDS FOR 2015-2016

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

The amount hereinafter named aggregating Ten Million Thirty Three Thousand Eight Hundred dollars dollars ($10,033,800) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

CASH RECEIPTS

	2015/16 BUDGET	2015/16 REVISED
BEGINNING BALANCE	**$ 9,990,500**	**$ 9,957,900**
INTEREST EARNINGS	75,900	75,900
TOTALS	**$ 10,066,400**	**$ 10,033,800**

BUDGET SUMMARY

	2015/16 BUDGET	2015/16 REVISED
CURRENT YEAR BALANCE	10,066,400	10,033,800
TOTALS	**$ 10,066,400**	**$ 10,033,800**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: MARCH 14, 2016

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

ELECTRIC UTILITY FUTURE CAPACITY RESERVE
SOURCES AND USE OF FUNDS FOR 2015-2016

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

The amount hereinafter named aggregating Ten Million One Hundred Eighty Five Thousand dollars ($10,185,000) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

CASH RECEIPTS

	2015/16 BUDGET	2015/16 REVISED
BEGINNING BALANCE	**$ 10,140,900**	**$ 10,107,900**
INTEREST EARNINGS	77,100	77,100
TOTALS	**$ 10,218,000**	**$ 10,185,000**

BUDGET SUMMARY

	2015/16 BUDGET	2015/16 REVISED
CURRENT YEAR BALANCE	10,218,000	10,185,000
TOTALS	**$ 10,218,000**	**$ 10,185,000**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: MARCH 14, 2016

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

ELECTRIC UTILITY INSURANCE STABLIZATION RESERVE
SOURCES AND USE OF FUNDS FOR 2015-2016

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

The amount hereinafter named aggregating Seven Hundred Fifty Six Thousand Two Hundred dollars ($756,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

CASH RECEIPTS

	2015/16 BUDGET	2015/16 REVISED
BEGINNING BALANCE	**$ 743,100**	**$ 740,600**
INTEREST EARNINGS	5,600	5,600
TRANSFER FROM ELECTRIC FUND	10,000	10,000
TOTALS	**$ 758,700**	**$ 756,200**

BUDGET SUMMARY

	2015/16 BUDGET	2015/16 REVISED
CURRENT YEAR BALANCE	758,700	756,200
TOTALS	**$ 758,700**	**$ 756,200**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: MARCH 14, 2016

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

ELECTRIC UTILITY RATE STABLIZATION RESERVE
SOURCES AND USE OF FUNDS FOR 2015-2016

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

The amount hereinafter named aggregating Seven Million Nine Hundred Fifty Seven Thousand Five Hundred dollars ($7,957,500) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

CASH RECEIPTS

	2015/16 BUDGET	2015/16 REVISED
BEGINNING BALANCE	**$ 7,545,300**	**$ 7,505,400**
INTEREST EARNINGS	57,300	57,300
TRANSFER FROM ELECTRIC OPERATING FUND	-	394,800
TOTALS	**$ 7,602,600**	**$ 7,957,500**

BUDGET SUMMARY

	2015/16 BUDGET	2015/16 REVISED
TRANSFER TO ELECTRIC FUND	$ 3,000,000	$ 3,000,000
CURRENT YEAR BALANCE	4,602,600	4,957,500
TOTALS	**$ 7,602,600**	**$ 7,957,500**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: MARCH 14, 2016

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

MUNICIPAL STREET AID FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2015-2016

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

The amount hereinafter named aggregating Six Hundred Seventy Three Thousand Two Hundred dollars ($673,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

CASH RECEIPTS

	2015/16 BUDGET	2015/16 REVISED
BEGINNING BALANCE	**$ 100**	**$ 100**
STATE GRANT	564,200	673,100
TOTALS	**564,300**	**673,200**

BUDGET SUMMARY

	2015/16 BUDGET	2015/16 REVISED
TRANSFER TO GENERAL FUND	564,200	673,100
CURRENT YEAR BALANCE	100	100
TOTALS	**$ 564,300**	**$ 673,200**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: MARCH 14, 2016

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

WORKERS COMPENSATION FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2015-2016

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

The amount hereinafter named aggregating One Million Nine Hundred One Thousand Three Hundred dollars ($1,901,300) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

OPERATING REVENUES

	2015/16 BUDGET	2015/16 REVISED
BEGINNING BALANCE	**$ 1,052,600**	**$ 1,248,200**
INTEREST INCOME	10,600	10,600
PREMIUM FROM CITY	642,500	642,500
TOTALS	**$ 1,705,700**	**$ 1,901,300**

OPERATING EXPENSES

	2015/16 BUDGET	2015/16 REVISED
PROGRAM EXPENSES/SUPPLIES - CLAIMS	$ 475,000	$ 475,000
INSURANCE	103,900	103,900
BANK FEES	1,300	1,300
STATE OF DEL - SELF INSURANCE TAX	37,000	37,000
CONTRACTUAL SERVICES	25,000	25,000
TOTAL EXPENSES	**642,200**	**642,200**
CURRENT YEAR BALANCE	1,063,500	1,259,100
TOTALS	**$ 1,705,700**	**$ 1,901,300**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: MARCH 14, 2016

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

COMMUNITY TRANSPORTATION IMPROVEMENT FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2015-2016

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

The amount hereinafter named aggregating Seven Hundred Forty Seven Thousand Two Hundred dollars ($747,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

OPERATING REVENUES

	2015/16 BUDGET	2015/16 REVISED
PRIOR YEAR BALANCE	**$ 144,000**	**$ 57,800**
GRANTS REVENUE	500,000	688,900
INTEREST INCOME	500	500
TOTALS	**$ 644,500**	**$ 747,200**

OPERATING EXPENSES

	2015/16 BUDGET	2015/16 REVISED
PROGRAM EXP. GRANT RELATED	$ 644,000	$ 655,100
CURRENT YEAR BALANCE	500	92,100
TOTALS	**$ 644,500**	**$ 747,200**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: MARCH 14, 2016

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

LIBRARY GRANT FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2015-2016

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

The amount hereinafter named aggregating Three Hundred Thirty Eight Thousand Six Hundred dollars ($338,600) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

OPERATING REVENUES

	2015/16 BUDGET	2015/16 REVISED
PRIOR YEAR BALANCE	**$ 17,300**	**$ 30,600**
STATE GRANT	278,900	305,500
FEDERAL GRANT	2,500	2,500
TOTALS	**$ 298,700**	**$ 338,600**

OPERATING EXPENSES

	2015/16 BUDGET	2015/16 REVISED
STATE GRANTS		
FURNITURE/FIXTURES	$ 3,100	$ 7,000
OFFICE SUPPLIES	24,000	30,800
PRINTING AND DUPLICATING	13,200	12,500
PROGRAM EXPENSES/SUPPLIES	24,100	27,500
BOOKS	129,200	133,300
AUDIO VISUAL SUPPLIES	75,100	77,200
POSTAGE	100	100
TRAINING/CONF/FOOD/TRAV	2,000	8,800
CONTRACTUAL SERVICES	900	-
OFF EQP/REPAIRS & MAINT	6,000	6,300
OTHER EQUIP - LEASE	1,200	2,000
SUBTOTAL EXPENSES STATE GRANTS	**278,900**	**305,500**
FEDERAL GRANTS		
PROGRAM EXPENSES/SUPPLIES	2,500	2,500
SUBTOTAL EXPENSES FEDERAL GRANTS	**2,500**	**2,500**
GRAND TOTAL EXPENSES	**281,400**	**308,000**
CURRENT YEAR BALANCE	17,300	30,600
TOTALS	**$ 298,700**	**$ 338,600**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: MARCH 14, 2016

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

POLICE GRANTS FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2015-2016

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

The amount hereinafter named aggregating Six Hundred Eighty Two Thousand Two Hundred dollars ($682,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

OPERATING REVENUES

	2015/16 BUDGET	2015/16 REVISED
PRIOR YEAR BALANCE	**$ 125,000**	**$ 154,900**
STATE AND FEDERAL GRANTS RECEIVED	527,300	527,300
TOTALS	**652,300**	**682,200**

OPERATING EXPENSES

	2015/16 BUDGET	2015/16 REVISED
EXPENDITURES		
PERSONNEL EXPENDITURES		
CADET PROGRAM SALARIES	71,400	71,400
CADET PROGRAM FICA	5,400	5,400
CADET PROGRAM W/COMP	3,500	3,500
MATERIALS AND SUPPLIES		
POLICE EQUIPT & PROG SUPP	410,600	379,600
TECHNOLOGY EQUIPMENT	20,000	20,000
ADMINISTRATIVE EXPENDITURES		
CELL PHONE CHARGES	15,000	15,000
TRAINING	17,000	45,000
AUDIT FEES	1,000	1,000
CONTRACTUAL SERVICES	-	3,000
TOTAL EXPENDITURES	**543,900**	**543,900**
OTHER FINANCING USES		
OPERATING TRANSFERS-OUT	74,400	74,400
TOTAL FINANCING USES	**74,400**	**74,400**
CURRENT YEAR BALANCE	34,000	63,900
TOTALS	**$ 652,300**	**$ 682,200**

The above budget represents the combination of all State & Federal Grants.

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: MARCH 14, 2016

2015-2016 BUDGET ORDINANCES - SECOND AMENDMENT

SUBSTANCE ABUSE GRANTS FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2015-2016

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

The amount hereinafter named aggregating One Hundred Fifty Nine Thousand Two Hundred dollars ($159,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

OPERATING REVENUES

	2015/16 BUDGET	2015/16 REVISED
PRIOR YEAR BALANCE	**$ 41,000**	**$ 98,200**
STATE GRANTS RECEIVED	55,700	28,000
RECREATION REVENUE	33,000	33,000
TOTALS	**129,700**	**159,200**

OPERATING EXPENSES

	2015/16 BUDGET	2015/16 REVISED
EXPENDITURES		
TEMPORARY HELP/BENEFITS	71,400	71,400
PROGRAM EXPENSES/SUPPLIES	5,400	5,400
TOTAL EXPENDITURES	**76,800**	**76,800**
CURRENT YEAR BALANCE	52,900	82,400
TOTALS	**$ 129,700**	**$ 159,200**

The above budget represents the combination of all State & Federal Grants.

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: MARCH 14, 2016







Downtown Dover Partnership
20th Annual St. Patrick's Day Parade
Saturday, March 16, 2016
2:00 P.M.

Parade Award Winners

Pot O' Gold Award – Anything with Wheels (except car clubs)
NUR SHRINERS

Rainbow Award – Car Clubs Only SOUTHERN DELAWARE JEEP CLUB

Blarney Award – Best Mascot WALLY THE WORK ZONE WARRIOR (DELDOT)

The Green Machine Award – Best Float – IRISH SOCIETY OF DELMARVA

Aran Award – Best Animal (Large) – DELMARVA CHAPTER AMERICAN MUSTANG & BURRO ASSOCIATION

Aran Award – Best Animal (Small) – GREYHOUNDS IN GREEN

Harp Award – Best Musical Group (not a band) – IRISH DANCERS

Emerald Isle Award – Most Authentic Irish Theme – IRISH MIKE'S

Leprechaun Award – Best Brigade/Marching Unit (not a band)
DOVER FIRE & POLICE PIPE BAND

McNamara Award – Best High School Marching Band DOVER HIGH SCHOOL SENATORS BAND

Shamrock Award – Best Adult Band – DELAWARE TECH DRUMLINE

Mary Fitzpatrick Award – Best Overall – DOVER HIGH SCHOOL SENATORS BAND

Judge's Favorite - CITIZENS HOSE COMPANY

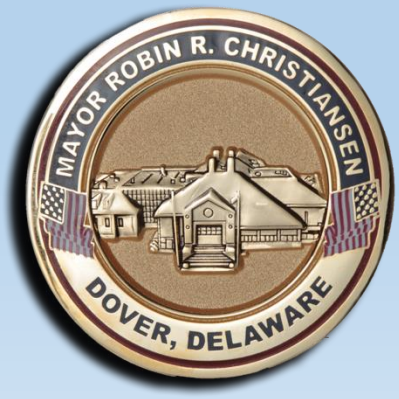
Dover police department
annual report
2015



90 Years of Protecting and Serving the Capital of the First State







City of Dover Police Department
Annual Report
2014

Table of Contents

Letter by Chief Paul M. Bernat 3 - 4
Complaints Five Year Comparison 5
Total Group A Crime Five Year Comparison Graph 6
Violent Crime Graph 7
Robberies Five Year Comparison Graph 8
Robberies Clearance Rate Graph 9
Burglaries Five Year Comparison 10
Burglary Clearance Rate 11
Drug Offenses Five Year Comparison 12
Actual Drug Arrests Graph 13
Property Crime Five Year Comparison Graph 14
Crime Clearance Comparison Chart 15
Criminal Summary Chart 16-17
Crashes Five Year Comparison Graph 18
Crashes Breakdown Five Year Comparison Chart 19
Traffic Crash Summary Chart 20
Traffic Arrests Five Year Comparison Graph 21
Traffic Arrests Summary Chart 22
City Ordinance Summons Issued/Paid Graph 23
City Ordinance Summons Issued/Paid Chart 24
Police Time/Distribution Hours Chart 25
Miscellaneous Calls for Service Chart 26
Grant Funding Summary 27
Extra Duty Billings 28
Dover Police Organizational Chart 29
Dover Police Administrative Staff 30-32
Promotions 33
Officers of the Quarter– 1st & 2nd Qtr. 34
Officers of the Quarter—3rd & 4th Qtr. 35
Civilians of the Quarter—1st & 2nd Qtr. 36
Civilians of the Quarter—3rd & 4th Qtr. 37
Officer & Civilian of the Year 38
Awards Ceremonies 39
New Officers 40
Crisis Negotiation Team 41
Public Information Officer 42
Internal Affairs 43
Criminal Investigation Unit, Detective Section 44-48
Drugs, Vice & Organized Crime Section, Crime Scene Investigation Unit & Juvenile
911 Center 49
Patrol Unit 50
C.A.R.S. / Crash Investigation Reconstruction Team 51
Community Policing Section 52
Sex Offender Enforcement Section 53
K-9 Section 54
Motorcycle Section 55
Parking Enforcement Attendants & Animal Control 56
Police Resources Manager & Central Services Coordinator 57
Evidence Technician/Photographer & Building Maintenance
LAN Analyst & Records Unit 58
Victim Services Unit 59
Planning & Training Section 60
Police Chaplains, Volunteer Honor Guard & Bag Pipers 61
CALEA Accreditation 62
Medication Return Box 63
Cadet Program 64
Retirements 65

DEPARTMENT OF POLICE

Paul M. Bernat
Chief of Police
F.B.I.N.A.





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

March 28, 2016

Honorable Robin Christiansen, Mayor
Members of Dover City Council
City Hall
Dover, DE 19901

Mayor Robin Christiansen and Council Members:

It is with great pleasure that I submit to you the 2015 Annual Report for the Dover Police Department. 2015 was a very challenging year and the men and women of the Dover Police Department met the challenges head on. In January 2015, we increased our authorized strength by ten police officers for a total of 101 officers. We experienced seven retirements which created 21 promotions, to include seven new sergeants (out of nine), four new lieutenants (out of four), one new captain (out of two) and six new staff officers (out of eight). The Dover Police Department has experienced major changes in supervisors and management over the past year.

In addition to the promotions and retirements, the Dover Police Department brought back the cadet program. Out of the nine cadets hired, three of them rotate and work security at the Dover Library, the remaining six work predominately in the downtown area of the city. This program was fully funded by grants for six cadets through June 2017.

During 2015, the City of Dover experienced a record number of seven homicides, out of the seven, the detectives in our Criminal Unit solved five (71%) of them.

The Dover Police Department was up for CALEA re-accreditation in 2015, and once again achieved this goal, and received the Meritorious Award.

The Dover Police Department received 39,131 complaints in 2015, this is an increase of 10 % (3,682) over 2014.

In 2015 the total of Group A crimes remained fairly the same with only a 1% increase; however, there was an increase of 11% in violent crime (murder, forcible rape, robbery and aggravated assault) over 2014. There were seven homicides in 2015 compared to two homicides in 2014, this is a 250% increase. Shootings increased by 53%, from 17 to 26, and shots fired complaints increased by 59%, from 119 to 189.

The Dover Police Department continues to excel in investigating major crimes, with some of the highest clearance rates in the nation when compared to cities of similar size. This year we experienced 26 less robberies (-34%) than in 2014 and 52% of these crimes were cleared. There were 81 burglary investigations in 2015, 1 more burglary than in 2014. Of the 81 burglaries, 64% of these crimes were cleared. As you view the graphs on pages 9 and 11 you will see that we have greatly exceeded national averages again this year in clearance rates.

It has long been the philosophy of the Dover Police Department that a very large percentage of crime in Dover is tied to illegal drugs. This year the Drugs, Vice and Organized Crime Section saw a decrease of 38 cases for a total of 1,688 proactive cases involving drugs and counterfeit merchandise. As a result of these cases, this group of officers seized significant amounts of illegal drugs and money. These seizures include 11,704 grams of marijuana (104% increase), 2,204 grams of cocaine (184% increase), 1,700 grams of heroin (871% increase), and $98,893 in currency. Along with illegal drugs and money, the DVOC also seized 26 handguns from the city streets compared to 16 guns last year for a 63% increase.

In November 2014, the Dover Police Department installed a prescription drug drop off box in the lobby of the police department, maintained by the DVOC Unit. In 2015 the DVOC Unit received a total of 1,472.6 lbs. of miscellaneous prescription drugs which could have fell into the hands of children or illicit drug offenders.

The number of crashes (accidents) have decreased from 2014 to 2015 by 3% or from 1,938 to 1,879. Traffic arrests for calendar year 2015 decreased by 18% as compared to 2014. The total number of traffic arrests this year is 14,017 compared to 17,012 in 2014.

In closing, please take the time to review this report in its entirety, since I have only taken the time to highlight a few specific areas. As Chief of Police, I am very proud of the hard work and dedication put forth by my co-workers, the employees of the Dover Police Department. I can say without hesitation that the men and women of the Dover police Department will continue to serve the citizens of Dover with the utmost professionalism and make the City of Dover a safe place to live, visit and shop.

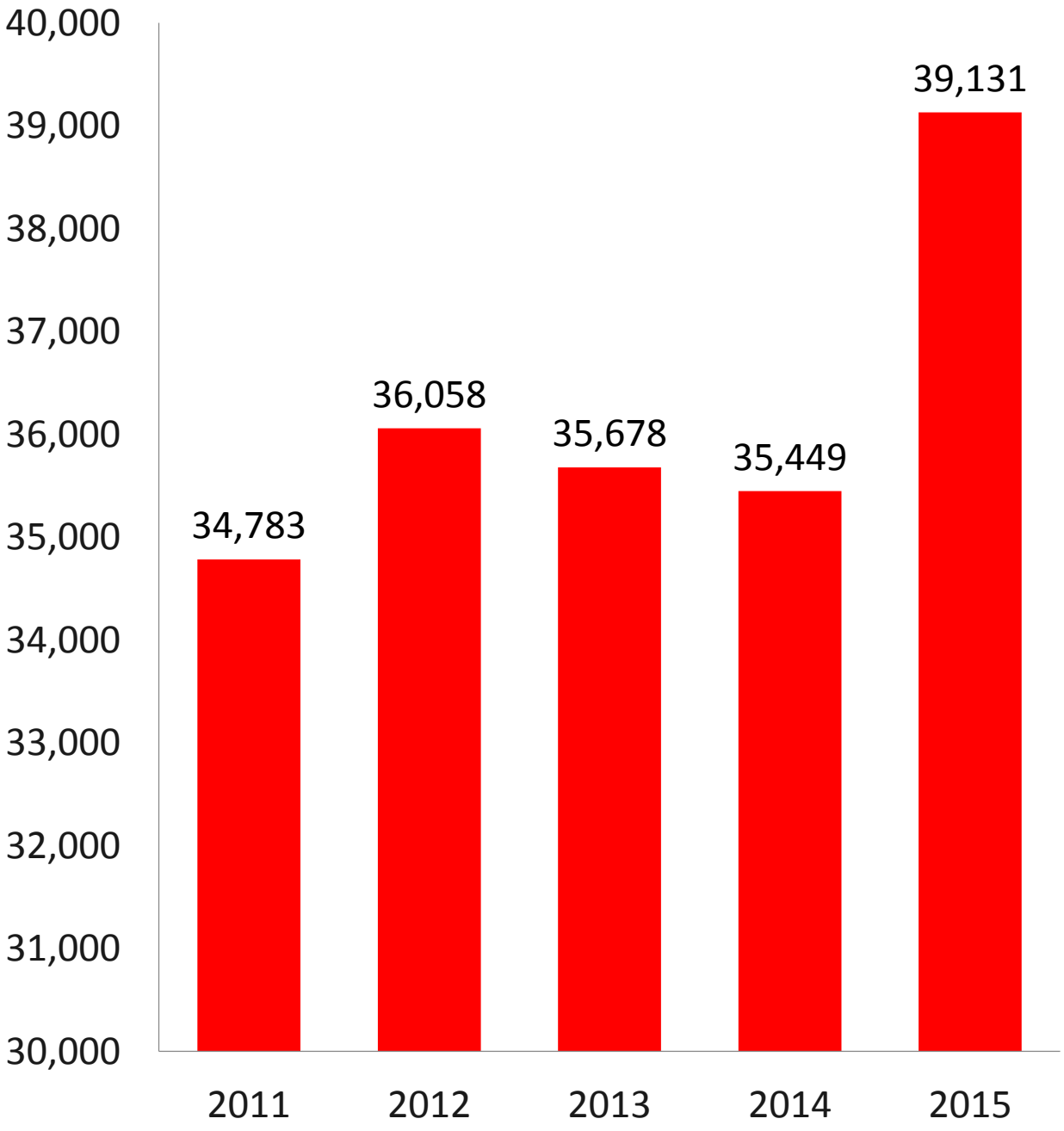
Respectfully submitted,

Paul M. Bernat

Paul M. Bernat
Chief of Police

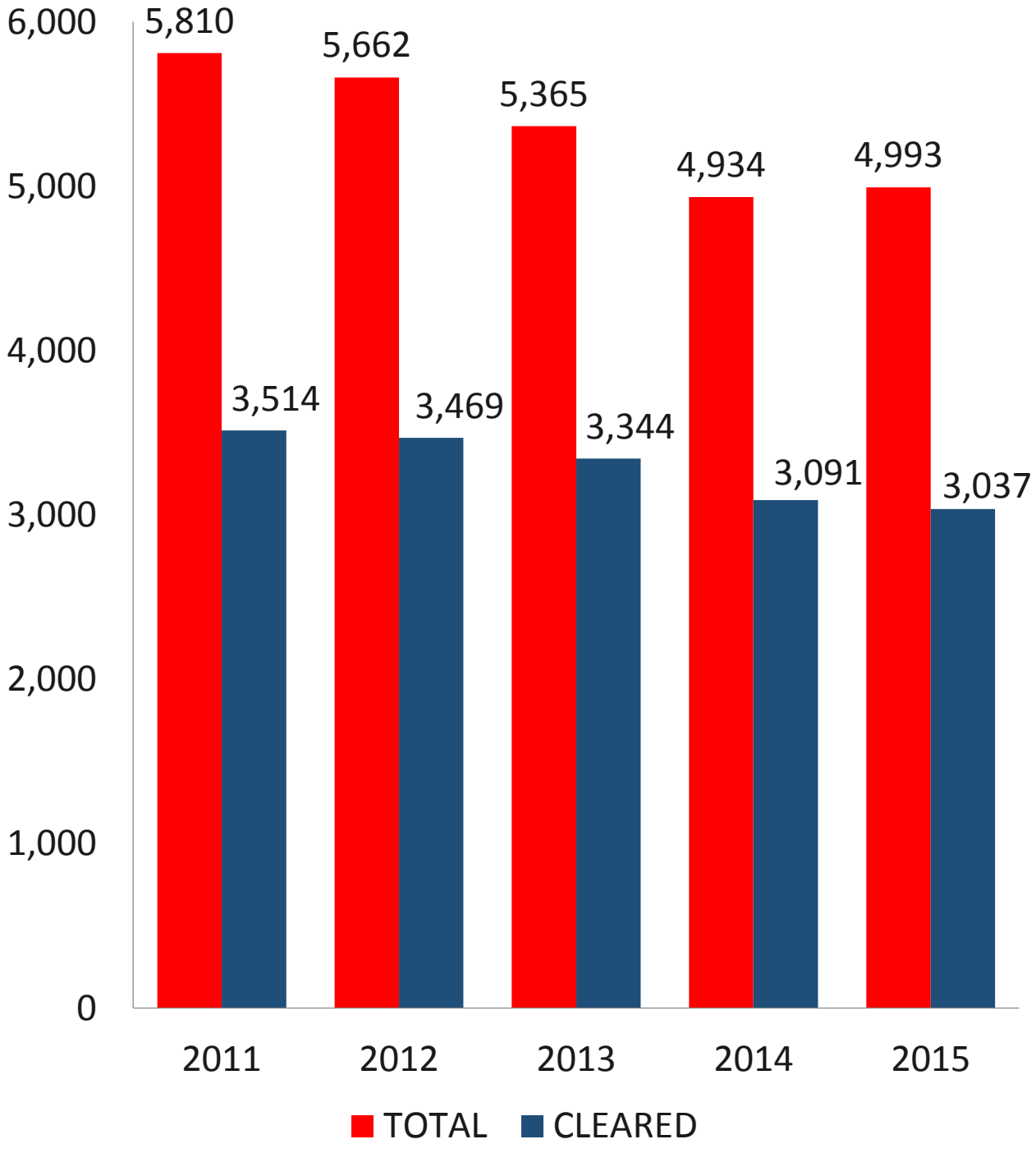
City of Dover Police Department
Annual Report

Complaints
Five Year Comparison



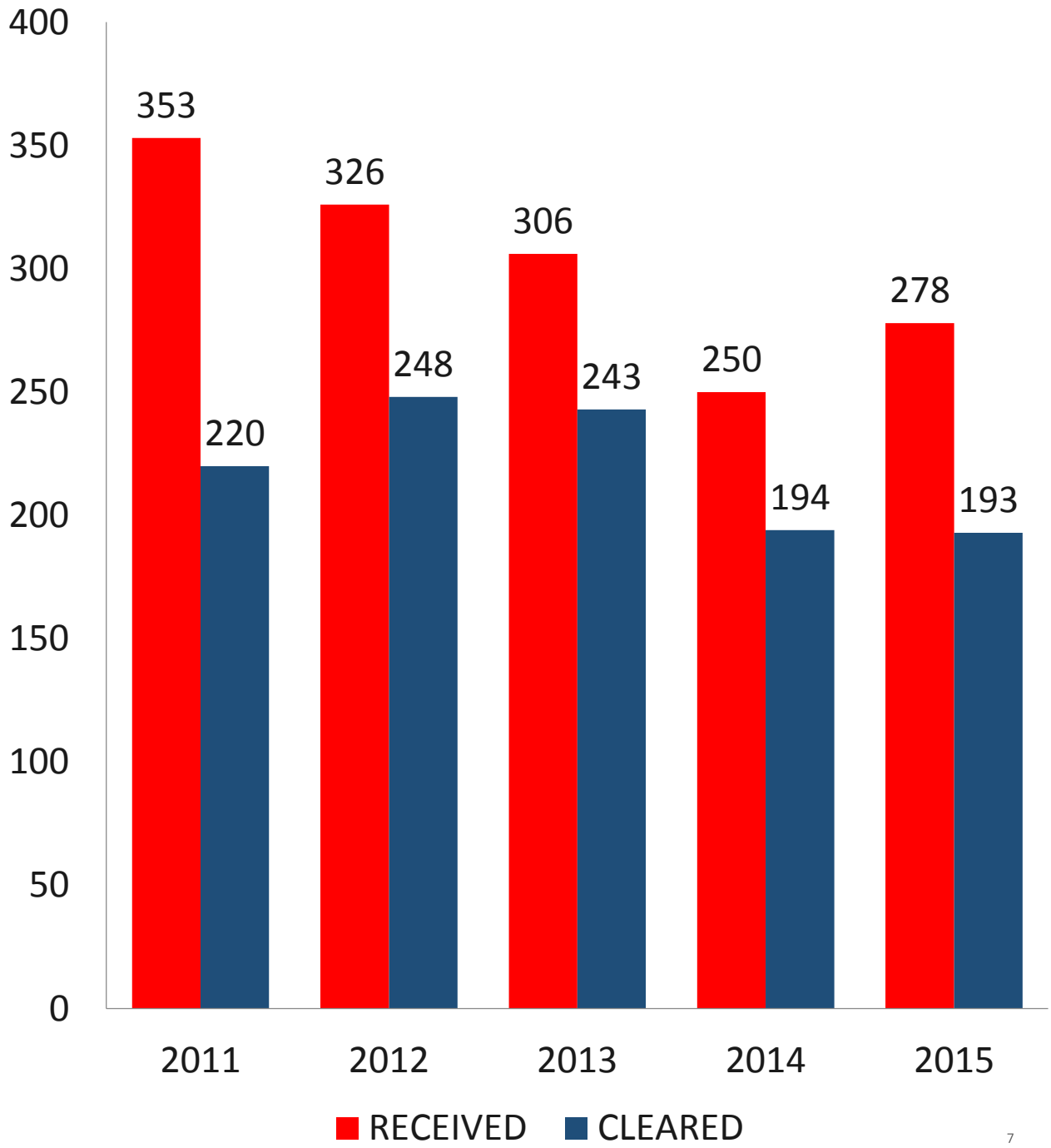
City of Dover Police Department
Annual Report

Total Group A Crime
Five Year Comparison



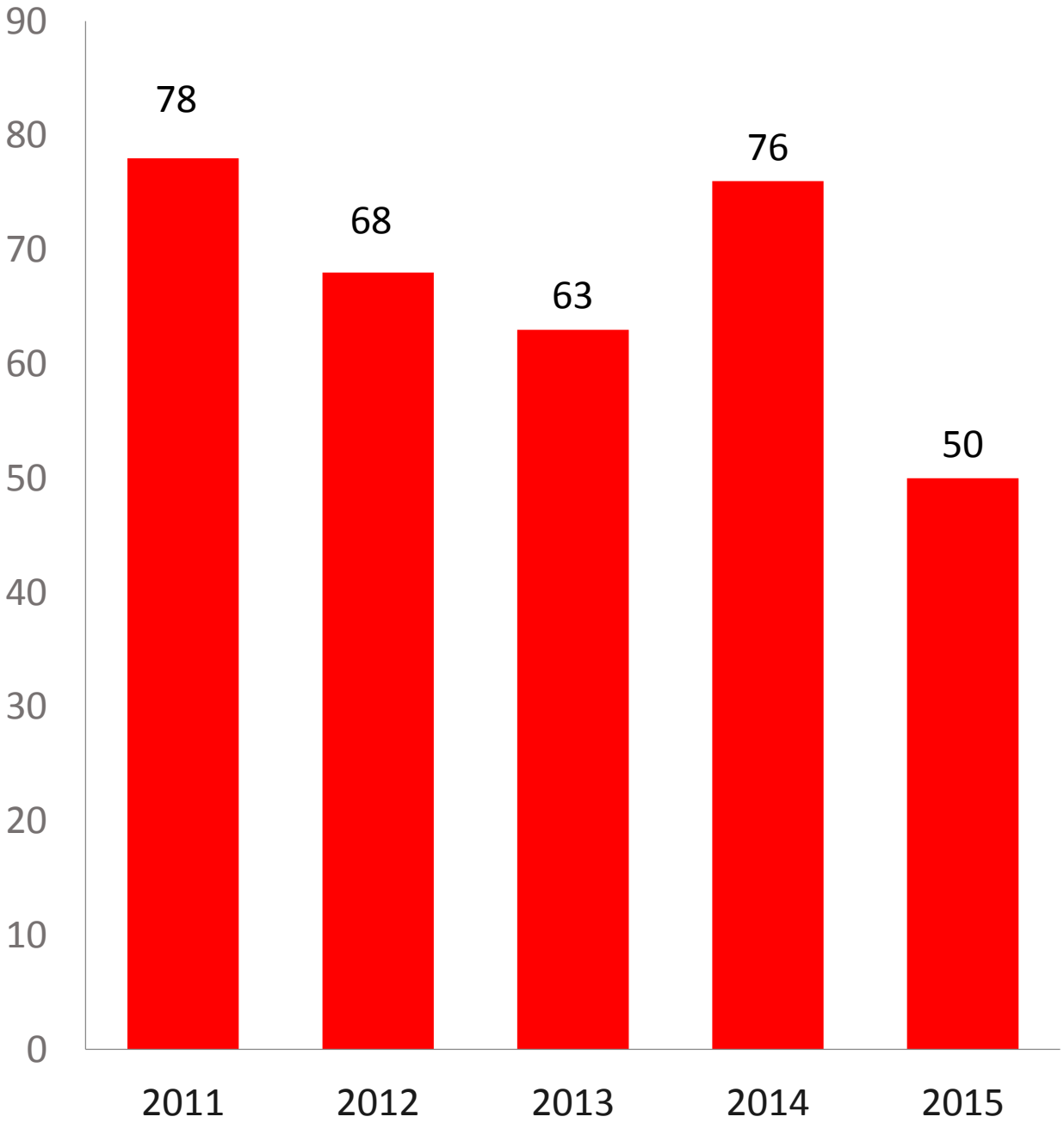
City of Dover Police Department
Annual Report

Violent Crime
(Murder, Forcible Rape, Robbery, Aggravated Assault)
Five Year Comparison



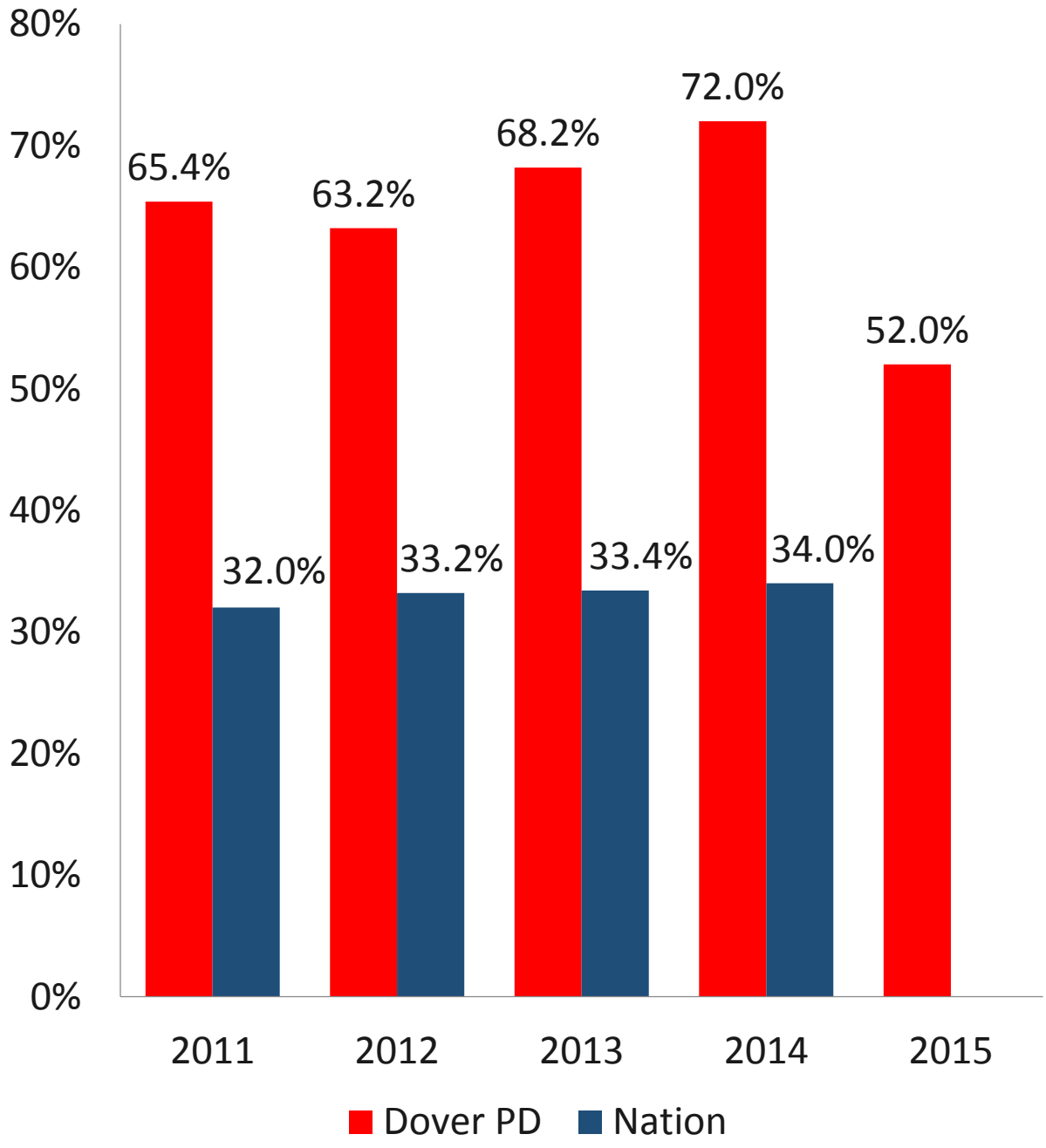
City of Dover Police Department
Annual Report

Robberies
Five Year Comparison



City of Dover Police Department
Annual Report

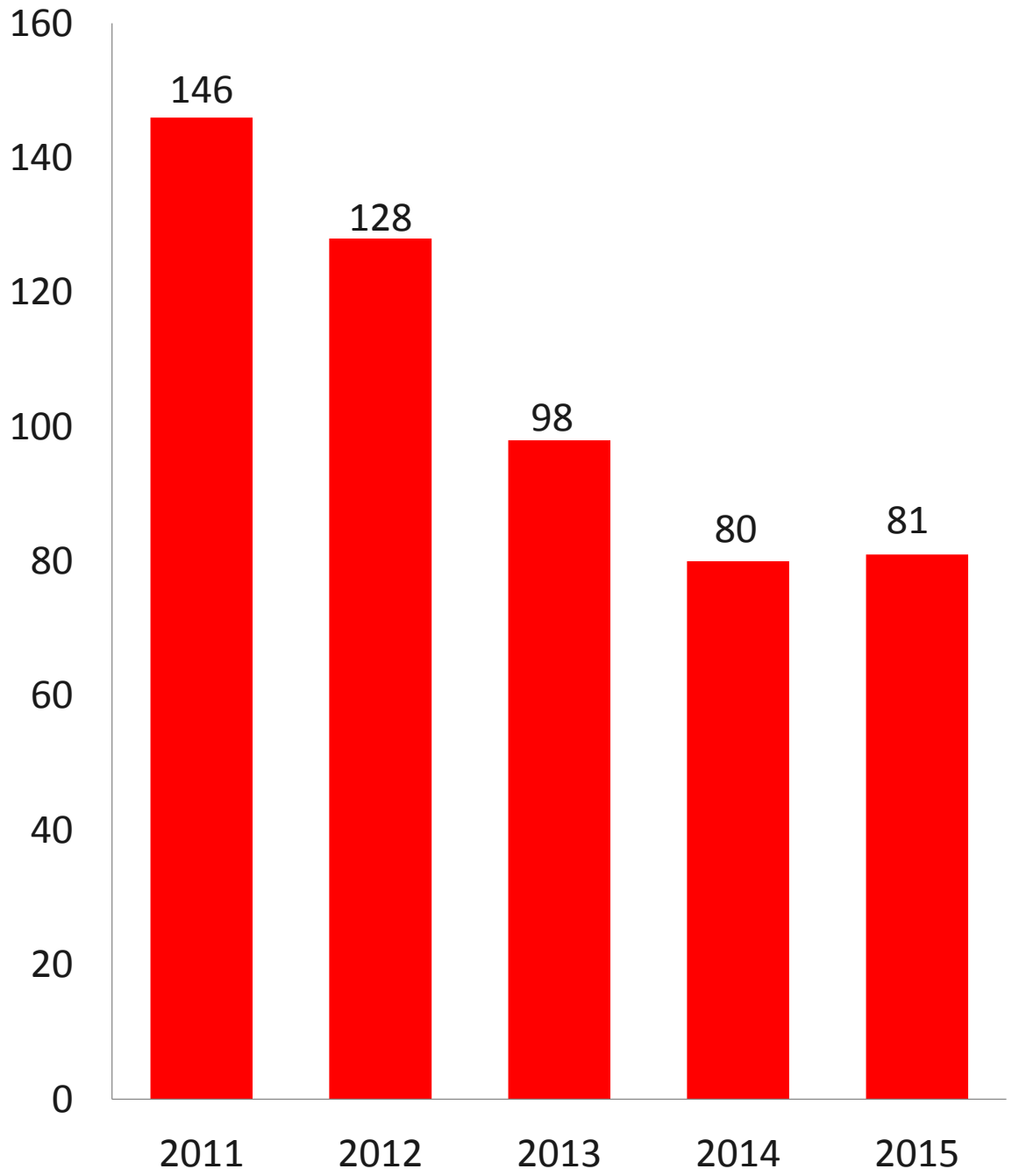
Robbery Clearance Rate
Dover Police Department vs. Nation



NATIONAL FIGURES NOT AVAILABLE FOR 2015

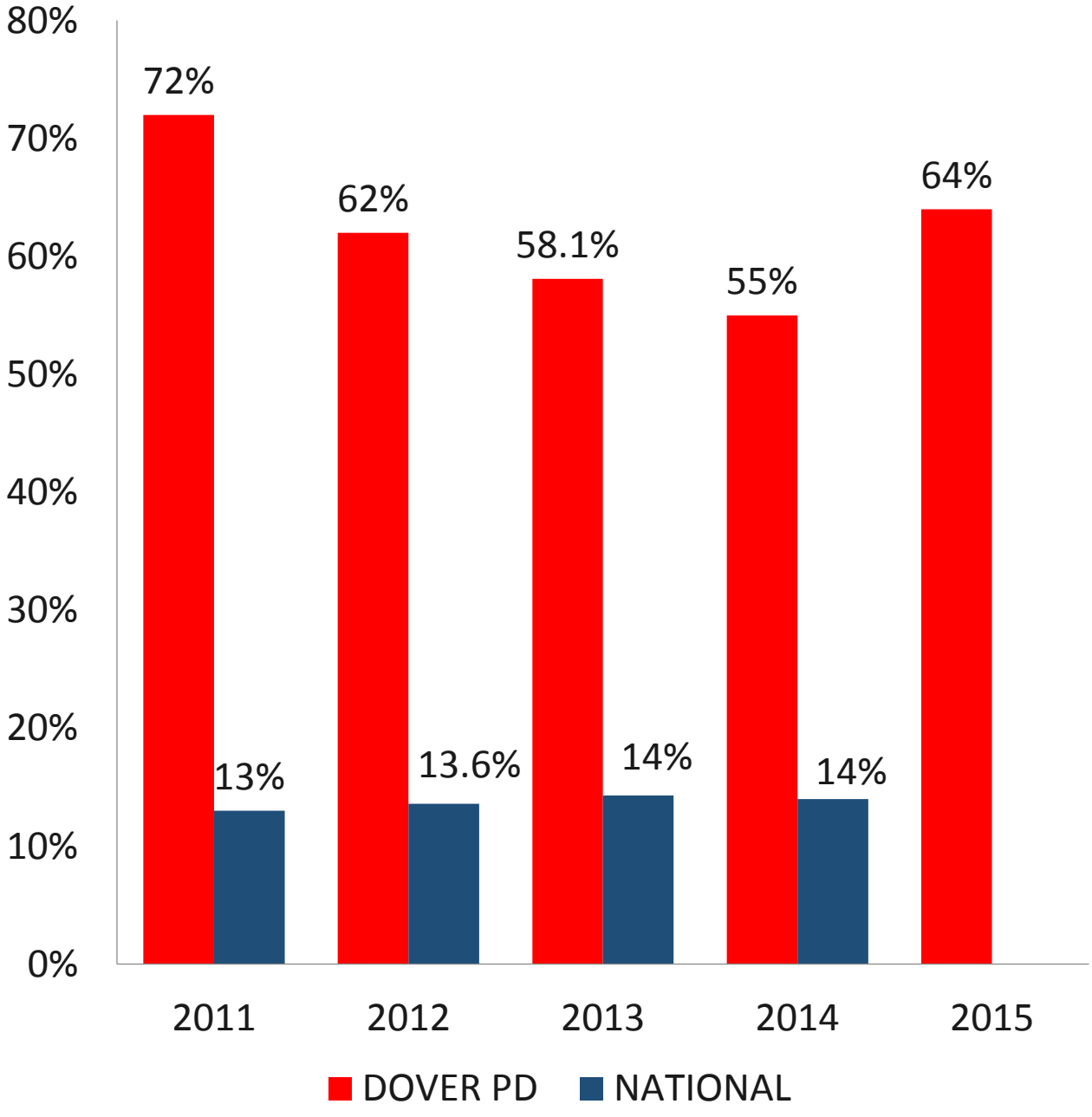
City of Dover Police Department
Annual Report

Burglaries
Five Year Comparison



City of Dover Police Department
Annual Report

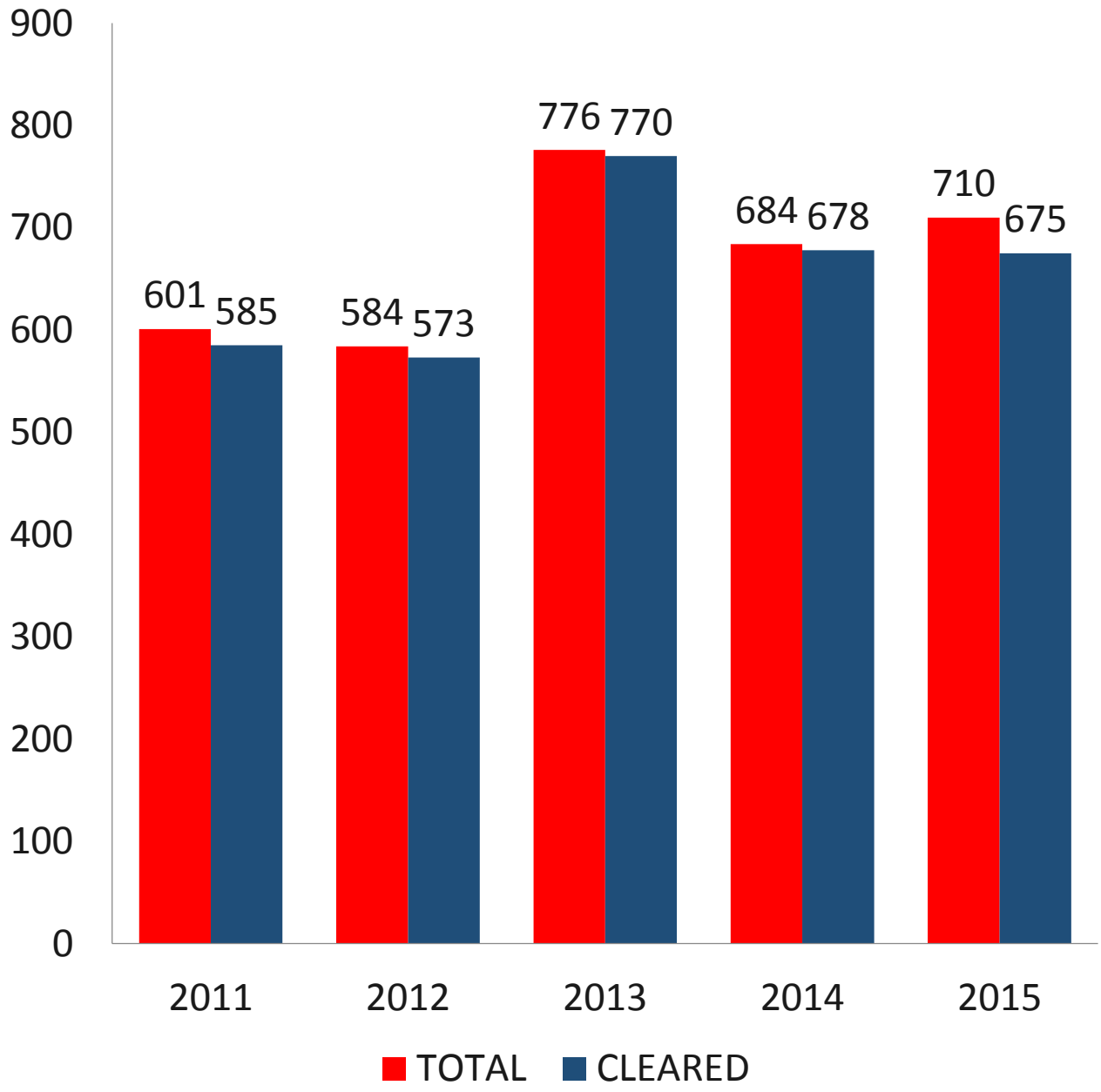
Burglary Clearance Rate
Dover Police Department vs. Nation



NATIONAL FIGURES NOT AVAILABLE FOR 2015

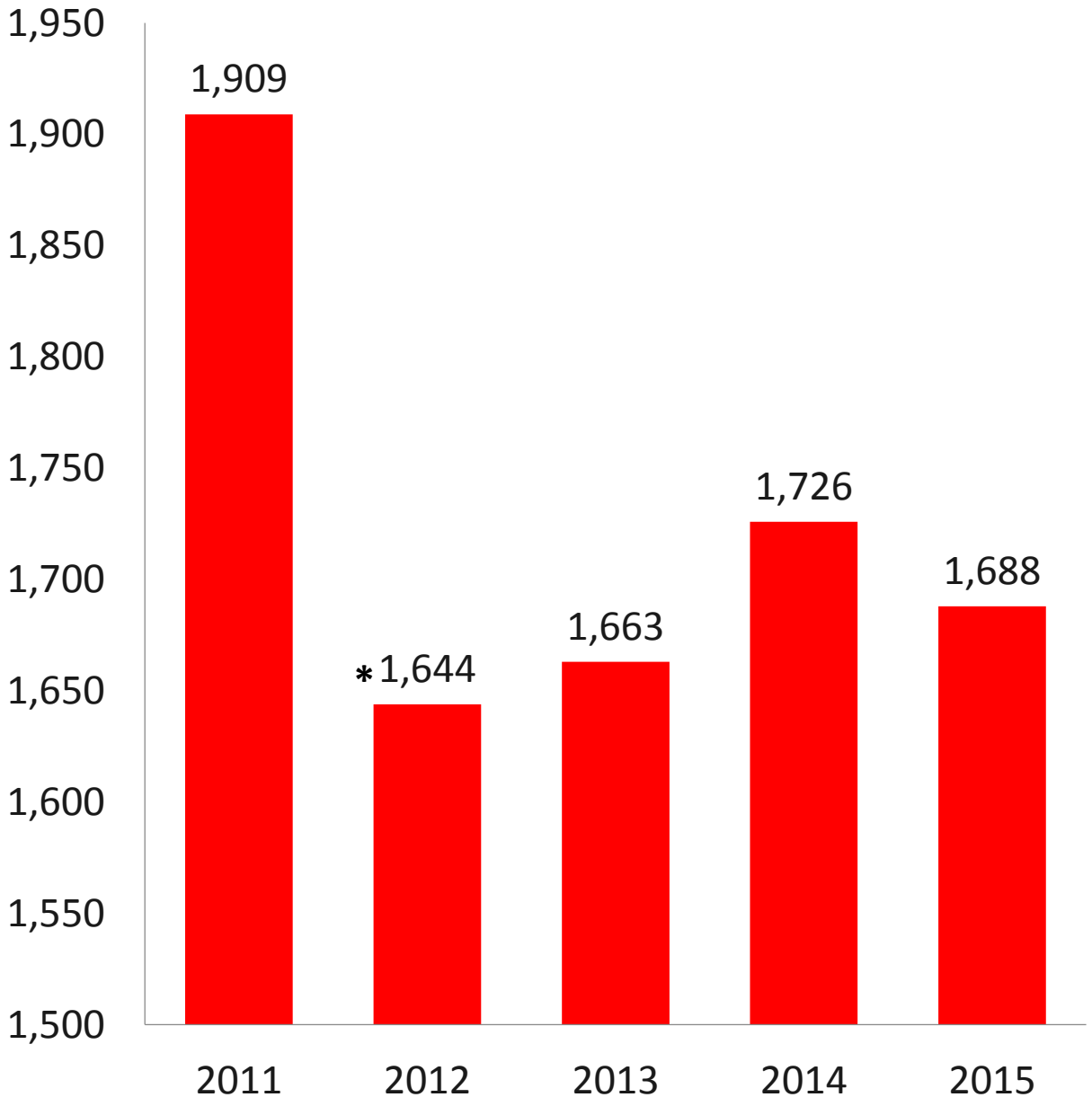
City of Dover Police Department
Annual Report

Drug Offenses
Five Year Comparison



City of Dover Police Department
Annual Report

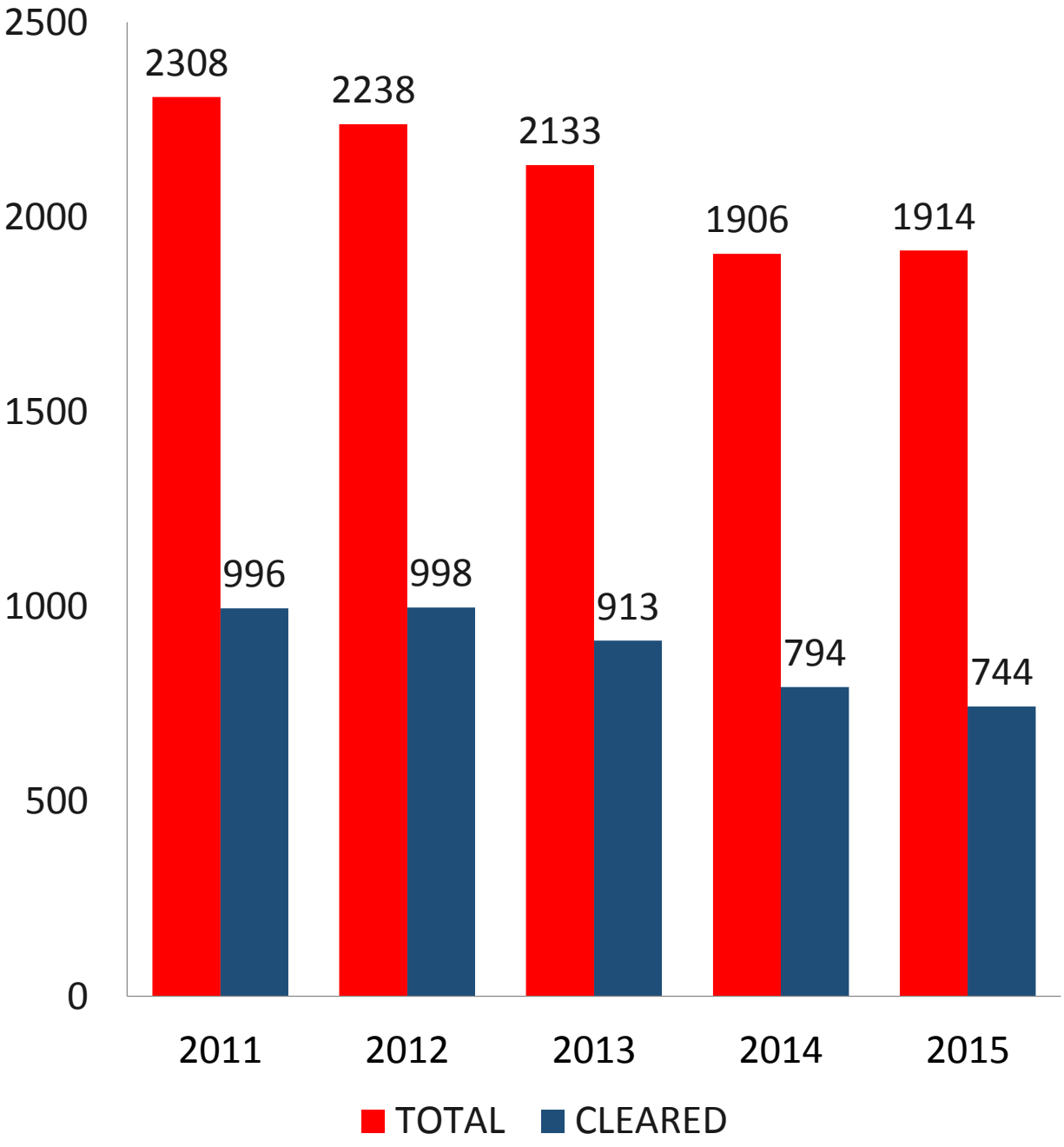
Drug Cases
By the
Drugs, Vice and Organized Crime Section



*Number of Arrests Dropped Due to Drug Law Changes

City of Dover Police Department
Annual Report

Property Crime
(Burglary, Theft, Motor Vehicle Theft, Arson)
Five Year Comparison



CRIME CLEARANCE COMPARISON
NATIONAL AVERAGE VS DOVER POLICE DEPARTMENT

CITIES WITH POPULATION OF 25,000 TO 49,999

	NATIONAL 2014	DOVER 2014	DOVER 2015
VIOLENT CRIME *(TOTAL)*	50%	78%	69%
Murder	68%	50%	71%
Forcible Rape	34%	80%	50%
Robbery	34%	72%	52%
Aggravated Assault	59%	87%	74%
PROPERTY CRIME *(TOTAL)*	25%	42%	39%
Burglary	14%	55%	64%
Theft	28%	42%	38%
Motor Vehicle Theft	16%	28%	29%
Arson	25%	N/A	N/A
FORCIBLE RAPE			
Rape by Force	33%	80%	50%
Assault to Rape	44%	N/A	N/A
ROBBERY			
Firearm	29%	72%	55%
Knife	37%	69%	0
Other Dangerous Weapon	36%	100%	75%
Strong-arm	37%	75%	47%
AGGRAVATED ASSAULT			
Firearm	44%	68%	51%
Knife	65%	85%	84%
Other Dangerous Weapon	60%	91%	90%
Hands, Feet, Other	64%	65%	79%
BURGLARY			
Forcible Entry	13%	46%	60%
Unlawful Entry, No Force	15%	73%	62%
Attempted Forcible Entry	12%	100%	90%
MOTOR VEHICLE THEFT			
Autos	16%	40%	31%
Trucks and Buses	15%	0%	40%
Other Vehicles	11%	5%	13%
ARSON			
Structural	30%	N/A	N/A
Mobile	14%	N/A	N/A
Other	25%	N/A	N/A

NATIONAL FIGURES NOT AVAILABLE FOR 2015

City of Dover Police Department
Annual Report
Criminal Summary

CRIMINAL SUMMARY
Page 1 of 2

GROUP A OFFENSES	OFFENSES				ARRESTS			
	RECEIVED		CLEARED		ADULT		JUVENILE	
	2014	*2015*	*2014*	*2015*	*2014*	*2015*	*2014*	*2015*
CRIMINAL HOMICIDE TOTAL	2	7	2	5	0	5	0	0
MURDER NON-NEG. MANSLAUGHTER	2	7	2	5	1	5	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0
KIDNAPPING AND ABDUCTION	19	13	18	12	12	12	2	0
SEXUAL OFFENSES, FORCIBLE	26	29	22	21	11	6	2	1
RAPE BY FORCE	10	10	8	5	3	3	0	0
RAPE BY FORCE - ATTEMPTED	0	1	0	1	0	0	0	0
FORCIBLE SODOMY	3	0	3	0	2	0	1	0
SEXUAL ASSAULT WITH AN OBJECT	0	1	0	1	0	1	0	0
FORCIBLE FONDLING	13	17	11	14	6	2	1	1
FORCIBLE FONDLING - ATTEMPTED	0	0	0	0	0	0	0	0
ROBBERY TOTAL	76	50	55	26	35	25	13	0
FIREARM	35	29	24	16	15	11	3	0
KNIFE OR CUTTING INSTRUMENT	13	2	9	0	5	1	1	0
OTHER DANGEROUS WEAPON	4	4	4	3	2	6	0	0
STRONGARM	24	15	18	7	13	7	9	0
ASSAULT TOTAL	983	1049	851	909	610	585	108	110
AGGRAVATED TOTAL	162	211	129	157	92	101	10	10
AGGRAVATED, FIREARM	50	70	34	36	13	17	4	0
AGGRAVATED, KNIFE/CUTTING INST	40	32	34	27	28	19	2	1
AGGRAVATED, OTHER WEAPON	55	71	50	64	40	41	4	8
AGGRAVATED, STRONG-ARM	17	38	11	30	11	24	0	1
NON-AGGRAVATED TOTAL	821	838	722	752	518	484	98	100
NON-AGG., SIMPLE/HARASSMENT	699	721	627	666	459	437	92	95
NON-AGG., INTIMIDATION	122	117	95	86	59	47	6	5
ARSON TOTAL	0	0	0	0	0	0	0	0
STRUCTURAL	0	0	0	0	0	0	0	0
MOBILE	0	0	0	0	0	0	0	0
OTHER	0	0	0	0	0	0	0	0
EXTORTION/BLACKMAIL	0	0	0	0	0	0	0	0
BURGLARY TOTAL	80	81	44	52	20	29	6	8
FORCEFUL ENTRY	56	42	26	25	9	11	4	5
UNLAWFUL ENTRY, NO FORCE	22	29	16	18	9	14	2	3
ATTEMPTED FORCIBLE ENTRY	2	10	2	9	2	4	0	0

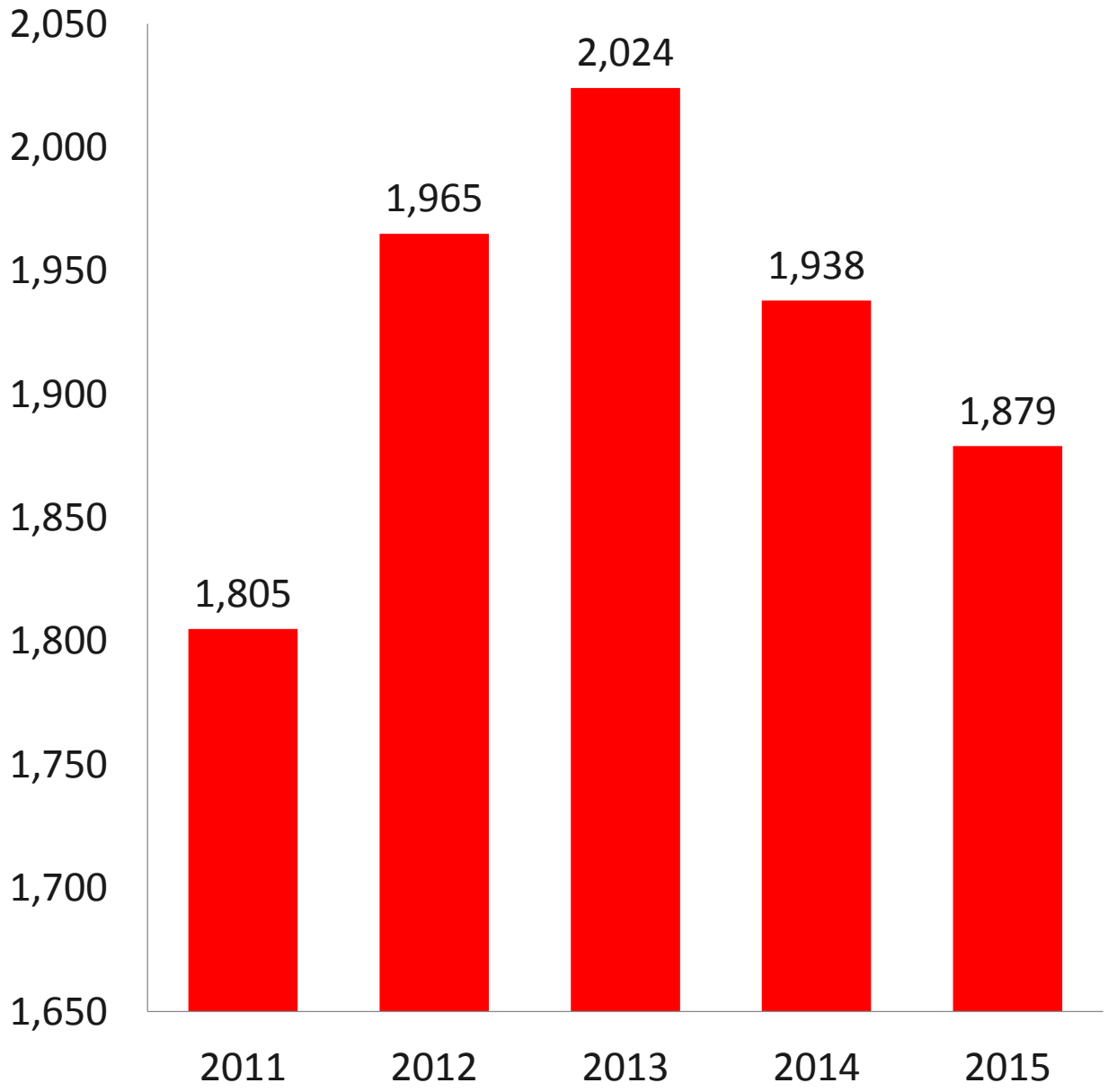
City of Dover Police Department
Annual Report
Criminal Summary

CRIMINAL SUMMARY
Page 2 of 2

	OFFENSES				ARRESTS			
	RECEIVED		CLEARED		ADULT		JUVENILE	
	2014	2015	*2014*	2015	*2014*	2015	*2014*	2015
LARCENY - THEFT	1765	1775	733	675	633	567	111	71
PICK POCKET	3	1	1	0	2	2	0	0
PURSE SNATCH	1	2	0	1	0	2	0	0
SHOPLIFTING	802	734	524	463	516	450	92	45
THEFT FROM BUILDING	459	438	118	145	82	84	9	20
THEFT FROM COIN-OP MACHINE	0	0	0	0	0	0	0	0
THEFT FROM MOTOR VEHICLE	282	401	58	37	19	20	3	4
THEFT OF VEHICLE PARTS/ACC.	25	21	2	0	1	0	0	0
OTHER	193	178	30	29	13	9	7	2
MOTOR VEHICLE THEFT TOTAL	61	58	17	17	7	7	0	4
AUTOS	40	45	16	14	7	7	0	2
TRUCKS AND BUSES	2	5	0	2	0	0	0	0
OTHER VEHICLES	19	8	1	1	0	0	0	2
COUNTERFEIT/FORGERY	44	38	41	32	18	21	0	0
FRAUD	304	293	224	229	97	96	8	4
FALSE PRETENSE/SWINDLE	171	190	120	143	65	72	2	3
CREDIT CARD/ATM	48	48	27	34	2	8	0	0
IMPERSONATION	85	55	77	52	30	16	6	1
WELFARE FRAUD	0	0	0	0	0	0	0	0
WIRE FRAUD	0	0	0	0	0	0	0	0
EMBEZZLEMENT	27	22	22	20	18	17	0	0
RECEIVING STOLEN PROPERTY	29	49	24	45	19	19	0	4
DESTRUCTION/DAMAGE PROPERTY	690	678	233	208	64	67	14	14
DRUG/NARCOTIC OFFENSES	684	710	678	675	317	352	33	30
DRUG/NARCOTIC	349	361	345	338	296	320	32	30
DRUG EQUIPMENT	335	349	333	337	21	32	1	0
SEXUAL OFFENSES, NON-FORCIBLE	7	3	6	2	5	3	0	0
INCEST	0	0	0	0	0	0	0	0
STATUTORY RAPE	7	3	6	2	5	3	0	0
PORNOGRAPHY/OBSCENE MATERIAL	4	1	3	1	0	0	0	0
GAMBLING OFFENSES	2	1	2	1	1	0	1	0
PROSTITUTION	0	2	0	2	0	0	0	0
PROSTITUTION	0	1	0	1	0	0	0	0
PATRONIZE/PROMOTE PROSTITUTION	0	0	0	0	0	0	0	0
PURCHASING PROSTITUTION	N/A	1	N;A	1	N/A	0	N/A	0
BRIBERY	1	0	1	0	0	0	0	0
WEAPONS LAW VIOLATIONS	130	134	115	105	17	20	5	6
TOTAL GROUP A OFFENSES	4934	4993	3091	3037	1884	1831	303	252

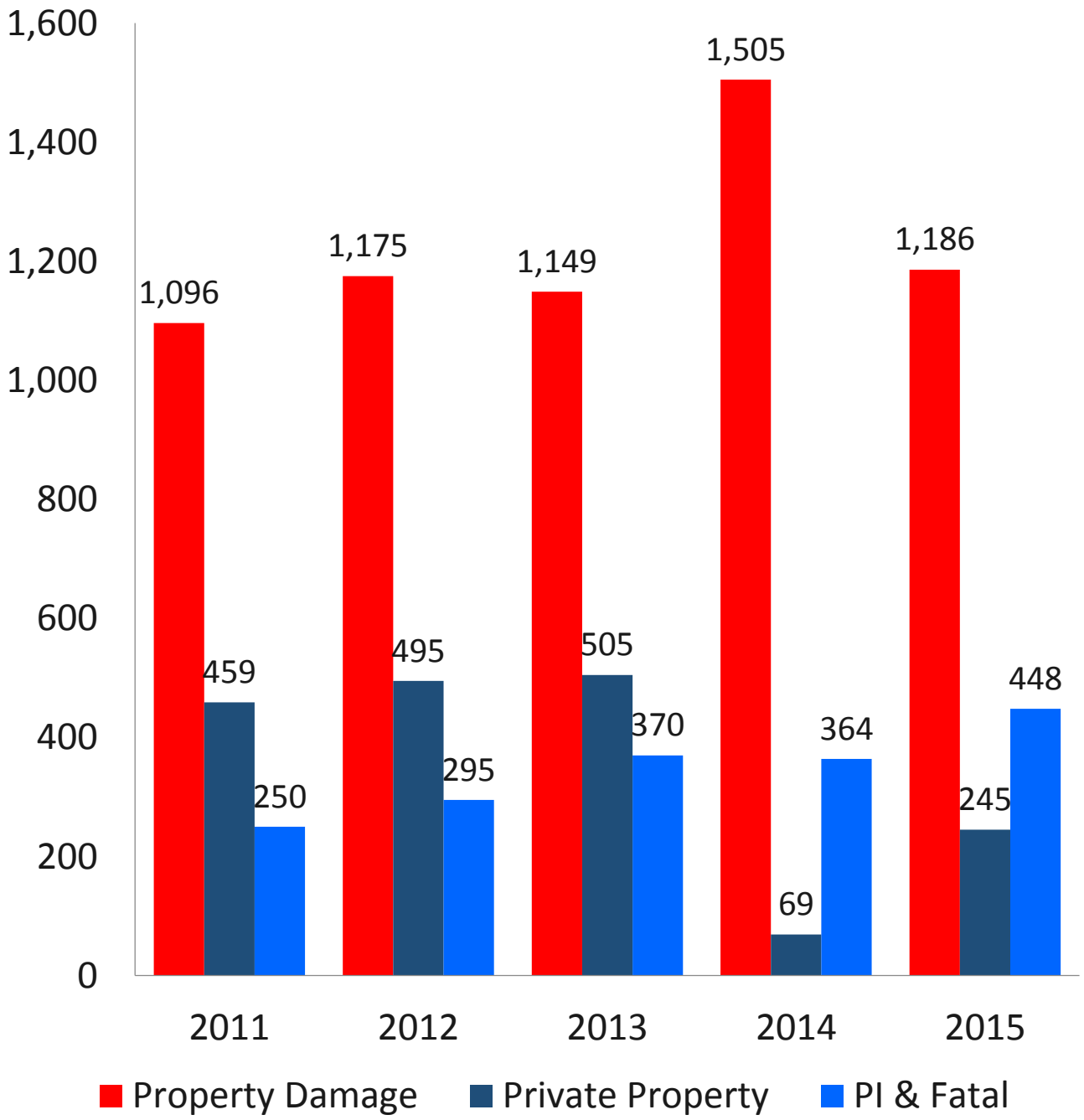
City of Dover Police Department
Annual Report

Crashes
Five Year Comparison



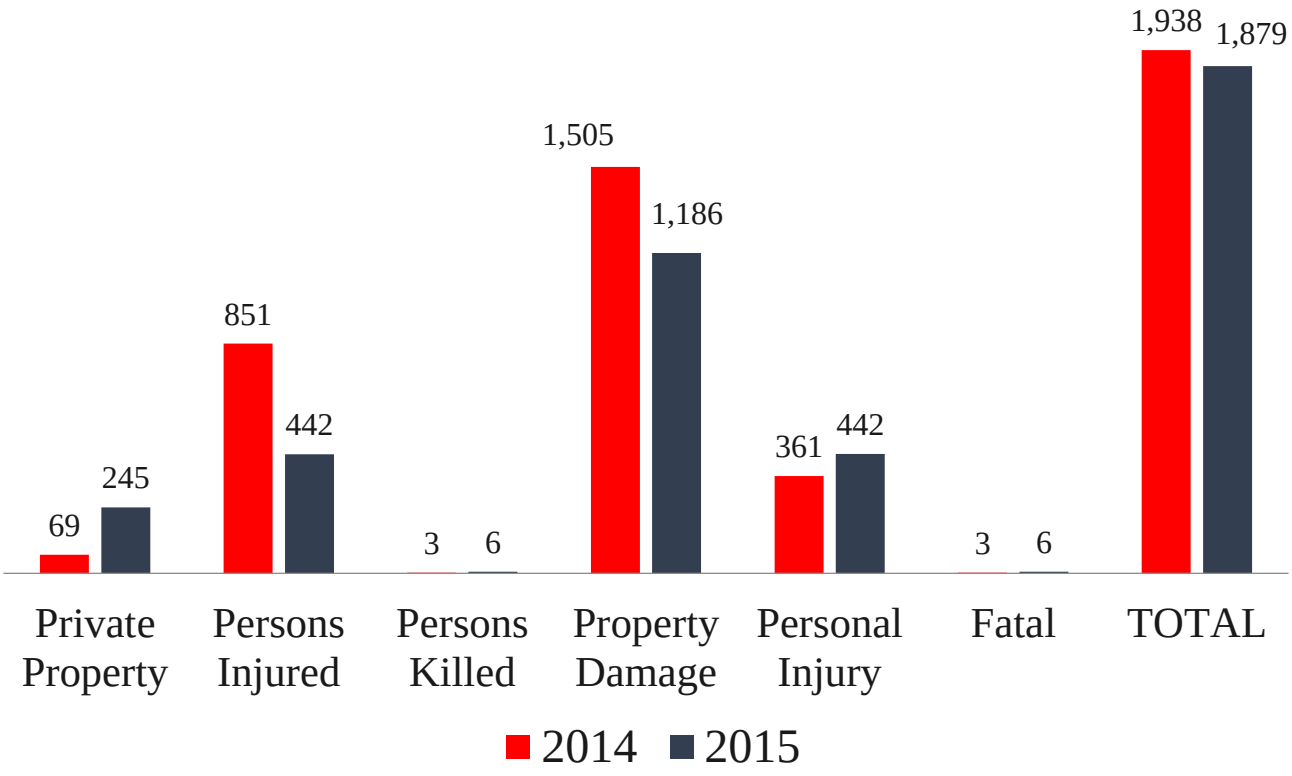
City of Dover Police Department
Annual Report

Crash Breakdown
Five Year Comparison



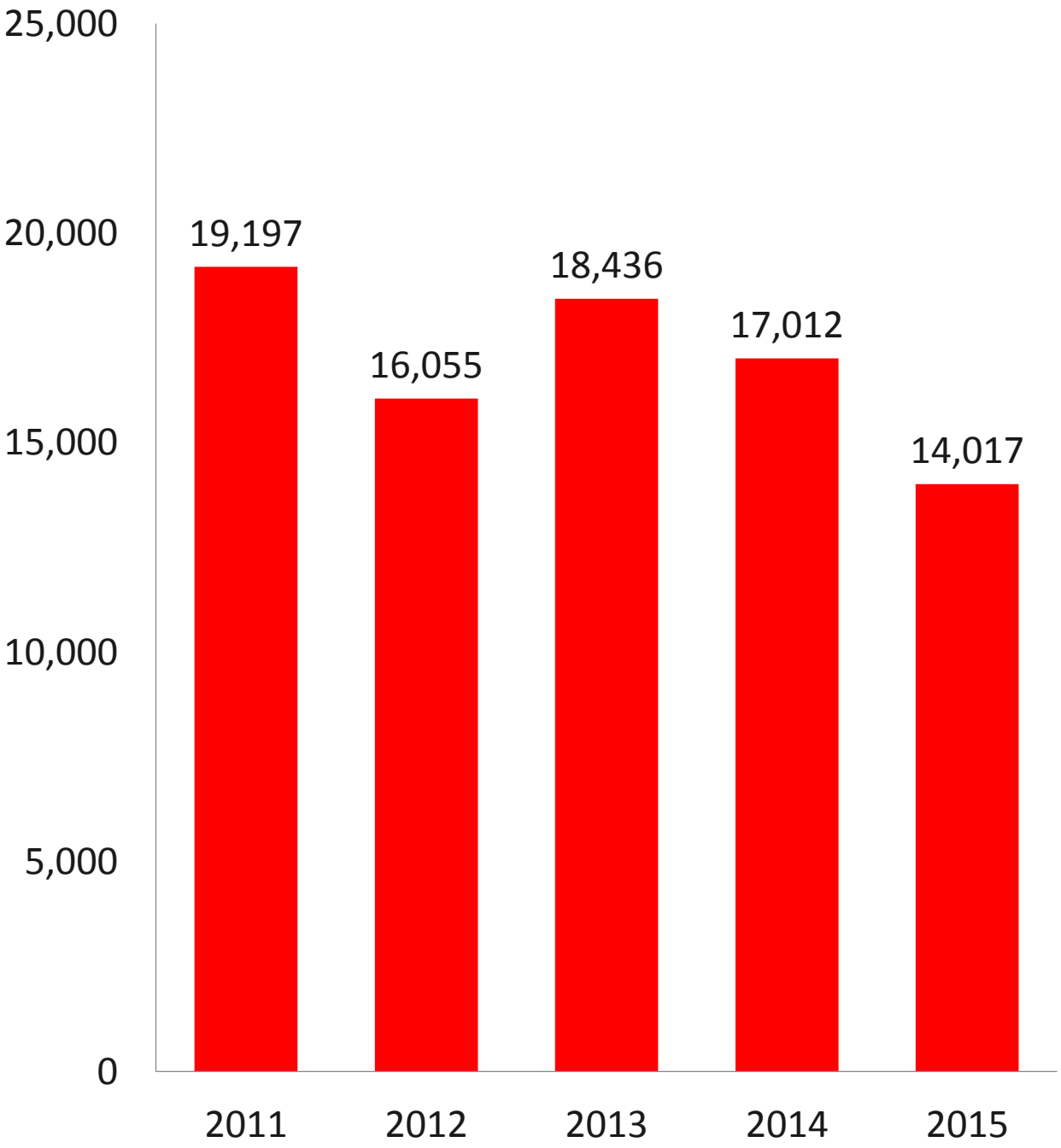
City of Dover Police Department
Annual Report

Traffic Crash Summary



City of Dover Police Department
Annual Report

Traffic Arrests
Five Year Comparison



City of Dover Police Department
Annual Report

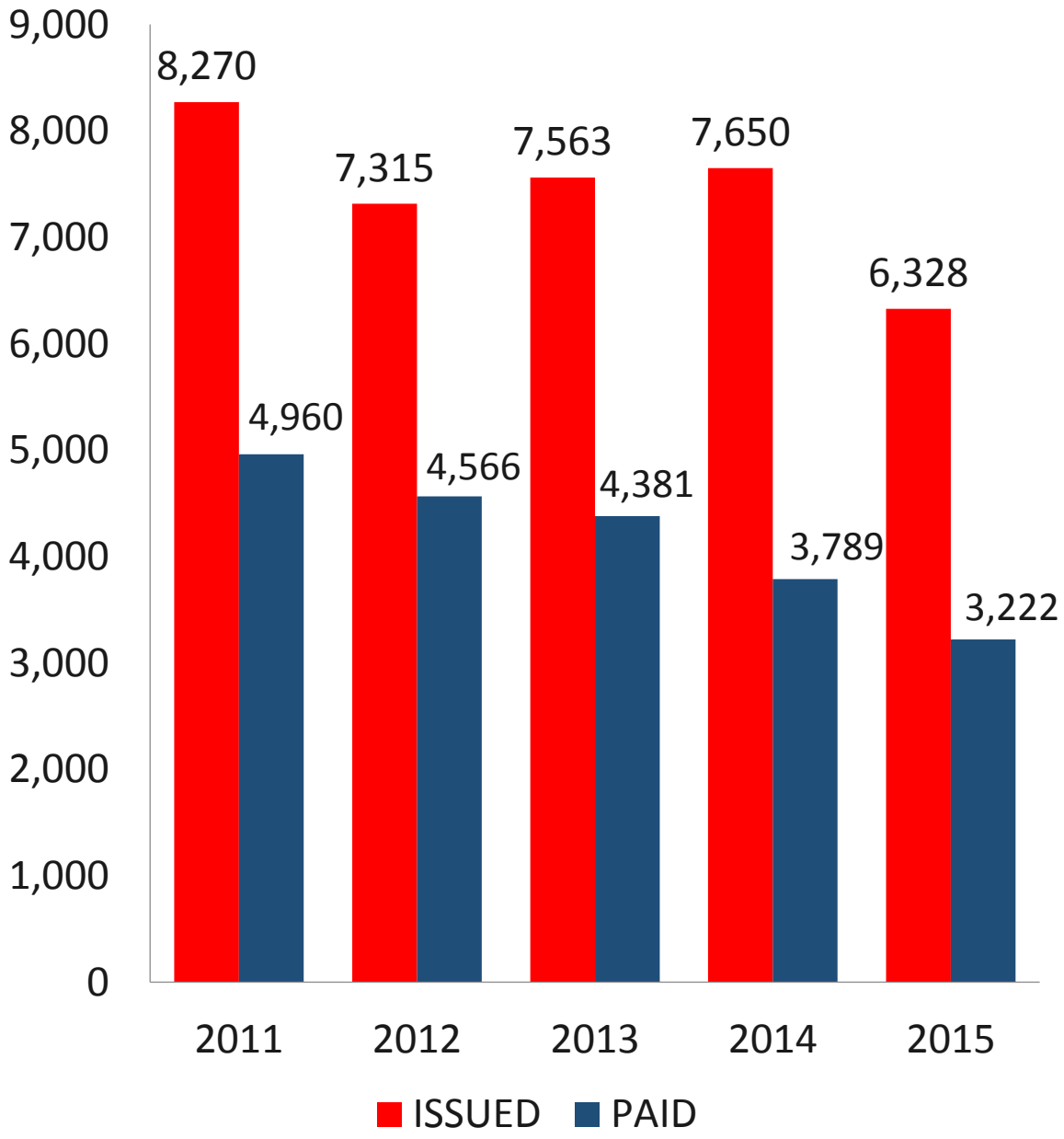
Traffic Arrests Summary

CLASSIFICATION OF VIOLATIONS	NUMBER OF ARRESTS	
DANGEROUS MOVING VIOLATIONS	**2014**	**2015**
DRIVING UNDER THE INFLUENCE	148	114
SPEEDING	2,633	2,572
RIGHT OF WAY	131	114
FOLLOWING TOO CLOSELY	230	255
STOP SIGN	328	333
TRAFFIC SIGNAL	359	402
CARELESS OR INATTENTIVE DRIVING	791	705
SUBTOTAL	**4,620**	**4,495**
LICENSE & REGISTRATION VIOLATIONS		
LICENSE VIOLATIONS	975	835
SUSPENSION & REVOCATION	1,385	1,293
REGISTRATION & TITLE	6,991	5,318
SUBTOTAL	**9,351**	**7,446**
OTHER VIOLATIONS		
SEATBELT VIOLATIONS	343	151
CHILD RESTRAINT VIOLATIONS	91	73
USE OF CELL PHONE WHILE DRIVING	750	324
LEAVING THE SCENE OF AN ACCIDENT	53	88
FAILURE TO REPORT AN ACCIDENT	14	12
EQUIPMENT VIOLATIONS	172	164
ALL OTHER VIOLATIONS	1,412	1,125
SUBTOTAL	**2,835**	**1,937**
GRAND TOTAL	**16,806**	**13,878**

SEATBELT ASSESSMENTS ON TICKETS	**206**	**139**

City of Dover Police Department
Annual Report
City Ordinance Summons
Issued/Paid

Five Year Comparison



City of Dover Police Department
Annual Report

City Ordinance Summons
Issued/Paid

	ISSUED		PAID		DISMISSED	
CITY ORDINANCE SUMMONS	**2014**	**2015**	**2014**	**2015**	**2014**	**2015**
Parking	6060	4674	3113	2537	355	378
Handicap	322	283	72	69	153	126
Fire Lane	75	71	33	27	0	11
False Alarm	527	581	355	373	22	28
Loud Noise	121	82	49	34	10	8
Underage Consumption	16	30	13	24	0	0
Animals	36	42	15	21	4	10
Other	493	565	139	137	11	31
TOTALS	7650	6328	3789	3222	555	592

CASH RECEIPTS	**2014**	**2015**
City Ordinance Summons	$138,226	$115,604
Police Reports	$37,700	$37,820
TOTALS	$175,926	$153,424

City of Dover Police Department
Annual Report

TIME DISTRIBUTION, HOURS	2014	2015
Criminal Investigation	70,187	86,377
Accident Investigation	4,888	5,440
Special Duty	20,649	18,463
Foot Patrol	2,245	8,117
Station Duty	14,633	8,593
Motor Patrol	16,433	17,404
Traffic Duty	439	66
Court	4,365	5,264
DDACTS	14	202
Administrative	13,994	13,892
Total on Duty	**147,847**	**163,818**
Sick	2,987	2,307
PERSONNEL STRENGTH	**2014**	**2015**
Authorized Strength	94	101
Actual Strength	92	97
MISCELLANEOUS CONTACT	**2014**	**2015**
Traffic Reprimands	1,098	489
Crime Prevention Checks	2,151	1,747

City of Dover Police Department
Annual Report

Miscellaneous Calls for Service

SERVICE REQUEST TYPE	*2014*	*2015*
ALARMS	2,035	2,110
ANIMAL	1,059	842
ASSIST OTHER AGENCY	672	724
CITY ORDINANCE VIOLATION	99	174
DRUG OVERDOSE	50	24
ESCORTS, INCLUDES CITY HALL	542	320
LOCK JOCK	21*	*
LOST/FOUND PROPERTY	259	305
LOUD MUSIC/PARTY/Noise	894	760
COMMUNITY SERVICE REQUESTS	1,546	1,317
MEGAN'S LAW (SEX OFFENDER REGISTRATION)	884	1,248
MENTAL PATIENT	424	501
MISSING PERSONS	365	331
PROTECTION FROM ABUSE ORDER VIOLATIONS/COURT ORDERS	34	99
PROPERTY CHECK	293	707
PROPERTY RETRIEVAL/PUBLIC ASSISTANCE*	679	817
SHOOTINGS	17	26
SHOTS FIRED	119	189
SUDDEN DEATH	32	35
SUICIDE (Includes attempts)	18	2
TRAFFIC REQUEST	593	612
TOTAL	**10,602**	**11,143**

**Lock Jock only done in emergency situations, included in Public Assistance*

STATUS/DISPOSTION OF CALLS RECEIVED

	2014	**2015**
REPORT REQUIRED	8,766	9,039
NO REPORT REQUIRED	8,873	10,272
CANCELED PRIOR TO OFFICER ARRIVAL	1,723	1,626
CRIME PREVENTION CHECK PERFORMED	315	90
NO REPORT - AREA CHECKED W/NEGATIVE RESULTS	4,708	3,772
NO REPORT - FALSE ALARM	1,897	1,825
TURNED OVER TO ANOTHER AGENCY	322	157
ALL OTHER CATEGORIES	12,316	12,148
TOTAL DISPOSTIONS	**38,920**	**38,929**

Dover Police Department CY2015 Grant Funding Summary

State Attorney General's Office	Totals
Criminal Justice Council (CJC) Grants – pass-through funding from the USDOJ for special programs and priorities funded by their Byrne Memorial Justice Assistance Program allocation.	
• Grant funds were provided for specialized non-recurring training for units needing additional training due to recent turnover and summer youth programs that are a part of the Safe Neighborhood program.	$21,908.00
State Law Enforcement Assistance Fund (SLEAF) – funding from state drug cases reallocated for supplemental law enforcement equipment & programs	
• Funds were approved for a portion of the start-up costs for the new cadet program and additional training for units affected by the high turnover of personnel within the department.	35,959.57
• State funds received for Delaware Police Chiefs' Council (DPCC) payroll and the annual training seminar held in Rehoboth, DE.	25,000.00
State Department of Safety and Homeland Security	
Emergency Illegal Drug Enforcement (EIDE) Grant – state funds received for annual allocation for supplemental law drug enforcement programs.	$11,330.03
Office of Highway Safety Events – Federal pass through funds received from the Office of Highway Safety for extra duty overtime events that target specific program areas in the community.	46,150.00
State Aid to Local Law Enforcement (SALLE) Grants – state funds received for annual allocation for supplemental law drug enforcement programs.	19,266.88
• State funds received for DPCC annual training seminar held in Rehoboth, DE.	6,000.00
Violent Crimes Fund Grant – annual allocation of state funds for initiatives to decrease violent crimes in the community. Funds were used for extra duty patrols targeting violent crimes and police equipment.	64,050.39
US Department of Justice	
Edward G. Byrne Memorial, Justice Assistance Grant (JAG) – funds received during the year from this recurring federal grant for supplemental law enforcement initiatives.	$33,275.13
US Treasury	
Forfeiture funds received for cases processed through the Federal system - allocated for supplemental law enforcement equipment & programs. **This program will be ending during 2016.**	$79,856.55
Grand Total	**$342,796.55**

City of Dover Police Department
Annual Report
Extra Duty Billings

Vendor	2014 Billed		2015 Billed		Increase/Decrease	
	Hrs	$	Hrs	$	Hrs	$
LOCAL BUSINESSES - Monthly Expenses billed through Customer Services Department						
Aetna Hose, Hook and Ladder Company	5.5	346.50	-	-	-100.0%	-100.0%
Allen Myers Construction Co	-	-	82.0	6,498.50	n/a	n/a
American Heart Walk	3.5	220.50	4.0	252.00	14.3%	14.3%
American Infrastructure- MD/DE	8.5	535.50	-	-	-100.0%	-100.0%
Aztech Contracting Inc	-	-	5.5	435.88	n/a	n/a
Berry Refrigeration	-	-	6.0	378.00	n/a	n/a
Best Buy	14.0	882.00	-	-	-100.0%	-100.0%
Biggie Crane and Riggin Co	16.0	929.35	-	-	-100.0%	-100.0%
Blue Hen Auction	-	-	4.0	252.00	n/a	n/a
Bruce Waterman	22.0	1,307.35	-	-	-100.0%	-100.0%
Caesar Rodney High School	27.0	1,509.73	12.0	756.00	-55.6%	-49.9%
Carr and Duff	-	-	14.0	1,044.50	n/a	n/a
Delaware State Sportsman Association	9.0	534.39	7.0	441.00	-22.2%	-17.5%
Delaware State University	222.0	13,703.43	255.5	16,008.50	15.1%	16.8%
DelDOT	-	-	16.0	1,105.50	n/a	n/a
Del-One Federal Credit Union	9.0	567.00	3.0	189.00	-66.7%	-66.7%
Department of Interior, Bureau of Ocean	-	-	10.0	630.00	n/a	n/a
Diamond Materials	9.0	455.47	-	-	-100.0%	-100.0%
Dover Downs	2,190.0	125,829.08	1,766.5	111,289.50	-19.3%	-11.6%
Dover Federal Credit Union	162.0	9,761.66	162.0	10,206.00	0.0%	4.6%
Dover High School	43.0	2,549.79	40.0	2,520.00	-7.0%	-1.2%
Dover High School Athletic Dept	291.5	17,916.34	301.0	18,963.00	3.3%	5.8%
Dover Housing Authority	-	-	2,092.5	127,747.50	n/a	n/a
Dover Intl Speedway / Spring Race	1,014.0	60,396.57	1,020.0	60,180.00	0.6%	-0.4%
Dover Intl Speedway / Fall Race	1,057.0	61,703.83	977.5	57,672.50	-7.5%	-6.5%
Dover Mall	18.0	811.56	42.0	2,646.00	133.3%	226.0%
Downtown Dover Partnership	21.0	1,323.00	-	-	-100.0%	-100.0%
EFG Paving	-	-	9.0	713.25	n/a	n/a
Grass Busters	10.5	661.50	-	-	-100.0%	-100.0%
JDRF	3.0	189.00	3.0	237.75	0.0%	25.8%
Kraft Foods	10.0	630.00	-	-	-100.0%	-100.0%
Kent County Tourism	-	-	151.0	9,513.00	n/a	n/a
Kriss Contracting	7.0	556.50	13.5	1,069.88	92.9%	92.3%
Mathematics League	12.0	747.92	12.0	756.00	0.0%	1.1%
McGlynn's Pub	18.0	1,134.00	18.0	1,134.00	0.0%	0.0%
Modern Maturity Center	4.0	165.65	3.0	189.00	-25.0%	14.1%
Monster Mash Marathon	-	-	27.0	1,701.00	n/a	n/a
NMSS Delaware Chapter	4.0	252.00	-	-	-100.0%	-100.0%
Orthodontics on Silver Lake	6.0	378.55	3.0	189.00	-50.0%	-50.1%
Pedal Away Prostate Cancer	-	-	33.0	2,079.00	n/a	n/a
Planned Parenthood Of Delaware	18.0	1,077.78	-	-	-100.0%	-100.0%
Point to Point Global	6.0	273.90	5.0	315.00	-16.7%	15.0%
Professional Board for Standards/Dept of E	-	-	6.0	378.00	n/a	n/a
Red Frog Events / Big Barrel	-	-	793.5	46,816.50	n/a	n/a
Red Frog Events / Firefly	2,499.5	144,340.34	2,242.5	132,307.50	-10.3%	-8.3%
TriSports Events 5K Run/Walk	-	-	9.0	567.00	n/a	n/a
Volkbash	3.0	189.00	-	-	-100.0%	-100.0%
Wesley College	74.0	4,488.82	63.5	4,000.50	-14.2%	-10.9%
Wilmington University	64.0	3,923.03	24.0	1,512.00	-62.5%	-61.5%
Sutotals	7,881.0	460,291.04	10,236.5	622,693.75	29.9%	35.3%
GRANTS - Monthly expenses recorded to grant funds via purchase orders in HTE						
CJC Grants	259.9	13,090.54	-	-	-100.0%	-100.0%
DATE Grants	-	-	296.0	14,800.00	n/a	n/a
EDIE Grants	126.9	6,757.42	103.4	5,965.75	-18.5%	-11.7%
Highway Safety Monthly Events	705.0	32,971.40	795.0	39,750.00	12.8%	20.6%
Violent Crimes Grants	796.2	42,794.78	563.6	29,115.97	-29.2%	-32.0%
Subtotals	1,888.0	95,614.14	1,758.0	89,631.72	-6.9%	-6.3%
GRAND TOTALS	9,769.0	555,905.18	11,994.5	712,325.47	22.8%	28.1%

Jan 14 - Jun 15

Local businesses billed at actual overtime + 16% overhead rate
All grants billed at actual overtime + 11.596% benefits rate

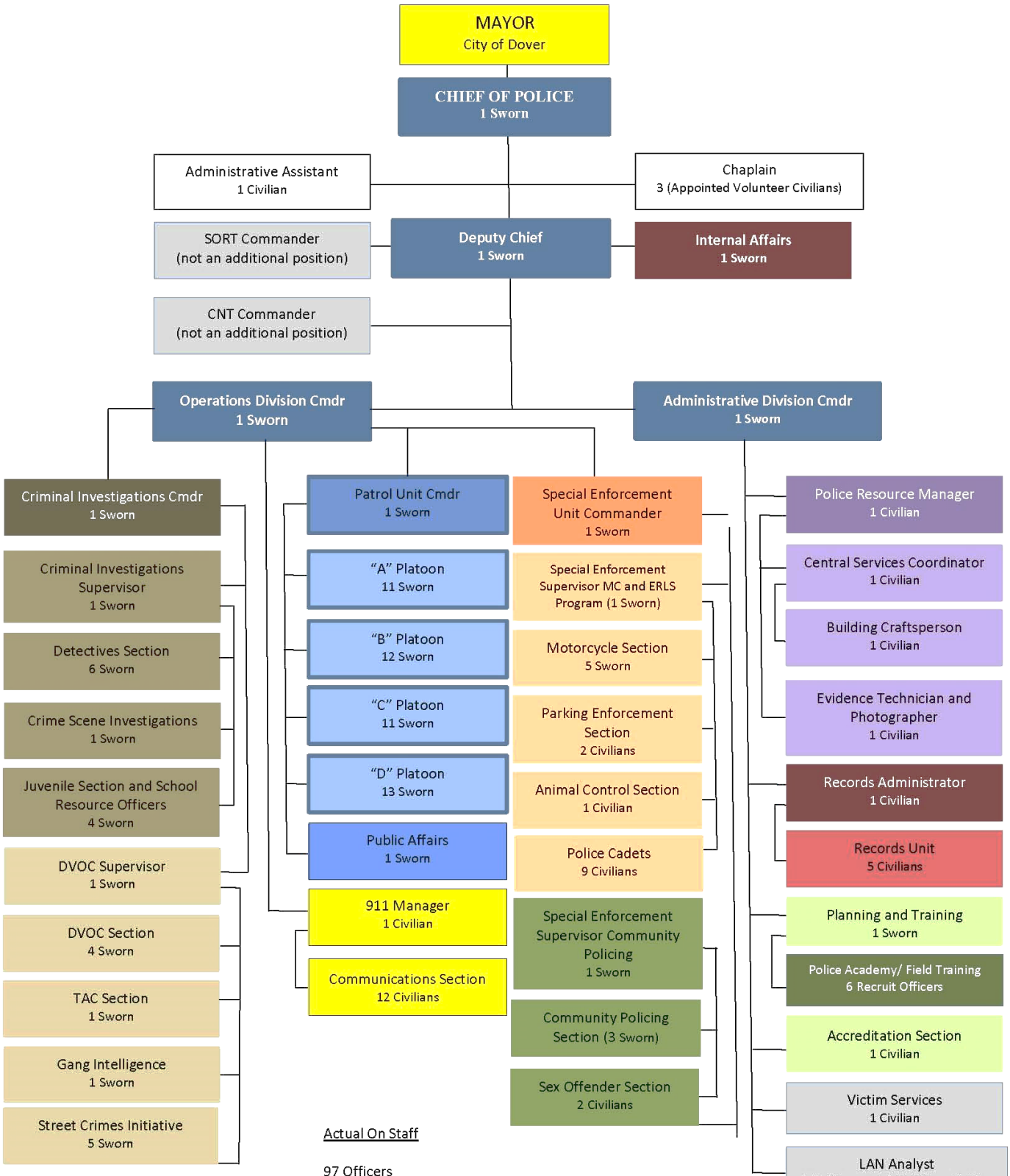
Jul-Dec 15

City prescribed flat rates charged according to the following schedule:

$63 Flat rate for local businesses
$59 Flat rate for large events with >5,000 spectators
$16.50 Additional flat rate charge for vehicle use
$50 Flat rate approved for DATE Grant and Highway Safety Events

Grants (CJC, SALLE, EIDE, VIOLENT CRIMES) billed at actual overtime + 12.596% benefits rate

DOVER POLICE DEPARTMENT
ORGANIZATIONAL CHART
DECEMBER 2015



Revised: December 2015

Actual On Staff

97 Officers
41 Civilians (full time) 1 (Part time)
138.5 Employees

City of Dover Police Department
Executive Staff



Chief of Police
Paul M. Bernat



Deputy Chief of Police
Major Marvin Mailey



Operations Division
Commander
Captain David Spicer



Administrative Division
Commander
Captain Timothy Stump

City of Dover Police Department
Administrative Staff



Criminal Investigations
Unit Commander
Lieutenant Chad Bernat



Patrol
Unit Commander
Lieutenant Kevin Kober



Special Enforcement
Unit Commander
Lieutenant Christopher Hermance



Internal Affairs
Unit Commander
Lieutenant Todd Case

City of Dover Police Department
Civilian Administrative Staff



Police Resource Manager
Robin Adkins



911 Manager
Christina Kober

PROMOTIONS

Each year the Officers of the Dover Police Department take part in a highly competitive promotion process, the following Officers were promoted during 2015:

CAPTAIN

David Spicer

LIEUTENANT

Chad Bernat
Todd Case
Christopher Hermance
Kevin Kober

SERGEANT

Aaron Dickinson
Anthony Digirolomo
Matthew Knight
Paul Kuntzi
Jeffrey Melvin
Robert Roswell
Scott Sealund

MASTER CORPORAL

Bernardo Fioravaniti
Mark Hoffman
Jennifer Lynch
Jordan Miller
Brian Sherwood
Kevin Streadwick
James Stubbs
Carlton Turner
Michael Wisniewski

PATROLMAN FIRST CLASS

James Johnson
Aaron MacDonald
Jacob Rankin
Ryan Schmid
Colin Schmidt
James Wood

OFFICERS OF THE QUARTER FOR 2015

OFFICER OF THE QUARTER – 1ST QUARTER
MCPL. JEFF DAVIS

During the 1st Quarter of 2015, MCpl. Davis was involved with a video parody of the song "Shake it Off" by Taylor Swift. This parody brought a positive light to the Dover Police Department to include guest appearances/interviews throughout the country. The video was viewed over 33.5 million times and certainly reflected a positive image on law enforcement during a difficult time.



OFFICER OF THE QUARTER – 2ND QUARTER
PFC JAMES JOHNSON

During the 2nd Quarter of 2015, PFC Johnson proved his outstanding work ethic and natural instincts by making several quality arrests. Along with his large case load, he still maintained a large number of traffic arrests. During this time period he was also promoted to PFC, and became a member of the SORT Team. It was also during this quarter that PFC Johnson proved his ability to thrive under pressure by administering CPR to a toddler, it was his efforts that ultimately saved the life of this child.



OFFICERS OF THE QUARTER FOR 2015

OFFICER OF THE QUARTER – 3RD QUARTER
CPL. BRIAN ALLEN

During the 3rd Quarter of 2015, Cpl. Allen had the most traffic arrests of any member of the patrol unit while still maintaining the same workload as the other platoon members. Cpl. Allen responded to the department, while on vacation, upon hearing his unit was involved in a large altercation**.**



OFFICER OF THE QUARTER – 4TH QUARTER
PTLM. ROBERT CUNNINGHAM

During the 4th Quarter of 2015, Ptlm. Cunningham responded to an astonishing total of complaints, including a large amount of criminal arrests. During the same time period, Ptlm. Cunningham was instrumental in the location and apprehension of two violent armed robbery suspects and his quick action to use a pressure washer to extinguish a house fire likely limited the amount of damage to the home.



CIVILIANS OF THE QUARTER FOR 2015

CIVILIAN OF THE QUARTER – 1ST QUARTER
RECORDS CLERK – KELLY MORGAN

During the 3rd Quarter, Records Clerk Kelly Morgan continued to maintain the attendance and payroll records impeccably with a strong work ethic. Kelly displays a positive attitude which is demonstrated in training new employees on the ADP system, and cross training amongst other employees in the Records Unit.



CIVILIAN OF THE QUARTER – 2nd QUARTER
COMMUNICATIONS OPERATOR MARK HALL

During the 2nd Quarter, , Communications Operator Mark Hall maintained a high level of professionalism during a large scale event at Delaware State University that involved over 100 police officers, and multiple victims.



CIVILIANS OF THE QUARTER FOR 2015

CIVILIAN OF THE QUARTER –3RD QUARTER
EVIDENCE TECHNICIAN DEAN ANDERSON

During the 3rd Quarter, Evidence Technician Dean Anderson continually kept the evidence room, gun storage area and the prescription drug disposal box maintained providing a more organized and efficient department.



CIVILIAN OF THE QUARTER – 4TH QUARTER
COMMUNICATIONS OPERATOR MICHAEL O'CONNOR, III

During the 4th Quarter, Communications Operator Michael O'Connor, III observed a subject that had broken into a vehicle, he immediately reported the crime and then assisted in the apprehension of the suspect.



Officer and Civilian of the Year 2015
Dover's Finest

OFFICER OF THE YEAR



Patrolman First Class
James Johnson

CIVILIAN OF THE YEAR



Records Unit Clerk
Kelly Morgan

Awards Ceremonies

The Dover Police Department held two Award Ceremonies in 2015. Officers and Civilians earned the following awards:

12 - Police Chief's Commendation
8 - Distinguished Unit Commendations
5 - Service Achievement
2 - D.U.I
9 - Safe Driving
3 - Military Service
40- Perfect Attendance
4 - Officer of the Quarter
4 - Civilian of the Quarter
1 - Officer of the Year
1 - Civilian of the Year

New Sworn Officers

2015



Patrolman
Adalberto Aviles



Patrolman
Robert DaFonte



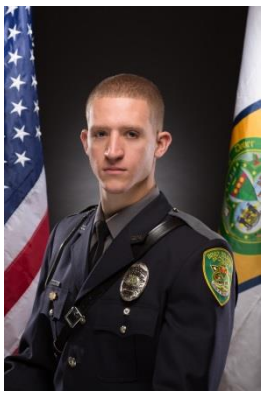
Patrolman
Antonino D'Errico



Patrolman
Jonathan Haith



Patrolman
Joshua Krumm



Patrolman
Nolan Matthews



Patrolman
Craig Mitchell



Patrolman
Frederick Pierce



Patrolman
Anthony Smith

Crisis Negotiation Team (CNT)

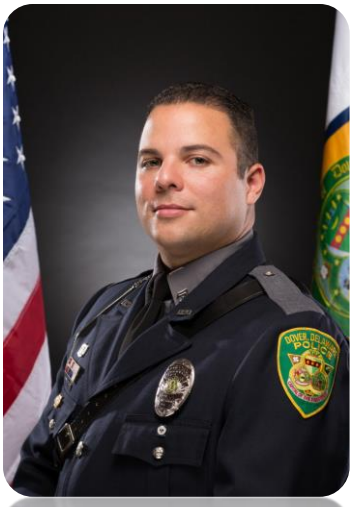
The Crisis Negotiation Team is a specialized unit comprised of ten veteran officers of the Dover Police Department, whose mission is to respond to all barricade and hostage situations. The CNT commander reports directly to the Deputy Chief of Police, who is also responsible for authorizing their activation. Once activated, the Crisis Negotiation Team focuses their resources on establishing personal contact with the individual involved. Once contact is established, CNT uses the opportunity to appraise, evaluate and gather intelligence in order to resolve the crisis as quickly as possible.

The Crisis Negotiation Team maintains their proficiency through bi-monthly training exercises, two of which include joint training with SORT. Throughout 2015, members of the Crisis Negotiation Team attended continuing education courses designed to enhance the team's capabilities.



Cpl. Jeffery Welch giving instructions during an active shooter scenario.

PUBLIC INFORMATION OFFICER



The Public Information Officer (PIO) is a responsibility of the Public Affairs Office created in the fall of 2013. Cpl. Mark Hoffman, a 10-year veteran, is assigned to the position and is under the direct supervision of Captain Dave Spicer, the Operations Division Commander. The PIO is responsible for dissemination of information to the public and media outlets. This is primarily accomplished by publishing information and photos on the department's web site, as well through the department's social media platforms. The PIO maintains regular contact with journalists from newspaper, radio, and television and gives both telephone and in-person interviews and is responsible for website updates. Additionally, the Public Information Officer is often called upon to serve as emcee during functions such as the promotion and award ceremonies. In 2013, the department added social media platforms to the responsibilities of the PIO. Through programs such a Facebook, Twitter, YouTube, the MyPD Mobile App, and the RAIDS Online Crime Mapping program, the department has been able to connect with the citizens of Dover quickly and more efficiently than ever before. The PIO sends safety messages, public service announcements, crime alerts, educational videos, and more through the social media outlets. The PIO also assists in criminal investigations where evidence can be retrieved via social media. Since the inception of the program in October of 2013, the department has seen tremendous success in solving crimes, crime prevention, public communication and reputation management.

The Public Affairs Office also works closely with the Community Policing Unit on various community outreach projects such as National Night Out, Holiday Heroes, coat drives, and community meetings.

The office also partnered with NextDoor in October to launch the program in the City of Dover. The City of Dover is the 1st and only city in the state to officially launch NextDoor as a community engagement platform. The program has 754 registered members in 25 separate neighborhoods. The platform serves as a secure communication tool amongst residents in the individual communities and neighborhoods in the City of Dover and as another method of communicating concerns to the police department. The goal of the program is to provide a means of communication to citizens so neighbors get to know one another with the idea that "when neighbors know each other, they look out for each other."

The Public Affairs Office continued its Shoplifting Notification Program in 2015, which saw a decrease of 44 shoplifting calls from 2014 for a total of 929 calls, making 2015 the second straight year the number has been below 1,000, and the lowest total since 2009 when the department handled 848 shoplifting complaints.

The ability to communicate directly to the public has led to success in solving crimes that may have gone unsolved prior to the department's use of social media, but has also led to better relationships in the community we serve.

INTERNAL AFFAIRS

The Internal Affairs Unit is staffed with one sworn officer who holds the rank of Lieutenant. The mission of the Internal Affairs Unit is to ensure the integrity of the Police Department by maintaining an internal system that is objective, fair, and equitable in its methods of internal investigation. The Internal Affairs Office is responsible for investigating allegations of misconduct by employees both sworn and civilian. The Internal Affairs Unit also investigates all complaints or allegations of corruption, use of excessive force, breach of civil rights, criminal misconduct, and violations of department policy. This office is tasked with working directly with the City Solicitor in responding to civil actions.

In addition to its primary duties, the Internal Affairs Office retains an active role in training new recruits along with local citizens who attend the Citizens Police Academy. New employees are acquainted with the function of the Internal Affairs Office, including an overview of rules, regulations and job performance standards. Internal Affairs is also tasked with several other responsibilities including the inspection of departmental equipment, vehicles and evidence storage facilities.



Internal Affairs
Unit Commander
Lieutenant Todd Case

Criminal Investigation Unit
Detective Section

The Dover Police Criminal Investigation Section is tasked with the responsibility to investigate the most serious crimes that occur within the City of Dover. This section also conducts financial and identity theft investigations. In addition to these duties, they are called upon to perform background investigations on all civilian and police applicants who are being considered for employment.

In 2015, the seven detectives assigned to this section investigated a total of 1266 complaints and cleared 1146 of them. The detectives solved 69% of the robberies and 59% of the burglaries and cleared 90.5% of all cases that they investigated. These clearance rates are higher than the national average, this speaks volumes for the unit's investigative abilities.

The Criminal Investigations Unit experienced a significant increase in Homicide and shooting investigations in 2015. The detectives investigated a total of 7 Homicides in 2015, five of which have been cleared by arrest thus far. They also experienced a dramatic increase in the overall number of shooting investigations which totaled 39 complaints, 30 of the reported 39 shooting victims were shot and sustained injury or were killed as a result of the gun fire. In the remaining 9 investigations, persons were either shot at while occupying a residence or a vehicle.



Top Row from Left – PFC Nathaniel Warren, Patrolman Dale Boney, 2nd Row from Left – PFC Nathan Garey, MCpl. Jeffrey Gott, PFC Christopher Peer and MCpl. Lawrence Simpkiss
3rd Row From Left – Sgt. Matthew Knight, Cpl. Anthony Toto, PFC James Wood
4th Row – Lt. Chad Bernat

Drugs, Vice, & Organized Crime Section (DVOC)

The Drug, Vice, & Organized Crime Section is comprised of five officers who work in an undercover or plain clothes capacity. All five officers working in concert are committed to eliminating the use and sale of illegal drugs, counterfeit merchandise, and prostitution from the City of Dover. The Gang Intelligence Officer is assigned to the Drug, Vice and Organized Crime Section and is responsible for intelligence gathering and criminal investigation of Gang Members and Violent Offenders. Because of their dedication and commitment, the DVOC Section handled a total of 1688 cases. As a result of these cases, the unit seized a large number of illegal drugs and money.

Seizures

	2014	2015	Percent Change
Marijuana (Grams)	5,750	11,704	104%
Cocaine (Grams)	777	2,204	184%
Heroin (Grams)	175	1,700	871%
Ecstasy (Doses)	0	533	N/A
Firearms	16	26	63%
Currency	$174,068.00	$98,893.00	-43%
Case Total	1,726	1,688	-2%

The Drugs, Vice, and Organized Crime Section takes great pride in the working relationship it has established and maintained with the Drug Enforcement Administration (DEA), The Alcohol Tobacco and Firearms agency (ATF), The United States Marshals Service (USMS), and the Delaware Department of Probation and Parole.

DEA Task Force

The Dover Police Department continued its ongoing relationship with the Drug Enforcement Administration (DEA) during 2015. The local DEA Task Force is comprised of detectives from local and state police agencies who work in conjunction with federal agents from the Drug Enforcement Administration. The Dover Police Department continues to provide two officers to work with this federal task force.

Alcohol Tobacco and Firearms Task Force (ATF)

The Dover Police Department partnered with the ATF in 2012. The police department currently has one full-time detective assigned to this task force. The task force's mission focuses on gang activity, gun trafficking and violent crime within the State of Delaware. The partnership with the ATF has proven to be successful and the Dover Police Department looks forward to the continued relationship for many years to come.

United States Marshals Service

In 2015 the Dover Police Department partnered with the United States Marshals Service (USMS). The Dover Police Department has one full time officer assigned to this agency. This new partnership has increased the ability to apprehend violent fugitives who are attempting to avoid prosecution. The Dover Police Department is very excited to be part of this agency's mission and looks forward to the continued relationship.

TAC Section/Operation Safe Streets

In addition to the Drug Unit and the DEA Task Force, the Dover Police Department continues to support the Governor's statewide initiative "Operation Safe Streets". Three Dover Police Officers work in concert with two Delaware Probation and Parole Officers. Together they concentrate their efforts on street level sales of illegal narcotics, as well as current probationers who reside within the city limits of Dover.

Street Crimes Section

In May of 2015, the Street Crimes Section became a permanent section in the Dover Police Department. It was created to address violent crimes and quality of life issues by utilizing crime mapping to identify violent crime hot spots and then concentrating their enforcement efforts in those areas. The Street Crimes Section also works closely with Safe Streets and DVOC to jointly accomplish large operations.

Crime Scene Investigation Section (CSI)

The Crime Scene Investigations Section or CSI is currently staffed by one officer, Detective Larry Simpkiss who reports to the Detective Section Sergeant. Detective Simpkiss is a 2010 Graduate of the National Forensic Academy (NFA) at the University of Tennessee. This academy features cutting edge technology and procedures in the collection of forensic evidence and is recognized throughout the world as the premier forensic school. Detective Simpkiss is one of three Dover Police NFA graduates. The three Dover graduates are the only graduates of the NFA in Kent or Sussex Counties. Detective Simpkiss' duties include processing major crime scenes, DNA collection from suspects, processing and tracing of all firearms seized, processing shell casings and/or bullets recovered and any other processing re-quests that are needed by officers in the department.



MCpl. Lawrence Simpkiss dusting a firearm for fingerprints.



MCpl. Michael Wisniewski during a SORT training exercise.

Special Operations Response Team (SORT)

SORT is comprised of 18 veteran officers. Officers are only considered for this special assignment upon completion of extensive physical testing as well as firearms proficiency. Members of SORT are highly trained in areas of hostage rescue, barricaded subjects, and high risk warrant service. During 2015, numerous veteran officers of this extremely motivated team completed an average of over 150 hours of specialized training in firearms and tactics. Additionally, SORT executed numerous high-risk search warrants in support of the Drugs, Vice, And Organized Crime Section, Detective Section, and the Federal Drug Enforcement Agency .

Juvenile Section

The Juvenile Section consists of four officers: One certified GREAT Officer and three School Resource Officers.

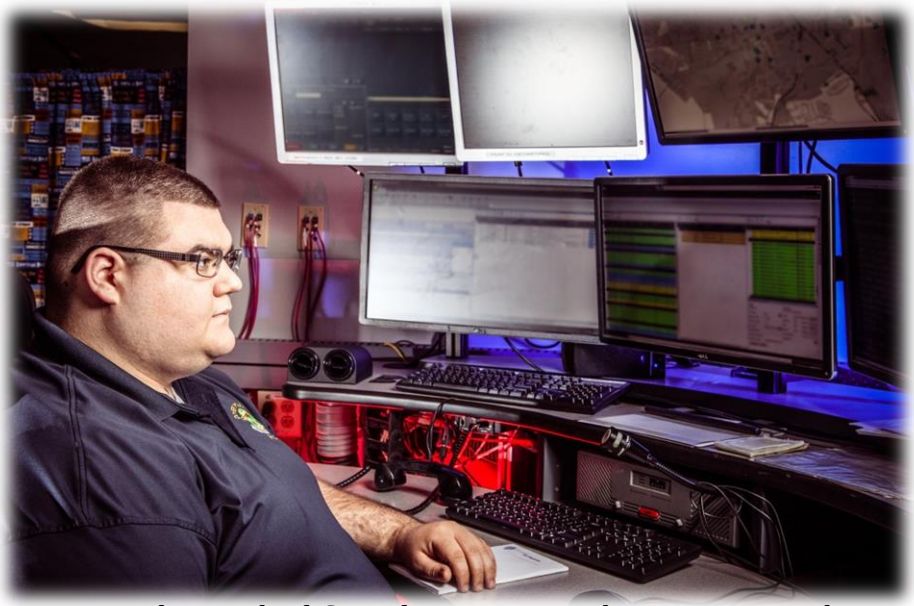
The acronym, GREAT, stands for Gang Resistance Education And Training and deals with drug, alcohol use, school violence, bullying and gang education and awareness. The GREAT Officer, Cpl. Konnick, instructs a six week classroom course with all fifth graders and follows up with a thirteen week classroom course with all sixth graders at William Henry Middle School. The focus of the course instruction is an anti-gang, anti-drug and anti-violence approach to making good and healthy choices. Cpl. Konnick maintains a highly visible presence in all 17 schools that are located in the city limits of Dover.

The School Resource Officer (SRO) program is in its eleventh year thanks to a partnership between the Dover Police Department and the Capital School District. PFC Piazza is assigned to Central Middle School, Cpl. Stevenson is assigned to the Dover High School and PFC Knight is assigned to the Parkway Academy as SRO's. SROs regularly teach various classes regarding health and safety issues. In addition to patrolling the school grounds and attending after school functions, such as sports events and student dances, all Juvenile Section Officers are involved in extracurricular events throughout the year. The events are held in different locations in the city and are focused on positive interaction with children and teenagers. The Juvenile Section Officers strive to build and maintain a positive rapport with all of the students in the Capital School District and the children that reside in our community. The Juvenile Section also handles criminal complaints throughout the year involving juvenile related crimes.



From Left: Cpl. Michael Konnick PFC Terrence Knight, PFC James Piazza, Cpl. Demetrius Stevenson,

Dover Police 911 Center



Dispatcher Michael Spangler monitoring the computers in the 911 Center.

The Dover Police Department's 911 Center is the first point of contact for emergency services provided to the residents and visitors of Dover. The 911 center operates 24 hours a day 7 days a week providing police, fire and emergency medical services. The 911 center is staffed by twelve full time dispatchers. Once a call is received by a dispatcher, he or she will obtain the pertinent information necessary to log the call for service in the Computer Aided Dispatch (CAD) system. Once the call is logged in the CAD system, the dispatcher must prioritize the complaint, and then ensure the appropriate emergency services are promptly dispatched. The CAD system allows the dispatchers to check for hazards or prior calls from the location of the call for service. In addition, dispatchers can monitor the officer's status, such as when a vehicle is stopped or attending court. Dispatchers are tasked with staying in constant communication via 800 MHz radio system and in car computers, known as Mobile Data Terminals (MDT) with officers. When not busy on the telephone or radio, dispatcher's duties include data entry of wanted persons, missing persons, stolen guns, articles, plates, and vehicles in the local system DELJIS) and National Crime Information Center (NCIC) and criminal history checks. Dispatchers are responsible, dedicated professionals with a strong work ethic to help keep the citizens of the City of Dover, as well as our officers safe.

In 2015, the Dover Police Department 911 Center received 118,262 telephone calls, 41,259 of those calls were received on the 911 emergency lines. The 911 Center averaged 325 calls daily. In addition, the 911 Center logged 35,621 calls for service in CAD.

Patrol Unit

The primary responsibility of the Patrol Unit is to respond to calls for service in the community twenty-four hours a day. These calls for service include: criminal complaints, motor vehicle crashes, medical emergencies and an assortment of other types of assistance.

Patrol officers are the first responders to a variety of incidents, thus protecting the life and property of citizens and visitors to the City of Dover, while at the same time proactively enforcing all aspects of the law.

The Patrol Unit consists of four Platoons. A typical Platoon consists of officers with the following specialized training and responsibilities:

Crash Investigation and Reconstruction
Special Operations Response Team
Crisis Negotiators
Shift Investigators
Field Training Officers
Honor Guard



A Platoon

Collision, Awareness, Responsibility & Safety Program (CARS)

The Dover Police Department's CARS program was developed for high school students enrolled in Driver's Education. The Department partnered with Dover High School and the Delaware Drivers Education Program and started teaching this program in the fall of 2004. The 90-minute block of instruction was created and is taught by officers specially trained in Collision Reconstruction. The core topics include common violations that result in collisions, occupant protection (seat belts/airbags), decision making, and what to do if involved in a collision.

The purpose of the course is to teach our new motorists the harsh reality of motor vehicle collisions from the grim point of view of the officer who investigates them. The ultimate goal is to take a proactive measure in an attempt to keep our youth safe. The course is taught throughout the school year to approximately 450 students.

Crash Investigation & Reconstruction Team

The City of Dover Police Department investigated 1,879 traffic crashes in 2015. This was an overall decrease of 7.4% from 2014. This past year the Dover Police Department also investigated six fatal injury crashes (3 pedestrians, 1, pedacyclist, 1 driver and 1 passenger on exterior of vehicle).

In the event of a fatal, serious injury, hazardous material or police officer involved crash, the Dover Police Department relies on the highly trained Crash Investigation and Reconstruction Team. The Reconstruction Team consists of seven officers. Each platoon is assigned a team member with the remaining three officers being assigned to the Detectives Unit. The Reconstruction Officers have received advanced training in the following areas:

Traffic Crash Reconstruction from the Institute of Police Training and Management

Advance Traffic Crash Investigation from the Institute of Police Training and Management

CAD Zone /crash zone computer aided drafting

Sokkia Total Station for surveying

Crash data retrieval programming

Community Policing Section

The Community Policing Section consists of four officers. Officers split their time between the Community Policing and the Quality of Life Neighborhood Enforcement Sections. . The officers meet on a regular basis with apartment managers, neighborhood watch groups and other civic associations. They give safety talks to senior citizens, special presentations at schools, and educate concerned citizens on how to implement and run an effective Neighborhood Watch Program. These officers also teach the Crime Free Multi-Housing Program to apartment managers in Dover. This course instructs property managers in areas of safety by environmental design, how to screen potential applicants and evict non-compliant tenants.

In 2015 MCpl. Jeff Davis starred in a You Tube video that went viral worldwide. The Dover Police Dash Cam Shake it off video generated more than 38.3 million views. It shows MCpl. Davis singing the song "Shake it Off" by Taylor Swift while on patrol. This video brought worldwide positive attention to the Department and it ranked ninth for most viewed videos in the world. MCpl. Davis also did many interviews on national and local media networks promoting the Department and the profession. The 2015 National Night Out was another successful event which was organized by Community Policing officers who partner with the Target Store of Dover; this event had an estimated attendance of 1,500 people. This was the sixth annual National Night Out event which features free food, prize giveaways and interaction with police, fire and paramedics from our area. Due to the loss of funding from Target, Heroes and Helpers was renamed Holiday Heroes and was a huge success again this year. 35 Officers, along with support from local businesses and private donors, ensured that 33 underprivileged children had presents to open during their holiday. Community Policing has also implemented a community outreach program. In October, a public basketball game was held between officers and members of the community. This event also included food and entertainment for the attendees. In November, the Community Policing Unit partnered with Communities in Schools and the Food Bank of Delaware to deliver 150 Thanksgiving meals to needy families in the community. Along with these events, the Community Policing officers are involved in Dover Days, Ghost and Goblins at Dover Downs, July 4th fireworks, Habitat for Humanity projects and numerous parades in Dover, as well as assisting Milford, Harrington and Milton with holiday parades



MCpl. Jeffrey Davis participating in the
2015 National Night Out at Target.

Sex Offender Enforcement Section

Dover PD's Sex Offender Compliance Section consists of civilian agents who monitor all registered sex offenders that reside, work, or attend school in the city limits of Dover. At any given time there are between 240 and 275 offenders that meet this criterion in Dover. The agents are responsible for making all public notifications regarding sex offenders and the agents conduct audits on all offenders in the city to ensure compliance with the program. Tier 1 is the lowest level and is audited once a year, Tier 2 are moderate risk and are audited bi-annually and Tier 3 is the highest risk level which are audited four times within the year. If an offender has violated the conditions of his/her restrictions, the agents will obtain a warrant and the agents aggressively search for them to make the arrest.

In 2015, these officers made 339 verifications, 1245 re-verifications, 36,630 notifications, and obtained 24 non-compliant warrants.



Retired Sgt. Carl Humphrey and
Retired Sgt. Shawn Harrington
From January 1, 2015 to September 26, 2015.



Retired MCpl. Andrew Morris and
Retired Sgt. Carl Humphrey
From December 7, 2015 to Present.

K-9 Unit

The Dover Police Department K-9 Unit consists of three K-9 teams which are all trained in patrol and narcotic detection. The department currently has two teams assigned to the patrol division and one team assigned to the Street Crimes Unit. Our teams are nationally certified by the National Police K-9 Association in patrol, narcotics and tracking. K-9 teams often assist Dover officers as well as other agencies throughout Kent County in the apprehension and seizure of illegal drugs, dangerous felons, suspects resisting arrest, and suspects fleeing crime scenes.

During the year of 2015, our teams were responsible for apprehending 38 criminals and conducting over 42 tracks while assisting in the seizure of over $70,000 in United States Currency. Our K-9s alerted to over 12 kilograms of marijuana, 400 grams of cocaine, 68 grams of methamphetamine and 426 grams of cocaine. The unit had 462 total deployments for the 2015 calendar year.

Criminal Apprehensions	38
Tracks	56
Area Searches	5
Crowd Control	8
Building Searches	44
Property Checks	33
Alarms	71
Warrant Services	45
Narcotic Sniffs	52
Money Sniffs	11
School Sniffs	9
Money Seizure	$70,142.00
K-9 Demonstrations	28
Assist other Police	35
Training Hours	655.5
Deployments	462







Top Left: Cpl. Robert Barrett with K-9 Partner, Britt.

Top Right: M/Cpl. Bernardo Fioravaniti with K-9 Partner, Gerome

Bottom Left: Pfc. Joseph Bauer with K-9

Motorcycle Section

This section consists of six motorcycle officers. These officers conduct speed enforcement, or any other traffic enforcement problem throughout the city. They lead all parades in Dover and escort most funerals through the city. Motorcycle officers also assist other units when needed throughout the city. In 2015, they issued 5,779 tickets and had 1,377 complaints assigned to them.



Parking Enforcement Section

The Dover Police Department has two full time civilians assigned to Parking Enforcement. They enforce parking regulations throughout the city. They are responsible for booting vehicles when the owner has failed to pay fines that have accrued over a period of time. Parking enforcement also patrols shopping centers and neighborhoods for parking violations.



Parking Enforcement Officers Frank Hutchins & John Boyer



Animal Control Section

The Dover Police Department employs one full time (civilian) Animal Control Officer who is responsible for animal complaints within the city. The Animal Control Officer sets non-injuring traps for stray cats and dogs when they can't be captured. The Animal Control Officer investigates properties for unsanitary, neglected or vicious animals.



Animal Control Officer Ryan Knowles

Police Resources Manager

This position is part of the Police Staff and is held by Ms. Robin Adkins. She is responsible for all department financial management duties, including management of the department budget, grants and oversight/backup for the other resource functions in the department. These functions include fleet management, building maintenance and evidence.

Central Services Coordinator

This civilian position is responsible for a wide range of duties in the department including purchasing and the maintenance/repair of vehicles, office equipment and specialized police equipment. The position also supervises building maintenance and evidence/photography personnel. Ms. Rhonda Figueroa has held the position since May of 2015 and has quickly acclimated to the police department climate and duties extremely well.

Evidence Technician

The evidence accountability duties of this position are extremely critical to maintaining the department's highly successful record for solving criminal cases in court. Mr. Dean Anderson, a retired police officer, was hired for this position in December of 2014 and hit the ground running. He has already implemented several measures to improve the evidence system and its management.

Building Maintenance

All building maintenance and custodian functions are performed and/or coordinated by one person, Mr. Mark Moore. Because the building is never closed and there are numerous systems requiring maintenance and areas to keep clean, Mr. Moore is extremely busy keeping up with all tasks required. In July of 2015, we added Janitorial Services contract services to help Mr. Moore keep up with the cleaning of the building areas open to the public which include the front lobby, restrooms, and meeting room. Mr. Moore monitors the contract personnel who have been doing a great job in these areas. As time allows, Mr. Moore also assists with vehicle maintenance issues.



Robin Adkins
Police Resources Manager



Rhonda Figueroa
Central Services Coordinator



Dean Anderson
Evidence Technician



Mark Moore
Building Maintenance

Records Unit

The Records Unit consists of six civilian employees. The unit is responsible for all documents generated by the Police Department. These documents include all criminal reports, arrest reports, traffic crash reports, traffic citations, and city ordinance summons which are submitted to the Records Unit for review, data input, storage, and archiving. The Dover Police Records Unit is one of only three municipal police agencies in the state who are authorized to directly input data into the Delaware Justice Information System (DELJIS). In addition, the Records Unit is tasked with processing and verifying the department's payroll prior to submitting it to the City Finance Office.



From Left: Brenda Unruh, Karen Hudson, Jessica Hand, Elizabeth Parsons, Kelly Morgan and Lisa Hoffer

Local Area Network Analyst (LAN Analyst)

Christopher Menge and Paul Cookson serve as the Department's LAN Analysts. They are responsible for the department's computers, application software, servers and related network infrastructure. The computer systems within the department continue to present unique challenges due to the enhanced security requirements imposed by state and federal mandates governing the criminal justice community. They also work closely with several state agencies to implement and troubleshoot state-hosted systems that are accessed by police employees.

These positions are also responsible for assisting with the design, implementation and purchase of all items within the department associated with computer technology. The LAN Analysts are currently responsible for 81 desktop computers, 36 mobile data computers, 17 servers, 11 network printers and various stand-alone peripherals.



LAN Analysts Chris Menge and Paul Cookson

Victim Services Unit



Ms. Diane Glenn serves as the Department's Victim Services Coordinator and provides crime victims with professional assistance and support. Each crime victim and their family are provided with a supportive environment to assist them through some very difficult times and decisions in their lives. Our goal is to help lessen the trauma suffered and provide support throughout the criminal justice process.

Services provided to crime victims and their families vary in each case depending upon the needs of the individual. Services include: death notifications, crisis intervention, referrals to community based services, criminal justice updates, court accompaniments, assistance with filing for violent crime compensation through the state, as well as a host of other services as needed in each particular case.

The Dover Police Department is committed to the fair, compassionate, and dignified treatment of all crime victims. We continue to strive to improve and enhance all services related to helping victims and survivors through such traumatic events.

Below is a statistical breakdown for services provided in 2015:

240 Total Number of New Victims Served 2015
93 Total Number of Existing Clients Served 2015
333 Total Number of Clients Served for 2015

NEW CLIENT DATA:

GENDER	AGE	RACE
121 FEMALE	12 0-12 YEARS	72 BLACK
97 MALE	16 13-17 YEARS	26 HISPANIC
22 BUSINESS'	66 18-25 YEARS	118 WHITE
	93 26-40YEARS	2 ASIAN
	17 41-60 YEARS	22 BUSINESS'
	14 61+ YEARS	
	22 BUSINESS'	

CLIENT SERVICES PROVIDED:

720	Criminal Justice Information
350	Telephone Contacts
180	Social Service Referrals
145	Crisis Interventions
127	Personal Contact
27	Victims' Compensation Claims
46	Call Outs

Planning & Training Unit

The Planning and Training Unit is responsible for all aspects of training, recruitment, and applicant testing. Planning and Training ensures that all sworn and civilian members of the department receive training in compliance with the standards established by the Delaware Council On Police Training (COPT), Departmental Policies, CALEA standards, and Federal mandates. The Planning and Training Unit also provides training to outside agencies that request assistance with their training needs. The unit is also responsible for all newly hired police officers through their completion of the Field Training Program. Throughout the year, Planning and Training participates in various job fairs in the local region in an effort to recruit qualified and diverse applicants.

Major Training Accomplishments for 2015:

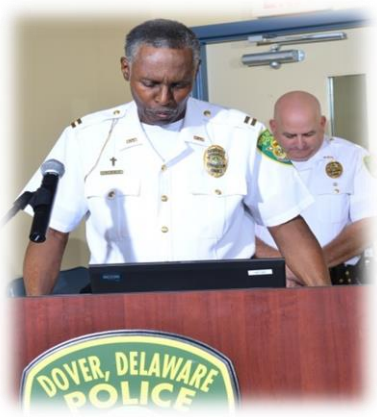
12 new police officers hired, including one certified
1,133 civilian training hours
9,419 sworn officer training hours
15 out of state training schools attended
5 Internships
420 hours of ride alongs



Sgt. Aaron Dickinson

Police Chaplains

The Department has two civilians holding the honorary rank of Captain in the position of Police Chaplain. Wallace Dixon has been a Departmental Chaplain for eleven years. Pastor Jacob McCready joined the department in 2009 and Pastor Elmer Davis joined in 2015. The Chaplains provide the blessings and benedictions at ceremonial functions. They also offer spiritual guidance and advice to both sworn officers and civilian members of the department.



Chaplain Wallace Dixon giving the invocation at a recent promotions and awards ceremony.



Pastor Jacob McCready giving the benediction at a recent promotions and awards ceremony,



Pastor Elmer Davis

Honor Guard & Dover Police and Fire Pipes and Drums



Dover Police Department's Honor Guard is comprised of eight volunteer officers from various units within the department. The Honor Guard is called upon for formal police functions and ceremonies, such as the 2015 Winter Promotions and Awards Ceremony pictured above. Also pictured is the Dover Police and Fire Pipes and Drums, this unit performs at various parades, public events and promotions ceremonies.

CALEA Accreditation
The Gold Standard in Public Safety

Crime Analyst/Accreditation Manager

The Crime Analyst/ Accreditation Manager has dual responsibilities. One of the responsibilities is strategic crime analysis and assists with the planning and deployment of resources to best combat crime. It also provides research and analysis support to aid management in making a variety of key decisions.

The responsibilities of the Accreditation Manager is to maintain and organize the department's many policies and procedures. The primary function is to maintain and comply with the 484 standards which are mandated by CALEA (Commission on Accreditation for Law Enforcement Agencies) and the 105 standards mandated by DPAC (Delaware Police Accreditation Commission). The Dover Police Department is one of only eight departments in the State of Delaware to have the prestigious honor of National Accreditation. The Dover Police Department recently completed their sixth assessment and in March 2015 were selected by the Commissioners of CALEA to receive re-accreditation, which is the **Gold Standard for Public Safety**.



Robert Scott, Crime Analyst/Accreditation Manager

MEDICATION RETURN BOX

The secured box, located in the Dover Police Department lobby, is available 24 hours a day, 7 days a week for the safe and secure disposal of medications no longer needed. The box was given to the department by the National Association of Drug Diversion Investigators (NADDI) as part of a program to combat prescription drug abuse, sponsored by Endo Pharmaceuticals and Zogenix. The box allows for a safe and secure drop-off location where any citizen can anonymously drop unused medications for safe and proper disposal. The Dover Police Department is grateful for the approval by NADDI and looks forward to future success in reducing prescription drug abuse. During 2015, 1,472.6 lbs. of miscellaneous prescription pills were removed from the medication return box.



CADET PROGRAM

The Dover Police Department implemented a police Cadet Program in June 2015 consisting of nine Cadets who are assigned to the Special Enforcement Unit as part time employees. Funding for this program is provided through multiple grant sources.

Prior to being hired, each candidate was required to pass the same tests as a potential Dover Police Officer which includes, a physical fitness test, drug testing, an oral board and a background check. Each Cadet was provided with 80 hours of training consisting of laws, equipment usage, policies and procedures, geography, radio protocol and then an additional 38 hours of supervised on the job training. After they completed the training, they were released for duty and work in pairs.

Cadets conduct high visibility patrols throughout the City of Dover handling 558 complaints and issuing 307 city ordinances violations from June thru December of 2015. The Cadets, who are not sworn Police Officers, conduct patrols on both foot and bicycle and enforce local city ordinances. They also assist with crowd control, traffic control and support services during major events in the City. Cadets are also tasked with providing security services in the Dover Public Library.

The Cadet Program has proved to be a valuable asset to the residents, patrons and business owners of the City of Dover and we have received positive feedback on the impact they are making in the downtown Dover area.



Cadets Bryce Jackson and Logan Spicer playing basketball during a local community outreach program.

2015 OFFICER RETIREMENTS



Corporal Jeffrey Matthews & Spike



Lieutenant Daniel McKeown



Master Corporal Andrew Morris



Lieutenant Jason Pires



Lieutenant J. Eric Richardson



Captain Robert Scott



Sergeant Glenn Virdin

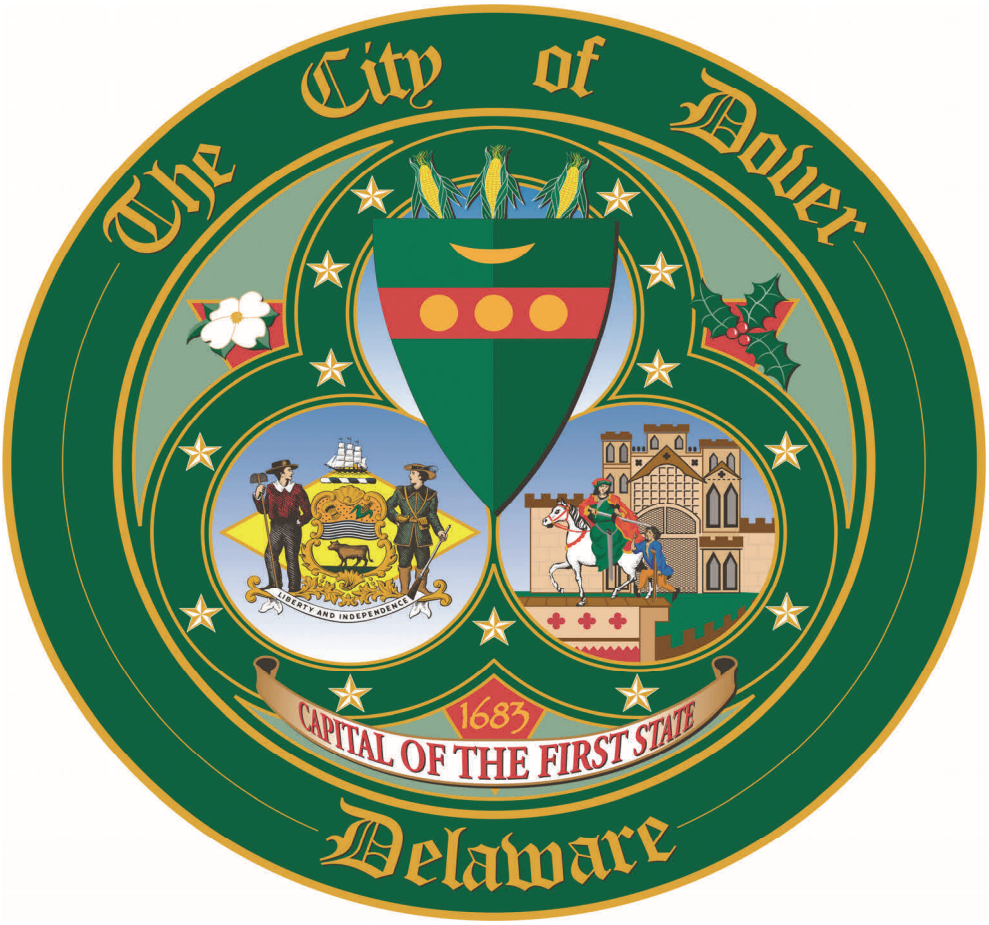


2015
DOVER POLICE
ANNUAL
REPORT

Special Thanks to
Lt. Hermance
for the pictures included in this report.

City of Dover, Delaware

Department of Planning and Inspections & Recreation



2015 Annual Report

Planning, Inspections & Recreation

I. INTRODUCTION 3

II. DIVISION REPORTS 3

Building Inspections 3

Fire Marshals 4

Personnel 5

Code Enforcement & Property Maintenance 6

Licensing and Permitting 7

Planning Division 7

III. INITIATIVES AND ACCOMPLISHMENTS 9

Downtown Development District / Restoring Central Dover 9

Comprehensive Plan Implementation 10

Major Development Projects 12

Other Major Project Activities 16

IV. 2015 COMMITTEE REPORTS 17

Planning Commission 17

Board of Adjustment 17

Historic District Commission 18

Recreation Division 19

V. COMMISSION ACTIVITY .....

Board of Adjustment .....

Historic District Commission .....

Planning Commission Site Plan Applications .....

Miscellaneous Planning Applications .....

Conditional Uses .....

Subdivisions .....

Rezoning Applications .....

Unified Signs .....

Planning, Inspections & Recreation

2015 Annual Report

Introduction

2015 was an exciting year for the Department of Planning and Inspections and the Department of Parks and Recreation. The City saw signs of economic recovery, with several redevelopment projects along the Route 13 corridor. On January 11, 2015, Governor Jack Markell designated downtown Dover as one of three Downtown Development Districts. This designation sparked an increased interest in downtown Dover. Several small projects were completed or underway during 2015, but the seeds have been sown for some major redevelopment activity. Central Delaware Habitat for Humanity completed three new homes on South Kirkwood Street, with two additional homes to be completed in the near future. The partnerships created under Restoring Central Dover have laid the groundwork for significant improvements to the central Dover neighborhoods. The Department of Parks and Recreation completed the Recreation Needs Assessment, which will be the basis of park planning and capital improvements over the next several years. A park plan was created for Mallard Pond Park, and the associated improvements will be completed in early 2016. The City installed air conditioning in the John W. Pitts Center, which was a much needed addition to improve our summer program offerings, including our Summer Playground and sports camps. The City partnered with the Dover YMCA and Holy Cross to initiate a new youth soccer league in the fall. The league was a huge success and was followed by an indoor soccer program on Friday evenings during the winter.

As 2015 drew to a close, the departments were poised for even greater success in 2016.

Respectfully Submitted,

Ann Marie Townshend

Ann Marie Townshend, AICP
Director of Planning & Community Development

Building Inspections

Staff: Mike McGregor Building Inspector II; Greg Akers, Chief Building Inspector / Plans Examiner; and Chris Scott, Licensed Plumbing / HVAC Inspector II.



***New Construction, Renovations, Additions and Tenant Fit Outs*:** Mr. Akers supervises construction inspectors, reviews construction documents and permits, meets with design professionals regarding construction

projects and Dover's permit process. Mr. McGregor reviews plans and permits, performs inspections of commercial, residential and manufactured buildings. Mr. Scott's responsibilities include plans review and performance of plumbing and HVAC inspections for commercial and residential buildings under construction. The combined efforts of all staff resulted in the performance of 3,863 building inspections, 3,373 plumbing/ mechanical inspections and 160 C/O inspections this year. 1,962 permits were issued in 2015.

Additional Duties: The Building Inspections staff assists in revitalizing existing structures through the plans and permits process, responds to inquiries related to construction, assists in property damage assessment after significant damage causing events occur, and enforces licensing of contractors and design professionals. The team provides guidance, support and proper enforcement of the codes for construction and or repairs regulated by the Building and Life Safety Codes.

Summary Description: Building and Life Safety Codes address occupancy**,** structural strength, means of egress, sanitation, adequate lighting and ventilation, accessibility, energy conservation and life safety in regard to new and existing buildings, facilities and systems. These issues are specific to structures and adjacent structures as they may relate.

Qualifications: Dover's Building Inspectors are qualified via a combination of certifications and licenses. Our inspectors are required to achieve or exceed 45 hours of training within 3 year time periods in order to maintain their certifications. These qualifications combined with years of experience in both private and public sectors places them among the best in the industry.

Fire Marshal's Office

Staff: Pictured Left to Right;
Jason Osika , Deputy Fire Marshal / Inspector II
Timothy P. Mullaney Jr., Fire Marshal / Inspector III
Matthew Brown, Deputy Fire Marshal / Inspector I



The Fire Marshal's Office has a staffing level of 3 full time employees. The breakdown is a Fire Marshal (Inspector III) and two Deputy Fire Marshals which can hold the position of Inspector I or II. Currently the officer, Tim Mullaney, has one Inspector II and one Inspector I. One of the three full time employees is certified through the Delaware Council on Police Training and is a sworn officer with full police powers. As such, Mr. Mullaney handles investigations for criminal-related fire incidents.



The Fire Marshal's Office is responsible for conducting inspections annually in various occupancies such as apartments, assemblies, daycares, health care, industrial, mercantile, schools, hotels and motels, and businesses. The Fire Marshal's Office handles a variety of fire related complaints such as over-crowding, blocked means of egress, fire lanes, and impaired fire protection. The sprinkler, fire alarm, hood suppression, and other forms of fire

protection are reviewed and tested by the Fire Marshal's Office.



102 South Queen Street

In addition to the inspection related responsibilities the Fire Marshal's Office is responsible for the investigation into origin and cause of fires and explosions within the City of Dover. All employees of the office are on an on call rotation for any after-hours fire or life safety complaint received.

For the year 2015, the following is a breakdown of activity for the office:

- Annual Fire/Life Safety Inspections: 303
- Certificates of Occupancy Inspections /Fire Protection Acceptances Tests; 196
- Administrative walkthrough inspections; 110
- Fire/Life Safety Complaints: 309
- Plan Review: 145 fire permits issued with a total value of $253,551.00
- Arrest Total: 4
- Prosecution Declined per Attorney General: 4 due to age / 1 due to mental capacity
- Clearance Rate: 69%
- **Subject Burned Investigations:** Total of 4

Fire Type	Number	Value of Loss
Accidental	59	$2,590,950
Incendiary	13	$48,301
Undetermined	13	$192,301
TOTAL	85	$2,831,552

Personnel Changes

The continued dedication and professionalism of the staff of the Department of Planning, Inspections and Recreation is a critical element in providing services to the community. These qualities allow staff to successfully interact with the residents of our City and support continued community improvement. There were a number of staffing changes within the Department during 2015. The change is as follows:

- Eddie Diaz was hired as a Planner I in the Planning Department effective December 7, 2015.
- On December 29, 2015 was David McGinnis last day with the City of Dover. David took on a Code Enforcement Officer position in Baltimore, Maryland.
- On December 31, 2015 was Angela Mangan last day with the City of Dover. Angie was going to enjoy retirement.

Code Enforcement & Property Maintenance

Staff: Tim Taraila, Inspector III/Code Enforcement Supervisor; Ron Coburn, Inspector II/Vacant Buildings; David McGinnis, Inspector I; Velvet Bowen, Inspector I & Jared Boesenberg, Inspector I.



The Code Enforcement Officers entered a total of 3,341 cases into the H.T.E. system with regard to violations of the *Dover Code of Ordinances* and *Zoning Ordinance*. Based on the data demonstrating the reason for the inspections, more than 72 percent of cases are initiated by staff within the Department of Planning and Inspections. This includes the Code Enforcement, Fire Marshal, Licensing and Planning staff. Within these cases, 6,724 inspections were performed for code compliance. All cases entered must have an origination code, such as a citizen complaint or an officer's observation. See chart for breakdown of the reasons for inspections, the number of inspections performed by the Code Enforcement Inspections staff, and a list of the different types of inspections conducted.

In addition, the Property Maintenance and Code Enforcement Officers conducted another 307 inspections relating to Fence and Sign Permits. The Officers also assisted in the collection of Itinerant Merchant Licenses during large events at Dover International Speedway.

***Vacant Buildings*:**

As part of the Vacant Buildings program the Code Enforcement Officers registered in 2015 a total of 275 buildings within the City limits of Dover and collected $139,600.00 dollars in registration fees from these registrations. Since the program began in 2007, a total of 1,681 structures have been registered as vacant. Currently, staff estimates that there are approximately 300 of these structures still vacant.

Dangerous Buildings and Demolitions:

48 buildings or structures were active on the dangerous building list. Of these, the following 17 structures were either demolished by the City, came into code compliance, or they were demolished by the owner of the property.

Types of Inspections/Cases Entered	
Annual Rental Housing Inspections	303
Property Maintenance Exterior	582
Tall Grass and Weeds	642
No Valid Business License	84
No Valid Building Permit	58
Zoning	106
Dover City Ordinances	512
All Others	912
Total	**3,341**

Causes for Inspections	
Citizen/Tenant complaint	651
Electric Department Referral	197
Other Agency Referral	175
Staff Initiated	2,318
TOTAL	**3,341**

Demolished by the City:

110 S New St
5 Welch Dr
1370 College Road
222 W Reed St
311 N Governors Ave
110 Rustic Lane
669 W North St
312 W Loockerman St

Demolished by Owner

381 Rita Wilma Way
383 Rita Wilma Way

Repaired by Owner

209 N New St
307 W Division St
223 N Governors Ave
105 S Queen St
128 S Queen St
43 S Kirkwood St



Licensing and Permitting



Staff: Angie Mangan, Office Assistant II, Debbie Krueger, Office Assistant II; and Kristen Mullaney, Licensing & Permitting Supervisor;
The Permit and Licensing staff is the first contact most customers have with the Department of Planning and Inspections and with the City of Dover.
This staff is responsible for the receipt and processing of all Permits, Business Licenses, Occupancy Permits, and Rental Dwelling Permits. These staff schedule all inspections performed by the department, assist customers, and answer inquires. They responded directly to questions regarding all of the above and scheduled appointments and meetings as required. The charts included are examples of just some of the important work done by this staff. Their contributions to customer service are immeasurable. While much of their work cannot be directly quantified, without their efforts, the Department could not function. They present a high standard of prompt and courteous service.

Planning Office



Staff: Ann Marie Townshend, Director of Planning & Community Development; Tracey Harvey, Planner I; William Cook, Planner I; Maretta Savage-Purnell, Secretary II; Dawn Melson-Williams, Principal Planner, Eddie Diaz, Planner I.

The Planning Office coordinates the review and approval of all development applications within the City and provides support to the Planning Commission, Board of Adjustment, and Historic District Commission. During 2015, the Planning Office processed 67 new applications and continued review on applications that had been submitted in previous years. Additionally, the Planning Office manages the City's Community Development Block Grant program.

Community Development

The Community Development Block Grant Program (CDBG) expands opportunities and housing choices for low and moderate income persons living in Dover and protects the public health and welfare of Dover citizens. Dove receives funds directly from the U.S. Department of Housing and Urban Development (HUD) to administer within the City to support low and moderate income populations. It performs the following tasks:

- Provide CDBG grants to sub-recipients that provide services to low/moderate income persons.
- Provides rehabilitation assistance to sub-recipients who service low/moderate income persons.
- Provides housing assistance to emergency shelters for the homeless.
- Provides sub-recipient grants to community non-profit organizations for projects in the City.

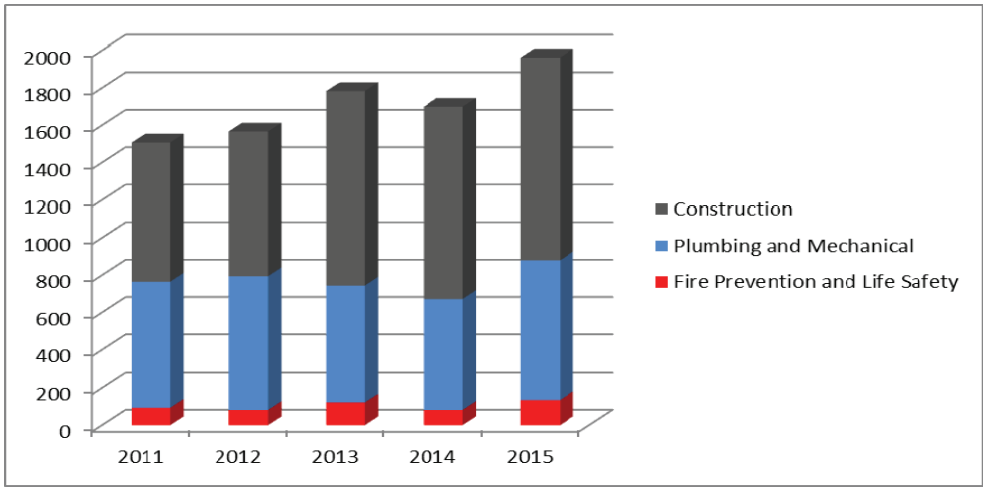
The following projects were completed during the program year:

- **Homeownership Assistance Program**—Throughout the year, six (6) families received a grant from the City of Dover's Homeownership Assistance Program and purchased affordable housing in the City.
- **Dover Interfaith Mission to the Homeless**—CDBG funds were utilized to cover the operations costs for the homeless shelter. Over 215 homeless men were serviced throughout the program year.
- **NCALL Research**— CDBG funds were provided for pre-purchase homeownership counseling to eight (8) Dover residents who purchased affordable housing.
- **Elizabeth Murphey School**—CDBG funds were provided for renovations for one of the housing facilities located on the campus that services at risk youth.
- **Restoring Central Dover Initiative—**Restoring Central Dover is an initiative that was developed as a community wide effort to establish a revitalization plan for central Dover. The plan will focus on affordable housing, business development, strong community and infrastructure needs for central Dover to be developed as a vibrant business corridor. NCALL Research is the lead agency that will implement the plan and received a $90,000 grant from Wells Fargo in September 2013. The City was a stakeholder for this initiative and awarded NCALL $10,000 to support this initiative.

  NCALL and the Restoring Central Dover Steering Committee received a 5-year grant in the amount of $750,000 from the Wells Fargo Regional Foundation for the purpose of implementing the Restoring Central Dover Initiative. A major portion of the grant was utilized to hire a full time Neighborhood Revitalization Coordinator and a Community Organizer who will work with local government and organizations to implement the Restoring Central Dover Strategic Plan.

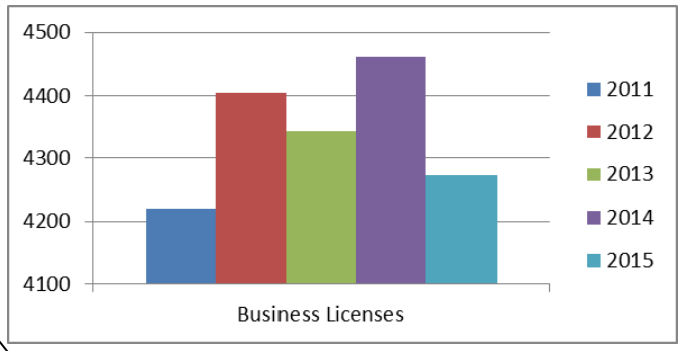
  Mayors Challenge to End Veterans Homelessness – During the fall of 2014, HUD and Mayor Christiansen developed a task force for ending veterans homelessness in the City of Dover by December 31, 2015. The task force set goal to house 50 veterans within 300 days. On December 28, 2015, the task force met its goal by housing 50 veterans that were homeless in the City of Dover. To honor this accomplishment, the mayor held a 300 day celebration on January 20, 2016 at Grotto's Pizza to celebrate the success of this accomplishment.

Permits Issued, 2011-2015

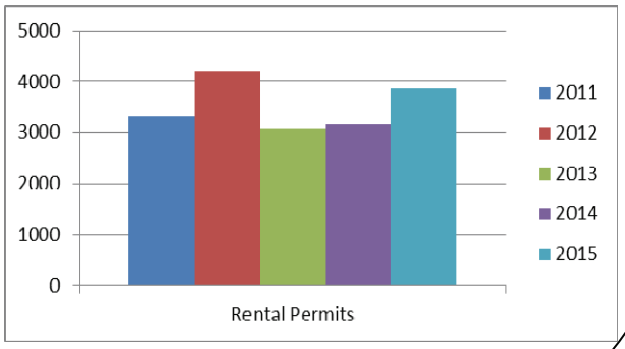


	2011	2012	2013	2014	2015
Construction	742	772	1,039	1,027	1,083
Plumbing / Mechanical	672	713	623	591	745
Fire Prevention / Life Safety	93	81	121	81	134
Totals	1,507	1,566	1,783	1,699	1,962

Business Licenses 2011-2015



Rental Dwelling Permits 2011-2015



Downtown Development District/Restoring Central Dover

On January 11, 2015 Dover received designation as a Downtown Development District. Governor Markell formally announced that the cities of Dover, Seaford and Wilmington were selected as the first Districts in Delaware with visits to each community. On February 26th the Planning Office in conjunction with other City offices, the Delaware State Housing Authority, the State Historic Preservation Office, and the Sustainable Energy Utility conducted a series of three public Workshops on Dover's Downtown Development District. Information was available on the various incentive programs including grants, tax credits, tax credits, fee waivers, etc.

Outreach materials for the Downtown Development District program include brochures and Incentive Applications. Staff also held informational sessions with targeted interest groups such as engineers, architects, lawyers, Realtors, bankers, and City Staff on the program. A second series of workshops was held on March 11th regarding the Downtown Development District opportunities. An announcement of the Large Projects designated for grant funding was made following the completion of the first reservation process round for the DDD Grant Program administered by the Delaware State Housing Authority.

Central Delaware Habitat for Humanity focused its efforts on South Kirkwood Street during its Blitz Build the week of June 8thto complete construction of one home and made significant progress on a second home in order to provide owner-occupied housing in with Dover's Downtown Development District.

In late 2015, the boundaries of the Downtown Development District were expanded in two area along South State Street and West Water Street.



Division Street/Forest Street Design Week Charrette - Planning Staff participated as part of the project team and attended the public workshops associated with the *Division Street/ Forest Street Design Week Charrette* (Western Capital Gateway) in November. A series of public workshops engaged citizens, City staff, and community leaders in a discussion of the Division Street/Forest Street corridor from Saulsbury Road to State Street and the segment of Forest Street leading to Loockerman Street. Ideas for streetscape improvements, landscaping, and land planning were gathered. A Final Report is expected in 2016.

Comprehensive Plan Implementation Activities & Ordinance Development

The Planning Office is responsible for developing ordinances and other activities to implement the City's *2008 Comprehensive Plan*. In this regard, the following projects were priorities of the Planning Staff in 2015:

- **Bicycle & Pedestrian Sub-Committee –** The Planning Office participates in the monthly meetings of the Bicycle & Pedestrian Sub-Committee. In 2015, activities included the final adoption of the Bicycle Plan and Pedestrian Plan. The development of these plans was led by the Dover/Kent County Metropolitan.
- **Capital City Trail –** Through the coordinated efforts of the City Planning Office, the Dover/Kent County MPO, and DelDOT construction of the Capital City Trail continued. In 2015, additional phases of the multi-purpose trail system were completed adjacent to the Delaware Public Archives parking area and along Park Drive. This completes the trail system from the St. Jones Greenway Isaacs Branch trail to Silver Lake Park.
- **Comprehensive Plan Amendments 2015 -** On April 13, 2015, the City Council approved the set of Comprehensive Plan Amendments 2015. The Comprehensive Plan Amendments approved consist of two items. First, the amendment was approved the request to change the land use classification on the Land Development Plan Map 12-1 for the property at 801 North State Street from Residential Medium Density to Commercial. In the other staff initiated text amendment, approval was granted to a text amendment of Chapter 13 – Annexation Plan to remove the requirements for Cost-Revenue Analysis but with language be added to ensure staff still completed a simple analysis for annexations. (MI-15-01A and B)

  In accordance with the approved procedure for annual amendments to the Comprehensive Plan, the Planning Office received in December 2015 several requests to amend the Land Development Plan Map. These

requests will be processed as Comprehensive Plan Amendments 2016 (MI-16-01).

- **Designation as Certified Local Government Program** – Planning Staff with the Historic District Commission worked on preparation of the application for the Certified Local Government (CLG) status. Following April submission of the application (HI-15-01), the City of Dover was designated a Certified Local Government on May 15, 2015. The CLG program of the National Park Service involves local governments in national preservation efforts by supporting local communities which have local historic preservation districts and a historic preservation commission. The CLG program provides technical assistance to support historic preservation efforts, establishes eligibility for federal Historic Preservation Funds, requires participation in the National Register of Historic Places nomination process, and provides training and technical assistance from the State Historic Preservation Office.
- **Delaware Population Consortium** - Planning Staff continued to attend the Delaware Population Consortium (DPC) meetings. The Consortium reviews population and demographic information in preparation to provide 30-year population and employment projections for the State, counties, and selected municipalities including the City of Dover. At the DPC Annual Meeting on November 5th, the Consortium adopted the

File Number & Ordinance	Topic	Text Amendment	Action Date
MI-15-11 Ordinance #2015-13	Revisions to the types of residential uses in the RG-1 and RG-2 zones as related to Downtown redevelopment. Establishes standards for infill projects. Amendment requiring off-street parking in RG-1 and RG-2 as a principal use to be subject to conditional use review.	*Zoning Ordinance* Article 3 Section 2 and Article 5 Section 1.12	LFA 8/10/15 FR 8/24/15 PC 9/21/15 Adopted: October 12, 2015
MI-15-04 Ordinance #2015-17	Revisions to uses within Recreational and Commercial (RC) zone. Establishes provisions for temporary outdoor activities and temporary camping activities in the RC zone. A series of amendments (SA#1-6) con-	*Zoning Ordinance* Article 3 Section 18	LFA 10/12/15 FR 10/26/15 PC 11/17/15 Adopted after amendments: December 14, 2015
MI-15-13 Ordinance #2015-20	A Review of Chapter 66 – Manufactured Homes and Trailers and Appendix B: Zoning led to consideration of a set of Amendments focusing on amendments to the definitions of "one-family dwelling" and "manufactured home	*Zoning Ordinance* Article 12 Definitions	CC 11/9/15 PC 12/16/15 Adopted: January 11, 2016
Ordinance #2015-21 and #2015-22	A series of updates to the Schedule of Fees for various permits, licenses and applications.	*Dover Code of Ordinances, Appendix F – Fees and Fines*	Adopted: December 14, 2015 Effective Date: January 1, 2016

yearly population projections and the Population Projection Series covering 2010-2040. The DPC estimates the population of Dover to be 37,618 people (as of July 1, 2015).

- **ICEMAP Study** - On February 23, 2015 Planning Staff met with consultant Marstel-Day, LLC as one of the community stakeholders in the data gathering phase of the Installation Complex Encroachment Management Action Plan (ICEMAP). This study will be a comprehensive report that aims to management encroachment and sustainment challenges currently or potentially affecting mission operations of Dover Air Force Base (DAFB). Information focused on a variety of topics related to zoning and land use and the associated City procedures and regulations.
- **Ordinance Amendments** – A number of text amendments to the Zoning Ordinance occurred in 2015. The process of text amendment and ordinance adoption involves research by the Planning Staff, consultation with stakeholders on specific topics, review by City Council Committees and then formal review and public hearings by the Planning Commission (for recommendation) and City Council (final action). See summary table as follows for 2015 activity.

Major Projects and Construction Activity

- **Garrison Oak Technical Park -** The construction of the infrastructure for the Garrison Oak Technical Park continued in 2015. The overall subdivision of the Technical Park into fifteen (15) lots occurred with Subdivision Plan SB-09-06F. The capital improvements to this City owned property include a new City street and utility infrastructure (water, sewer, and electric) to serve the Technical Park. The construction includes the loop road known as Garrison Oak Drive which interconnects to White Oak Road in two locations and stormwater management facilities. Also a sanitary sewer pump station and water tower were under construction in 2015. There are three developed lots within the Technical Park including the Garrison Energy Center and the Uzin Utz Manufacturing facility that were completed in 2015. In Fall 2015, Planning & Inspections Staff completed fieldwork to document the G. Parris Homestead (Delaware Cultural Resource Survey #K-6739). Located within the Garrison Oak Technical Park (Lot #13), this circa 1845 dwelling was documented by annotated measured drawings and photographs prior to its proposed demolition.

- **Garrison Energy Center (Master Plan S-12-03/ Phase 1 S-12-17) -**Throughout the year, the Planning Staff participated with other City Staff in coordination conference calls with Calpine regarding the Garrison Energy Center project at 450 Garrison Oak Drive (Lot 7 of the Garrison Oak Technical Park). The project construction was in the final stages for the Garrison Energy Center Phase 1(S-12-17) in 2015. A ribbon cutting/opening celebration event was held October 1st. The Planning Office also approved the Administrative Site Plan (S-14-20) for the addition of a Fuel Oil Tank at the site following receipt of State DNREC permits. Associated with the project, a total of 378 trees (Tree Mitigation Plan) were planted in off-site locations in Dover including placement as street trees and within City parks.

- **Uzin Utz (Site Plan S-13-20) -** In early 2015, building construction activities continued at the Uzin Utz Manufacturing facility at 200 Garrison Oak Drive (Lot 12 of the Garrison Oak Technical Park. (S-13-20) The staff of the Planning, Inspections, and Fire Marshal's Office met often with the developer and contractors to assess project progress and to address project issues. In late May, the final inspections began and a Temporary Certificate of Occupancy was issued in July. Start-up operations of the Uzin Utz Manufacturing facility began and a Final Certificate of Occupancy was issued in August. In September, Staff attended the ribbon cutting/grand opening event celebrating the Uzin Utz Manufacturing facility.

- **Other Construction Activities -** A significant number of large construction projects began or were progressing in 2015. To begin each project, the Planning Staff conducts a City of Dover Pre-Construction meeting to introduce project managers and contractors to the various City departments and construction permitting and inspection procedures. The following are project activities in 2015:
    - **Dover Town Center project**: The construction activities for the renovation of the commercial building at 1574 North DuPont Highway (old Walmart location) began in August. The main building is un-

der renovation to divide it into multiple tenant spaces along with a series of site improvements for parking, pedestrian circulation and landscaping. (S-15-04) On September 19th, the Planning Commission granted conditional approval of a Revised Site Plan for revisions to two proposed pad site buildings on the property. (S-15-13)

- **Dover Family Cosmetic Dental Office project**: Construction commenced on a new dental office building to be located at 1088 South State Street for the Dover Family Cosmetic Dental Office. This is development of a vacant commercial property. (S-14-16)

- **Westminster Health Care Center**: Involves a major interior renovation/rehabilitation project at the facility on McKee Road.
- **State Street Commons project**: The construction activities continued for the tenant fit-out of the State Street Commons building located southwest of the intersection of South State Street and Water Street. It will become offices for several sections of DNREC.

- **Edgewell facility project:** A 40,000 S.F. building addition project at the Energizer Personal Care Division-Playtex Products (Edgewell) facility at 185 Saulsbury Road. (S-14-19)

- **Leander Lakes Apartments project**: Site work progressed on land grading and stormwater management ponds and construction began on the first phase of buildings for the 240 unit apartment complex to be located south of Forrest Avenue/Route 8 and west of Dover High Drive. During 2015 permits were issued for six (6) apartment buildings, the Community Center Building and the associated pool. The project also includes the construction of the next segment of Dover High Drive to connect to Tribbitt Street. (S-12-18)

- **New Showroom & Service Building for Winner Dover Volkswagen** at 1387 North DuPont Highway: Project includes construction of new showroom and service building along with renovations to the existing Subaru showroom and service building. (S-14-05)

- **New Dover High School project**: Project work remained to complete the site improvements at the new Dover High School for the baseball/softball field areas, eastern areas of the site, tree plantings, and other site stabilization work. Temporary Certificates of Occupancy are in place with conditions and limitations on the authorized use of the high school building and the stadium and athletic field areas. (C-10-05/S-11-18)

- **Multi-Family Projects**: Construction activities are underway at several multi-family residential projects including: the redevelopment of Walker Woods as the Village of McKee Branch (S-13-18), and the re-start of construction at the Tall Pines project at 1655 and 1665 Kenton Road (S-14-18).

2015: Welcome to Dover!
Progress in Pictures



Booker T Washington Elementary School



Delaware State University Optics Building





Garrison Oak Technical Park Water Tower



2015: Welcome to Dover!
Progress in Pictures



NBR Office Building—New Burton Road



AAA Car Care Center



Title Max

Winner
Subaru



2015: Welcome to Dover!
Progress in Pictures – Downtown Redevelopment



Solid Rock Baptist Church Community Outreach Center



Sankofa Cultural Arts Center





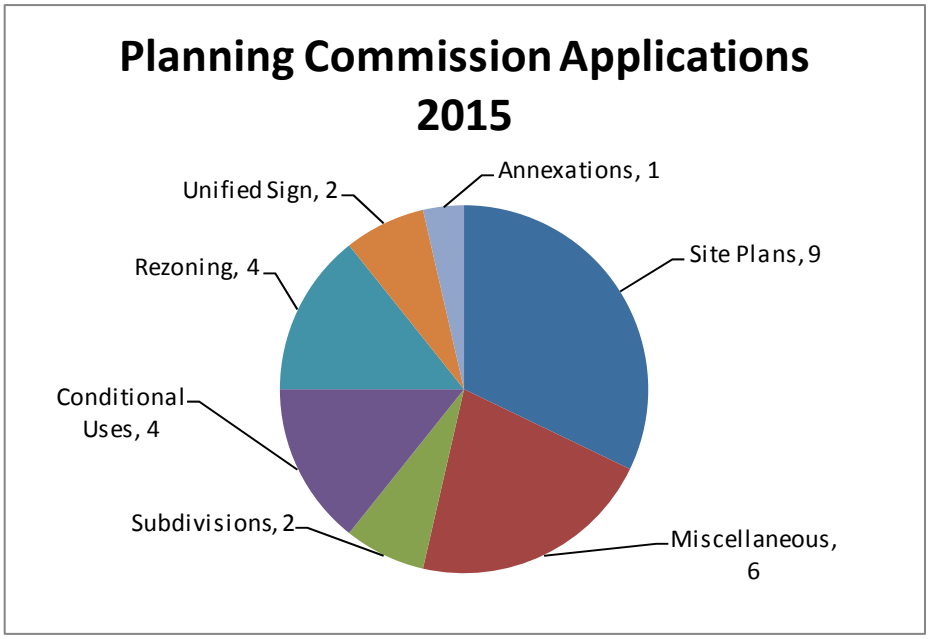
Grey Fox Grille & Public House; Before and After—
Downtown Development District Success Story



Check Presentation—Completion of Dover's First Downtown Development District Program

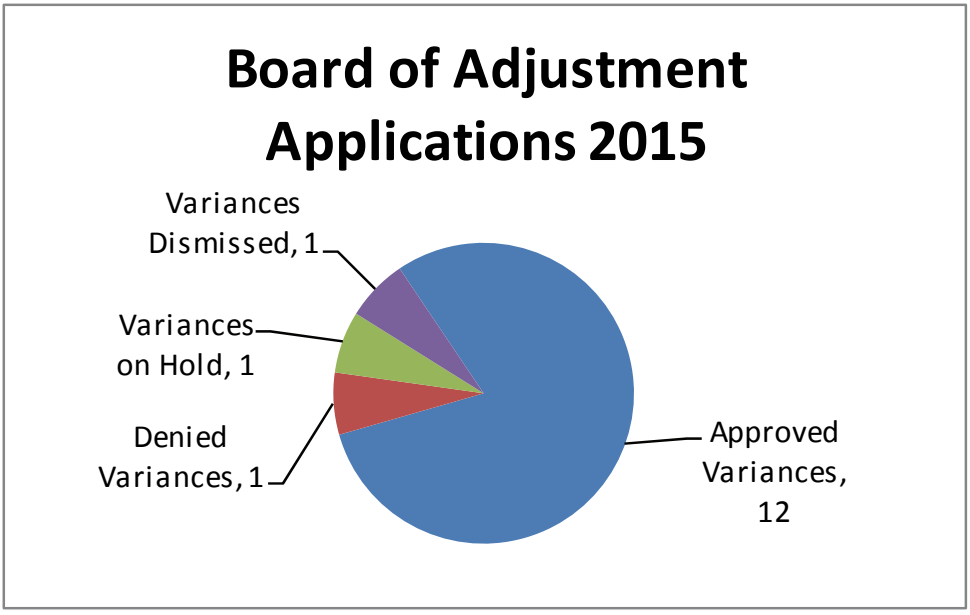
Boards and Commissions

Planning Commission



The Planning Commission consists of nine members with Fred Tolbert as Chairman and Kathleen Still as Vice-Chairman. The Planning Commission met during nine months in 2015. One meeting was cancelled due to lack of quorum, one due to weather, and one due to no business. The Planning Commission reviewed 28 applications in 2015. The Site Plans reviewed by the Planning Commission included the revisions to the Eden Hill Farm TND Residential District, Phase 2 of Blue Hen Apartments, and Dover Town Center (former Walmart), and Creekstone. The Conditional Use applications include a professional office on Kings Highway and the Grande Building 4. The Planning Commission made recommendation to City Council on four rezoning applications. There were an additional eight applications that were submitted to the Planning Office for administrative review.

Board of Adjustment



The Planning Office received 15 applications to the Board of Adjustment in 2015. Fourteen of the applications were for area variance, and one was for a use variance. One of the applications was denied; one was put on hold; and the remaining thirteen variances were approved. One of these was an application to extend a variance that had expired. Another was removed from the agenda after it was determined that a variance was not necessary (based on an as-built survey). The remaining twelve variances were approved.

Historic District Commission

The City of Dover, Delaware Historic District Commission consists of five members: Ann Baker Horsey, Terry Jackson, Joe McDaniel, Chazz Salkin, and Col. Dick Scrafford. During 2015 Chazz Salkin served as Chairman and Joe McDaniel in served as Vice-Chairman and were re-elected to those positions at the Commission's Annual Meeting in November 2015.

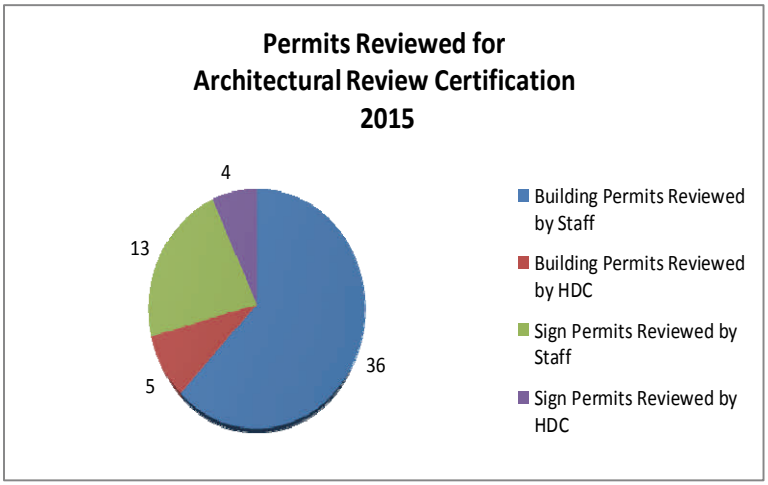
The Historic District Commission held seven meetings in 2015. The Historic District Commission reviewed eight (8) applications for Architectural Review Certificates or as informational items in 2015. This included the referral of two Sign Permits and a one Building Permit to the Historic District Commission for review of the proposals. Sign proposals involved the properties at 6 South State Street (offices) and Woodburn (Governor's House) on Kings Highway (HI-15-03 and HI-15-02). The Building Permit was related to construction a drive-up ATM at PNC Bank (HI-15-04). One project was reviewed for Architectural Review Certification involving construction of a tree sculpture on the grounds of the Biggs Museum of American Art (HI-15-05). In February, the commercial building at 312 West Loockerman Street was determined as Demolition by Neglect (HI-15-06). Informational items included the permit for The Santa House to be located on Loockerman Way (HI-15-07) and a presentation on the initial concepts for the Bradford Street Streetscape Enhancements project (HI-15-08).



Of the fifty-eight (58) permits in the Historic District in 2015, a total of forty-two (42) permits required Architectural Review Certification review for such projects as signs, temporary signs, roof and window replacement projects, and exterior finish/siding/trim work renovations.

The construction activities in the Historic District involved renovations to existing historic buildings. Following renovations including exterior repairs and painting, the building at 140 South State Street reopened as a restaurant known as the Grey Fox Grille. With limited exterior changes, the buildings at 109 East Division Street and 15 Kings Highway NE were renovated from residences into professional office spaces (C-14-04 and C-15-01). The mid-twentieth century commercial building at 312 West Loockerman Street was declared Demolition by Neglect and a Dangerous Building; it was ultimately demolished in November 2015 after the owner took no action to repair the building (HI-15-06).

Planning Staff with the Historic District Commission worked on preparation of the application for Certified Local Government (CLG) status submitting it in April 2015 (HI-15-01). The City of Dover was designated a Certified Local Government on May 15, 2015. The CLG program of the National Park Service involves local governments in national preservation efforts by supporting local communities which have local historic preservation districts and a historic preservation commission.





City of Dover

Annual Report 2015

Parks & Recreation 2015 Annual Report

Relationships and Outreach

Bicycle and Pedestrian Subcommittee
Continuing efforts to identify gaps in the pedestrian and cycling needs, the group held their first **Ride of Silence** with 30 locals participating. This international awareness ride is to bring focus to lives lost by cycling accidents and awareness to motorists. They presented comprehensive **Bicycle** and **Pedestrian Plans** to City Council which we adopted in April. Also new in 2015, they began the application process for a Walk Friendly Community designation to compliment Dover as a safe place for pedestrians & cyclists. Partnerships with the **Bicycle & Pedestrian staff of DelDOT, Kent County MPO** and local business are key to the subcommittee endeavors. In addition, they are fostering new relationships with the **Capital School District** and **Wesley College** to further promote bike & pedestrian safety measures for their students and campuses.

Day of Service

Hosting 80 volunteers the **Epsilon Iota Omega Charter of Alpha Kappa Alpha Sorority** sponsored a **Day of Service** event the **John W. Pitts Recreation Center** in January. The Day of Service project featured a clothing drive for Kent & Sussex County homeless shelters. The event was an overwhelming success and even drew in **Senator Thomas Carper, Senator Chris Coons**, and **Dover Mayor Robin Christiansen**.

Code Purple, Day of Giving

We hosted the **Annual Day of Giving** event. With local community partners on hand providing donations of food, clothing, jackets, toys, and personal needs for those who are homeless or going through a hard time. The organizations offering donations were phenomenal. The number of people that were beneficiaries of these tidings was very appreciative of this effort. **Code Purple** is looking to repeat a **Day of Giving** with us again.

Delaware Senior Olympics

The DSO hosted their **National Bicycle Qualifier** at Dover Downs. **Parks & Recreation staff** assisted the DSO with the time trials portion of the event. More than **50 senior participants** were noted at the

Recreation Highlights

New in the Fall of 2015, we introduced an affordable **youth soccer program** that opened the door to a **diverse population** of players from the greater Dover area. Joining us in the new league, Holy Cross and the YMCA of Dover complimented this needed program. The success of this league lead to an indoor winter session of soccer and plans for a new spring league are underway.

With the **air conditioning installed**, the summer was never cooler! We hosted an outstanding indoor summer basketball league with no room to grow & summer program registrations increased. Many of our patrons commented favorably to having the climate controlled environment while in the gym.

Working with Wesley Women's Lacrosse, we hosted a new and free introductory **lacrosse clinic** that touted **53 girls** in attendance. This was a great way to introduce young girls to a new and fun sport they can grow with for many years to come.

In addition to our regular programming, staff worked on the Amish Bike Tour, Capital Holiday Festival, Annual Food Drive, and clean up days along with other popular events offered to the **citizens of Dover**.

Check out our stats...

****43,588** patrons & visitors were recorded in the John W. Pitts Recreation Center

3,200 (approx.) adults & youth participated in our basketball, field hockey, lacrosse, softball and volley-

2015 revenues

$85,140 Leagues

$23,300 General Recreation

$10,400 Field/Building Rentals

$ 7,260 Trips

$ 6,950 Sports

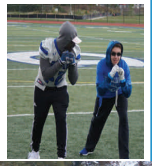
$24,000 Camps

$52,670 Youth Connections &

Top Left Picture: In May 2015, Dover Elks Lodge 1903 hosted the 19th Annual Jack Conrad Fishing Derby. It's a free fishing derby open to all youth in the greater Dover area. Brining children & families together is a great way to introduce children to fishing, bond families, and make new friends while promoting our gem, Silver Lake Park. The event hosted 45 youth & their families.

2015 Challenger Football

Dover High School Football Players, Cheerleaders and Band Members made this a day of





Ann Marie Townshend, Director

Full Time Employees

Carolyn Courtney *(15 years of service)*
Peggy O'Brien *(17 years of service)*
Steve Pickering *(19 years of service)*
Sherwanda Speaks *(20 years of service)*
Wayne Voshell *(14 years of service)*

Complimenting with

4 Part Time Employees
20 Seasonal/Temporary

The Parks & Recreation division is responsible for the John W. Pitts Recreation Center, a variety of indoor & outdoor sports leagues for youth and adults, fitness programs, spring break and summer camps, an afterschool program at Towne Point Elementary school, bus trips and fun activities for youth and their families at affordable rates and schedules to meet the needs of the City of Dover and surrounding areas.



What's Up in Parks

Spring & Summer Performing Arts Series



In its **39th year**, the 2015 schedule provided free family style entertainment, yet, remained affordable to the city, with sponsorships from **Eden Hill Medical Center, Calpine**, and the **YMCA of Dover.** Their support was a large part of the success, as we noted approximately **3,000** spectators for the season!

Tournaments at Schutte Park

Our Schutte Park field bookings were full in 2015. Naming a few, **Delaware Senior Olympics**, **Guns and Hoses First Responders**, and **Delaware State University** all hosted **softball** tournaments. The **FOP** hosted a **Flag Football Tournament** and **Delaware Union** hosted the **Kohls Cup Youth Soccer Tournament** on our Schutte Park multipurpose fields.

Silver Lake Park



Girls on The Run hosted a run for more than **350 teen girls** promoting healthy lifestyles and confidence. With the event being a success at Silver Lake. We are working on their return in 2016. The **Junior Diabetes Research Foundation** hosted their awareness fundraiser



event in Silver Lake. While their event was dampened by rain in 2014, the 2015 event was much more successful. The **Silver Lake Commission (SLC)** and the **Hugh O'Brien Youth (HOBY)** group participated in two Silver Lake Clean Up events held during the year. **HOBY** worked along Park Drive, replacing mulch and weeding overgrowth areas while the **SLC** focused their clean up efforts in park area itself, cleaning up trash and other foreign debris. **Mayor Christiansen** hosted the **2nd Canoe and Kayak Regatta**.



Recreation Needs Assessment

One of the principal reasons for the assessment was to ensure that limited dollars are invested in a way that best meets the needs of Dover's residents. **Accepted by City Council** in the Fall, the

COUNCIL COMMITTEE OF THE WHOLE

The Council Committee of the Whole Meeting was held on March 15, 2016, at 6:00 p.m., with Council President Slavin (departed at 7:07 p.m.) presiding. Members of Council present were Mr. Anderson, Mr. Sudler, Mr. Neil, Mr. Cole, Mr. Hosfelt, Mr. Hare, and Mr. Hutchison. Mr. Lewis was absent. Mayor Christiansen was present. Civilian members present for their Committee meetings were Mr. Caldwell and Mrs. Horsey (*Parks, Recreation, and Community Enhancement*), and Mr. Shevock and Ms. Maucher (*Legislative, Finance, and Administration*).

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE

The Parks, Recreation, and Community Enhancement Committee met with Councilman Anderson presiding.

AGENDA ADDITIONS/DELETIONS

Mr. Hutchison moved for approval of the agenda, seconded by Mr. Hosfelt and unanimously carried.

Community Development Block Grant (CDBG) Application Review

Mrs. Tracey Harvey, Planner I, advised members that the Planning Staff had provided the proposed Community Development Block Grant (CDBG) allocation recommendations for the FY16 CDBG grant renewal and that proposed grant funding recommendations would be allocated to the sub-grantees that were awarded multi-year grants from the approved 2015-2019 Consolidated Plan. She stated that $236,509 in funding was available for FY16 based on the grant allocation of $227,955 and anticipated program income of $8,554. Mrs. Harvey explained that 20% of the grant would be used for program administration to manage the CDBG program and up to 15%, with a maximum of $35,476, would be applied to public service activities.

Mrs. Harvey reviewed a brief description of the programs proposed by the City's Community Development Office for funding, stating that allocations were recommended by Staff as follows:

2016 Grant Projects	Grant Request	Current Amount	Recommended Amount
Homeownership Assistance Program	$60,000	$60,000	**$50,000**
Program Administration	$47,342	$47,005	**$47,301**
Dover Interfaith Mission for Housing	$27,000	$27,000	**$22,000**
Connections Community Support Program	$15,000	$7,391	**$7,208**
Milford Housing Development Corporation (Emergency Home Repairs)	$40,000	$35,262	**$25,000**
Milford Housing Development Corporation (Homeowner Rehabilitation)	$60,000	$52,892	**$55,000**
Central Delaware Habitat for Humanity	$40,000	$40,000	**$30,000**
Total	$289,342	$269,550	**$236,509**

Responding to Mr. Hosfelt, Mrs. Harvey confirmed that 20% of the grant would be used for program administration and would cover the salaries of those managing the grant, including her own.

Mr. Hosfelt questioned what public service activities 15% of the grant would be applied to. Responding, Mrs. Harvey explained that the Dover Interfaith Mission for Housing and Connections Community Support programs provide public service activities and would comprise up to 15% of the grant.

Mr. Neil asked if the City's Homeownership Assistance Program involved people who are cleared by the National Council on Agricultural Life and Labor Research (NCALL) to purchase their homes through Habitat for Humanity. In response, Mrs. Harvey explained that the Homeownership Assistance Program is separate from Habitat for Humanity, which does their own financing and holds mortgages.

In response to Mr. Anderson's request for further information on the Homeownership Assistance Program, Mrs. Harvey explained that this program provides up to $20,000 in settlement assistance for first-time homebuyers to purchase affordable housing within the City of Dover.

Mr. Neil questioned how applicants for the Homeownership Assistance Program are cleared, how they go about reaching out for funds, and how they know that funds are available to them.

Mrs. Harvey stated that a Request for Proposals (RFP) is issued every five (5) years for different organizations to apply for the CDBG program. Information is emailed, advertised, distributed by press releases, and posted on the City's website.

Mr. Anderson asked if applicants for the City's homeownership program are qualified through NCALL. Responding, Mrs. Harvey informed members that NCALL provides housing counseling but does not provide grants for affordable housing. She explained that the normal process is for an applicant to first go through NCALL to see if they are eligible and to ensure that they have a credit score of at least 620, are a first time homebuyer, and meet other program guidelines. Applicants are then referred to the City of Dover.

In response to Mr. Sudler, Mrs. Harvey confirmed that there is a partnership between the City and NCALL.

Mrs. Horsey noted that in the past members had heard presentations from all of the CDBG sub-grantees regarding their programs. She questioned the reason for the decrease in the overall amount of money budgeted for these programs. Responding, Mrs. Harvey stated that more funding was available for projects in FY 15 because there was no need to fund program administration due to a rollover of funds from FY 14.

Mr. Sudler questioned the reason for the difference between the $27,000 requested and the $22,000 proposed for the Dover Interfaith Mission for Housing. Responding, Mrs. Harvey stated that applicants can request any amount; however, the amount of grant funds awarded is limited to what

is allocated in the budget. She explained that cuts in funding were proposed for all of the projects due to decreased funding available this year.

Responding to Mr. Anderson regarding the CDBG cycle, Mrs. Harvey explained that projects were in the second year of a five (5) year cycle.

Mr. Sudler moved to recommend acceptance of the proposed Community Development Block Grant (CDBG) allocations for FY16, as recommended by staff. The motion was seconded by Mr. Hare and unanimously carried.

Review of Active Recreation Area Plan - The Arbors Senior Garden Apartments - 1051 College Road (Planning Reference S-16-07)

Mrs. Dawn Melson-Williams, Principal Planner, advised members that The Arbors Senior Garden Apartments Active Recreation Plan was being reviewed as part of the site plan review process. The proposed residential development consisted of a garden apartment building with a total of 48 dwelling units. She indicated that the property was located on the north side of College Road just northwest of the intersection with McKee Road. This property had been through the review process multiple times since 2005; however, in each instance the plan had expired before the project commenced. Mrs. Melson-Williams noted that there had been changes in the property's ownership over the years.

Mrs. Melson-Williams explained that there is a requirement for residential developments to provide recreational amenities to residents, stating that the Code sets forth the rate at which an active recreation area must be provided. In this case, 150 sq. ft. of active recreation area must be provided per dwelling unit. With 48 dwelling units proposed, a minimum of 10,000 sq. ft. of active recreation area must be provided.

Mrs. Melson-Williams stated that the proposed project would provide the required amount of recreation, which would be established in two (2) distinct areas, one (1) located close to the building and the other located on the west side of the property, across what would be a City street known as Senior Way. There would be a walking path with a series of benches and pathway lighting, and a gazebo was also proposed. Mrs. Melson-Williams advised members that the applicant had provided a revised Active Recreation Area Plan that tweaked some of the elements of the project on March 14, 2016 ***(Attachment #1)***. She stated that the chipped stone walking path had been changed to a concrete surface, following staff's recommendation, and minor changes related to parking issues had been made to the plan. Mrs. Melson-Williams indicated that the applicant had looked at providing a safer crossing at the Senior Way entrance area and was proposing a mid-block crosswalk system that would be further reviewed by the City's Public Works Department as to appropriate traffic control. She noted that the applicant had also updated their plan utilizing an active recreation area calculation rate of 150 sq. ft. per dwelling unit, as required for this type of project, rather than the typical 275 sq. ft. per dwelling unit that was included in their original proposal.

Mrs. Melson-Williams advised members that Planning Department staff had put forth a number of recommendations regarding the project. She stated that the project meets the area requirements and staff felt the proposed amenities were appropriate for this type of residential development. She

advised members that their task was to make recommendations in regard to the proposed active recreation area plan to be provided to the Planning Commission for consideration as the project site plan is reviewed.

Responding to Mr. Hosfelt, Mrs. Melson-Williams stated that the proposal was for one (1), three (3) story, U-shaped building with 48 units.

In response to Mr. Hosfelt regarding how the required square footage was determined, Mrs. Melson-Williams explained that the requirement was based on dwelling units and the applicant was required to provide 150 sq. ft. of active recreation area per dwelling unit.

Mr. Hosfelt asked if the neighboring areas, such as Hidden Oaks, were notified of the project. Responding, Mrs. Melson-Williams explained that neighboring areas are notified of the filing of the site plan application and will have an opportunity to participate in the public hearing that will be conducted during the Planning Commission meeting scheduled for later in the month.

Responding to Mr. Sudler, Mrs. Melson-Williams stated that there would not be fencing around the recreational area. She explained that the proposal includes a walking path that meanders through an open area and there are a number of landscape plantings in the form of trees that would provide a buffer area. She noted that this property is adjacent to other residential uses.

Mrs. Horsey stated her assumption that Senior Way would become a way in and out for other housing developments. She asked if the northern part of the walking path would have a marked crosswalk. Responding, Mrs. Melson-Williams indicated that the revised plan for the project showed the inclusion of a marked crosswalk. She explained that, since Senior Way was proposed as a City street, the Planning Department would be working with the Public Works Department to provide appropriate traffic control measures for a mid-block crossing. She anticipated that there would be a pedestrian crossing sign but did not believe a full stop condition would be implemented at the location.

Mr. Neil asked who would maintain the area across the street from the apartments and if this would be the responsibility of the apartment owner. Responding, Mrs. Melson-Williams informed members that this was considered one (1) tract of land that was divided by the right-of-way for the road, so the management of the apartment complex would be responsible for maintaining the landscaping, walking path, and grass.

Responding to Mr. Hosfelt, Mrs. Melson-Williams confirmed that the proposed street would connect to the Emerald Pointe subdivision. She explained that when Emerald Pointe was laid out, the developer was required to provide stub roads to all vacant adjacent properties. This project would pick up the stub road from Emerald Pointe and extend it to College Road.

Mr. Anderson asked if the City would be responsible for providing pedestrian signs for the crosswalk. In response, Mrs. Melson-Williams indicated that the developer typically incurs the cost of constructing the road to City street standards. She felt that sidewalk traffic control measures, such

as stop signs and street name blades, would be provided by the developer to the City's standards before the City would take ownership of the road.

Mr. Hosfelt moved to recommend approval of the Active Recreation Area Plan for The Arbors Senior Garden Apartments with the comments and conditions provided by Staff. The motion was seconded by Mr. Neil and unanimously carried.

Update - Residential Appeal Process and Non-Compliant Non-Conforming Uses

During their meeting of January 11, 2016, Council approved the Committee's recommendation that Staff be requested to prepare a residential appeal process and to also look at those properties within City limits that are clearly non-compliant with the uses to be reviewed by the Committee during their March meeting.

During the Council Committee of the Whole/Parks, Recreation, and Community Enhancement Committee meeting of March 14, 2016, Mrs. Ann Marie Townshend, Director of Planning and Community Development, reminded members that the first step in this process would be to determine the degree of the problem with non-conforming uses by finding out how many such uses exist. She advised that her staff had been working with the Geographic Information Systems (GIS) staff in the Public Works Department, and they are in the process of developing an application that would allow the City's planners to go into the field and document non-conforming uses. Mrs. Townshend stated that staff could then determine which of the non-conforming uses would be permitted as a conditional use, noting that multi-family residential uses would not be permitted any longer in certain residential zones. From that point, a strategy could be developed on how to attrition non-conforming uses.

In response to Mr. Sudler regarding how long this process would take, Mrs. Townshend stated that it would probably be another couple of weeks before GIS staff could have the application ready for field use, and there would be a few weeks of field work. She anticipated the process would take approximately two (2) to three (3) months.

Mayor Christiansen asked if there was a paper trail for these non-conforming properties or if it had been assumed by the Planning Department and Mayor and Council that exceptions to the rules in place were granted for these properties. Responding, Mrs. Townshend stated her belief that there was very little in the way of a paper trail on most properties. She stated that some non-conforming uses had existed in the 1960s prior to the implementation of the City's zoning ordinance. In other cases, uses such as conversion of single-family homes to apartments had happened in the 1990s and earlier, and Mrs. Townshend advised members that the City's documentation from those days was not as strong as it is today.

Mayor Christiansen asked if the City Solicitor had been consulted and apprised of the lack of documentation for these properties, noting that litigation could be involved. He suggested that the Solicitor provide an opinion regarding the City's legal stance on conditional use without documentation.

Mrs. Townshend clarified that these were non-conforming uses rather than conditional uses and had existed prior to the current standard. She advised members that she had a number of discussions with Mr. Nicholas Rodriguez, City Solicitor, and Mr. William Pepper, Deputy City Solicitor, and they all agreed that before a strategy could be determined on how to phase out or address non-conforming uses, there was a need to know how many there are and the nature of the various uses.

Mayor Christiansen felt that there may be a maintenance of standards issue and that questions might arise if a non-conforming use had persisted for an extended time and the City suddenly changed its approach. He questioned if there would be a grandfathering provision.

Mrs. Townshend informed members that an existing section in the Code addresses non-conforming uses and sets up grandfathering. These Code provisions state that a non-conforming use can continue to exist in perpetuity; however, it cannot be expanded and if it has ceased for a period of one (1) year, it cannot be re-established. Mrs. Townshend indicated that there is language in the Code that sunsets non-conforming uses in residential zones 20 years after adoption of the ordinance or 40 years after the commencement of the use. She stated that Mrs. Traci McDowell, City Clerk, had looked into the history of the ordinance, and it was difficult to determine the onset of the 20- and 40-year periods. Mrs. Townshend indicated that staff would first identify where non-conforming uses are and then look at existing Code to determine if there is enough language to address them. If there is not enough language to address them, staff would determine if there is a need to modify the Code and then develop a method of better documenting or registering non-conforming uses so they can be better tracked in the future. Mrs. Townshend noted that a series of actions was needed and the first step would be to figure out how big the problem is. She stated the need to be consistent and legally defensible and not to phase out some uses without looking at the whole picture.

In response to Mr. Slavin, Mrs. Townshend stated that non-conforming uses were addressed in Appendix B, Article 7 of the Dover Code. She confirmed that the Code was created by City Council and there was nothing in it that was immutable and would take away Council's right to amend, correct, or alter that section of the Code. Mrs. Townshend stated her expectation that staff would be looking at Code changes that would give better control with regard to non-conforming uses as a result of considering this issue.

Mr. Slavin stated his belief that a provision would probably be suggested that would sunset all non-conforming uses at the same time, and asked if property owners with a non-conforming use would be given the opportunity to pursue a conditional use at that time. In response, Mrs. Townshend explained that if the specific type of use was stated as a conditional use in the zoning ordinance, this could be done. She stated that another alternative would be to sunset non-conforming uses after one (1) or two (2) years unless the Board of Adjustment grants otherwise; however, it could create an influx of applications to the Board of Adjustment. Mrs. Townshend advised that this alternative would provide documentation of every non-conforming use that is allowed to stay, the reason why, and a public process.

Mr. Slavin stated his belief that the root cause that the City was trying to get to was non-conforming use, not the creation of paperwork to allow non-conforming use. Responding, Mrs. Townshend stated that some of the non-conforming uses included churches, schools, and other types of facilities.

Mr. Slavin stated that if there were an influx of conditional use applications, there might be a desire to consider changes to existing Code regarding conditional uses.

Responding to Mr. Slavin, Mrs. Townshend explained that there is not a sunset period for conditional use, unless the use stops or there is a failure to abide by the conditions, in which case the matter would go back to the Planning Commission.

Mr. Slavin stated that it would not be desired to move the problem from non-conforming use to conditional use. He encouraged staff to think about changes to the ordinance regarding conditional use that would set up a new conditional use from a set point forward with an automatic sunset. If people want to continue that conditional use, they would have to prove this need again, without the process being too burdensome. Responding, Mrs. Townshend stated her belief that this could be done.

Mr. Hare expressed his understanding that a non-conforming use that had been in effect for 15 years could be continued; however, if the property was sold or disposed of, it could no longer be non-conforming. Responding, Mrs. Townshend stated that use was not tied to ownership. She explained, for example, that if a property was sold to another party, as long as they continued in operation the use could continue. If the original property owner ceased operation and then sold the property, the new owner could not reestablish the non-conforming use.

Mr. Sudler questioned how staff would handle a situation where neither the City nor the property owner could produce documentation regarding a non-conforming use. Responding, Mrs. Townshend explained that the City never grants property a status as a non-conforming use. She stated, for example, that a property might have been zoned commercial; however, at some point the City determined, usually through the comprehensive plan process, that the property should not be commercial but residential and rezoned the property, which resulted in the creation of a non-conforming use. Mrs. Townshend advised members that in the 1960s there was not clear documentation of when these changes happened, and zoning maps and zoning text must be researched. Alternatively, she stated that in 1990 it was legal to divide a home into two (2) or three (3) apartments in the General Residence Zone (RG-1); however, in 2003, the Code was changed and this was no longer allowed. A property may have continued to be zoned RG-1, but the City had changed the uses allowed there.

Mr. Sudler asked if the City puts a condition on how long the use will remain when it creates such non-conforming uses. Responding, Mrs. Townshend stated that Article 7 of the zoning ordinance states that non-conforming uses can remain; however, certain uses in the residential zone have a specific sunset.

Responding to Mr. Sudler as to whether there was anything in the ordinance language that refers to the number of complaints received about a non-conforming use, Mrs. Townshend stated that there was not. Mr. Sudler felt that this should be considered, stating that the number of complaints generated from the neighborhood or residential area would give the City more leeway to address non-conforming uses.

Mrs. Townshend stated that it would be within Council's purview to make such an amendment to the Code.

Mr. Neil asked if staff runs into problems with Americans with Disabilities Act (ADA) compliance when checking non-conforming uses. Mrs. Townshend stated that this would probably not be an issue since ADA compliance only comes into play with regard to the City as it relates to building code and if modifications are being made to properties.

Mr. Anderson noted that there were properties that were approaching or past the 40-year sunset, stating that this would be the answer to those who questioned why the use would be enforced at this time. He advised members that, in some cases, properties were 45 or 50 years past the implementation of the ordinance. Mr. Anderson questioned if staff planned to start with properties that were most likely not in compliance, such those from the 1960s and 1970s, and then move forward.

Responding to Mr. Anderson, Mrs. Townshend reiterated that the first step would be to document uses which staff knows to be non-conforming, estimating that this would involve a few hundred properties. After developing a list, staff could look at the zoning, permitting, and utility histories to get a picture of how property had been used. Mrs. Townshend explained that a property may have been operating since 1974 but may not have been rezoned until 1996. She stated that staff would have to review those properties that look as though they should have been sunsetted and verify that there had not been an action that legitimized the use. Mrs. Townshend advised members that staff's focus at this point was on residential zones since these zones were a higher priority and have the most significant impact on a community if they are not compatible with the character of the zone.

Mr. Anderson stated that he would like to see a public safety component in the Code amendments. He felt that there should be a venue for residents to appeal when their safety is at risk because of a non-conforming use, such as excessive traffic, crime, or another public safety issue.

Mr. Sudler stated that this issue had been discussed by the Safety Advisory and Transportation Committee, noting that at least one (1) non-conforming property had generated some complaints.

Mr. Hosfelt, Chair of the Safety Advisory and Transportation Committee, indicated that this particular matter could be discussed during a Safety Advisory and Transportation Committee meeting if Mr. Anderson desired; however, he agreed with Mr. Anderson's thoughts on including a public safety component in the amendments.

Citizen Suggestions

There were no citizens present wishing to speak.

Mr. Hare moved for adjournment of the Parks, Recreation, and Community Enhancement Committee meeting. The motion was seconded by Mr. Hosfelt and unanimously carried.

Meeting adjourned at 6:45 p.m.

LEGISLATIVE, FINANCE AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee met with Chairman Hare presiding.

AGENDA ADDITIONS/DELETIONS

Mr. Sudler moved for approval of the agenda, seconded by Mr. Cole and unanimously carried.

Acknowledgment of Benefit Change for Non-Bargaining Employees - Article XVII Employee Benefits, Section 3 - Deferred Income (City of Dover Personnel Policy)

Mr. Scott Koenig, City Manager, advised members that with Council's recent approval of the Dover Organization of Employees (DOE) labor agreement for July 1, 2015 through June 30, 2018, changes were made to the Deferred Compensation Pension Plan/401A Money Purchase Plan retirement benefit. He explained that language in the City of Dover Personnel Policy (Employee Handbook) indicated that changes to this benefit would affect non-bargaining employees. Mr. Koenig indicated that, by a strict reading of the Handbook, this benefit had been extended to the non-bargaining group; however, during DOE contract discussions he had committed to bring this matter before Council because of the need to make amendments to the language going forward.

Mr. Koenig reviewed proposed amendments to Article XVII Employee Benefits, Section 3 - Deferred Income of the City of Dover Personnel Policy (Employee Handbook).

Mr. Koenig reviewed the current mandatory contribution and maximum matching City contribution percentages, along with the negotiated and approved increases for DOE employees as follows:

	Current Employee Mandatory Contribution	Negotiated Employee Mandatory Contribution	Current City Matching Contribution (Up to)	Negotiated City Matching Contribution (Up to)
2016, Upon approval	3%	4%	6%	7%
July 1, 2016	3%	5%	6%	8%
July 1, 2017	3%	6%	6%	9%

Mr. Koenig explained that the proposal for non-bargaining employees would be to increase the mandatory employee and City contributions to the same levels as those for DOE employees.

Mr. Koenig stated that, based on a legal opinion obtained from Mr. William Pepper, Deputy City Solicitor, DOE employee contributions could be made immediately since the City has a legal contract with DOE to fall back on. Mr. Pepper had indicated that if Council accepts the recommended change to the Personnel Policy (Employee Handbook), a Code amendment will need to be adopted to memorialize the change for non-bargaining contributions. Mr. Koenig advised members that Staff was working on this Code amendment.

Mr. Koenig reviewed the costs associated with extending this benefit to non-bargaining employees as follows:

Non-Bargaining					
		Must	**Potential**	**Over 9%**	**Total**
2016, Upon approval	Additional 1%	$974	$3,968	$1,608	$6,550
July 1, 2016	Additional 2% (1+1)	$5,629	$22,924	$9,290	$37,843
July 1, 2017	Additional 3% (1+1+1)	$8,443	$34,386	$13,935	$56,764
Total		**$15,046**	**$61,278**	**$24,833**	**$101,157**

Mr. Koenig advised members that when this table was originally developed, there were 45 non-bargaining employees, two (2) in the Police Pension Plan, 14 in the Defined Benefit Plan, and 29 in the Deferred Compensation Pension Plan/401A Money Purchase Plan. The table was based on cost estimates for 29 employees from the end of February 2016 through the current budget year. Mr. Koenig explained that the costs of $974 and $1,608 were known costs. He stated that the estimated total cost of this benefit for FY 16 would be less than the $6,550 total reflected since some employees had left the organization and since it was now past the end of February 2016 and the proposed changes would not be backdated. Mr. Koenig stated that the maximum cost was estimated at $16,000 to $37,000 for FY 17 and approximately $56,764 for FY 18. He advised members that estimates were developed using the current employees in the plan and projecting expenses. Mr. Koenig indicated that estimates were not exact since non-bargaining positions that were currently vacant were not included in the calculation and some employees would likely leave, resulting in salaries being reset.

Staff recommended adopting the revised matching contributions for non-bargaining employees and approving the following changes to the City of Dover Personnel Policy (Employee Handbook):

1) Change the reference of Public Employees Benefit Services Corporation (PEBSCO) to Nationwide Retirement Solutions.

2) Insert the following language: "Employees enrolled in the Deferred Compensation Pension Plan/401A Money Purchase Plan shall make contributions in accordance with the Plan Document for each individual group of employees."

3) Change the reference of "Employee Labor Agreements when applicable" to "the Plan Document for each individual group of employees."

4) Insert "full-time" to correspond to Chapter 2 - Administration, Article IV - Officers and Employees, Division 8 - Deferred Compensation Plan, Section 2-391 - Definitions of the Dover Code.

Mr. Koenig advised members that staff had found that cleaning up the ordinances became very complicated very quickly and the proposed ordinance change would be much more comprehensive than initially anticipated; however, he indicated that the amendments would be presented at the next Council Committee of the Whole meeting.

Mr. Sudler questioned what prompted the initiative to extend the provisions to non-bargaining employees. Responding, Mr. Koenig stated that the discussion in the DOE labor negotiations prompted a change to the retirement benefit for DOE employees and the existing language in the Personnel Policy required further discussion for non-bargaining employees from an ethical standpoint.

Mr. Koenig stated that there had always been a question as to whether the City Manager or anyone else on the labor contract negotiating team is negotiating for themselves if a benefit is extended to non-bargaining employees. He explained that the Defined Benefit Pension Plan was closed in 2009; therefore, every new City employee hired in general government, other than new police officers, is in the Deferred Compensation Pension Plan/401A Money Purchase Plan. Mr. Koenig stated that new police officers are part of the State municipal police plan; therefore they continue to participate in a defined benefit plan and the City pays a percentage of payroll to the State for this. He indicated that the Deferred Compensation Pension Plan/401A Money Purchase Plan is the retirement vehicle for City employees moving into the future. Recent discussions had been held about employees who are putting in the minimum contribution of 3%, which the City matches, but this does not provide the amount of contributions that would be required for employees to retire from service. He expressed concern that City employees could work for 25 or 30 years and not have the financial ability to retire. Mr. Koenig noted that this benefit was also important from an employee retention standpoint.

Mr. Koenig explained that the contributions for the State municipal police pension fund are approximately 15% of payroll. Contributions for the General Employee Pension Fund (Defined Benefit Pension Plan) are approximately 40% of payroll; therefore, the City contributes 40% in addition to an employee's salary to fund that plan, part of which is the normalized cost and part is catch-up related to market performance. Mr. Koenig advised members that the proposed change to the Deferred Compensation Pension Plan/401A Money Purchase Plan would slowly push the employee minimum contribution to 6% and increase the maximum City match from 6% to 9%. Under any circumstances, the maximum that the City would contribute to an employee's retirement would be 9%, which would be significantly less than the 15% or the 40% plus match contributed for employees in other plans.

Responding to Mr. Neil, Mr. Koenig confirmed that a two (2) step process was proposed; first, the Personnel Policy (Employee Handbook) language must be changed and then ordinance changes related to the amendments that were proposed for DOE and related to non-bargaining employees must also be made. He indicated that if this proposal did not go forward, the City still had the legal

means and requirement to enact the DOE contribution changes due to the City's contract with DOE. Mr. Koenig explained that, in the interest of full disclosure, Staff was trying to get everyone on the same page regarding the potential benefit change and ordinances would be brought forward for consideration at the next Committee meeting to support these proposals.

In response to Mr. Anderson, Mr. Koenig confirmed that there would be changes to the Dover Code but not Charter changes, so no State authorization would be needed.

Mr. Hare questioned how many of the 29 employees in the 401A plan were at the maximum contribution level. Responding, Mr. Koenig stated that there were at least six (6) employees who were at the minimum contribution level, four (4) who were over 9%, and a group of people in the middle. He confirmed that those employees who were over 9% were currently being matched at the 6% level.

Mr. Hare stated his understanding that the negotiation with DOE was to help lower-income people save more money toward their pension. Responding, Mr. Koenig indicated that there was a very large concern that a number of the participants in DOE, not only those with lower incomes, would not be in a position to retire after working in their careers with the City.

In response to Mr. Hare, Mr. Koenig explained that DOE employees' minimum contributions would increase from 3% to 4%, and subsequently to 5% and then 6%. The maximum 7% City contribution would become effective almost immediately for DOE employees but would not be effective for non-bargaining employees until the ordinances are finalized. It would take two (2) years to attain the 9% maximum City contribution.

Mr. Hare suggested that if the City was negotiating with DOE for this benefit or on other matters, perhaps Mr. Koenig should not be doing the negotiating since this would benefit him in the long run. Responding, Mr. Koenig indicated that this was a decision that Council could make. He explained that under normal circumstances, the City Manager is typically not considered a regular employee; however, in this case because he came up through the organization, he had always been an employee.

Mr. Anderson moved to recommend approval of the proposed amendments to Article XVII Employee Benefits, Section 3 - Deferred Income of the City of Dover Personnel Policy (Employee Handbook), as recommended by staff. The motion was seconded by Mr. Cole.

Mr. Slavin expressed concern that changing the Employee Handbook language would lock Council in on ordinance language, which may create a conflict if the ordinance is not adopted. Responding, Mr. Koenig stated that this could be remedied by saying that the Handbook changes would not become effective until the related ordinances are adopted.

Mr. Anderson agreed to amend the motion to indicate that the Handbook changes would not become effective until the ordinances are adopted, and Mr. Cole concurred.

Mr. Anderson stated that he would like to consider setting a maximum cap for the City's contribution, perhaps $8,000 or $9,000 in a given year.

Mr. Hare stated his belief that other cities in the State do not contribute 9%. He noted that employees did have the option to stay in the Defined Benefit Pension Plan.

Responding to Mr. Hare, Mr. Koenig stated that some employees had the option to stay in the Defined Benefit Pension Plan; however, employees that had been hired since 2009 did not have an option.

Mr. Hare stated that prior to 2009 all employees had the option to stay in the Defined Benefit Pension Plan or participate in the Deferred Compensation Pension Plan/401A Money Purchase Plan, and concurred with Mr. Anderson's suggestion to consider setting a maximum cap for the City's contribution.

The motion to recommend approval of the proposed amendments to Article XVII Employee Benefits, Section 3 - Deferred Income of the City of Dover Personnel Policy (Employee Handbook), as recommended by staff, and that the changes to the Handbook not become effective until the ordinance amendments are adopted was unanimously carried.

Proposed Ordinance #2016-14 Amending Appendix B - Zoning, Article 6 - Off-Street Parking, Driveways and Loading Facilities, Section 5 - Supplementary Regulations for Parking and Loading Facilities, Subsection 5.3 - Supplementary Parking Regulations for Multiple Dwellings, Including Duplexes, Multiplexes, and Apartments

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reviewed Proposed Ordinance #2016-14, stating that it would clean up a section in the parking requirements where the language references "Supplementary parking regulations for multiple dwellings including duplexes, multiplexes, and apartments." Staff had determined that specifying housing types was probably not consistent with practice, noting that this section of Code mentioned duplexes and went on to say that "No parking shall be located in any front yard or within three (3) feet of any property line or any lot line in side or rear yards." Mrs. Townshend explained that in neighborhoods with duplexes there are many cases where there are driveways in the front as well as side-by-side driveways to implement fewer curb cuts. She advised members that it had been identified that: 1) including duplexes in this provision did not make practical sense and was contrary to the way that duplex lots would normally be laid out, and 2) the language, "including duplexes, multiplexes, and apartments" creates possible challenges and inconsistencies throughout the Code. Mrs. Townshend stated that the proposed text amendment would end the introduction of Subsection 5.3 after "multiple dwellings", which is defined in the zoning ordinance. In this way, multiple dwellings would not be treated inconsistently throughout the zoning ordinance.

Responding to Mr. Hare, Mrs. Townshend stated that there was not a reference in the Code regarding how many vehicles could park at a single-family house. Mr. Hare indicated that he would like to see this addressed, noting that some single-family dwellings have up to nine (9) cars parked both in the driveway and on the street. Mrs. Townshend explained that language would have to be developed as a separate amendment for Chapter 106, since it relates to parking on public streets. She stated that there could be a provision to limit the number of vehicles that could be parked on the street and registered to an address.

Noting that this may not apply to the current ordinance, Mr. Hare requested that Mrs. Townshend bring such an ordinance forward.

Mr. Neil moved to recommend adoption of Ordinance #2016-14, as recommended by staff, seconded by Mr. Hosfelt and unanimously carried.

Mr. Neil moved for adjournment of the Legislative, Finance, and Administration Committee meeting. The motion was seconded by Mr. Cole and unanimously carried.

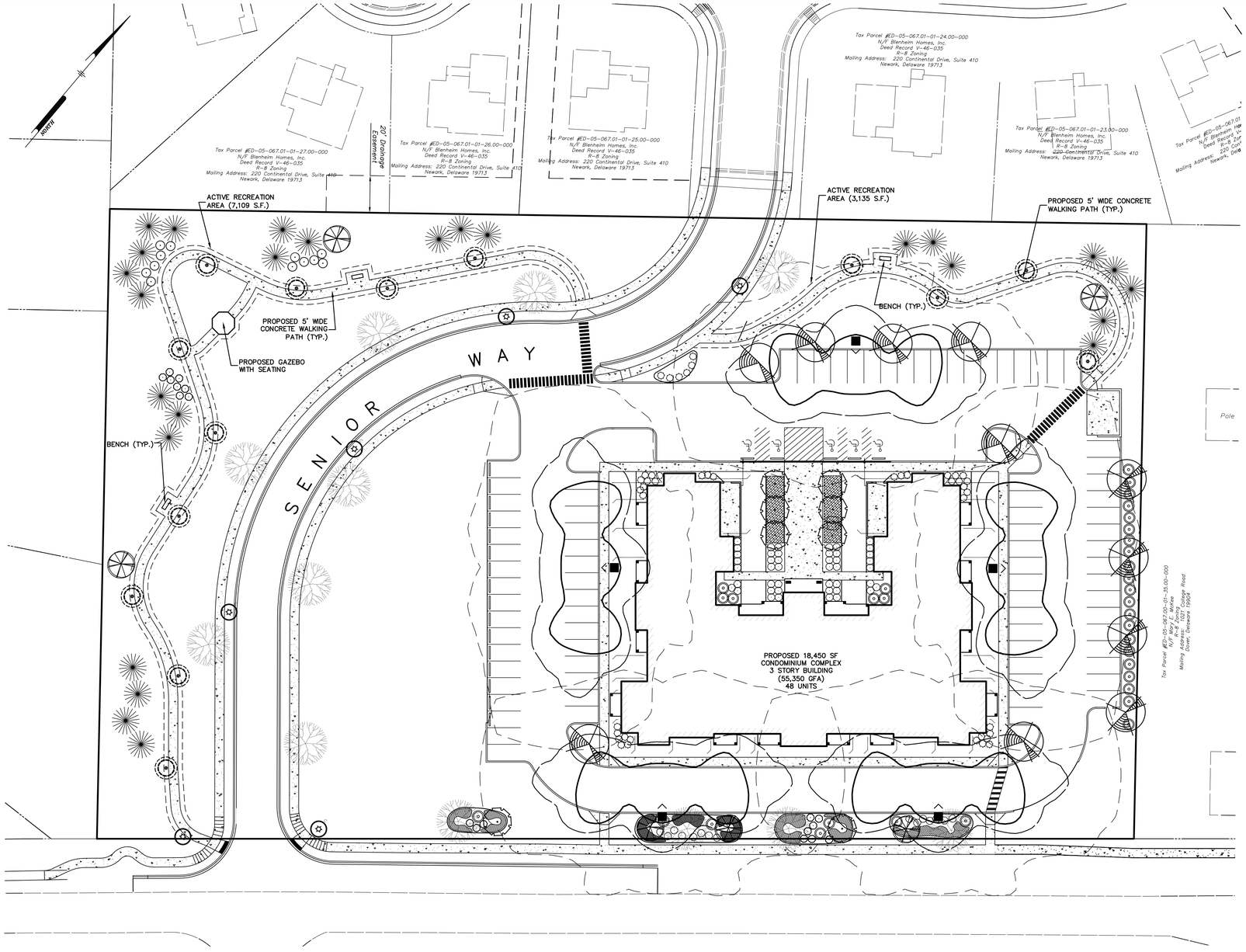
Mr. Neil moved for adjournment of the Council Committee of the Whole meeting, seconded by Mr. Cole and unanimously carried.

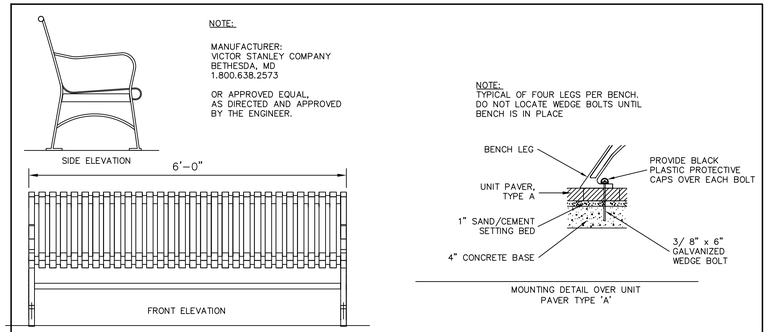
Meeting adjourned at 7:11 p.m.

Timothy A. Slavin
Council President

TAS/TM/js/dd
S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\Committee-Minutes\2016\03-15-2016 CCW.wpd

Attachments
Attachment #1 - Revised Active Recreation Area Plan for The Arbors Senior Garden Apartments, Received March 14, 2016



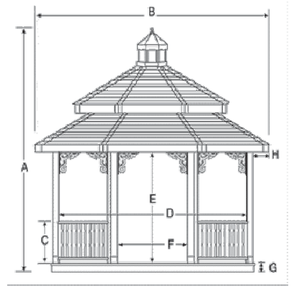


BENCH DETAIL



SIZING CHART

DIMENSION	12'
A * Gazebo with Pagoda, Roof and Cupola	186"
B	152"
C	31.5"
D	134"
E	82"
F	47"
G	7"
H	5.5"
I	142"
J	60.5"
K	152"



GAZEBO DETAILS

GENERAL NOTES

THE RECREATION AND OPEN SPACE AREAS SHALL BE COMPLETED IN A PROPORTION EQUAL TO OR GREATER THAN THE PROPORTION OF RESIDENTIAL DWELLING UNITS COMPLETED, EXCEPT THAT ONE HUNDRED (100) PERCENT OF THE RECREATION AND OPEN SPACE AREAS SHALL BE COMPLETED PRIOR TO ISSUING BUILDING PERMITS FOR THE FINAL TWENTY (20) PERCENT OF THE DWELLING UNITS PROPOSED. BUILDING PERMITS SHALL NOT BE ISSUED FOR DWELLING UNITS UNLESS THE REQUIREMENTS OF ARTICLE 5, SECTION 10.6 OF THE DOVER CITY CODE ARE MET.

ACTIVE RECREATION CALCULATIONS

REQUIRED: 150 S.F. PER DWELLING UNIT (150*48=7,200 S.F.) OR 10,000 S.F., WHICHEVER IS GREATER = 10,000 S.F.

PROVIDED: 10,244 S.F.

GRAPHIC SCALE

30 0 15 30 60 120

(IN FEET)
1 inch = 30 ft.

RAB LIGHTING

LL22B

JOB NAME: _____
DATE: _____
TYPE: _____

DESCRIPTION

Rugged die cast aluminum 6" diameter housings. Threaded, gasketed clear glass globe for durable weatherproofing and easy relamping. 1" long, 1/2" threaded nipple included for easy mounting. 100 watt max. Lamp not supplied.

SPECIFICATIONS

Globes: Threaded, gasketed globe protects against weather, garden sprinklers and insects. Clear glass GL 100 globes standard for 4 Tier. Clear glass GL60 globes standard for 3 Tire. GL100 white globes also available for attractive appearance and glare reduction.

Housing: Die cast aluminum housing with powder coat finish

Mounting Stem: Accessory 12" mounting stem with 1/2" threads on both ends available

UL Listing: Suitable for wet locations. Suitable for mounting within 4 feet of the ground

Socket: Medium base porcelain with all copper electrical parts and 20" leads, including a ground lead.

Voltage: 120 volts AC

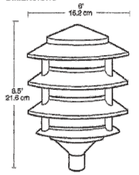
Lamp: Incandescent lamp not supplied. Medium base A-19 lamps. 120V. 100 watt max.

Patents: RAB sensor and fixture designs are protected under U.S. and international Intellectual Property laws.

Color: Black

Weight: 2.6lt

DIMENSIONS



ORDERING INFORMATION

Total Watts	Lamp Type	Lamp Base	Ballast
100	A-19	Medium	C

Starting Amps/ Operating Amps				Input Watts	LAMP Initial Lumens	Initial Lumens	Lamp Interio
120V	208V	240V	277V				
0	0	0	0	0	0	1600	750

Factory Installed Options
Add suffix to Catalog Number

Note: Specifications may change without notice
RAB Lighting, Inc. • 170 Ludlow Ave• Northvale, NJ 07647 • Tel: 888 RAB-1000 • Fax: 888 RAB-1232 • www.rabweb.com
© 2009

PATHWAY LIGHT DETAILS

NO.	BY	REVISIONS	DATE

DOUGLAS D. BARRY, P.E.
GROUP MANAGER

LICENSED PROFESSIONAL ENGINEER
STATE OF DELAWARE LICENSE NO. 13061

03-13-16

NEW JERSEY BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS
CERTIFICATE OF AUTHORIZATION 24GA27987500

SHREE GANESH, LLC

THE ARBORS SENIOR GARDEN APARTMENTS
CITY OF DOVER, KENT COUNTY, DELAWARE

ACTIVE RECREATION PLAN

T&M ASSOCIATES
YOUR GOALS. OUR MISSION.

1000 N. WEST STREET, SUITE 1203
WILMINGTON, DE 19801
TEL 302-295-4925

OFFICES LOCATED IN:
DELAWARE, INDIANA, KENTUCKY, MASSACHUSETTS, MICHIGAN, NEW JERSEY, OHIO AND PENNSYLVANIA

DESIGNED BY	DDB
CHECKED BY	DDB
DRAWN BY	DDB
DATE	03/13/16
SCALE	1"=30'
PROJ. NO.	YGMB-00010
DRAWING	REC-1
SHEET	1 OF 1

COPYRIGHT 2016, T&M ASSOCIATES – ALL RIGHTS RESERVED. THE COPYING OR REUSE OF THIS DOCUMENT OR PORTIONS THEREOF, FOR OTHER THAN THE ORIGINAL PROJECT FOR WHICH IT WAS EXPRESSLY INTENDED, WITHOUT THE WRITTEN PERMISSION OF T&M ASSOCIATES IS PROHIBITED.

PROJECT INFORMATION:
FILE PATH: Q:\YGMB\Q0010\Plans\
FILE NAME: REC-1 ACTIVE RECREATION.dwg
LAST SAVED DATE AND TIME: 13 Mar 2016, 2:23AM
LAST SAVE BY: DBarry

COMMITTEE ACTION FORM

PROCEEDING: City Council	**AGENDA ITEM NO.:**
DEPARTMENT OF ORIGIN: Electric Department	**DATE SUBMITTED**: 03/17/2016
PREPARED BY: Paul Waddell, Engineering & Systems Operations Superintendent	
SUBJECT: Evaluation of Proposals - Overhead Line Work (#16-0032EL)	
REFERENCE: N/A	
RELATED PROJECT: N/A	
APPROVALS: Electric Director, City Manager	
EXHIBITS: Exhibit A – Staff Evaluation; Exhibit B – Tabulation	
EXPENDITURE REQUIRED: As Required	**AMOUNT BUDGETED**: N/A
FUNDING SOURCE (Dept./Page in CIP & Budget): Possibly all "Contractual Services" operation budgets such as 480-8200-562-30-31 (Electric T&D); 480-8300-563-30-31 (Electric Eng.); or CIP project funding if applicable. Expenditures for these services over the last five (5) years have totaled $403,901 of which $158,480 was bid separately for Garrison Oak Technical Park 69 kV line relocation.	
TIMETABLE: Contract to be issued upon final approval.	
RECOMMENDED ACTION: Staff recommends awarding a blanket Overhead Line Work contract to Rock Creek Line Construction, Greensboro, MD, for three (3) year initial period based on the staff evaluation. The Electric Director, with the concurrence of the City Manager, can exercise options to extend the contract in one (1) year increments for a total contract period of five (5) years per the pricing included in the submittal.	

BACKGROUND AND ANALYSIS

The Electric Department maintains blanket contracts with contractors to ensure that the bidding rules are adhered to for any contractors that might be hired to perform work for the Public Works & Electric Departments. These contracts are priced as "time and material" contracts. This proposal is for Overhead Line Work services to include scheduled and unscheduled work on the electric distribution and transmission systems, rebuilding of pole lines required by City crews work load and emergency situations as required.

Originally, these services were solicited and advertised according to City Policy by the City's Contract and Procurement Manager under Proposal #16-0018EL earlier in the current fiscal year and the City received one (1) submission. Staff re-released the request as #16-0032EL and this effort resulted in submission from six (6) companies. All of the submissions were complete and the potential vendors were deemed to be capable and competent; therefore, pricing was the determining factor for award. The primary function of this contract is to provide overhead line work in scheduled and unscheduled situations and in cases of emergencies caused by catastrophic failure and/or natural disasters. Evaluating scenarios consisted of pricing two (2) actual jobs completed in the last five (5) years. In addition, the submissions were graded by three (3) employees familiar the work using criteria related to location, experience, response time, and price. Based the review, the staff is recommending that the contract be awarded to Rock Creek Line Construction, Greensboro, MD.

The following table is a summary of the scenario pricing:

Bidder	Scenario*	Bidder	Scenario*
Rock Creek Line Construction	**$52,487/$17,269**	Blue Hen Utility	$73,642/$22,832
East Coast Underground	$65,416/$20,439	CW Wright	$74,040/$24,848
AUI	$71,381/$22,919	G.A. Vietri	$77,898/$25,268

*Priced comparisons based on two previously completed overhead line work projects.

	FACTOR	POINT RANGE	CW Wright	Points	East Coast Underground, Inc	Points	Blue Hen Utility Services	Points
A	Experience and Capacity, recent project history	0 to 50	Founded 1953, experience up to 500kV, foundations, splicing, & fiber. 24 hour callout phone system. Listed 3 projects with 10.45 mi of rebuild/reconductor.	40	None provided	30	24/7 on-call; 13 projects listed covering 12 kV distribution rebuild, new construction (apt), new 12 kV distribution construction and demo, time-based maintenance, 34kV distribution/pri metering, ovhd/undgrd conversion.	40
B	Emergency response time (3 hours)	0 to 10	Can meet 3 hour response time but requires release from current customer	8	None provided	0	Non-emergency 48 hr response, emergency 3 hr response	10
C	Geographical location/knowledge of Dover.	0 to 10	Past work experience with CoD. Responding office in Ijamsville, MD (128mi)	7	None provided. Responding office Hurlock, MD (51mi)	6	No jobs listed in Dover area. Responding office Newark, DE (41mi)	6
D	Total cost.	0 to 30	Rates portal to portal; 7-5:30 M-T; $70 per day per diem/crew during norm hours. Materials, vendors, sub contractors marked up 15%. OT rates +39%. Scenario costs:	15	OT rates + 50%. Scenario Costs:	20	Mark ups: 15% material, 10% vendor, 5% admin fee on all invoices. OT rates + 50%. Scenario Costs:	15
	MAXIMUM POINTS	**100**		**70**		**56**		**71**

	FACTOR	POINT RANGE	AUI, Inc	Points	G.A. Vietri	Points	Rock Creek Line Construction	Points
A	Experience and Capacity, recent project history	0 to 50	Founded in 2010, 35 yrs experience in ownership group. Traffic Safety Manager to handle permitting. Experience with 4kV-500kV, energized work on up to 34kV, set poles up to 150 ft; 4kV udrgrd to ovhd conversion, 25kV rebuild/new construction, re-conductor work, solar, fiber, 33 mi of documented work. All work has 1 year guaranty	45	Work history with 25 kV relocation, substation construction, distribution maintnenance 4 - 34 kV, wiring multiple genrator farms.	40	None Provided, good impression from line men on past work	45
B	Emergency response time (3 hours)	0 to 10	Emergency response within 3 hrs pending other commitments	8	None provided	0	Unable to respond with in 3 hours	3
C	Geographical location/knowledge of Dover.	0 to 10	Sun park construction work. Responding office in North East, MD (49mi)	7	GOTP 69 kV relocation. Responding office in Coatesville, PA (72mi)	7	None provided. Contracted by CoD in past. Responding office in Greensboro, MD (24mi)	8
D	Total cost.	0 to 30	Mark ups: None listed; OT rates +50%. Scenario Costs:	20	Mark ups: None provided. OT rates: +38%.	25	Mark ups: None provided. OT Rates: +30%.	30
	MAXIMUM POINTS	**100**		**80**		**72**		**86**

Scenario Costs:		CW Wright	East Coast Underground, Inc	Blue Hen Utility Services
	Ex A	$74,040	$65,416	$73,642
	Ex B	$24,848	$20,439	$22,832
		$98,888	$85,855	$96,474

		AUI, Inc	G.A. Vietri	Rock Creek Line Construction
	Ex A	$71,381	$77,898	$53,487
	Ex B	$22,919	$25,268	$17,269
		$94,300	$103,166	$70,756

Exhibit B

City of Dover
Bid Tabulation
Bid Number 16-0032EL
Overhead Line Work Contract

	East Coast Underground, Inc. Alfred Hughes, Janet Harrison, Cheryl Hughes 105 Division Street Hurlock, MD 21643 410-228-7288 Fax 410-943-6305 alhughesecu@comcast.net, jharrison@eastcoastundergroundinc.com, chughesecu@comcast.net					Blue Hen Utility Services, Inc. Ted Kelly 18E Albe Drive Newark, DE 19702 302-273-3167 tkelly@bhusinc.com					Greg A. Vietri, Inc. 105 Independence Way Coatesville, PA 19320 Greg A. Vietri 610-857-1110 Fax 610-857-1191 greg@gavietri.com				
Position	1st Year	2nd Year	3rd Year	4th Year	5th Year	1st Year	2nd Year	3rd Year	4th Year	5th Year	1st Year	2nd Year	3rd Year	4th Year	5th Year
Foreman	$72.20	$72.20	$74.36	$76.59	$78.88	$76.00	$79.00	$82.00	$85.00	$88.00	$93.80	$96.60	$99.50	$102.50	$105.60
Lineman	$68.10	$68.10	$70.14	$72.24	$74.40	$72.00	$72.00	$76.00	$79.00	$81.00	$87.70	$90.35	$93.05	$95.85	$98.75
Groundman	$48.00	$48.00	$49.44	$50.92	$52.44	$51.00	$53.00	$55.00	$57.00	$59.00	$61.80	$63.65	$65.60	$67.60	$69.65
Common Labor	$46.00	$46.00	$47.38	$48.80	$50.26	$31.00	$32.00	$34.00	$35.00	$36.00	$38.00	$39.15	$40.35	$41.60	$42.85
Truck Driver	$49.25	$49.25	$50.72	$52.24	$53.80	$49.00	$51.00	$54.00	$55.00	$57.00	$65.00	$66.95	$98.95	$71.00	$73.15
Equipment Operator	$58.75	$58.75	$60.51	$52.32	$64.18	$60.00	$62.00	$64.00	$66.00	$68.00	$65.00	$66.95	$98.95	$71.00	$73.15
Flagger	$50.00	$50.00	$51.50	$53.05	$54.64	$45.00	$46.00	$48.00	$49.00	$51.00	$32.00	$32.95	$33.95	$34.95	$36.00
Overtime Rate %			150%					1.5%					38%		
Bucket Truck 50'	$51.50	$51.50	$53.04	$54.63	$56.26	$58.00	$58.00	$59.00	$62.00	$65.00	$62.00	$64.00	$66.00	$68.00	$70.00
Bucket Truck 50'+	$72.10	$72.10	$74.26	$76.48	$78.77	$72.00	$72.00	$73.00	$78.00	$81.00	$65.00	$67.00	$69.00	$71.00	$73.00
Line Truck w/Digger	$51.50	$51.50	$53.04	$54.63	$56.26	$62.00	$62.00	$63.00	$66.00	$69.00	$60.00	$62.00	$64.00	$66.00	$68.00
Utility Service Truck	$40.10	$40.10	$41.30	$42.53	$43.80	$23.00	$23.00	$23.00	$24.00	$25.00	$20.00	$22.00	$24.00	$26.00	$28.00
Pole Trailer (per day)	$80.00	$80.00	$82.40	$84.87	$87.41	$72.00	$72.00	$73.00	$78.00	$81.00	$35.00	$35.00	$35.00	$35.00	$35.00
Heavy Duty equipment Trailer	$12.00	$12.00	$12.36	$12.73	$13.11	$32.00	$32.00	$32.00	$34.00	$36.00	$38.00	$38.00	$38.00	$38.00	$38.00
Light Duty equipment Trailer	$95.00	$9.50	$9.78	$10.07	$10.37	$27.00	$27.00	$27.00	$29.00	$31.00	$32.00	$32.00	$32.00	$32.00	$32.00
Wire Carrier (per day)	$140.00	$140.00	$144.20	$148.52	$152.97	$144.00	$144.00	$145.00	$155.00	$162.00	$40.00	$40.00	$40.00	$40.00	$40.00
Wire Puller (per day)	$285.00	$285.00	$293.55	$302.35	$311.42	$470.00	$470.00	$471.00	$543.00	$551.00	$280.00	$285.00	$290.00	$295.00	$300.00
Back Hoe	$47.12	$47.12	$48.53	$59.98	$51.47	$54.00	$54.00	$55.00	$58.00	$61.00	$42.00	$44.00	$46.00	$48.00	$50.00
Trencher	$42.00	$42.00	$43.26	$44.55	$45.88	$53.00	$53.00	$54.00	$57.00	$59.00	$38.00	$39.00	$40.00	$41.00	$42.00
Air Compressor (per day)	$125.00	$125.00	$128.75	$132.61	$136.58	$108.00	$108.00	$109.00	$116.00	$122.00	$100.00	$105.00	$110.00	$115.00	$120.00
Dump Truck	$36.00	$36.00	$37.08	$38.19	$39.33	$56.00	$56.00	$57.00	$60.00	$67.00	$42.00	$44.00	$46.00	$48.00	$50.00
Pick-up Truck	$16.50	$16.50	$16.99	$17.49	$18.01	$23.00	$23.00	$24.00	$26.00	$27.00	$18.00	$19.00	$20.00	$21.00	$22.00
Tamper (per day)	$60.00	$60.00	$61.80	$63.65	$65.56	$72.00	$72.00	$73.00	$78.00	$81.00	$60.00	$62.00	$64.00	$66.00	$68.00
Signs, each (per day)	$0.00	$0.00	$0.00	$0.00	$0.00	$10.00	$10.00	$10.00	$11.00	$12.00	$7.00	$7.50	$8.00	$8.50	$9.00

City of Dover
Bid Tabulation
Bid Number 16-0032EL
Overhead Line Work Contract

	Rock Creek Line Construction Rick Bishop 12530 Knife Box Road Greensboro, MD 21639 410-490-3599 rockcreeklc@aol.com					CW Wright Construction Co. Mark W. Nunn 11500 Ironbridge Road Chester, VA 23831 804-738-1054 Fax 804-768-6057					AUI Inc. Josh Huegel 1600 W. Pulaski Hwy Elkton, MD 21921 443- 715-0000 Fax 410-398-5500 josh.huegel@auipower.com				
Position	1st Year	2nd Year	3rd Year	4th Year	5th Year	1st Year	2nd Year	3rd Year	4th Year	5th Year	1st Year	2nd Year	3rd Year	4th Year	5th Year
Foreman	$79.00	$79.00	$79.00	$80.58	$80.58	$87.78	$90.41	$94.93	$99.68	$104.66	$77.00	$78.54	$80.11	$81.71	$83.35
Lineman	$70.00	$70.00	$70.00	$71.40	$71.40	$82.86	$85.34	$89.61	$94.09	$98.79	$72.00	$73.44	$74.91	$76.41	$77.94
Groundman	$52.54	$52.54	$52.54	$53.59	$53.59	$37.31	$38.42	$40.35	$42.36	$44.48	$50.00	$51.00	$52.02	$53.06	$54.12
Common Labor						$34.12	$35.14	$36.90	$38.74	$40.68	$50.00	$51.00	$52.02	$53.06	$54.12
Truck Driver						$37.58	$38.70	$40.64	$42.67	$44.80	$50.00	$51.00	$52.02	$53.06	$54.12
Equipment Operator	$57.97	$57.97	$57.97	$59.13	$59.13	$54.15	$55.77	$58.56	$61.49	$64.57	$61.00	$62.22	$63.46	$64.73	$66.03
Flagger	$36.00	$36.00	$36.00	$36.72	$36.72	$32.11	$33.07	$34.72	$36.46	$38.28	$50.00	$51.00	$52.02	$53.06	$54.12
Overtime Rate %	30%					39%					150%				
Bucket Truck 50'	$35.22	$35.22	$35.22	$35.92	$35.92	$59.24	$60.42	$62.23	$64.10	$66.02	$65.00	$66.30	$67.63	$68.98	$70.36
Bucket Truck 50'+	$40.00	$40.00	$40.00	$40.40	$40.40	$91.68	$93.51	$96.32	$99.21	$102.18	$85.00	$86.70	$88.43	$90.20	$92.01
Line Truck w/Digger	$35.22	$35.22	$35.22	$35.92	$35.92	$72.27	$73.71	$75.92	$78.20	$80.55	$65.00	$66.30	$67.63	$68.98	$70.36
Utility Service Truck						$21.25	$21.67	$22.32	$22.99	$23.68	$20.00	$20.50	$21.00	$21.50	$22.00
Pole Trailer (per day)	$6.70	$6.70	$6.70	$6.83	$6.83	$18.38	$18.75	$19.31	$19.89	$20.49	$35.00	$35.70	$36.41	$37.14	$37.89
Heavy Duty equipment Trailer						$3.96	$4.04	$4.16	$4.29	$4.41	$25.00	$25.50	$26.00	$26.50	$27.00
Light Duty equipment Trailer						$3.96	$4.04	$4.16	$4.29	$4.41	$25.00	$25.50	$26.00	$26.50	$27.00
Wire Carrier (per day)	$18.50	$18.50	$18.50	$18.87	$18.87	$207.48	$211.63	$217.98	$224.52	$231.25	$135.00	$137.70	$140.45	$143.26	$146.13
Wire Puller (per day)	$18.50	$18.50	$18.50	$18.87	$18.87	$279.07	$284.65	$293.19	$301.98	$311.04	$400.00	$408.00	$416.16	$424.48	$432.97
Back Hoe	$72.55	$72.55	$72.55	$74.00	$74.00	$33.78	$34.45	$35.48	$36.55	$37.64	$65.00	$66.30	$67.63	$68.98	$70.36
Trencher	$66.40	$66.40	$66.40	$67.73	$67.73	$24.08	$24.56	$25.30	$26.06	$26.84	$45.00	$45.90	$46.82	$47.75	$48.71
Air Compressor (per day)	$15.50	$15.50	$15.50	$15.81	$15.81	$197.82	$201.77	$207.82	$214.06	$220.48	$120.00	$122.40	$124.85	$127.34	$129.89
Dump Truck	$31.15	$31.15	$31.15	$31.77	$31.77	$20.26	$20.67	$21.29	$21.92	$22.58	$50.00	$51.00	$52.02	$53.06	$54.12
Pick-up Truck	$14.50	$14.50	$14.50	$15.54	$15.54	$16.51	$16.84	$17.35	$17.87	$18.40	$15.00	$15.30	$15.61	$15.92	$16.24
Tamper (per day)						$45.60	$46.51	$47.91	$49.34	$50.82	$25.00	$25.50	$26.01	$26.53	$27.06
Signs, each (per day)	$7.20	$7.20	$7.20	$7.34	$7.34	$8.80	$8.98	$9.25	$9.52	$9.81	$0.00	$0.00	$0.00	$0.00	$0.00

ACTION FORM

PROCEEDING: Council **AGENDA ITEM NO.:**
DEPARTMENT OF ORIGIN: Public Works - Streets **DATE SUBMITTED**: 3/16/16
PREPARED BY: Sharon Duca, P.E., Public Works Director / City Engineer
SUBJECT: Old PW2 Site Improvements Engineering Design Fees - Change Orders
REFERENCE: N/A
RELATED PROJECT: N/A
APPROVALS: City Manager and Controller
EXHIBITS: Attachment A (Prior Approved Change Orders), Attachment B (Change Order Submission)
EXPENDITURE REQUIRED: $42,000 **BUDGET REMAINING**: $0
FUNDING SOURCE (Dept./Page in CIP & Budget): Department of Public Works- Streets, CIP Project #ST1504 CIP Project Name: Old PW2 Site Improvements Account No.: 147-1800-554.40-31. The financial shortfall ($42,000) will be covered by a budget transfer from project ST1601 – Street, Concrete and Alley Program, Account No.: 147-1800-554.40-31.
TIMETABLE: Upon approval, project design shall be completed by the end of June 2016.
RECOMMENDED ACTION: Staff recommends City Council approval of the proposed amendments to the design scope by AECOM / URS in the amount of $42,000.

BACKGROUND AND ANALYSIS

This project, which was approved by Council in both the "Annual Operating Budget for Fiscal Year July 1, 2014 – June 30, 2015", and "FY2015-2016 Annual Operating Budget with 2016-2020 Capital Investment Plan", was authorized to begin design work on September 23, 2014. The original project has two (2) separate locations, the site improvements, including discontinuing operational functions at PW2 (Water Street) and the subsequent improvements at Schutte Park (Electric Avenue) to house the functions previously located at Old PW2. The engineering consultant, AECOM (formerly URS) has experienced significant unforeseen challenges that needed to be addressed in order to accomplish the project goals assigned to them by the City of Dover. A total of two (2) design agreement amendments have been previously submitted to the City of Dover, please refer to Attachment A for specific information on each agreement amendment. Per the *City of Dover Purchasing Policy & Procedures*, Amended February 28, 2011, section 3.10.B.i, the City Manager is authorized to approve change orders up to twenty-five percent (25%) when the purchase does not exceed $500,000. Any amendment that exceeds the twenty-five percent (25%) shall require City Council Approval. The table below represents a summary of all amendments for this project:

Date	Description	Change Order Amount	Total Project Budget	Cumulative Change Order % against Original Budget
n/a	Project Approved, by both FY15 and FY16 Budget	n/a	$480,000.00	n/a
9/23/14	Original Agreement Executed (PW2 Portion)	n/a	$265,600.00	0.0%
8/27/15	Agreement Amendment #1 (PW2 Portion)*	$10,672.00	$276,272.00	0.0%
10/26/15	Agreement Amendment #2 (PW2 Portion)*	$70,800.00	$347,072.00	0.0%
1/05/16	Original Agreement Executed (Schutte Park Portion)	$214,500.00	$561,572.00	17.0%
n/a	Agreement Amendment #3 (PW2 Portion)	$25,670.00	$587,242.00	22.3%
n/a	Agreement Amendment #4 (PW2 Portion)	$10,000.00	$597,242.00	24.4%
n/a	Agreement Amendment #5 (PW2 Portion)	$6,300.00	$603,542.00	25.7%

** - Internal budget amendments were signed to cover additional cost of $81,500, adjusting the project budget $561,500.*

The summation of the proposed remaining design amendments (see Attachment B) would put the total project(s) design costs at $603,542.00, which is greater than the approval threshold of $500,000; therefore, the remaining design amendments require City Council approval. Staff believes that the amendments are reasonable and are necessary to properly finish the design of these project locations. In accordance with the City of Dover Purchasing Policy & Procedures, Section 3.10, staff respectfully requests Council Approval for the design fee amendments. A breakdown of the funding source for the amendments is provided below:

FUNDING SOURCE	DESCRIPTION	CURRENT BUDGET	SPENT / ENCUMBERED	SAVINGS / REMAINING	REQUIRED FOR PROJECT
					$42,000
Streets	ST1601 Street, Concrete and Alley Program	$955,500	$578,737	$376,763	$0

City Manager's Additional Comments & Narrative:

The original design fee agreement for the Old PW2 component of the overall project was signed in September 2014 in the amount of $265,600. This fee included the FY-2015 budget authorization of $150,000. The $150,000 in the FY-2015 budget included $75,000 in grant funds from the State of Delaware (DNREC Planning Grant). FY-2015 work was limited to the $150,000 budget for FY-2015. The budget request for FY-2016 included another $330,000 in design fees under (Old PW2 Site Improvements). The additional $330,000 included $115,600 for the remaining design fees for the Old PW2 site as well as $214,500 for design fees associated with moving current staff and operations from the Old PW2 site to the back of Schutte Park. In order to fully abandon the Old PW2 site, the staff and storage operations currently using the Old PW2 site must be moved to an alternate location.

In early FY-2016, staff executed two (2) design fee change orders (Amendment #1 & Amendment #2). Amendment #1 addressed pre-demolition characterization of structures located at Old PW2 along the St. Jones River and stakeout of an open channel alignment from the area east of State Street to the St. Jones River. The stakeout allowed DNREC to conduct independent sampling and analysis of the soils for the proposed project alignment. Amendment #1 increased to total design contract value for Old PW2 from $265,600 to $276,272 ($10,672). In October 2015, staff was presented with another design fee change order related to the design of a bridge crossing of S. State Street near the intersection of South Street ($36,200) as well as design fees associated with the protection of the Well #9 structure since it is located within the 100-year floodplain ($34,600). Amendment #2 increased the design fees from the previously amended $276,272 to $347,072 ($70,800).

In January 2016, staff executed the design fee agreement for moving operations to the rear of the Schutte Park property in the amount of $214,500 as indicated above. This design work is intended to be completed in the summer of 2016.

In January 2016, staff was also presented with three (3) additional design contract amendments to complete the design components of the Old PW2 site. Amendment #3 includes work associated with locating underground utilities or other anomalous subsurface features in the defined debris areas #1 & 2 as well as mapping of these features. Limited test pit excavations and sampling will also be conducted in the known debris areas. A Sampling Plan & Health and Safety Plan will be prepared and implemented for the project. These activities are intended to reduce construction costs and risks for construction related change orders. This amendment, once executed, will increase the amended design fee for this component of the project from $347,072 to $372,742 ($25,670). Amendment #4 includes additional design considerations for the Well #9 Flood Improvements to include mechanical, electrical and structural changes not covered by Amendment #2. This amendment, once executed, will increase the design contract from $372,742 to $382,742 ($10,000). Amendment #5, presented in February 2016, addresses the inclusion of environmental analytical data from soil samples collected by DNREC to prepare a memorandum documenting the human health risk assessment for the soil data. This information will be included in the bid documents for the construction phase of the project. This amendment, once executed, will increase the design contract from $382,742 to $389,042 ($6,300).

These amendments will allow the Old PW2 project to complete design and progress toward construction. The current construction estimate to abandon Old PW2 and construct the stormwater improvements associated with the Tar Ditch Stormwater Interceptor Project is $7.6 million. Construction improvements to the Schutte Park property for Public Works operations will have a separate construction estimate.

URS

September 18, 2014

Mr. Jason A. Lyon, PE
City of Dover Department of Public Works
P.O. Box 475
Dover, DE 19903

Re: PWII Water Quality Improvement Project - Engineering Services Contract (14-0029PW)

Dear Mr. Lyon:

URS Corporation d/b/a URS Corporation Americas is pleased to submit our proposal to the Dover Department of Public Works for professional engineering services related to the design of a demolition plan and water quality feature for the Public Works Yard along the St. Jones River, and drainage improvements for the Tar Ditch storm sewer system.

I. BACKGROUND

The City of Dover has proposed a watershed improvement project that will directly affect the St. Jones River Watershed. The existing stormwater system located in downtown Dover, known as the tar ditch storm sewer, is undersized and negatively impacts the surface water quality of the St. Jones River. The storm sewer was constructed in downtown Dover in the early 1930s with an approximate drainage area of 63 acres. The storm piping materials and size varies, but is typically comprised of 48-inch RCP and 4 foot by 4 foot box culvert. The primary drainage area to this outfall consists of urbanized landscape without stormwater quality management devices. In the St. Jones River Watershed Study, published in 2012 by DNREC, the watershed was examined and recommendations were made on reducing pollutants into the St. Jones River. The results of the study found that the nitrogen, phosphorous, and bacteria loads were still above the acceptable limits. The surface water runoff, aging stormwater infrastructure, and the need for increased water quality have made improvement to the stormwater system a priority for the City of Dover Department of Public Works.

On August 25, 2014, the Department of Public Works met with URS and requested a proposal to prepare the design and development of construction documents for a multifaceted drainage and stormwater management project at the existing Public Works Yard. Dover has received a surface water matching planning grant from DNREC that will help fund the project. The elements will include the development of bid documents that will include the demolition of the existing Public Works Yard located at the site, development of design plans for a regional stormwater management facility, and improvements to the drainage system extending westerly from the site through the "Tar Ditch" area and into the Hospital parking lot. The project site is bounded on the west by S. Governors Avenue, to the north by E. Water Street, and to the south by South Street; however, the contributing drainage boundary extends beyond this immediate area.

II. SCOPE OF WORK

The scope will include preliminary investigations, engineering design, permitting, and preparation of bidding documents for the proposed improvements that are described in further detail below.

III. SERVICES TO BE PROVIDED

The following services will be provided with this effort and have been broken down by category:

Task 1 - Project Management and Pre-Design Investigations

The Pre-Design investigations include the necessary survey and geotechnical investigations for the subject work areas. Included with this task are the following elements:

URS Corporation
4051 Ogletown Road, Suite 300
Newark, DE 19713
Tel: 302-781-5900
Fax: 302-781-5901

- Project Management throughout the design phase including coordination with the City of Dover and DNREC, tracking of budget, deliverables, quality control and schedule.
- Perform initial site visit and kick-off meeting with Dover to gather field information.
- Provide survey services. The topographical survey will be collected using conventional field survey techniques, and will provide information on the topography of the site, ground contours, inverts of critical storm sewer and crossing utilities, and other buried marked utilities marked out by one call. The survey work will include:
    1. Submit a One-Call request and show utilities along the storm sewer collection mains.
    2. Establishment of site control.
    3. Location of any existing property corners that may be present. An actual title survey will not be performed as part of this project. Should one be required, an additional cost will be negotiated at that time. The survey base map will show property lines and right-of-way lines based on the best information available, physical features, topographic information, locations of existing structures, and locations of existing utilities (including pipe sizes and inverts where accessible).
    4. Topographical survey will include the City's Public Works Yard along the Saint Jones River. Topographic information will also be collected along the stormwater route leaving the property in question and heading west until South Governors Avenue. Additional topographic information will be gathered in the upstream side of the project to show drainage flow in low laying areas. It is assumed that no deed descriptions will need to be pulled / reviewed for the properties in question or the adjoining properties. If easements become a requirement, additional field survey work would be required.
    5. The horizontal information will be gathered in DE State Plane NAD 83 and the vertical data will be NAVD 88.
- Perform geotechnical investigation including three borings to a depth of 20 ft. along the alignment of the proposed large diameter storm drain that is expected to be up to 10 feet in depth at locations and four borings to a depth of 15 ft. in the location of the proposed stormwater management structure and existing box culvert. The information will provide a design basis for the embankment conditions, and will serve as a basis for recommendation to the contactor on subsurface conditions for the stormwater structure and the large junction boxes / storm drains. Boring logs will be prepared over the depth of the borings. The geotechnical evaluation will include:
    1. Geotechnical recommendations: Foundation type, bearing capacity, estimated settlement, earth pressure properties, seismic site classification, earthwork, dewatering, etc.
    2. Description of type of soils, soil resistance (standard penetration tests, pocket netrometer readings, etc.), and groundwater reading for the borings.
    3. Lab testing, physical properties.
    4. Drilling will be conducted over a two day period with URS personnel on site for the duration.

Task 2 - PWII Maintenance Facility Demolition Design

The existing PWII Maintenance Facility presently stores salt, soil, rock, landscaping and other materials needed for the maintenance crew's services administered throughout the City. The facility is located directly adjacent to the river and flooding from the St. Jones River during large events causes the potential for contaminants and debris to flow into the River. The City plans to demolish the existing maintenance facility and make use of the site for the proposed stormwater quality structure, with an ultimate walking path to connect other areas of the City along the riparian corridor. The scope of this task will include the following components:

1. *Pre-Design Evaluations* – Obtain available background information and documentation (Site Assessment(s), Building Condition Assessment(s), As-builts, etc.) from the City of Dover. This information will be reviewed to develop a baseline understanding of environmental and structural

conditions that are critical for the demolition of the buildings. The background information will be reviewed and considered for refining the project execution.

2. *Demolition Field Surveys* – URS will perform a series of activities to survey the existing conditions at the Public Works Facility (as defined below). Surveying of existing conditions also includes field take-offs for classification and quantification of wastes, asset recovery evaluation, environmental surveys (identification), and an engineering structural survey for demolition purposes. The investigations will include, but not limited to, details for:

    - Waste streams and disposal cost
    - Assets that can be recovered and corresponding credits
    - Environmental hazards (if any) and abatement costs
    - Demolition costs and corresponding schedule

    URS will coordinate with Dover personnel and plan an appropriate schedule to perform the multiple surveys described below. The survey of existing conditions phase of this project will provide a comprehensive data package that will be used to generate the construction documents.

    - *Asset Recovery Evaluation* - URS will evaluate potential assets that could be recovered from the Public Works facility. This evaluation will be performed by the URS demolition and asset recovery team concurrent with the engineering measurements task. URS will perform a thorough evaluation of building materials and perform engineering calculations to estimate recoverable assets. It may be determined that there are no recoverable assets that should be called out for value to the City of Dover.
    - *Environmental Surveys* - As part of the site survey, URS will perform a visual inspection of the buildings for environmental waste concerns. The survey will include identification of universal wastes, such as used lamps (bulbs / ballasts) and fire extinguishers. The survey will also include identification of suspect asbestos containing material (ACM) and lead based paint (LBP).
    - *Engineering Structural Survey* - The engineering structural survey will document available historical information, physical characteristics, materials of construction, select photographs of structural features, and current structural condition of the buildings. As typical for demolition projects, the engineering structural survey will be included in the construction documents for the demolition contractor's consideration in their demolition approach.

3. *Classification and Quantification of Wastes* - URS demolition engineers will perform field take-offs to classify and quantify wastes that would be generated from the demolition of the buildings. Material inspections will be used to classify the type of wastes to be expected from the demolition project. It is anticipated that the following wastes may be generated:

    - Construction / Demolition Debris
    - Universal Wastes (i.e. used lamps, fire extinguishers, etc.)
    - Refrigerants
    - Environmental Waste (if applicable, to be visually identified during the environmental survey below)
    - Recoverable Assets (i.e. scrap metal, etc.)

    Engineering measurements will be used to document physical building parameters. These measurements will be used to estimate quantities (volume and weights) of wastes to be expected from the demolition project. URS demolition and asset recovery staff, together with URS waste management personnel, will utilize these quantities to obtain preliminary debris disposal quotes from disposal facilities in the Dover area. The corresponding quantities and quotes will then be

utilized to prepare the preliminary opinion of probable cost that will be provided to the City of Dover for evaluation.

4. *Preparation of Demolition Construction Documents* - URS will prepare the Information for Bidders (IFB) documents associated with the demolition that will be incorporated into the overall project documents. The IFB documents will convey the demolition contract requirements, demolition scope of work, existing site conditions, and demolition project requirements. These documents will be comprised of both drawings and technical specifications. The documents will be included as part of the overall construction documents, as noted in later sections of this proposal.

Task 3 - Stormwater Quality Structure Design

The scope of this task is to design a stormwater management facility adjacent to the St. Jones River at the outfall of the Tar Ditch. The structure will help address water quality issues by providing treatment for the stormwater prior to discharge into the river. Design will be consistent with DNREC's Division of Watershed Stewardship existing guidelines. Due to the location in a floodplain, existing ground surface, and present storm sewer outfall elevation, a shallow water quality structure will likely be necessary. A potentially high water table and the magnitude of the contributing watershed will limit infiltration and bio-retention approaches, so URS envisions a constructed wetland as the most suitable option to provide water quality improvements.

The elements associated with the water quality design include:

- Attend two meetings with DNREC to review the project and gain technical insight on the water quality credits that would be available for this retrofit project.
- Review existing drawings of storm sewer utilities to delineate the drainage basin to this outfall.
- Review DNREC recommendations for water quality devices.
- Attend two meetings with the City over the course of the project to review the approach and present conceptual plan that will be conducive to future site uses.
- Perform hydrologic calculations for the watershed to determine the storm flows that will need to be managed by the structure in accordance with the Delaware Sediment and Stormwater Regulations (DSSR).
- Perform a Pond Pack analysis of the proposed structure to model the water surface elevations, detention, and outfall velocities from the structure to the St. Jones River.
- Prepare grading plans for the water quality structure to meet design guidelines.
- Develop landscape / planning plans and details.
- Perform earthwork analysis for the grading options.
- Evaluate utility conflicts or other site constraints that may impact the design.
- Design erosion and sediment control measures (see task 6).

Task 4 - Tar Ditch Storm Drain Evaluation / Design

The scope of this task is to perform a hydraulic assessment on the Tar Ditch storm sewer, identify sections that need to be upgraded and prepare a design for the improvements. The improvements will help address drainage issues that have been identified as a result of the main storm sewer piping.

- Attend two meetings with the City to further understand the location of the existing drainage problems and then later review the conceptual approach for the improvements.
- Review existing site plans from the hospital and other developments in the drainage basin to evaluate storm flows and utilities.

- Review existing drawings of storm sewer utilities that will be supplied by the Department.
- Perform hydraulic calculations to evaluate flow at main junction points in the alignment.
- Perform a technical evaluation of the storm drain system and identify any hydraulic limitations of the system. Integrate the proposed stormwater management structure's backwater impact on the proposed storm drain system.
- Review constructability issues due to the depth of the existing storm sewer, land use, utility conflicts, and to maintain drainage for a number of structures and pipes that drain into the Tar Ditch sewer.
- Model proposed improvements to storm drain system to meet flow needs.
- Develop design for the replacement of the storm sewers that require modification. Evaluate an open channel design to the east of State Street if technically feasible.
- Development of a phasing plan to allow construction while not impeding drainage.
- Attend one meeting with DelDOT to review the project.
- Attend one meeting with Bay Health Campus representatives to review the project.
- Prepare application form for the DelDOT Utility Construction Permit.
- Develop traffic control plans. DelDOT MUTCD standards will be utilized.

Task 5 - Preparation of Construction Documents

URS will prepare contract documents for use by the City in bidding and construction of the work. The contract documents will convey the contract requirements, scope of work, existing site conditions, and project requirements.

- Prepare construction drawings in AutoCAD that depict the proposed improvements. We anticipate the submission of a semi-final and final design for review by the City of Dover. We anticipate approximately 42 drawings in the overall construction set.
- Preparation of a bid form and measurement and payment specification for use in bidding.
- Prepare technical specifications for the work.
- Prepare bid documents for use by the City. Documents will be provided to the City as both a Microsoft Word documents and a pdf. The City will prepare its own bid packages for distribution to contractors.
- Provide an updated opinion of probable cost for the project for use by the City.

Task 6 - Permitting

The scope of the permitting task will be to identify and submit permit applications which will be necessary to facilitate the project. We have identified the following permits / approvals that will be required as part of the improvements:

- Waters of the State / Waters of the United States - Wetland areas, within the project study area on Public Works property, utility corridor, or neighboring properties, will be field identified and delineated using the 1987 U.S. Army Corp of Engineers (USACE) Wetland Delineation Manual, Regional Supplements, and applicable guidance. These areas will be flagged and surveyed.
- USACE Pre-Construction Notification (PCN) for Nationwide Permit # 43 – Stormwater Management Facilities – For impacts to non-tidal wetlands (unmapped non-tidal wetlands are not regulated by the State of Delaware).
- DNREC Subaqueous Permit with Appendix F, Intake and Outfall Structures – For work below Mean High Water (MHW) of St. Jones River.

- USACE PCN for Nationwide Permit # 7 – Outfall Structures and Associated Intake Structures – For work below MHW of St. Jones River.
- Prepare a Sediment and Stormwater Plan for the project.
    - Section 3.0 of the Delaware Sediment and Stormwater Regulations (DSSR) provides the Sediment and Stormwater Management approval procedures, which follow a three-step process: project application meeting, preliminary Sediment and Stormwater Management Plan, and final Sediment and Stormwater Management Plan. The Sediment and Stormwater Management Plan for the project will be prepared in accordance with DNREC criteria.
    - **Application for Sediment and Stormwater Management Plan Approval.** This is a two-page standardized application form provided by DNREC (form last revised June 2005). URS will complete the form, gather all required signatures, and submit the form with Sediment and Stormwater Management Plan to DNREC.
    - **Sediment and Stormwater Plan Review Checklist.** URS will prepare the Sediment and Stormwater Management Plan in accordance with this three-page checklist.
    - **Stormwater Assessment Study** - URS will prepare the Stormwater Assessment Study in accordance with DNREC's Stormwater Assessment Study Checklist (draft January 2014). The study will include narratives of existing site conditions and proposed project description, GIS map for environmental features, and existing drainage feature map. The study will be submitted to DNREC prior to scheduling the project application meeting.
- Attend three meetings with DNREC to review the sediment and stormwater management aspects of the project.
    - **Project Application Meeting**
    - **Preliminary Sediment and Stormwater Management Plan** - URS will submit the Preliminary Sediment and Stormwater Plan for the selected scenario to DNREC for review. The submission includes preliminary plans for the site and a schematic erosion and sediment control plan with supporting hydrologic and hydraulic calculations.
    - **Final Sediment and Stormwater Management Plan** - Subsequent to the completion of the design, URS will submit the final design documents including the Construction Site Stormwater Management Plan.
- NPDES Notice of Intent (NOI) for Stormwater Discharges Associated with Construction Activities.
- Attend one Joint Permit Processing Meeting with DNREC and the U.S. Army Corp of Engineers for the project.
- FEMA Letter of Map Revision – A Conditional Letter of Map Revision (CLOMR) is a determination that a proposed project complies with the minimum criteria for National Flood Insurance Program (NFIP) floodplain management. The CLOMR describes any eventual revisions that will be made to the NFIP maps when the project is complete. NFIP regulations do not require conditional approval for all projects in the regulatory floodway or base (1-percent-annual-chance) floodplain. A CLOMR is only federally required for projects that will cause the base flood water-surface elevation (WSEL) to increase more than 1.00 foot along streams with specified Base Flood Elevations but no designated floodway, or for projects that will cause any base flood WSEL increase within a regulatory floodway.

  The City of Dover has jurisdiction over flood plain development in the City. We anticipate coordination with the City regarding the impacts to the floodplain, but in discussions with the City's Flood Plain Coordinator, are not sure of the final needs until the design is complete. Once a path forward is finalized, we will provide the City with an additional services request for any needed services.

IV. RESOURCES TO BE MADE AVAILABLE BY THE DEPARTMENT OF PUBLIC WORKS

We request the following information from the Department of Public Works to perform our services:

- Drainage Reports for Hospital and other developments.
- Any geotechnical data for the Hospital construction activities.
- Property, deed information for the Public Works Yard and any City properties along the Tar Ditch Sewer.
- The City will provide any property or utility easement restrictions that may exist for the project areas.
- The City will provide any existing hazardous material surveys for the existing Public Works buildings.
- The City will provide all known utilities in project areas and any pertinent GIS database information.
- The City will assist in coordination with survey and geotechnical investigations at the Bay Health Center.
- The City will assist in obtaining any updated master planning for the Bay Health complex to coordinate any proposed improvements to the storm sewer such that available areas for construction through their property will be clearly identified.
- The City will assist URS in obtaining any restrictions from DNREC in proposed land use or construction that may result from their current environmental investigations. DNREC's input is critical in assessing any restrictions in approaches that may exist due to their proposed remedial plans for the project areas.
- Existing building drawings for the Public Works Yard.
- Electronic versions of standard Dover contract documents and insurance requirements that will be utilized in the bid package.

V. ASSUMPTIONS

URS has made the following assumptions when developing the budget for this proposal:

- URS assumes that the environmental survey and any lab analysis required for the Public Works Yard will not exceed $5,000 in total effort. The extent of the sampling is not fully understood at this time until the field demolition survey is conducted. This proposal does not include any further environmental investigations (soil / groundwater) or remedial measures on the Public Works Yard or adjacent properties where known environmental investigations are presently underway by DNREC.
- All existing foundations will be removed from the Public Works Yard during the demolition phase to allow for future construction at the site.
- The City's electrical department will relocate existing power lines as necessary to facilitate construction.
- A driveway will remain to allow Public Work's operators access to maintain the existing City water supply well and treatment building.
- The design basis for improvements to the storm sewer will be the 10-year, 24-hour storm event; however, the 100-year event will be analyzed.
- The stormwater management facility will be sized to provide water quality to meet DNREC's DSSR requirements with larger storm events by-passing or routing through the structure.
- Proposed improvements will not encroach within the established floodway as identified on the current 2003 FEMA flood map for the site.
- We anticipate that the overall project will be issued as one set of bid documents. The demolition work will not be too extensive and combining them together would reduce cost, as the site would not require

final stabilization after demolition and before construction starts on the next contract. This approach also reduces erosion and sediment control permitting needs / application costs. The final stabilization would likely involve provisions for topsoil to provide a sufficient growing medium beneath the old structures and asphalt pavement. If the projects are combined, then temporary stabilization could be used and the contractor could begin excavation of the proposed SWM feature following removal of the foundations, roads and slabs. In addition, based on the types of buildings and structures, the demolition element should not require specialized contractors as other types of demolition work sometimes requires.

- URS will base the hydrological and hydraulic calculations on a complete, functional StormCAD model that will be provided to URS by the City for our use in the project. The model was developed by Becker Morgan for recent improvements at the Bay Health Complex and has been validated for conditions upstream of the Hospital. We assume that there will be no cost to URS for the use of this model, and there will be no restrictions on the use of the model.
- The City will manage any property easement efforts that may be required along the Tar Ditch sewer and the area directly west of the Public Works Yard should that be deemed favorable for extension of the water quality structure.
- Contractor will obtain any Building and Demolition Permits directly from the City.
- A boundary survey is not necessary.
- Additional site visits and owner requested meetings, beyond those noted as included in Section III, will be billed on an hourly rate basis as additional services.

VI. SERVICES NOT INCLUDED

URS routinely provides the following additional services for this type of project and welcomes the opportunity to further assist the Department if desired. However, these tasks have not been included in this proposal:

- Property easement support or preparation of easement descriptions.
- Permit application fees.
- Effort associated with performing a geophysical survey for underground utility location.
- We do not anticipate a "net fill" within the flood plain as part of the proposed improvements at the Public Works Yard. As such, we do not anticipate the need for hydraulic modeling of the St. Jones River to demonstrate any changes in floodplain / floodway elevations resulting from the proposed improvements.
- CCTV of the existing storm sewer.
- Design of trail or pedestrian walkway through the Public Works Yard.
- URS has not included the evaluation and design of independent water quality management structures throughout the watershed, but instead only those necessary to address proposed water quality features on the PWII property.
- Revision of the Tar Ditch sanitary sewer plans to accommodate the proposed design for the Tar Ditch storm sewer improvements.
- Design for the relocation of existing utilities such as power, communications, sanitary, gas, etc. to facilitate the project.
- Changes in project purpose and / or design which would result in the need for DNREC / Nationwide Permits not specified.
- Resource Agency coordination required by permits not specified in proposal.
- Threatened or endangered species involvement.

URS

- Historic / archaeological resource involvement.
- Design of any wetland mitigation offsets that may be required during the permitting effort for the water quality improvements.
- Bidding services.
- Construction administration or review services.
- Any other services not specifically mentioned as included in previous sections.

VII. SCHEDULE

We will begin our services, as described in Section II, immediately upon receipt of written authorization to proceed. We anticipate completion of the necessary documents for the project and issuance of permits for construction within 12 months of receiving our notice to proceed to coincide with the DNREC surface water planning grant schedule. Final construction and bid ready documents will follow in the FY 2016 calendar to coincide with the City's budget schedule.

VIII. FEE AND CONTRACT CONDITIONS

Our lump sum fee is $265,600 for the completion of the work as identified above. This fee will not be exceeded without written authorization from the Department of Public Works. The project will be billed on a monthly basis based on a percent of completion of the lump sum cost. The fee will be distributed according to the City's fiscal calendar, with $150,000 in FY 2015 and the balance in FY 2016. The breakdown of the fee by Task is as follows:

Tasks	Fee
Preliminary Investigations	$ 36,900
Demolition Surveys and Design	$ 48,500
Stormwater Management Design	$ 44,600
Storm Drain Improvement Design	$ 32,500
Preparation of Contract Documents	$ 68,600
Permitting	$ 34,500
TOTAL	**$265,600**

This proposal is subject to the conditions stated in Agreement for Engineering Services and Project Management for Water and Wastewater Utilities, 14-0029PW between the City of Dover and URS dated September 5, 2014.

If you have any questions or need additional information, please do not hesitate to contact us. Thank you for the opportunity to serve the Department of Public Works.

Sincerely,

URS Corporation d/b/a URS Corporation Americas

Christopher T. Curran, PE
Project Manager

Brian N. Bolender, PE
Vice President

Approved by: _____
CITY OF DOVER
JASON A. LYON

Date: 23 SEPT 14

URS

August 26, 2015

Jason A. Lyon, PE
City of Dover Department of Public Works
P.O. Box 475
Dover, DE 19903

Re: PW II Water Quality Project
Engineering Services Contract (14-0029PW), Contract Amendment #1

Dear Mr. Lyon:

Please accept this Contract Amendment to our task order to the Dover Department of Public Works for professional engineering services related to the required pre-demolition characterization and survey required by DNREC on the PW II Water Quality Project. We have prepared this authorization request to perform the following additional tasks.

Task 1 - Pre-demolition characterization of structures located at Public Works Yard (PWII) along the St. Jones River.

Task 2 - Survey to stake out the alignments of the proposed sewer and open channel from Bayhealth Hospital parking lot to the PWII. This work is per DNREC's request to assist their sampling and analysis of the Tar Ditch stormwater conveyance system.

Task 1

Pre-demolition characterization through in situ sampling and analysis will be conducted as outlined in the Sampling Plan to identify any hazardous conditions or level of contamination that will be encountered during the demolition project. The scope of work includes sampling and analysis for waste characterization of the following:

1.1 Concrete from Pesticide/Herbicide Building.
1.2 Concrete from Admin Building.
1.3 Concrete from two 160-foot diameter former clarifiers.
1.4 Asphalt pavement and roadways.
1.5 Residual material (solid and liquid) from two pits in Admin Building.
1.6 Caulk around window frames.

During the environmental survey performed on May 20, 2015, visible staining on concrete surfaces in the Pesticide / Herbicide Building was observed, as well as the presence of residual material in two pits located underneath the elevated floor in the Admin Building. In order to determine contamination levels or existence of hazardous material, we will conduct sampling and analysis of the concrete from suspected areas in the Pesticide/Herbicide Building and residual material from pits in the Admin Building. In addition, we will conduct sampling and analysis of concrete and asphalt from other structures included in above scope of work. We are also recommending sampling for non-liquid PCBs like the caulking around window frames. Analytical results will facilitate the generator making an informed decision on waste management and also allow the proper selection of waste management options.

URS Corporation
4051 Ogletown Road, Suite 300
Newark, DE 19713
Tel: 302-781-5900
Fax: 302-781-5901

URS

URS and our subcontractor, BrightFields Inc., will conduct the characterization activities. BrightFields will collect and send samples offsite for laboratory analysis. URS will prepare and implement the Sampling Plan, oversee field activities and coordinate with the City.

Upon receipt of written authorization to proceed, we will schedule the field work for pre-demolition characterization, which we anticipate will be completed in one day once begun.

Task 2

This task will cover the required office work and field work for URS survey to place points every 50 feet along the proposed line and around the area of the proposed wetland at PWII.

The survey will start only after the proposed alignment is approved. At the present time, we anticipate it will be approximately three to four weeks prior to the crew being on site. The survey is planned for two days.

The lump sum fee proposal previously approved by the City for engineering services includes the amount of $ 5,000 for an Environmental Survey. This amount covers only survey for presence of asbestos, lead and universal wastes, and does not include any further environmental investigation.

We respectfully request an additional $ 10,672 to complete Task 1 and 2 as noted above. This fee is further broken down as follows:

Task 1	$ 6,172
Task 2	$ 4,500
TOTAL	$ 10,672

With this increase, the new lump sum price for the project will be $ 276,272.

Thank you for your consideration of this request and please let me know if you need any further details at this time. We appreciate the opportunity to serve the Department of Public Works.

Sincerely,

URS Corporation

Christopher T. Curran, PE
Project Manager

Brian N. Bolender, PE
Vice President

Approved by: _____ Date: 27 AUG 15

CITY OF DOVER

JASON A. LYON, WATER / WASTEWATER MANAGER

URS

October 20, 2015

Jason A. Lyon, PE
City of Dover Department of Public Works
P.O. Box 475
Dover, DE 19903

Re: PW II Water Quality Project
Engineering Services Contract (14-0029PW), Contract Amendment #2 – Design of Culvert as Highway Bridge per DelDOT Requirements and Well #9 Flood Improvements

Dear Mr. Lyon:

Please accept this Contract Amendment to our task order to the Dover Department of Public Works for professional engineering services related to the design of a demolition plan and water quality feature for the Public Works Yard along the St. Jones River, and drainage improvements for the Tar Ditch storm sewer system. We have prepared this authorization request to perform the following additional tasks.

I. BACKGROUND

After discussions with DelDOT during coordination of the proposed crossing of DelDOT Right of Way, it was determined that the culvert crossing beneath S. State Street must be designed as a bridge in accordance with DelDOT criteria. This Amendment provides the additional scope necessary to meet this requirement.

Additionally, Well House #9 is located within the existing Public Works Yard (PW II) on Kerbin Street near St. Jones River and within the 100-year floodplain, which is at elevation of 9.0 feet. The first floor elevation of the structure is at 5.45 feet, which is nearly 3.5 feet lower than the flood elevation. The City has concerns that flooding could potentially compromise water quality at the Well House and the electrical equipment at the facility.

II. SCOPE OF WORK

Task 1 – Design a bridge crossing (8 foot wide by 4.5 foot tall) underneath S. State Street near the intersection with South Street. This culvert will continue the proposed culvert underneath the hospital parking lot, extend underneath S. State Street and daylight into an open channel. After discussions with DelDOT, it was determined that this culvert must be designed as a bridge in accordance with DelDOT criteria.

Task 1.A – Coordination with DelDOT
Task 1.B – Structural Design of Culvert Bridge Section
Task 1.C – Preparation of Structural Construction Documents

Task 1.A Coordination with DelDOT

In addition to those services provided for in the original scope of work, AECOM anticipates additional project coordination effort will be required with DelDOT. Meetings with DelDOT are required for a bridge design project. AECOM anticipates participation in two (2) meetings. AECOM will prepare minutes of each meeting, including an itemized action list, within ten (10) working days of each meeting.

URS Corporation
4051 Ogletown Road, Suite 300
Newark, DE 19713
Tel: 302-781-5900
Fax: 302-781-5901

Task 1.B Structural Design of Bridge Section

The initial Authorization basis assumed the use of a precast culvert section with detailed structural design provided by the precast supplier as is typical with these installations. Per DelDOT's directive, this structure must be designed as a bridge structure in accordance with their standards. The scope of this task is to perform a detailed structural design of the proposed culvert underneath State Street. Design will be in conformance with the latest edition of DelDOT's Bridge Design Manual and ASTM C1577 standard culvert designs. Structural design and details will be required for the 8 foot wide by 4.5 foot tall culvert section as well as the headwall structure. The culvert sections and junction boxes beyond the limits of the bridge structure will consist of precast elements with detailed design provided by the precast supplier per the original Engineering Services Agreement.

Consultation with geotechnical engineers to determine soil properties and recommended foundation configuration is included in this item, however the production of a Foundation Report or further geotechnical exploration and testing is not anticipated.

Task 1.C Preparation of Construction Documents (Plans, Specifications, and Cost Estimates)

Our proposal anticipates that preparation of additional plan sheets will be required to adequately detail the culvert bridge and meet DelDOT submission criteria. AECOM will coordinate the development of the plans and implement DelDOT Standards and applicable governing codes. AECOM assumes that the preparation of the plans will require two (2) design submissions including a Semi-Final Plan submission and a Final Plan submission. AECOM assumes that a DelDOT "Type, Size and Location (TS&L) submission" is not required due to the small scale of the project. It is not anticipated that reinforcement schedules will be required. The additional anticipated contract drawings include:

Additional Drawing Titles	Drawing Quantity
General Plan and Elevation	2
Project Notes	1
Elevations and Sections	1
Precast Box Reinforcement Details	1
Headwall and Wingwall Plan, Elevation and Section.	1
Additional Sheet Total	6

Plans will be prepared using AutoCAD CADD format. No special provisions are anticipated.

AECOM anticipates that the contract documents will be submitted at the Semi-Final and Final Design stages as per DelDOT's Bridge Design Manual (Section 2.9). At each stage, AECOM will submit these documents to both the City of Dover Department of Public Works and DelDOT for review and comment. Each submission will be accompanied by DelDOT's applicable Plan Submission Checklist(s). As indicated by the checklist, AECOM will submit design reports (i.e. Special Provisions, Structural Calculations, Quantity Calculations, etc.) with the appropriate project submissions.

Drawings will be prepared on 22"x34" plan sheets in accordance with DelDOT's CADD Standards Manual and the sample plans available on DelDOT's Design Resource Center website. Plan submissions will be completed electronically using the .pdf file format. For the Final Submission, a 22"x34" reproducible mylar title sheet will be printed and submitted for signing and sealing purposes.

Submission of the structural plans, specifications and estimate will be incorporated into the project's semi-final plan and final plan submissions.

TASK 2 – Well #9 Improvements

As part of the City's water supply system, Well #9 was drilled in 1977 and currently has a permitted pump capacity of 550 gpm. The well house comprises two separate rooms: a pump room and a chemical feed room. The exterior of the structure was renovated in 2004 and is in good condition. However, the location of the well house is near St. Jones River and within the 100-year floodplain, which is at elevation of 9.0 feet. The first floor elevation of the structure is at 5.45 feet, which is nearly 3.5 feet lower than the flood elevation. The City has concerns that flooding could potentially compromise water quality at the Well House and the electrical equipment at the facility.

On August 6, 2015, the Department of Public Works requested a proposal to prepare the design and development of construction documents to raise the existing Well House #9 above the 100-year floodplain. FEMA recommends a minimum 1.5 feet of freeboard from the lowest structural member to the base flood elevation. The building needs to be raised by approximately 6 feet to the elevation of 11.5 feet in order to maintain the bottom elevation of the floor beam at 1.5 feet above the 100-year flood elevation. The elements will include structural and building modifications, mechanical piping adaptation, electrical improvements and associated site work to maintain system functionality.

The scope will include preliminary investigations, engineering design, and preparation of bidding documents for the proposed improvements:

- Mechanical: Design modifications to extend the pump shaft and well casing. The design will maintain the existing layout by retrofitting all the piping / valves and relocating the blow-off valve outside the building. It will maintain the roof hatch method to lift the pump for maintenance needs.
- Site: Provide design for a loading dock and an aluminum/concrete walkway ramp for access and chemical delivery. Design security fencing around building and adjustments of driveway as needed.
- Electrical: Provide design of all electrical equipment required to be modified associated with raising the Well House #9. Provide design of corrective measures to meet current electrical codes.
- Structural: The building will be raised to elevate the well casing, pump motor and electrical panels approximately 2.5 feet above the base flood elevation. Design a new masonry foundation wall from approximately grade to the point at which the building is raised to the floodplain level. Design a new concrete floor for the chemical and pump rooms.

The following services will be provided with this effort and have been broken down by task, as noted below:

Task 2.A - Project Management and Pre-Design Investigations

The Pre-Design Investigations include the necessary survey for the subject work areas. Included with this task are the following elements:

- Project Management throughout the design phase including coordination with the City, tracking of budget, deliverables, quality control and schedule.
- Perform initial site visit and kick-off meeting with the City to gather field information. Identify those items that may be in violation of the National Electrical Code.
- Conduct detail survey to supplement the existing survey data using conventional field survey techniques, and provide information on the equipment / piping layout at the building and surrounding area. The horizontal information will be gathered in DE State Plane NAD 83 and the vertical data will be NAVD 88.

Task 2.B - Engineering Design

The scope of this task is to perform engineering design for the proposed improvements. The elements associated with the engineering design include:

- Review existing drawings and information of Well House #9.
- Provide mechanical / structural / electrical design.
- Prepare site plan.
- Prepare construction drawings in AutoCAD that depict the proposed improvements. We anticipate the submission of a final design for review by the City of Dover. We anticipate approximately seven drawings in the overall construction set.
- Prepare technical specifications for the work.

Task 2.C – Contract Documents

URS will prepare contract documents for use by the City in bidding and construction of the work. The contract documents will convey the contract requirements, scope of work, existing site conditions, and project requirements.

- Preparation of a bid form and measurement and payment specification for use in bidding.
- Prepare bid documents for use by the City. Documents will be provided to the City as both a Microsoft Word documents and a pdf. The City will prepare its own bid packages for distribution to contractors.
- Provide an opinion of probable cost for the project for use by the City.

III. RESOURCES TO BE MADE AVAILABLE BY THE DEPARTMENT OF PUBLIC WORKS

We request the following information from the Department of Public Works to perform our services:

- Existing building drawings for the Well House #9.
- Access to the building for investigation.
- Electronic versions of standard Dover contract documents and insurance requirements that will be utilized in the bid package.

IV. ASSUMPTIONS

URS has made the following assumptions when developing the budget for this proposal:

- The well pump and chemical feed system are in normal operation and the design will not need to upgrade the pump and chemical feed system.
- New valves and equipment will not be evaluated or designed with these improvements.
- The existing building footprint is adequate to accommodate the new equipment layout and the existing building will be raised onto the new foundation. If the electrical review dictates a larger space to be compliant with the code, additional budget will be necessary to design a new building.
- Contractor is responsible to retain a structural mover for the proper design and the installation of a temporary steel support system to raise the building until the new foundation is constructed and then to re-place the building on the new foundation.
- Building will not be ADA accessible.
- The City will coordinate its water system to allow temporary shutdown of Well #9 during construction.

- We have not included budget at this time for any potential permits that may be required from DNREC Division of Water, Water Supply Section and Delaware Office of Drinking Water.
- No stormwater management or erosion and sediment control approval are needed for the project due to the minimal limit of disturbance.
- Contractor will obtain any building permits directly from the City.
- A boundary survey is not necessary.
- Additional site visits and owner requested meetings, beyond those noted as included in Section II, will be billed on an hourly rate basis as additional services.

VI. SERVICES NOT INCLUDED

URS routinely provides the following additional services for this type of project and welcomes the opportunity to further assist the Department if desired. However, these tasks have not been included in this proposal:

- Improvements to the existing access vaults along the chlorine contact pipe or flow meter vault.
- Exterior or HVAC improvements to the existing building or upgrades in the chemical storage facility.
- Property easement support or preparation of easement descriptions.
- Permit application fees.
- Design for the relocation of existing utilities such as power, communications, sanitary, gas, etc. to facilitate the project.
- Changes in project purpose and / or design which would result in the need for additional permits not specified.
- Bidding services.
- Construction administration or review services.
- Any other services not specifically mentioned as included in previous sections.

VII. SCHEDULE

We will begin our services, as described in Section II, immediately upon receipt of written authorization to proceed. We anticipate completion of the necessary documents for the project and issuance of final construction and bid ready documents within two months of receiving our notice to proceed.

We respectfully request an additional $70,800 as part of this amendment. The breakdown of costs includes $36,200 to complete Task 1 and $34,600 to complete Task 2. This fee is further broken down as follows:

Task	Fee
Task 1.A	$6,000
Task 1.B	$9,200
Task 1.C	$21,000
Subtotal	$36,200
Task 2.A Preliminary Investigations	$3,800
Task 2.B Engineering Design	$25,200
Task 2.C Contract Documents	$5,600
Subtotal	$34,600

URS

TOTAL Amendment #2	**$70,800**

With this increase, the new lump sum price for the project will be $347,072. This contract amendment is subject to the conditions stated in Agreement for Engineering Services and Project Management for Water and Wastewater Utilities, 14-0029PW between the City of Dover and URS dated September 5, 2014.

Thank you for your consideration of this request and please let me know if you need any further details at this time. We appreciate the opportunity to serve the Department of Public Works.

Sincerely,

URS Corporation

Christopher T. Curran, PE
Business Unit Leader, Water

Brian N. Bolender, PE
Vice President

Approved by: _____ Date: 26 OCT 15

CITY OF DOVER

JASON A. LYON
WATER/WASTEWATER MANAGER.

URS

January 5, 2016 (revised)

Mr. Jason A. Lyon, PE
Water / Wastewater Manager
City of Dover Department of Public Works
P.O. Box 475
Dover, DE 19903

Re: Schutte Park Public Works Yard
Engineering Services Contract (14-0029PW)

Dear Mr. Lyon:

URS Corporation (AECOM Technical Services) is pleased to submit our proposal to the Dover Department of Public Works for professional engineering services related to the design of a proposed Public Works Yard within the City's Schutte Park.

I. BACKGROUND

The City of Dover has proposed to relocate the existing PWII Public Works Maintenance facility to the southeast portion of the Schutte Park complex to expand upon the existing Public Works Yard at that location. The existing PWII Maintenance Facility presently stores salt, soil, rock, trash cans, fill, aggregate, landscaping and other materials needed for the maintenance crew's services throughout the City. In addition, there is a maintenance building that houses equipment and provides storage and a greenhouse where landscaping plants are grown. The facility is located directly adjacent to the river and flooding from the St. Jones River during large events is problematic. The City plans to demolish the existing maintenance facility and make use of the site for a proposed stormwater quality structure.

On October 14, 2015, the Department of Public Works met with URS and requested a proposal to prepare the design and development of construction documents for the new facility. The elements will include the development of bid ready documents for use in procuring a contractor to implement the improvements within Schutte Park.

II. SCOPE OF WORK

The scope will include preliminary investigations, engineering design, permitting, preparation of bidding documents and bidding support for the proposed improvements, as described in greater detail below.

III. SERVICES TO BE PROVIDED

The following services will be provided with this effort and have been broken down by category:

Task 1 - Project Management and Pre-Design Investigations

The Pre-Design Investigations include the necessary survey and geotechnical investigations for the subject work areas. Included with this task are the following elements:

- Project Management throughout the design phase, including coordination with the City of Dover and KCD, tracking of budget, deliverables, quality control and schedule.
- Perform initial site visit and kick-off meeting with Dover to gather field information.
- Provide survey services. The topographical survey will be collected using conventional field survey techniques, and will provide information on the topography of the site, ground contours that may have changed from the current aerial survey, and other buried marked utilities marked out by one call. URS will use the client supplied topographic base map as our foundation. The survey crew will field verify the ground elevations and physical object locations in the areas of the three proposed buildings, verify

URS Corporation
4051 Ogletown Road, Suite 300
Newark, DE 19713
Tel: 302-781-5900
Fax: 302-781-5901

the footprint of the existing piles and the general topography of said piles (however not to a degree that volume calculations could be performed), locate the visible utilities, and collect the invert information of the sanitary sewer. If it is determined that the piles topography has changed significantly, than additional field time, which is beyond the scope of this proposal, will be required to locate the piles correctly. It is understood that the client will provide a digital copy of the existing topographic base map and that no property / right-of-way lines will be determined as a part of this project.

- The survey work will include:
  1. Submit a One-Call request.
  2. Establishment of site control.
  3. Location of any existing property corners that may be present. An actual title survey will not be performed as part of this project. Should one be required, an additional cost will be negotiated at that time. The survey base map will show property lines and right-of-way lines based on the best information available, physical features, topographic information, locations of existing structures, and locations of existing utilities (including pipe sizes and inverts where accessible).
  4. The horizontal information will be gathered in DE State Plane NAD 83 and the vertical data will be NAVD 88.
- Perform geotechnical investigation, including four borings to a depth of 20 feet at the proposed building locations. The information will serve as a basis for recommendation to the contactor on subsurface conditions for the building foundations. Boring logs will be prepared over the depth of the borings. The geotechnical evaluation will include:
  1. Geotechnical recommendations: foundation type, bearing capacity, estimated settlement, earth pressure properties, seismic site classification, earthwork, dewatering, etc.
  2. Description of type of soils, soil resistance (standard penetration tests, pocket netrometer readings, etc.), and groundwater reading for the borings.
  3. AECOM will also conduct two infiltration tests (double-ring) for proposed stormwater management facilities. Two test pits, one pit for each test, will be provided.
  4. Lab testing, physical properties.
  5. Drilling will be conducted over a two day period with URS personnel on site for the duration.

Task 2 – Proposed Public Works Yard Design

The proposed Schutte Park Public Works (PW) Maintenance Facility will consist of revisions of the existing facility. The proposed improvements include the addition of a 75 foot by 45 foot maintenance building, an 80 foot by 35 foot greenhouse, multiple truck washing stations, a community access compost receptacle, soil / mulch storage piles, and a series of bin areas for miscellaneous materials such as gravel, leaves, mulch, litter, top soil, wood chips, Blue Diamond Mix, trash cans, tires, oversized trash bins, sweeper pile, millings, aggregates, cold patch, jet truck debris, sand, etc. The site layout will facilitate ingress / egress of City vehicles for access to the storage areas though an electronic gate with key pad entry. The individual bin areas will be established using oversized interlocking concrete blocks and the access roadway and driveways will be comprised of crusher run gravel.

The components of the Public Works Yard design include:

1. Review existing topography to delineate the drainage basins for the site.
2. Development of a site design to accommodate the City's desired features, along with access roads, perimeter site fencing, storage bin and stockpile arrangements, etc.
3. Prepare overall site water, sewer, and drainage design.
4. Prepare grading plans for the site to meet design guidelines.

5. Perform earthwork analysis for the grading options and for the bid form quantities.
6. Design perimeter security fencing for the site.
7. Perform hydrologic calculations for the watershed to determine the storm flows that will need to be managed in accordance with the Delaware Sediment and Stormwater Regulations (DSSR).
8. Review DNREC/KCD recommendations for water quality devices suitable for proposed land use.
9. Perform a Pond Pack analysis of the proposed stormwater structure(s) to model the water surface elevations, detention, and outfall velocities from the structure to the Puncheon Run.
10. Develop landscape / planting plans and details. Landscaping will be minimal and include tree replacement along the perimeter.
11. Attend two meetings with the City over the course of the project to review the approach and present conceptual plan that will be conducive to future site uses.
12. Evaluate utility conflicts or other site constraints that may impact the design.
13. Design erosion and sediment control measures (see task 3).

Maintenance Building Design

A proposed 75 foot by 45 foot maintenance building will be a pre-engineered building without any offices or bathroom amenities. A utility sink will be provided within the building for use by City staff. The maintenance building will have a poured-in-place concrete floor. The height from the finished floor to the underside of the highest roof point (ridge) is estimated to be between 20 and 25 feet. The specifications will identify the building requirements and there will be limited drawings for the structure as such.

Greenhouse Selection Design

URS will investigate pre-fabricated greenhouse suppliers to accommodate the City's requested 80 foot by 35 foot needs. The subgrade area will be leveled and an adequate foundation prepared for the erection of the greenhouse structure. The greenhouse will have a gravel / stone floor. The following elements will be included:

1. URS will prepare specifications of the greenhouse equipment, irrigation system, valves, drainage, control equipment and associated accessories. The irrigation system design will be a package system, and will be provided by the vendor, along with the climate control system, lighting, etc.
2. URS will run the City's InfoWater model to determine the available pressure and flow available for the system.
3. Floor drains within the structure will be directed to the sanitary sewer system.

Truck Washing Stations

Multiple Truck Washing Station are proposed for wash down of sediment / dust on vehicles leaving the Public Works Storage Yard to prevent tracking of debris off site. The facilities will not be an automated system with soap / wax features, but the washing stations will include multiple hose bibs and hose for the manual pressure washing of the vehicles with tempered water. Design will include the foundation designs for one-bay truck washing stations. We anticipate the buildings will be a pole barn or steel engineered building with concrete poured-in-place floors with drains. We anticipate the buildings will measure 12 to15 feet wide by 15 to 20 feet long with overhead doors at each end.

1. URS will prepare specifications of the truck washing station equipment, exterior debris collection unit, piping, valves, drainage, control equipment and associated accessories.
2. Floor drains within the structures will be directed to the sanitary sewer system. Water recycle provisions will not be investigated or provided for the structures.
3. Provide freeze protection, ventilating, plumbing and electrical power and control requirements for the Truck Washing Stations and document design on construction bid documents.

Preparation of Construction Documents

URS will prepare contract documents for use by the City in bidding and construction of the work. The contract documents will convey the contract requirements, scope of work, existing site conditions, and project requirements.

- Prepare construction drawings in AutoCAD that depict the proposed improvements. We anticipate the submission of a semi-final and final design for review by the City of Dover. We anticipate approximately 47 drawings in the overall construction set.
- Preparation of a bid form and measurement and payment specification for use in bidding.
- Prepare technical specifications for the work.
- Prepare bid documents for use by the City. Documents will be provided to the City as both a Microsoft Word document and a pdf. The City will prepare its own bid packages for distribution to contractors.
- Provide an opinion of probable cost for the project for use by the City.

Electrical / HVAC / Plumbing Engineering

The following tasks will be associated with the electrical, ventilation and plumbing needs for the new structures.

1. Perform site inspection to document existing conditions for the electric service to the site.
2. Provide assistance in documenting the heating, ventilating, plumbing and electrical requirements for the Greenhouse and document design on construction bid documents.
3. Provide assistance in documenting the heating, ventilating, plumbing and electrical requirements for the Maintenance / Warehouse and document design on construction bid documents.
4. Provide site electrical distribution and the site lighting for the stockpile area / compost site and security gate.
5. Prepare design of the electrical power and signal work associated with the key pad entry system and automatic gate.
6. Prepare electronic documents of the technical specifications and drawings of the heating, ventilating, plumbing, and electrical systems.

Task 3 - Permitting

The scope of the permitting task will be to identify and submit permit applications which will be necessary to facilitate the project. We have identified the following permits / approvals that will be required as part of the improvements:

- Office of State Fire Marshall (OSFM) Approval – URS will submit an application on behalf of the City showing the proposed site plan and structures. Available fire flow information to be provided for review and approval.
- Prepare a Sediment and Stormwater Plan for the project.
    - The Sediment and Stormwater Management Plan for the project will be prepared in accordance with DNREC interim criteria.
        - **Preliminary Sediment and Stormwater Management Plan** - URS will submit the Preliminary Sediment and Stormwater Plan for the selected scenario to Kent County Conservation District (KCD) for review. The submission includes preliminary plans for the site and a schematic erosion and sediment control plan with supporting hydrologic and hydraulic calculations.

- **Final Sediment and Stormwater Management Plan** - Subsequent to the completion of the design, URS will submit the final design documents, including the Construction Site Stormwater Management Plan.

- **Application for Sediment and Stormwater Management Plan Approval.** This is a two-page standardized application form provided by DNREC (form last revised June 2005). URS will complete the form, gather all required signatures, and submit the form with Sediment and Stormwater Management Plan to Kent County Conservation District.
- **Sediment and Stormwater Plan Review Checklist.** URS will prepare the Sediment and Stormwater Management Plan in accordance with this three-page checklist.
- Attend one meeting with KCD to review the sediment and stormwater management aspects of the project.
- Submit NPDES Notice of Intent (NOI) for Stormwater Discharges Associated with Construction Activities.

IV. RESOURCES TO BE MADE AVAILABLE BY THE DEPARTMENT OF PUBLIC WORKS

We request the following information from the Department of Public Works to perform our services:

- Design basis for vehicle size that needs to be accommodated within the truck washing stations.
- Design basis for the storage volumes of the different materials for layout of the individual bins.
- The City will provide any property or utility easement restrictions that may exist for the project areas.
- The City will provide any existing hazardous material surveys for the existing Public Works and site.
- The City will provide all known utilities in project areas and any pertinent GIS database information.
- The City will assist in coordination with survey and geotechnical investigations within Schutte Park.
- The Schutte Park wetland delineation report.
- City staff will provide input on architectural features desired for the proposed pre-engineered structures.
- The City will provide information on any materials that will remain on the site and require removal by the Contractor as part of the construction project so that it is captured in the bidding document scope. Such items include electrical utility poles, old culverts, compost, and other materials presently at the site.
- The City will perform any necessary fire flow field testing as part of the OSFM approval process.
- Existing building drawings for the Public Works Yard.
- Electronic versions of standard Dover contract documents and insurance requirements that will be utilized in the bid package.

V. ASSUMPTIONS

URS has made the following assumptions when developing the budget for this proposal:

- Portions of the existing piles will be removed as part of the project per input from the City. Removal of soil, mulch, compost stockpiles will be as unit price as the pile shapes are constantly changing so the bid documents will not include an accurate "existing condition" volume for bidding purposes.
- The design basis for improvements to the storm sewer will be the 10-year, 24-hour storm event; however, the 100-year event will be analyzed.

- The proposed buildings will be pre-engineered structures and be specified in the technical specifications. Design will include provisions for utilities and foundations with detailed building design by the vendors as part of the submittal process during the construction phase.
- Proposed improvements will not encroach within the established floodplain or floodway as identified on the current 2003 FEMA flood map for the site.
- Pump Stations will not be required for proposed sanitary flows. The new sanitary sewer for the proposed structures will connect to the existing gravity sewer located in Schutte Park.
- Disturbance to any wetlands and the associated permitting will not be required.
- Fire Protection with sprinkler systems for the building structures will not be required.
- Land Development Approvals or Planning Commission reviews are not included.
- We have assumed up to 3 truck washing stations will be designed for the Site.
- The City will manage any property easement efforts that may be required within Schutte Park complex.
- Contractor will obtain any Building and Demolition Permits directly from the City.
- Additional site visits and owner requested meetings, beyond those noted as included in Section III, will be billed on an hourly rate basis as additional services.

VI. SERVICES NOT INCLUDED

URS routinely provides the following additional services for this type of project and welcomes the opportunity to further assist the Department, if desired. However, these tasks have not been included in this proposal:

- Boundary surveys, property easement support or preparation of easement descriptions.
- Improvements to the existing buildings at the Schutte Park location.
- Permitting associated with the procurement of an industrial NPDES permit for the site.
- This proposal does not include any environmental investigations (soil / groundwater).
- Permit application fees.
- Security systems complete with video surveillance accessories are not included.
- Geophysical survey for underground utility locations.
- We do not anticipate disturbance within the flood plain as part of the proposed improvements at the Public Works Yard. As such, we do not anticipate the need for hydraulic modeling of the Puncheon Run to demonstrate any changes in floodplain / floodway elevations resulting from the proposed improvements.
- Design for the relocation of existing utilities such as power, communications, sanitary, gas, etc. to facilitate the project.
- Changes in project purpose and / or design which would result in the need for DNREC / Nationwide Permits not specified.
- Resource Agency coordination required by permits not specified in proposal.
- Threatened or endangered species involvement.
- Historic / archaeological resource involvement.
- Construction administration or review services.
- Any other services not specifically mentioned as included in previous sections.

URS

VII. SCHEDULE

We will begin our services, as described in Section II, immediately upon receipt of written authorization to proceed. We anticipate completion of the final construction and bid ready documents within five months of receiving our notice to proceed and no later than June 1, 2016 with a notice to proceed issued the first week in January 2016.

VIII. FEE AND CONTRACT CONDITIONS

Our lump sum fee is $214,500 for the completion of the work as identified above. This fee will not be exceeded without written authorization from the Department of Public Works. The project will be billed on a monthly basis based on a percent of completion of the lump sum cost. The breakdown of the fee by task is as follows:

Tasks	Fee
Preliminary Investigations	$ 35,000
Site and Structures Design	$ 164,300
Permitting	$ 10,700
Bidding Support	$ 4,500
TOTAL	**$ 214,500**

This proposal is subject to the conditions stated in the Agreement for Engineering Services and Project Management for Water and Wastewater Utilities, 14-0029PW between the City of Dover and URS dated September 5, 2014.

If you have any questions or need additional information, please do not hesitate to contact us. Thank you for the opportunity to serve the Department of Public Works.

Sincerely,

URS Corporation (AECOM Technical Services)

Christopher T. Curran, PE
Business Unit Leader, Water

Approved by: _____ Date: 05 JAN 16

CITY OF DOVER

JASON A. LYON
WATER/WASTEWATER MANAGER

URS

January 7, 2016
February 3, 2016 (revised)

Jason A. Lyon, PE
City of Dover Department of Public Works
P.O. Box 475
Dover, DE 19903

Re: PW II Water Quality Project
Engineering Services Contract (14-0029PW), Contract Amendment #3

Dear Mr. Lyon:

Please accept this Contract Amendment to our task order to the Dover Department of Public Works for professional engineering services related to the PWII Water Quality project to include pre-demolition characterization and survey for proper disposal of buried unknown debris as required by DNREC. We have prepared this revised amendment at the City's request based on your January 20, 2016 correspondence that the area located to the east and west of the former clarifiers contains unknown buried debris that could range from sewer maintenance materials to old pipe and concrete materials. For area location and identification, the east side area has been designated as Debris Area 1 and the west side as Debris Area 2. Refer to Drawing #C-04 for detail. The additional information obtained with this characterization would be provided to the Contractors so that the bidding documents will reflect the extent and nature of the materials requiring disposal as part of the construction of the proposed wetland. We have prepared this authorization request to perform the following additional tasks:

Task 1 - Underground Utility Survey
AECOM subcontractor, GPRS Inc., will locate any utilities or other anomalous subsurface features and map obstructions on the surface prior to excavation at the Debris Area 1 and 2. Location of utilities and anomalies at these areas will be painted and/or flagged directly on the ground surface with their depths, and also plotted into a CAD file.

Task 2 – Limited Test Pit Excavation and Sampling
AECOM and its subcontractor, Brightfields Inc., will conduct limited excavation of test pits and sampling of buried materials within the Debris Area 1 and 2. The key objectives of this task are to a) determine the footprint of approximately 40,000 square feet (assumed 4' to 6' deep) Debris Area 1 and approximately 11,400 square feet (assumed 4' to 6' deep) Debris Area 2, and come up with an estimated quantity or volume of buried materials for removal and off-site disposal; and b) collect samples of buried materials (masonry debris, sediments, etc.), as outlined in the Sampling Plan, to identify and characterize potentially hazardous or contaminated materials. AECOM assumes that six masonry debris samples, four other (wood, etc.) debris samples, four sediment samples, four soil samples, and four mixed waste samples (22 total) will be collected and submitted for laboratory analysis. Masonry samples will be submitted for RCRA TCLP, asbestos, and polychlorinated biphenyl (PCB) analyses. Other debris samples will be submitted for asbestos and PCB analyses. Mixed wastes will be submitted for RCRA TCLP and asbestos analyses.

Task 3 – Planning and Field Oversight
AECOM will prepare and implement the Sampling Plan and Health and Safety Plan, oversee field activities and coordinate with the City.

Upon receipt of written authorization to proceed, we will schedule the field work for underground utility survey followed by test pit excavation and sampling. We anticipate the field work to require no more than three days to complete.

URS Corporation
4051 Ogletown Road, Suite 300
Newark, DE 19713
Tel: 302-781-5900
Fax: 302-781-5901

URS

We respectfully request an additional $24,670 to complete Tasks 1, 2 and 3 as noted above. The fee is broken down as follows:

Description	**Total Authorization Requested**
Task 1 – Underground Utility Survey	$ 1,310
Task 2 – Limited Test Pit Excavation and Sampling	$ 18,060
Task 3 – Planning and Field Oversight	$ 6,300
Total	**$ 25,670**

With this increase, the new lump size price for the project will be $372,742.

Thank you for your consideration of this request and please let me know if you need any further information. We appreciate the opportunity to serve the Department of Public Works.

Sincerely,

URS Corporation (AECOM Technical Services)

Christopher T. Curran, PE
Business Unit Leader, Water

Approved by: _____ Date: _____

CITY OF DOVER

URS

January 14, 2016

Jason A. Lyon, PE
City of Dover Department of Public Works
P.O. Box 475
Dover, DE 19903

Re: PW II Water Quality Project
Engineering Services Contract (14-0029PW), Contract Amendment #4 – Scope changes for Well #9 Flood Improvements

Dear Mr. Lyon:

Please accept this Contract Amendment to our task order to the Dover Department of Public Works for professional engineering services related to the design of a demolition plan and water quality feature for the Public Works Yard along the St. Jones River, and drainage improvements for the Tar Ditch storm sewer system. We have prepared this authorization request to perform the following additional tasks.

I. BACKGROUND

In Amendment #2, AECOM proposes to raise the existing building by approximately 6 feet to the elevation of 11.5 feet in order to maintain the bottom elevation of the floor beam at least 1.5 feet above the 100-year flood elevation.

Upon receipt of approval of the Contract Amendment #2, AECOM conducted a site visit to the Well House #9 on November 6, 2015. Based on the observations from the site visit, the existing building has substantial structural damages due to constant flooding. The structural engineer indicates that the cost of repairs needed to bring the existing building into a more stable condition will exceed its value. In addition, the electrical engineer finds the existing interior space does not meet clearance requirements as defined in the National Electrical Code (NEC). Therefore, we propose a scope change to the original Well House #9 design.

AECOM proposes to remove and replace the existing building at Well House #9 by utilizing the existing foundation. The new building will be three (3) feet wider than the existing one with new elevated floor, walkway and loading dock. The finish floor shall be at elevation of 11.5 feet in order to maintain the bottom elevation of the floor beam at least 1.5 feet above the 100-year flood elevation. It will have two separate rooms as the current layout, well house and chemical room. The elements will include structural modifications, building construction, mechanical piping adaptation, electrical improvements and associated site work to maintain system functionality.

II. SCOPE OF WORK

The scope will include engineering design, and preparation of bidding documents for the proposed improvements not included in Amendment #2:

- Mechanical: Design spill containment and a new safety shower to be installed in the chemical room to meet the current standards.
- Electrical: Provide design of new ventilating, heating, electric service and panelboard distribution equipment, controls, interior/exterior lighting, receptacles and associated conduit and wiring to meet the current NEC.

URS Corporation
4051 Ogletown Road, Suite 300
Newark, DE 19713
Tel: 302-781-5900
Fax: 302-781-5901

- Structural: Design a new masonry foundation wall and a new split Face Concrete Masonry Unit (CMU) building with concrete floor. A removable roof hatch will be installed at the well house to facilitate pump removal for maintenance.

No other changes to the broken down Task 2.A, 2.B and 2.C in Amendment#2.

III. RESOURCES TO BE MADE AVAILABLE BY THE DEPARTMENT OF PUBLIC WORKS

No changes.

IV. ASSUMPTIONS

The following assumptions shall be **deleted** from Amendment#2:

- The existing building footprint is adequate to accommodate the new equipment layout and the existing building will be raised onto the new foundation. If the electrical review dictates a larger space to be compliant with the code, additional budget will be necessary to design a new building.
- Contractor is responsible to retain a structural mover for the proper design and the installation of a temporary steel support system to raise the building until the new foundation is constructed and then to re-place the building on the new foundation.

Add the following assumptions:

- The electric design shall utilize the existing VFD Controller, USFilter Control Panel and the SCADA RTU in the new building.
- Contractor to obtain any necessary building permits and their associated fees.

VI. SERVICES NOT INCLUDED

The following items shall be **deleted** from Amendment#2:

- Exterior or HVAC improvements to the existing building or upgrades in the chemical storage facility.

VII. SCHEDULE

We will begin our services, as described in Section II, immediately upon receipt of written authorization to proceed. We anticipate completion of the necessary documents for the project and issuance of final construction and bid ready documents within two months of receiving our notice to proceed.

We respectfully request an additional **$10,000** as part of this amendment. The additional design costs are related to the new building structure and features, plumbing and HVAC improvements and the new electrical service.

The lump sum price for the project is $360,847 with approval of Amendment #3. With this increase, the new lump sum price for the project will be **$370,847**. This contract amendment is subject to the conditions stated in Agreement for Engineering Services and Project Management for Water and Wastewater Utilities, 14-0029PW between the City of Dover and URS dated September 5, 2014.

Thank you for your consideration of this request and please let me know if you need any further details at this time. We appreciate the opportunity to serve the Department of Public Works.

Sincerely,

URS Corporation



Christopher T. Curran, PE
Business Unit Leader, Water

Approved by: _____ Date: _____

CITY OF DOVER

URS

February 12, 2016

Jason A. Lyon, PE
City of Dover Department of Public Works
P.O. Box 475
Dover, DE 19903

Re: PW II Water Quality Project
Engineering Services Contract (14-0029PW),
Contract Amendment #5: Environmental Risk Assessment

Dear Mr. Lyon:

Please accept this Contract Amendment to our task order to the Dover Department of Public Works for environmental consulting services related to the drainage improvements for the Tar Ditch storm sewer system. The City of Dover recently provided environmental analytical data from soil samples collected from the proposed new drainage alignment and has requested AECOM, formerly URS, to perform a risk assessment using this data.

We have prepared this authorization request to perform the following additional tasks:

Task 1 – Environmental Data Evaluation

AECOM will initially compare the soil sample analytical results to the State of Delaware Department of Natural Resources and Environmental Control (DNREC) Site Investigation and Restoration Section (SIRS) Screening and Reporting Levels. Additional information regarding the soil samples will be required (i.e., soil sample collection depth). AECOM will request permission to contact DNREC-SIRS directly regarding the analytical information provided. Constituents exceeding the Screening Levels will be evaluated from a human health risk perspective using the U.S. EPA's Risk Assessment Information System (RAIS) calculator. Multiple risk scenarios will be evaluated including both unrestricted use (residential) and restricted use (non-residential or deed restricted) risk exposures. Based on our initial review of the data, it may be necessary to conduct a statistical analysis of the data to evaluate the soils against human health standards. AECOM also understands that a subsequent test pit evaluation and environmental analytical data set is being prepared for this project. AECOM will include an evaluation of that data as part of this risk assessment.

Task 1 will also include a review of publically-available environmental documents for the site on the Delaware Environmental Navigator (DEN) database. Based on an initial review, the facility ("City of Dover Public Works") was formerly regulated as a Voluntary Cleanup Program (VCP) site designated by DNREC as DE-0152. AECOM may request your permission to contact the assigned DNREC-SIRS project manager for the site to discuss the project.

Task 2 –Memorandum and Meeting

AECOM will prepare a memorandum documenting the human health risk assessment for the soil data. The memorandum will include AECOM's recommendations for managing the soils and path forward for completion of the project in accordance with the DNREC-SIRS Hazardous Substance Cleanup Act (HSCA) requirements. AECOM has included labor hours for a meeting with the City of Dover to discuss the results of the risk assessment and potential path forward.

Assumptions:

- The evaluation will be limited to a human health risk assessment. An ecological risk assessment is not included at this time.

URS Corporation
4051 Ogletown Road, Suite 300
Newark, DE 19713
Tel: 302-781-5900
Fax: 302-781-5901

- AECOM will be provided additional information regarding the soil analytical information provided including sample collection depth. This information is important for evaluating risk exposure and proposed plans for cutting or filling this area of the site.

To complete the aforementioned scope of work, we respectfully request an additional $6,300. The fee is broken down as follows:

Description	**Total Authorization Requested**
Task 1 – Environmental Data Evaluation	$ 4,200
Task 2 – Memorandum and Meeting	$ 2,100
Total	**$ 6,300**

Thank you for your consideration of this request and please let me know if you need any further information. We appreciate the opportunity to serve the Department of Public Works.

Sincerely,

URS Corporation (AECOM Technical Services)



Christopher T. Curran, PE
Business Unit Leader, Water

Approved by: _____ Date: _____

CITY OF DOVER

PETITION TO AMEND THE ZONING DISTRICT
First Reading Before the Dover City Council

March 28, 2016

File Number:	Z-16-04
Ordinance Number:	2016-15
Applicant:	Gerald Dunning
Owner of Record:	Dover International Speedway
Property Address:	Multiple Addresses, Refer to Ordinance #2016-15 Exhibit A and Exhibit B
Location:	Area A: east of Leipsic Road west of State Route 1 Area B: east of State Route 1 and south of Pit Stop Lane Area C: north of Persimmon Tree Lane adjacent to the city limits
Tax Parcel ID #:	14 parcels, refer to Ordinance #2016-15 Exhibit A and Exhibit B
Lot Size:	14 parcels, total 291.07 Ac +/-, refer to Ordinance 2016-15 Exhibit A and Exhibit B
Present Zoning:	Refer to Ordinance #2016-15 Exhibit A and Exhibit B: C-PO (Commercial and Professional Office Zone) R-8 (One-Family Residence Zone) MHP (Mobile Home Park Zone) A (Agricultural Zone) SWPOZ (1 parcel) (Source Water Protection Overlay Zone)
Proposed Zoning:	RC (Recreational and Commercial Zone) SWPOZ (1 parcel) (Source Water Protection Overlay Zone)
Comprehensive Plan Land Use Designation:	Area A: Mixed Use Area B & C: Commercial
Present Use:	Parking, Camping, Outdoor Festival Space
Proposed Use:	No Proposed Change

FIRST READING

CITY OF DOVER
PROPOSED ORDINANCE #2016-15

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF 14 PARCELS OF PROPERTY LOCATED IN THREE (3) AREAS: EAST OF LEIPSIC ROAD AND WEST OF STATE ROUTE 1 (AREA A), EAST OF STATE ROUTE 1 AND SOUTH OF PIT STOP LANE (AREA B), AND NORTH OF PERSIMMON TREE LANE ADJACENT TO THE CITY LIMITS (AREA C)

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

WHEREAS, it is deemed in the best interest of zoning and planning to change the permitted use of properties described further in Exhibit A to this ordinance from the existing zoning classifications to the proposed zoning classifications listed in Exhibit B to this ordinance.

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

1. That from and after the passage and approval of this ordinance the Zoning Map and Zoning Ordinance of the City of Dover have been amended by changing the zoning designation from the existing to the proposed designations as specified in Exhibit B to this ordinance on 14 parcels of property, including: 12 parcels located east of Leipsic Road and west of State Route 1 (Area A) consisting of $195.13^{+/-}$ acres; that property located east of State Route 1 and south of Pit Stop Lane (Area B) consisting of $10.43^{+/-}$ acres; and that property located north of Persimmon Tree Lane adjacent to the City limits (Area C) consisting of $85.51^{+/-}$ acres, with parcels totaling $291.07^{+/-}$ acres in their entirety, owned by Dover International Speedway, Inc.
(Planning Reference Z-16-04; Council District: 3)

Tax Parcels:

LC-05-058.17-02-01.00-000	LC-05-058.17-01-09.00-000	LC-05-068.00-01-01.00-000
LC-05-058.17-01-07.00-000	ED-05-058.17-01-19.00-000	LC-05-068.10-01-01.00-000
ED-05-058.17-01-11.00-000	ED-05-068.05-01-02.01-000	LC-05-058.17-02-01.00-000
LC-05-058.17-01-08.00-000	LC-05-058.00-02-08.00-000	LC-05-058.00-02-15.00-000
ED-05-058.17-01-18.00-000	ED-05-068.05-01-16.00-000	

ADOPTED: *

S:\ORDINANCES\2016\DRAFT\ORDINANCE #2016-15 REZONING - 14 PARCELS OF PROPERTY - DOVER INTERNATIONAL SPEEDWAY\Ordinance #2016-15 Rezoning - Dover International Speedway - 14 Parcels of Property .wpd

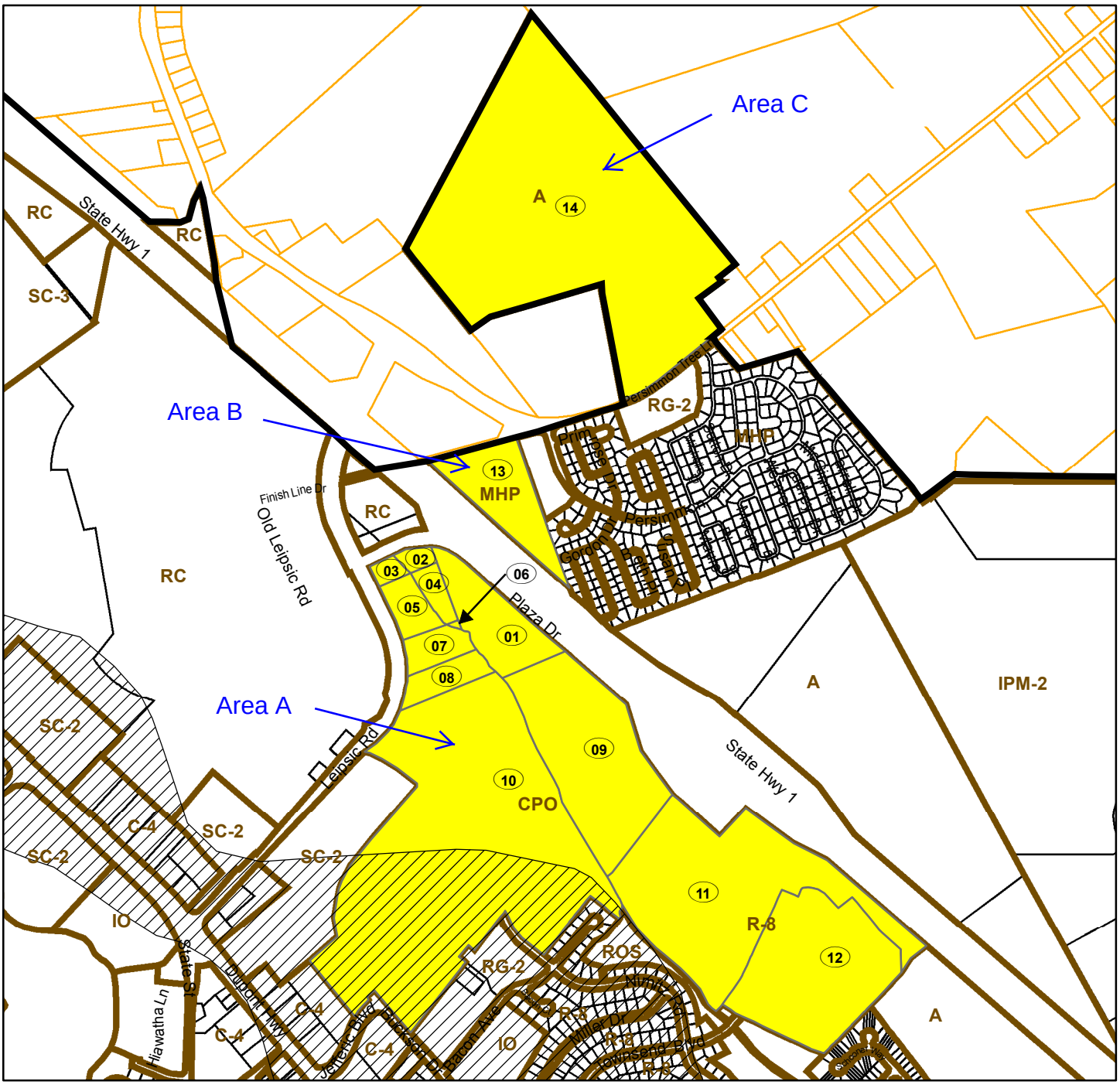
Actions History
March 28, 2016 - Scheduled for First Reading - City Council

Draft

City of Dover

Department of Planning & Inspections

Zoning Map: Exhibit A



Ordinance: #2016-15
File: Z-16-04
Title: Lands of Dover International Speedway
Proposed Zoning: RC (Recreational and Commercial Zone)
Owner: Dover International Speedway, Inc.
Date: 3/22/2016

Refer to Exhibit B table for Parcel ID, Address, and Existing Zoning

Legend

- Subject Parcels
- Dover Parcels
- Zoning
- Dover Boundary
- Kent County Parcels

N W E S

0 700 1,400 2,800 Feet

EXHIBIT B
Lands of Dover International Speedway, Inc.
Ordinance #2016-15, File Z-16-04

Map References		Parcel	Parcel Size (Ac.)	Address	Current Zoning	Proposed Zoning
No.	Area					
1	A	LC-05-058.17-02-01.00-000	9.21 +/-	75 Pit Stop Ln	C-PO (Commercial and Professional Office Zone)	RC (Recreational and Commercial Zone)
2	A	LC-05-058.17-01-07-00-000	1.22 +/-	Persimmon Tree Ln	C-PO (Commercial and Professional Office Zone)	RC (Recreational and Commercial Zone)
3	A	ED-05-058.17-01-11-00-000	1.25 +/-	979 Dover Leipsic Rd	C-PO (Commercial and Professional Office Zone)	RC (Recreational and Commercial Zone)
4	A	LC-05-058.17-01-08-00-000	1.83 +/-	Leipsic Rd	C-PO (Commercial and Professional Office Zone)	RC (Recreational and Commercial Zone)
5	A	ED-05-058.17-01-18.00-000	3.48 +/-	98 Old Leipsic Rd	C-PO (Commercial and Professional Office Zone)	RC (Recreational and Commercial Zone)
6	A	LC-05-058.17-01-09.00-000	0.34 +/-	Persimmon Tree Ln	C-PO (Commercial and Professional Office Zone)	RC (Recreational and Commercial Zone)
7	A	ED-05-058.17-01-19.00-000	2.87 +/-	Old Leipsic Rd	C-PO (Commercial and Professional Office Zone)	RC (Recreational and Commercial Zone)
8	A	ED-05-068.05-01-02.01-000	3.61 +/-	Leipsic Rd	C-PO (Commercial and Professional Office Zone)	RC (Recreational and Commercial Zone)
9	A	LC-05-058.00-02-08-00-000	27.65 +/-	Persimmon Tree Ln	C-PO (Commercial and Professional Office Zone)	RC (Recreational and Commercial Zone)
10	A	ED-05-068.05-01-16.00-000	78.15 +/-	Gruwell Farm	C-PO (Commercial and Professional Office Zone) SWPOZ (Source Water Protection Overlay Zone) Tier 3: Excellent Recharge Areas	RC (Recreational and Commercial Zone) SWPOZ (Source Water Protection Overlay Zone) Tier 3: Excellent Recharge Areas
11	A	LC-05-068.00-01-01.00-000	36.4 +/-	White Oak Rd	R-8 (One-Family Residence Zone)	RC (Recreational and Commercial Zone)
12	A	LC-05-068.10-01-01.00-000	29.12 +/-	Long Point Rd	R-8 (One-Family Residence Zone)	RC (Recreational and Commercial Zone)
13	B	LC-05-058.17-02-01.00-000	10.43 +/-	75 Pit Stop Ln	MHP (Mobile Home Park Zone)	RC (Recreational and Commercial Zone)
14	C	LC-05-058.00-02-15.00-000	85.51 +/-	599 Persimmon Tree Ln	A (Agricultural Zone)	RC (Recreational and Commercial Zone)
		Total Acreage:	291.07 +/-			

Map References are to Zoning Map Exhibit A and map submitted by applicant.

FIRST READING

CITY OF DOVER PROPOSED ORDINANCE #2016-14

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

That Appendix B - Zoning, Article 6 - Off-street Parking, Driveways and Loading Facilities, Section 5 - Supplementary Regulations for Parking and Loading Facilities, Subsection 5.3 - Supplementary Parking Regulations for Multiple Dwellings, Including Duplexes, Multiplexes, and Apartments of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

Section 5. - Supplementary regulations for parking and loading facilities.

5.1 *Access near street corners*. No entrance or exit for any accessory off-street parking area with over ten parking spaces, nor any loading berth shall be located within 50 feet of the intersection of any two street lines.

5.2 *On lots divided by zone boundaries*. When a lot is located partly in one district and partly in another district, the regulations for the district requiring the greater number of parking spaces or loading berths shall apply to all of the lot. Parking spaces or loading berths on such a lot may be located without regard to district lines, provided that no such parking spaces or loading berths shall be located in a residence zone, unless the use to which they are accessory is permitted in such zone, or by special permission of the board of adjustment.

5.3 *Supplementary parking regulations for multiple dwellings~~, including duplexes, multiplexes, and apartments~~*. No parking space shall be located in any front yard or within three feet of any lot line in side or rear yards. The parking of motor vehicles within 15 feet of any wall or portion thereof, which wall contains legal windows (other than legal bathroom or kitchen windows) with a sill height of less than eight feet above the level of the said parking space is prohibited. No service of any kind shall be permitted to be extended to users of the lot, including automobile service, repair or fueling, and no gasoline, oil, grease, or other supplies shall be stored or sold in any such lot or in any garage on such lot.

5.4 *Supplementary regulations for any parking lots adjacent to residential lots*.

5.41 Whenever space is provided for the parking of ten or more vehicles in the open, such spaces shall be individually identified by means of pavement markings.

5.42 Reserved.

5.43 Wherever a parking lot is located across the street from other land in any residence zone, it shall be screened from the view of such land by a thick hedge located along a line drawn parallel to the street and a distance of 20 feet therefrom, [and] such hedge [is] to be interrupted only at points of ingress and egress. The open area between such hedge and the street shall be landscaped in harmony with the landscaping prevailing on neighboring properties fronting on the same street. A fence five feet high may be required while such hedge is growing to a suitable thickness.

Draft

5.44 Identification and directional signs shall not exceed an area of three square feet each and shall be limited to such as are essential for the particular use.

5.5 Parking for motorsports racing. During any ten-day period prior to or two-day period following an auto racing event the following provisions shall apply:

5.51 *Automobile parking*.

a. Property located within a residential zone may be used for fee-based parking of motor vehicles. Fee-based parking shall not include parking of commercial vehicles for use by commercial vendors and sales representatives.

b. Unimproved surfaces may be used for automobile parking. Such areas shall be reviewed by the fire marshal to ensure adequate emergency access. No stormwater management areas or other preserved open space shall be used for automobile parking.

c. Automobile parking shall in no case obstruct fire lanes, parking lot drive aisles, emergency access, fire protection equipment, or cross access easements between properties.

5.52 *Recreational vehicle parking*. Recreational vehicle parking shall be permitted within all zones subject to the following requirements:

a. No more than three recreational vehicles shall be parked on a residential lot.

b. Property owners wishing to provide parking for more than five recreational vehicles shall apply for a permit from the licensing and permitting division a minimum of 60 days prior to the race event. Fees for the permit will be charged in accordance with appendix F. Prior to issuance of a permit, the property owner or his agent must submit a legible diagram of the camping area to the licensing and permitting division. The diagram shall show recreational vehicle parking location, emergency access, drive aisles, entrance and exit, number of proposed recreational vehicles to be parked, location of power lines, and location of restroom facilities.

c. Recreational vehicles shall not be parked within 25 feet of power lines as measured from the center of the utility pole. Vertical extensions from recreational vehicles shall not be closer than 25 feet to power lines as measured from any point on the vertical extension.

d. Recreational vehicles shall not be parked closer than ten feet to other recreational vehicles, buildings or other structures, as measured from the long side of the vehicle; nor closer than two feet from other recreational vehicles, buildings or other structures, as measured from the front or rear of the vehicle. The required ten feet shall exclude any bump-outs or other protrusions from the side of the vehicle.

e. Recreational vehicle parking areas shall have drivable surfaces engineered to hold the weight of recreational vehicles, fire equipment, and other emergency response equipment in all types of weather.

Draft

f. Any changes to the layout of recreational vehicle parking areas shall be required to be submitted to the licensing and permitting division at least 30 days prior to the race event.

g. The Fire Marshal's Office may grant an exception to any provision of section 5.52 if it can be demonstrated that equivalent means of public safety and fire protection is being provided.

h. The fire marshal's office shall develop policy guidance on the implementation of this section.

(Ord. of 4-25-1994; Ord. of 9-13-1999; Ord. of 10-12-1998; Ord. No. 2009-28, 3-8-2010)

ADOPTED: *

S:\ORDINANCES\2016\DRAFT\ORDINANCE #2016-14 APP B-ZONING, ART 6-OFF-ST PKING, SEC 5-SUPP REGULATIONS\ORDINANCE #2016-14 APP B-ZONING, ART 6-OFF-ST PKING, SEC 5-SUPP REGULATIONS-First Reading.wpd

SYNOPSIS

The proposed amendment removes references to housing types which could cause confusion and inconsistencies in the Code. With the proposed amendment, reference to multiple dwellings would rely on the definition of the term in Article 12.

(SPONSORS: HARE, COLE, AND TOWNSHEND)

Actions History

03/28/2016 - Scheduled for First Reading - City Council

03/15/2016 - Introduction - Council Committee of the Whole/Legislative, Finance, and Administration Committee

Draft

FINAL READING

CITY OF DOVER PROPOSED ORDINANCE #2016-11

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

That Chapter 102 - Taxation, Article VI - Exemptions; Board of Assessment Appeals, Section 102-182 - Authority to Exempt Real Property from Taxation of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

Sec. 102-182 - Authority to exempt real property from taxation.

The city council shall have the power to exempt real property located within the city from municipal property taxes when, in the opinion of the board, the same will best promote the public welfare. The city assessor shall be empowered to grant tax exemptions to senior citizens where the requested income verification is completed and meets the requirements of section 102-183. Pursuant to Del. C. title 9, §§ 8105 and 8110, the city assessor shall be empowered to grant tax exemptions to property owned by governmental, religious, educational, charitable agency or civic associations owning parkland, upon receipt of an application filed by the organization establishing its entitlement to such exemptions. **The city assessor shall be empowered to grant tax exemption to and waive delinquent taxes on real property which has been required by the City of Dover to be set aside for public parkland or open space once the subdivision/phase of subdivision has reached 80% completion and/or street dedication, whichever occurs first, in concurrence with the City Manager. Any outstanding penalty or interest incurred as a result of unpaid taxes on said property shall be forgiven.**

(Code 1981, § 19.5-51; Ord. of 3-12-2001; Ord. No. 2009-17, 11-9-2009)

ADOPTED: *

S:\ORDINANCES\2016\DRAFT\ORDINANCE #2016-11 CH 102 TAXATION, ART VI-EXEMPTIONS, SEC 102-182\Ordinance #2016-11 CH 102-TAXATION, ART VI-EXEMPTIONS, SEC. 102-182-FINAL READING.wpd

SYNOPSIS

This amendment allows the Assessor to exempt public open space from property tax when the subdivision or a phase of the subdivision has reached 80% completion and/or the streets have been dedicated to the City of Dover, therefore allowing the exemption prior to the civic association taking ownership and filing application. It also permits the Assessor to forgive the delinquent taxes, interest and penalty on such property.

(SPONSORS: HUTCHISON, BUNDEK, AND KOENIG

Actions History

03/28/2016 - Scheduled for Final Reading - City Council
03/14/2016 - First Reading - City Council
02/22/2016 - Introduction - Legislative, Finance, and Administration Committee

Draft