REGULAR COUNCIL MEETING
AGENDA

DECEMBER 14, 2015 - 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 COUNCIL PRESIDENT SLAVIN

AGENDA ADDITIONS/DELETIONS

* **CONSENT AGENDA**

THOSE ITEMS ON THE COUNCIL AGENDA WHICH ARE CONSIDERED ROUTINE AND NON-CONTROVERSIAL SHALL BE MARKED WITH AN ASTERISK (*) AND WILL BE ACTED UPON BY A SINGLE ROLL CALL VOTE OF THE COUNCIL. THERE WILL BE NO SEPARATE DISCUSSION OF THESE ITEMS UNLESS A MEMBER OF COUNCIL SO REQUESTS, IN WHICH EVENT THE MATTER SHALL BE REMOVED FROM THE CONSENT AGENDA AND CONSIDERED A SEPARATE ITEM.

* 1. **ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF NOVEMBER 23, 2015**

2. **PUBLIC HEARING/FINAL READING OF PROPOSED ORDINANCE #2015-17 WITH STAFF AMENDMENTS (SA) #1 - #6**

   THE FIRST READING OF THE PROPOSED ORDINANCE WAS ACCOMPLISHED DURING THE COUNCIL MEETING OF OCTOBER 26, 2015. COPIES ARE AVAILABLE AT THE ENTRANCE OF THE COUNCIL CHAMBERS.

   A. **PROPOSED ORDINANCE #2015-17 WITH STAFF AMENDMENTS (SA) #1 - #6 AMENDING CHAPTER 14 - AMUSEMENTS AND ENTERTAINMENTS; APPENDIX B - ZONING, ARTICLE 3 - DISTRICT REGULATIONS, SECTION 18 - RECREATIONAL AND COMMERCIAL ZONE (RC); AND APPENDIX F - FEES AND FINES**

* **3. MONTHLY REPORTS - OCTOBER 2015**

- **A. CITY ASSESSOR'S REPORT**
- **B. CITY MANAGER'S REPORT**
- **C. CITY PLANNER'S REPORT**
- **D. CONTROLLER/TREASURER'S BUDGET REPORT**
- **E. ECONOMIC DEVELOPMENT OFFICE REPORT**
- **F. FIRE CHIEF'S REPORT** *(SEPTEMBER AND OCTOBER)*
- **G. POLICE CHIEF'S REPORT**

4. TENTATIVE LABOR AGREEMENT - FRATERNAL ORDER OF POLICE (FOP)

5. RESOLUTION NO. 2015-16 PROPOSING THAT COUNCIL MEMBERS AND CIVILIAN STANDING COMMITTEE MEMBERS ACT AS A COMMITTEE OF THE WHOLE ON A TRIAL BASIS

6. REZONING REQUEST FOR PROPERTY LOCATED ON THE WEST PROPERTY LINE OF 1042 SOUTH BRADFORD STREET - FIRST READING OF PROPOSED ORDINANCE #2015-24

THE FIRST READING IS OFFERED ON THE PROPOSED ORDINANCE. IT IS RECOMMENDED FOR REFERRAL TO THE PLANNING COMMISSION ON JANUARY 19, 2016 AND THAT A PUBLIC HEARING BE SET FOR FEBRUARY 8, 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. A 2,373$^{+/-}$ S.F. PORTION OF A 10,373$^{+/-}$ S.F. PARCEL LOCATED ADJACENT TO THE WEST PROPERTY LINE OF 1042 SOUTH BRADFORD STREET, OWNED BY HALPERN FAMILY PROPERTY INVESTMENT, LP. THE PROPERTY IS CURRENTLY ZONED R-8 (ONE FAMILY RESIDENCE) AND THE PROPOSED ZONING IS C-1A (LIMITED COMMERCIAL)
(TAX PARCEL: ED-05-077.17-03-14.00-000, SECOND COUNCIL DISTRICT; PLANNING REFERENCE: Z-16-01)

7. FINAL READING - PROPOSED ORDINANCES

THE FIRST READING OF THE PROPOSED ORDINANCES WAS ACCOMPLISHED DURING THE COUNCIL MEETING OF NOVEMBER 23, 2015. COPIES OF THE PROPOSED ORDINANCES ARE AVAILABLE AT THE ENTRANCE OF THE COUNCIL CHAMBERS.

A. ORDINANCE #2015-21 AMENDING CHAPTER 82 - PLANNING AND APPENDIX F - FEES AND FINES (PROPOSED NEW REVENUE SOURCES)

B. ORDINANCE #2015-22 AMENDING CHAPTER 110 - UTILITIES, ARTICLE II - ELECTRIC SERVICE AND APPENDIX F - FEES AND FINES (REVIEW AND MAINTENANCE OF PLANNING AND CUSTOMER SERVICE FEES)

8. COUNCIL MEMBERS' ANNOUNCEMENTS

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REGULAR COUNCIL MEETING

The Regular Council Meeting was held on November 23, 2015 at 7:30 p.m. with Council President Slavin presiding. Council members present were Mr. Anderson, Mr. Sudler, Mr. Neil, Mr. Lewis (arrived at 7:40 p.m.), Mr. Cole, Mr. Hosfelt, Mr. Hare (arrived at 7:40 p.m.), and Mr. Hutchison.

Council staff members present were Deputy Police Chief Mailey, Mrs. Mitchell, Mrs. Townshend, Mr. Koenig, City Solicitor Rodriguez, and Mrs. McDowell. Fire Chief Hall was absent. Mayor Christiansen was also present (departed at 7:31 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.

Bonnie Pennington, 200 North Kirkwood Street, asked if something could be done to stop the noise, including loud music, cussing, fighting and carrying on, on Friday, Saturday, and Sunday on Kirkwood Street. She noted that she was pulled over for having her music turned up too loud in her car but other people play loud music on the street all night long, and asked what the difference was. Deputy Chief Mailey offered to talk to Ms. Pennington in the hall regarding her concerns.

Mary and Robert Bell, 801 East Loockerman Street, stated that, on October 26, 2015, a mobile home was placed in their neighborhood, two (2) blocks from their home. Mrs. Bell explained that she and her neighbors had been poring over code trying to figure out how this happened and found three (3) City codes that strictly prohibit the placement of mobile homes anywhere outside of a mobile home park (MHP) zoned area, noting that they live in an R-8 zone. She stated that she knew this matter was brought to many people's attention and asked what City Council members, the Mayor, or anyone was going to do about it. Mrs. Bell asked how this got through planning and how it happened.

Mr. Bell stated that among the questions that they have been wondering are: what codes are enforceable in the City; where will it stop if the City does not enforce the zoning laws; will he be permitted to replace his roof without contacting the planning office; can he augment the size of his home, if he feels like it, without contacting the planning office. He asked where the City would draw the line. Mr. Bell stated that although it is a new mobile home, the City updated the code a number of years ago.

Mrs. Bell stated that before January 1, 1985 the trailers were grandfathered in, permanent or non-permanent foundations. She noted that, since it is 2015, no mobile home should be within the City and there are rules and regulations against it to protect property values and neighborhoods. She asked how the City was going to just destroy East Loockerman Street.

Mr. Bell stated that the charm and character of the neighborhood has been changed. He noted that there were RM zones in the City, including Grandview, on Route 8, and the one (1) behind the Hollywood Diner, which he believed were part of the grandfathered mobile homes, and asked what would happen with those areas once they find out about this. Mrs. Bell asked if these places would

be allowed to put new trailers on their properties to continue their income stream, noting that they were in the City long before the one (1) on Loockerman Street. She asked, if the mobile home was permitted to stay on Loockerman Street, if the City would need to amend the code to allow these others the same rights.

Mr. Slavin explained that a number of valid questions had been asked; however, Council could not answer them during the Open Forum. He asked Mrs. Ann Marie Townshend, Director of Planning and Community Development, if she could talk to the Bell's following the Open Forum, and if Mr. Anderson would consider placing this item on the agenda for the Parks, Recreation, and Community Enhancement Committee.

Mrs. Bell asked if the City defined modular and mobile homes and whether there are differences, noting that architectural organizations, the certifying bodies, all find differences with them. She stated that, beyond HUD certification for a mobile home, modular homes are at the mercy of the City building inspectors.

Charles Jackson, 126 North Kirkwood Street, expressed concerns regarding the North Kirkwood Street area and a desire to make the area safe. He stated that there were a lot of shootings, especially on Thursdays, Saturdays, Sundays and loud noise. Mr. Jackson stated that a community meeting was held, and there was a vote about whether the people in the community would like the Elks Lodge to move to another area and the vote was in favor of the Lodge moving. He asked what could be done to take care of the situation.

The invocation was given by Chaplain Wallace Dixon, 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. Hutchison requested that item #3A, Utility Committee Report - November 9, 2015, Electric Department Integrated Resource Plan (IRP) Information Discussion, be removed from the Consent Agenda.

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

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF NOVEMBER 9, 2015

The Minutes of the Regular Council Meeting of November 9, 2015 were unanimously approved by motion of Mr. Hosfelt, seconded by Mr. Anderson and bore the written approval of Mayor Christiansen.

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE REPORT - NOVEMBER 9, 2015

The Parks, Recreation, and Community Enhancement Committee met on November 9, 2015 with Chairman Anderson presiding.

Community Development Block Grant (CDBG) Program Quarterly Update (July, August, and September)

Mrs. Tracey Harvey, Planner I, advised members that all of the Community Development Block Grant (CDBG) FY 15 projects were currently underway, noting that contracts were signed in late September and early October. She stated that Habitat for Humanity purchased a single-family home located at 19 North New Street on November 2, 2015, and CDBG funds would be used to rehabilitate the existing home to provide affordable housing to a qualifying family. Mrs. Harvey informed members that the Mayor's Task Force for Ending Veterans Homelessness had met its goal by housing 36 homeless veterans within 200 days. The task force was now planning to meet its next goal by housing an additional 14 veterans within the next 100 days, which would fulfill the Mayor's Challenge to End Veterans Homelessness by housing 50 homeless veterans by December 28, 2015.

Mr. Anderson, referring to the Mayor's Task Force for Ending Veterans Homelessness, asked how housing was defined. Responding, Mrs. Harvey stated that it was all permanent housing within the City of Dover.

Mr. Anderson asked why the Connections Community Support Program had not yet drawn any of their money for emergency housing. In response, Mrs. Harvey informed members that Connections signed their contract in the middle of October and she was expecting them to send a draw soon.

Youth Advisory Committee Recommendations - New Year's Eve Event

During the Parks, Recreation, and Community Enhancement Committee of October 12, 2015, members considered recommendations from the Youth Advisory Committee, including a proposal regarding a New Year's Eve event and a request for support from the City for security, insurance, public announcement stages, and facilities. The Committee recommended that the City Manager evaluate the Youth Advisory Committee's proposal for the event, including numbers, to see if the proposal was doable this year or if it was something that must be planned for next year, and this recommendation was approved by City Council during their meeting of October 26, 2015.

Mr. Scott Koenig, City Manager, advised members that he and Mrs. Ann Marie Townshend, Director of Planning and Community Development, met with Councilman Anderson and two (2) other representatives of the Youth Advisory Committee (YAC) on Tuesday, October 20, 2015 to review their proposal for the New Year's Eve Event. Mr. Koenig stated that, following that meeting, he was provided with support documents and a narrative for the event. He informed members that the City's insurance broker had indicated that the City can purchase a policy to cover this event based on the narrative provided by the representatives for $433, noting that, at this time, this was an estimated fee and the event narrative would have to be finalized in order for the City to confirm and finalize the policy documents for the insurance company. Mr. Koenig advised that Extra Duty Police

Officers would be required to support this event. He explained that the YAC would need to work directly with the Police Department, noting that the Department was not under the City Manager's purview. Mr. Koenig stated that all traffic control permits and authorizations for use of the State property for fireworks must also be obtained by the YAC.

Mr. Koenig informed members that he suggested trying to slightly limit the event so that it was more controllable for the YAC. It was his belief that his suggestions were considered by the YAC; however, no formal commitments had been made at this time.

Mr. Koenig advised that no City funds were earmarked for the event, so there were concerns regarding any overtime expenses that would be required of City staff, noting that this was a holiday evening and it would be difficult to get staff to volunteer for the event activities. He reminded members that, if those concerns were worked out, it was really up to Council as to whether they would like to pursue this type of event.

Mr. Caldwell asked if the event would run from Legislative Hall to the Duncan Center and whether the entire area would be blocked off for activities. Responding, Mr. Koenig referred to the map provided by the YAC which depicted that the event would be held from the Legislative Mall area to a vacant lot adjacent to the Duncan Center at the corner of New Jerusalem Way and Loockerman Street. He stated that, to his knowledge, the YAC was only planning to block off the roads where vendors would be set up in the Legislative Mall area.

Mr. Caldwell stated that he was concerned about safety, noting that this would be a cumbersome task for two (2) or three (3) off-duty officers and two (2) cadets to cover. In response, Mr. Koenig stated that it was his understanding that the areas that would be blocked off would be the typical areas around Legislative Mall where people attend fireworks, and Loockerman Street and all other intersections would be open to traffic.

Responding to Mrs. Horsey, Mr. Koenig confirmed that the YAC would be contacting the State directly for authorization to use Legislative Mall.

Mr. Anderson informed members that the number of officers and cadets were set by Police Chief Paul Bernat and his staff, so Mr. Anderson did not believe that would be a problem. He stated that he was not sure that the event would go all the way to the Duncan Center, noting that this had not yet been arranged. Although there were merchants who wanted the event to go that far, Mr. Anderson advised that the footprint may end up being smaller than proposed.

In response to Mr. Hosfelt, Mr. Anderson stated that the Police Department recommended two (2) off-duty officers and two (2) cadets.

Mr. Anderson stated that, as suggested by Mr. Koenig, the YAC was considering ending the event at 10:00 p.m. rather than midnight, which would address some security concerns and other issues. Mr. Anderson expressed his opinion that ending at 10:00 p.m. would be a more manageable event and a good place to start; however, it was a controversial decision and members of the YAC were split on the idea.

Mr. Hutchison asked who would be responsible and accept liability for the event. Responding, Mr. Koenig stated that this was the purpose of the rider on the City's insurance policy. He explained that it would be a separate policy that would prevent the City's umbrella from being used should someone get hurt or if there is damage related to the event. The separate rider policy would be specifically for this event and cover the parameters of this event. If someone were injured, they would be funneled through this separate policy. Mr. Koenig reiterated that there would be a $433 out-of-pocket expense to purchase the rider.

Mr. Anderson noted that there were already pledges to privately cover the cost of the insurance rider.

Mrs. Donna Mitchell, Controller/Treasurer, questioned who would pay the bills. She asked whether the YAC got their own checkbook and if they were paying the bills and raising the funds. In response, Mr. Anderson stated that there were pledges but a lot of that would end up going to the City.

Responding to Mrs. Mitchell, Mr. Anderson stated that the bills would run through the City and the donations would come to the City to pay for those bills. He noted that, currently, the only bills were for insurance and extra duty police. Mr. Anderson stated that the money for the fireworks was being raised separately, so it would be covered separately.

Mr. Koenig stated that the City would need to be reimbursed for all staff overtime. Mrs. Mitchell asked whether the City would receive the money from the YAC up front or after the fact. Responding, Mr. Anderson stated that the City would receive the money up front, noting that most of the fund-raising should be done by December 15, 2015.

Staff recommended, if the event goes forward, the narrative must be finalized and all costs associated with the event must have revenue commitments.

The Committee recommended acceptance of the Youth Advisory Committee recommendations provided by Mr. Koenig and Mrs. Mitchell in regard to the expenses and insurance for the event.

During the Council meeting, Mr. Anderson informed members that the Youth Advisory Committee (YAC) had been working on a New Year's Eve event to bring the community together. He noted that this event was requested by a number of community members. Mr. Anderson advised that

several businesses downtown had indicated their support in writing ***(Exhibit #1)*** and individuals signed a petition ***(Exhibit #2)*** in support of the event. He stated that the event would highlight local talent and let people know what family friendly entertainment is available in the area, noting that it would start changing and enhancing the cultural experience throughout the year, by developing local followings and bringing people together. Mr. Anderson explained that, with the incidents the past several months, the event is something that the City desperately needs.

Mr. Anderson indicated that the YAC had commitments from some businesses that plan to send checks to the City of Dover for this event and the YAC was not asking for tax money to fund it. He stated that the YAC was authorized to conduct events and since they were not asking for appropriations, they did not need additional approval; however, they were seeking endorsement, which would make it easier to use the City's stage and obtain insurance coverage. Mr. Anderson stated that it would be a great message from Council to support the City's youth and families.

Mr. Anderson indicated that all concerns and objections had been addressed. He stated that the expense for the off-duty police officers was covered, noting that the officers would only be needed for six (6) to seven (7) hours and would not cost much. Mr. Anderson advised that cadets would also be utilized to patrol the event area. He believed that the trash situation would be taken care of by a local waste sanitation business. Mr. Anderson stated that the firework display was basically covered by donations. He advised that every aspect of the event was pretty well covered and noted that in-kind donations, including the artists, were worth approximately $30,000.

Mr. Anderson reiterated that the event had a lot of community support, which he stated does not happen all the time and should not be turned down. He requested approval of the Committee's recommendation.

Mr. Sudler moved to accept the staff recommendation provided by Mr. Koenig and Mrs. Mitchell in regard to the expenses and insurance for the Youth Advisory Committee event, seconded by Mr. Neil.

Mr. Scott Koenig, City Manager, reviewed a memorandum dated November 18, 2015 regarding the YAC New Year's Eve event. He advised members that discussions were held over the last few weeks regarding the event and, during the most recent discussion, the YAC indicated that their event would end at 10:00 p.m. on December 31, 2015 with a fireworks display. Mr. Koenig reviewed the seven (7) items which he felt needed to be addressed and finalized. He stated that the YAC had provided him with a draft narrative for the event; however, the final event narrative must be submitted to the City Manager's Office by 5:00 p.m. on Friday, December 4, 2015. Mr. Koenig explained that a special event insurance policy must be purchased from the City's insurance provider and he would need the final event narrative in order to bind the insurance policy. He stated that the estimated cost of the policy was approximately $433.00 and the funds to purchase the policy must be delivered to the City of Dover by 5:00 p.m. on December 11, 2015. Mr. Koenig informed members that the YAC members must secure all permits for the event and road closures by Friday, December 11, 2015, including permits to use the State's property at Legislative Mall, the property required to launch the fireworks, as well as any other private property that may be

encumbered by the event, including property owned by the Downtown Dover Partnership (DDP). He stated that YAC members must also provide the required documentation to use all private property associated with the planned event, including any lists of additional insured required to use the properties, by 5:00 p.m. on Friday, December 11, 2015. Mr. Koenig advised that the funds to reimburse the City for Police cadets and extra duty officers must be paid to the City of Dover by 5:00 p.m. on December 11, 2015, noting that he did not yet have a copy of the charges. He stated that sanitary facilities must be secured by the YAC members for the venue, noting that City Hall would not be open and the Dover Public Library would close at 5 p.m., so bathroom facilities would not be available. Mr. Koenig stated that, due to the holiday, it was very unlikely that any non-police City employees would volunteer to staff the event, so the YAC must be prepared to remove all trash and debris from the event setting.

Ms. Theresa Morris, YAC Committee member, advised that the YAC had worked on addressing the issues outlined by Mr. Koenig. She stated that members had presented an insurance company that would work with the Committee. Ms. Morris noted that the YAC had raised approximately $30,000 and she believed that they could raise any other necessary funds. She informed members that the Committee had contacted two (2) porta potty companies to address bathroom needs. She asked that YAC members be advised if they have overlooked anything. Ms. Morris stated that the YAC was seeking endorsement that the City supports the YAC. She explained that the youth members of the YAC had worked really hard and she was very impressed with them.

Mr. Neil asked how much of the $30,000 that was raised was currently in-hand. Responding, Ms. Morris stated that the YAC has a promissory of $2,500.

Mr. Neil asked how much cash had been transferred to the City in support of this event. In response, Mr. Anderson stated that no cash had been transferred to the City, noting that most of the fund-raising was in-kind. He informed members that there were companies, like Hudson Management, that were ready to send checks but were waiting for Council's vote. Mr. Anderson stated that little cash was needed for the event.

Ms. Morris, referring to the petitions provided by Mr. Anderson, noted that most of the signatures were obtained in less than 24 hours. She stated that a Facebook page was created and it currently had more than 926 people on it expressing their support for the YAC. Ms. Morris noted that the YAC was not requesting funding for the event, and reiterated her request that members be advised if additional funding is required, so they can raise the additional money.

Mr. Slavin stated that he was very impressed with the work and thanked the members of the YAC who were present. He indicated that, although the members of Council had questions, they were not doubting the desire of the YAC to have the event or the value of their work. Mr. Slavin stated that Council has a fiduciary and legal responsibility to ensure the City is not open on the financial end and that there are no other liability issues.

Referring to fund-raising, Mr. Slavin recalled that there was a carnival held during the summer which was advertised as benefitting the YAC and asked Mr. Anderson to explain how much the City was able to net from the donation from the carnival. Responding to Mr. Slavin, Mr. Anderson explained that the carnival was a benefit and a private effort; however, those who held the carnival lost money because of the location.

In response to Mr. Slavin's question regarding whether the YAC had raised money on any other events, Ms. Morris informed members that the YAC assisted her with her non-profit holding a fundraiser at the Smyrna Opera House. She stated that the YAC raised $67; however, the non-profit rounded that amount up to $100 towards the New Year's Eve event.

Mr. Anderson reiterated that most of the donations were in-kind and there were other commitments to cover the small amounts for the lease, fireworks, and other items. He stated that Cynthia Ferguson had raised approximately $7,000, Hudson Management was giving thousands, and others had also committed; however, they were waiting for Council's decision regarding this matter.

Mr. Slavin stated that the Committee was working with an impossibly tight deadline to turn around all of these things.

Responding to Mr. Slavin, Mr. Anderson indicated that he was aware that the deadlines and dates were real and that they provide the necessary time to back out and get the word out that there will not be an event.

Mr. Neil expressed his opinion that the event was a wonderful idea, particularly because the community was doing it. He stated that his concern was for the safety and security of participants. Mr. Neil asked if the City Police Department was prepared to protect the participants and ensure they get home safely. In response to Mr. Neil, Deputy Police Chief Marvin Mailey stated that the Department had allocated resources for the event and are prepared.

Mr. Hare requested confirmation that the event would not cost the City anything. In response, Mr. Anderson stated that there might be a cost to the City for overtime bills, which may be a few hundred dollars, and the bills are supposed to be provided prior to event. He stated that it was a lot easier to raise money before an event than after. Mr. Anderson stated that it will not cost the City.

Mr. Hare stated his understanding that the police overtime costs would be between $7,000 and $10,000. Responding, Mr. Anderson stated that it was the belief of Police Chief Paul Bernat that the police coverage for the event would include a couple of cadets and off-duty officers, and everything else would be covered by normal patrols.

In response to Mr. Slavin, Mr. Anderson clarified that he was referring to special duty officers. He noted that this event was not any different than OktDoverFest or other downtown events.

Mr. Hare stated that the proposed New Year's Eve event was different because it would be a City liability and the City is not involved in the other events downtown. Responding, Mr. Anderson explained that the insurance rider was obtained to hold the City blameless.

Responding to Mr. Slavin regarding the estimated number of attendees for the event, Mr. Anderson stated that the YAC only had estimates but was planning for approximately 1,000 people. He noted that the best estimates would not be known until a week prior to the event.

In response to Mr. Hare regarding the proposed police coverage, Ms. Morris indicated that, since it would be New Year's Eve, there would be extra patrols anyway.

Deputy Chief Mailey advised that the Police Department worked the Dover Comic Con with similar manpower and there were in excessive of 5,000 people.

Mr. Anderson informed members that the attendees would be families with children and he did not expect a rowdy crowd. He stated that there would not be any drinking and people would not be going into businesses. Mr. Anderson felt that it would be a good event and noted that larger scale events had been held in the past without any problems.

The motion to accept the staff recommendation provided by Mr. Koenig and Mrs. Mitchell in regard to the expenses and insurance for the Youth Advisory Committee event was carried by a unanimous roll call vote.

Mr. Anderson moved for acceptance of the Parks, Recreation, and Community Enhancement Committee Report, seconded by Mr. Lewis and unanimously carried.

UTILITY COMMITTEE REPORT - NOVEMBER 9, 2015

The Utility Committee met on November 9, 2015 with Chairman Hutchison presiding.

Electric Department Integrated Resource Plan (IRP) Information Discussion

Mr. Harry Maloney, Electric Director, advised members that the goal of the Integrated Resource Plan (IRP) was to investigate the various physical and financial options open to the City to fulfill its capacity and energy needs now and in the future in an environmental stewardship manner. He explained that the study would be an all-hands approach from the Utility Department staff, The Energy Authority (TEA) as the main consultant, City management staff, the Utility Committee, the public, and City Council. Mr. Maloney stated that the study would proceed with data collection, verification, consumption review, and approval, and then move into exploring the various solutions to Dover's energy and capacity needs and obligations. He noted that he would serve as the point person between TEA and the City. In their negotiations over the past few years, TEA had offered to do the study for free as part of their annual fee. Mr. Maloney indicated that he initially thought that the project would go out for bid and wrote up a detailed Request for Proposals (RFP) outlining the type of reports being sought. TEA reviewed the RFP and stated that they would prepare a letter this week agreeing to proceed after some minor clarifications, noting that they had additional tools they could use for the project.

Mr. Maloney explained that the overall process would take at least a year. He informed members that TEA comes to the City for risk management meetings on the fourth Thursday of every month and additional meetings could be scheduled, perhaps

on Wednesday evenings preceding those meetings, to discuss the IRP. He stated that TEA had also offered to be present twice within the year for meetings as needed with the Utility Committee and/or Council and the public. Mr. Maloney stated that efforts were being made to control costs, noting that this total project, if done by an outside contractor, would cost close to $200,000. He indicated that the expense was related to model runs using Pro Mod software, which is not cheap to run as it takes the data from all the generators and load buses in part of the eastern United States and runs an economic dispatch to determine the type of municipal generation construction that makes economic sense. Mr. Maloney advised members that he had posted 72 different computer run models using ideas that had been developed and they would be filtering through them. Mr. Maloney assured members that staff would be in constant contact with the Utility Committee and everyone involved as they proceed with the study.

Mr. Blakeman stated that, in years past, the City had made a fair amount of revenue from off-system sales, which the City no longer had the capability to do. Mr. Blakeman suggested that if there were some way to structure the organization so that it would not be capped at the federal requirement to stay at the load plus 10%, the City could be back in the business of selling power and making off-system revenue, so that its customers would not be paying the whole cost. He was unsure if this could legally be done; however, he felt it might be worth investigating.

Mr. Maloney advised members that Mr. Blakeman was referring to a 10% tax exempt bonding cap for all utility debt. He indicated that the City cannot be a net seller and if this cap were exceeded, the City would become a third-party independent generator that is subject to taxes and taxing bonds.

Mr. Blakeman stated that some municipalities are structured so that a board of directors runs the utility. The municipality continues to own the property and receives a fixed revenue stream from the utility. Mr. Blakeman was unsure if this would be enough to exempt the utility from being municipally owned or not. He felt that the City may be losing an opportunity and was unsure if the utility could be structured in this way.

Mr. Maloney stated that this was a tax question that they could explore. He advised that one (1) of the reasons that the City was able to be energy efficient for its size was because the tax exempt status for bonding provides an advantage, since the City serves the customers and citizens who back the bonds. This allows the City to enjoy a 2% to 3% spread on bonding, which is a big investment in capital.

Mr. Blakeman thought it might be worthwhile to see if enough off-system sales could be generated to offset the loss on savings from the exemption from bond taxes.

Mr. Maloney advised members that generally if capacity was at 110%, systems were efficient, the load was approximately 60 MW, and peak generation was 142 MW, theoretically the City could be selling 50 MW. *[City Clerk's Office Note:*

Subsequent to the meeting, the City Clerk's Office was informed that the correct figure for peak generation was 110 MW.] Responding, Mr. Blakeman noted that the City did not seem to do this.

Mr. Maloney stated that the City was now dealing with Calpine, which has a heat rate that is half that of Unit 3, which is a 100 MW unit.

Mr. Blakeman noted that any system that might be built would be better than what the City currently has, which could put the City back into this possible revenue stream at a limited amount.

Mr. Hutchison questioned when the last time a study such as the IRP was done. Mr. Blakeman, as a former Electric Director for the City, stated that he was unsure.

Mr. Hutchison questioned how often such a study was recommended. Responding, Mr. Maloney stated that in the past, load was plotted out, load growth was reviewed, and building was done to meet the obligation. However, he explained that the current market and rules were changing so much that it would be necessary to keep on top of it. Mr. Maloney stated that the Delaware Municipal Electric Corporation (DEMEC) runs a brief model every couple of years. He indicated that after building the model and getting it going, staff may revisit this study in a couple of years and update it, rather than starting from scratch.

During the Council meeting, Councilman Hutchison requested that the Electric Department Integrated Resource Plan (IRP) Information Discussion be referred back to the Utility Committee for further discussion.

Mr. Anderson moved to refer the Electric Department Integrated Resource Plan (IRP) Information Discussion back to the Utility Committee for further discussion, seconded by Mr. Neil and unanimously carried.

Quarterly Review of Utility Related Capital Investment Plan (CIP) (Electric and Water/ Wastewater) *(July, August, and September)*

Mr. Scott Koenig, City Manager, reviewed the Quarterly Report for the Capital Investment Plan (CIP) as of September 30, 2015. He advised members that this report tracks capital improvement projects; vehicle purchases planned for the Water/Wastewater, Electric, and General Funds; and Community Transportation Fund spending. Mr. Koenig indicated that total funding sources were estimated at $26.59M.

Mr. Koenig reviewed the major CIP projects in the General Fund. He explained that improvements at the Garrison Oak Technology Park (GOTP) related to general infrastructure, including the roads, curbs, sidewalks, and storm sewer system, would likely be completed by the end of the calendar year. He indicated that the Self-Contained Breathing Apparatus (SCBA) and radio purchases for the

Fire Department were complete and that equipment for park and playground improvement would be purchased as a carry forward from last year. Billing for the Street Program was being finished, as well as storm sewer repairs and PW2 site improvements that were moved from last year's budget to the current year.

Mr. Koenig indicated that capital purchases had begun for the year and the annual contribution had been made to the Robbins Hose Company. The farmhouse at the GOTP had been demolished and abandonment of a small water supply well associated with the farmhouse was being completed. It was expected that Lot 13, where the farmhouse was located, would be transferred to Advantech, Inc. within the next 30 days.

Mr. Koenig advised members that a camera monitoring station would be installed at the police station, and bids for the Fall component of the FY 16 Street Program would be considered by City Council during their meeting scheduled for November 23, 2015. Staff was experiencing difficulty getting the Salt Storage Barn Project completed, had bid it out several times, and was making arrangements to bid it again. It was hoped that a successful bid would be received within the parameters described. Mr. Koenig stated that emergency street and storm drain repairs were underway.

In regard to the Community Transportation - Major CIP Projects, Mr. Koenig advised members that a number of these projects were underway. Paving of the Village of Cannon Mill Phase I, II, and III were complete, and it was hoped that the Phase IV, the final phase, would be complete by the end of the year, before bad weather sets in.

In reference to the Water/Wastewater Improvement and Extension Fund - Major CIP Projects, Mr. Koenig explained that the 1.0M gallon elevated water storage tank project planned for the northwestern component of the City had lagged. He stated that it was hoped that staff would be bringing a memorandum of understanding (MOU) with a property owner to Council soon, so that the property could be purchased and tower construction could begin. Mr. Koenig noted that the location of the property would be at the very edge of the City.

In regard to the water storage tank construction at the GOTP, Mr. Koenig informed members that the exterior of a 1.5M gallon water tower was complete and its telemetry and control systems would be completed over the next few weeks, with the expectation that the tower would be online just after the first of the year. Sanitary sewer improvements, including the new pump station at the GOTP, were being completed. The upgrade of the White Oak Farms Pump Station and the abandonment of a small station on White Oak Road were moving toward completion by the end of the calendar year.

Mr. Koenig stated that there had been difficulty getting the contractor for the FY14 Brandywine Pump Station project to move forward, and Council members had been notified that during the past weekend there was a sanitary sewer backup related to a bypass pumping failure with respect to this project. Staff was scheduled to meet with

contractors later in the week to determine the final path forward on the project, which was currently stalled. Mr. Koenig stated that the station was currently on bypass with temporary pumps in place. He indicated that the Westover Pump Station was now estimated at approximately $1.3M and the contractor had mobilized and begun laying out the anticipated work schedule and improvements associated with that project.

Referring to the FY15 Water/Wastewater Improvement and Extension Fund - Major CIP Projects, Mr. Koenig explained that several projects related to the West Dover Connector were nearing completion. The Retreat Pump Station Replacement project came in over budget and staff was refining the bid documents and would rebid that project since only one (1) bid was received and it was higher than anticipated.

Mr. Koenig reviewed the FY16 Water/Wastewater Improvement and Extension Fund - Major CIP Projects that were currently underway, noting that nearly 100% of the fence installation at the Bayard Avenue water tower was complete and other projects were in various stages of development or bidding and staff expected to move forward with all of the projects this fiscal year.

In regard to the Electric Improvement and Extension Fund - Major CIP Projects, Mr. Koenig explained that the General Scott Switchgear project had been underway for some time. The switchgear had been delivered approximately seven (7) to 10 days ago, staff was working on getting it connected, and it was hoped that the project would be closed out by the end of the calendar year. The 69 KV relocation at the Garrison Farm was complete, as was the VanSant capacity increase. Mr. Koenig stated that staff was now working on plenum improvements that must be in place prior to late Spring 2016. He indicated that most of the FY 15 projects were moving forward toward completion and Mr. Harry Maloney, Electric Director, had begun the leg work associated with a majority of the electric projects outlined in the capital plan.

Mr. Anderson questioned if there were any budgetary items regarding the emergency breakages or cost overruns that should be on the radar. Responding, Mr. Koenig stated that some Public Works projects had created budget difficulties. He advised members that bids for the Hazlettville Road Interceptor project came in quite high and the project would be rebid this year in hopes that better timing would result in lower bids. Mr. Koenig stated that the City typically receives three (3) to four (4) bids for each pump station upgrade or replacement; however, only one (1) bid was received for the Retreat Pump Station Replacement and it was approximately$90,000 higher than anticipated. He noted that a number of other pump station bids had been close to the budget, perhaps plus or minus $20,000 or $30,000, but not $90,000 on a $400,000 project.

Mr. Koenig informed members that staff was hopeful that bids for water projects would come in right at budget. He explained that if a project comes in over budget and it is within the City Manager's authority, staff moves money within the capital plan to move forward those projects that are ready for construction, noting that some

changes require Council approval. Mr. Koenig indicated that staff had been diligent about trying to get the capital plan caught up and, outside of a handful of projects, staff was addressing current year projects.

Mr. Koenig explained that a number of projects at the power plant would be looked at with the new power plant manager and information from the Integrated Resources Plan (IRP) would be used. He reminded members that earlier in the year, the Assistant Generation Manager position was identified as a position to be filled. Staff was getting ready to advertise the position and would be back before Council to confirm the desire to move forward. Mr. Koenig indicated that this was an important position in planning the future of the utility since the utility must have manpower and intellectual power in place so that gaps do not develop as people retire. He noted that it is more important than ever to have people who understand the electric market, which is changing more rapidly than anticipated. Mr. Koenig stated that the system was now very interactive and technical and included solar, wind, and other types of generation, as well as battery storage issues and additional suppliers who are trying to take advantage of the market. On the distribution side, Mr. Koenig expressed staff's belief that there would be land purchases for future substations and necessary improvements to the system. Mr. Koenig advised members that modeling was showing that baseline costs were going up, but the load was flat or in some cases negative. He stated the need to figure out how to manage those issues going forward because capital improvements may need to occur.

Mr. Koenig stated that an evaluation of the electric system was done several years ago, and the City has a very good electric system with high reliability. This was being promoted as an economic or competitive advantage over other areas, since the City has a very consistent flow of energy for business and few substantial outages, which is an advantage to those trying to locate facilities. He noted that staff was still working on issues related to commercial rates and would be making related recommendations in the future.

Mr. Koenig informed members that the capital plan is very dynamic and there is a need to make sure that facilities are in place on the General Fund, Water and Wastewater Fund, and Electric Fund sides to set the City up for the ability to grow economically. He indicated that it would not be desired to have to scramble to develop infrastructure if there were an advantageous economic development opportunity. Mr. Koenig felt that the GOTP is probably the premiere piece of land in the State for economic development opportunities, and the City needed to get partners to the area and interested in the facility.

Mr. Hosfelt questioned if there were residents with concerns related to the water tower in the northwest part of the City. Responding, Mr. Koenig stated that a potential location was sited adjacent to Maple Glen behind a church that was willing to sell or lease a piece of property for the tower. The site was in very close proximity to the Maple Glen subdivision and the residents objected. The placement of the

tower at that location would have required several variances or waivers by City Council in accordance with the code, since there was no road at the location. Staff had been working for more than a year to secure a secondary location and were currently working with a developer. Mr. Koenig felt that a MOU would be signed shortly so that the tower could be sited on the northern boundary of the City, and it would not be located immediately next to existing houses.

Mr. Neil questioned if the City's load would increase as companies and businesses move in to the GOTP. Responding, Mr. Koenig stated that it would depend upon what happens between now and when these operations begin. He indicated that people were using more efficient air-conditioning systems, lighting, and appliances; therefore, the residential load was altering. Mr. Koenig advised that some newer houses have smaller loads; however, much larger houses were also being built in some areas in the City. He informed members that businesses and manufacturers are actively looking for ways to increase energy efficiency and reduce their costs. Mr. Koenig noted that smaller commercial properties may have enough private improvements in their systems to make their load appear flat when they come online. He advised members that Energizer was bringing on a maximum of 12 MW, which would increase the load at their plant by one-third and would cause a true increase in the City's load. Mr. Koenig stated that without more increases of this nature, as the years progress, the City's load will start to drop slightly.

Mr. Hutchison asked if the City's efforts to reach out to larger users and educate them on how to be more efficient and effective in running their operations would continue. In response, Mr. Koenig stated that staff had met with some larger customers and learned that these customers do not all have the same issues associated with power supply but have individual goals and objectives. For some, climate control in their facility is the premium issue for them and they cannot shed or alter the load. Others can alter load and are willing to try to work on load management. Mr. Koenig felt that one (1) way for the City to save money in the long run would be to look at load management and try to shave off some of the peaks so that the City does not have to purchase that amount of capacity in the market forever. He noted that managing load is a very dynamic two-way street.

Mr. Koenig advised members of the need to change how the utility functions by getting the word out to customers to try to drop off or shed load, or use load in the off hours. He thought that Delaware Electric Cooperative (DEC) did a very good job of beating the peak and felt that the City should improve in that area. Mr. Koenig stated the need to actively manage demand to get the lowest reasonable cost for its customers; however, this is time consuming, manpower intensive in some cases, and a real change from past procedures. He reiterated that the City's electric utility is a big plus in the economic development realm, because the City has the ability to set rates and make decisions as to where its return should be and to attract residential or commercial development or re-development to the area. Mr. Koenig felt that a lot of things were needed to become a more nimble utility that is more reactive to

customers. He stated that customers favored the City's reliable power stream and, although they sometimes complain about the costs, they were willing to consider their consumer behavior as a way to help manage costs. Mr. Koenig explained that, in order to manage the load going forward, the City needed to continue to foster this two-way communication with the larger customers and reach out to all other customers as well. He advised members that the potential negative load curve could be a plus if managed for the economic good of the utility.

TEA/NAES Reports *(August and September)*

The TEA/NAES Monthly Reports for August and September 2015 were provided to members to enable them to monitor electric sales and revenues received, which will provide a better understanding of any fluctuations that occur and allow the opportunity to make improvements if deemed necessary.

Mr. Koenig reviewed the Executive Summary on Page 1 of the TEA Report for September 2015, noting that the cost of power supply in July, August, and September was under budget, and in some cases substantially under budget. The general trend was that the actual load had been slightly higher than expected. Mr. Koenig stated that, for September, the forecasted load was 62,200 MWh and the actual total load was 66,689 MWh.

Referring to the Budget Report on Page 10 of the TEA Report for September 2015, Mr. Koenig stated that the final cost of service to rate payers was budgeted at $70.92 and delivered at $60.50; therefore, there was a savings of $10.42. He noted that year-to-date for the current fiscal year, the City was under budget in power supply and staff was looking for ways to continue that through the 12-month planning horizon to keep those costs under the anticipated budget.

Mr. Koenig advised members that staff was working with the new plant manager to get accustomed to how he manages the plant. Mr. Harry Maloney, Electric Director, had been discussing how to avoid problems related to cold weather and there had been preparations including additional fuel oil, stock piles, etc., so that power could be delivered if there is a very cold event.

Mr. Blakeman, referring to the Generation Summary on Page 4 of the TEA Report for August 2015, requested clarification regarding why in August 2015 revenue was budgeted at approximately $0.5M but negative revenue was reflected. Responding, Mr. Maloney explained that generation failed to perform its capacity obligations and this was a generation fee.

Updates

Mr. Scott Koenig, City Manager, provided the following updates:

Green Energy Funding and Programming

Members reviewed details regarding Green Energy Funding and Programming as of November 3, 2015.

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

Mr. Koenig stated that National Pollution Discharge Elimination System (NPDES) Municipal Separate Storm Sewer Systems (MS4) Permits would be reissued as a comprehensive umbrella permit in the Spring. The City's environmental scientist and permit manager had been working diligently to try to bring the City into compliance with the parameters of this permit. Staff had also been working on a potential stormwater utility, which would be brought before Council for consideration in the future and would relate to capital project planning, fees, and managing MS4 permit obligations for the City. Mr. Koenig indicated that the City was actively working on MS4 permit obligations and, now that personnel were in place for this, staff felt much more comfortable moving forward with the permit, authorization, and annual reporting associated with it.

Garrison Oak Technical Park Project Updates

Mr. Scott Koenig, City Manager, provided the following updates:

City Infrastructure

Mr. Koenig stated that staff anticipated wrapping up all contracts related to the Garrison Oak Technical Park (GOTP) by the end of the year or January 2016 and releasing all final payments. Minor close-out items were being completed for each of the contracts, so there was still construction activity, but the project was more than 90% complete.

Calpine Energy Center

Mr. Koenig reminded members that the Garrison Energy Center had been in full operation since June 1, 2015. He advised that a fuel tank had recently been installed and was working its way through the permitting process. Mr. Koenig stated that there were initial complaints related to noise associated with a valve failure; however, the plant had been relatively quiet after the first six (6) to eight (8) weeks of operation. He noted that the City recently completed a water system flushing across the City and there were very few complaints. Mr. Koenig advised members that water was moving very quickly through the system on the east side, especially when the plant is up and running, and this had been good for the quality of the water inside the system.

Mr. Koenig indicated that there had been additional benefits since Calpine came online. He noted that summertime revenues appeared to be meeting the outlined goals and he was looking forward to seeing what they would be over the entire year.

Dover Sun Park

Mr. Koenig reviewed a spreadsheet entitled "City of Dover Electric Revenue Fund - FY 15 - White Oak Solar Park Incremental Cost." He stated that the year-to-date incremental costs reflected that the City was paying approximately $467,000 more

for this power than would have been paid in the market. He advised members that this was a necessary component of the utility and the City must look at how to manage these costs and how solar energy will play into the City's portfolio in the future.

In response to Mr. Blakeman, Mr. Koenig stated that the increased cost was spread across all kilowatt hours sold.

Mr. Hutchison moved for acceptance of the Utility Committee Report, seconded by Mr. Anderson and unanimously carried.

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - NOVEMBER 9, 2015

The Legislative, Finance, and Administration Committee met on November 9, 2015 with Chairman Hare presiding.

City of Dover E-Mail Addresses for Council Members

Mr. Anderson stated that Council members had received various requests under the Freedom of Information Act (FOIA) for emails over the past couple of years. He indicated that these emails were not necessarily being archived with the City Clerk's Office or the City government and that this was becoming more of an issue across the country. Mr. Anderson asked if it would be an advantage for members of City Council to have official email accounts on the City's email server for the sake of simplicity and legal protection.

Mayor Christiansen asked if a case had been proved that a City email account was needed, noting that it might be redundant to have two (2) email accounts. Responding, Mr. Anderson stated that the reason for his inquiry was for easier compliance with FOIA requirements.

Responding to Mayor Christiansen as to whether this would also apply to Facebook accounts, Mr. Anderson indicated that it would not. Mr. Anderson stated that official email accounts would be listed on the City's website, which would be the first and most likely place for people to look for contact information for their representatives. He also noted that emails could be archived automatically, as opposed to having to do it manually.

Mr. Hare asked if Mr. Anderson was saying that if a constituent sent an email to his personal account, he would send it to his City account. Responding, Mr. Anderson stated that, currently, if someone sends him an email regarding official City business, he sends a copy of the original email and the response to the City Clerk's Office. In this way, if there is a FOIA request there is no issue because the Clerk's Office has been copied. Mr. Anderson felt that he might inadvertently fail to copy a particular response and that using an official account could lower legal exposure to liability on

his part and on the part of the City. He indicated that this was recommended by the National League of Cities and others and wanted to find out from the City Solicitor if this was the best way to go with regard to Delaware law.

In response to Mr. Hare, Mr. Anderson indicated that he had not discussed this with the City Solicitor prior to the meeting.

Mr. Slavin stated that there is a records retention policy that applies to email, noting that the content of a record determines its value and retention. Some emails are transitory in nature and can be deleted after they are read, some are administrative and have a longer specified retention period, and some are policy-based records that have a permanent retention. Mr. Slavin requested that the City Clerk brush up Council's training by pulling retention information from the Delaware Public Archives website so that members are aware of their responsibilities. He indicated that, with a FOIA request, if records have been destroyed as a matter of the normal course of business they typically do not have to be presented.

Mr. Slavin stated his belief that Mr. Andy Siegel, IT Director, could provide the relevant cost estimates.

Members were informed that prices were obtained for nine (9) Microsoft Office 365 licenses in order to provide members of Council with City e-mail addresses. The quote for Microsoft Core CAL Bridge for Office 365 was $574.38; however, this version had limitations, including the inability to access e-mail from a mobile device. The quote for the full version of Microsoft Office 365 was $4,194.90. Mr. Andy Siegel, IT Director, advised members that he had a few spare licenses, but not enough to add the nine (9) members of Council. He stated that he could see advantages to the suggestion but also financial disadvantages, noting that this item was not included in the budget.

Mr. Anderson noted that this would not have to happen right away.

Mr. Hare questioned if a Council member could pay the $529 fee to have an individual account. Responding, Mr. Siegel stated that he could not speak to how this would work from a financial standpoint, noting that the license would belong to the City and would become part of the City's renewal when the Microsoft Enterprise license is renewed every three (3) years.

Mr. Hare stated that Mr. Rodriguez could be asked to provide information and the City Clerk could research this also.

Mr. Slavin cautioned members that requesting a legal opinion costs the City money and suggested that research not be conducted at a higher hourly rate than could be accomplished by other means.

Mr. Hare questioned the reason for the proposed change, noting that he does not care if anyone reads the emails that he sends.

Ms. Maucher asked if the concern was related to exposure of personal emails that are not City related and whether personal emails could be searched if a FOIA requestor felt that members had not been forthcoming. Responding, Mr. Anderson stated that personal emails that relate to a FOIA request were currently being handled through an honor code and members search and turn over the emails requested. He indicated that if the matter became the subject of legal action, the emails could be compelled through subpoena and someone else would search them; however, to his knowledge, this had not occurred during his tenure on Council.

In response to Mr. Hare as to whether telling the truth had been a problem, Mr. Anderson indicated that it had not; however, something may be overlooked since no system is perfect, and one (1) mistake could cause fines for the City.

Mr. Shevock noted that emails could be subpoenaed wherever they were located, whether from a personal or City account, and questioned why they would not all be in one (1) place that is backed up and maintained by the City.

Mr. Siegel stated that with the Microsoft Enterprise license, all City email is in the Cloud; however, if something happened to a councilman's personal email account, the City would have no recourse in getting it back.

Mr. Shevock questioned why the City would put itself in a position of having a legal problem or lawsuit and causing the appearance of trying to hide something.

Mr. Hare reiterated that if something serious happened with regard to emails, all accounts, including personal accounts would be subpoenaed. He was not sure that it would be desired to spend money on this proposal, noting that hours would also have to be spent to maintain it.

Mr. Shevock moved to recommend staying with the City of Dover email system as it stands now, seconded by Mr. Cole.

Mr. Cole moved to amend the motion to state that Mrs. McDowell would provide information on records retention, and Mr. Shevock concurred.

Responding to Mrs. McDowell, Mr. Hare indicated that a legal opinion should not be sought on this matter.

The Committee recommended staying with the City of Dover email system as it stands now and for Mrs. McDowell to provide information to members regarding records retention.

By consent agenda, Mr. Hosfelt moved for approval of the committee's recommendation, seconded by Mr. Anderson and carried by a unanimous roll call vote (Hare and Lewis absent).

Status of Performance Audit of Civilian Side of City Government *(Deferred During the Meeting of October 26, 2015 Due to Time Constraints)*

During their meeting of July 13, 2015, Council approved the Committee's recommendation that the Staff Strategic Planning Team and members of Council develop ideas by August 1, 2015 and that a workshop be scheduled after August 1, 2015.

During the Legislative, Finance, and Administration meeting of November 9, 2015, Mr. Scott Koenig, City Manager, advised members that a management meeting was held on August 4, 2015 to develop ideas to improve City government and service delivery, and a list of potential new revenue sources, cost saving measures, and other ideas was developed. The City Manager, Controller/Treasurer, and City Clerk then met with the Council President and the Chairmen of the Utility and Legislative, Finance, and Administration Committees on August 21, 2015 to review these ideas. Mr. Koenig reminded members that several of the new revenue sources were currently being proposed for consideration by City Council, while some of the ideas, such as an accommodations tax related to hotel rooms, would require authorizing legislation and could not move forward without help from State legislators. Mr. Koenig advised members that different discussions had also been ongoing with various State legislators about reviewing revenue streams coming to the City of Dover and potentially backfilling those revenue streams should State revenues decline. He stated that other ideas would relate to FY 2017 budget development, such as utility rate structures, recovery of public safety costs, and potential public safety surcharges, etc. Mr. Koenig explained that these items would be brought forward throughout the year for Council's consideration, noting that new fees and fee adjustments had been considered at the committee level and would be considered by Council later in the evening.

In addition, Mr. Koenig noted that the City conducted a Lean Boot Camp on October 28-29, 2015, and thirty (30) members of staff attended. He stated that updates on this program would be provided as additional ideas and projects are developed. Mr. Koenig informed members that the Lean process was about driving efficiency in the organization, making sure there is value in the processes being used, and removing non-value-added steps, rather than reducing staff. Mr. Koenig stated that he found the 16 hours spent with the Lean consultant to be very enlightening. He stated that he intended to budget additional funds to continue the training to more efficiently apply resources, and this would also be part of the FY 17 budget development. He reminded members that, in the FY 16 budget, Council had authorized a public safety study to be conducted by an outside third party to determine whether current techniques and technology related to emergency and police services were being used efficiently, and this study was currently underway

through onsite interviews and review of documents and facilities. Mr. Koenig stated that related written recommendations would be made in the coming months.

Mr. Koenig advised members that the above items were underway at the staff level and would continue to move forward to Council over the next few months.

Mr. Anderson asked if Mr. Koenig foresaw these efforts as providing information regarding the possible restructuring of City government that had been discussed for many years and if there would also be short-term benefits. Responding, Mr. Koenig stated that the Lean process was to reaffirm that Dover is one (1) city that is working toward a common goal and to determine how to share information so that roadblocks are not created between departments. He noted that staff from one (1) department may sometimes not be aware how their decisions may create an additional workload and burdens for other departments. For example, downsizing the number of meter readers several years ago created problems in having to backfill positions from elsewhere and resulted in work that was incomplete, which caused unintended consequences in the organization. Mr. Koenig expressed the need to know how decisions are impacting the overall organization and whether those decisions are maintaining the overall goals.

In response to Mayor Christiansen regarding the cost of the Lean Boot Camp training, Mr. Koenig estimated the cost at $6,000 to $8,000 for 30 people.

Mayor Christiansen asked whether the training addressed the issues of individual departments' missions, structure, current budget, and staffing. Responding, Mr. Koenig stated that it did not address those items, but considered how Lean concepts are applied, the basic principles, and how to get people hooked on the idea of continuous improvement. It also showed the things that can be done initially to start thinking about how to make improvements while other operations are going on.

Mayor Christiansen noted that approximately $100,000 had been spent for the public safety study to review police, fire, and EMS services to check mission, structure, budget, and staffing, and to provide eventual recommendations, and he had thought it might be good if the City had people in the community do this for all City departments. He did not feel that the Lean initiative was in the same vein as the study that the City paid $100,000 for.

Mayor Christiansen expressed his feeling that the Ad Hoc Financial and Operational Advisory Committee came off as an adverse group to the City, whose initial intention seemed to be bringing out a giant ax and cutting everything in sight. Mayor Christiansen felt there was a possibility for some people, possibly former Council members, business people, and general citizens, to review the mission of each City department, including the structure, budget, and staffing from an outside view. While he felt that the Lean initiative would provide internal insight, he expressed a desire to have a look from the outside, noting that there could never be too many answers.

Mr. Koenig felt that the type of the review suggested by Mayor Christiansen would be viewed as hostile by the organization. He noted that the Ad Hoc Financial and Operational Advisory Committee, while it had good intentions, ruffled a lot of feathers in the organization and statements were made at the committee level that could not be influenced or controlled. Mr. Koenig advised members that any such committee would be public, subject to the Freedom of Information Act (FOIA), and would have to post meetings. He stated that the members of those types of committees must be very careful when they start talking about the names, qualifications, and actions of City employees.

Mayor Christiansen expressed his opinion that this committee would not be conducted on a hostile basis but would have the ultimate goal of improving the organization. He noted that some departments were understaffed and the goal would not be to cut but to help the City.

Mr. Koenig stated that there may be people that would argue for additional or expansion of services or activities; however, there were budget constraints. He felt that marrying up those two (2) initiatives would be a challenge.

Mayor Christiansen questioned if a committee of well-intended, non-hostile citizens would be as effective as a committee of people from outside Dover coming to review the Dover's police, fire and EMS services. He reiterated that his intent was not to ruffle feathers but to make sure that all departments have the proper structure, guidance and staffing to do the job, and he believed that a committee of well-intended citizens with no ax to grind could perform this mission.

Responding to Mayor Christiansen, Mr. Koenig stated that Council could select a committee if they would like to. He explained that the hiring of a professional, third party to conduct the public safety study was to benchmark against national standards and hopefully get ideas from other communities under the same pressures that Dover has. He felt that local talent did not have the same breadth of experience as a consulting firm that is dedicated to public safety management across the nation. Mr. Koenig stated that there are local experts at certain things; however, the question was how to manage those experts and their personalities, opinions, and statements, noting that the dialogue and dynamics of such committee meetings are not easy to control, and ad hoc committees had experienced difficulty keeping the objectives clear in the past.

In response to Mr. Hare regarding the frequency of employee evaluations, Mr. Koenig stated that evaluations are supposed to be completed annually and it was his belief that most evaluations were done annually.

Responding to Mr. Hare, Mr. Koenig stated that he was unsure which employees were not being evaluated and would have to get a list. Mr. Hare stated that he would like to see who was not being evaluated. Mr. Koenig stated that he had not given his

department heads written evaluations in the last year. Mr. Hare asked if Mr. Koenig felt that this was something that should be done so that Mr. Koenig and Council could get an idea of how the employees were performing. Responding, Mr. Koenig stated he felt it fair that there should be something in writing; however, he indicated that employees are evaluated every day. He noted that Council had not always stuck to annual evaluations. Mr. Koenig indicated that he understood the value of evaluations as an assessment tool, but he stated that evaluation of performance is a daily occurrence and not once per year.

Mayor Christiansen questioned if it would be abrasive to anyone if a disinterested third party, not affiliated with the City, performed a review based on mission, structure, budgeting, and staffing, and made a recommendation, not as an official committee of the Mayor or the Council, but as interested citizens. He noted that people from the Chamber of Commerce had worked on and reviewed the City's budget. Mayor Christiansen did not feel that such a group would be subject to FOIA if they did not meet on City property, and he stated that it would be ensured that these were people who were looking at the operation of the City with good intent.

Mr. Hosfelt questioned if this would be similar to the Ad Hoc Financial and Operational Advisory Committee. Responding, Mayor Christiansen stated that the Ad Hoc Financial and Operational Advisory Committee was an official committee of City Council, and the alternative he suggested would not be connected with City and the review would be done for the love of the City. He indicated that he would insist that the first department to be reviewed would be the Economic Development Office, which he is in charge of.

Mr. Slavin expressed his appreciation for the efforts related to the ongoing process of continuous improvement. He stated his impression that there was a heavy load coming up in the six (6) weeks after the holidays, with the preparation for a much earlier budget cycle. Mr. Slavin explained that key decisions would come much earlier in the budget process, and there were potential cuts from the State to be dealt with. He stated the need to be careful in balancing workload and felt that there was a bit of fatigue related to the conversation regarding structuring and restructuring City government. Mr. Slavin stated that if a group, such as the Chamber of Commerce, wanted to put an independent study group together, there was nothing pro or con that the City could do. However, he wanted to be sure that this was not the result of a suggestion coming from the City to circumvent FOIA. Mr. Slavin cautioned that once a committee is created, that committee has to play by rules that make it very difficult to have candid conversations, and he did not want employees to feel threatened. He felt that the Ad Hoc Financial and Operational Advisory Committee had good intentions, but it became very much a threat to employees, who felt the Committee was meeting to slash jobs and go after certain positions, and he indicated that he would not want to see something like that.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, stated that she had managed the Planning Department for approximately 10 years and they had struggled over the course of many years with employee morale based on comments made in Council Chambers or by committees set up by Council. She expressed serious concerns, as a manager who constantly works to build up staff but also hold them accountable, about an outside group coming in and telling staff how to do their jobs better. Mrs. Townshend advised members that municipal government is very complex and is not a business, noting that most businesses do not deal with four (4) bargaining units or have to make decisions in a very open environment where closed door discussions cannot be held. She noted that many people question why things cannot be done in a way that would seem to make more sense, noting that department managers ask the same things about other departments until they spend a day in those departments and see how those processes work. Mrs. Townshend expressed concern about bringing in people who may have little or no experience in municipal management, and who may have the best of intentions but do not understand the legal and other constraints of government. She felt this would degrade morale and start infighting among departments, finger pointing, and defensiveness. Mrs. Townshend felt that every time discussions like this come up, it is like a kick in the stomach to the staff that come in and work hard every day, whether senior management, mid-level management, or the employees out on the road doing the work.

In regard to the Lean Boot Camp training, Mrs. Townshend stated that during the session, staff learned and had meaningful discussions about working together within the organization to evaluate processes, take out steps that do not add value to the process or the customer, and come up with a more efficient and customer-friendly organization. Attendees left each day excited to start working together, across departments, to implement these concepts. Mrs. Townshend expressed concern about starting more things rather than letting the Lean process, which staff was fully engaged in, run its course. She felt that anything getting in the way of that process would be counterproductive.

Responding to Ms. Maucher, Mrs. Townshend stated that 30 of the approximately 360 members of staff attended the training and all departments had representatives, with some departments having up to four (4) staff members present. She noted that most of the attendees were from management, but not all.

In response to Mr. Sudler, Mr. Koenig stated that a mixture of unionized and non-unionized employees were present.

Mr. Hare stated that he did not disagree with Mrs. Townshend or Mr. Koenig. Having experience in business and dealing with unions, and having done consulting, he did not see the need to bring someone in to evaluate employees; however, he felt that Council should make sure managers were accountable, were not overworked,

and were not trying to do too much with too little. Mr. Hare stated this could not be done until management was informing Council about the evaluation of their own departments.

Mr. Sudler stated that evaluating employees may provide the City protection from future lawsuits. He noted that without evaluations, employees who are terminated might say they were not given an opportunity to improve or that they did not know they were having an issue in a certain area.

Mr. Koenig stated that no departments had indicated to him that they had too many people and too little to do in the last two (2) years; they all indicated that they were overworked and had more to do than could be accomplished. He understood the context of wanting to get more out of things but noted that the City was also faced with cutting budgets. Mr. Koenig felt that there was debate and difficulty making decisions on things that appeared straightforward. He noted that an independent, third-party review of public safety had been requested; however, 10 new police offices were then hired due to the submission of a page-and-a-half memo without any data to back up the request. Mr. Koenig felt that data probably could have backed up the request; however, it was not analyzed and a decision was made to move forward since members were backed up against the wall publicly because of a major issue going on in the City. Mr. Koenig advised members that the public safety study would tell whether or not the hiring of those officers was a good decision.

Mr. Koenig stated that it was frustrating to hear that there were experts out there that could tell the City how to save millions or hundreds of thousands of dollars, noting that the doors are open to those who want to come and have those discussions or make observations; however, he cautioned that there are real people involved. For example, he noted that the City had quietly gotten out of the custodial business, but accomplished this through attrition. It was known through calculations that the City would save money by outsourcing or privatizing those services, but the City waited because of the human factor. Mr. Koenig advised members that all these decisions would involve employees, and, traditionally, the public had not been very kind to local government services. He stated that ideas cannot just be thrown into the public arena without debate and cannot be pulled back once out there.

Mr. Cole concurred, stating that in his line of work, education, there can be fatigue and there is always someone with a new plan or idea. He questioned why members could not let the new Lean Boot Camp process play out and review it after implementation.

Mayor Christiansen stated that his proposal was not presented from an adversarial point of view; rather, his intention was to make sure that there were enough people to do the work that is thrown at staff on a day-to-day basis and is not getting done.

In regard to the police officers that were hired, Mayor Christiansen asked that members look around at what had happened over the course of the year in the City and stated that related recommendations that were made by one (1) of the City's current councilmen, while formerly serving as Chief of Police, were ignored by Council. He indicated that this became a crisis and was still a crisis today.

Proposed Change to Committee Meeting Format (Hutchison)

Councilman Hutchison proposed changing the format of the standing Council committee meetings to a Committee of the Whole format, in an effort to be more efficient and effective, to allow greater opportunity for interaction and networking among elected officials and the civilian committee members, and to enhance the decision-making process by involving all members of City Council in discussions at the committee level. Mr. Hutchison explained that the Committee of the Whole, which would include all members of City Council and the civilian members of the Parks, Recreation, and Community Enhancement; Safety Advisory and Transportation; Utility; and Legislative, Finance, and Administration committees, would be chaired by the Council President and the civilian members would participate only in their committee's discussions. The Committee of the Whole format would enable members to give detailed consideration to agenda items in a committee setting. The results of votes taken would not be final decisions but would have the status of recommendations, which City Council would consider further and vote on at its regular meeting, either as a discussion item or on Consent Agenda. Mr. Hutchison indicated that the Council President would preside over the Committee of the Whole and each of the chairpersons of the four (4) standing committees would chair those committees.

Mr. Hutchison recommended that Staff be directed to prepare the necessary ordinance, that the Committee of the Whole begin meeting on Tuesday, January 12, 2016, and that the Committee of the Whole meet on Tuesday evenings following the Regular Council meetings, beginning at 6:00 p.m.

Mr. Hare noted that, under this format, there would be no opportunity to bring an item from committee to Council quickly and questioned if there could be an exception if something had to be fast tracked by having a special meeting. Responding, Ms. Traci McDowell, City Clerk, stated that special meetings could be scheduled with seven (7) days advance notice.

Mr. Hutchison stated that having Committee of the Whole meetings on Tuesday evenings at 6:00 p.m. or 6:30 p.m. would allow Council and civilian members who have jobs to attend and open the door for better lines for communication.

Mr. Slavin noted that this would effectively double the number of nights that Council would be committed to. In addition, he questioned how a Committee of the Whole would be organized with citizen members, stating that the committee would then become nine (9) members of Council plus two (2) citizen members and a quorum

would become six (6). Mr. Slavin inquired if the citizen members would be expected to be present through all of the meetings, noting that the length of each meeting was unknown and these members would not know when their respective items would be considered and may have a long wait time.

Responding to Mr. Slavin, Mr. Hutchison stated that committee members are paid, and he felt that they should be there at the start of the meeting with Council members. It was his opinion that everyone must be able to work together if City of Dover business was to be done.

Mr. Slavin questioned what problem was trying to be solved, noting his awareness that the solution was modeled after Kent County Levy Court, which was a different organization that does not have citizen members and meets as a Committee of the Whole because only commissioners serve on committees.

Mr. Hutchison felt it important to have all nine (9) members of Council address and work on issues. He stated that most of the items that go from committee to Council are on Consent Agenda. He noted that matters involving millions of dollars are discussed at committee meetings and felt it important to get the interaction of all members so that everyone has a good working knowledge.

Mr. Slavin did not disagree with the idea of having as many people discussing matters as possible; however, he noted that Council members can attend committee meetings, pull items off the Consent Agenda, and read the minutes and backup material. He was not convinced that the issue was that members were not participating.

Mr. Hare noted that sometimes members pull items off the Consent Agenda at a Council meeting and ask questions that committee members had already spent time discussing.

Mr. Slavin stated that he was unsure what the effect would be on public participation if all meetings were moved to a specific evening time versus earlier in the afternoon, noting that many people work shifts. He was unsure if the net effect would be to alienate those who work evenings.

Mr. Cole felt that the proposal was well intended but that the whole picture should be looked at before moving forward. He concurred with Mr. Slavin regarding the need to ensure that a solution to a problem was being looked for.

Mr. Hare indicated that he did not think it was a bad idea but was not prepared to say that it should be done. He stated that this could be tried for two (2) or three (3) meetings and then discussed again.

The Committee recommended commencing the Committee of the Whole meeting format during the first meetings in January and try it for a few months, and if members decide to adopt the format as one (1) of the protocols for the next Council year, that this be done during the annual meeting.

By consent agenda, Mr. Hosfelt moved for approval of the committee's recommendation, seconded by Mr. Anderson and carried by a unanimous roll call vote (Hare and Lewis absent).

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

RESCHEDULING OF PLANNING COMMISSION PUBLIC HEARING - PROPOSED ORDINANCE #2015-20 AMENDING APPENDIX B - ZONING, ARTICLE 12 - DEFINITIONS

Council President Slavin advised members that the First Reading of Proposed Ordinance #2015-20 was held on November 9, 2015 at which time the Ordinance was referred to the Planning Commission for a Public Hearing on December 21, 2015. That Planning Commission meeting has been rescheduled for Wednesday, December 16, 2015 at 7:00 p.m. It is recommended for referral to the Planning Commission on December 16, 2015. The Public Hearing before City Council will take place on January 11, 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.

Mr. Hare moved to refer the amendments to the Planning Commission on December 16, 2015 and set a public hearing before City Council for January 11, 2016 at 7:30 p.m., as recommended by staff. The motion was seconded by Mr. Hutchison and unanimously carried.

EVALUATION OF BIDS - FY 2016 FALL STREET AND ALLEY PROGRAM

Mr. Scott Koenig, City Manager, informed members that, in concurrence with the City of Dover's Capital Investments Plan, it was proposed to rehabilitate various pavement and concrete sections throughout the City of Dover during Fiscal Year 2016. The total length of scheduled street repaving is approximately 6,500 linear feet or 1.23 miles. Along with repaving, this project includes replacing approximately 2,200 linear feet of curb, 20 linear feet of valley gutter, 2,800 square feet of driveway apron, 6,000 square feet of sidewalk, 6 catch basin heads, and 350 square yards of various patch work. This project also includes installing inlet protections, 12,000 square feet of new sidewalk, and 150 square feet of detectable truncated domes. The following locations were included in the proposed scope of work to be completed under the FY 2016 Fall Street and Alley Program: David Circle East; David Circle West; Fairway Court; Gregory Court; Hemsted Court; Kensington Court; Maple Parkway; Martin Street; Michael Court; Miller Road; Niblick Court; Reed Street; South New Street; and Tallowick Lane.

Mr. Koenig stated that the anticipated Street Program included funding from the General Fund Street Program in addition to Community Transportation Funds. Since the anticipated Street Program includes locations intended to be funded with Community Transportation Funds (Davis Circle East,

Davis Circle West, Fairway Court, and Tallowick Lane), the City of Dover will be required to use bids with prevailing wages. Therefore, Sam's Construction has been determined to be the low bidder. In addition, their previous work with the City was found to be satisfactory. It is staff's opinion that the bid represents fair market value and their qualifications are in accordance with the requirements of this project.

Staff recommended awarding a unit price contract, based upon bid #16-0015PW for the FY 2016 Fall Street and Alley Program to Sam's Construction based on the prevailing wage unit prices for each work item submitted. The estimated value of the contract is $740,735.00. Work will be performed in strict accordance to the bid specifications.

Mr. Anderson moved for approval of staff's recommendation, seconded by Mr. Hosfelt.

Mr. Anderson expressed his opinion that a lot of the streets included in this bid were very worthy and long overdue. He congratulated the City Manager on ensuring that the entire City was represented by need in this particular program.

The motion for approval to award a unit price contract estimated at $740,735.00, based upon bid #16-0015PW for the FY 2016 Fall Street and Alley Program, to Sam's Construction based on the prevailing wage unit prices for each work item submitted and with work to be performed in strict accordance to the bid specifications, as recommended by staff was carried by a unanimous roll call vote.

EVALUATION OF REQUESTS FOR PROPOSALS - FINANCIAL ADVISOR SERVICES

Mrs. Donna Mitchell, Controller/Treasurer, informed members that, in accordance with the City of Dover Debt Management Policy, the Finance Department completed a solicitation for Financial Advisory Services and three (3) proposals were received and reviewed. She stated that, based upon the review, staff recommended the selection of Public Financial Management, Inc., a subsidiary of the PFM Group headquartered out of Philadelphia, PA.

Mrs. Mitchell explained that the recommendation of Public Financial Management, Inc. (PFM) was based largely on the network of professionals they employ and the scope of services provided. PFM's response to the request for proposal demonstrated their capability in providing assistance to the City of Dover in many of the challenges we face today with budgetary and capital requirements. PFM has provided assistance in the past for labor negotiations, Municipal Continuing Disclosure Cooperation requirements, and provided training on financial management topics at no cost to the City. As in the past, all fees related to these services are paid out of the bond proceeds and not budgeted as current expenses in the City budgets.

Mrs. Mitchell stated that staff contacted several of the references that the three (3) firms provided in their proposals, noting that many of them had state agencies. She informed members that this was also a reason for the recommendation of Public Financial Management, Inc.

Staff recommended approval of a five (5) year service contract for financial advisor services with Public Financial Management, Inc.

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

REAPPOINTMENTS RECOMMENDED BY MAYOR CHRISTIANSEN - ST. JONES GREENWAY COMMISSION - THREE (3) YEAR TERMS TO EXPIRE DECEMBER 31, 2018

Mayor Christiansen recommended the appointment of Mr. James Burcham, Mr. Michael P. Mercer, and Mrs. Ann Marie Townshend (Ex-Officio) to serve on the St. Jones Greenway Commission for three (3) year terms to expire December 31, 2018.

By consent agenda, Mr. Hosfelt moved for approval of the appointment of Mr. James Burcham, Mr. Michael P. Mercer, and Mrs. Ann Marie Townshend (Ex-Officio), as recommended by Mayor Christiansen, seconded by Mr. Anderson and carried by a unanimous roll call vote (Hare and Lewis absent).

ELECTION OF OFFICERS - ROBBINS HOSE COMPANY - YEAR 2016 FIRE LINE OFFICERS

The Fire Line Officers of the Robbins Hose Company are elected annually on the third Monday of November. Members were provided the results from the November 16, 2015 Robbins Hose Company Election for consideration as follows:

Fire Chief	-	Carleton Carey, Jr. (uncontested)
Deputy Fire Chief	-	Ronald Rhodes (uncontested)
First Assistant Fire Chief	-	David Carey (uncontested)
Second Assistant Fire Chief	-	Glenn Whitt (uncontested)
Third Assistant Fire Chief	-	Duane Reeder
Fourth Assistant Fire Chief	-	Michael O'Connor, Jr.
First Fire Line Captain	-	Michael O'Connor, III
Second Fire Line Captain	-	David Knight

By consent agenda, Mr. Hosfelt moved for acceptance of the Fire Line Officers for Robbins Hose Company No. 1 for the Year 2016, as submitted, seconded by Mr. Anderson and carried by a unanimous roll call vote (Hare and Lewis absent).

REZONING REQUEST FOR PROPERTY LOCATED AT 904, 910, 930, 950, 956, 970, 986, AND 992 WHATCOAT DRIVE - FIRST READING OF PROPOSED ORDINANCE #2015-23

A request was received to rezone property located at 904, 910, 930, 950, 956, 970, 986, and 992 Whatcoat Drive, owned by Whatcoat Community Development, Inc. The property is currently zoned RG-1 (General Residence Zone) and subject to the COZ-1 (Corridor Overlay Zone) and the proposed zoning is RG-2 (General Residence Zone) and subject to the COZ-1 (Corridor Overlay Zone).

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

Mr. Cole moved to refer the request to the Planning Commission on December 16, 2015 and set a public hearing for January 11, 2016 at 7:30 p.m. The motion was seconded by Mr. Hosfelt and unanimously carried.

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

- PROPOSED ORDINANCE #2015-23 AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED AT 904, 910, 930, 950, 956, 970, 986, AND 992 WHATCOAT DRIVE

FIRST READING - PROPOSED ORDINANCE #2015-21 AMENDING CHAPTER 82 - PLANNING AND APPENDIX F - FEES AND FINES (PROPOSED NEW REVENUE SOURCES)

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 ordinances will take place during the Council Meeting of December 14, 2015.

Mr. Scott Koenig, City Manager, advised that the proposed amendments would add new revenue sources including fees for temporary certificates of occupancy for residential uses, temporary certificate of occupancy for non-residential uses, zoning verification and administrative interpretations, copies of utility bills, and credit checks. He stated that the estimated revenue from these new revenue sources was $31,760.

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

- PROPOSED ORDINANCE #2015-21 AMENDING CHAPTER 82 - PLANNING AND APPENDIX F - FEES AND FINES (PROPOSED NEW REVENUE SOURCES)

FIRST READING - PROPOSED ORDINANCE #2015-22 AMENDING CHAPTER 110 - UTILITIES, ARTICLE II - ELECTRIC SERVICE AND APPENDIX F - FEES AND FINES (REVIEW AND MAINTENANCE OF PLANNING AND CUSTOMER SERVICE FEES)

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 ordinances will take place during the Council Meeting of December 14, 2015.

Mr. Scott Koenig, City Manager, advised that the proposed amendments would increase existing fees in the Planning and Inspections and Customer Service Department, including fees for planning applications, public occupancy permits, certificates of occupancy, mechanical permits, plumbing permits, rental permits, itinerant merchant business licenses, vacant building registrations, sign permits, returned checks, as well as the service fee for after hours re-connection for utilities. He stated that the estimated revenue from these proposed maintenance increases was $224,305.

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

- PROPOSED ORDINANCE #2015-22 AMENDING CHAPTER 110 - UTILITIES, ARTICLE II - ELECTRIC SERVICE AND APPENDIX F - FEES AND FINES (REVIEW AND MAINTENANCE OF PLANNING AND CUSTOMER SERVICE FEES)

COUNCIL MEMBERS' ANNOUNCEMENTS

Mr. Sudler noted that he had participated in serving Thanksgiving dinner to the homeless at Trinity Church, where Pastor Smith is the pastor, and thanked the Central Delaware National Association for the Advancement of Colored People (NAACP), City of Dover Police Department, Dover Human Relations Commissions, 17th District Senator Brian Bushweller and all other participants.

Mr. Sudler wished a special happy birthday to his aunt, Reverend Rita Mishoe Paige.

Mr. Slavin, on behalf of Council, wished Mrs. Ann Marie Townshend, Director of Planning and Community Development, a happy birthday.

Mr. Slavin extended a warm Thanksgiving wish to all the residents and citizens of Dover. He asked everyone to please keep in mind a warm thought for those people who would be serving us in uniform on Thanksgiving, noting that, as we gather with our families, they will be out protecting us.

Mr. Slavin announced that the Capital Holiday Celebration was scheduled for Thursday, December 3, 2015 and members of Council would gather at 5:00 p.m., in front of City Hall, to sing Christmas carols.

Mr. Sudler moved for adjournment, seconded by Mr. Cole and unanimously carried.

Meeting adjourned at 8:11 p.m.

TRACI A. McDOWELL
CITY CLERK

All ordinances, resolutions, motions, and orders adopted by City Council during their Regular Meeting of November 23, 2015, are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

/TM
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Exhibits
Exhibit #1 - Downtown Business Support for Youth Advisory Committee New Year's Eve Event
Exhibit #2 - Petition Supporting Youth Advisory Committee New Year's Eve Event

Please help the committee with this simple petition. Share this with your friends. We need to rebuild our sense of community and engage our youth. One way to do that is through the arts.. While I am not an organizer of this petition, I do support it. They are so close to their goal. If you support having family friendly events to unite this community, sign this petition. I ask my friends in the Dover area to sign this petition as a favor to me.
If you want to support youth who are making a positive impact on this community wen naysaying adults gave up, support this petition.
If you believe that Dover has local talent that should be showcased and that the arts are important, sign this petition.
If you believe that months of work by the youth should be allowed to culminate in a real community event that will connect families and young people with local artists throughout the year, sign this petition.
If you believe that we should recover from a year of crime, disunity, and fear with unity, culture, and joy, sign this petition.
If you just want to have fun with friends and family, sign this petition.
Thanks in advance Please share this today. The vote is 7:30 pm on the 23rd of November.
http://petitions.moveon.org/sign/we-support-the-dover.fb51?source=c.fb&r_by=14432879

We support the Dover Youth Advisory Hosting New Years 2015/2016

Petition by Theresa Morris

To be delivered to **Dover City Counsel, City council**

Please sign to show your support for the rhe Dover Youth to Host New Years, and to ask the local Government to support the Youth Advisory in Hosting this event.

There are currently 78 signatures. NEW goal - We need 100 signatures!

Petition Background

We need supporters to contact the City Council including City Councilman Brian E. Lewis and Jim Hosfelt on the committee. They are listening right now carefully. They are terrific but the committee needs to hear what the public wants. You can message them your support or leave a message for all of Council at 736-7006. Say you support the Youth New Year's plan in the Dover Post.

The time has come for us to reunite as a community. This is one strategy put forth by the Youth Advisory Council. It is not just a big party, but a way of engaging people with positive local groups that will expose people to drug and alcohol free activities all year long. We need to change the paradigm of young people and show them that family friendly events beat loser events which risk one getting into trouble.
By relying on local people and activities, we not only keep costs low but provide a positive peer network that will engage people all year long. What a way to start the year, families being together, friends together in a positive way that will bring business downtown.
We cannot rebuild our sense of community by accident. It takes a comprehensive strategy. The youth are an important part of it.

My business will stay open in support of Dover Youth Advisory Committees event "Joy to the People , the Peoples 1st Nite 2015/2016"

Business Name	Signature	will host a facepainter or perform at our location
Grey Fox Grille		Music - Piano or Guitar
Golden Fleece		—
Dinos & Darlings	Lighthey Lyn Shey	music 7-11 9pm
The BnL		Flyer
Signature Stitches	Penny Reynolds	flyer.
33 West		Flyer MAYBE music?
Computers Fixed Today	Evelyn Bishops	Flyer
Zuha Trend		Flyer music.
Needful Things	Marie Vaughn	Flyer
Tresses Hair Studio	Ayuta Dam	Flyer
* JAMES DAVIS - LASHMANE *		
Lucsaint Joachim		
CARIBBEAN R R MULTI SERVICES		Face Paint
69 FLAVORS		flyer.
Bayard Pharmacy		flyer / Performer?
Forney's Ltd.	Amy Mancheski	Flyer
Whips		
Bel Boutique	Eni Jhuveris	tbd
Roy Sudler, Jr.		Councilman 4th District.
Scott Cole		Councilman - 3rd District

- 1. *Theresa Morris* from Dover, DE signed this petition on Oct 20, 2015.
-

- 27. *Revella Leifert* from Newark, DE signed this petition on Nov 1, 2015.
- 26. *Valentine Suter* from Dover, DE signed this petition on Oct 28, 2015.
- 25. *Gavin Lee* from Dover, DE signed this petition on Oct 28, 2015.

  I support the Dover Youth Advisory hosting New Years

- 24. *Ursula Sadiq* from dover, DE signed this petition on Oct 25, 2015.
- 23. *Nina Shahin* from Dover, DE signed this petition on Oct 24, 2015.
- 22. *Haley Thomas* from Cheswold, DE signed this petition on Oct 24, 2015.
- 21. *Chelsea quinn* from kenton, DE signed this petition on Oct 24, 2015.
- 20. *Robert vandetti* from dover, DE signed this petition on Oct 24, 2015.

  I fully support this

- 19. *Joseph Scott* from Dover, DE signed this petition on Oct 24, 2015.

  I support 100%

- 18. *Deborah Economidis* from Dover, DE signed this petition on Oct 24, 2015.
- 17. *Ramon Jaime Conde Velez* from Viola, DE signed this petition on Oct 24, 2015.

  Let us be inclusive & bring forth a positive outcome on the young people of this great nation & society & as well let them know that they are loved.

- 16. *Debbie Lonski &Ben* from Dover, DE signed this petition on Oct 24, 2015.

  We are very excited about this event.

- 15. *Tasnim Abdullah* from New haven, CT signed this petition on Oct 21, 2015.
- 14. *Cheyenne gommer* from Dover, DE signed this petition on Oct 21, 2015.
- 13. *SANDRA MOORE* from Elsmere, DE signed this petition on Oct 20, 2015.
- 12. *Anna Foraker* from Dover, DE signed this petition on Oct 20, 2015.
- 11. *Ann Mattson* from New Castle, DE signed this petition on Oct 20, 2015.
- 10. *Henry Bufano* from Newark, DE signed this petition on Oct 20, 2015.
- 9. *Dione Farquharson* from Dover, DE signed this petition on Oct 20, 2015.

  this would be a great way to bring this community together!!!!

- 8. *theresa* from Dover, DE signed this petition on Oct 20, 2015.
- 7. *Michael dinger* from New castle, DE signed this petition on Oct 20, 2015.
- 6. *Travis Friedman* from Magnolia, DE signed this petition on Oct 20, 2015.

  Dover needs aomething like this

- 5. *Jordan* from Smyrna, DE signed this petition on Oct 20, 2015.
- 4. *Cassandra Ference* from Clayton, DE signed this petition on Oct 20, 2015.

  This amazing group of kids has been workong so hard to make this happen. Ot would be a travesty if this event didnt occur! We want our New Years!!

- 3. *Christopher Harper* from Smyrna, DE signed this petition on Oct 20, 2015.

  i would even be willing to volunteer for the event

- 2. *Albert Leskovar* from Smyrna, DE signed this petition on Oct 20, 2015.

- 57. *Carla D Saunders* from Dover, DE signed this petition on Nov 23, 2015.
- 56. *Daniel south* from Townsend, DE signed this petition on Nov 23, 2015.
- 55. *Jacquelynn Harwood* from Dover, DE signed this petition on Nov 23, 2015.
- 54. *Ahyanna* from Dover, DE signed this petition on Nov 23, 2015.
- 53. *John Wetherall* from Dover, DE signed this petition on Nov 23, 2015.

  Long history of the government doing away with events for kids. We don't know why and possibly never will . Let's not take this event away from our future and supported the youth new years plan !

- 52. *dione farquharson* from dover, DE signed this petition on Nov 23, 2015.

- 51. *Janet Wooley* from Smyrna, DE signed this petition on Nov 23, 2015.

  Good going to have a family friendly event for new years. Have gone when they were held in the past.

- 50. *Tempest Rose Tedesco* from Somers Point, NJ signed this petition on Nov 23, 2015.
- 49. *bryan olexa* from dover, DE signed this petition on Nov 23, 2015.
- 48. *Bryan Scar* from Harrison, DE signed this petition on Nov 23, 2015.
- 47. *Brian Shane* from Smyrna, DE signed this petition on Nov 23, 2015.
- 46. *Brittany Silvia* from Dover, DE signed this petition on Nov 23, 2015.
- 45. *Anas Ahmed Abdullah* from New haven, CT signed this petition on Nov 23, 2015.
- 44. *William Staats* from New haven, CT signed this petition on Nov 23, 2015.
- 43. *Paige Mundell* from Smyrna, DE signed this petition on Nov 23, 2015.
- 42. *Lauren* from Dover, DE signed this petition on Nov 23, 2015.

  41. *Gary Tucker* from Dover, DE signed this petition on Nov 23, 2015.
- 40. *Tammy mowbray* from Henderson, MD signed this petition on Nov 23, 2015.
- 39. *Hayden Muse* from Smyrna, DE signed this petition on Nov 23, 2015.
- 38. *Rachel Paolini* from Dover, DE signed this petition on Nov 23, 2015.
- 37. *Lisa Foster* from Magnolia, DE signed this petition on Nov 23, 2015.

  Invest in your youth and togetherness of the community.

- 36. *Kathy* from Smyrna, DE signed this petition on Nov 23, 2015.
- 35. *Kristina marie fortney* from Dover, DE signed this petition on Nov 23, 2015.
- 34. *Courtney Bullins* from smyrna, DE signed this petition on Nov 23, 2015.
- 33. *Trini Lima* from Clayton, DE signed this petition on Nov 23, 2015.

  I support this group and this event.

- 32. *frank ross* from dover DE, DE signed this petition on Nov 23, 2015.

- 31. *Caitlin* from Felton, DE signed this petition on Nov 23, 2015.
- 30. *jeannie anderson* from dover, DE signed this petition on Nov 23, 2015.

  Please support this event. It is a great way to bring the community together.

- 29. *Douglas Hutchins* from Smyrna, DE signed this petition on Nov 18, 2015.
- 28. *lisa farnhill* from dover, DE signed this petition on Nov 18, 2015.

  the cities not gonna do it. let's have a nice new year :)

- 91. *Sarah Scott* from Dover, DE signed this petition on Nov 23, 2015.
- 90. *Rinda Edelman* from Dover, DE signed this petition on Nov 23, 2015.
- 89. *Michelle Ievoli* from Wilmington, DE signed this petition on Nov 23, 2015.

  Unite the community

- 88. *nikole* from Dover, DE signed this petition on Nov 23, 2015.
- 87. *Jeffrey griffin* from Smyrna, DE signed this petition on Nov 23, 2015.
- 86. *scott graham* from dover, DE signed this petition on Nov 23, 2015.
- 85. *Brice massie* from Dover, DE signed this petition on Nov 23, 2015.
- 84. *Kristi Daniels* from Smyrna, DE signed this petition on Nov 23, 2015.
- 83. *Alaina morris* from Smyrna, DE signed this petition on Nov 23, 2015.
- 82. *Dana Sweeney* from Dover, DE signed this petition on Nov 23, 2015.
- 81. *Tyler Greene* from Millsboro, DE signed this petition on Nov 23, 2015.
- 80. *KAnna Galloway* from Hartly, DE signed this petition on Nov 23, 2015.
- 79. *James Rogin* from Dover, DE signed this petition on Nov 23, 2015.
- 78. *Lydia Lee* from Dover, DE signed this petition on Nov 23, 2015.
- 77. *Jessica Holden* from clayton, DE signed this petition on Nov 23, 2015.
- 76. *Dana J Johnson* from Dover, DE signed this petition on Nov 23, 2015.
- 75. *Petra Myers* from Dover, DE signed this petition on Nov 23, 2015.
- 74. *Joe Thomas* from Smyrna, DE signed this petition on Nov 23, 2015.
- 73. *Tammy* from Dover, DE signed this petition on Nov 23, 2015.
- 72. *Nicole* from Dover, DE signed this petition on Nov 23, 2015.
- 71. *Austin C. Auen* from Felton, DE signed this petition on Nov 23, 2015.
- 70. *David* from Burlington, VT signed this petition on Nov 23, 2015.
- 69. *Doug Beatty* from Magnolia, DE signed this petition on Nov 23, 2015.
- 68. *Tammy Kalp* from Dover, DE signed this petition on Nov 23, 2015.

  Please keep the New Years Eve festivities!!!

- 67. *Joneigh* from dover, DE signed this petition on Nov 23, 2015.

  please let them go through with this .

- 66. *Steven* from Smyrna, DE signed this petition on Nov 23, 2015.
- 65. *Brian* from Dover, DE signed this petition on Nov 23, 2015.

  If we don't offer safe drug free alternatives to del youth they will continue drink fornicate and use drugs.Why bbecause TV and internet to not feed our youths souls.

- 64. *Joseph m fuller* from milford, DE signed this petition on Nov 23, 2015.

  Please allow this to happen.

- 63. *Judy Berry* from Harrington, DE signed this petition on Nov 23, 2015.
- 62. *Bonnie Henderson* from Frederica, DE signed this petition on Nov 23, 2015.
- 61. *Rochér Hopkins* from Dover, DE signed this petition on Nov 23, 2015.
- 60. *Harley* from Dover, DE signed this petition on Nov 23, 2015.
- 59. *Loan Tran* from East Brunswick, NJ signed this petition on Nov 23, 2015.
- 58. *Cynthia Ferguson* from Wilmington, DE signed this petition on Nov 23, 2015.

i would even be willing to volunteer for the event

PETITION TO AMEND ZONING ORDINANCE TEXT

Report to the
Dover City Council
December 14, 2015

Proposed Change: Amendment to *Zoning Ordinance*, Article 3 –District Regulations, Section 18 – Recreational and Commercial Zone (RC), to add provisions to allow for and apply standards to large special events and temporary camping.

Summary of Amendment:
The proposed amendment would add provisions to the Recreational and Commercial Zone regarding temporary outdoor events and temporary camping associated with events. It would include measures to make sure that these events are done in a well-planned manner. It would also remove Chapter 14 of the Dover Code of Ordinances (which is not under the purview of the Planning Commission).

In addition the amendment would clean up some of the existing language in the section and include auto, horse and motorcycle racetracks as a permitted use instead of a conditional use.

During the DAC review process, we have received several recommendations for amendments to the proposed ordinance. A summary of these proposed amendments is below:

Amendment Number	**Line #s**	**Amendment**	**Proposed by**	**Planning Commission Recommendation**
SA#1	72	Add "(h) Casinos." And reletter the subsequent items accordingly	Dover International Speedway	Yes 8-0
SA#2	86-91	On line 90, following the word "buildings." Add the following language, "Plans also must include water supply, wastewater disposal, sanitation plan, erosion and sediment controls, and maintenance of traffic as it relates to any City streets." **Following the Planning**	Department of Public Works	Yes 8-0

		Commission action, staff met with Dover International Speedway and would recommend the following language instead: "The permit application must address water supply, wastewater disposal, sanitation, erosion and sediment controls, and maintenance of traffic as it relates to any City streets."		
SA#3	109	Add the words "but not limited to" after "including."	Planning Office	Yes 8-0
SA#4	112-113	Remove the words "within all zones"	Planning Office	Yes 8-0
SA#5	149	Replace the word "exclude" with "include.	Fire Marshal's Office	No 8-0
SA#6	165	Add the words "but not limited to" after "including."	Planning Office	Yes 8-0

Planning Commission Recommendation:

Following a public hearing on November 16, 2015, where one member of the public spoke regarding the application, the Planning Commission unanimously recommended in favor of adoption of the ordinance inclusive of Staff Amendments #1, 2, 3, 4, and 6 (as listed in the table above). The Planning Commission did not recommend inclusion of Staff Amendment #5. The Planning Commission did not discuss or make recommendations regarding the proposed fees in the ordinance.

Following the Planning Commission meeting, staff met with representatives from Dover International Speedway. Based on that meeting, staff recommends rewording of SA#2 to the language stated in green in the chart above.

Ordinance Number: 2015-17

File Number: MI-15-04

CITY OF DOVER PLANNING COMMISSION
November 16, 2015
Excerpt from Meeting Minutes

MI-15-04 Text Amendment: RC Zone and Temporary Outdoor Activities – Public Hearing and Review for Recommendation to City Council on Text Amendment to *Zoning Ordinance*, Article 2 – District Regulations, Section 18 – Recreational and Commercial Zone (RC). The proposed Ordinance revisions would establish the permitted uses in the RC zone including Temporary Outdoor Activities and Temporary Camping Areas and set minimum requirements for such activities and areas. The proposed Ordinance also outlines the uses in the RC zone subject to Conditional Use approval by the Planning Commission. The proposed Ordinance also deletes *Dover Code of Ordinances*, Chapter 14 – Amusements and Entertainments which addresses Outdoor Music Festivals. Ordinance #2015-17.

Representatives: None

Mrs. Townshend stated that this is an amendment to the *Dover Code of Ordinances*; most importantly, the *Zoning Ordinance*. There are other portions that amend other aspects of the Code but those are not under the purview of the Planning Commission. The first thing that this does is eliminates Chapter 14 - Amusements and Entertainments of the Dover Code; that is the portion that is outside of the *Zoning Ordinance.* That is an older section of Code that was used for outdoor music festivals. The most significant portions of this draft ordinance are the changes to the RC (Recreational and Commercial Zone). Most significantly is the addition of the temporary outdoor activity and temporary camping areas which are covered on lines 80 through lines 167 of the Ordinance. There are a few other cleanup things that they did while they were updating the Ordinance. One change was removing “baseball, football or boxing stadiums or arenas” and just putting “sports stadiums/arenas.” They added “auto, horse and motorcycle race tracks” and “indoor and outdoor recreation and amusement establishments” as permitted uses. Under conditional uses, they took out “auto, horse and motorcycle race tracks” because that would be added to the permitted uses. They also cleaned up the language and the wording on the accessory uses.

There are fees that are listed as well. Those are actually in Appendix F; they are not actually in the *Zoning Ordinance*. The Planning Commission is certainly welcome to weigh in on the fees but it’s more the substance of the Ordinance that the recommendation to City Council would include.

She went through the DAC comments so she has amendments listed on the Staff Report that would address those issued brought up in the DAC comments. The first amendment is actually something that was brought to her attention by Mr. Jerry Dunning of Dover International Speedway. It’s that the Ordinance does not have casinos listed and that’s supposed to be added to the draft and was overlooked in her drafting. So one amendment would be to add “casinos” and re-letter things accordingly. Lines 86 through lines 91 where it says “a plan is required” based on the Public Works comments they would add “plans must also include water supply, wastewater disposal, sanitation, erosion and sediment controls and maintenance of traffic as it relates to City

streets." So that's what Public Works would be looking for on a plan submission. On line 109 where it talks about prohibited discharges, it says "no activity associated with a temporary outdoor activity shall be permitted to discharge any substance including wash-water"; it would be "including but not limited to". On lines 112 and 113 regarding the temporary camping areas it says that they would be permitted within all zones, that is a holdover from when they pulled the language from Article 6 and since this is specific to the RC (Recreation and Commercial Zone) they wouldn't want to put something would be applicable to all zones. On line 149 under camping, a comment from the Fire Marshal's Office, for recreational vehicles the requirement of ten (10) feet between recreational vehicles, the Fire Marshal has asked for the language to say that the ten (10) feet between the vehicles shall include any bump-out so if there are bump-outs they are not coming right up against another vehicle. An amendment on line 165 where the language would change to "including but not limited to" as it relates to types of discharges.

Mr. Holden questioned the language of "including" or "excluding" the bump-outs on recreational vehicles? He sees from a procedural aspect somebody holding an event could say "if I've got fifteen (15) foot trailers coming in I need twenty-five (25) foot wide spots." The challenge for somebody holding the event is how big the bump-outs on each vehicle are and how to address that? He doesn't know if Staff has had any of those discussions; he understands from a Fire Marshal's standpoint he wants to make sure he's got access. Have there been any discussions relative to if it's going to be easily and cleanly applied or are they creating a problem and do they need more discussion on that? Responding to Mr. Holden, Mrs. Townshend stated that she does not have the answer to that; Mr. Dunning from the Speedway is here. Can we wait until the public hearing to see if that question gets answered?

Mr. Holden stated absolutely, Mr. Dunning may have some comments. In the end, he understands the intent behind the language change but he doesn't want to create a problem. Responding to Mr. Holden, Mrs. Townshend stated that she understands his point, that it takes away the predictability of how wide the camping spaces need to be.

Mr. Holden stated that he wondered if the event holders know that information. Is it standard that you know you can get a spot that with bump-outs you will have a certain width. He doesn't want to create an issue that may be resolvable through some added discussion on that point.

Mr. Cregar questioned if the minimum of thirty (30) days would be enough time? Responding to Mr. Cregar, Mrs. Townshend stated that it's currently sixty (60) days in the Code for camping and they are finding that nobody turns them in sixty (60) days ahead of time. If we know that there's a big event coming, they know that they are going to get the applications so it's been able to work. It doesn't make much sense to keep it at sixty (60) days when nobody is meeting that anyway.

Mrs. Townshend stated that ultimately these are the changes to the RC (Recreational and Commercial Zone). Staff will look to bring forward in either Article 5 Supplementary Regulations and/or Article 6 Parking, something that would kind of mirror this for other zones. When we have large events, there is pretty much camping everywhere. Right

now, there is the provision for recreational vehicle parking that is specifically related to motorsports events but it specifically says motorsports and recreational vehicles. What we find is that with a lot of these events, the tent camping, especially with music festivals, is becoming more popular. Staff will need to go back and change that portion of the Code as well and then there would be some provisions also for temporary outdoor events that wouldn't be quite as expansive as they are being presented in the RC (Recreational and Commercial Zone). But there are special events like carnivals held at the Dover Mall and things like that that they want to make sure they have a way to address in the *Zoning Ordinance.* This was the higher priority because Staff is working with the Speedway to annex the unincorporated areas.

Mr. Tolbert opened a public hearing.

Mr. Jerry Dunning – Dover International Speedway 1131 North DuPont Highway Dover, DE 19901

Mr. Dunning stated that he would do his best to attempt to answer the questions; however, he didn't realize or wasn't informed that there was a DAC meeting held on this subject because he would have been there if he knew. He just received these comments tonight but there isn't any great concern with any of them.

Mr. Holden stated that he was curious on his thoughts on the Fire Marshal's recommended language change that would include bump-outs and require ten (10) feet of separation between the bump-out and the adjacent vehicle. Responding to Mr. Holden, Mr. Dunning stated that it would be difficult. Not necessarily will it affect the Speedway any differently than any other business or property owner who is trying to park RVs. He doesn't know standards that other property owners are being held to but he knows that the Speedway's parking spaces for RVs are twenty-five (25) feet wide as it exists. He has noticed over time it's getting better but there are not as many campers around for race weekends as there used to be so it's probably not as big of a problem. There used to be a lot of places with parking much closer than that and he guesses that they were the first ones to do that out of their own desire for safety. They have their own fire safety security employees and it just became important to them so that's how the standard got developed, that they were protecting the people staying in the camp grounds. If an RV only had one bump-out and they are typically 30-36 inches, it would not be a problem but in today's world RVs have bump-outs on both sides in many cases so now 6-7 feet has been added to the unit. There's a possibility to get them to still be ten (10) feet apart but it could present difficulties because people inadvertently park where they need to; they will park on the line then the bump-out goes out and is in someone else's space or vice versa. If it goes both ways, it's probably problematic. He doesn't recall any conversations that took place between the City's Fire Marshal and the Speedway's fire guys so he is puzzled by the language at this point and what the Fire Marshal's justification was for his recommendation.

Colonel Welsh questioned if this recommendation is set in stone? Responding to Colonel Welsh, Mrs. Townshend stated that it's a recommendation that's not in the Ordinance so it would need to be a separate action from the Commission to recommend it.

Colonel Welsh stated that it's an excellent point but he thinks it is virtually impossible for the City to enforce. He doesn't see how we could expect Dover Downs or any other agency to enforce that. When you accept a reservation, how do you know what the bump-out is and how do you know the size of the bump-out on the camper parked next to you is?

Mr. Holden stated that he thinks it's important to have a policy and an Ordinance that works and that's also protective to the public so he wonders if there is further discussion that might be had on this. If there's a standard width then maybe the Fire Marshal working with some of the entities that do these types of events could come up with a path that alleviates how you police it. We don't want to create an Ordinance that is setting a booby trap.

Colonel Welsh stated that you can't have someone out there with a tape measure. Something that's less specific and a little more general in nature like that the room between the campers including bump-outs would be such that it would still provide safe passage. Responding to Colonel Welsh, Mr. Dunning stated that the Ordinance does go on to say "an exception to this shall be subject to review by the Fire Marshal upon determination that the safety objectives of this subsection are achieved." So that gives the Fire Marshal lee way to approve or not he guesses.

Mrs. Townshend stated that one other option would be to just take out the sentence regarding bump-outs so that it's silent on bump-outs; she doesn't know if that helps or hurts. Or the Ordinance could be left as it is.

Mr. Holden stated that if it's at a plan level that we are approving, we have no idea where the campers are going to be parked and where the bump-outs are going to be. He thinks we should try to address this concern in a different fashion versus instituting the language as it was recommended to be included.

Mrs. Townshend stated that as it relates, there are six (6) proposed amendments. We can go through the amendments one by one and have the Planning Commission make a recommendation on each one and that can be reported with the Planning Commission action to City Council. She thinks there is valid discussion here.

Mr. Dunning questioned if they would do that independent of this meeting or if the Commission would do that tonight to keep things moving along? Responding to Mr. Dunning, Mrs. Townshend stated that they would do it tonight. They do have a little bit of time so she would say after tonight, they can re-group later this week after talking to Mr. Mullaney and Mr. Klima. If it ends up not being an issue or they decide that a discussion needs to be had before it goes to Council, then they can do that.

Mr. Dunning stated that he is open to however Mrs. Townshend wants to handle it. He is does quick math, if a bump-out is a maximum of three (3) feet that would make the unit fourteen (14) feet. You would actually have room theoretically. You would have room to always have ten (10) feet. It's based on the placement of the unit in the space. That could be somewhat subjective to people who are parking.

Colonel Welsh stated that there should be at least five (5) feet on each side of the camper and the neighboring camper should have at least five (5) feet on each side as well which would create ten (10) feet of space between each camper. He thinks that they need to think in terms of generalities and not specific feet. He thinks "to ensure safe passage" would probably be good verbiage. He doesn't think they need to tie Dover Downs or anybody else's hands to be the enforcement agency that ensures when somebody either makes a reservation or shows up at the track. He thinks that a lot of times it's first come first serve. Responding to Colonel Welsh, Mr. Dunning stated that some lots are first come first serve and other lots are reserved in advance so it's a mixed use.

Colonel Welsh questioned if there has been an issue in the past that has occurred? Responding to Colonel Welsh, Mr. Dunning stated no, not that he is aware of.

Mr. Tolbert questioned if in the past, Dover Downs marked all spaces prior to the event? Responding to Mr. Tolbert, Mr. Dunning stated yes, they always mark the spaces.

Mr. Tolbert further questioned if they continue to do that? Responding to Mr. Tolbert, Mr. Dunning stated yes, it's twenty-five (25) feet for RVs. They pretty much keep the same standard in motorsports; everybody gets twenty-five (25) feet width with forty-five (45) feet of depth.

Colonel Welsh stated that he can't imagine that twenty-five (25) feet isn't going to provide a safe distance between vehicles whether it's nine (9) feet or eleven (11) feet between each camper; it's going to be there.

Mr. Dunning stated that another thing that does happen, but it's rare, is that you get combinations of people with bump-outs side by side. Most of the time you have somebody with bump-outs and then the next guy may be a pop-up camper. It's just the way it is. Sometimes there are bump-outs on units side by side but it's probably more rare than not. Could that change in a higher valued lot? Yes, but currently the Speedway doesn't have any lots like that.

Mr. Holden stated that it sounds like the Commission could recommend that that the third amendment not be included pending the Fire Marshal working with entities to come up with plan. It seems like with the Fire Marshal, if there is a concern or has been issues can work on how the plan is laid out and if twenty-five (25) foot width is appropriate versus trying to control positioning or parking of each unit.

Mrs. Townshend stated like Mr. Dunning stated, she thinks the issue where you have things kind of jammed in a little too close are in other locations, not on the Speedway property.

Mr. Holden stated that personally he doesn't feel that the amendment is appropriate for what they have talked about so maybe the Fire Marshal can work to help develop a width standard as Dover Downs has done. Maybe a twenty-five (25) foot by forty-five (45) foot width for RV and trailers that have bump-outs and that's appropriate to allow for the variability in how people park. To him, it reads as a booby trap for someone who

shows up and starts to measure the distances between campers and finds a couple that are nine (9) feet bump-out to bump-out.

Mrs. Townshend stated if it were modified to say recreational vehicle camping spaces shall be a minimum of twenty-five (25) feet in width, will that work? Responding to Mrs. Townshend, Mr. Dunning stated that was fine, that's where they are now.

Mrs. Townshend stated that could be added to Line 144 before you get to the ten (10) feet issue.

Colonel Welsh questioned if anybody knows what the purpose of the ten (10) foot separation was? Responding to Colonel Welsh, Mrs. Townshend stated that the issue is that there have been a handful of occasions where there's been a fire, typically propane related, and the ten (10) feet provides spacing so that the fire doesn't travel from one unit to another.

Colonel Welsh further questioned if it's an egress access or any kind of emergency vehicle access issue? Responding to Colonel Welsh, Mr. Dunning stated that it was done about 10-12 years ago and the intent was to separate the flammable units. If a fire got started by some means, whether somebody had a propane leak and a fire started, it helped to control the fire by them not being so close together or igniting other units close by. They were part of that; they agreed to the process of widening the spaces to twenty-five (25) feet. Their spaces prior to that were twenty (20) feet wide. The requirement was kind of uniform throughout the City at that point.

Colonel Welsh stated that makes sense but to include the bump-outs, you are not going to put your grill outside of the furthest bump-out that you have; you are going to have it up by the door. Responding to Colonel Welsh, Mrs. Townshend stated that from a practical standpoint, the way that campers are set-up, you've got the camper and on one side of the camper you've got your social area so you're likely to have that space. At this point the Ordinance is just what you have in front of you. Any of these amendments would be addressed through a motion so you could do a series of motions to either recommend in favor of the amendment or recommend that Council does not include a certain amendment.

Mr. Dunning stated that on lines 86-91 regarding the language pertaining to "Plans also must include water supply, wastewater disposal, sanitation plan, erosion and sediment controls, and maintenance of traffic as it relates to any City streets," he doesn't know what the plan is for some parts of the RC (Recreational and Commercial Zone) even having a water or sewer requirement on them. Where the Festival is right now, the Festival organizers haven't asked for anything like that because they are controlling everything by portable means. Responding to Mr. Dunning, Mr. Lyon stated that basically what Public Works is looking for is if there's anything that's going to be connected or used from the City, any sort of water tap they want to be aware of it just so they can understand what kind of use is needed and if they need to turn on more wells. If it's something that is brought in, for Firefly the water was brought in it wasn't through the City's system, they could just say not applicable and the Public Works Department would be fine with that.

Mrs. Townshend questioned if they could in their event permit indicate that water will be brought in, wastewater will be removed from the site, they will handle all sanitation and that there is no land disturbance so there is no erosion and sediment control and there's no influence on City streets? Responding to Mrs. Townshend, Mr. Lyon stated yes, it's a resource issue; if it's anything that has to do with the City's resources then they need to know ahead of time.

Mr. Dunning stated that he is not opposed to this language; he just wanted to understand the context of why it was added in here. At some point, there may be a desire of the Festival management team to put in a bathroom somewhere in which case then there is going to be water and sewer. Responding to Mr. Dunning, Mrs. Townshend stated that would be a Site Plan because they are going to look at that separately.

Mr. Dunning stated that unfortunately it seems like it shouldn't be too early for them but it's a little early for them to decide if they are going to put permanent stuff on the site. He doesn't know what their true plans are. They are supposed to see their latest Site Plan next week or later this week and it will still be in flux. What they've got so far, he doesn't think there is anything that will require or have the desire for permanent water supply but he doesn't know for sure.

Mrs. Townshend stated that she thinks it's cleaner if the Commission makes a motion on each text amendment.

Colonel Welsh stated that he was curious on what was decided on lines 149. Responding to Colonel Welsh, Mrs. Townshend stated that the way she sees it, the Commission could simply not accept the amendment or they could accept the amendment or one thing that could be done is in lieu of that amendment on line 144 "after parking recreational vehicles" you could insert "recreational vehicle camping spaces shall be a minimum of twenty-five (25) feet in width."

Colonel Welsh stated that he likes that suggestion.

Mr. Holden stated that he thinks it works well with the specific instance that we are talking about in terms of RVs that come into Dover Downs events. He doesn't know that it works for all so he goes back to if there hasn't been an issue created by this piece of Code why do we change it before we know what we need to change it to or what problem we are trying to resolve? Do pop-up trailers at a smaller event need twenty-five (25) foot wide by forty-five (45) foot long spots? He is concerned to make that blanket change; he would lean towards leaving it as is if this Code hasn't caused a problem and we get back to what problem they are trying to resolve.

Colonel Welsh stated that he would agree with that because if it's not a problem he doesn't want to create a problem. Responding to Colonel Welsh, Mrs. Melson-Williams stated that she believed during the DAC there was some concern that they were starting to see a lot more bump-outs and the close proximity thereof. She doesn't know that they

cited a certain number but it was in looking at this Code versus before it was more of a policy statement.

Mrs. Townshend stated that it's in the Article 6; everything related to RVs comes right out of that Article, the only change is the addition of tent camping.

Mr. Holden stated that maybe RVs with bump-outs need a specific citation. He is concerned to make a change. Responding to Mr. Holden, Mrs. Townshend stated that one thing that could be done would be to monitor it and if it needs to be changed in the future then it gets changed in the future. The other question is they've got twenty-five (25) foot wide spaces. If the issue isn't on these sites is it on others? This could certainly be monitored.

Colonel Welsh questioned if the Fire Marshals were are present during the course of the weekend looking at the various spots ensuring that nothing is unsafe? Responding to Colonel Welsh, Mr. Dunning stated yes, the City of Dover's Fire Marshal and assistants are out there all the time back and forth; they are always welcome. They work with the Speedway's guys on the safety side just to make sure that if anyone spots something that they feel needs to be addressed then the Speedway will address it.

Colonel Welsh further questioned if the Speedway's guys were there on a daily basis, hour by hour to inspect and enforce? Responding to Colonel Welsh, Mr. Dunning stated yes, to look at all those things.

Mrs. Townshend stated that quite honestly, once the vehicles are parked they are parked. Unless you see somebody put up something that blocks; it's impractical to require somebody to move once everything's parked. Responding to Mrs. Townshend, Mr. Dunning stated that in some cases it's really tough.

Mrs. Townshend stated that's where the City ends up working with the Speedway. That's part of the reason that they've added the standards for tents because there had been issues where tents weren't placed safely.

Mr. Dunning stated that a pop-up is still to them represents a trailer that someone's living in so they get a twenty-five (25) foot space as well. Any wheeled unit that comes in is going to get twenty-five (25) feet of space.

Mr. Tolbert closed the public hearing.

Mr. Holden questioned if it was best to address the text amendment as written and then the staff amendments after? Responding to Mr. Holden, Mrs. Townshend stated that typically it would be the opposite. It would be the amendments and then the Ordinance with the amendments as recommended.

Mr. Holden moved to recommend approval to City Council for MI-15-04 specifically the recommended amendment to Line 72 to add Item (h) Casinos and to re-letter subsequent items accordingly, seconded by Colonel Welsh and the motion was unanimously carried 8-0 with Mr. Ambruso absent.

Mr. Holden moved to recommend approval to City Council for MI-15-04 specifically the recommended amendment to Lines 86-91 to add the following language "plans must also include water supply, wastewater disposal, sanitation plan, erosion and sediment controls and maintenance of traffic as it relates to any City streets," seconded by Mr. Holt and the motion was unanimously carried 8-0 with Mr. Ambruso absent.

Mr. Holden moved to recommend approval to City Council for MI-15-04 specifically the recommended amendment to Line 109 to add the words "but not limited to" after "including," seconded by Colonel Welsh and the motion was unanimously carried 8-0 with Mr. Ambruso absent.

Mr. Holden moved to recommend approval to City Council for MI-15-04 specifically the recommended amendment to Lines 112-113 to remove the words "within all zones," seconded by Colonel Welsh and the motion was unanimously carried 8-0 with Mr. Ambruso absent.

Mr. Holden moved to recommend to City Council for MI-15-04 specifically the recommended amendment to Line 149 to keep the language as written pending further review by the Fire Marshal in coordination with local entities, seconded by Dr. Jones and the motion was unanimously carried 8-0 with Mr. Ambruso absent.

Mr. Holden moved to recommend approval to City Council for MI-15-04 specifically the recommended amendment to Line 165 to add the words "but not limited to" after "including," seconded by Ms. Still and the motion was unanimously carried 8-0 with Mr. Ambruso absent.

Mrs. Townshend stated that they need a motion for the recommendation on Ordinance #2015-17 with the amendments being addressed as previously specified.

Mr. Holden moved to recommend approval to City Council for MI-15-04 Text Amendments to the RC (Recreational and Commercial Zone) in the Zoning Ordinance Article 3 District Regulations Section 18 as previously discussed and including the recommendations for the reviewed amendments, seconded by Ms. Still and the motion was unanimously carried 8-0 with Mr. Ambruso absent.

MI-15-04

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: November 4th, 2015

CITY OF DOVER FIRE MARSHAL

APPLICATION: Text Amendment: RC Zone and Temporary Outdoor Activities

FILE #: MI-15-04 REVIEWING AGENCY: City of Dover, Office of the Fire Marshal

CONTACT PERSON: Timothy P. Mullaney Jr., Fire Marshal PHONE #: (302) 736-4457

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

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

ADDITIONAL / SPECIFIC REQUIREMENTS TO OBTAIN APPROVAL:

Section 18-Recreational and commercial zone (RC)
l (7) Parking recreational vehicles. 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. Any exceptions to this shall be subject to review by the fire marshal upon determination that the safety objectives of this subsection are achieved.

- Proposed verbiage: The required ten feet shall include any bump-outs or other protrusions from the side of the vehicle.

APPLICABLE CODES LISTED BELOW (NOT LIMITED TO):
2012 NFPA Life Safety Code (NFPA; National Fire Protection Association)
2009 IBC (International Building Code)
Latest editions of all other NFPA Codes as defined by the Delaware State Fire Prevention Regulations
2012 Delaware State Fire Prevention Regulations
City of Dover Code of Ordinances

*If you have any questions or need to discuss any of the above comments, please call the above contact person listed.

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: OCTOBER 28, 2015

CITY OF DOVER
Electric &
Public Works
Departments

APPLICATION: **TEXT AMENDMENT: RC ZONE AND TEMPORARY OUTDOOR ACTIVITIES**

FILE #: **MI-15-04**

REVIEWING AGENCY: **City of Dover Electric and Public Works Departments**

CONTACT PERSON: **Paul Waddell - Electric**
Jason A. Lyon, P.E. – Public Works

CONTACT PHONE #: **ELECTRIC - 302-736-7070 PUBLIC WORKS – 302-736-7025**

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

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

CITY AND STATE CODE REQUIREMENTS

ELECTRIC / WATER / WASTEWATER / STORMWATER / SANITATION / STREETS / GROUNDS

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

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

ELECTRIC

1. None

WATER / WASTEWATER / STORMWATER / SANITATION / STREETS

1. In section 18.1.k.2, please add the water supply, wastewater disposal, sanitation plan, erosion and sediment controls and maintenance of traffic (as it relates to City roads) to the requirements of the plan submission.

GROUNDS

1. None

ADVISORY COMMENTS TO THE APPLICANT

ELECTRIC / WATER / WASTEWATER / STORMWATER / SANITATION / STREETS / GROUNDS

1. None

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

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: October 28, 2015

D E L D O T

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APPLICATION: Text Amendment RC Zone and Temporary Outdoor Activities

FILE#: MI-15-04 REVIEWING AGENCY: DelDOT

CONTACT PERSON: Waylon Sprowl PHONE#: 760-2262

==========

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

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

CITY & STATE CODE REQUIREMENTS:

1. The Department has no further requirements for the above mentioned project.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

- The Department has no recommendations for the proposed rezoning.

ADVISORY COMMENTS TO THE APPLICANT:

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

CITY OF DOVER PROPOSED ORDINANCE #2015-17 WITH STAFF AMENDMENTS (SA) #1 - #6
(Staff Amendments are Indicated in Yellow Highlight)

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

That Chapter 14 - Amusements and Entertainments of the Dover Code be deleted in its entirety, as follows:

~~**CHAPTER 14 - AMUSEMENTS AND ENTERTAINMENTS**~~

~~**ARTICLE I. - IN GENERAL**~~

~~**Secs. 14-1-14-30. - Reserved.**~~

~~**ARTICLE II. - OUTDOOR MUSIC FESTIVALS**~~

~~**Sec. 14-31. - Definitions.**~~

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

~~**Outdoor music festival means any group or person participating in musical entertainment in open spaces and not enclosed within a fully enclosed and constructed building.**~~

~~**Promotor means the organizer, operator, producer or the person staging an outdoor music festival and the owner, tenant and lessee of the land upon which an outdoor music festival is performed.**~~

~~**Spectators means a gathering of 1,000 or more persons who pay a consideration for the purpose of seeing or hearing an outdoor music festival.**~~

~~**(Code 1968, § 6-10; Ord. of 3-24-1980; Code 1981, § 11.5-16)**~~

~~**Sec. 14-32. - Permits.**~~

~~**(a) Required. No promotor shall hold or conduct any outdoor music festival where spectators will be present without first obtaining permits from the licensing division of the department of planning and inspections of the city or its successor, and the city police department.**~~

~~**(b) Bond; sanitation, health. The licensing division of the department of planning and inspections shall not issue a permit until the following provisions are met:**~~

~~**(1) The promoters post a cash bond in an amount to be determined by the city council, not to exceed $50,000.00; and**~~

~~**(2) The promoters establish adequate sanitation and health facilities that are in accordance with the rules and regulations governing outdoor music festivals adopted by the city health department.**~~

Draft

~~(c) Issuance. The police department or the chief of police shall not issue a permit until the promotor furnishes evidence that he has provided:~~

~~(1) Adequate security for the safety of the spectators and their property; and~~

~~(2) Adequate arrangements for the orderly flow of traffic to, at and from the outdoor music festival.~~

~~(d) Use of bond money. The licensing division of the department of planning and inspections shall retain the bond required in subsection (b)(1) of this section for a period of 30 days after the outdoor music festival has terminated. Within 72 hours after the termination of an outdoor music festival, in the event the promoters fail to remove all trash, debris or residue and repair any damage to personal property, real property, crops or livestock belonging to another person, then, in that event, the licensing division of the department of planning and inspections may use as much of the bond money as is needed to remove the trash, debris or residue and repair the damage to personal property, real property, crops, or livestock. Any monies unexpended from the bond shall be returned by the licensing division of the department of planning and inspections to the promotor 30 days after termination of the outdoor music festival or at such time as the department has been able to pay for the damages and repairs incurred.~~

~~(Code 1968, § 6-12; Ord. of 3-24-1980; Code 1981, § 11.5-17)~~

~~Sec. 14-33. - License.~~

~~No promotor shall obtain a license pursuant to chapter 26 until he has first obtained a permit as required by this article, but said promotor shall be required to obtain a license pursuant to article II of chapter 26 once said permit as required by this article has been secured.~~

~~(Code 1968, § 6-13; Ord. of 3-24-1980; Code 1981, § 11.5-18)~~

~~Sec. 14-34. - Violations; penalties.~~

~~Any person who organizes, operates, produces or stages, or permits to be organized, operated, produced or staged, an outdoor music festival on land which he owns or leases without having first obtained the required permits and license shall be punished as provided in section 1-17.~~

~~(Code 1968, § 6-14; Ord. of 3-24-1980; Code 1981, § 11.5-19)~~

BE IT FURTHER ORDAINED:

That Appendix B - Zoning, Article 3 - District Regulations, Section 18 - Recreational and Commercial Zone (RC) of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the text indicated in bold, blue text, as follows:

Section 18. - Recreational and commercial zone (RC).

18.1 *Uses permitted*. No building or premises shall be used and no building shall be erected which is arranged, intended or designed to be used, in whole or in part, for any purpose except the following:

Draft

~~18.11~~ **(a)** Public and private parks and playgrounds.

~~18.12~~ **(b)** Athletic fields.

~~18.13~~ **(c)** ~~Baseball, football or boxing~~ **Sports** stadiums and arenas.

~~18.14~~ **(d)** Public and private swimming pools and clubs.

~~18.15~~ **(e)** Miniature golf courses and pitch and putt golf courses.

~~18.16~~ **(f)** Golf or baseball driving ranges.

~~18.17~~ **(g)** Golf courses and country clubs.

~~18.18 Commercial and recreational establishments, including dancehalls, skating rinks, bowling alleys and other similar indoor recreational uses, but excluding penny arcades and shooting galleries.~~

~~18.19 Circuses, carnivals and fairs, provided that no part of the activity area of such use shall be within 500 feet of a residential zone.~~

~~18.110 [18.20]~~

(h) Casinos

(i) Hotels, motels and restaurants.

(j) Auto, horse and motorcycle racetracks.

(k) Indoor and/or outdoor recreation and amusement establishments.

(l) A temporary outdoor activity, such as a fair, circus, carnival, bazaar, music festival, or other outdoor event, subject to the following requirements:

(1) ***Permit required.*** **A temporary outdoor activity permit shall be required. Such permit may be issued for a calendar year, provided that any changes to the permit are reviewed and approved by the department of planning and inspections.**

(2) ***Plan required.*** **The owner shall submit a plan to the department of planning and inspections showing the layout for the temporary activity a minimum of 30 days prior to the event, including the location of all existing structures and any proposed temporary structures, including but not limited to stages, tents, trailers, and temporary buildings. The permit application must address water supply, wastewater disposal, sanitation, erosion and sediment controls, and maintenance of traffic as it relates to any City streets. The permit shall include any other pertinent information deemed appropriate by the department director for this permit.**

(3) ***Fees.*** **A fee for the temporary activity permit shall be in accordance with Appendix F - Fees and Fines.**

(4) ***Parking.*** **The application for the temporary activity permit shall include a plan delineating the proposed parking area(s), number of parking spaces, ingress and egress to the parking area, and any other pertinent information deemed appropriate for the permit.**

(5) ***Noise.*** **The use of loud speakers and other amplification systems outdoors shall be prohibited between 12:00 a.m. and 7:00 a.m. on Monday through Friday and between 2:00 a.m. and 9:00 a.m. on Saturday and Sunday.**

(6) ***Documentation of approval.*** **The director of planning and inspections may require documentation of approval for outside agencies having jurisdiction over such activity including but not limited to the Delaware division of public health, department of transportation, and the Dover police department.**

(7) ***Discharge of substances.*** **No activity associated with a temporary**

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outdoor activity shall be permitted to discharge any substance, including but not limited to wash water, to any storm drain, storm water management area, drainage ditch, or other water conveyance system.

(m) *Temporary Camping Areas*. Temporary camping areas shall be permitted within all zones subject to the following requirements:

(1) *Permit required*. Property owners wishing to provide more than five camping sites shall apply for a permit from the planning and inspections department. Such permit shall be valid for the calendar year in which it is issued. Any changes to the permit shall be approved by the department of planning and inspections.

(2) *Fees*. Fees for the permit and/or amendments to the permit will be charged in accordance with Appendix F - Fees and Fines.

(3) *Diagram required*. Prior to issuance of a permit, the property owner or his/her agent must submit a legible diagram of the camping area to the department of planning and inspections. The diagram shall include:

i. Identification of camping areas and indicate whether each area will be utilized for tent camping or recreational vehicle camping.

ii. Emergency access, drive aisles, entrance(s) and exit(s).

iii. Number of proposed recreational vehicles or tents to be permitted in each camping area.

iv. Location of power lines.

v. Location of restroom facilities.

vi. The period of time for which the permit is requested.

(4) *Distance from power lines*. No camping sites shall be permitted within 25 feet of power lines as measured from the center of the utility pole. Vertical extensions from camping sites shall not be closer than 25 feet to power lines as measured from any point on the vertical extension.

(5) *Tent placement in relation to vehicles*. Tent camping sites shall be laid out to avoid the location of tail pipes, generators, and other carbon monoxide sources near tent placement. The Fire Marshal or other city code official shall have the authority to require that vehicles and/or tents be relocated to avoid the danger of carbon monoxide entering tents.

(6) *Restrooms and shower facilities required*. Tent camping areas shall be required to include temporary or permanent restrooms and shower facilities.

(7) *Parking recreational vehicles*. 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 include any bump-outs or other protrusions from the side of the vehicle. Any exceptions to this shall be subject to review by the fire marshal upon the determination that the safety objectives of this subsection are achieved.

(8) *Drive aisles*. Camping areas shall have drive aisles constructed of drivable surfaces engineered to hold the weight of recreational vehicles, fire equipment, and other emergency response equipment in all types of weather. Crushed stone or gravel surfaces shall be permitted for such drive aisles.

DRAFT

(9) *Residential buffering*. Any camping area abutting a residential use shall be buffered by a landscape buffer of evergreen trees of a minimum height of six feet tall and an opaque fence of six feet tall.

(10) *Change approval*. Any changes to the approved layout of temporary camping areas shall be approved by the department of planning and inspections.

(11) *Discharge of substances*. No activity associated with any camping area shall be permitted to discharge any substance, including but not limited to wash water, to any storm drain, storm water management area, drainage ditch, or other water conveyance system.

~~**18.111 [18.21] In addition, the following may be permitted as conditional uses under article 10, section 1 of this ordinance:**~~

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

(a) Outdoor and drive-in theaters, provided that adequate screening is installed to shield all adjacent properties and public streets and alleys from the glare of lights from the parking areas.

~~**(b) Auto, horse and motorcycle racetracks.**~~

(~~**c**~~ **b**) Airports and facilities incident to aviation.

(~~**d**~~ **c**) Livery stables and riding academies, provided that the corrals shall be at least 200 feet from any dwelling, school, church, eating place and intermittent or running, natural or artificial watercourses.

~~**18.112 [18.22] Accessory uses [as follows]:**~~

18.3 *Accessory uses*. The following uses shall be permitted accessory to other permitted uses on a lot.

(a) Accessory uses customarily incident to the principal ~~**permitted**~~ use and any other necessary to the operation of the principal permitted use located on the same premises therewith shall also be a permitted use.

~~**(b) Accessory uses customarily incident to the principal conditional use located on the same premises therewith shall be a conditional use.**~~

~~**18.2 [Signs.] Signs shall meet the regulations found in article 5, section 4, supplementary sign regulations.**~~

~~**18.3**~~ **18.4** *Performance standards*. All uses are subject to performance standards as set forth in article 5, section 8.1.

~~**18.4**~~ **18.5** *Site development plan approval*. Site development plan approval in accordance with article 10, section 2 hereof shall be required prior to the issuance of building permits for the erection or enlargement of all **permanent** structures and prior to the issuance of certificates of occupancy for any change of use.

(Ord. of 7-10-2000; Ord. of 2-12-2001)

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BE IT FURTHER ORDAINED:

That Appendix F - Fees and Fines of the Dover Code be amended by inserting the text indicated in bold, blue text, as follows:

Appendix B - Zoning, Article 3 - District Regulations			
Sec. 18	**Recreational and commercial zone (RC)**		
	Subsec. 18.1	**Uses permitted**	
	(k)(3)	**Temporary Activity Fee**	
		Less than 5 acres	**$50.00**
		5-25 acres	**$100.00**
		26-100 acres	**$250.00**
		100+ acres	**$500.00**
	(l)(2)	**Temporary Camping Permit Fee**	
		Less than 5 acres	**$50.00**
		5-25 acres	**$100.00**
		26-100 acres	**$250.00**
		100+ acres	**$500.00**

ADOPTED: *

S:\ORDINANCES\2015\DRAFT\ORDINANCE #2015-17 CH 14-AMUSEMENTS, APNDX B-ART III, SEC 18, AND APNDX F\Proposed Ordinance #2015-17 Amending CH 14-AMUSEMENTS, APNDX B-ART III, SEC 18, AND APNDX F-FINAL RDG.wpd

SYNOPSIS

The proposed ordinance would remove Chapter 14 of the Dover Code - Amusements and Entertainment, which addresses Outdoor Music Festivals. The proposed ordinance would also amend the RC (Recreation and Commercial) Zone to allow temporary special events and temporary camping areas within the zone and set minimum requirements for these events and camping areas.

(SPONSORS: HARE, HUTCHISON, AND TOWNSHEND)

Actions History

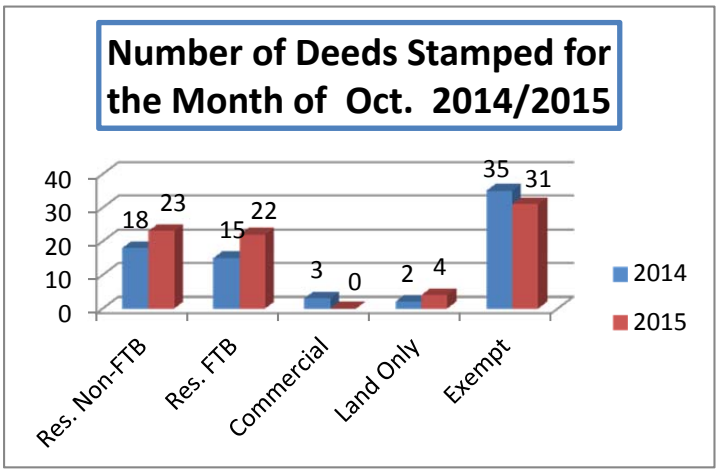
12/14/2015 - Scheduled for Public Hearing/Final Reading at City Council meeting
10/26/2015 - First Reading at City Council meeting
10/12/2015 - Introduced at the Legislative, Finance, and Administration Committee meeting

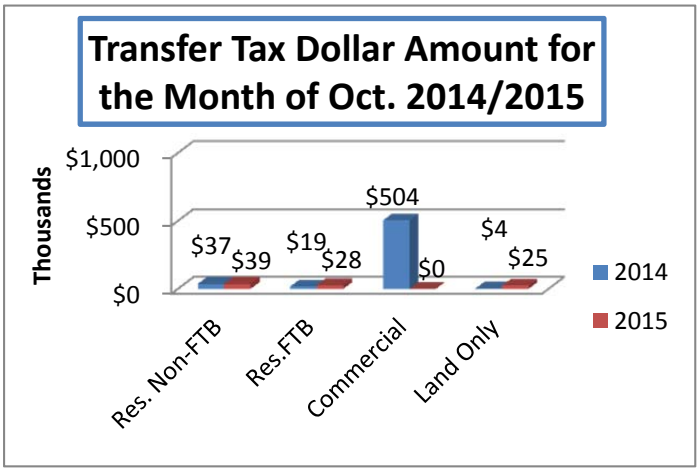
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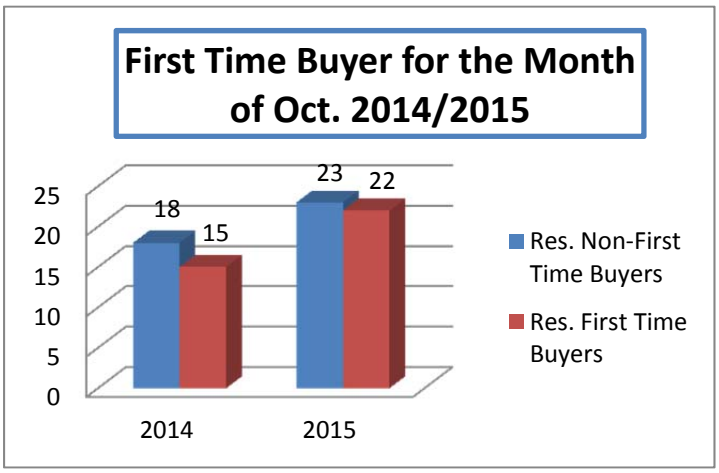
Monthly Report
October 2015

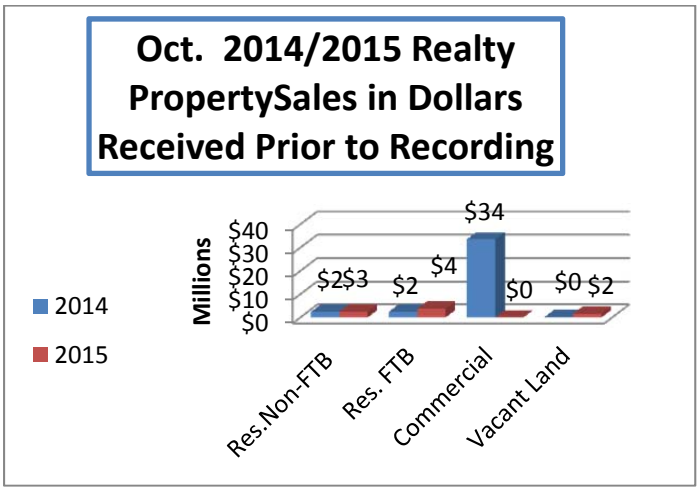


Office of City Assessor









Major Updates

	August - 15	September - 15	October- 15
Assessment Change	$2,774,500	$84,800	- $2,478,060

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
22	$3,454,400	$3,799,025	0.90	1.01

Ratio – Assessed Value divided by Sale Price.
PRD – Mean – A PRD above 1.03 tends to indicate assessment regressivity – high valued properties are under appraised relative to low valued properties. A PRD below .98 tends to indicate assessment progressivity – high valued properties are relatively over appraised.

Points of Interest

Scanning & Filing

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

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

- All old property record cards are being scanned and indexed into Fortis.

Assessor's Office

Supplemental Billing:

- Supplemental bills were mailed out totaling $11,034.37.

CITY OF DOVER
SALES RATIO REPORT

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
ED05-057.17-02-05.00	18	R10	209 MILLCREEK DR	1	5	1994	2	1420	C+	AV	174,000	10-OCT-15	210,000	.83
ED05-067.15-04-03.03	10	R10	844 WOODCREST DR	1	8	1987	2	1406	C	AV	152,500	26-OCT-15	139,900	1.09
ED05-067.19-03-16.00	17	R10	731 BICENTENNIAL BLVD	1	5	1987	2	2348	B	AV	203,600	14-OCT-15	224,000	.91
ED05-068.09-01-16.00	8	R10	125 OVERLOOK PL	1	1	1925	2	3398	B+	AV	233,700	27-OCT-15	207,500	1.13
ED05-068.09-02-22.00	13	R10	9 BACON CT	1	5	1974	2	1983	C+	AV	149,600	06-OCT-15	137,000	1.09
ED05-068.10-02-60.00	13	R10	912 BUCK DR	1	14	1964	1	1056	C	AV	117,500	25-OCT-15	174,900	.67
ED05-068.10-03-50.00	13	R10	938 CARVEL DR	1	16	1965	1	1680	C	AV	126,000	23-OCT-15	124,000	1.02
ED05-068.14-01-44.00	13	R10	1129 GARFIELD DR	1	14	1964	1	1130	C	AV	117,500	30-OCT-15	140,000	.84
ED05-068.14-02-62.00	13	R10	337 NIMITZ RD	1	16	1966	1	1530	C	GD	161,700	15-OCT-15	167,900	.96
ED05-068.17-01-59.01	8	R10	73 WASHINGTON ST	1	5	2008	2	2452	B+	AV	229,300	01-OCT-15	271,000	.85
ED05-068.17-02-48.00	8	R10	222 N STATE ST	1	1	1900	2	2481	B+	GD	209,500	13-OCT-15	303,500	.69
ED05-068.17-02-57.00	8	R10	341 N STATE ST	1	5	1920	2	2720	A	AV	236,300	16-OCT-15	221,125	1.07
ED05-068.18-02-62.00	7	R10	146 N HALSEY RD	1	14	1951	1	1058	C	AV	129,200	02-OCT-15	107,000	1.21
ED05-076.03-01-43.00	14	R10	115 E SHELDRAKE CIR	1	13	2006	2	1855	C+	AV	137,300	06-OCT-15	155,000	.89
ED05-076.05-04-01.093	102	R50	74 PAR HAVEN DR	1	20	1978	1	1008	C-	AV	43,300	22-OCT-15	62,000	.70
ED05-076.06-05-43.00	17	R10	515 GEORGE WASHINGTON DR	1	3	1986	1	1935	B-	AV	174,800	21-OCT-15	202,500	.86
ED05-076.08-06-14.00	9	R10	32 S KIRKWOOD ST		1	2015	2	1440	C+	AV	136,900	15-OCT-15	149,800	.91
ED05-077.06-02-04.00	7	R10	726 E DIVISION ST	1	3	1951	1	1336	C	AV	125,700	27-OCT-15	137,000	.92
ED05-077.11-03-34.00	6	R10	106 HOLMES ST	1	3	1992	1	1560	C	AV	145,100	07-OCT-15	152,000	.95
ED05-077.16-01-02.00	6	R10	697 ROBERTA AVE	1	5	1967	2	1520	C+	GD	180,300	29-OCT-15	209,900	.86
ED05-077.18-02-59.00	4	R10	32 EVERGREEN DR	1	14	1952	1	1512	C	GD	124,700	30-OCT-15	130,000	.96
ED05-085.12-04-31.00	12	R10	380 NOTTINGHAM CT	1	6	1979	2	1966	C+	AV	145,900	16-OCT-15	173,000	.84

CITY MANAGER'S MONTHLY REPORT



OCTOBER 2015

Monthly Highlights

Customer Services

- In the month of October, we processed 5,842 credit card payments for the month totaling $1,321,504.34.

Human Resources

- Continued contract negotiations.

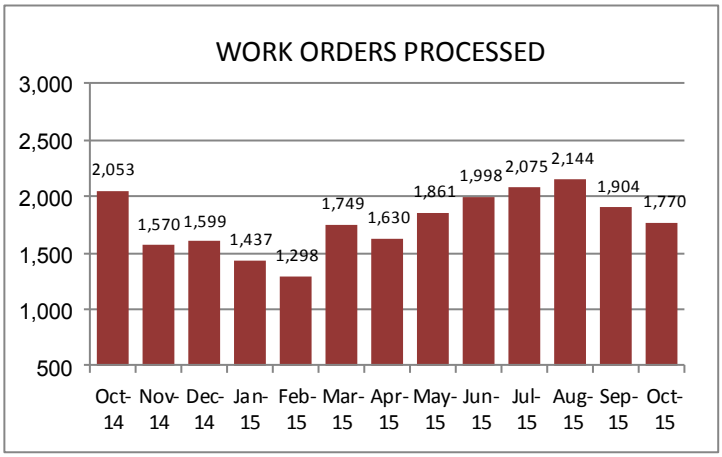
Library

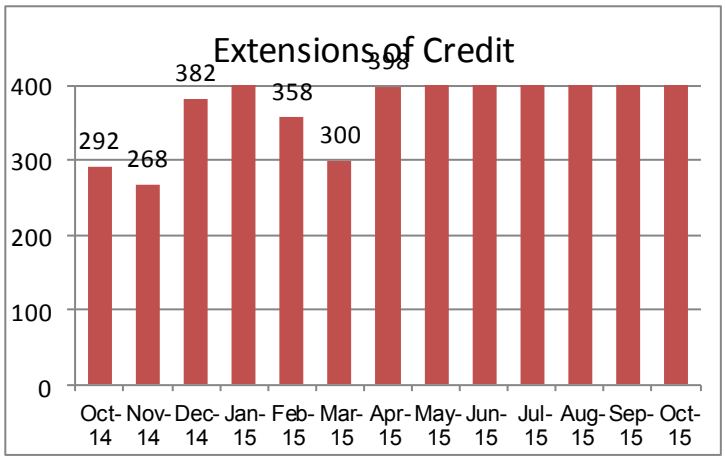
- 614 attended 57 programs for adults.
- 544 attended 39 programs for teens.
- 981 attended 50 programs for children.
- 20 volunteers completed 191 hours of service.
- 198 attended 26 programs/classes coordinated through the Job Center.

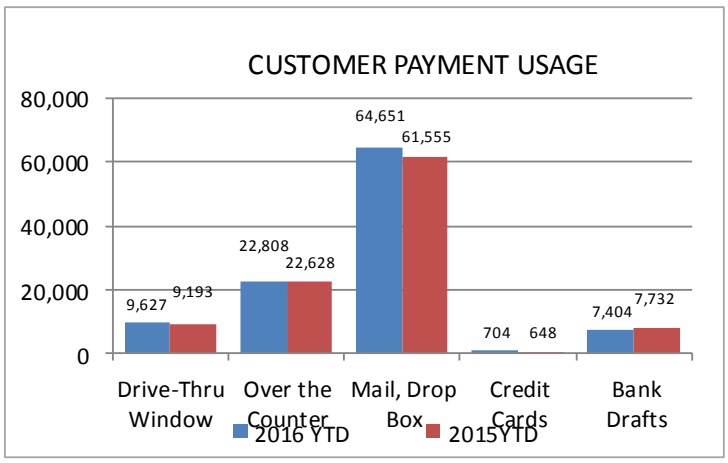
Public Works

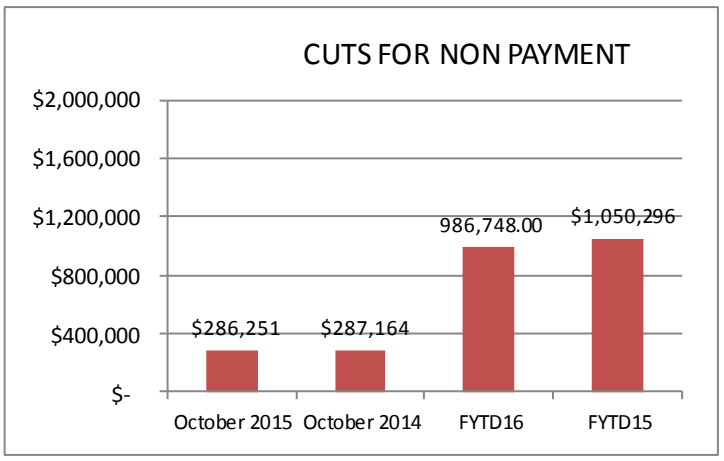
- Working on CIP and additional funding for future street program and other projects.

CUSTOMER SERVICES









Major Program Updates	Oct 2015	Oct 2014	Difference	FY 2016 Year-to-Date	FY 2015 Year-to-Date
Number of Customers Served	20,746	20,125	621	88,608	88,564
Final Bills	641	777	(136)	2,839	3,059
Estimated Bills	223	175	48	917	780
Penalties Posted	$ 17,319	$ 27,509	(10,189)	$ 64,235	$ 78,343
Extensions of Credit - Amount Extended	$ 143,757	$ 107,308	36,449	$ 495,013	$ 318,241
Balance Transfers	$ 2,549	$ 5,314	(2,765)	$ 93,979	$ 13,385
Utility Collections	$ 68,437	$ 24,205	44,232	$ 197,829	$ 90,896
Special Assessments	$ -	$ -	-	$ -	$ -
Miscellaneous Billings	$ 227,391	$ 44,805	182,586	$ 707,914	$ 259,303
CNP through Disconnect Collars	$ -	$ -	-	$ -	$ -
Court Cases	$ -	$ -	-	$ -	$ -
Tamperings	$ -	$ -	-	$ -	$ -
Taxes Levied (includes carry forward)	$ -	$ 861,931	(861,931)	$ -	$ -
Billing Adjustments	$ -	$ 215	(215)	$ -	$ -
Total Taxes Collected	$ -	$ 185,546	(185,546)	$ -	$ -
Taxes Outstanding	$ 618,581	$ 676,600	(58,019)	$ -	$ -
Payments in Lieu	$ -	$ 277,347	(277,347)	$ -	$ -

HUMAN RESOURCES

Category	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	April 15	May 15	June 15	July 15	August 15	Sept 15	Oct 15	Total
Caucasian*	291	288	290	287	286	289	289	291	290	291	290	296	300	N/A
Minorities*	61	61	62	63	62	63	61	63	63	64	64	67	66	N/A
Hired	5	0	5	1	0	9	5	9	3	8	2	12	1	60
Terminated/Resigned/ Retired/Other	4	3	2	3	2	5	7	4	4	4	1	4	1	44
Transferred/Promoted	3	5	1	0	0	0	0	0	4	0	1	0	0	14
Jobs Posted	3	3	3	3	2	7	2	2	2	1	7	9	4	48
Workers Comp. Injuries	2	5	1	1	3	3	3	2	2	0	4	6	7	39
Workers Comp. Hours	22	32	2	17	29	312	97	231	115	260	42	24	211	1394
Insurance Claims	1	1	5	4	1	3	0	2	2	0	3	1	3	26

Full-time Employees: 337 **Part-time Employees:** 29 (*4 Pitts Center, 1 Recreation, 12 Library, 2 Customer Service, 1 Central Services, (9) Police Department)
-Numbers do not reflect, temporary, seasonal, relief fire dispatchers, committee or council members.
** August 2015 Pitts Center Number reduced to 4 to reflect error in July 2015
Positions Hired: Utility Maintenance Mechanic; (3) Police Cadets, part-time
Position Resigned/Retired/Terminated: Police Recruit
Positions Posted: Gardener I, (Public Works); Gardener II, (Public Works); Customer Service Clerk II, (part-time Customer Service)
Sex Offender Registry Enforcement Agent, (Police Department)

Recruitment Information (Positions closed in October)

Position	Total	Female	Male	Unknown	Black	White	Hispan-ic	Asian/Pacific Islander	American Indian/Alaskan Native	Unknown	In Dover	Out Dover
Customer Service Clerk II (part-time)	37	26	3	8	14	11	3	1	-	8	20	17
Accountant I (part-time)	9	5	4	-	4	4	1	-	-	-	2	7
Sex Offender Registry Enforcement Agent	6	5	1	-	2	4	-	-	-	-	2	4

Unfilled/Open Positions by Department*

Unfilled/Open Positions By Department	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	April 15	May 15	June 15	July 15	Aug 15	Sept 15	Oct 15
Electric	5	2	2	2	4	3	2	3	2	1	2	2	2
Public Works	11	12	12	12	13	15	13	17	16	18	17	16	16
Police	0	1	1	10	10	4	4	2	3	5	5	1	2
All Other Departments	5	5	3	3	4.5	4.5	5	4	6	11	9.5	7.5	7
Totals	21	20	18	28	29.5	26.5	24	26	27	35	33.5	26.5	27

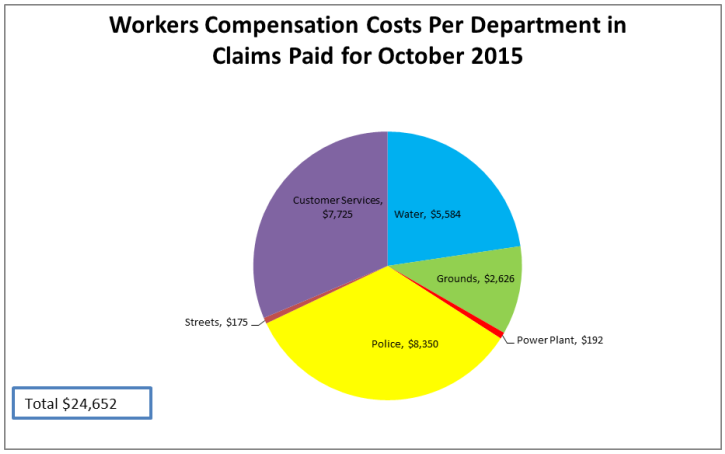
**Not used for Budgeting Purposes*

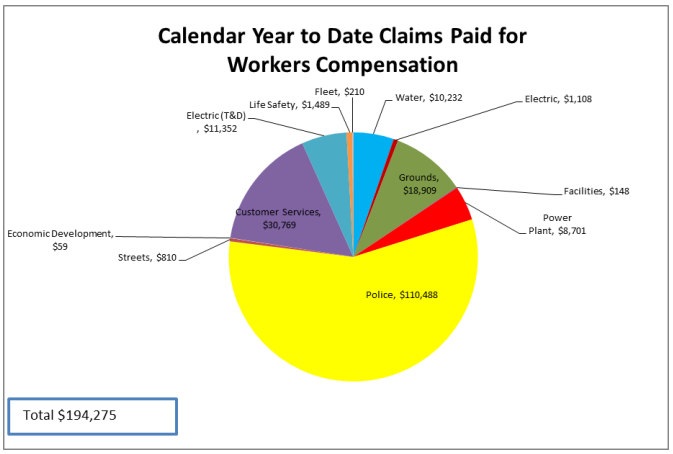
[2]**The following has been updated to reflected the Fiscal 2015-16 Budget**

Electric: Generation Manager, Substation Technician Crew Leader
Public Works: (1) Utility Maintenance Mechanic I/Wastewater; Civil Engineer I; Public Works Inspector (Public Works); Motor Equipment Operator I (Streets); Motor Equipment Operator II (Streets); (3) Motor Equipment Operator I (Sanitation); Gardner II (Grounds); Gardner I (Grounds); Mechanic I; (2) Motor Equipment I Water/wastewater; (2) Water Treatment Plant Operator I; Public Works Operations Manager
Police: Sex Offender Registration Officer, Police Officer
All Other Departments: (1) Customer Service Clerk (part-time), Librarian II; (2) Librarian I (part-time); Library Clerk I (part-time), Administrative Assistant (Information Technology-part-time); Library Page (part-time); AS400/System Operator (Information Technology); Planner I (Planning & Inspections); Accountant I, Finance (part-time); Key Accounts Representative (Customer Service)

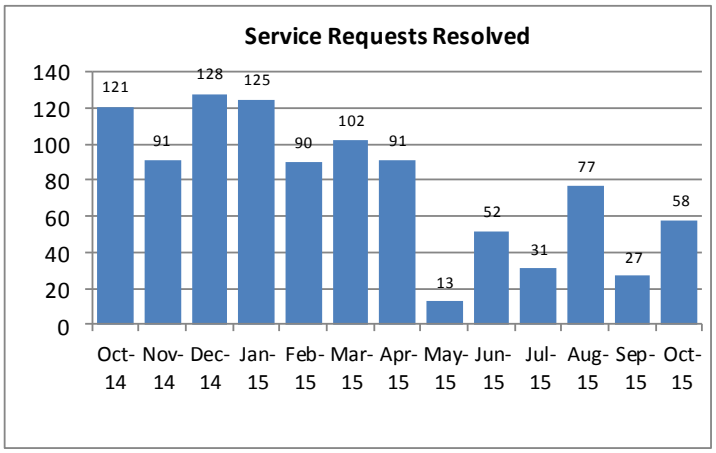
Turnover Statistics						
	2010	2011	2012*	2013 *	2014	2015
Total Turnover %	5.57	6.75	11.00	10.91	6.02	9.85
Termination Turnover %	0.27	1.08	0.29	1.47	.57	.28
Resignation Turnover %	2.12	4.05	5.21	5.01	2.29	6.19
Retirement Turnover %	3.18	1.62	5.50	4.42	3.15	3.66
*** Healthcare cost sharing implemented**						
**** Healthcare cost sharing implemented for DOE**						

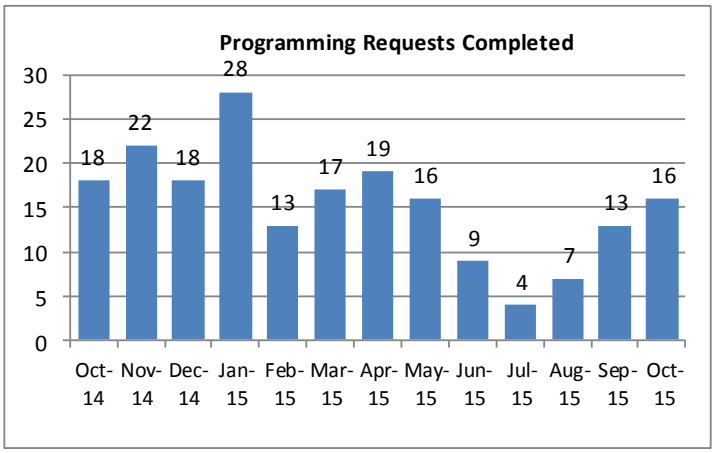
Average Employees						
	2010	2011	2012*	2013*	2014	2015
Total Number of Employees Separating from Service	21	25	38	37	21	35
Average Number of Full-time Employees	362	356	333	325	331	332
Average Number of Part-time Employees	16	15	12	14	18	23
*** Healthcare cost sharing implemented**						

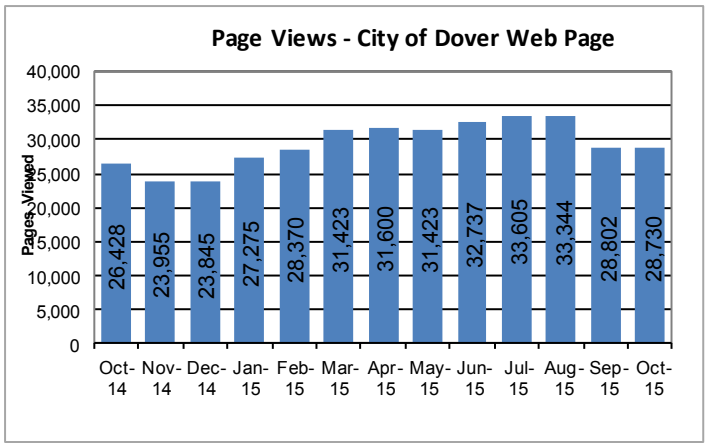




INFORMATION TECHNOLOGY



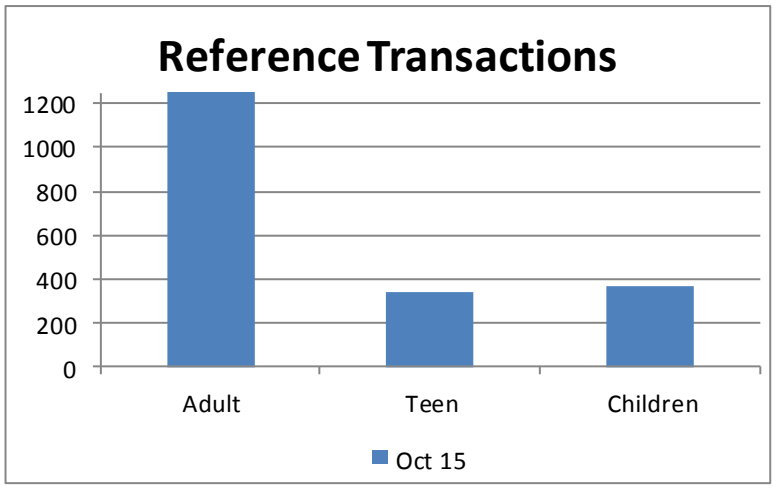




Performance Indicators	Current Month	Last Month	Same Month Last Year
iSeries Availability	100%	100%	100%
Server Availability	100%	100%	100%
AS/400 Connections *(concurrent/authorized users)*	N/A	N/A	N/A
PCs Supported	373	372	365
Scheduled PCs Replaced	-	-	-
Servers Supported	35	30	30
People Trained	12	8	16

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

LIBRARY



Adults – 1,404 Teens – 341 Children – 371

Circulation	Oct 15		FYTD 16		Oct 14		FYTD 15
Dover residents	19,674		82,297		21,113		90,085
Ebooks	2,394		9,452		1,922		7,637
Kent residents*	11,151		49,034		14,026		58,990
Non-county residents	1,923		8,496		2,430		8,772
Registrations							
Dover residents	371		1,568		340		1,623
Kent residents*	47		145		43		193
Non-county residents	9		23		2		5
Other							
Visiting Patrons	27,710		117,250		29,429		111,628
Meeting Room Usage	1,843		5,954		2,044		6,662
Photocopier Usage	1,126		5,034		1,246		4,420
Computer Printing Usage	3,277		12,456		3,363		12,090
Computer Users	4,819		19,017		5,107		19,988
Wireless Computer Users	1,892		8,153		1,742		6,904
Holds (Total)	6,870		28,904		6,825		28,304

***Breakout of Kent County Residential Statistics**

Circulation	Registrations
Harrington: 113	Harrington: 3
Milford: 171	Milford: 1
Smyrna: 627	Smyrna: 0
Outside City Limits: 10,240	Outside City Limits: 43

Total Registered Users: (Card Holders)

City: 27,635 Kent County: 12,036 Outside Kent County: 1,040

Other Points of Interest:

Inter/Interlibrary: 55 items loaned out
48 items borrowed

Technical services: 1,671 items added
1,066 items deleted

Volunteers: 191 hours of service completed

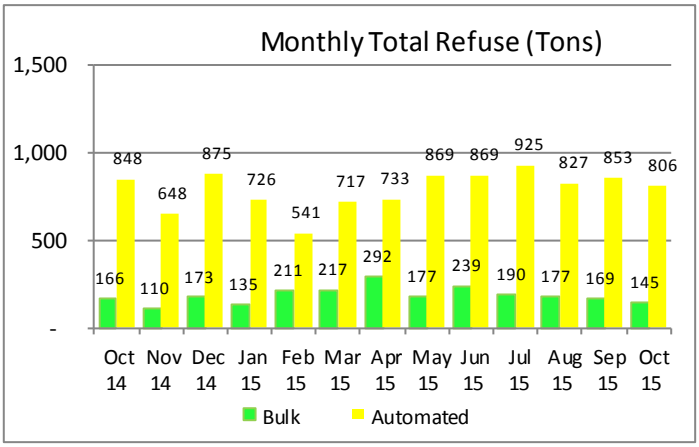
PUBLIC WORKS

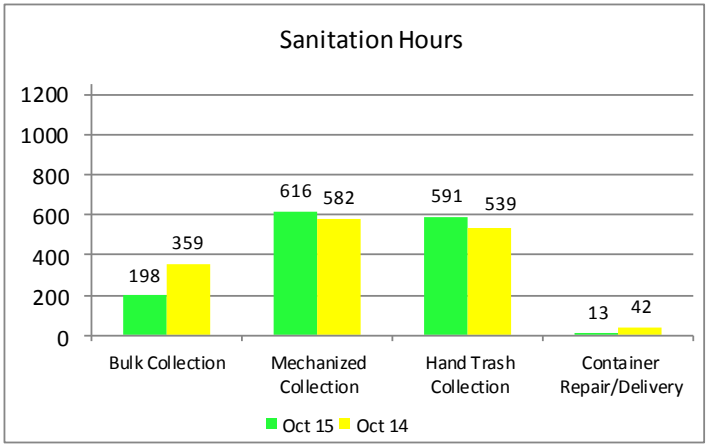
Administration

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

Oak Shadows	Emerald Pointe	Eden Hill (Residential)
Patriot Village	Clearview Meadows	Village of Cannon Mill

Sanitation





	OCTOBER 15	FYTD 16	OCTOBER 14	FYTD 15
Trips to DSWA Sandtown Landfill	173	722	195	759
Total Tonnage to DSWA	951.53	4,093.32	1,013.97	4,092.62
90-Gallon Containers Delivered	76	313	36	180
300-Gallon Containers Delivered	0	0	3	26
Total Man Hours-containers Delivered	13	72	42	159

CURBSIDE RECYCLING STATS	TOTAL # OF HOUSEHOLDS COLLECTED	TOTAL # OF ACCOUNTS	WEIGHT/LBS.	AVE. LBS.
October 2015	20,404	9,201	284,560	13.95

PUBLIC WORKS
continued

Streets	OCTOBER 15	FYTD 16	OCTOBER 14	FYTD 15
Signed Installed	2	30	17	112
Signs Repaired	11	25	17	49
Curbs Painted Yellow (feet)	0	1,116	57	683
New Post Installed	2	37	4	18
Storm Catch Basins Repaired	1	9	4	8
Storm Catch Basin Repairing (Hrs.)	0	38	14	60
Storm Catch Basins Cleaned	0	355	30	40
Storm Catch Basins Cleaning (Hrs.)	0	41	12	28
Hot Mix Patching (Tons)	0	0	0	6.00
Hot Mix Patching (Hrs.)	0	0	0	73
Cold Mix Patching Hrs.)	0	19	4	101
Concrete Work (Hrs)	0	32	18	135
Concrete Patching (Cubic Yards)	0.0	0	0	0
Ditch Work (Hrs).	0	28	29	29
Street and Alley Maintenance (Hrs)	0	4	96	266
Street Sweeping (Miles)	1,434	5,801	287	5,327
Street Sweeping (Cubic Yards)	148	456	126	1,288
Leaves Collected (Cubic Yards)	753	753	1,038	1,038
Leaf Collection (Miles)	749	749	435	435

Grounds

Total Work Orders = 20	General = 2	Arborist = 18

Arborist Crew	October 2015	October 2014
Trees Trimmed	42	15
Trees Removed	8	12
Stumps Removed	10	0
Root Pruning	0	0

- One member of the arborist crew had been mowing full time.
  The other arborist has been working on various projects, watering baskets, and weeding flowerbeds, as well as completing tree work as needed.
- On 10/21/15 a three man crew began working on Christmas lights.

Beautification Crew

- No beautification crew.
- Discontinued watering on 10/12/15.
- Removing plants, as needed, due to cold/frost wilt/damage.

Mowing Crew

- Mowing of all areas including parks, around City facilities, ditches, and right-of-ways.
- Working vigorously to edge curb and sidewalk and remove growth from sidewalks and gutters.
- One mowing crew began general clean-up of the grounds on the mowing route.

Athletic Field Maintenance

- Set up and taken down of the stage on The Green for each Thursday for the Spring/Summer Performing Arts Program.
- Prepared athletic fields for games.

Litter Removal

- Litter crew has been doing an outstanding job with emptying trash cans and picking up litter.

Miscellaneous

- Continuing the clean-up at PWII, relocating equipment and supplies to the Schutte Park Facility

PUBLIC WORKS continued

Geographic Information Systems (GIS)

City Clerk's Office	Coordinate with the State and County on fixing the spelling of Moriarty Street
City Manager's Office	Updated / Upgraded Leaf Collection status map
Dover Public Library	Margie asked for print of a map created in who knows what. Recreated the map in better detail and appearance in ArcMap. Printed 4 copies at 22"x28"
Public Works	Created aerial golf holes for GIS Day
Public Works	Did the monthly update of the Parcels, Rentals & Active AHIs.
Whitman, Requart & Associates	Provided more data to consultant for Capital Gateway Project.

Fleet and Facilities Management

Fleet Maintenance

PM Work Orders Completed:	**217**	Number of Tire Repairs:	**19**	Number of Road Repairs:	**6**
Other Work Orders:	**82**	Repair Hours:	**229**	Road Repair Hours:	**6**
Total Work Orders:	**109**	Fabrication Hours:	**15**	Misc. Hours:	**4**
PM Hours:	**60**				

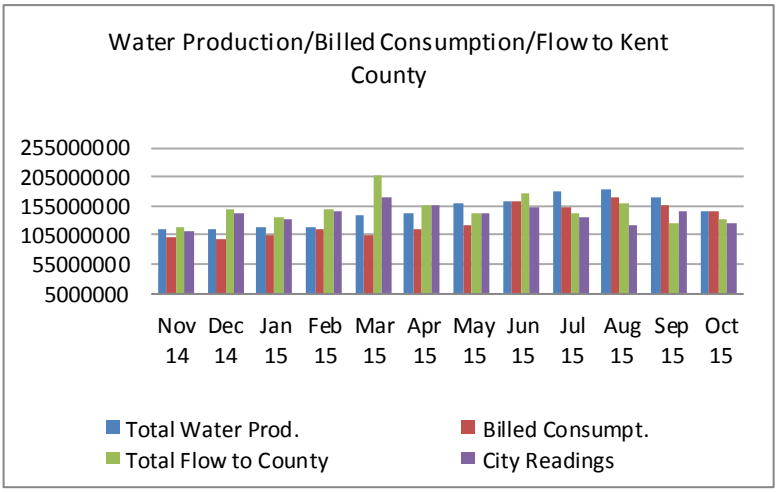
 # Of Scheduled PM's: 26
 # Of Scheduled PM's: Completed: 7

Major Program Updates

MEASURE	October 2015	October 2014	DIFFERENCE
Fleet Maintenance - Scheduled Preventative Maintenance appointments being kept *(Quantity and Percentage)*	7 out of 26 26. 92% Winter is upon us and vehicles are destined to have problems as the temperatures drop. If you have noticed problems with your vehicle and haven't made time to schedule for repairs, now is the time.	13 out of 19 68.42%	**- 41.50%**
Facilities Maintenance			
Facilities - Routine work orders completed within 5 days *(Quantity and Percentage)*	35 out of 35 100 %	24 out of 24 100%	**0%**
Facilities - Emergency work orders completed within 2 days *(Quantity and Percentage)*	2 out of 2 100%	8 out of 8 100%	**0%**

PUBLIC WORKS
continued

Water/Wastewater



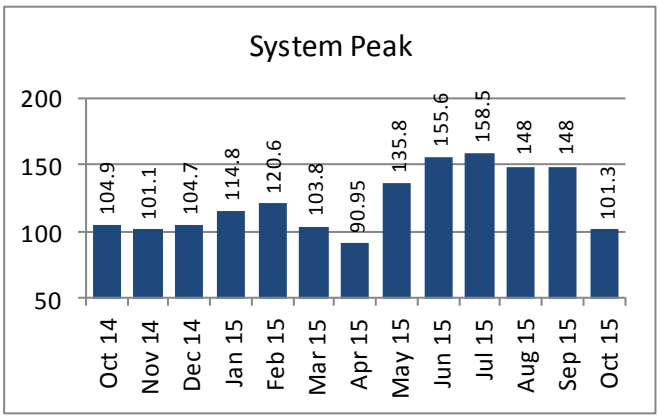
ENGINEERING SUMMARY

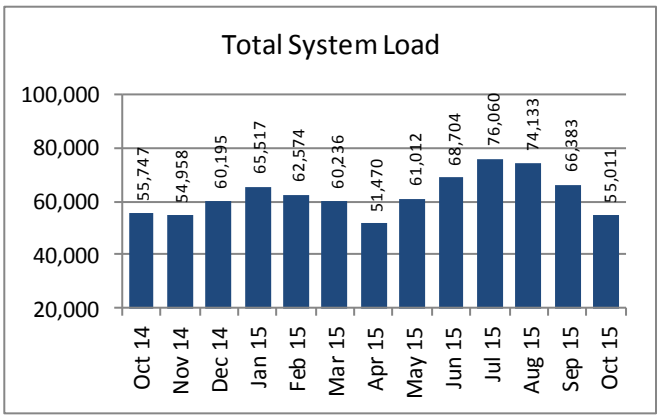
Major Program Updates	OCTOBER 15	OCTOBER 14	DIFF	FY16 YTD	FY15 YTD
State and Federal Violations	0 violations	0 violations	-	-	-
Water Quality Complaints	17	13	+ 4	37	51
Plan Review Completed With-in 30 days of Submission	8 plans 100%	14 plans 100%	-6	26	43

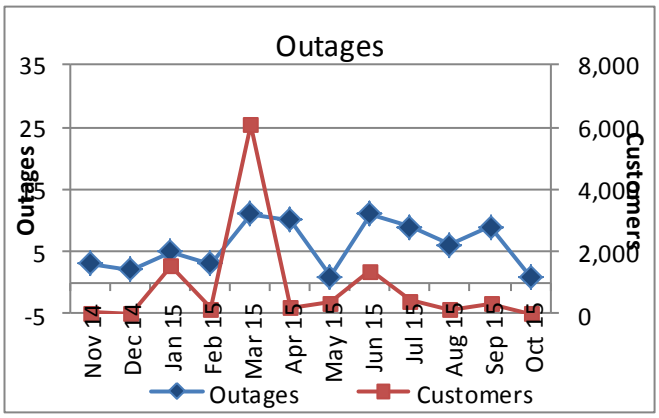
OPERATIONAL SUMMARY

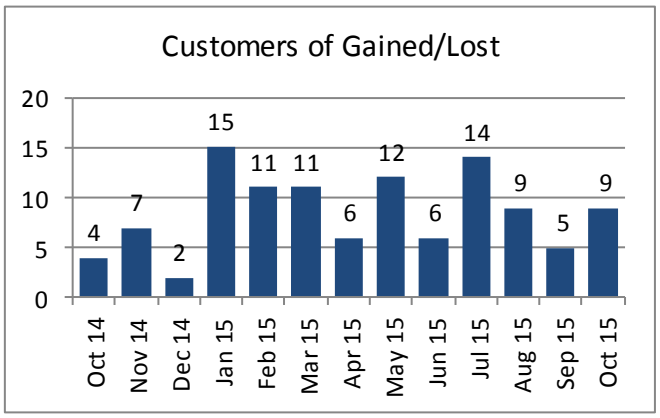
Task	OCTOBER 15	OCTOBER 14	CURRENT FY
Water Production - Daily Average	4,687,065	4,290,065	677,573,000
Average Field Response Time (goal is <30 minutes)	17.11	16.61	17.00
Water Mains Repaired	0	2	0
Water Service Lines Repaired	2	2	9
Wastewater Mains Repaired	1	1	2
Wastewater Service Lines Repaired	0	3	0
Sewer Lines Flushed - linear feet	15,249	47,561	229,017
Sewer Mains Videoed -linear feet	572	129	7,692
Total Fire Hydrants in Service	1,820	1,820	1,820
Total Water Meters in City Distribution System	14,362	14,148	14,362

ELECTRIC DEPARTMENT









Outages: 1 Customers: 1

Electric Monthly Outage Report

The annual outage goal will be less than 295 minutes per customer, which is a Delaware Standard. This will be measured by calculating the System Average Interruption Duration Index.		
FY 16 YTD	**FY 15**	**FY 14**
22.56	53.54	50.74

Controllable Outages *Annual goal is less than 40*		**Average Response Time** *Goal is less than 30 minutes*	
Month	**Year-to-date**	**Month**	**Year-to-date**
1	8	15 Minutes	29.74 Minutes

PROGRAM UPDATES	OCT 16	OCT 15	FY16 YTD
Tree Trimming	227	428	1311
Number of Oil Releases	1	0	3
Lost Time Accidents – All Electric Utility Divisions	0	0	0
New Services	9	4	37

ELECTRIC DEPARTMENT
continued

October 2015 Electric (EE Capitol Improvement Projects (CIP)		
Project Number	**Description**	**Update**
EE1312	**General Scott Switchgear Replacement**	Progress: Switchgear has been delivered and install upon piers. Starting to dig in conduit. Substation will be off line through approx. Jan 16. Material has been allocated. Will be designing Fiber Optic in July.
		Schedule: FY16 construction tentatively scheduled for September.
EE1500	**69kV Rebuild (Horsepond to Long Point)**	Progress: New owner of farm south of Morgan Branch. In discussion about possible relocation of some poles for irrigation.
		Schedule: FY15 is for Design |FY16 budget is for construction.
EE1505	**DNREC R&R**	Progress: State of Delaware requested project to be delayed to FY16.
		Schedule: Project on Hold | funds moved for other FY15 projects.
EE1509	**West Dover Connector - State of DE**	Progress: Work to begin on Saulsbury Road in September/October.
		Schedule: Planning on starting on Saulsbury Road after Playtex & Garrison Oak.
EE1513	**Town Point Distribution Feeders**	Progress: City crews continuing the installation underground wire.
		Schedule: Project boring has begun.
EE1516	**Chestnut Grove Subdivision**	Progress: Developer contact Electric Engineering about being conduit installation soon.
		Schedule: Not Scheduled | Contractor responsible for conduit installation in development | No activity at job site
EE1520	**69kV Cable Replacement – North St. Substation**	Progress: Currently investigating the cables placement & engineering design. Design continues in FY16 & construction in FY17.
		Schedule: FY16 construction to begin.
EE1524	**Lenders Lake Apartments**	Progress: Material has been issued to contractor for installation. Equipment set. Crew is scheduled to set the first 24 meters on the first building.
		Schedule: Line Crew installed of conductors/transformers.
EE1526	**Playtex Addition (Edgewell)**	Progress: Waiting on Playtex/Edgewell to install load side conductors so Line Crew can set & terminate both Metering Cabinets.
		Schedule: Awaiting word from Diamond Electric.
EE1537	**Kirby & Holloway Restaurant**	Progress: Preliminary Design complete. Waiting for primary fee payment.
		Schedule: No work scheduled.
EE1538	**North Street Sidewalk Improvements**	Progress: Currently in Design and waiting on customer approval.
		Schedule: No Work Scheduled.

ELECTRIC DEPARMENT
continued

EE1539	**Keystone Automotive**	Progress: Preliminary design is complete. Waiting on owner to agree to project prior to any continuation of work.
		Schedule: No Work Scheduled CUSTOMER CANCELLED 10/30/15
EE1540	**College Road Substation PT Replacement**	Progress: Currently design is complete.
		Schedule: Waiting on Material.
EE1544	**Nottingham Meadows - Wellington Ave**	Progress: Currently design is complete. Contractor has received material for installation. Homes are under construction.
		Schedule: No Work Scheduled | Contractor responsible for conduit installation in development.
EE1607	**Horsepond URD Distribution Feeder**	Progress: Permit received. Environment concerns addressed. Directional Bores Complete.
		Schedule: Contracted work has begun.
EE1618	**Lakeland Distribution Feeder**	Progress: Drawings completed. Owner has been contacted.
		Schedule: Work to begin after EE1607.
EE1635	**McKee Road Warehouse (Edgewell)**	Progress: Service Locate & W.O. are complete and in file awaiting payment from Edgewell.
		Schedule: Work to begin once payment is received.
EE1636	**Clearview Meadows Phase 4**	Progress: Primary conductors and equipment installed. Pump station has been energized. Need contractor to work on conduit to start lights.
		Schedule: In progress.
EE1637	**DOVER TOWN CTR FLEX SITE - Transformer**	Progress: Same as outback. We received check.
		Schedule: Same as outback.
EE1638	**Dover Town Center (Old Walmart)**	Progress: Drawing complete. Transformers have been set. Waiting on contractor to complete secondary work.
		Schedule: Line Crew to work on in October.
EE1639	**Outback Steakhouse**	Progress: Drawing complete and City Crews to install primary after conduit is installed. We received check.
		Schedule: Awaiting Contractor to install conduit.
EE1640	**Round Barn Farm**	Progress: Installing 480 volt service for new grain elevator.
		Schedule: Preliminary Stages of design.
EE1641	**Reed Street Interior Bldg./Security Improvements**	not sure who listed this

EE1642	**Del-Homes Warehouse**	Progress: New service to warehouse. Dividing space into 6 customers. Putting plan together for next month.
		Schedule: Preliminary Stages of design.
EE1643	**Winner Volkswagen**	Progress: New service to new show room.
		Schedule: Preliminary Stages of design.
EE1644	**Retreat Pump Station Renovation**	Progress: Station upgrade from 120/240 Volt to 208Y/120 volt.
		Schedule: Preliminary Stages of design.
EE1645	**Dover Family Cosmetics**	Progress: Preliminary design complete. Primary fee calculated.
		Schedule: Final Stages of design next month.

PrimeCare Medical Transport, LLC.

[redacted]

P.O. Box 839
Milford, DE 19963
302-422-0900
Fax: 302-422-1082

PrimeCare Medical Transport, LLC.

OCTOBER

Total 911 ambulance runs	730
Gone on arrival/cancel	89
Transport refusals	20
Stand-by scene	06
Average response time	55 sec.
Average time to the scene	06 min. 31 sec.
Average time on scene	09 min. 27 sec.
Average time to the hospital	07 min. 23 sec.
Average daily responses	24
Average daily transports	20
Total patients transported	609

City Planner's Monthly Report

Planning, Inspections & Recreation

OCTOBER 2015

Planning, Inspections & Recreation Highlights





- **The Inner City Cultural League Building** at 39 South West Street received its Certificate of Occupancy in October.

- **AAA Mid-Atlantic in Greentree Shopping Center** received its Certificate of Occupancy in October.

- **Silver Lake Clean Up -** Members of the Silver Lake Commission, joined a City staff and a few volunteers to pick up litter, debris, etc. on October 17. Trash collected included clothing items, cigarette butts, soda bottles/can, couch cushions, and other improperly disposed of items. The Delaware State News published an article about the event.

- **Home of the Brave -** The Home of the Brave, hosted a "Welcome Home" event for a soldier returning from overseas at the John W. Pitts Recreation Center.

- **Tournaments at Schutte -** October was a full month of multipurpose and softball field activities in Schutte Park. We hosted the Delaware Senior Olympics softball tournament with nine men's and five women's teams participating.

- **Wesley Lacrosse Clinic -** Partnering with the Wesley Women's Lacrosse Coach and athletes, we offered a free introductory lacrosse clinic to 53 girls. Many of these girls had not had an opportunity to try lacrosse prior to this clinic. Several of these girls have now signed up for our indoor lacrosse clinics being offered inside at the John W. Pitts Recreation Center this winter.



Silver Lake Clean Up



Planning, Inspections & Recreation Revenue

Revenue Stream	FY '16 Budget		FY '16 Actual	
Business License	$1,425,000	$	1,441,970	101%
Trailer License	$21,000	$	19,771	94%
Building Permits	$600,000	$	245,792	41%
Cert. of Occupancy	$6,500	$	2,350	36%
Public Occupancy	$9,700	$	800	8%
Lodging House	$14,100	$	148	1%
Plumbing/Heating/Air	$75,000	$	23,567	31%
Rental Inspection Fee	$350,000	$	8,664	2%
Miscellaneous	$15,000	$	2,687	18%
Fire Protection Fees	$62,000	$	25,170	41%
Code Enf. Fines	$25,000	$	24,150	
Vacant Building Reg.	$100,000	$	40,852	41%
Total P&I Revenue	**$2,703,300**	$	1,835,920	68%
Recreation	$149,800	$	45,669	31%

Looking Forward……

⇒ Division Street Design Week

TRAINING

⇒ On October 15, 2015 Greg Akers, Mike McGregor, Chris Scott, Ron Coburn, David McGinnis, Velvet Bowen, and Jared Boesenberg attended "Legal Aspects of Code Administration" training in Dover, Delaware.

⇒ On October 21, 2015 Ann Marie Townshend and Dawn Melson-Williams attended the APA Webinar Lecture entitle "Reprogramming the City" on October 21, 2015. This is part of the American Planning Association's education series and was sponsored locally by the Delaware APA Chapter.

⇒ On October 28-29, 2015 Ann Marie Townshend, Bill Cook (Planner I), and Kristen Mullaney (Permit & Licensing Supervisor) participated in the LEAN Boot Camp training.

⇒ During October 5-16, 2015 Jason Osika attended the National Fire Academy training.

⇒ On October 28, 2015 Carolyn Courtney attended the "Impress the Press" media seminar held by Delaware Tourism and Delaware Economic Development office.

PLANNING OFFICE

The Planning Office is part of the review process for certain types of construction activity permits (Building Permits, Sign Permits, etc.) and Certificate of Occupancy permits. For October 2015, Planning Staff was involved with review of 83 Permits and 9 Certificates of Occupancy permits. (2015 calendar year total of 812 Permits and CO's compared to 825 for 2014). Planning Staff also reviews new applications for Business Licenses and Rental Dwelling Permits.

COMPREHENSIVE PLAN IMPLEMENTATION

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

- A series of Text Amendments to the *Zoning Ordinance* for the types of residential uses in the RG-1 and RG-2 zones as related to Downtown redevelopment and to establish standards for infill projects known as Ordinance #2015-13 was approved by City Council on October 12, 2015. The adoption of the Ordinance also includes Amendment #1 (as recommended by Planning Commission) to make off-street parking as a principle use subject to conditional use review. (MI-15-11)
- A proposed package of Text Amendments to the *Zoning Ordinance* related to the Recreational and Commercial (RC) zone and temporary activities was discussed with the Legislative, Administration & Finance Committee of City Council on October 12, 2015. The series of Amendments known as Ordinance #2015-17 began the formal review process with the First Reading at City Council on October 26, 2015 and was referred to the Planning Commission for review in November. (MI-15-04)
- The Planning Office is also involved in the following studies and projects: City Recreational Needs Assessment, Restoring Central Dover Community Plan, and Transportation Improvement Districts. Staff is also involved in preparing for the upcoming Division Street/ Forest Street Design Week charrette (Western Capital Gateway).

Construction Activity

- Project work continues related the site improvements at the new Dover High School for site drainage and the eastern areas of the site including the baseball/softball field areas and associated buildings. Temporary Certificates of Occupancy are in place for the high school building and stadium/athletic field areas with conditions. (C-10-05/S-11-18)
- For the Leander Lakes Apartments project, the foundation and building construction continues on the community center building and four apartment buildings. In October, a Building Permit was approved for a fifth apartment building. The apartment complex is located south of Forrest Avenue/Route 8 and west of Dover High Drive. (S-12-18)
- The ribbon cutting/ opening celebration was held on October 1st for the Garrison Energy Center project at 450 Garrison Oak Drive (Lot 7 of the Garrison Oak Technical Park). Construction activities are wrapping-up for Phase 1 of the project (S-12-17). The site received the necessary State DNREC permits for the Above Ground Storage Tank; Planning Staff will complete the approval process for the Administrative Site Plan (S-14-20) for the addition of a Fuel Oil Tank.
- 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.

BOARD AND COMMISSION ACTIVITY

Planning Commission

The Planning Commission met on October 19, 2015. The next Planning Commission meeting is scheduled for November 16, 2015. The following applications were considered:

- **US-13-01 Greentree Shopping Center at 25-140 Greentree Drive** – Commission considered an interpretation of the signage provisions and granted approval of an amendment to the Unified Comprehensive Signage Plan for the Greentree Shopping Center pertaining specifically to the wall signage for the former Blockbuster tenant space (the now proposed AAA Mid-Atlantic tenant space).

- **S-15-12 Blue Hen Apartments: Phase 2** – Commission moved to grant conditional approval of the Site Development Plan for the Blue Hen Apartments: Phase 2 project. This plan proposes the construction of a multi-family residential development consisting of 12 apartment buildings with 192 total units, 12 accessory garage structures and associated site improvements on portions of multiple parcels to total 8.159 +/- acres for this Phase of the project. This plan is an expansion of the existing 20.66 acre +/- Blue Hen Apartment complex (Site Plan Application S-07-57) bringing the total number units to 354 dwelling units for the complex.

Board of Adjustment

The Board of Adjustment did not met on October 21, 2015. The next regular scheduled meeting of the Board of Adjustment is scheduled for November 18, 2015.

Historic District Commission

The Historic District Commission met on October15,2015. The next Historic District Commission meeting is scheduled for November 19, 2015.

	OCT 15	TOTAL FOR 2015 (as of July 2015)
New Home Permits Issued	3	19
Value of Commercial Projects	$1,473,290	$15,652,069
Downtown Incentives (Fees Waived)	$5,585	$20,243.20

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

CDBG FY15 Projects

Homeownership Assistance Program

CDBG funds will be used to provide homeownership assistance to first-time homebuyers who purchase affordable housing in the Downtown Development District (DDD) Target Area. An exception was approved by City Council on August 24th to designate funding outside of the DDD Target Area for a family experiencing a hardship to purchase affordable housing within the City of Dover Limits. The family experiencing the hardship was able to purchase affordable housing through the City's Homeownership Assistance Program.

Dover Interfaith Mission for Housing

CDBG funds will be used for operations cost for the shelter. This project is underway.

Connections Community Support Program

CDBG funds will be used to provide rapid re-housing/rental assistance services for homeless households within the City. This project is underway.

Milford Housing Homeowner Rehabilitation Program

CDBG funds will be used to rehabilitate existing owner occupied housing in the City that is in violation of the City's Housing Code and complete emergency home repairs to eliminate housing conditions that threaten the health and safety of low income homeowners.

Habitat for Humanity

CDBG funds will be used to rehabilitate an existing home to provide affordable housing to a family in the Downtown Development District Target Area. Habitat is currently under contract to purchase 19 N. New Street on November 2, 2015.

Peoples Place Whatcoat Homeless Shelter

CDBG funds will be utilized for minor renovations to a facility that shelters the homeless. This Project is underway.

Mayors Challenge to End Veterans Homelessness

The Mayor's Task Force for Ending Veterans Homelessness has met its goal by housing 36 homeless veterans within 200 days. The task force is now planning to meet its next goal by housing 14 veterans within the next 100 days that will fulfill the Mayor's Challenge to End Veterans Homelessness by housing 50 homeless veterans by December 28, 2015.

Dangerous Buildings, Vacant Buildings & Demolitions

- *312 W. Loockerman Street*—Notice was sent to the lien holders to make repairs to the vacant structure by January 6, 2015, or City Staff would schedule a date with Council to declare the building dangerous and request to have the building demolished. On February 19th the City Historic District Commission ruled that Demolition by Neglect was occurring and recommended the owner have 6 months to make repairs or to have the building demolished. The asbestos abatement has been completed and the demolition bid was awarded to Gateway Construction.
- *311 N. Governors Avenue*—The residence has been demolished.
- *363 Rita-Wilma Way*—The two abandoned mobile homes on this lot have been condemned as unfit for human occupancy and boarded. Both mobile homes have been demolished by the property owner.
- *110 Rustic Lane*—This building was condemned by City Staff and the dangerous building process has begun. The home was boarded and a lien search has been requested. The property will be presented to City Council on July 27th. The owner of the property was giving until September 10th to demolish the property. The asbestos survey has been completed with the demolition awarded to Sunnyfield Contractors.
- *222 W. Reed Street*—City Staff brought forward this property to City Council on May 26, 2015, and requested that the structure be demolished. The owner requested additional time to make repairs and City Council gave the owner until August 26, 2015, to make the repairs. The asbestos survey has been scheduled for September 17th. The demolition bid has been awarded to Sunnyfield Contractors with a possible demo date of mid-October. The residence has been demolished.
- *35 N. Queen Street*—Property is condemned and a lien search is complete, home has been placed on the market for sale.
- *113 Davis Circle*—Property is condemned and a lien search has been requested.

- *Vacant Buildings*—During the month of October twenty-five (25) additional buildings were registered as vacant, and $9,200.00 in vacant building registration fees were collected.

Code Enforcement Activity—OCTOBER

Case Type	# cases current month	# cases YTD	% staff initiated current month	% staff initiated YTD
No valid Rental Permit	2	138	100%	96%
No valid Building Permit	4	50	50%	68%
Tall grass and weeds	18	564	50%	76%
Unregistered vehicle	3	26	33%	73%
Abandoned vehicle	2	76	50%	74%
Annual Housing Inspection	63	274	90%	88%
Property Maintenance – Exterior	34	510	41%	71%
Electric Termination	19	198	100%	86%
Dover Code of Ordinances	23	451	70%	80%
Zoning	5	80	60%	64%
Total Cases	**173**	**2367**		
Total # of Inspections For Month	**263**			





Dangerous Buildings

1032 –1058 S DuPont Highway and 312 W Loockerman Street

Fire Marshal's Office, Building Inspections & Licensing Summary

LIFE SAFETY	Current	July 15-June16	Sept 2014	Sept 14-June15
Inspections	**OCT 15**	**FYTD 16**	**OCT 14**	**FYTD 15**
Annual Fire/Life Safety Inspections	30	126	14	199
Fire/Code/DCO Complaints	55	177	41	280
Inspection Deficiencies from AFI	123	458	30	416
C/O & Acceptance Tests	14	65	12	39
Administrative Walk Thru	30	73	8	31
Plan Review	15	48	-	-
Accidental	$2,011,300	$2,185,200	$10,000	$49,500
Incendiary	$0	$25,000	$10,000	$100.00
Undetermined	$0	$168,000	$0.00	$0.00
PERMITTING AND LICENSING				
Permits Issued	**OCT 15**	**FYTD 16**	**OCT 14**	**FYTD 15**
Administrative Permit	6	14	3	12
Building Addition/Renovation Permits	37	141	47	174
Building Permits	29	106	21	78
Demolition Permits	9	23	5	16
Fence Permits	8	28	7	45
Fire Prevention Permits	12	44	8	30
Mechanical Permits	24	110	43	97
Plumbing Permits	50	142	38	95
Sign Permits	20	62	9	72
Swimming Pool Permits	0	1	0	5
Business Licenses	46	1081	72	807
Merchant Licenses	5	242	5	194
Contractor Licenses	38	721	46	486
Lodging House Licenses	0	6	0	1
Mobile Homes	59	262	60	249
Public Occupancy	7	36	17	44
Rental Dwelling	18	113	71	142
BUILDING INSPECTIONS				
Inspections	**OCT 15**	**FYTD 16**	**OCT 14**	**FYTD 15**
Building	321	1458	410	1417
Plumbing/Mechanical	333	1410	271	1021
Certificate of Occupancy	8	52	18	53

Fire Marshal's Office—At a Glance

Fire Marshal Timothy Mullaney and Deputy Fire Marshal Matthew Brown responded to 411 Legislative Hall for a structure fire on October 7th. Although the fire was relatively small in nature, the incident caused fire damage to the historic building to include severe water damage as a result fire suppression efforts. Due to the quick responses of several agencies (Police/Fire/State Facilities) the building escaped severe fire damage. Great team work from all the first responders.

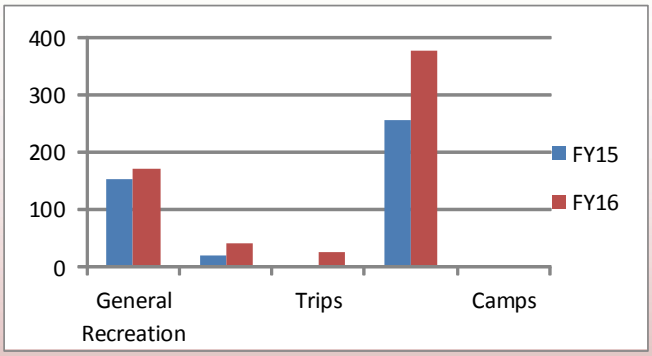


Recreation Division

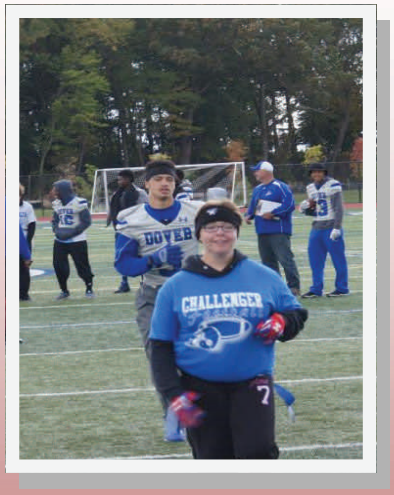
City of Dover Parks & Recreation

Enrollment Summary

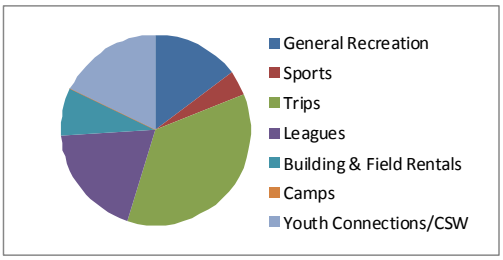
OCTOBER FY 16 verses OCTOBER FY 15

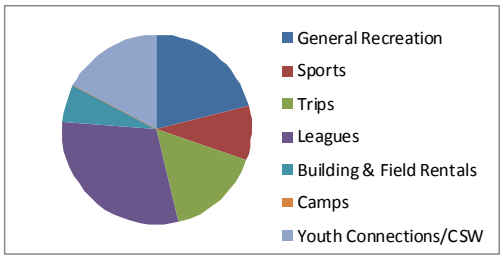


Category	FY15	FY16
General Recreation	226	146
Sports	152	109
Trips	0	0
Leagues	235	378
Camps	N/A	N/A



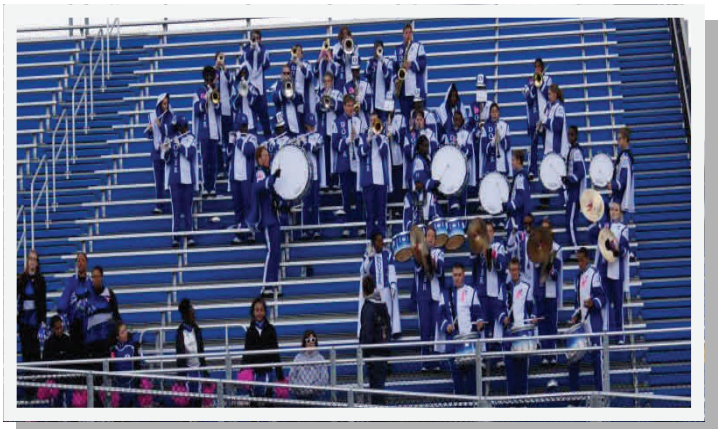
Revenue Breakdown: October 2015 verses October 2014



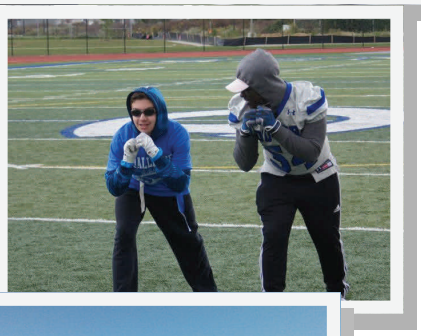


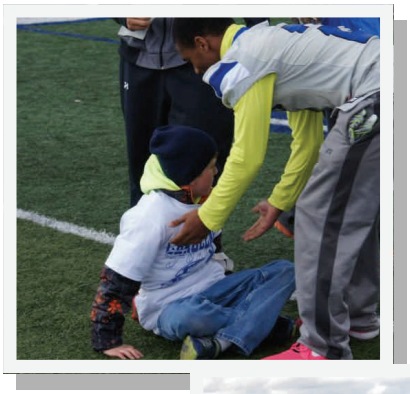
General Recreation	**$1,315.40**
Sports	**$385.00**
Trips	**$3,256.00**
Leagues	**$1,750.00**
Building & Field Rentals	**$730.00**
Camps	**$0.00**
Youth Connections/CSW	**$1,607.70**

General Recreation	**$1,682.50**
Sports	**$735.00**
Trips	**$1295.00**
Leagues	**$2,390.00**
Building & Field Rentals	**$517.50**
Camps	**$0.00**
Youth Connections/CSW	**$1,381.80**









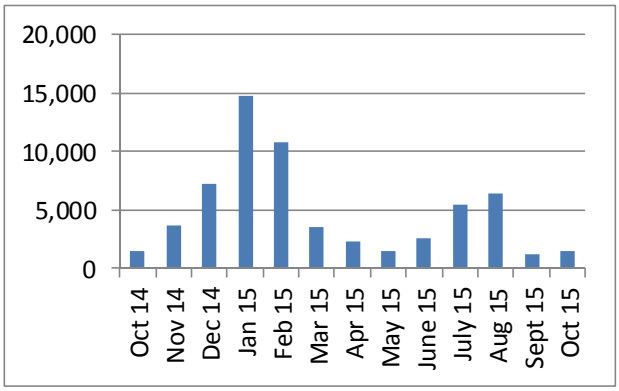




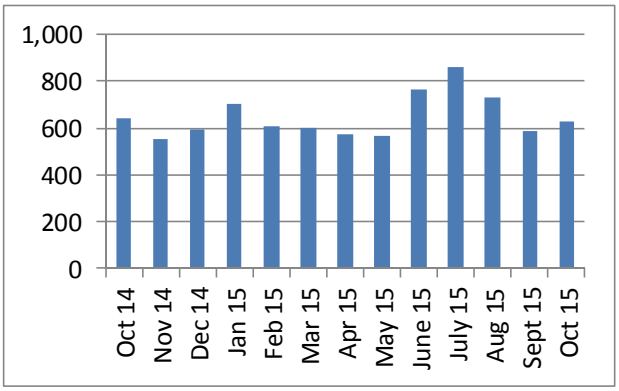


John W. Pitts Recreation Center – OCTOBER 2015

Total Program Attendance



Facility Usage By The Hour



Facility Usage By The Hour	OCT 15		FYTD 16		OCT 14		FYTD 15
Open Gym	532		1,411.75		533		1,601.5
Fitness Classes	41		146.5		37.25		172
Leagues	40		290		30		146
Camps	0		860		0		731.5
Sports Classes	10.5		24		20.5		81.5
Meetings & Rentals	12		83.5		15.5		113
Enrichment Classes	2		4		2		2
Total Facility Usage Hours	629.5		2,819.75		638.25		2,847.5

Daily Program Attendance**	OCT 15		FYTD 16		OCT 14		FYTD 15
Total	1,419		14,385		1,415		9,718
Open Gym	403		1,119		438		1,271
Fitness Classes	271		942		272		1,117
Leagues	500		10,149		300		3,910
Camps	0		1,086		0		1,141
Sports Classes	62		89		273		730
Meetings & Rentals	173		982		124		1,541
Enrichment Classes	10		18		8		8

Since our opening in late April 2008, we have had 400,712 guests at the John W. Pitts Recreation Center.

OCTOBER Open Gym Registrations and Packages Sold

Packages Sold:	OCT	MTD	YTD	FYTD
Daily:	12	$36	28	$84
Individual Quarterly:	0	$0	2	$45
Individual Annual:	0	$0	0	$0
Family Quarterly:	0	$0	0	$0
Family Annual:	0	$0	0	$0
Revenue:		**$36**		**$129**

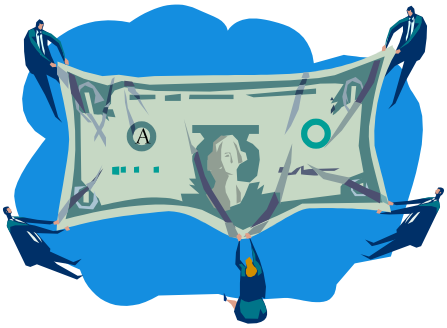


CITY OF DOVER
FINANCE AND PROCUREMENT & INVENTORY DEPARTMENTS
OCTOBER 2015 - MONTHLY BUDGET REPORTS















PLEASE NOTE – THIS REPORT PROVIDES TOP LINE INFORMATION ON THE OPERATING FUNDS. IF YOU WOULD LIKE ADDITIONAL INFORMATION, PLEASE FEEL FREE TO CONTACT THE FINANCE DEPARTMENT.

CITY OF DOVER
ACTIVITY REPORTS
OCTOBER 2015

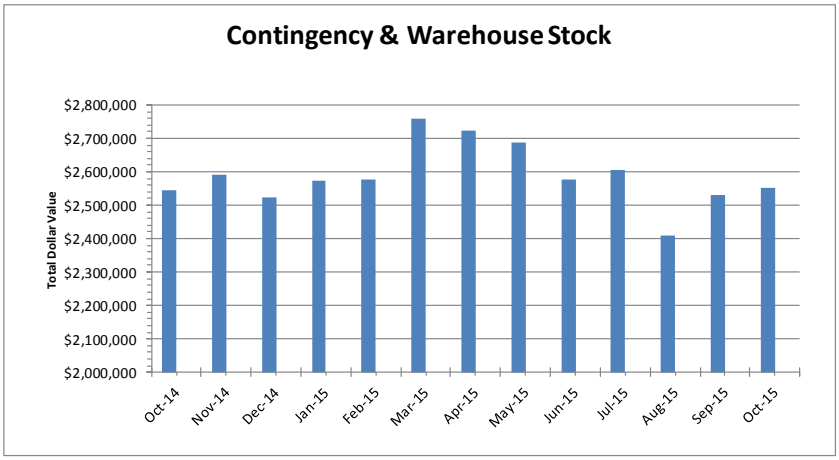
FINANCE DEPARTMENT ACTIVITY LEVELS

	FY15 YTD			FY16 YTD		
BANK TRENDS						
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	2,474			2,483		
Total Amount of All Deposits	$ 49,189,190			$ 54,199,584		
PAYROLL						
	Hours	%	Amount	Hours	%	Amount
Gross wages per registers	**298,260**	**100.0%**	**$ 6,966,025**	**312,673**	**100.0%**	**$ 7,345,481**
Wages and Hours Worked						
Regular	244,607	82.0%	$ 5,331,746	254,979	81.5%	$ 5,542,535
All over time	11,915	4.0%	$ 497,528	13,722	4.4%	$ 596,193
Other Paid or Unpaid Wages and Hours						
Vacation	19,047	6.4%	$ 510,964	17,815	5.7%	$ 489,463
Sick	7,448	2.5%	$ 190,344	5,451	1.7%	$ 133,082
Terminal Leave - Retiree Vacation/Sick Payout	4,809	1.6%	$ 142,936	6,066	1.9%	$ 191,926
Comp Time	3,229	1.1%	$ 90,604	2,533	0.8%	$ 74,322
Personal	412	0.1%	$ 12,112	362	0.1%	$ 11,220
Leave Without Pay	1,265	0.4%	$ -	2,251	0.7%	$ -
Other (description below)	5,539	1.9%	$ 189,791	9,496	3.0%	$ 311,670

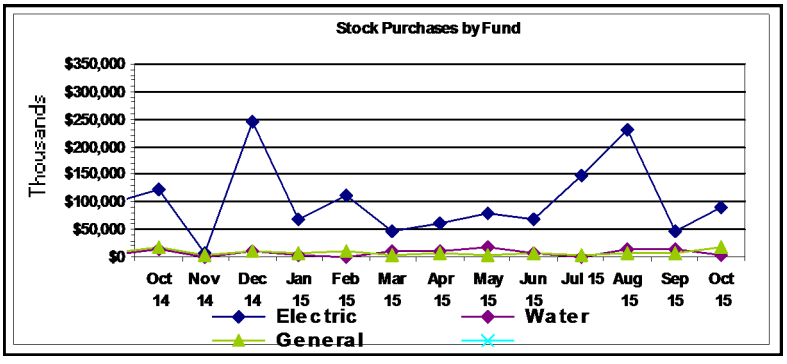
Other includes: pay adjustments, military differential pay, training, committee meetings, worker compensation tracking/adjustments, etc.

Other Activity						
Number of Pay Periods	9			9		
Number of Payroll Checks & Direct Deposits Issued	3,331			3,487		
Number of Pension Checks Issued	1,014			1,012		
Total Pension Benefits Paid - Defined Benefit Plan	$ 1,730,410			$ 1,741,329		
ACCOUNTS PAYABLE						
Number of Check Vouchers	1,977			1,942		
Number of EFT Vouchers	750			775		
Vouchers Dollar Amount Disbursed	$ 23,904,741			$ 26,771,361		

PROCUREMENT & INVENTORY ACTIVITY LEVELS



Value: $2,552,802.44 Line Items: 1,428



Fuel Use		
Unleaded:	11,132.1	gallons
Diesel:	6,598.4	gallons
Total Cost:	$ 29,708	

City of Dover
Finance Department
Monthly Report – October 2015
General Fund Summary

	Budget	Revised Budget	YTD	Balance	33% Budget
Beginning Balance	$ 3,977,500	$ 3,977,500	$ -	$ 3,977,500	0.0%
Revenues					
Court of Chancery Fees	1,065,100	1,065,100	190,620	874,480	17.9%
Police Extra Duty, Fines & Revenue	1,235,300	1,235,300	354,705	880,595	28.7%
Franchise Fees	672,300	672,300	-	672,300	0.0%
Grants	623,500	623,500	-	623,500	0.0%
Intrafund Services	5,231,200	5,231,200	1,653,197	3,578,003	31.6%
Library & Recreation Revenues	671,000	671,000	239,213	431,787	35.7%
Licenses & Permits	2,861,300	2,861,300	1,877,211	984,089	65.6%
Property Taxes (Includes BID Revenue) (1)	12,894,200	12,894,200	12,451,216	442,984	96.6%
Miscellaneous Revenues	57,700	57,700	18,202	39,498	31.5%
Sanitation Revenues	2,580,000	2,580,000	852,083	1,727,917	33.0%
Garrison Farm Rent Revenue	93,700	93,700	62,744	30,956	67.0%
Transfers-In from Special Funds & Utilities					
Municipal Street Aid Fund	564,200	564,200	168,317	395,883	29.8%
Civil Traffic Penalties	450,000	450,000	137,846	312,154	30.6%
Transfer Taxes	1,340,000	1,340,000	1,054,388	285,612	78.7%
Verizon & Other Reserves	63,200	63,200	-	63,200	0.0%
Police Grants/Extra Duty	74,400	74,400	23,121	51,279	31.1%
Water/Wastewater Fund	850,000	850,000	283,333	566,667	33.3%
Electric Fund	10,000,000	10,000,000	3,333,333	6,666,667	33.3%
Total Revenues	41,327,100	41,327,100	22,699,529	18,627,571	54.9%
Total Beginning Balance & Revenues	**$ 45,304,600**	**$ 45,304,600**	**$ 22,699,529**	**$ 22,605,071**	50.1%
Expenditures					
City Clerk & Council	$ 501,500	$ 501,500	$ 151,929	$ 349,571	30.3%
Mayor, City Manager & Human Resources	1,210,300	1,211,500	410,293	801,207	33.9%
Police & Police Extra Duty	15,761,400	15,766,000	4,915,066	10,850,934	31.2%
Public Services	4,669,500	4,669,500	1,468,660	3,200,840	31.5%
Engineering	181,400	181,400	26,240	155,160	14.5%
Procurement & Inventory, Facilities Mgmt., Fleet Maint.	2,036,200	2,045,600	668,203	1,377,397	32.7%
Planning, Inspections, Life Safety, Code Enf., & Economic Dev.	2,338,300	2,339,500	706,955	1,632,545	30.2%
Finance, Info Tech & Customer Services	2,807,800	2,811,800	948,600	1,863,200	33.7%
Library & Recreation	2,239,500	2,239,500	720,879	1,518,621	32.2%
Fire Department	745,400	745,400	303,150	442,250	40.7%
Assessor	234,800	234,800	82,263	152,537	35.0%
Contribution to DDP	70,000	70,000	17,500	52,500	25.0%
Miscellaneous Grant Expense	25,000	25,000	-	25,000	0.0%
Other Employment Expenses	520,100	499,700	-	499,700	0.0%
Bank & CC Fees	10,600	10,600	6,003	4,597	56.6%
Insurance	690,000	690,000	167,775	522,225	24.3%
OPEB - Retiree's Health Care Contribution	1,895,600	1,895,600	631,868	1,263,732	33.3%
Police Pension Trust Contribution - State Grant	500,000	500,000	-	500,000	0.0%
Appropriation to Police Pension Fund	570,000	570,000	190,000	380,000	33.3%
Street Lights	797,700	797,700	270,325	527,375	33.9%
Debt Service	660,800	660,800	377,649	283,151	57.2%
Transfers Out					
Inventory Write-offs	10,000	10,000	10,000	-	100.0%
Capital Projects Fund	2,625,400	2,625,400	1,312,700	1,312,700	50.0%
Verizon Reserve	50,000	50,000	-	50,000	0.0%
Uncollectibles: Trash & Other	50,000	50,000	50,000	-	100.0%
Total Expenditures	41,201,300	41,201,300	13,436,058	27,765,242	32.6%
Budget Balance - Working Capital	4,103,300	4,103,300	-	4,103,300	0.0%
Total Budget Balance & Expenditures	**$ 45,304,600**	**$ 45,304,600**	**$ 13,436,058**	**$ 31,868,542**	29.7%
Reserve Balances					
Contingency	$ 720,300	$ 720,300	$ 721,947		

(1) Property Taxes are the taxes billed and not cash received. The outstanding receivable balance as of 10/31/15 is $462,158 as compared to $454,184 in October 2014.

City of Dover
Finance Department
Monthly Report – October 2015
Water/Wastewater Fund Summary

	Budget	Revised Budget	YTD	Balance	33% Budget
Beginning Balance - Water	$ 861,600	$ 861,600	$ -	$ 861,600	0.0%
Beginning Balance - Wastewater	293,400	293,400	-	293,400	0.0%
	1,155,000	1,155,000	-	1,155,000	0.0%
Revenues					
Water Fees	6,200,000	6,200,000	2,057,450	4,142,550	33.2%
Wastewater Fees	3,728,000	3,728,000	1,382,669	2,345,331	37.1%
Wastewater Treatment Services	3,026,500	3,026,500	1,095,283	1,931,217	36.2%
Groundwater Inflow Adjustment	1,864,300	1,864,300	700,721	1,163,579	37.6%
Water Tank Space Leases	341,900	341,900	69,551	272,349	20.3%
Miscellaneous Service Fee	67,000	67,000	24,186	42,814	36.1%
Impact Fees - Water	250,000	250,000	92,592	157,408	37.0%
Impact Fees - Wastewater	250,000	250,000	81,876	168,124	32.8%
Total Revenues	15,727,700	15,727,700	5,504,328	10,223,372	35.0%
Total Beginning Balance & Revenues	**$ 16,882,700**	**$ 16,882,700**	**$ 5,504,328**	**$ 11,378,372**	32.6%
Expenses					
Water/Wastewater Operating Divisions					
Engineering & Inspection	$ 517,500	$ 517,500	$ 152,049	$ 365,451	29.4%
Water Department	673,300	673,300	204,075	469,225	30.3%
Water Treatment Plant	1,910,000	1,910,000	501,912	1,408,088	26.3%
Wastewater Department	968,600	968,600	260,354	708,246	26.9%
Kent County Treatment Charge	4,130,000	4,130,000	1,340,465	2,789,535	32.5%
Intrafund Service Fees	1,492,700	1,492,700	458,289	1,034,411	30.7%
Retiree's Health Care	178,600	178,600	59,532	119,068	33.3%
Debt Service	1,132,100	1,132,100	278,448	853,652	24.6%
Other Employment Expenses	20,000	20,000	-	20,000	0.0%
Bank & CC Fees	46,200	46,200	7,737	38,463	16.7%
Transfers Out					
General Fund	850,000	850,000	283,333	566,667	33.3%
Contingency Reserve	32,000	32,000	-	32,000	0.0%
Water I & E Fund	1,800,000	1,800,000	900,000	900,000	50.0%
Wastewater I & E Fund	1,500,000	1,500,000	750,000	750,000	50.0%
Total Expenses	15,251,000	15,251,000	5,196,194	10,054,806	34.1%
Budget Balances					
Budget Balance - Working Capital - Water	1,048,600	1,048,600	-	1,048,600	0.0%
Budget Balance - Working Capital - WW	583,100	583,100	-	583,100	0.0%
Total Budget Balances	1,631,700	1,631,700	-	1,631,700	0.0%
Total Budget Balances & Expenses	**$ 16,882,700**	**$ 16,882,700**	**$ 5,196,194**	**$ 11,686,506**	30.8%
Reserve Balances					
Contingency-Water	$ 137,700	$ 137,700	$ 105,424		
Contingency-Wastewater	$ 191,100	$ 191,100	$ 190,635		
Impact Fee Reserve - Water	$ 202,000	$ 202,000	$ 428,481		
Impact Fee Reserve - Sewer	$ 1,309,500	$ 1,309,500	$ 1,746,556		
Bond Coverage Ratio (Covenant 1.20)	4.30	4.30	5.97		

City of Dover
Finance Department
Monthly Report – October 2015
Electric Revenue Fund Summary

	Budget	Revised Budget	YTD	Balance	33% Budget
Beginning Balance	$ 6,177,600	$ 6,177,600	$ -	$ 6,177,600	0.0%
Revenues					
Direct Sales to Customers	78,279,200	78,279,200	29,665,832	48,613,368	37.9%
Utility Tax	1,281,100	1,281,100	489,705	791,395	38.2%
Weyandt Hall Rents	202,600	202,600	48,855	153,745	24.1%
Miscellaneous Revenues	725,200	725,200	388,543	336,657	53.6%
Interest Earnings	47,900	47,900	5,642	42,258	11.8%
Transfer from Rate Stabilization	3,000,000	3,000,000	750,000	2,250,000	25.0%
Total Revenues	83,536,000	83,536,000	31,348,577	52,187,423	37.5%
Total Beginning Balance & Revenues	**$ 89,713,600**	**$ 89,713,600**	**$ 31,348,577**	**$ 58,365,023**	34.9%
Expenses					
Power Supply & Generation					
Hedged Energy	$ 23,402,600	$ 23,402,600	$ 9,200,058	$ 14,202,542	39.3%
Power Supply Management	996,000	996,000	332,000	664,000	33.3%
Capacity Charges	10,225,100	10,225,100	3,537,574	6,687,526	34.6%
Dover Sun Park Energy	2,313,900	2,313,900	711,110	1,602,790	30.7%
Renewal Energy Credits (Incl. Solar)	1,036,800	1,036,800	126,069	910,731	12.2%
RGGI	175,000	175,000	-	175,000	0.0%
PJM Charges - Energy	7,966,100	7,966,100	996,772	6,969,328	12.5%
PJM Charges - Transmission & Fees	7,932,500	7,932,500	2,077,844	5,854,656	26.2%
Total Power Supply	54,048,000	54,048,000	16,981,427	37,066,573	31.4%
Plant Operations	6,434,600	6,382,900	1,929,587	4,453,313	30.2%
Generation Fuels	1,167,300	1,167,300	492,288	675,012	42.2%
Capacity Credits	(10,472,100)	(10,472,100)	(3,016,487)	(7,455,613)	28.8%
PJM Spot Market Energy	(1,708,300)	(1,708,300)	(575,353)	(1,132,947)	33.7%
PJM Credits	(360,000)	(360,000)	(263,996)	(96,004)	73.3%
Total Generation	(4,938,500)	(4,990,200)	(1,433,961)	(3,556,239)	28.7%
Total Power Supply & Generation	49,109,500	49,057,800	15,547,466	33,510,334	31.7%
Electric Operating Divisions:					
Transmission/Distribution	4,068,600	4,068,600	1,162,083	2,906,517	28.6%
Electrical Engineering	1,335,800	1,335,800	354,798	981,002	26.6%
Administration	839,300	891,000	225,962	665,038	25.4%
Meter Reading	360,500	360,500	129,788	230,712	36.0%
Systems Operations	679,800	679,800	213,542	466,258	31.4%
Intrafund Services	3,738,500	3,738,500	1,194,908	2,543,592	32.0%
Utility Tax	1,281,100	1,281,100	489,705	791,395	38.2%
OPEB Trust Contribution - Unfunded Liability	1,030,000	1,030,000	-	1,030,000	0.0%
Retirees Health Care	537,800	537,800	179,268	358,532	33.3%
Interest on Deposits	20,500	20,500	6,531	13,969	31.9%
Green Energy Payment to DEMEC	128,000	128,000	48,398	79,602	37.8%
Accounts Receivable Write-Offs	200,000	200,000	200,000	-	100.0%
Other Employee Expenses	72,000	72,000	-	72,000	0.0%
Bank & CC Fees	242,300	242,300	90,814	151,486	37.5%
Debt Service	3,402,000	3,402,000	2,531,862	870,138	74.4%
Transfers Out:					
General Fund	10,000,000	10,000,000	3,333,333	6,666,667	33.3%
Electric Improvement & Extension Fund	3,500,000	3,500,000	875,000	2,625,000	25.0%
Transfer to Insurance Reserve	10,000	10,000	-	10,000	0.0%
Transfer to Contingency Reserve	13,000	13,000	-	13,000	0.0%
Total Expenses	80,568,700	80,568,700	26,583,458	53,985,242	33.0%
Budget Balance - Working Capital	9,144,900	9,144,900	-	9,144,900	0.0%
Total Budget Balance & Expenses	**$ 89,713,600**	**$ 89,713,600**	**$ 26,583,458**	**$ 63,130,142**	29.6%
Reserve Balances					
Contingency Reserve	$ 844,600	$ 844,600	$ 824,520		
Insurance Reserve	$ 758,700	$ 758,700	$ 742,301		
Rate Stabilization Reserve	$ 4,602,600	$ 4,602,600	$ 6,771,430		
Bond Coverage Ratio (Covenant 1.25)	2.62	2.62	6.69		
Megawatt Hours Sold & Purchased					
Sales to Customers MWh (excluding Street Light MWh)	712,390	712,390	270,183		37.9%
Sales per MWh	$ 109.88	$ 109.88	$ 109.80		99.9%
Purchased/Generated MWh	741,522	741,522	274,083		37.0%
All In MWh Supply & Generation	$ 66.23	$ 66.23	$ 56.73		85.6%

City of Dover
Finance Department
Monthly Report – October 2015
General Capital Project Fund Summary

	Budget	Revised Budget	YTD	Balance	33% Budget
Beginning Balance - Projects	$ 154,800	$ 2,732,300	$ -	$ 2,732,300	0.0%
Revenues					
Interest Earnings	5,000	5,000	831	4,169	16.6%
Income from Sale of Assets	20,300	51,900	7,676	44,224	14.8%
Transfer from General Fund for Projects	2,625,400	2,625,400	1,312,700	1,312,700	50.0%
Total Revenues	2,650,700	2,682,300	1,321,207	1,361,093	49.3%
Total Beginning Balance & Revenue	**$ 2,805,500**	**$ 5,414,600**	**$ 1,321,207**	**$ 4,093,393**	24.4%
Expenditures					
Fire	$ 145,600	$ 445,800	$ 445,594	$ 206	100.0%
Grounds Maintenance	201,100	267,100	-	267,100	0.0%
Life Safety	55,700	55,700	3,679	52,021	6.6%
Police	262,100	280,700	-	280,700	0.0%
Streets	1,428,500	3,652,800	717,567	2,935,233	19.6%
Sanitation	449,000	449,000	-	449,000	0.0%
City Manager	24,700	24,700	-	24,700	0.0%
Fleet Maintenance	84,000	84,000	-	84,000	0.0%
Bank Fees	-	-	217	(217)	0.0%
Total Expenditures	2,650,700	5,259,800	1,167,057	4,092,743	22.2%
Budget Balance - Projects	154,800	154,800	-	154,800	0.0%
Total Budget Balance & Expenditures	**$ 2,805,500**	**$ 5,414,600**	**$ 1,167,057**	**$ 4,247,543**	21.6%
Reserve Balances					
Capital Asset Replacement Reserve	$ 916,500	$ 916,500	$ 917,156		
Parkland/Recreation	$ 296,700	$ 296,700	$ 321,515		

City of Dover
Finance Department
Monthly Report – October 2015
Water/Wastewater Improvement & Extension Fund Summary

	Budget	Revised Budget	YTD	Balance	33% Budget
Beginning Balance - Water	$ 833,500	$ 4,747,500	$ -	$ 4,747,500	0.0%
Beginning Balance - Wastewater	$ 1,027,600	$ 4,504,600	$ -	$ 4,504,600	0.0%
Revenues					
Miscellaneous Revenues	-	20,200	61,432	(41,232)	304.1%
Interest Earnings	25,000	25,000	17,406	7,594	69.6%
Transfer from Operating Fund for Water	1,800,000	1,800,000	900,000	900,000	50.0%
Transfer from Operating Fund for Wastewater	1,500,000	1,500,000	750,000	750,000	50.0%
Transfer from Impact Fee Reserve - Wastewater	165,000	165,000	-	165,000	0.0%
Total Revenues	3,490,000	3,510,200	1,728,838	1,781,362	49.3%
Total Beginning Balance & Revenues	**$ 5,351,100**	**$ 12,762,300**	**$ 1,728,838**	**$ 11,033,462**	13.5%
Expenses					
Water	$ 2,028,600	$ 5,442,600	$ 1,150,666	$ 4,291,934	21.1%
Wastewater	1,822,100	5,299,100	833,971	4,465,129	15.7%
Bank Fees	-	-	1,170	(1,170)	0.0%
Total Expenses	3,850,700	11,026,100	1,985,807	9,040,293	18.0%
Budget Balance - Working Capital - Water	617,400	773,400	-	773,400	0.0%
Budget Balance - Working Capital - Wastewater	883,000	962,800	-	962,800	0.0%
Total Budget Balances	1,500,400	1,736,200	-	1,736,200	0.0%
Total Budget Balances & Expenses	**$ 5,351,100**	**$ 12,762,300**	**$ 1,985,807**	**$ 10,776,493**	15.6%
Reserve Balances					
Capital Asset Replacement - Water	$ 518,500	$ 518,300	$ 511,825		
Capital Asset Replacement - Wastewater	$ 515,200	$ 512,700	$ 510,654		

City of Dover
Finance Department
Monthly Report – October 2015
Electric Improvement & Extension Fund Summary

	Budget	Revised Budget	YTD	Balance	33% Budget
Beginning Balance	$ 3,623,600	$ 6,684,100	$ -	$ 6,684,100	0.0%
Revenues					
Interest Earnings	26,700	26,700	11,606	15,094	43.5%
Transfer from Electric Revenue Fund	3,500,000	3,500,000	875,000	2,625,000	25.0%
General Service Billing	1,900,000	1,900,000	155,058	1,744,942	8.2%
Total Revenues	5,426,700	5,426,700	1,041,664	4,385,036	19.2%
Total Beginning Balance & Revenues	**$ 9,050,300**	**$ 12,110,800**	**$ 1,041,664**	**$ 11,069,136**	8.6%
Expenses					
Electric Generation	$ 1,655,000	$ 2,299,800	$ 308,593	$ 1,991,207	13.4%
Transmission/Distribution	2,887,600	3,625,900	417,230	3,208,670	11.5%
Electrical Engineering	1,724,300	3,401,700	341,422	3,060,278	10.0%
Bank & CC Fees	-		3,598	(3,598)	
Total Expenses	6,266,900	9,327,400	1,070,843	8,256,557	11.5%
Budget Balance - Working Capital (Unaudited)	2,783,400	2,783,400	-	2,783,400	0.0%
Total Budget Balance & Expenses	**$ 9,050,300**	**$ 12,110,800**	**$ 1,070,843**	**$ 11,039,957**	8.8%
Reserve Balances					
Depreciation Reserve	$ 10,066,400	$ 10,066,400	$ 9,980,181		
Future Capacity Reserve	$ 10,218,000	$ 10,218,000	$ 10,130,543		

City of Dover
Finance Department
Monthly Report – October 2015
Community Transportation Improvement Fund

	Budget	Revised Budget	YTD	Balance	33% Budget
Beginning Balance	$ 144,000	$ 512,900	$ -	$ 512,900	0.0%
Revenues					
Grants Revenue	500,000	500,000	47,940	452,060	9.6%
Interest Earned	500	500	39	461	7.8%
Total Revenues	500,500	500,500	47,979	452,521	9.6%
Total Beginning Balance & Revenues	**$ 644,500**	**$ 1,013,400**	**$ 47,979**	**$ 965,421**	4.7%
Expenses					
Program Expenses - Del Dot	$ 644,000	$ 1,012,900	$ 190,983	$ 821,917	18.9%
Total Expenses	644,000	1,012,900	190,983	821,917	18.9%
Budget Balance - Working Capital	500	500	-	500	0.0%
Total Budget Balances & Expenses	**$ 644,500**	**$ 1,013,400**	**$ 190,983**	**$ 822,417**	18.8%

City of Dover
Finance Department
Monthly Report – October 2015
Police Grant Funds

	Budget	Revised Budget	YTD	Balance	33% Budget
Beginning Balance	$ 125,000	$ 125,000	$ -	$ 125,000	0.0%
Revenues					
State & Federal Grants Received	527,300	527,300	133,217	394,083	25.3%
Interest Earnings	-		209	(209)	0.0%
Total Revenues	527,300	527,300	133,426	393,874	25.3%
Total Beginning Balance & Revenues	**$ 652,300**	**$ 652,300**	**$ 133,426**	**$ 518,874**	20.5%
Expenses					
Cadet Program	$ 80,300	$ 80,300	$ 26,137	$ 54,163	32.5%
Equipment & Program Supplies	410,600	396,600	14,279	382,321	3.6%
Technology Equipment	20,000	20,000	2,825	17,175	14.1%
Telephone/Fax	15,000	15,000	5,326	9,674	35.5%
Training/Conference/Food/Travel	17,000	31,000	16,472	14,528	53.1%
Consulting/Audit Fees	1,000	1,000	-	1,000	0.0%
Operating Transfers - Out	74,400	74,400	23,121	51,279	31.1%
Total Expenses	618,300	618,300	88,160	530,140	14.3%
Budget Balance - Working Capital (Unaudited)	34,000	34,000	-	34,000	0.0%
Total Budget Balances & Expenses	**$ 652,300**	**$ 652,300**	**$ 88,160**	**$ 564,140**	13.5%

City of Dover
Finance Department
Monthly Report – October 2015
Library Grant Fund

	Budget	Revised Budget	YTD	Balance	33% Budget
Beginning Balance	$ 17,300	$ 17,300	$ -	$ 17,300	0.0%
Revenues					
Grants Received	278,900	278,900	-	278,900	0.0%
Federal Grants	2,500	2,500	2,500	-	100.0%
Total Revenues	281,400	281,400	2,500	278,900	0.9%
Total Beginning Balance & Revenues	**$ 298,700**	**$ 298,700**	**$ 2,500**	**$ 296,200**	0.8%
Expenses					
Program Expenses/Supplies-State Grants	$ 26,600	$ 24,100	$ 7,247	$ 16,853	30.1%
Program Expenses/Supplies-Federal Grants	-	2,500	-	2,500	0.0%
Office Supplies	24,000	24,000	12,269	11,731	51.1%
Printing/Duplicating	13,200	13,200	5,042	8,158	38.2%
Postage	100	100	-	100	0.0%
Books	129,200	129,200	-	129,200	0.0%
Furniture	3,100	3,100	3,315	(215)	106.9%
Audio Visual Supplies	75,100	75,100	9,548	65,552	12.7%
Training/Conference/Food/Travel	2,000	2,000	564	1,436	28.2%
Contractual Services	900	900	-	900	0.0%
Office Equipment/Repairs & Maintenance	6,000	6,000	4,554	1,446	75.9%
Other Equipment - Lease	1,200	1,200	612	588	51.0%
Total Expenses	281,400	281,400	43,151	238,249	15.3%
Budget Balance - Working Capital	17,300	17,300	-	17,300	0.0%
Total Budget Balances & Expenses	**$ 298,700**	**$ 298,700**	**$ 43,151**	**$ 255,549**	14.4%

City of Dover
Finance Department
Monthly Report – October 2015
After School Program/Substance Abuse Prevention Fund

	Budget	Revised Budget	YTD	Balance	33% Budget
Beginning Balance	$ 41,000	$ 41,000	$ -	$ 41,000	0.0%
Revenues					
Grants Received	55,700	55,700	14,015	41,685	25.2%
Recreation Revenue	33,000	33,000	16,282	16,718	49.3%
Total Revenues	88,700	88,700	30,297	58,403	34.2%
Total Beginning Balance & Revenues	**$ 129,700**	**$ 129,700**	**$ 30,297**	**$ 99,403**	23.4%
Expenses					
Temporary Help/Benefits	$ 60,200	$ 60,200	$ 25,758	$ 34,442	42.8%
Program Expenses/Supplies	55,700	55,700	10,214	45,486	18.3%
Total Expenses	115,900	115,900	35,972	79,928	31.0%
Budget Balance - Working Capital	13,800	13,800	-	13,800	0.0%
Total Budget Balances & Expenses	**$ 129,700**	**$ 129,700**	**$ 35,972**	**$ 93,728**	27.7%

City of Dover
Finance Department
Monthly Report – October 2015
CDBG Fund

	Budget	Revised Budget	YTD	Balance	33% Budget
Beginning Balance	$ 2,100	$ 2,100	$ -	$ 2,100	0.0%
Revenues					
Grants Received	265,400	272,800	2,851	269,949	1.0%
Interest Earnings	-	-	51	(51)	0.0%
Total Revenues	265,400	272,800	2,902	269,898	1.1%
Total Beginning Balance & Revenues	**$ 267,500**	**$ 274,900**	**$ 2,902**	**$ 271,998**	1.1%
Expenses					
Closing Cost/Down Payment Program	$ 60,000	$ 60,900	$ 20,000	$ 40,900	32.8%
Connection Community Supply Program	7,400	7,400	-	7,400	0.0%
Dover Interfaith Ministry	27,000	27,000	3,163	23,837	11.7%
MHDC Emergency Home Repair	88,200	88,200	-	88,200	0.0%
Habitat For Humanity	40,000	40,000	-	40,000	0.0%
NCALL Research Inc.	-	6,500	-	6,500	0.0%
Peoples Place	6,800	6,800	-	6,800	0.0%
Salaries	36,000	36,000	-	36,000	0.0%
Total Expenses	265,400	272,800	23,163	249,637	8.5%
Budget Balance - Working Capital	2,100	2,100	-	2,100	0.0%
Total Budget Balances & Expenses	**$ 267,500**	**$ 274,900**	**$ 23,163**	**$ 251,737**	8.4%

Monthly Report

October 2015

Economic Development Office

2015_10

- Calpine conference call
- Attended Parking Committee Meeting
- Attended North Street Design Meeting with Becker Morgan and DelDot
- Reviewed Brunch and Lunch Façade exception request
- Provided Advantech contact information to City Electric Director and discussed load requirements for Advantech
- Attended Greater Kent Committee Meeting
- Toured the Downtown Development District with Kevin Barrett from KLNB Retail
- Reviewed Calpine's invoice
- Teleconference with Brian DiSabatino regarding Downtown Development District
- Reviewed parking lot issue with E-ZPass
- Met with insurance agent to discuss DDP insurance coverage
- Requested an appraisal of Loockerman Way Plaza from McGinnis Realty
- Teleconference with Wayne Rossi from Edgewell to discuss Plant 1's status and potential redevelopment
- Reviewed minority business list with Clay Hammond
- Attended Chamber of Commerce Board Meeting
- Met with Mayor to discuss Christmas lighting on West End
- Attended DDP Bylaws meeting
- Met with Director of Schwartz Theatre and did walk around to discuss parking
- Attended DEDO seminar
- Met with Mike Maupin and City Planner to discuss housing plans in the Downtown Development District
- Met with Joe Petrosky to discuss potential Downtown Development District projects
- Attended the Eat, Drink & Buy Art meeting
- Teleconference with Dean Pletz, the Onix Group, regarding incorporating State Street Commons into the Downtown Development District
- Provided Kent County Economic Development Office with information regarding Downtown Development District grant recipients
- Assisted Produce Junction getting corrected Delaware Business License
- Attended Tourism Board Meeting
- Met with owner of Priscilla Block building and Police Chief to discuss security issues
- Attended Plate Local meeting at Harrington Raceway
- Attended initial Capital Gateway planning meeting
- Attended Kent County Economic Summit overview meeting
- Discussed potential SunRoc utilization with Martin Cain from Dylan Energy
- Met with Brian DeSabatino and gave tour of Downtown Development District and Garrison Oak Technology Park
- Presented the Economic Development Office Benchmarks to Legislative and Finance Committee

- Chaired Restoring Central Dover Economic Development Working Group meeting, Dr. Mike Casson presented the African American Business and Work Force Inclusion & Engagement Report
- Attended Bayhealth Board of Advisors meeting
- Met with Councilman Anderson to discuss New Year's Eve event
- Met with Plant Manager for Kraft Heinz Foods with City Manager and representative from DEDO to discuss the plant's future in Dover

Measures:

1 Maintain an unemployment rate for the City of Dover that is lower than national and state averages

	2013-2014 Actual	**2014-2015 Actual**	**2015 - 2016 Actual**
Results	<10% unemployment rate in June 2014 6.1 % - US Rate 6.9 % - DE Rate 8.3% - City of Dover Rate June 2014 Actual	< 10% unemployment rate in June 2015 5.3 % - US Rate 4.7 % - DE Rate 7.4% - City of Dover Rate June 2015 Actual	<10% unemployment rate in June 2016 5.0% - US Rate 5.1 % - DE Rate 7.0% - City of Dover Rate October 2015 Actual

2 Monitor number of contacts with small businesses and with out-of-town companies interested in locating in Dover

	2013-2014 Actual	**2014-2015 Actual**	**2015 - 2016 Actual**
Results	≥20 contacts with potential small businesses; **23 contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover **13 Contacts YTD**	≥20 contacts with potential small businesses; **20 Contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover **16 Contacts YTD**	≥20 contacts with potential small businesses; **12 Contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover **11 Contacts YTD**

2015_10 Downtown Dover Partnership

- Provided technical assistance to six (6) prospective small business individuals on overall business development within the Downtown Dover Business District
- On-going technical assistance to three (3) prospective small business individuals on locating available space within the downtown district to lease
- Provided twenty-one (21) hours of Technical Assistance to merchants located in the Downtown Business Corridor
- Updated the DDD Vacancy Count for October 2015

- Submitted a second series of work orders (Electrical, Stage, Trash services and tree lighting) to City for the Halloween Festival
- Submitted work orders (Electrical and Trash services) for First Friday in October Event
- Assisted with the dissemination of MLK Fall Festival information/flyer
- Attended the Delaware Latino Summit
- Met with Javier Torrijos from the Delaware Hispanic Commission regarding the Delaware Latino Summit
- Attended the Capital Holiday Celebration Meeting
- Coordinated the logistics (work orders, permit, etc.) for Tiffanee's Anniversary Celebration
- Met with Andrea Trabelsi to discuss the Capital Gateway Study
- Completed logistics for the Veteran's Parade
- Met with Stuart Knapp from the Dover German Club to discuss their October Fest Event
- Met with Dave Anderson to discuss the New Year's Event sponsored by the Youth Advisory Committee
- Met with George Jamar to discuss the West Side Project Tree Lighting arrangements
- Attended the Marketing and Promotion Committee Meeting
- Met with Lisa Fitzgerald from the USDA to discuss Grant Reports
- Coordinated the Grand Opening for the Grey Fox Grille
- Assisted Wesley College with disseminating Wesley Homecoming Parade information
- Processed Referral from Megan Raden from PWC/State & Local/Tax Services
- Continued working with Diane Laird on the development of the 134 W. Loockerman Pop Up Project
- Processed Façade Grant Petition from the Brunch N Lunch Café
- Attended the Governor's Economic Development Conference 2015
- Teleconference with Teresa Cox from Public Health regarding Temporary Food Service Application Permits
- Met with Clay Hammond to discuss the Asset Based Community Organization Initiative
- Met with Tamika Graham to discuss the Division Street Corridor Study
- Telephone conference with Anita Evans regarding the Downtown Parking Study
- Provided aerial photos of Loockerman Street to Ann Camper from Becker Morgan for a development project.
- Worked with the Schwartz Center staff on development of parking materials

MONTHLY REPORT



SEPTEMBER 2015

Incident Run Log

Dover Fire Department

Date Range: From 09/01/2015 to 09/30/2015
Company: All Companies
Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
09/01/2015	30046	2015-000897	09:43	834	S GOVERNORS AVE		Sprinkler activation, no fire - unintentional	0.2
09/01/2015	30046	2015-000898	12:09	1200	N DUPONT HWY		Removal of victim(s) from stalled elevator	0.3
09/01/2015	30046	2015-000899	16:41	1486	FORREST AVE		System malfunction, other	0.1
09/02/2015	30046	2015-000900	08:45	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.1
09/02/2015	30046	2015-000901	10:09	1165	N DUPONT HWY	1	Gas leak (natural gas or LPG)	2.2
09/02/2015	30046	2015-000902	14:10	1175	MCKEE RD		Mobile property (vehicle) fire, other	1.3
09/02/2015	30046	2015-000903	20:20	406	COUNTRY DR		Electrical wiring/equipment problem, other	0.5
09/02/2015	30046	2015-000904	22:48		CHESTNUT GROVE RD		Motor vehicle accident with injuries	0.5
09/03/2015	30046	2015-000905	11:48	1832	N DUPONT HWY		Smoke detector activation due to malfunction	0.4
09/03/2015	30046	2015-000906	22:28	193	MASSEY DR		CO detector activation due to malfunction	0.4
09/04/2015	30046	2015-000907	07:58	1441	N DUPONT HWY		Passenger vehicle fire	0.5
09/04/2015	30046	2015-000908	08:02		COURT ST		Extrication of victim(s) from vehicle	0.3
09/05/2015	30046	2015-000909	11:26	120	N STATE ST		Smoke detector activation, no fire - unintentional	0.1
09/05/2015	30046	2015-000910	17:59	103	MOURNING DOVE LN		Smoke detector activation due to malfunction	0.4
09/05/2015	30046	2015-000911	21:32	118	ROOSEVELT AVE		Outside rubbish, trash or waste fire	0.4
09/06/2015	30046	2015-000912	02:36	21	N STATE ST		Detector activation, no fire - unintentional	0.5
09/06/2015	30046	2015-000913	08:25	655	S BAY RD		Alarm system activation, no fire - unintentional	0.8
09/06/2015	30046	2015-000914	10:56	151	SHEFFIELD DR		Public service assistance, other	0.4
09/07/2015	30046	2015-000915	01:51	144	KINGS HWY		Detector activation, no fire - unintentional	0.2
09/07/2015	30046	2015-000916	16:49	413	COURT ST	F	False alarm or false call, other	0.5
09/07/2015	30046	2015-000917	19:42	466	BARRISTER PL		Good intent call, other	0.2
09/08/2015	30046	2015-000918	09:41	175	Ababon drive		Good intent call, other	0.6
09/08/2015	30046	2015-000919	10:57	221	FALMOUTH WAY		Good intent call, other	0.4
09/08/2015	30046	2015-000920	13:40		NEW BURTON RD & WAPLES AVE		Forest, woods or wildland fire	0.2
09/08/2015	30046	2015-000921	17:51	732	S STATE ST		Power line down	0.3
09/08/2015	30046	2015-000922	20:52	1200	N DUPONT HWY		Cooking fire, confined to container	0.8
09/09/2015	30046	2015-000923	02:00		Forrest ave		Outside rubbish fire, other	0.2
09/09/2015	30046	2015-000924	07:38	850	NEW BURTON RD		False alarm or false call, other	0.1
09/09/2015	30046	2015-000925	08:08	1574	N DUPONT HWY		Good intent call, other	0.5
09/09/2015	30046	2015-000926	11:08	1200	N DUPONT HWY		Dispatched & canceled en route	0.1
09/09/2015	30046	2015-000927	19:06	1001	WHITEOAK RD BLDG L		Building fire	2.0
09/09/2015	30046	2015-000928	20:42	130	WOODBROOK RD		Electrical wiring/equipment problem, other	0.9
09/09/2015	30046	2015-000929	22:39	835	BAY RD		Overheated motor	1.0
09/10/2015	30046	2015-000930	05:47	56	PAR HAVEN DR	G	False alarm or false call, other	0.3
09/10/2015	30046	2015-000931	11:17	36	COURTSIDE DR	A	Lightning strike (no fire)	0.4
09/10/2015	30046	2015-000932	11:18	104	SAULSBURY RD		Lightning strike (no fire)	0.1
09/10/2015	30046	2015-000933	12:17	32	ROCKFORD CROSSING		Unintentional transmission of alarm, other	0.3
09/10/2015	30046	2015-000934	15:40	77	SAULSBURY RD		Malicious, mischievous false call, other	0.3
09/11/2015	30046	2015-000935	10:16	1200	N DUPONT HWY		Removal of victim(s) from stalled elevator	0.4
09/11/2015	30046	2015-000936	13:04	1	DOVER HIGH DRIVE		False alarm or false call, other	0.3
09/11/2015	30046	2015-000937	14:47	1208	WOODROW CT		Electrical wiring/equipment problem, other	0.5
09/11/2015	30046	2015-000938	15:37	200	GARRISON OAK DR		Smoke detector activation due to malfunction	0.2
09/11/2015	30046	2015-000939	15:37	1080	SILVER LAKE BLVD		Alarm system sounded due to malfunction	0.4
09/12/2015	30046	2015-000940	17:12	120	N STATE ST		False alarm or false call, other	0.0
09/12/2015	30046	2015-000941	22:14	835	BAY RD		False alarm or false call, other	0.4
09/13/2015	30046	2015-000942	00:04	900	KENTON ROAD		Special type of incident, other	0.9
09/13/2015	30046	2015-000943	00:51	1200	N DUPONT HWY		False alarm or false call, other	0.5
09/13/2015	30046	2015-000944	01:20	868	WOODCREST DR BLDG H		Medical assist, assist EMS crew	0.7
09/13/2015	30046	2015-000945	11:02	22	N QUEEN ST		Cooking fire, confined to container	0.3
09/13/2015	30046	2015-000946	12:50	1300	S FARMVIEW DR	C	Good intent call, other	0.3
09/14/2015	30046	2015-000947	00:32	383	N DUPONT HWY		Good intent call, other	0.6
09/14/2015	30046	2015-000948	02:14	1200	N DUPONT HWY		Dispatched & canceled en route	0.1
09/14/2015	30046	2015-000949	02:32	213	N BRADFORD ST		Dispatched & canceled en route	0.1
09/14/2015	30046	2015-000950	06:00	222	S DUPONT HWY		Good intent call, other	0.3
09/14/2015	30046	2015-000951	11:47	15	LOOCKERMAN PLAZA		Electrical wiring/equipment problem, other	0.5
09/14/2015	30046	2015-000952	13:16	451	NEW CASTLE AVE		Cooking fire, confined to container	0.3
09/14/2015	30046	2015-000953	14:33	500	PERSIMMON TREE LA	6	Smoke detector activation due to malfunction	0.3
09/14/2015	30046	2015-000954	18:47	1570	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.3
09/14/2015	30046	2015-000955	21:57	210	W DIVISION ST		Electrical wiring/equipment problem, other	0.3

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
09/15/2015	30046	2015-000956	11:08	35	UPLAND AVE		Good intent call, other	0.4
09/15/2015	30046	2015-000957	14:19	41	POPLAR LA		Smoke detector activation due to malfunction	0.4
09/15/2015	30046	2015-000958	22:00	430	COLLEGE RD	300	Good intent call, other	0.1
09/16/2015	30046	2015-000959	15:24	1080	SILVER LAKE BLVD		Alarm system sounded due to malfunction	0.4
09/16/2015	30046	2015-000960	21:15	1200	N DUPONT HWY		Dispatched & canceled en route	0.1
09/17/2015	30046	2015-000961	10:27	1200	N DUPONT HWY		Dispatched & canceled en route	0.0
09/17/2015	30046	2015-000962	11:18	401	Doveview Drive		Unintentional transmission of alarm, other	0.4
09/17/2015	30046	2015-000963	15:01	111	WOLF CREEK BLVD		Extrication of victim(s) from vehicle	0.7
09/19/2015	30046	2015-000964	00:33		CHESTNUT GROVE RD		Motor vehicle accident with no injuries.	0.6
09/19/2015	30046	2015-000965	11:02	21	S LITTLE CREEK RD		Dispatched & canceled en route	0.0
09/19/2015	30046	2015-000966	15:05		W DIVISION ST		Vehicle accident, general cleanup	0.2
09/19/2015	30046	2015-000967	20:29	51	WEBBS LN	C	False alarm or false call, other	0.3
09/19/2015	30046	2015-000968	20:54		CAHOON BRANCH ROAD		Passenger vehicle fire	1.5
09/19/2015	30046	2015-000969	22:42	526	RIVER RD		Carbon monoxide incident	0.3
09/20/2015	30046	2015-000970	04:25	120	N STATE ST		False alarm or false call, other	0.1
09/20/2015	30046	2015-000971	11:56	117	S KIRKWOOD ST		Fires in structure other than in a building	2.4
09/20/2015	30046	2015-000972	13:41	1200	N DUPONT HWY		Removal of victim(s) from stalled elevator	0.5
09/20/2015	30046	2015-000973	18:12	51	WEBBS LN	A	Good intent call, other	0.3
09/20/2015	30046	2015-000974	21:22	1300	S FARMVIEW DR	I	Cooking fire, confined to container	0.3
09/21/2015	30046	2015-000975	13:54	255	WEBBS LN	F	False alarm or false call, other	0.3
09/21/2015	30046	2015-000976	19:29	1570	N DUPONT HWY		Dispatched & canceled en route	0.2
09/21/2015	30046	2015-000977	23:25	120	N STATE ST		Dispatched & canceled en route	0.0
09/22/2015	30046	2015-000978	12:23	1200	N DUPONT HWY		Dispatched & canceled en route	0.1
09/22/2015	30046	2015-000979	12:41	35	LOOCKERMAN PLAZA		Removal of victim(s) from stalled elevator	0.3
09/22/2015	30046	2015-000980	19:38	834	S GOVERNORS AVE		Alarm system sounded due to malfunction	0.2
09/22/2015	30046	2015-000981	23:38	120	N STATE ST		Dispatched & canceled en route	0.0
09/23/2015	30046	2015-000982	12:22	591	S DUPONT HWY		System malfunction, other	0.5
09/23/2015	30046	2015-000983	15:27	200	GARRISON OAK DRIVE		Alarm system activation, no fire - unintentional	0.3
09/23/2015	30046	2015-000984	17:22		N QUEEN ST & MARY ST		Authorized controlled burning	0.3
09/23/2015	30046	2015-000985	18:18	708	BICENTENNIAL BLVD		Special outside fire, other	0.1
09/23/2015	30046	2015-000986	21:23	329	N GOVERNORS AVE		Cooking fire, confined to container	0.3
09/24/2015	30046	2015-000987	08:09	318	EISENHOWER DR		Gas leak (natural gas or LPG)	0.6
09/24/2015	30046	2015-000988	08:48	591	S DUPONT HWY		Vicinity alarm (incident in other location)	0.2
09/24/2015	30046	2015-000989	18:50	913	S DUPONT HWY		Lock-in (if lock out , use 511)	0.1
09/25/2015	30046	2015-000990	12:45	120	N STATE ST		Sprinkler activation due to malfunction	0.1
09/25/2015	30046	2015-000991	16:09	11	JANES CIRCLE		Police matter	0.0
09/25/2015	30046	2015-000992	19:23	194	STONEWATER WAY		Cooking fire, confined to container	0.3
09/26/2015	30046	2015-000993	01:55	1200	N DUPONT HWY		Dispatched & canceled en route	0.1
09/26/2015	30046	2015-000994	16:39		BICENTENNIAL BLVD		EMS call, excluding vehicle accident with injury	0.6
09/26/2015	30046	2015-000995	17:01	1570	N DUPONT HWY		Smoke detector activation due to malfunction	0.4
09/26/2015	30046	2015-000996	22:39	605	BAY RD		False alarm or false call, other	0.6
09/27/2015	30046	2015-000997	01:28	1300	S FARMVIEW DR	B	Smoke detector activation due to malfunction	0.4
09/27/2015	30046	2015-000998	02:48	1570	N DUPONT HWY		Dispatched & canceled en route	0.1
09/27/2015	30046	2015-000999	10:17	138	N QUEEN ST		Construction or demolition landfill fire	0.2
09/27/2015	30046	2015-001000	17:33	8	EVERGREEN DR		Good intent call, other	0.2
09/27/2015	30046	2015-001001	19:13	1570	N DUPONT HWY		Removal of victim(s) from stalled elevator	0.5
09/28/2015	30046	2015-001002	04:33	120	N STATE ST		Cooking fire, confined to container	0.3
09/28/2015	30046	2015-001003	07:45	1425	S FARMVIEW DR		Good intent call, other	0.7
09/28/2015	30046	2015-001004	12:49	1200	N DUPONT HWY		Dispatched & canceled en route	0.0
09/28/2015	30046	2015-001005	13:56	222	S DUPONT HWY		Vehicle accident, general cleanup	0.6
09/28/2015	30046	2015-001006	17:56	923	SHANK RD		Cooking fire, confined to container	0.8
09/29/2015	30046	2015-001007	01:30	536	SCHOONER WAY		Unintentional transmission of alarm, other	0.4
09/29/2015	30046	2015-001008	09:01	1200	N DUPONT HWY		Alarm system activation, no fire - unintentional	0.2
09/29/2015	30046	2015-001009	12:05	381	COLLEGE RD		Toxic condition, other	0.4
09/29/2015	30046	2015-001010	15:38	401	KESSELRING AVE		Unintentional transmission of alarm, other	0.2
09/29/2015	30046	2015-001011	15:51	245	N DUPONT HWY		Gasoline or other flammable liquid spill	0.2
09/30/2015	30046	2015-001012	10:38	233	W LOOCKERMAN ST & S BRADFORD		Unintentional transmission of alarm, other	0.1
09/30/2015	30046	2015-001013	17:06	120	N STATE ST		Dispatched & canceled en route	0.0
09/30/2015	30046	2015-001014	19:45	156	S GOVERNORS BLVD		Cooking fire, confined to container	0.4
09/30/2015	30046	2015-001015	21:42	243	NORTHDOWN DR		Smoke detector activation, no fire - unintentional	0.5

Total Number of Incidents: 119
Total Length of Incidents: 47.3 Hours

Incident Type Report (Summary)

Dover Fire Department

Date Range: From 09/01/2015 to 10/31/2015
Company: All Companies

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
1 Fire					
111 Building fire		3	1.25%	$0	0.00%
112 Fires in structure other than in a building		1	0.42%	$0	0.00%
113 Cooking fire, confined to container		16	6.67%	$0	0.00%
116 Fuel burner/boiler malfunction, fire confined		1	0.42%	$0	0.00%
121 Fire in mobile home used as fixed residence		1	0.42%	$0	0.00%
130 Mobile property (vehicle) fire, other		1	0.42%	$0	0.00%
131 Passenger vehicle fire		3	1.25%	$0	0.00%
132 Road freight or transport vehicle fire		1	0.42%	$0	0.00%
138 Off-road vehicle or heavy equipment fire		1	0.42%	$0	0.00%
141 Forest, woods or wildland fire		1	0.42%	$0	0.00%
150 Outside rubbish fire, other		2	0.83%	$0	0.00%
151 Outside rubbish, trash or waste fire		2	0.83%	$0	0.00%
153 Construction or demolition landfill fire		1	0.42%	$0	0.00%
160 Special outside fire, other		1	0.42%	$0	0.00%
162 Outside equipment fire		1	0.42%	$0	0.00%
	Totals	36	15.00%	$0	0.00%
2 Overpressure Rupture, Explosion, Overheat(no fire)					
251 Excessive heat, scorch burns with no ignition		1	0.42%	$0	0.00%
	Totals	1	0.42%	$0	0.00%
3 Rescue & Emergency Medical Service Incident					
300 Rescue, EMS incident, other		1	0.42%	$0	0.00%
311 Medical assist, assist EMS crew		3	1.25%	$0	0.00%
321 EMS call, excluding vehicle accident with injury		1	0.42%	$0	0.00%
322 Motor vehicle accident with injuries		7	2.92%	$0	0.00%
323 Motor vehicle/pedestrian accident (MV Ped)		1	0.42%	$0	0.00%
324 Motor vehicle accident with no injuries.		1	0.42%	$0	0.00%
331 Lock-in (if lock out , use 511)		1	0.42%	$0	0.00%
352 Extrication of victim(s) from vehicle		3	1.25%	$0	0.00%
353 Removal of victim(s) from stalled elevator		6	2.50%	$0	0.00%
	Totals	24	10.00%	$0	0.00%
4 Hazardous Condition (No Fire)					
400 Hazardous condition, other		2	0.83%	$0	0.00%
411 Gasoline or other flammable liquid spill		3	1.25%	$0	0.00%
412 Gas leak (natural gas or LPG)		4	1.67%	$0	0.00%
420 Toxic condition, other		1	0.42%	$0	0.00%
424 Carbon monoxide incident		1	0.42%	$0	0.00%
440 Electrical wiring/equipment problem, other		5	2.08%	$0	0.00%
442 Overheated motor		2	0.83%	$0	0.00%
444 Power line down		3	1.25%	$0	0.00%
463 Vehicle accident, general cleanup		2	0.83%	$0	0.00%
	Totals	23	9.58%	$0	0.00%
5 Service Call					
500 Service Call, other		1	0.42%	$0	0.00%
521 Water evacuation		1	0.42%	$0	0.00%
522 Water or steam leak		1	0.42%	$0	0.00%
550 Public service assistance, other		3	1.25%	$0	0.00%
551 Assist police or other governmental agency		2	0.83%	$0	0.00%
552 Police matter		2	0.83%	$0	0.00%

Incident Type Report (Summary)

Dover Fire Department

Date Range: From 09/01/2015 to 10/31/2015
Company: All Companies

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
553 Public service		1	0.42%	$0	0.00%
	Totals	11	4.58%	$0	0.00%
6 Good Intent Call					
600 Good intent call, other		30	12.50%	$0	0.00%
611 Dispatched & canceled en route		22	9.17%	$0	0.00%
622 No incident found on arrival at dispatch address		1	0.42%	$0	0.00%
631 Authorized controlled burning		1	0.42%	$0	0.00%
641 Vicinity alarm (incident in other location)		1	0.42%	$0	0.00%
651 Smoke scare, odor of smoke		3	1.25%	$0	0.00%
	Totals	58	24.17%	$0	0.00%
7 False Alarm & False Call					
700 False alarm or false call, other		17	7.08%	$0	0.00%
710 Malicious, mischievous false call, other		5	2.08%	$0	0.00%
730 System malfunction, other		5	2.08%	$0	0.00%
731 Sprinkler activation due to malfunction		2	0.83%	$0	0.00%
733 Smoke detector activation due to malfunction		10	4.17%	$0	0.00%
735 Alarm system sounded due to malfunction		6	2.50%	$0	0.00%
736 CO detector activation due to malfunction		1	0.42%	$0	0.00%
740 Unintentional transmission of alarm, other		7	2.92%	$0	0.00%
741 Sprinkler activation, no fire - unintentional		2	0.83%	$0	0.00%
743 Smoke detector activation, no fire - unintentional		16	6.67%	$0	0.00%
744 Detector activation, no fire - unintentional		3	1.25%	$0	0.00%
745 Alarm system activation, no fire - unintentional		8	3.33%	$0	0.00%
746 Carbon monoxide detector activation, no CO		1	0.42%	$0	0.00%
	Totals	83	34.58%	$0	0.00%
8 Severe Weather & Natural Disaster					
800 Severe weather or natural disaster, other		1	0.42%	$0	0.00%
814 Lightning strike (no fire)		2	0.83%	$0	0.00%
	Totals	3	1.25%	$0	0.00%
9 Special Incident Type					
900 Special type of incident, other		1	0.42%	$0	0.00%
	Totals	1	0.42%	$0	0.00%
	Totals	240		$0	

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
September 2015

	Type	Date	Num	Name
Ordinary Income/Expense				
Expense				
Apparatus Repairs & Maintenance				
	Check	09/13/2015	1405	Atlantic Emergency Solutions
	Check	09/13/2015	1405	Atlantic Emergency Solutions
	Check	09/13/2015	1408	Dover Automotive
	Check	09/13/2015	1408	Dover Automotive
	Check	09/20/2015	1413	Chemco Distributors Inc.
	Check	09/27/2015	1414	Atlantic Emergency Solutions
	Check	09/27/2015	1415	Dover Automotive
	Check	09/27/2015	1415	Dover Automotive
	Check	09/27/2015	1415	Dover Automotive
	Check	09/27/2015	1416	Kunkel Auto Supply
	Check	09/27/2015	1419	RJS Repair
	Check	09/27/2015	1419	RJS Repair
	Check	09/27/2015	1419	RJS Repair
Total Apparatus Repairs & Maintenance				
Command Vehicle				
	Check	09/13/2015	1411	Vaughan Fitch Graphics & Design
Total Command Vehicle				
Electricity				
	Check	09/06/2015	1402	City of Dover Utility
	Check	09/13/2015	1407	City of Dover Utility
Total Electricity				
Gasoline				
	Check	09/13/2015	1405	Atlantic Emergency Solutions
Total Gasoline				
Heating Expenses- Gas				
	Check	09/06/2015	1401	Chesapeake Utilities
	Check	09/13/2015	1406	Chesapeake Utilities
Total Heating Expenses- Gas				
Other Equipment Repairs				
	Check	09/13/2015	1410	Municipal Emergency Services
	Check	09/13/2015	1412	Witmer Public Safety
Total Other Equipment Repairs				
Program Expenses				
	Check	09/06/2015	1403	Dell
	Check	09/06/2015	1403	Dell
	Check	09/13/2015	1412	Witmer Public Safety
	Check	09/27/2015	1418	Motorola

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
September 2015

	Type	Date	Num	Name
Total Program Expenses				
Radio Repairs				
	Check	09/13/2015	1409	Magnum
	Check	09/13/2015	1409	Magnum
	Check	09/27/2015	1417	Magnum
Total Radio Repairs				
Small Tools				
	Check	09/27/2015	1420	T & T Small Engines
Total Small Tools				
Uniforms				
	Check	09/06/2015	1404	Dover Army-Navy Store
Total Uniforms				
Water/Sewer				
	Check	09/06/2015	1402	City of Dover Utility
	Check	09/06/2015	1402	City of Dover Utility
	Check	09/13/2015	1407	City of Dover Utility
Total Water/Sewer				
Total Expense				
Net Ordinary Income				
Net Income				

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
September 2015

	Memo	Clr	Split
Ordinary Income/Expense			
Expense			
Apparatus Repairs & Maintenance			
	Invoice # 10719DEL-Eng 6 check engine light		City Fund Account
	Invoice # 10723DEL-Ladder 2-Air Pressure		City Fund Account
	Invoice # 741135		City Fund Account
	Invoice # 742676		City Fund Account
	Metal Polish		City Fund Account
	Invoice # 10718DEL- Eng 4 work and DOT inspection		City Fund Account
	Invoice # 743970		City Fund Account
	Invoice # 746206		City Fund Account
	Invoice # 746909		City Fund Account
	Invoice # 056476536		City Fund Account
	Invoice # 3396- Brush 9 service		City Fund Account
	Invoice # 3371- Utility 2 service		City Fund Account
	Invoice # 3379- Utility 1 service		City Fund Account
Total Apparatus Repairs & Maintenance			
Command Vehicle			
	Invoice # 1121		City Fund Account
Total Command Vehicle			
Electricity			
	Acct # 44343-32052		City Fund Account
	Acct # 44255-31966		City Fund Account
Total Electricity			
Gasoline			
	Invoice # 1239DEL-Fuel		City Fund Account
Total Gasoline			
Heating Expenses- Gas			
	Station 2 from 07/28 to 08/26		City Fund Account
	Station 1 from 08/05 to 09/03		City Fund Account
Total Heating Expenses- Gas			
Other Equipment Repairs			
	Invoice # 00661320_SNV-Charger Holder		City Fund Account
	Invoice # 1642426-Streamlight cords		City Fund Account
Total Other Equipment Repairs			
Program Expenses			
	Invoice # XJFTDRPKS		City Fund Account
	Invoice # XJKRTDTP4		City Fund Account
	Invoice # 1639286- MSA sensor		City Fund Account
	Invoice # 13079725		City Fund Account

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
September 2015

		Memo	Clr	Split
Total Program Expenses				
Radio Repairs				
		Invoice # 53097		City Fund Account
		Invoice # 53391		City Fund Account
		Removed radio,gas detector and charger from Command ur		City Fund Account
Total Radio Repairs				
Small Tools				
		Invoice # 78240		City Fund Account
Total Small Tools				
Uniforms				
		Safety Boots for Parsell		City Fund Account
Total Uniforms				
Water/Sewer				
		Acct # 44345-32054		City Fund Account
		Acct # 44341-32050		City Fund Account
		Acct # 44253-31964		City Fund Account
Total Water/Sewer				
Total Expense				
Net Ordinary Income				
Net Income				

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
September 2015

	Amount	Balance
Ordinary Income/Expense		
Expense		
Apparatus Repairs & Maintenance		
	321.82	321.82
	368.27	690.09
	54.75	744.84
	474.40	1,219.24
	248.11	1,467.35
	7,672.37	9,139.72
	243.77	9,383.49
	105.72	9,489.21
	21.36	9,510.57
	42.91	9,553.48
	408.38	9,961.86
	336.28	10,298.14
	404.23	10,702.37
Total Apparatus Repairs & Maintenance	10,702.37	10,702.37
Command Vehicle		
	340.00	340.00
Total Command Vehicle	340.00	340.00
Electricity		
	3,502.04	3,502.04
	651.78	4,153.82
Total Electricity	4,153.82	4,153.82
Gasoline		
	25.00	25.00
Total Gasoline	25.00	25.00
Heating Expenses- Gas		
	42.91	42.91
	329.88	372.79
Total Heating Expenses- Gas	372.79	372.79
Other Equipment Repairs		
	44.91	44.91
	31.98	76.89
Total Other Equipment Repairs	76.89	76.89
Program Expenses		
	5,589.80	5,589.80
	2,381.16	7,970.96
	242.77	8,213.73
	138.00	8,351.73

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
September 2015

	Amount	Balance
Total Program Expenses	8,351.73	8,351.73
Radio Repairs		
	98.00	98.00
	170.00	268.00
	170.00	438.00
Total Radio Repairs	438.00	438.00
Small Tools		
	66.00	66.00
Total Small Tools	66.00	66.00
Uniforms		
	89.55	89.55
Total Uniforms	89.55	89.55
Water/Sewer		
	53.50	53.50
	14.49	67.99
	23.98	91.97
Total Water/Sewer	91.97	91.97
Total Expense	24,708.12	24,708.12
Net Ordinary Income	-24,708.12	-24,708.12
Net Income	**-24,708.12**	**-24,708.12**

FY 15-16 City Funded Account Balance Sheet

ACCOUNT	BUDGET	SPENT	BALANCE
Apparatus Repairs & Maintenance	$ 85,300.00	$ 14,503.99	$ 70,796.01
Building Maintenace Supplies	$ 1,500.00	$ 34.91	$ 1,465.09
Command Vehicle	$ 50,000.00	$ 33,650.00	$ 16,350.00
Contractual Services	$ 10,500.00		$ 10,500.00
Electricity	$ 45,000.00	$ 11,627.69	$ 33,372.31
Gasoline	$ 20,000.00	$ 2,932.41	$ 17,067.59
Heating Expenses- Gas	$ 16,000.00	$ 339.81	$ 15,660.19
Medical Supplies	$ 1,000.00		$ 1,000.00
Office Supplies	$ 2,000.00	$ 41.99	$ 1,958.01
Other Equipment Repairs	$ 2,000.00		$ 2,000.00
Program Expenses	$ 37,000.00	$ 12,758.05	$ 24,241.95
Radio Repairs	$ 2,000.00	$ 77.60	$ 1,922.40
Safety & Security	$ 1,500.00		$ 1,500.00
Small Tools	$ 4,500.00		$ 4,500.00
Telephone	$ 10,000.00	$ 1,654.29	$ 8,345.71
Training & Travel	$ 10,000.00	$ 525.00	$ 9,475.00
Uniforms & Firefighting Gear	$ 30,000.00	$ 511.16	$ 29,488.84
Water/ Sewer	$ 3,000.00	$ 325.40	$ 2,674.60

Balance as of 09/08/15

MONTHLY REPORT



OCTOBER 2015

Incident Run Log

Dover Fire Department

Date Range: From 10/1/2015 to 10/31/2015
Company: All Companies
Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
10/01/2015	30046	2015-001016	14:02	200	Garrison oak drive		Alarm system activation, no fire - unintentional	0.6
10/01/2015	30046	2015-001017	22:31	430	COUNTRY DR		Gas leak (natural gas or LPG)	0.4
10/02/2015	30046	2015-001018	06:22	437	BARRISTER PL		Police matter	0.5
10/02/2015	30046	2015-001019	11:40	1	DOVER HIGH DRIVE		Severe weather or natural disaster, other	0.6
10/02/2015	30046	2015-001020	13:00	83	CHATHAM CT		Cooking fire, confined to container	0.5
10/02/2015	30046	2015-001021	15:29	411	S QUEEN ST		Detector activation, no fire - unintentional	0.2
10/02/2015	30046	2015-001022	16:00		FORREST AVE W/O KENTON RD		Good intent call, other	0.3
10/02/2015	30046	2015-001023	16:33	725	HORSEPOND RD		Rescue, EMS incident, other	0.0
10/03/2015	30046	2015-001024	01:49	51	WEBBS LN	BB	Good intent call, other	0.4
10/03/2015	30046	2015-001025	09:50	1101	S DUPONT HWY		System malfunction, other	0.3
10/03/2015	30046	2015-001026	17:13	1131	N DUPONT HWY		Dispatched & canceled en route	0.0
10/03/2015	30046	2015-001027	17:17	133	KENTWOOD DR		False alarm or false call, other	0.2
10/03/2015	30046	2015-001028	17:19	123	N DUPONT HWY		Power line down	0.4
10/03/2015	30046	2015-001029	17:41	146	LEXINGTON PL		Good intent call, other	0.2
10/04/2015	30046	2015-001030	04:21	320	RAYMOND ST		Hazardous condition, other	0.8
10/04/2015	30046	2015-001031	10:16	174	PRESIDENT DR		Smoke detector activation, no fire - unintentional	0.4
10/04/2015	30046	2015-001032	11:39	930	WHATCOAT DR		Smoke detector activation, no fire - unintentional	0.1
10/04/2015	30046	2015-001033	13:11	140	S STATE ST		Smoke detector activation, no fire - unintentional	0.1
10/04/2015	30046	2015-001034	16:25	825	WHITEOAK RD		Gasoline or other flammable liquid spill	0.3
10/04/2015	30046	2015-001035	18:09	1131	N DUPONT HWY		Good intent call, other	0.0
10/04/2015	30046	2015-001036	18:35	10	FAIRWAY LAKES DR	A	False alarm or false call, other	0.3
10/05/2015	30046	2015-001037	07:18	14	MINERAL CT		Dispatched & canceled en route	0.0
10/05/2015	30046	2015-001038	07:47	132	TRANSPORTATION CIRCLE		Good intent call, other	0.8
10/05/2015	30046	2015-001039	13:28	1	DOVER HIGH DRIVE		Water evacuation	0.7
10/05/2015	30046	2015-001040	19:36	835	BAY RD		Smoke detector activation, no fire - unintentional	0.3
10/05/2015	30046	2015-001041	23:08	465	COUNTRY DR		Unintentional transmission of alarm, other	0.3
10/05/2015	30046	2015-001042	23:26	465	COUNTRY DR		Gas leak (natural gas or LPG)	0.7
10/05/2015	30046	2015-001043	23:27		W DIVISION ST		Smoke scare, odor of smoke	0.1
10/06/2015	30046	2015-001044	08:56	1575	MCKEE RD	102	Alarm system activation, no fire - unintentional	0.4
10/06/2015	30046	2015-001045	12:02	1200	N DUPONT HWY		Removal of victim(s) from stalled elevator	0.4
10/06/2015	30046	2015-001046	16:12	515	N DUPONT HWY		Public service assistance, other	0.3
10/06/2015	30046	2015-001047	19:36		N DUPONT HWY & LEIPSIC RD		Motor vehicle accident with injuries	0.7
10/07/2015	30046	2015-001048	00:08	1200	N DUPONT HWY		Smoke scare, odor of smoke	0.7
10/07/2015	30046	2015-001049	00:20	120	N STATE ST		Smoke detector activation, no fire - unintentional	0.1
10/07/2015	30046	2015-001050	11:41		W DENNEYS RD		Good intent call, other	0.3
10/07/2015	30046	2015-001051	14:18	411	LEGISLATIVE AVE		Building fire	34.9
10/09/2015	30046	2015-001052	01:10	216	N STATE ST		Service Call, other	0.0
10/09/2015	30046	2015-001053	15:05		COLLEGE RD		Motor vehicle accident with injuries	0.4
10/09/2015	30046	2015-001054	17:58		SR1 & MAIN TOLL PLAZA		Road freight or transport vehicle fire	0.7
10/09/2015	30046	2015-001055	22:04	120	N STATE ST		Dispatched & canceled en route	0.1
10/10/2015	30046	2015-001056	11:25	101	BABB DR		False alarm or false call, other	0.6
10/10/2015	30046	2015-001057	17:31	76	REPRESENTATIVE LN		Smoke detector activation due to malfunction	0.4
10/10/2015	30046	2015-001058	21:29	820	CARVEL DR	C	Cooking fire, confined to container	0.4
10/11/2015	30046	2015-001059	08:00	3000	LEMAY LA		Malicious, mischievous false call, other	0.1
10/11/2015	30046	2015-001060	22:11	435	NEW CASTLE AVE		Good intent call, other	0.2
10/12/2015	30046	2015-001061	00:50	1200	N DUPONT HWY		Dispatched & canceled en route	0.1
10/12/2015	30046	2015-001062	09:42	105	MONT BLANC BLVD		Smoke scare, odor of smoke	0.8
10/12/2015	30046	2015-001063	14:01	600	JEFFERIC BLVD		Smoke detector activation, no fire - unintentional	0.2
10/12/2015	30046	2015-001064	14:12	301	Doveview Drive		Public service	0.3
10/12/2015	30046	2015-001065	15:57	1570	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.1
10/12/2015	30046	2015-001066	18:06		WYOMING MILL RD		Medical assist, assist EMS crew	0.4
10/13/2015	30046	2015-001067	05:19	1200	N DUPONT HWY		Dispatched & canceled en route	0.1
10/13/2015	30046	2015-001068	12:44		N LITTLE CREEK RD		Outside rubbish fire, other	0.5
10/13/2015	30046	2015-001069	18:06	1570	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.1
10/13/2015	30046	2015-001070	20:56	1365	N DUPONT HWY	3054	Motor vehicle/pedestrian accident (MV Ped)	0.7
10/14/2015	30046	2015-001071	15:49	1200	N DUPONT HWY		Dispatched & canceled en route	0.0
10/15/2015	30046	2015-001072	10:26	23	SHINNECOCK RD		Good intent call, other	0.5
10/15/2015	30046	2015-001073	11:09	120	N STATE ST		Dispatched & canceled en route	0.1
10/15/2015	30046	2015-001074	21:42	1365	N DUPONT HWY	2000	Sprinkler activation, no fire - unintentional	0.3

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
10/15/2015	30046	2015-001075	22:03	1570	N DUPONT HWY		Cooking fire, confined to container	0.4
10/15/2015	30046	2015-001076	22:24	2272	FORREST AVE		Motor vehicle accident with injuries	0.2
10/16/2015	30046	2015-001077	07:00	270	BEISER BLVD		Unintentional transmission of alarm, other	0.5
10/16/2015	30046	2015-001078	07:51	32	KENTWOOD DR		Assist police or other governmental agency	0.4
10/16/2015	30046	2015-001079	13:15		WESTVILLE RD. AND MOOSE		Outside rubbish, trash or waste fire	1.1
10/17/2015	30046	2015-001080	01:33	202	SHEPHARD ST		Fire in mobile home used as fixed residence	3.0
10/17/2015	30046	2015-001081	18:34	233	WEST LOOCKERMAN ST		Good intent call, other	0.1
10/17/2015	30046	2015-001082	22:58	120	HAMAN DR		Good intent call, other	0.2
10/17/2015	30046	2015-001083	23:30	1200	N DUPONT HWY		False alarm or false call, other	0.1
10/18/2015	30046	2015-001084	16:55	641	CHESTNUT GROVE RD		Smoke detector activation due to malfunction	0.3
10/18/2015	30046	2015-001085	19:39	1700	E LEBANON RD		Outside equipment fire	2.5
10/18/2015	30046	2015-001086	22:39	207	PINE ST		Good intent call, other	0.2
10/18/2015	30046	2015-001087	22:59	211	S DUPONT HWY		Power line down	0.1
10/19/2015	30046	2015-001088	09:50	324	E BROADSTAIRS PLACE		Cooking fire, confined to container	0.7
10/19/2015	30046	2015-001089	14:24	631	RIDGELY ST		False alarm or false call, other	0.2
10/19/2015	30046	2015-001090	14:35	655	BAY RD		Good intent call, other	0.4
10/19/2015	30046	2015-001091	17:55	916	WILSON DR		Alarm system activation, no fire - unintentional	0.3
10/20/2015	30046	2015-001092	09:29	1350	N DUPONT HWY		Alarm system activation, no fire - unintentional	0.4
10/20/2015	30046	2015-001093	11:46	591	S DUPONT HWY		System malfunction, other	0.6
10/20/2015	30046	2015-001094	15:10	301	MOCKINGBIRD AVE		Good intent call, other	0.6
10/20/2015	30046	2015-001095	18:46	135	WILLIS RD		Building fire	0.7
10/20/2015	30046	2015-001096	21:21	30	RIVERSIDE RD		Overheated motor	0.6
10/21/2015	30046	2015-001097	03:02	506	S STATE ST		System malfunction, other	0.4
10/21/2015	30046	2015-001098	13:58	156	MIFFLIN RD		Good intent call, other	0.0
10/21/2015	30046	2015-001099	14:17		NEW BURTON RD		Extrication of victim(s) from vehicle	1.1
10/22/2015	30046	2015-001100	13:07	188	WILLIS RD		Good intent call, other	0.2
10/22/2015	30046	2015-001101	18:06	640	S STATE ST		Passenger vehicle fire	0.4
10/22/2015	30046	2015-001102	18:26	1656	NAULT RD		Off-road vehicle or heavy equipment fire	0.6
10/22/2015	30046	2015-001103	23:08	506	E LOOCKERMAN ST		Smoke detector activation, no fire - unintentional	0.3
10/23/2015	30046	2015-001104	01:20	120	N STATE ST		Malicious, mischievous false call, other	0.1
10/23/2015	30046	2015-001105	09:29	631	RIDGELY ST		Alarm system sounded due to malfunction	0.3
10/23/2015	30046	2015-001106	10:29	1704	E LEBANON RD		Good intent call, other	0.4
10/23/2015	30046	2015-001107	12:54	101	BABB DR		Cooking fire, confined to container	0.4
10/24/2015	30046	2015-001108	12:56	430	KINGS HWY NE	1	Cooking fire, confined to container	1.2
10/24/2015	30046	2015-001109	14:30	1200	N DUPONT HWY		Water or steam leak	0.8
10/24/2015	30046	2015-001110	17:27	105	THAMES DR		Excessive heat, scorch burns with no ignition	0.0
10/24/2015	30046	2015-001111	21:36	632	N DUPONT HWY		Motor vehicle accident with injuries	0.9
10/25/2015	30046	2015-001112	13:24	238	MIFFLIN RD		Carbon monoxide detector activation, no CO	0.5
10/25/2015	30046	2015-001113	23:39	1450	FORREST AVE		Hazardous condition, other	1.0
10/26/2015	30046	2015-001114	14:47		KENTON RD		Motor vehicle accident with injuries	0.2
10/26/2015	30046	2015-001115	15:59	27	W LOOCKERMAN ST		Alarm system activation, no fire - unintentional	0.3
10/26/2015	30046	2015-001116	19:59	1022	HAYES DR		Good intent call, other	0.3
10/27/2015	30046	2015-001117	06:50	73	WASHINGTON ST		Smoke detector activation due to malfunction	0.4
10/27/2015	30046	2015-001118	18:19	835	BAY RD		False alarm or false call, other	0.4
10/28/2015	30046	2015-001119	19:44	1365	N DUPONT HWY	3054	Public service assistance, other	0.3
10/28/2015	30046	2015-001120	21:08	725	HORSEPOND RD		Medical assist, assist EMS crew	0.0
10/29/2015	30046	2015-001121	07:52	710	BUCKSON DR		Cooking fire, confined to container	0.4
10/29/2015	30046	2015-001122	11:24	1365	N DUPONT HWY	3000	Malicious, mischievous false call, other	0.7
10/29/2015	30046	2015-001123	14:38	652	N. DUPONT HWY		Alarm system sounded due to malfunction	0.3
10/29/2015	30046	2015-001124	17:07	301	Doveview Drive		No incident found on arrival at dispatch address	0.3
10/29/2015	30046	2015-001125	20:41	1570	N DUPONT HWY		Smoke detector activation, no fire - unintentional	0.2
10/30/2015	30046	2015-001126	05:19	245	MCKEE RD		Sprinkler activation due to malfunction	0.8
10/30/2015	30046	2015-001127	13:34	1160	WALKER RD		Alarm system sounded due to malfunction	0.4
10/30/2015	30046	2015-001128	15:04	120	N STATE ST		Dispatched & canceled en route	0.0
10/30/2015	30046	2015-001129	16:32	2703	FORREST AVE		Gasoline or other flammable liquid spill	1.1
10/30/2015	30046	2015-001130	20:48	1200	N DUPONT HWY		Malicious, mischievous false call, other	0.1
10/31/2015	30046	2015-001131	00:38	3997	HAZLETTVILLE ROAD		Motor vehicle accident with injuries	0.4
10/31/2015	30046	2015-001132	03:51	1131	N DUPONT HWY		Assist police or other governmental agency	0.1
10/31/2015	30046	2015-001133	11:52	30	WHITEMARSH CT		Fuel burner/boiler malfunction, fire confined	0.9
10/31/2015	30046	2015-001134	19:38	1045	N DUPONT HWY		Smoke detector activation, no fire - unintentional	1.0
10/31/2015	30046	2015-001135	19:46	341	SAULSBURY RD		Smoke detector activation, no fire - unintentional	0.2
10/31/2015	30046	2015-001136	23:46	46	FAIR WIND PL		Good intent call, other	0.4

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth

Total Number of Incidents: 121
Total Length of Incidents: 85.9 Hours

Incident Type Report (Summary)

Dover Fire Department

Date Range: From 10/01/2015 to 10/31/2015
Company: All Companies

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
1 Fire					
111 Building fire		2	1.65%	$0	0.00%
113 Cooking fire, confined to container		7	5.79%	$0	0.00%
116 Fuel burner/boiler malfunction, fire confined		1	0.83%	$0	0.00%
121 Fire in mobile home used as fixed residence		1	0.83%	$0	0.00%
131 Passenger vehicle fire		1	0.83%	$0	0.00%
132 Road freight or transport vehicle fire		1	0.83%	$0	0.00%
138 Off-road vehicle or heavy equipment fire		1	0.83%	$0	0.00%
150 Outside rubbish fire, other		1	0.83%	$0	0.00%
151 Outside rubbish, trash or waste fire		1	0.83%	$0	0.00%
162 Outside equipment fire		1	0.83%	$0	0.00%
	Totals	17	14.05%	$0	0.00%
2 Overpressure Rupture, Explosion, Overheat(no fire)					
251 Excessive heat, scorch burns with no ignition		1	0.83%	$0	0.00%
	Totals	1	0.83%	$0	0.00%
3 Rescue & Emergency Medical Service Incident					
300 Rescue, EMS incident, other		1	0.83%	$0	0.00%
311 Medical assist, assist EMS crew		2	1.65%	$0	0.00%
322 Motor vehicle accident with injuries		6	4.96%	$0	0.00%
323 Motor vehicle/pedestrian accident (MV Ped)		1	0.83%	$0	0.00%
352 Extrication of victim(s) from vehicle		1	0.83%	$0	0.00%
353 Removal of victim(s) from stalled elevator		1	0.83%	$0	0.00%
	Totals	12	9.92%	$0	0.00%
4 Hazardous Condition (No Fire)					
400 Hazardous condition, other		2	1.65%	$0	0.00%
411 Gasoline or other flammable liquid spill		2	1.65%	$0	0.00%
412 Gas leak (natural gas or LPG)		2	1.65%	$0	0.00%
442 Overheated motor		1	0.83%	$0	0.00%
444 Power line down		2	1.65%	$0	0.00%
	Totals	9	7.44%	$0	0.00%
5 Service Call					
500 Service Call, other		1	0.83%	$0	0.00%
521 Water evacuation		1	0.83%	$0	0.00%
522 Water or steam leak		1	0.83%	$0	0.00%
550 Public service assistance, other		2	1.65%	$0	0.00%
551 Assist police or other governmental agency		2	1.65%	$0	0.00%
552 Police matter		1	0.83%	$0	0.00%
553 Public service		1	0.83%	$0	0.00%
	Totals	9	7.44%	$0	0.00%
6 Good Intent Call					
600 Good intent call, other		18	14.88%	$0	0.00%
611 Dispatched & canceled en route		8	6.61%	$0	0.00%
622 No incident found on arrival at dispatch address		1	0.83%	$0	0.00%
651 Smoke scare, odor of smoke		3	2.48%	$0	0.00%
	Totals	30	24.79%	$0	0.00%
7 False Alarm & False Call					
700 False alarm or false call, other		6	4.96%	$0	0.00%

Incident Type Report (Summary)

Dover Fire Department

Date Range: From 10/01/2015 to 10/31/2015
Company: All Companies

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
710 Malicious, mischievous false call, other		4	3.31%	$0	0.00%
730 System malfunction, other		3	2.48%	$0	0.00%
731 Sprinkler activation due to malfunction		1	0.83%	$0	0.00%
733 Smoke detector activation due to malfunction		3	2.48%	$0	0.00%
735 Alarm system sounded due to malfunction		3	2.48%	$0	0.00%
740 Unintentional transmission of alarm, other		2	1.65%	$0	0.00%
741 Sprinkler activation, no fire - unintentional		1	0.83%	$0	0.00%
743 Smoke detector activation, no fire - unintentional		12	9.92%	$0	0.00%
744 Detector activation, no fire - unintentional		1	0.83%	$0	0.00%
745 Alarm system activation, no fire - unintentional		5	4.13%	$0	0.00%
746 Carbon monoxide detector activation, no CO		1	0.83%	$0	0.00%
	Totals	42	34.71%	$0	0.00%
8 Severe Weather & Natural Disaster					
800 Severe weather or natural disaster, other		1	0.83%	$0	0.00%
	Totals	1	0.83%	$0	0.00%
9 Special Incident Type					
	Totals	0	0.00%	$0	0.00%
	Totals	121		$0	

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
October 2015

	Type	Date	Num	Name
Ordinary Income/Expense				
Income				
City Quarterly Deposit				
	Deposit	10/29/2015	0242931	
Total City Quarterly Deposit				
Total Income				
Expense				
Apparatus Repairs & Maintenance				
	Check	10/10/2015	1425	Dover Automotive
	Check	10/10/2015	1426	Kunkel Auto Supply
	Check	10/17/2015	1431	Staples
	Check	10/18/2015	1433	Atlantic Emergency Solutions
	Check	10/18/2015	1433	Atlantic Emergency Solutions
	Check	10/18/2015	1434	Kunkel Auto Supply
	Check	10/30/2015	1436	Atlantic Emergency Solutions
	Check	10/30/2015	1436	Atlantic Emergency Solutions
	Check	10/30/2015	1436	Atlantic Emergency Solutions
	Check	10/30/2015	1436	Atlantic Emergency Solutions
	Check	10/30/2015	1437	Atlantic Emergency Solutions
	Check	10/30/2015	1437	Atlantic Emergency Solutions
	Check	10/30/2015	1437	Atlantic Emergency Solutions
	Check	10/30/2015	1438	Dover Automotive
Total Apparatus Repairs & Maintenance				
Building Maintenance Supplies				
	Check	10/10/2015	1423	City of Dover
Total Building Maintenance Supplies				
Command Vehicle				
	Check	10/17/2015	1430	Magnum
Total Command Vehicle				
Electricity				
	Check	10/10/2015	1424	City of Dover Utility
	Check	10/17/2015	1429	City of Dover Utility
Total Electricity				
Gasoline				
	Check	10/10/2015	1423	City of Dover
	Check	10/10/2015	1423	City of Dover
Total Gasoline				
Heating Expenses- Gas				
	Check	10/10/2015	1421	Chesapeake Utilities

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
October 2015

	Type	Date	Num	Name
	Check	10/17/2015	1428	Chesapeake Utilities
Total Heating Expenses- Gas				
Office Supplies				
	Check	10/10/2015	1423	City of Dover
	Check	10/17/2015	1431	Staples
Total Office Supplies				
Radio Repairs				
	Check	10/18/2015	1435	Motorola
Total Radio Repairs				
Telephone				
	Check	10/10/2015	1422	Chief Technologies, LLC
	Check	10/10/2015	1423	City of Dover
	Check	10/10/2015	1423	City of Dover
	Check	10/17/2015	1432	Verizon Wireless
	Check	10/30/2015	1439	Verizon Wireless
Total Telephone				
Uniforms				
	Check	10/10/2015	1427	Rush Uniform
Total Uniforms				
Water/Sewer				
	Check	10/10/2015	1424	City of Dover Utility
	Check	10/10/2015	1424	City of Dover Utility
	Check	10/17/2015	1429	City of Dover Utility
Total Water/Sewer				
Total Expense				
Net Ordinary Income				
Net Income				

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
October 2015

	Memo	Clr	Split
Ordinary Income/Expense			
Income			
City Quarterly Deposit			
	2nd Quarterly Deosit		City Fund Account
Total City Quarterly Deposit			
Total Income			
Expense			
Apparatus Repairs & Maintenance			
	Ref 747077- Ladder 1		City Fund Account
	Invoice # 056477421- Ulimate Protect		City Fund Account
	Painters tape		City Fund Account
	Invoice # 10739DEL- Eng 3 Federal DOT Inspection		City Fund Account
	Invoice # 10809DEL- Install auto charger on 46-12		City Fund Account
	Invoice # 056477521		City Fund Account
	10832DEL- Eng 7 pump test		City Fund Account
	10833DEL- Ladder 1 pump test		City Fund Account
	10835DEL- Eng 4 pump test		City Fund Account
	10834DEL- Eng 2 pump test		City Fund Account
	10836DEL- Eng 3 pump test		City Fund Account
	10837DEL- Eng 6 pump test		City Fund Account
	10341DEL- Rescue 1 shelves		City Fund Account
	Invoice 754787- Battery for Brush 9		City Fund Account
Total Apparatus Repairs & Maintenance			
Building Maintenance Supplies			
	Absorbent		City Fund Account
Total Building Maintenance Supplies			
Command Vehicle			
	Lights and install for new Chief's vehicle		City Fund Account
Total Command Vehicle			
Electricity			
	Acct # 44343-32052		City Fund Account
	Acct # 44255-31966		City Fund Account
Total Electricity			
Gasoline			
	Unleaded fuel-August		City Fund Account
	Bio-Diesel fuel-August		City Fund Account
Total Gasoline			
Heating Expenses- Gas			
	Station 2 from 08/26 to 09/25		City Fund Account

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
October 2015

		Memo	Clr	Split
		Station 1 from 09/03 to 10/06		City Fund Account
	Total Heating Expenses- Gas			
	Office Supplies			
		Postage charges for August		City Fund Account
		Binders for report		City Fund Account
	Total Office Supplies			
	Radio Repairs			
		Invoice # 13083590- Mission Critical Wireless Blue		City Fund Account
	Total Radio Repairs			
	Telephone			
		Cheif Messaging		City Fund Account
		Verizon phone charges- August		City Fund Account
		Cavalier phone charges-August		City Fund Account
		IPAD charges from 08/21 to 09/20		City Fund Account
		IPAD charges 09/21 to 10/20		City Fund Account
	Total Telephone			
	Uniforms			
		Uniform shirts for Chief Hall		City Fund Account
	Total Uniforms			
	Water/Sewer			
		Acct # 44345-32054		City Fund Account
		Acct # 44341-32050		City Fund Account
		Acct # 44253-31964		City Fund Account
	Total Water/Sewer			
Total Expense				
Net Ordinary Income				
Net Income				

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
October 2015

	Amount	Balance
Ordinary Income/Expense		
Income		
City Quarterly Deposit		
	70,675.00	70,675.00
Total City Quarterly Deposit	70,675.00	70,675.00
Total Income	70,675.00	70,675.00
Expense		
Apparatus Repairs & Maintenance		
	39.92	39.92
	9.75	49.67
	13.98	63.65
	11,775.86	11,839.51
	2,731.48	14,570.99
	21.20	14,592.19
	449.75	15,041.94
	438.50	15,480.44
	324.50	15,804.94
	324.50	16,129.44
	324.50	16,453.94
	324.50	16,778.44
	9,061.58	25,840.02
	179.98	26,020.00
Total Apparatus Repairs & Maintenance	26,020.00	26,020.00
Building Maintenance Supplies		
	60.89	60.89
Total Building Maintenance Supplies	60.89	60.89
Command Vehicle		
	12,983.93	12,983.93
Total Command Vehicle	12,983.93	12,983.93
Electricity		
	3,521.53	3,521.53
	683.89	4,205.42
Total Electricity	4,205.42	4,205.42
Gasoline		
	243.63	243.63
	722.92	966.55
Total Gasoline	966.55	966.55
Heating Expenses- Gas		
	47.65	47.65

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
October 2015

	Amount	Balance
	665.08	712.73
Total Heating Expenses- Gas	712.73	712.73
Office Supplies		
	20.37	20.37
	47.45	67.82
Total Office Supplies	67.82	67.82
Radio Repairs		
	276.80	276.80
Total Radio Repairs	276.80	276.80
Telephone		
	342.00	342.00
	279.91	621.91
	26.89	648.80
	390.16	1,038.96
	300.20	1,339.16
Total Telephone	1,339.16	1,339.16
Uniforms		
	203.15	203.15
Total Uniforms	203.15	203.15
Water/Sewer		
	62.50	62.50
	14.49	76.99
	42.96	119.95
Total Water/Sewer	119.95	119.95
Total Expense	46,956.40	46,956.40
Net Ordinary Income	23,718.60	23,718.60
Net Income	**23,718.60**	**23,718.60**

FY 15-16 City Funded Account Balance Sheet

ACCOUNT	BUDGET	SPENT	BALANCE
Apparatus Repairs & Maintenance	$ 85,300.00	$ 51,217.36	$ 34,082.64
Building Maintenace Supplies	$ 1,500.00	$ 95.80	$ 1,404.20
Command Vehicle	$ 50,000.00	$ 46,973.93	$ 3,026.07
Contractual Services	$ 10,500.00		$ 10,500.00
Electricity	$ 45,000.00	$ 16,484.89	$ 28,515.11
Gasoline	$ 20,000.00	$ 3,923.96	$ 16,076.04
Heating Expenses- Gas	$ 16,000.00	$ 1,382.42	$ 14,617.58
Medical Supplies	$ 1,000.00		$ 1,000.00
Office Supplies	$ 2,000.00	$ 109.81	$ 1,890.19
Other Equipment Repairs	$ 2,000.00	$ 76.89	$ 1,923.11
Program Expenses	$ 37,000.00	$ 13,138.82	$ 23,861.18
Radio Repairs	$ 2,000.00	$ 792.40	$ 1,207.60
Safety & Security	$ 1,500.00		$ 1,500.00
Small Tools	$ 4,500.00	$ 66.00	$ 4,434.00
Telephone	$ 10,000.00	$ 2,993.45	$ 7,006.55
Training & Travel	$ 10,000.00	$ 525.00	$ 9,475.00
Uniforms & Firefighting Gear	$ 30,000.00	$ 714.31	$ 29,285.69
Water/ Sewer	$ 3,000.00	$ 469.33	$ 2,530.67

Balance as of 11/01/15

Dover Police Department

Monthly Report

To

Mayor and City Council

"To Protect and Serve"

October 2015

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

December 14, 2015

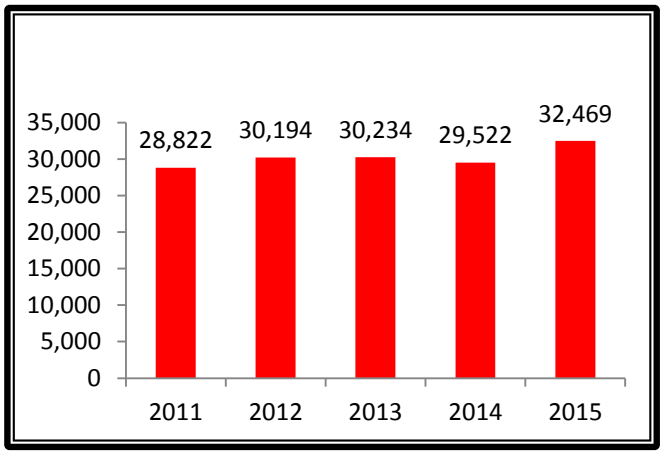
Honorable Robin Christiansen, Mayor
Members of Dover City Council
City Hall
Dover, DE 19901

Mayor Christiansen and Council Members:

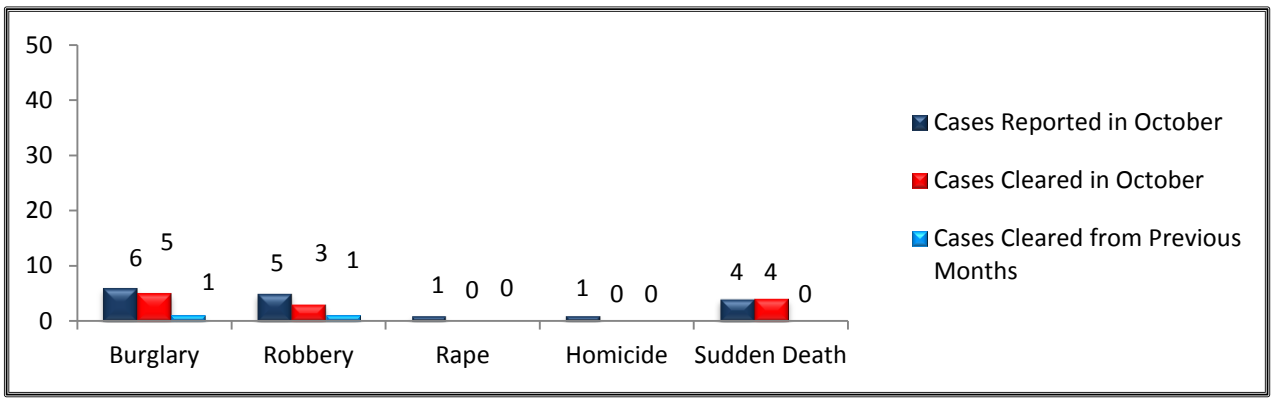
The following is the monthly report for Dover Police Department activities for the month of October 2015:

COMPLAINTS

Total complaints received through October 31st, numbered 32,469 this is an increase of 2,947 complaints over the same time period last year.



CRIMINAL INVESTIGATIONS



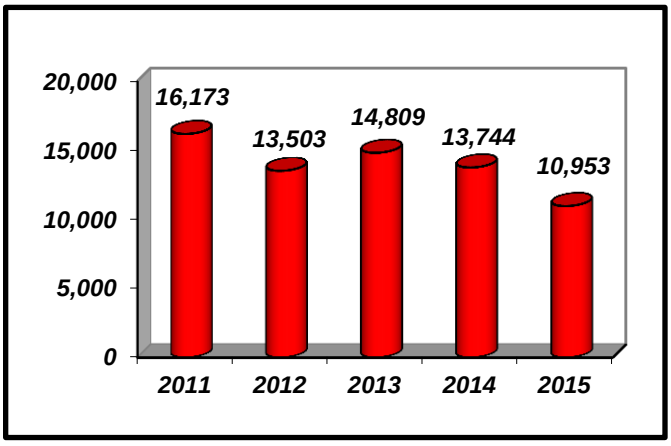
COMMUNITY POLICING - SAFE STREETS, QUALITY OF LIFE (QOL) & CADETS

SAFE STREETS ENFORCEMENT & QOL	Contacts
ABANDONED VEHICLES	1
ALCOHOL VIOLATIONS/DUI'S	0
ASSIST OTHER	3
WARRANTS ON FILE	0
BIKE ON SIDEWALK	0
CITY PARK VIOLATIONS	0
CRIMINAL ARRESTS	13
DRUG RELATED ARRESTS	12
LOUD MUSIC	0
MISCELLANEOUS VIOLATIONS	0
PARKING VIOLATIONS	2
PEDDLER	0
MEETINGS	96
GUNS	3
CURFEW CHECKS	64
CRIME PREVENTION CHECK	2
TRAFFIC ARRESTS	3
WARNINGS	4
FUGITIVE	7
TOTAL CONTACTS	**210**

CADETS	Contacts
PARKING	12
DCO'S	25
OPEN CONTAINER	8
LOUD NOISE	0
LEWDNESS	0
OTHER	5
BUSINESSES CONTACTED	33
LIBRARY CHECKS	13
COMPLAINTS ASSIGNED	22
SPECIAL EVENT	2
TOTAL CONTACTS	**120**

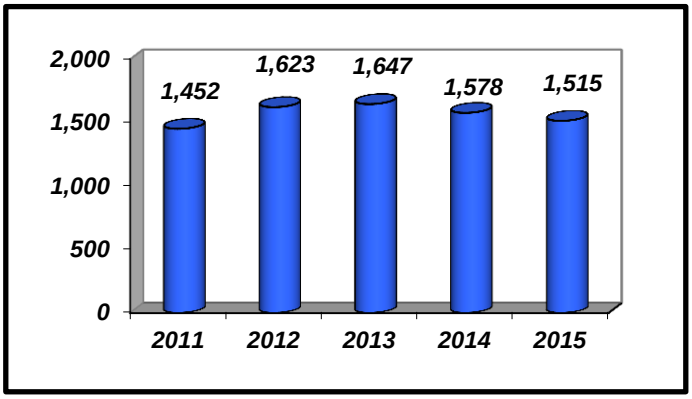
TRAFFIC ARRESTS

The department issued 10,953 traffic citations through this reporting period. This is a decrease of 2,791 citations over the number issued during the same period last year.

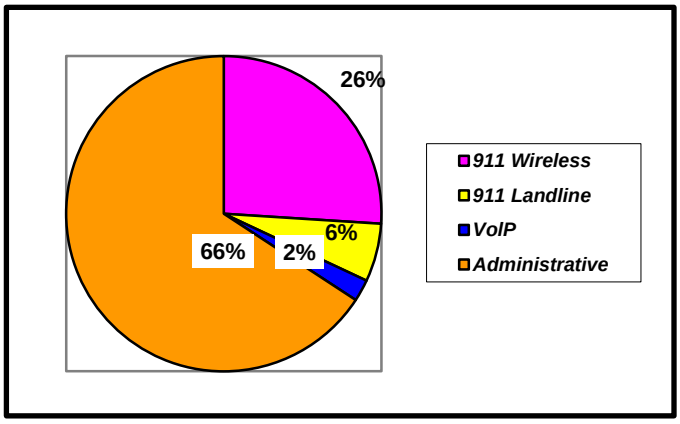


TRAFFIC CRASHES

Through October 31st, Dover Police investigated 1,515 traffic crashes. This is a decrease of 63 crashes investigated during the same period last year.



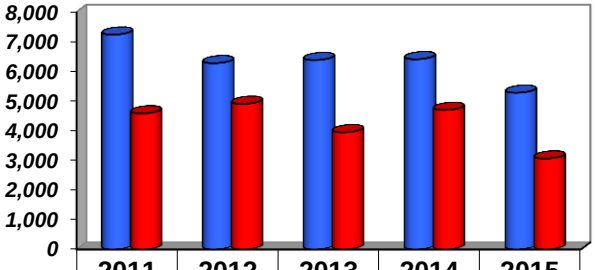
911 CENTER



During the month of October, the Dover Police Department handled a total of 10,398 calls averaging 336 calls per day. Dispatchers handled 2,705 calls on the 911 wireless lines, 620 calls on the 911 landlines, and 233 calls on the Voice Over Internet Protocol lines, the remaining 6,840 were administrative calls.

CITY ORDINANCE SUMMONS

*Through October 31st, we issued 5,279 city ordinance summons, a decrease of 1,130 summonses over the same period last year. *Note: Of those summonses issued in August, 10 DCO's were issued for handicapped parking violations, 2 for fire lane parking violations, 38 for false alarms (0, for 1-2, 31, for 3-5 alarms, 6, for 6-9 alarms, 0, for 10-15 alarms, and 1, for 16 or more alarms) and 10 for noise violations (2, for vehicle violations and 8, for residence violations).*

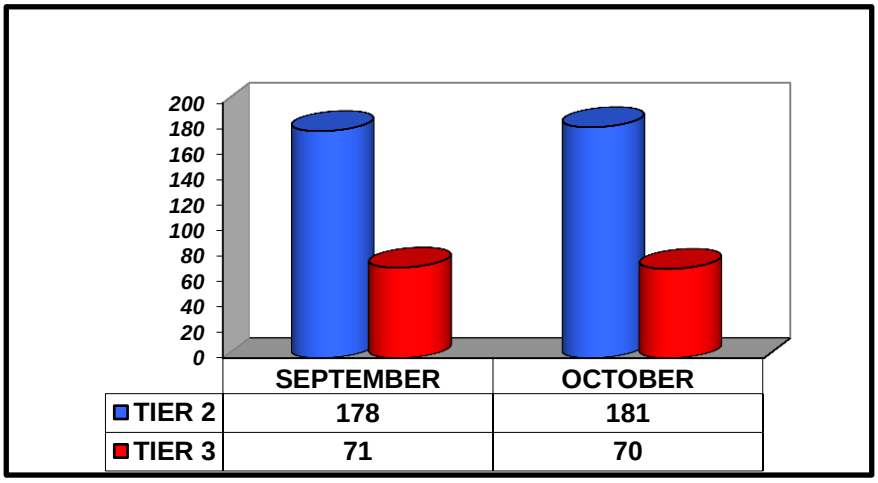


	2011	2012	2013	2014	2015
ISSUED	7,238	6,276	6,380	6,409	5,279
PAID	4,584	4,905	3,948	4,698	3,064

SEX OFFENDER STATISTICS/AUGUST

	VERIFICATIONS	NOTIFICATIONS	MONTHLY REVERIFICATIONS	NON COMPLIANT WARRANTS
TIER 1	0	0	0	0
TIER 2	19	1767	6	0
TIER 3	11	1573	9	0

ACTIVE SEX OFFENDERS THAT RESIDE IN THE CITY OF DOVER (please note, Tier 1 offenders are not contacted by Dover Police Sex Offender Agents).



Please visit our website at www.doverpolice.org for up to date information on crimes and activities in the City of Dover.

Respectfully Submitted,

Paul M. Bernat

Paul M. Bernat
Chief of Police

DRAFT PROPOSED COUNCIL RESOLUTION NO. 2015-16

A RESOLUTION PROPOSING THAT COUNCIL MEMBERS AND CIVILIAN STANDING COMMITTEE MEMBERS ACT AS A COMMITTEE OF THE WHOLE ON A TRIAL BASIS

WHEREAS, in an effort to be more efficient and effective, to allow greater opportunity for interaction and networking among elected officials and the civilian committee members, and to enhance the decision making process by involving all members of City Council in discussions at the Committee level, City Council has decided to temporarily set aside the Standing Committees as provided for in the Dover Code and act as a Committee of the Whole on a temporary basis; and

WHEREAS, the Committee of the Whole, which would include all members of City Council and the civilian members for the Parks, Recreation, and Community Enhancement; Safety Advisory and Transportation; Utility; and Legislative, Finance, and Administration committees, would be chaired by the Council President. Each of the chairpersons of the four (4) standing committees would chair their respective committee meeting and the civilian members would participate in only their committee's discussions. The Committee of the Whole would enable members to give detailed consideration to agenda items in a committee setting. In a Committee of the Whole the results of votes taken are not final decisions, but have the status of recommendations which City Council would consider further and vote on at its Regular meeting, either as a discussion item or on Consent Agenda; and

NOW, THEREFORE, BE IT RESOLVED that the City Council and civilian members of the Standing Committees will act as a Committee of the Whole on a trial basis beginning on January 26, 2016 and, if Council chooses to adopt this meeting format, an Ordinance amendment regarding the Standing Committees will be presented for adoption prior to the Annual Meeting in May.

ADOPTED: *

S:\RESOLUTIONS-PROCLAMATIONS-TRIBUTES\2015\DRAFT\Resolution No. 2015-16 - Standing Council Committees to Meet as Committee of the Whole.wpd

ROBIN R. CHRISTIANSEN	TIMOTHY A. SLAVIN
MAYOR	COUNCIL PRESIDENT

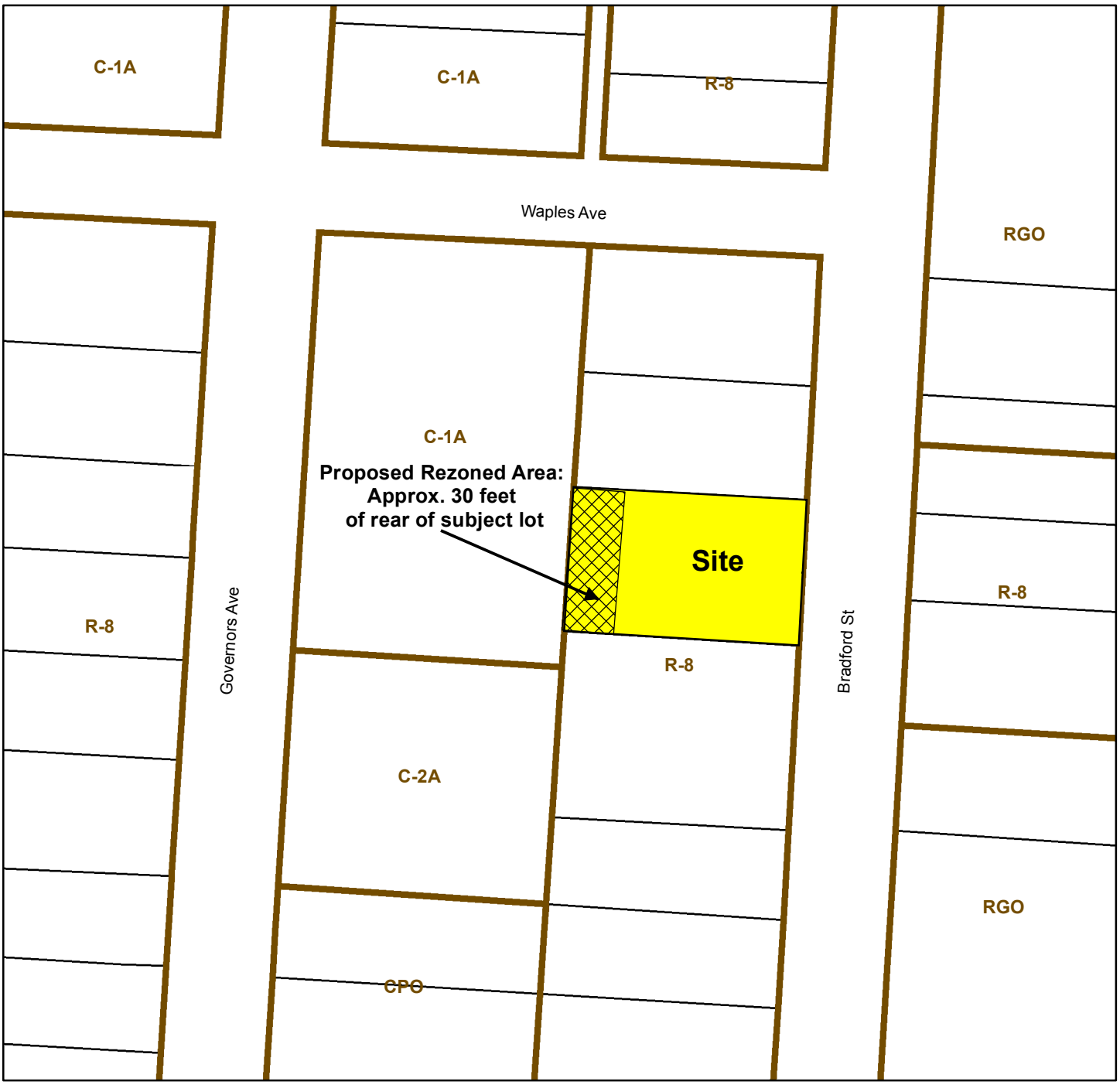
Actions History:
December 14, 2015 - Scheduled for Introduction at City Council

PETITION TO AMEND AND ZONING DISTRICT
First Reading before the
Dover City Council
December 14, 2015

Applicants/Owners:	Halpern Family Property Investment, LP
Address:	1042 South Bradford Street (portion)
Location:	West side of South Bradford Street south of Waples Avenue
Tax Parcel ID #:	ED-05-077.17-03-14.00-000 (portion)
Size:	2,373 +/- Square Feet (8,000 SF of lot would remain R-8)
Present Use:	Residential Lot
Proposed Use:	Parking for Commercial Use
Comprehensive Plan Designation:	Residential Medium Density (Rezoning request would qualify as a minor variation)
Present Zoning:	R-8 (One Family Residence Zone)
Proposed Zoning:	C-1A (Limited Commercial Zone)
File Number:	Z-16-01
Ordinance Number:	2015-24

City of Dover
Department of Planning & Inspections

Application No.: Z-16-01



Title: Lands of Halpern FP
Address: 1042 S. Bradford St
Parcel ID: ED-05-077.17-03-14.00-000 (portion)
Existing Zoning: R-8 (One-Family Residence Zone)
Proposed Zoning: C-1A (Limited Commercial Zone)
Owner: Halpern Family Prop Invest LP
Date: 11/25/2015

Legend
- Zoning
- Dover Parcels
- Subject Property

N W E S

0 50 100 200 Feet

FIRST READING

CITY OF DOVER
PROPOSED ORDINANCE #2015-24

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF A PORTION OF THE PROPERTY LOCATED AT 1042 SOUTH BRADFORD 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 the property described below from R-8 (One Family Residence Zone) to C-1A (Limited Commercial 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-1A (Limited Commercial Zone) on a $2,373^{+/-}$ S.F. portion of the property located at 1042 South Bradford Street. The rezoned portion is adjacent to the west property line. The remaining $8,000^{+/-}$ S.F. portion of the parcel, which is $10,373^{+/-}$ S.F. in its entirety, shall retain the R-8 (One Family Residence Zone) designation. The property is owned by Halpern Family Property Investment, LP.
   (Tax Parcel: ED-05-077.17-03-14.00-000; Planning Reference Z-16-01; Council District 2)

ADOPTED: *

S:\ORDINANCES\2015\DRAFT\ORDINANCE #2015-24 REZONING - 1042 SOUTH BRADFORD STREET\Ordinance #2015-24 - Rezoning Property at 1042 South Bradford Street.wpd

Actions History
December 14, 2015 - Scheduled for First Reading by City Council

Draft

CITY OF DOVER PROPOSED ORDINANCE #2015-21

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

That Chapter 82, Planning, of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

Chapter 82 - Planning

Sec. 82-1. - Planning commission.

There is hereby created a planning commission. The members of the planning commission shall be appointed by the mayor, subject to confirmation by the council. The planning commission shall consist of nine members serving three-year terms. Two members shall be selected from each council district and one member shall serve from the city at-large. The terms of the members shall be arranged so that each year the terms of three members shall expire, and the expiration date shall be on June 1. Incumbent members of the planning commission shall continue to serve beyond the expiration of their term until a successor is appointed by the mayor and confirmed by the council.

(Code 1968, § 2-68; Ord. of 10-12-1970; Code 1981, § 17-1; Ord. of 6-27-1994)

Charter reference— Power of council to create planning commission, subpart A, § 23.

State Law reference— Planning commission, 22 Del. C. §§ 701—711.

Sec. 82-2. - City planner.

There is hereby established the office of city planner who shall be selected by *the city council ~~**at its annual meeting**~~ and employed at the pleasure of mayor and council. The city planner shall be directly responsible to the mayor and council.

(Code 1968, § 2-68; Ord. of 10-12-1970; Code 1981, § 17-2; Ord. of 1-9-2006; Ord. of 7-24-2006(1); Ord. No. 2009-24, 11-9-2009)

Sec. 82-3. - Planning services.

(a) *Zoning verification letters/administrative interpretations*. A zoning verification letter or administrative interpretation will be provided by the city planner upon request to verify the current zoning of a particular piece of property and the types of uses that are allowed in that zoning district. A request for a zoning verification letter or administrative interpretation shall be submitted using forms provided by the planning office. Fees related to zoning verification letters shall be as provided for in Appendix F - Fees and Fines.

(b) *Content*. A zoning verification letter or administrative interpretation may contain the following information based upon the request received:

(1) The zoning district of the property and any zoning overlay districts applicable to the

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property.

(2) Verification that a particular use is permitted within the property's zoning district.

(3) A list of permitted uses in the zoning district.

(4) Identification of any current Notice of Violations issued for code enforcement violations on the subject property.

(5) Any other requested information determined by the city planner to be within the scope of this section.

(c) *Appeal of zoning verification letter or administrative interpretation*. Any determination made by the city planner may be appealed to the board of adjustment in accordance with the provisions of Appendix B - Zoning, Article 9 - Board of Adjustment, Section 2.2 - Appeal of administrative order, requirement, decision or determination.

BE IT FURTHER ORDAINED:

That Appendix F, Fees and Fines, of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

Description			**Fees and Fines (in dollars)**
Chapter 82 - Planning			
Sec. 82-3	**Planning services**		
	(a)	**Zoning verification letters/ administrative interpretations**	**$50.00 per letter/interpretation**

Appendix B - Zoning, Article 8 - Enforcement and Penalties			
Sec. 2	Certificates of occupancy		
	Subsec 2.4	**Certificate of occupancy for ~~All properties zoned single-family~~ one-family** residential **uses~~.....~~**	$**~~40.00~~ 60.00**
		Temporary certificate of occupancy for one-family residential uses	**$75.00 for a maximum of 45 days. Fee applies for any extensions beyond 45 days**

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	Certificate of occupancy for uses ~~All other property in other zoning classifications,~~ other than **~~single-family~~ one-family** residential **uses~~.....~~**	$**~~40.00~~ 75.00** for the first 20,000 square feet of building area, plus the sum of $**10.00 15.00** for each additional 10,000 square feet of building area in excess of the first 20,000 square feet or multiple thereof.
	Temporary certificate of occupancy for uses other than one-family residential uses	**$100.00 for a maximum of 45 days. Fee applies for any extensions beyond 45 days**

ADOPTED: *

S:\ORDINANCES\2015\DRAFT\ORDINANCE #2015-21 PROPOSED NEW REVENUE SOURCES\ORDINANCE #2015-21 PROPOSED NEW REVENUES-Final Reading.wpd

SYNOPSIS

The amendment adds new revenue sources.

(SPONSORS: LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE)

(SPONSORS: * HUTCHISON AND HARE)

Actions History

12/14/2015 - Scheduled for Final Reading at the City Council meeting

11/23/2015 - Introduced at the City Council meeting

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FINAL READING

CITY OF DOVER PROPOSED ORDINANCE #2015-22

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

That Chapter 110 - Utilities, Article II - Electric Service, of the Dover Code be amended by inserting a new Section 110-33. - Charge for discontinuing or restoring electric service, as follows:

Sec. 110-33. - Charge for discontinuing or restoring electric service.

(a) *Maintenance and repair*. There will be no charge for turning on or off any electric service for maintenance and repair purposes if done between the hours of 7:00 a.m. and 5:00 p.m. There will be a charge as provided for in Appendix F—Fees and Fines, for all service calls between 5:00 p.m. and 7:00 a.m.

(b) *Nonpayment*. There will be a service charge as provided for in Appendix F—Fees and Fines paid prior to turning on any electric service discontinued for nonpayment.

BE IT FURTHER ORDAINED:

That Appendix F - Fees and Fines, of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

APPENDIX F - FEES AND FINES

Unless specifically provided otherwise, or the context thereof so dictates, each day any violation of any provision of this Code or any ordinance shall continue shall constitute a separate offense. Fines not paid within 14 days of the day the fine was issued, including the day the fine was issued, shall be automatically doubled in amount.

		~~Fees and Fines (in dollars)~~
~~SUBPART A—CHARTER~~		
~~Article II—Mayor and Council~~		
~~Sec. 18~~	~~Ordinances authorized; maximum penalty for violation~~	~~$ 1,000.00~~

Correction to Appendix F-Maximum penalty removed from Charter July 8, 2009 (77 Del. Laws, c. 130, § 16)

		Fees and Fines
SUBPART B - RELATED LAWS		
Sec. 2 - Licenses		
	Subsec. (c) - Fines - Operating a business without a license	Not in excess of $100.00

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	Fees and Fines
CODE OF ORDINANCES	
Chapter 1 - General Provisions	
Fines not paid within 14 days of the day the fine was issued, including the day the fine was issued, shall be automatically doubled in amount.	
Sec. 1-17 - General Penalty; separate offenses; unpaid fines	Not less than $25.00, nor more than $1,000.00

		Fees and Fines
Chapter 10 - Alcoholic Beverages		
Fines not paid within 14 days of the day the fine was issued, including the day the fine was issued, shall be automatically doubled in amount.		
Sec. 10-1 - Consumption or possession		
	Subsec. (c) - Underage persons	$100.00

	Fees and Fines
Chapter 18 - Animals	
Mandatory and nonsuspendable fine of at least the minimum fine for each offense. Fines not paid within 14 days of the day the fine was issued, including the day the fine was issued, shall be automatically doubled in amount.	
Sec. 18-3 - Keeping swine; for each violation	Not less than $25.00 or more than $100.00
Sec. 18-4 - Running at-large; for each violation	Not less than $25.00 or more than $100.00
Sec. 18-5 - Dog licenses required; for each violation	Not less than $25.00 or more than $1,000.00 ~~Sec. 1-17~~)
Sec. 18-6 - Noisy animals or fowl	
Subsec. (b) - Notice; abatement; fine	Not less than $50.00 or more than $100.00 shall be subject to a fine until such nuisance is abated
Sec. 18-7 - Hitching to public trees; for each violation	Not less than $10.00 Or more

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		than $100.00
Sec. 18-8 - Excrement		
	Subsec. (g) - Violations; penalties	Not less than $25.00 or more than $1,000.00 ~~Sec. 1-17)~~
Sec. 18-9 - Vicious dogs and animals - Generally		
	Subsec. (f) - Violations; penalties; for each violation	$100.00
Sec. 18-12 - Cruelty		
	Subsec. (6) - Violations; penalties; for each violation	$100.00
Sec. 18-13 - Public nuisances		
	Subsec. (d) - Violations; penalties; for each violation	Not less than $25.00 or more than $100.00
Sec. 18-16 - Keeping bees		
	Subsec. (m) - Violations; penalties, for each violation	Not less than $25.00 or more than $100.00

		Fees and Fines
Chapter 22 - Buildings and Building Regulations, Article III—Building Code		
Fines not paid within 14 days of the day the fine was issued, including the day the fine was issued, shall be automatically doubled in amount.		
Sec. 22-61 - Adopted (International Building Code)		
	Sec. 105.5.1 - Expiration; Additional 180 day extensions may be granted with payment of a renewal fee	$25.00 per 180 - day extension
	Sec. 113.4 - Violation penalties; Each day that a violation continues shall be deemed a separate offense	Fine of not less than $100.00 or more than $10,000.00
	Sec. 114.3 - Unlawful continuance	
	First offense	$100.00
	Second offense	$250.00
	Third offense	$500.00
	Fourth and subsequent offenses	No less than $1,000.00 and no more than $10,000.00
Sec. 22-65 - Permit fees		

Fees shall double in the event that a permit is applied for after construction has commenced without the permission of the building inspector. The building inspector may waive the doubling of fees in cases where the building permit applicant is not a professional contractor, and the work is not being done by a professional contractor.		
	Subsec. (a) - Building permits	$25.00 for first $1,000.00 of costs and $8.00 for each additional $1,000.00 of costs or multiples thereof up to $10,000,000.00 of costs, $6.00 for each additional $1,000.00 of costs or multiple thereof up to $20,000,000.00, and $5.00 for each additional $1,000.00 of costs or multiple thereof above $20,000,000.00
	Subsec. (a) - Fence permits	$25.00 for first $1,000.00 of costs and $8.00 for each additional $1,000.00 of costs or multiple thereof
	Subsec. (a) - Sign permits	$~~0.50~~ **0.75** per square foot of sign area; minimum fee for each permit $~~15.00~~ **50.00**
	Subsec. (a) - Swimming pool permits	$25.00 for first $1,000.00 of costs and $8.00 for each additional $1,000.00 of costs or multiple thereof
	Subsec. (a) - Demolition permits, any building which is being demolished for the purpose of vacating the land for future development or construction upon the same	$50.00; $0.00 if condemned and required to be demolished by the city or any public entity
	Subsec. (a) - Moving permits, each building	$250.00
	Subsec. (a) - Construction plan reviews, nonresidential (Not subject to doubling)	$20.00 per set of plans
	Subsec. (b) - Reinspections (Not subject to doubling)	
	First reinspection	$0.00
	Second reinspection	$25.00
	Third reinspection	$50.00
	Any subsequent reinspection	$100.00

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		Fees and Fines
59	Chapter 22 - Buildings and Building Regulations, Article IV - Electrical Installations	
60 61	Fines not paid within 14 days of the day the fine was issued, including the day the fine was issued, shall be automatically doubled in amount.	
62	Sec. 22-110 - Violations	Not less than $25.00 or more than $1,000.00 ~~(Sec. 1-17)~~

		Fees and Fines
63	Chapter 22 - Buildings and Building Regulations, Article V—Mechanical Code	
64 65	Fines not paid within 14 days of the day the fine was issued, including the day the fine was issued, shall be automatically doubled in amount.	
66	Sec. 22-145 - Heating, air conditioning, and heat pump permit fees	
67 68	Fees shall double in the event that a permit is applied for after construction has commenced without the permission of the building inspector.	
	Subsec. (a) - Heating permit	$~~30.00~~ **40.00** first 10,000 BTUs and $~~5.00~~ **7.00** each additional 10,000 BTUs or multiple thereof
	Subsec. (a) - Air conditioning permit	$~~30.00~~ **40.00** per ton for the first five tons and $~~5.00~~ **7.00** per ton over five tons or multiple thereof
	Subsec. (a) - Heat pump permit	$~~15.00~~ **40.00** first 10,000 BTUs and $~~2.50~~ **7.00** for each additional 10,000 BTUs or multiple thereof **or $40.00 per ton for the first five tons and $7.00 per ton over five tons or multiples thereof** ~~and an additional~~

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		~~$15.00 for the first five tons and $2.50 per ton for over five tons or multiple thereof~~

		Fees and Fines
	Chapter 22 - Buildings and Building Regulations, Article VI - Plumbing Code	
	Fines not paid within 14 days of the day the fine was issued, including the day the fine was issued, shall be automatically doubled in amount.	
	Sec. 22-185 - Permit fees	
	Fees shall double in the event that a permit is applied for after construction has commenced without the permission of the building inspector. The building inspector may waive the doubling of fees in cases where the building permit applicant is not a professional contractor, and the work is not being done by a professional contractor.	
	Subsec. (a) - Enumerated	
	Fixtures	$~~25.00~~ **35.00** first five fixtures and $~~2.00~~ **3.00** for each additional fixture
	Garbage disposal and hot water heaters	A minimum fee of $~~25.00~~ **35.00**
	Gas, water and sewer inspection underground	$~~20.00~~ **30.00** for first 150 feet and $~~0.50~~ **0.75** for each additional ten feet or multiple thereof

		Fees and Fines
	Chapter 22 - Buildings and Building Regulations, Article VIII - Leases	
	Fines not paid within 14 days of the day the fine was issued, including the day the fine was issued, shall be automatically doubled in amount.	
	Sec. 22-251 - Unlawful leases	
	Subsec. (g) - Violations; penalties	
	First offense	$50.00
	Each subsequent offense	$100.00

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			Fees and Fines
81	Chapter 22 - Buildings and Building Regulations, Article IX - Lodging Houses, Division 2 - Permit		
82 83	Fines not paid within 14 days of the day the fine was issued, including the day the fine was issued, shall be automatically doubled in amount.		
84	Sec. 22-301 - Generally		
	Subsec. (b) - Expiration; fee		
		~~If the permit fee is not paid on the date due, the permittee shall incur a penalty fee of ten percent per month of the amount of the license fee until the same is paid.~~ **Annual permit fee**	$50.00 for the first ten rooms and $5.00 for each additional room.
		~~If the dormitory permit fee is not paid on the date due, the permittee shall incur a penalty fee of ten percent per month of the amount of the license fee until the same is paid.~~ **Annual dormitory permit fee**	$50.00 for the first ten rooms and $2.50 for each room thereafter.
	Subsec. (c) - Failure to pay on due date		A penalty fee in the amount of ten percent per month of the amount of the license fee until the same is paid.
	Subsec. (d) - Reinstatement fee		$100.00

			Fees and Fines
85	Chapter 22 - Buildings and Building Regulations, Article X - Rental Dwellings, Division 2 - Permit		
86 87	Fines not paid within 14 days of the day the fine was issued, including the day the fine was issued, shall be automatically doubled in amount.		
88	Sec. 22-332 - Inspection required		
	Subsec. (b) - Reinspection fee (Not subject to doubling)		
		First follow-up inspection	$0.00
		Each subsequent reinspection, per inspection	$50.00
89 90	If the permit fee is not paid on the date due, the permittee shall incur a penalty fee of ten percent per month of the amount of the license fee until the same is paid.		
91 92	Fines not paid within 14 days of the day the fine was issued, including the day the fine was issued, shall be automatically doubled in amount.		
93	Sec. 22-351—Generally		
	Subsec. (a) - Single-family dwellings, annual permit		
		Single-family detached dwelling, each dwelling	$~~90.00~~ **100.00**

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	Single-family attached dwelling, each dwelling	$~~70.00~~ **80.00**
	Subsec. (b) - Multiple-family dwellings, annual permit	
	Multiple dwellings consisting of three or less dwelling units	$~~90.00~~ **100.00**
	Multiple dwellings consisting of four or more dwelling units:	
	For the first three dwelling units	$~~90.00~~ **100.00**
	For each additional dwelling unit in excess of three	$~~30.00~~ **35.00**
	Condominium units and accessory apartments located within structures principally used for owner occupancy, each	$~~30.00~~ **35.00**
	Subsec. (c) - Late payment penalty	A penalty fee in the amount of ten percent per month of the amount of the license fee until the same is paid.
	Subsec. (d) - Reinstatement fee	$100.00

		Fees and Fines
94	Chapter 22 - Buildings and Building Regulations, Article XI - Dangerous Buildings	
95 96	Fines not paid within 14 days of the day the fine was issued, including the day the fine was issued, shall be automatically doubled in amount.	
97	Sec. 22-386 - Violations; penalties for disregarding notices or orders	
	Subsec. (a) - Violations by owner, each offense, minimum	$100.00
	Subsec. (b) - Violations by occupant or lessee, each offense, minimum	$100.00
	Subsec. (c) - Removal of notice, each offense, not to exceed	$100.00

		Fees and Fines
98	Chapter 22 - Buildings and Building Regulations, Article XII - Vacant Buildings	
99 100	Fines not paid within 14 days of the day the fine was issued, including the day the fine was issued, shall be automatically doubled in amount.	
101	Sec. 22-403 - Registration and Registration Fees	
	Subsec. (a)(2)b.(ii) - Registration fee	
	Residential buildings and non-residential buildings <10,000 SF:	
	Buildings vacant one year or less	$~~250.00~~ **375.00**
	Buildings vacant for more than one year but less than two years	$~~500.00~~ **750.00**

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	Buildings vacant for more than two years but less than ~~five~~ **three** years	$~~1,000.00~~ **1,500.00**
	Buildings vacant for more than ~~four~~ *three years but less than five years (*correction)	**$3,000.00**
	Buildings vacant for five years or longer	$~~2,000.00~~ **5,000.00**
	~~Non-residential buildings ≥ 10,000 SF:~~	
	~~Buildings vacant one year or less~~	~~$500.00~~
	~~Buildings vacant for more than one year but less than two years~~	~~$1,000.00~~
	~~Buildings vacant for more than two years but less than five years~~	~~$2,000.00~~
	~~Buildings vacant for five years or longer~~	~~$4,000.00~~

			Fees and Fines
102	Chapter 26 - Businesses, Article II - Licenses		
103 104	Fines not paid within 14 days of the day the fine was issued, including the day the fine was issued, shall be automatically doubled in amount.		
105	Sec. 26-35 - License required; fees		
	Subsec. (d)(1) - Businesses licensed		
		Advertising agency	$95.00
		Amusement operator	$157.00
		Architect	$250.00
		Attorney-at-law	$313.00
		ATM machines (third-party or off bank premises)	$50.50
		Auctioneer	$157.00
		Automobile race operator	$375.00
		Bank, or loan and trust company	$313.00
		Barber	$63.00
		each additional chair over two	$4.00
		Beautician	$63.00
		each additional chair over two	$4.00
		Broadcasting station	$313.00
		Broker	$157.00
		Car wash	$188.00
		Certified public accountant	$250.00
		Cesspool cleaner	$125.00

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	Chiropractor	$313.00
	Clinical social worker	$96.00
	Coin-operated amusement machine owner	$3.00 Per machine
	Coin-operated vending machine owner	$3.00 Per machine
	Coin-operated electronic video machine	$125.00 Per machine
	Commercial sign business	$125.00
	Computer-related services	$125.00
	Consultant	$50.50
	Day care operator:	
	Center or home provider with greater than six children	$50.50
	Dentist	$313.00
	Distributor	$63.00
	Dray person or mover	$125.00
	Eating establishment and/or eating establishment operator	$125.00
	Employment agency	$125.00
	Entertainer:	
	One - three entertainers per group	$50.50
	Four - nine entertainers per group	$95.00
	Ten or more	$125.00
	Entertainment agent	$188.00
	Finance or small loan agency	$250.00
	Fitness trainer	$69.00
	Funeral director	$250.00
	Gaming position	$155.00
	Gas, light, power, cable TV and telephone company	$938.00
	General repairman	$63.00
	Health spa or health club	$188.00
	Home day care operator	$25.50
	Hotel:	
	Per room	$9.50
	Per suite	$12.50
	Income tax consultant	$188.00
	Incorporator	$125.00

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	Insurance adjustor office	$125.00
	Itinerant merchant, per event	$~~41.50~~ **100.00**
	Janitorial and cleaning service:	
	One - three employees	$50.50
	Four - nine employees	$95.00
	Ten or more employees	$125.00
	Landscape service company:	
	One - three employees	$50.50
	Four - nine employees	$95.00
	Ten or more employees	$125.00
	Laundry service operator:	
	Primary facility	$125.00
	Additional drop-off locations	$50.50
	Linen supplier	$125.00
	Manicurist	$32.00
	Manufacturer's agent or representative	$125.00
	Mercantile agency or collection agency	$125.00
	Mobile home park, per space	$7.00
	Motel, per room	$7.00
	Motion picture theater	$188.00
	Motor vehicle serviceman	$95.00
	Nursing, rest or convalescent home	$188.00
	Open market operator:	
	First 20 spaces, per rented space	$22.50
	21st - 50th space, per rented space	$11.50
	Each space over 50, per rented space	$6.00
	Outdoor tables, per table	$6.00
	Optometrist	$313.00
	Pawnbroker	$188.00
	Pest control services	$95.00
	Pharmacist	$188.00
	Photographer	$125.00
	Physical therapist	$188.00
	Physician and/or surgeon	$313.00
	Plant nursery and florist	$95.00
	Podiatrist	$313.00

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	Pool table operator, per table	$63.00/ Maximum fee $189.00
	Printer	$125.00
	Private investigator agency	$188.00
	Professional counselor	$63.00
	Professional engineer	$250.00
	Professional land surveyor	$250.00
	Psychologist	$313.00
	Public accountant	$188.00
	Public stenographer	$38.00
	Publisher	$313.00
	Real estate broker, appraiser, and manager	$157.00
	Real estate development corporation	$344.00
	Real estate property manager:	
	One - three units managed	$50.50
	Four - ten units managed	$125.00
	Ten + units managed	$125.00
	Real estate salesperson or associated broker	$50.50
	Rental service	$125.00
	Sales representative	$50.50
	School and educational service (nonvocational)	$63.00
	School and educational service (vocational)	$125.00
	Scientific laboratory	$250.00
	Scrap and waste material service	$125.00
	Secondhand dealer of precious metals	$125.00
	Security service	$188.00
	Self-service laundry or dry cleaner	$125.00
	Shoe repairman	$50.50
	Sound truck, per hour	$33.00
	Tailor and garment service	$50.50
	Taxicab or bus operator:	
	First vehicle	$26.00
	Each additional vehicle	$26.00
	Tourist home, per room	$7.00
	Trailer park, per space	$7.00
	Travel agency	$125.00

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	Veterinarian	$313.00
	Warehouseman	$250.00
	Wholesale news agency	$63.00
	All other businesses not listed:	
	One - three employees	$50.50
	Four - nine employees	$95.00
	Ten - 50 employees	$125.00
	51 - 100 employees	$313.00
	Subsec. (d)(2) - Manufacturers/contractors rate	$0.00046 of aggregate gross receipts/ Minimum fee $125.00
	Subsec. (d)(3) - Merchants/bottlers rate	$0.00046 of aggregate gross purchases for resale/ Minimum fee $63.00
	Subsec. (d)(4) - Sports betting and horse racing (Simulcast)	rate of $0.00046 of the aggregate gross receipts (defined as commission) for each activity/ Minimum license fee $125.00
106	Sec. 26-42 - Penalty for late payment of license fee	A penalty fee in the amount of ten percent per month of the amount of the licensee fee until the same is paid

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			Fees and Fines
107	Chapter 26 - Businesses, Article III - Going-Out-Of-Business Sales; Fire Sales		
108 109	Fines not paid within 14 days of the day the fine was issued, including the day the fine was issued, shall be automatically doubled in amount.		
110	Division 1- Generally		
		Sec. 26-108 - Violations; penalties	Not less than $25.00, nor more than $1,000.00 ~~(Sec. 1-17)~~
111	Division 2 - License		
		Sec. 26-137 - Fees	$25.00; renewal fee $25.00

			Fees and Fines
112	Chapter 30 - Code of Conduct and Ethics Commission, Article II - Code of Conduct		
113 114	Fines not paid within 14 days of the day the fine was issued, including the day the fine was issued, shall be automatically doubled in amount.		
115	Sec. 30-33 - Prohibitions relating to conflicts of interest		
		Subsec. (g)(1) - Criminal Sanctions, penalties	Not to exceed $1,000.00

			Fees and Fines
116	Chapter 38 - Emergencies, Article II - Civil Emergencies		
117 118	Fines not paid within 14 days of the day the fine was issued, including the day the fine was issued, shall be automatically doubled in amount.		
119	Division 3 - State of Emergency		
		Sec. 38-84 - Violations; penalties	Not less than $25.00, nor more than $1,000.00 ~~(Sec. 1-17)~~

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			Fees and Fines
120	Chapter 42 - Environment		
121 122	Fines not paid within 14 days of the day the fine was issued, including the day the fine was issued, shall be automatically doubled in amount.		
123	Sec. 42-2 - Noise		
		Subsec. (d) - Violations; penalties	Not less than $50.00 nor more than $100.00

			Fees and Fines
124	Chapter 46 - Fire Prevention and Protection, Article I - In General		
125	Sec. 46-1 - Means of egress		
		Subsec. (f) - Penalties	
		Any exit access, exit, or exit discharge, with the exception of a locked exit door, found to be in violation of this section	$25.00 first offense $50.00 second or subsequent offense
		Any required exit door found to be locked against egress	$100.00 each locked exit
126	Sec. 46-3 - Impairment of Fire Protection Equipment		
		Subsec. (f) - Fines	$50.00 first offense; $100.00 second and subsequent offenses
127	Sec. 46-7 - Preventable and malfunctioning alarms to the fire company		
		Subsec. (b)(1) - Responsibility for malfunctioning and preventable alarms, owner response, and corrective action; Generally	Should the person notified fail to appear at said premises within 30 minutes after being notified to do so, the city may charge the owner of the premises a fine of $75.00
		Subsec. (b)(2) - Responsibility for malfunctioning and preventable alarms, owner response, and corrective action; Malfunction	Failure to return documentation of service/repair

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		within the period of time stated on the notice of violation, which is satisfactory to the fire marshal, will result in assessment against the owner of a fine for the fire alarm malfunction
	Subsec. (c)(1) - Fine charges; multiple fire alarm malfunctions or preventable alarms; Amount of fine	
	Number of preventable or malfunctioning fire alarms	Fine per preventable or malfunctioning fire alarm
	Third	$75.00
	Fourth	$100.00
	Fifth	$200.00
	All over fifth, each	$250.00
	Subsec. (c)(2) - Fine charges; multiple fire alarm malfunctions or preventable alarms; Panel reset	A $25.00 fine may be assessed to the owner of a premises where the fire alarm has been reset before the fire department or assisting fire department arrives
128	Sec. 46-8 - Maintaining a known violation or hazard	
	Subsec. (c)(1) - Penalties; Any fines issued for violation of this section	Not less than $25.00, nor more than $1,000.00 ~~(Sec. 1-17)~~

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		Fees and Fines
Chapter 46 - Fire Prevention and Protection, Article II - Fire Department		
Division 1 - Generally		
	Sec. 46-45 (b) - Failure to answer alarms, orders and perform duties orderly; Penalties	Fine of not less than $25.00, nor more than $1,000.00 or by suspension from the fire department or both ~~(Sec. 1-17)~~

		Fees and Fines
Chapter 46 - Fire Prevention and Protection, Article III - Fire Codes		
Fees established in subsection (b) of this section shall be doubled in the event that a permit is applied for after construction has commenced without the permission of the fire marshal. The fire marshal shall waive the doubling of fees in cases where the permit applicant is not a professional contractor and the work is not being done by a professional contractor.		
Sec. 46-126 - Fire Prevention Permit		
	Subsec. (b) - Fee; Each applicant	$12.00 for each $1,000.00 of costs or multiple thereof of the fire protection system; provided that a minimum fee for each permit shall be $50.00
	Subsec. (c) - Reinspection	
	First reinspection	No charge
	Second reinspection	$25.00
	Third reinspection	$50.00
	Any subsequent reinspection	$100.00
	Subsec. (d) - Fire signaling system inspection fee	
	Certificate of inspection	$25.00 each fire alarm system
	Exception: apartment or other multifamily dwelling - Five or less buildings per complex	$25.00 each fire alarm system
	Exception: apartment or other multifamily dwelling - More than five buildings per complex	$15.00 each fire alarm system up

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		to a maximum of 20 buildings. Maximum fee per complex not to exceed $300.00 for fire alarm systems
	Subsec. (e) - Fire suppression system inspection fee	
	Certificate of inspection	$25.00 each fire suppression system
	Exception: apartment or other multifamily dwelling - Five or less buildings per complex	$25.00 each fire suppression system
	Exception: apartment or other multifamily dwelling - More than five buildings per complex	$15.00 each fire suppression system up to a maximum of twenty (20) buildings. Maximum fee per complex not to exceed $300.00 for fire suppression systems
Sec. 46-127	Smoke detection devices	
Fines not paid within 14 days of the day the fine was issued, including the day the fine was issued, shall be automatically doubled in amount.		
	Subsec. (g) - Violations; penalties	Revocation of any existing license to do business in the city, or a fine of not more than $100.00 per violation, or both such penalties

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			Fees and Fines
140	Chapter 46 - Fire Prevention and Protection, Article IV - Public Occupancies		
141	Sec. 46-164 - Fees		
		Churches	$~~25.00~~ **50.00**
		Civic auditoriums	$~~25.00~~ **50.00**
		Clubhouses	$~~50.00~~ **100.00**
		Commercial auditoriums	$~~25.00~~ **50.00** first 200 seats and $~~2.50~~ **5.00** for each additional 50 seats
		Day care facilities	$~~25.00~~ **50.00**
		Hospitals, nursing homes or rest home	$~~5.00~~ **15.00** first ten rooms and $~~1.25~~ **2.00** for each additional room
		Mercantile (10,000 square feet of area or greater)	$~~25.00~~ **50.00**
		Outdoor public events, including but not limited to firework displays, carnivals, and outdoor music concerts	$~~25.00~~ **250.00**
		Public office buildings	$~~25.00~~ **50.00**
		Restaurants (10,000 square feet of area or greater)	**$50.00**
		Restaurants of any size that serve alcoholic beverages	**$75.00**
		School	$~~25.00~~ **50.00**
		Theaters	$~~25.00~~ **50.00** for the first 200 seats and $~~2.50~~ **5.00** for each additional 50 seats
142	Sec. 46-168 - Reinspection Fee		
		Subsec. (a) - Amount	$25.00 for any repeated violation cited by the fire marshal, determined to be a violation and which requires a followup inspection to confirm the correction of the violation
		Subsec. (b) - Fee Attached	A fee may be attached to any summons written for any violation found to be uncorrected upon reinspection

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			Fees and Fines
143	Chapter 46 - Fire Prevention and Protection, Article V - Fire Lanes		
144 145	Fines not paid within 14 days of the day the fine was issued, including the day the fine was issued, shall be automatically doubled in amount.		
146	Sec. 46-202 - Violations; penalties		
		Subsec. (c) - Other obstructions	Any property owner or tenant found to be in violation; $50.00
		Subsec. (d) - Failure to mark	Any property owner found to be in violation; $50.00
147	Sec. 46-205 - Responsibility of owner or tenant		Any property owner found to be in violation; $50.00

			Fees and Fines
148	Chapter 50 - Floods, Article II - Administration		
149	Sec. 50-22 - Permits Required		
		Permit	$50.00
		Permit extension	$25.00
		Violation and non-compliance penalties	Not less than $25.00 nor more than $100.00, plus cost of prosecution

			Fees and Fines
150	Chapter 52 - Freedom of Information Act Related to Public Records Access		
151	Sec. 52-3 - Fees for Responding to FOIA Requests		
		Administrative Fees	
		First 30 minutes of staff time	No charge
		Staff time in excess of 30 minutes	Hourly salary plus overhead rate of the lowest paid staff member capable of performing the service. Billed in 15-minute increments.
		Production Fees - Photocopies	
		Fees for printing the first 10 standard-sized black and white or the first 5 color copies (single sided)	Waived
		Standard-sized (8.5" by 11", 8.5" by 14", or 11" by 17") black and white copies	$0.25 per sheet (each side)

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	Standard-sized (8.5" by 11", 8.5" by 14", or 11" by 17") color copies	$0.50 per sheet (each side)
	Oversized copies (larger than 11" by 17")	$30.00 per sheet (each side)
	Production Fees - Electronically generated records	
	Files provided via PDF (via email)	No charge
	CD or DVD (including case)	$2.00
	Other Electronic Storage Costs	Material cost to generate records
	Other Costs	
	Other costs associated with filling the request, such as postage, are the responsibility of the requestor. If the City does not have the resources or equipment to duplicate requested records, the City, at its discretion, may arrange to have records duplicated by an outside contractor. In this instance, the requestor will be liable for payment of these costs.	
	Fee Waivers	
	The FOIA Coordinator or designee shall have the authority to determine if a fee for a FOIA request shall be waived and the following criteria shall be used to render such a decision: 1) The public record is already available in duplicate form (extra copies). 2) The request for public record is made by an individual who is entitled to information under the FOIA and who submits an affidavit, provided by the City upon request, which shall state that the individual is then receiving public assistance or, if not receiving public assistance, stating facts showing inability to pay the cost because of indigence. A person shall be considered indigent if that person's income level is at or below the federal poverty level, as established by the Bureau of the Census. 3) No written request will be required or charges levied for requests to review specific documents which are required by ordinance to be made available to the public by the City Clerk.	
	Payment	
	Payment of fees related to FOIA requests will be due prior to any related service being performed. Full payment of all final costs incurred must be received prior to the retrieval and release of information.	

		Fees and Fines
	Chapter 54 - Health and Sanitation, Article I - In General	
	Fines not paid within 14 days of the day the fine was issued, including the day the fine was issued, shall be automatically doubled in amount.	
	Sec. 54-4 - Smoking Regulations	
	Subsec. (d) - Violations; penalties; appeals	
	Subsec. (2) - Penalties	Not to exceed $25.00; each day such violation continues shall constitute a separate offense

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			Fees and Fines
156	Chapter 54 - Health and Sanitation, Article II - Food and Food Handlers, Division 2 - Certificate		
157	Sec. 54-52 - Fee		
	Subsec. (a) - Type of establishment		
		Mobile food units	$50.00
		Push carts	$25.00
		For-profit temporary eating places	$25.00
		Membership clubs	$50.00
		Institutions	$100.00
	Subsec. (b) - Services provided		
		Breakfast service	$15.00
		Lunch service	$18.00
		Dinner service	$18.00
		Salad bar service	$15.00
		Hot and cold buffet, including salad bar service	$40.00
		Drive through service	$75.00
		Delivery service	$20.00
		Catering service	$15.00
		Takeout service	$20.00
		Seating service:	
		100 - 150	$50.00
		151 - 200	$75.00
		201 or more	$100.00

		Fees and Fines
158	Chapter 54 - Health and Sanitation, Article V - Rat Control	
159 160 161 162	Unless specifically provided otherwise, or the context thereof so dictates, each day any violation of any provision of this Code or any ordinance shall continue shall constitute a separate offense. Fines not paid within 14 days of the day the fine was issued, including the day the fine was issued, shall be automatically doubled in amount.	
163	Sec. 54-155 - Compliance with notice to ratproof	Unless the work and improvements have been completed by the owner in the time specified in the written notice, which in no event shall be more than 15 days, or within

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		the time to which a written extension may have been granted by the health inspector, then the owner shall be punished by a fine of not less than $25.00, nor more than $1,000.00 ~~(Sec. 1-17)~~
164	Sec. 54-156 - Compliance with notice to eradicate rats	Unless eradication measures are undertaken within five days after receipt of the notice, the owner or occupant shall be punished by a fine of not less than $25.00, nor more than $1,000.00 ~~(Sec. 1-17)~~

			Fees and Fines
165	Chapter 59 - Juvenile Curfew		
166	Sec. 59-7 - Violations and penalties.		
		Subsec. (a)(1) - Offenses by the parent	First offense by a parent - $50.00; each subsequent offense by a parent shall be increased by an additional $20.00: e.g., $70.00 for the second offense and $90.00 for the third offense.
		Subsec. (a)(2) - Personnel costs incurred by the City of Dover for providing personnel to remain in the company of a juvenile who has been detained as a curfew violator if the parent or guardian does not pick up the juvenile within one hour after receiving notice from the city that the city is detaining the juvenile for a curfew violation	The hourly wage and cost of benefits of the city employee assigned to remain with the juvenile
		Subsec. (c) - Operators - Any operator who knowingly permits a juvenile to remain at the establishment under circumstances not constituting an exception	$50.00 for first offense by an operator; for each subsequent offense

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		the fine shall be increased by an additional $20.00: e.g., $70.00 for the second offense and $90.00 for the third offense
	Subsec. (d) - False certification - Any parent convicted of knowingly providing any false authorization, information or certification, written or verbal, to the Dover police department in violation of section 59-4(c)	$50.00 for the first offense; for each subsequent offense the fine shall be increased by an additional $20.00, plus costs

			Fees and Fines
167	Chapter 62 - Law Enforcement, Article I - In General		
168 169	Fees not paid within 30 days of the day the fee was issued, including the day the fee was issued, shall be automatically doubled in amount.		
170	Sec. 62-2 - False alarms to police		
	Subsec. (c)(1) - Violations; penalties		
	Number of False Alarms		Amount of Fee Per False Alarm
	3 - 5		$25.00
	6 - 9		$50.00
	10 - 15		$100.00
	16 and over		$150.00

			Fees and Fines
171	Chapter 66 - Manufactured Homes and Trailers		
172	Sec. 66-2 - License		
	Subsec. (a) - Required fee		$45.00 each license
	Subsec. (b) - Payment; penalties		A fine of not less than $25.00, nor more than $1,000.00 ~~(Sec. 1-17)~~ and a penalty fee of ten percent per month shall accrue on the unpaid balance of the license fee

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			Fees and Fines
173	Chapter 70 - Offenses and Miscellaneous Provisions		
174	Sec. 70-1 - Combative fighting		
		Subsec. (d)(1) - Violations; penalties, Fines	Not to exceed $1,000.00. Separate fines may be issued to the promoter of such an event, participants in such an event, and the owner of the premises of such an event
175	Sec. 70-7 - Registered Sexual Offenders		
		Subsec. (d) - Penalties	$500.00 for any offense; each day shall constitute a separate offense

		Fees and Fines
176	Chapter 74 - Parks and Recreation, Article I - In General	
177 178	Fines not paid within 14 days of the day the fine was issued, including the day the fine was issued, shall be automatically doubled in amount.	
179	Sec. 74-51 - Operating any nonpermitted motorboat on Silver Lake	Not to exceed $200.00, and not less than $100.00
180	Sec. 74-52 - Same - Fine	Not to exceed $100.00, and not less than $10.00

		Fees and Fines
181	Chapter 78 - Peddlers and Solicitors	
182	Sec. 78-4 - Refusing to leave premises	A fine of not less than $25.00, nor more than $1,000.00 ~~(Sec. 1-17)~~

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		Fees and Fines
183	**Chapter 82 - Planning**	
184	**Sec. 82-3 - Planning services**	
	(a) Zoning verification letters/administrative interpretations	**$50.00 per letter/interpretation**

	Fees and Fines
185	Chapter 86 - Secondhand Goods, Article II - Precious Metals, Division 2 - License
186	Sec. 86-63 - Fee | $25.00 per license
187	Sec. 86-64 - Bond required | Penal sum of $1,000.00

	Fees and Fines
188	Chapter 90 - Solid Waste
189 190	Fines not paid within 14 days of the day the fine was issued, including the day the fine was issued, shall be automatically doubled in amount.
191	Sec. 90-17 - Violations; penalties | Not in excess of $100.00, nor less than $5.00 for each violation

	Fees and Fines
192	Chapter 98 - Streets, Sidewalks and Other Public Places, Article I - In General
193 194	Sec. 98-5 - Duty of tenants or owners to maintain sidewalks and landscaped areas within the street right-of-way | Not in excess of $100.00, nor less than $5.00 for each violation

	Fees and Fines
195	Chapter 98 - Streets, Sidewalks and Other Public Places, Article V - Excavations, Division 2 - Permit
196	Sec. 98-193 - Bond | Maximum of $5,000.00 per opening

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		Fees and Fines
197	Chapter 98 - Streets, Sidewalks and Other Public Places, Article VI - Parades, Division 2 - Permit	
198	Sec. 98-243 - Fee at the time of filing the application for a parade permit	$10.00. This fee may be waived, in whole or in part, by the chief of police.

		Fees and Fines
199	Chapter 102 - Taxation, Article I - In General	
200	Sec. 102-2 - Delinquent property tax collection costs	
	Subsec. (a) - Action to collect delinquent property taxes filed in a court of appropriate jurisdiction	Fee of $50.00 added to amount due, plus court costs and service fees assessed by state or county offices
	Subsec. (b) - Action proceeds and a writ of venditioni exponas monition or similar execution process is filed	Additional fee of $100.00 shall be added to the amount due, plus court costs and service fees assessed by state or county offices

		Fees and Fines
201	Chapter 102 - Taxation, Article III - Realty Transfer Tax	
202 203	Fines not paid within 14 days of the day the fine was issued, including the day the fine was issued, shall be automatically doubled in amount.	
204 205	Sec. 102-79 - Violations; penalties, Any person guilty of conduct prohibited in section 102-78 - Prohibited acts enumerated	A fine of not more than $100.00

		Fees and Fines
206	Chapter 106 - Traffic and Vehicles, Article I - In General	
207 208	Fines not paid within 14 days of the day the fine was issued, including the day the fine was issued, shall be automatically doubled in amount.	
209 210 211	Sec. 106-7 - Obedience to state law; violation of any provision of 21 Del. C. § 101 et seq. (except Sec. 106-7(1) - Handicapped parking and Sec. 106-7(2) - Fire lanes)	A fine of not less than $25.00, nor more than $1,000.00 ~~(Sec. 1-17)~~
	Subsec. (1) - Handicapped parking	Minimum fine, as defined in 21 Del. C. § 4183, at the

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		time the violation occurs
	Subsec. (2) - Fire lanes	Minimum fines, as defined in 21 Del. C. § 7001(a), at the time the violation occurs
Sec. 106-14 - Off-road motor vehicle regulations		
	Subsec. (d) - Penalties	A minimum fine of $25.00 and a maximum fine of $100.00
Sec. 106-15 - Failure to stop for a red traffic signal; traffic light signal violation monitoring program; penalties		
	Subsec. (b)(3) - Traffic light signal violation monitoring program; civil or administrative assessment	
	Failure to comply with a traffic light signal	$75.00
	If not paid within 14 days, an additional assessment shall be added to the original assessment	$10.00
	Additional assessment shall be increased if the assessment is not paid within 45 days	$20.00
	Additional assessment shall be increased if the assessment is not paid within 90 days	$30.00
	Court costs or similar administrative fees may also be assessed if the owner requests a hearing to contest the violation, and is ultimately found to be in violation or fails to pay or contest the violation in a timely manner	Maximum $30.00
Sec. 106-16 - Violations; Except as otherwise provided		
	Subsec. (a)(1) - Moving offense	Minimum of $10.00
	Subsec. (a)(2) - Nonmoving offense	Minimum of $15.00
	Subsec. (a)(3) - Parking violation	$20.00 for each offense, if the fine is paid within 72 hours from the date the offense is recorded in time, the fine shall be $15.00

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		Fees and Fines
216	Chapter 106 - Traffic and Vehicles, Article II - Bicycles	
217 218	Fines not paid within 14 days of the day the fine was issued, including the day the fine was issued, shall be automatically doubled in amount.	
219	Sec. 106-55 - Penalties for violation	Not to exceed $100.00 and not less than $10.00

		Fees and Fines
220	Chapter 106 - Traffic and Vehicles, Article III - Stopping, Standing and Parking, Division 1 - Generally	
221	Sec. 106-135 - Residential parking	
	Subsec. (i)(1) - Expiration; Two-hour parking	$20.00 fine or $15.00 if paid within 72 hours of issuance of such fine
	Subsec. (i)(2) - Expiration; Change of residence, etc.	$20.00 fine or $15.00 if paid within 72 hours of issuance of such fine
	Subsec. (m) - Violations; Penalties	Any violation of this section not having a stated, specified penalty will result in a $20.00 fine or $15.00 if paid within 72 hours of issuance of such fine
222	Sec. 106-137 - Parking areas for persons with disabilities	
	Subsec. (c)(3) - Signage; Fines	Failure to achieve compliance within 30 calendar days of the issuance of the notice of violation shall be subject to the fines set forth in subsection (f) of this section
	Subsec. (f) - Penalties	Whoever violates this section shall be fined not less than the minimum fine as

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		defined in 21 Del. C. § 4183 at the time the violation occurred

			Fees and Fines
223	Chapter 106 - Traffic and Vehicles, Article III - Stopping, Standing and Parking, Division 2 - Metered Parking		
224			
225	Sec. 106-163 - Use of meters required		
		Subsec. (a) - Failure to make the required payment in the parking meter	$20.00 fine or $15.00 if paid within 72 hours of issuance of such fine
		Subsec. (b) - Payments accepted	
		Each $0.25 coin	Permits the vehicle to be parked for a period of one hour
		Each $1.00	Permits the vehicle to be parked for the duration of the enforcement period of 8:00 a.m. to 5:00 p.m.
226	Sec. 106-164 Violations; penalties		
		Subsec. (a) - Generally; Each violation if paid within 24 hours from time summons giving notice of violation is issued	A fine of not less than $1.00 for each violation
		Subsec. (a) - Generally; Each violation if paid after expiration of 24 hours from time summons giving notice of violation is issued	$2.00 for each violation, if payment is made voluntarily prior to the time and date set forth in the summons
		Subsec. (a) - Fourth Violation; Each violation if paid within one hour from time summons giving notice of violation is issued	$1.00 for each such violation
		Subsec. (a) - Fourth Violation; Each violation if paid after expiration of one hour from time summons giving notice of violation is issued	$2.00 for each violation, if payment is made voluntarily prior to the time and date set forth in the summons

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	Subsec. (a) - Fifth violation, etc.; Any person committing more than four violations within any 30-day period of the provisions of this division	$5.00 for each such violation, if payment is made voluntarily prior to the time and date set forth in the summons.
	Subsec. (b)(4) - Any person who unlawfully removes a device for immobilization of a vehicle	$500.00 fine for each violation
	Subsec. (b)(5) - Any person who tows or otherwise moves an immobilized vehicle without authorization by the chief of police or his designee	$500.00 fine for each violation
	Subsec. (c) - Cost. No cost will be assessed if payment of the penalty as hereinbefore imposed is voluntarily paid without the necessity of a hearing before the proper official	

		Fees and Fines
227	Chapter 110 - Utilities, Article II - Electric Service	
228	Sec. 110-32 - Pole attachment fee; use of Dover Electric Department facilities	
229 230 231	If payment is not received for any fee or other amount owed within 30 calendar days after it becomes due, the licensee shall pay interest at the rate of one and one-half percent per month, on the amount due (Subsec. (f)).	
	Subsec. (4) - Fees and charges; Annual pole attachment fee	$8.17 per attachment
	Subsec. (4)(l) - True up	Wherever the actual cost of DED's activity exceeds the advance payment of estimated expenses, licensee agrees to pay DED for the difference in cost when that amount exceeds $50.00; To the extent that the actual cost of the activity is less than the estimated cost, DED shall refund to licensee the difference in cost where that amount exceeds $50.00
	Subsec. (5) - Scope of authority	
	Subsec. (l)(i) - Overlashing, unauthorized attachment penalty	Three times the

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		annual attachment fee, per occurrence
	Subsec. (8) - Permitting, (b) - Pole Attachment Permit Application Process	
	Subsec. (i)(a) - Charge for expenses related to the Pre-Permit survey application	
	Less than 11 poles	$50.00 application fee plus $2.00 per pole
	11 poles up to and including 25 poles	$90.00 application fee plus $2.00 per pole
	26 poles or greater	$4.00 per pole application fee
	Subsec. (i)(b) - Charge for expenses related to the leasing of conduit	
	Less than 100 feet	$50.00 application fee plus $0.50 foot
	100 feet to 251 feet	$90.00 application fee plus $0.50 foot
	Greater than 250 feet	$0.75 per foot application fee
	Subsec. (9) - Make-ready work, (b) - Payment of make-ready work	DED may require payment in advance for all make-ready work based upon the estimated cost of such work if the estimate exceeds $1,000.00. Upon completion, licensee shall pay DED's actual cost of make-ready work, which shall be itemized.
	Subsec. 10 -Transfers, (b) - Billing for transfers performed by DED	If DED performs the transfer(s), DED will bill licensee for actual costs per subsection (4) Fees and charges. Licensee shall reimburse DED within 30 calendar days of the receipt of the invoice.
	Subsec. 12 - Abandonment or removal of DED facilities	
	Subsec. (b) - Option to purchase abandoned poles	Rate equal to the

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		depreciated value of said pole; if a pole that is to be purchased is older than 30 years, then the rate to be charged is set at $50.00 per pole
	Subsec. 16 - Unauthorized occupancy or access	
	Subsec. (a) - Penalty fee	Three times the annual attachment fee, per occurrence; if licensee fails to pay such fee within 30 calendar days of receiving notification thereof, DED has the right to remove such attachments at licensee's expense, unless such fee is disputed in good faith
	Subsec. 17 - Advance payment	$8.17 per attachment; plus estimated make-ready work expenses

		Fees and Fines
232	**Chapter 110 - Utilities, Article II - Electric Service**	
233	**Sec. 110-33 - Charge for discontinuing or restoring electric service**	
	Subsec. (a) - Maintenance and repair	**No charge for discontinuing or restoring electric service for maintenance purposes if done between 7:00 a.m. and 5:00 p.m.; $100.00 for all service calls between 5:00 p.m. and 7:00 a.m.**

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	Subsec. (b) - Nonpayment	**There will be a service charge of $50.00 paid prior to turning on any service discontinued for nonpayment between 7:00 a.m. and 5:00 p.m.** **There will be a service charge of $100.00 paid prior to turning on any service discontinued for nonpayment between 5:00 p.m. and 7:00 a.m.**

		Fees and Fines
234	Chapter 110 - Utilities, Article III - Water Service, Division 6 - Rates, Charges and Billing Procedures	
235	Sec. 110-191 - Water use fees generally	
	Subsec. (b) - Penalty	A penalty of 1½ percent or $1.00, whichever is greater, per month shall be added to all water service fees which shall be in arrears for a period in excess of 30 days after the date of rendering the water service bill
236	Sec. 110-192 - Charge for discontinuing or restoring water service	
	Subsec. (a) - Maintenance and repair	No charge for turning on or off any service for maintenance purposes if done ~~**during normal working hours**~~ **between 7:00 a.m. and 5:00 p.m.**; $~~**50.00**~~ **100.00** for

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		all service calls ~~after normal working hours~~ **between 5:00 p.m. and 7:00 a.m.**
	Subsec. (b) - Nonpayment	There will be a service charge of $50.00 paid, together with all current and overdue charges, prior to turning on any service discontinued for nonpayment **between 7:00 a.m. and 5:00 p.m.** **There will be a service charge of $100.00 paid, together with all current and overdue charges, prior to turning on any service discontinued for nonpayment between 5:00 p.m. and 7:00 a.m.**

			Fees and Fines
237	Chapter 110 - Utilities, Article III - Water Service, Division 7 - Water Impact Fees		
238	Sec. 110-208 - Water impact fee established; payment, credits		
	Subsec. (c) - Fee and applicability		
		(1) - Applicable building permit before February 1, 2008. A buyer independent of the seller may submit a sales contract executed prior to February 1, 2008 to the city manager for consideration in lieu of a building permit issued before February 1, 2008	No fee
		(1) - Building permit and certificate of occupancy is issued on or after February 1, 2008	$700.00
		(2) - Certificate of occupancy issued after February 1, 2009	$1,400.00
		(3) - Certificate of occupancy is issued after February 1, 2010	$2,100.00

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		Fees and Fines
Chapter 110 - Utilities, Article IV - Sewer Service, Division 1 - Generally		
Fines not paid within 14 days of the day the fine was issued, including the day the fine was issued, shall be automatically doubled in amount.		
Sec. 110-240 - Violations		
	Subsec. (c) - Payment of cost	Not less than $25.00 nor more than $1,000.00

		Fees and Fines
Chapter 114 - Vegetation, Article II - Weeds		
Every day that a violation of section 114-32 continues shall be considered a separate offense, for which the violator may be tried and convicted without necessity of further notice. Fines not paid within 14 days of the day the fine was issued, including the day the fine was issued, shall be automatically doubled in amount.		
Sec. 114-33 - Failure to maintain proper height; abatement by city; costs and lien.		
	Subsec. (a) - Summons; action by city	$50.00 per hour for such work that must be done to render the property in compliance with this article
Sec. 114-34 - Fines		
	Subsec. (a) - Generally	In addition to charges or assessments imposed, a fine of not less than $25.00, nor more than $100.00 in accordance with minimum fine schedule in subsec. (c)(1)
In determining the applicable minimum fine, an offense shall be considered a recurring offense only if the defendant has previously pleaded, or been found guilty of causing or permitting the same nuisance at the same location within the past 18 months, or for every day that the violation of section 114-32 continues as per subsection (b) of this section.		
	Subsec. (c)(1) - Minimums - Any fine assessed pursuant to subsection (a) of this section shall be no less than the following minimum:	
	First offense	$25.00
	Second offense	$50.00
	Third and subsequent offenses	$100.00

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			Fees and Fines
254	Chapter 118 - Vehicles for hire, Article II - Taxicabs, Division 2 - Operator's Permit		
255	Sec. 118-54 - Fee		
		Taxicab operator's permit	$5.00

			Fees and Fines
256	Appendix A - Subdivisions, Article IV - Subdivision - Procedure		
		Subsec. A.2. - Preapplication; filing fee	$200.00
		Subsec. B.2. - Preliminary layout; filing fee	$325.00
		Subsec. C.3. - Plat; review fee	$~~150.00~~ **200.00**, plus $~~65.00~~ **85.00** per acre for the first ten acres, $~~40.00~~ **60.00** per acre for the next ten acres and $~~25.00~~ **45.00** per acre for each acre thereafter
		Subsec. C.3. - Plat; review fee - minor lot line adjustment	Plats for minor lot line adjustments shall require a review fee of $~~100.00~~ **150.00**
		Subsec. C.3. - Plat; review fee - minor subdivision	Plats for minor subdivisions shall require a review fee of $~~100.00~~ **150.00 plus $15.00 per lot**

			Fees and Fines
257	Appendix B - Zoning, Article 3 - District Regulations		
258	Sec. 24 - Planned neighborhood design option (PND)		
		Subsec. 24.2 - Review process - General sketch plan review fee, each application	$100.00
		Subsec. 24.8 - Conditional use plan approval	

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	Subsec. 24.81 - Plan approval fee, each application	$200.00, plus $10.00 per acre
	Subsec. 24.9 - Site development preliminary subdivision plan review	
	Subsec. 24.91 - Preliminary plan approval fee; each application	$325.00, plus $20.00 per acre
	Subsec. 24.10 - Final subdivision plat approval	
	Subsec. 24.101 - Final subdivision plat approval; each application	$250.00
Sec. 28 - Traditional Neighborhood Design Zone (TND)		
	Subsec. 28.4 - Procedure; application for rezoning of a land area to a TND zone	
	Subsec. 28.411 - Minimum fee; each rezoning petition	$325.00
	Subsec. 28.422 - Implementation plan approval; each application	$325.00, plus $10.00 per acre
	Subsec. 28.434 - Site development plan or subdivision plat; each application	$250.00

		Fees and Fines
Appendix B - Zoning, Article 5 - Supplementary Regulations		
Section 4 - Supplementary sign regulations		
	Subsec. 4.8 - Unified campuses and complexes	
	Subsec. D.4. - Submission requirements; application fee	$200.00, due at time of application
	Subsec. 4.9 - Supplementary sign provisions	
	Subsec. D.1. - Temporary signs; permit	$~~15.00~~ **50.00**

		Fees and Fines
Appendix B - Zoning, Article 6 - Off-street Parking, Driveways and Loading Facilities		
Sec. 5 - Supplementary Regulations for Parking and Loading Facilities		
	Subsec. 5.5 - Parking for Motorsports Racing	
	Subsec. 5.52 - Recreational vehicle parking	
	1-5 Recreational vehicles	No fee
	6 - 25 Recreational vehicles	$25.00
	26-50 Recreational vehicles	$50.00
	51 - 100 Recreational vehicles	$100.00
	>100 Recreational vehicles	$150.00

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			Fees and Fines
264	Appendix B - Zoning, Article 8 - Enforcement and Penalties		
265	Sec. 2 - Certificates of occupancy		
	Subsec 2.4 - Every application for a certificate of occupancy or a temporary certificate of occupancy shall be accompanied by a fee:		
		Certificate of occupancy for ~~All properties zoned single-family~~ one-family residential **uses~~....~~**	$**~~40.00~~ 60.00**
		Temporary certificate of occupancy for one-family residential uses	**$75.00 for a maximum of 45 days. Fee applies for any extensions beyond 45 days**
		Certificate of occupancy for uses ~~All other property in other zoning classifications,~~ other than **~~single-family~~ one-family** residential **uses~~ ....~~**	$**~~40.00~~ 75.00** for the first 20,000 square feet of building area, plus the sum of $**~~10.00~~ 15.00** for each additional 10,000 square feet of building area in excess of the first 20,000 square feet or multiple thereof
		Temporary certificate of occupancy for uses other than one-family residential uses	**$100.00 for a maximum of 45 days. Fee applies for any extensions beyond 45 days**

			Fees and Fines
266	Appendix B - Zoning - Article 9 - Board of Adjustment		
267	Sec. 3 - Procedure		
	Subsec. 3.**~~5~~ 4** - All variance requests and appeals from an order, requirement, decision or determination made by an administrative official, board or agency of the city shall be accompanied by a fee		
		All variance requests for residential uses	$**~~200.00~~ 300.00**
		All variance requests for nonresidential uses	$**~~300.00~~ 600.00**

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268		All appeals from an order, requirement, decision or determination made by an administrative official, board or agency of the city The board of adjustment may, in its discretion, return to the applicant part or all of the fee paid by him in the event that his appeal under section 2.1 (interpretation) hereof is partially or wholly successful. The fees filed in connection with applications under section 2.2 (variances) shall not be returnable, regardless of disposition of the case by the board	$~~200.00~~ **300.00**

			Fees and Fines
269	Appendix B - Zoning - Article 10 - Planning Commission		
270	Sec. 1 - Approval of conditional uses		
		Subsec. 1.52 - Application procedure; Conditional use permit; each application	$~~325.00~~ **425.00**, plus $~~15.00~~ **25.00** per acre of the area or multiple thereof involved in the application
271	Sec. 2 - Site development plan approval		
		Subsec. 2.42 - Fees - Application for administrative site plans	$~~125.00~~ **300.00**
		Subsec. 2.43 - Fees - Application for site development plan approval	$~~325.00~~ **425.00 plus $25 per acre**
272	Sec. 3 - Historic district commission and architectural review		
		Subsec. 3.26 - Procedures for an architectural review by the historic district commission or planning commission	
		Subsec. (b) Application and fee for an architectural review certificate	$250.00
273	Sec. 5 - Amendments		
		Subsec. 5.32 - Application. Each application for a zoning map amendment:	
		Minimum fee, in addition to required district supplemental fee	$~~325.00~~ **425.00**
		~~**Residential and single-family**~~ **One-family residence zones** (~~**R-7**~~, R-8, R-10, R-15, and R-20); supplemental fee~~**, per acre**~~	$~~10.00~~ **25.00 per acre**
		General residence zones, Medium density residence zones, and Mobile home park zones ~~**Multifamily**~~ (RG-0, RG-1, RG-2, RG-3, ~~**RG-4**~~, RG-5, RM-1, RM-2, and MHP) ~~**cluster**~~; supplemental fee~~**, per acre**~~	$~~30.00~~ **50.00 per acre**
		Commercial and ~~**institutional**~~ **office** (C-1, C-1A, C-2, C-2A, C-3, **C-4,** CPO, RC and IO); supplemental fee~~**, per acre**~~	$~~50.00~~ **70.00 per acre**

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	Shopping center development (SC-1, SC-2 and SC-3); supplemental fee~~, per acre~~	$~~60.00~~ **75.00 per acre**
	~~Manufacturing and industrial development~~ **Industrial zones** (M**,** ~~and~~ **IPM, and IPM2**); supplemental fee~~, per acre~~	$~~60.00~~ **75.00 per acre**

ADOPTED: *

S:\ORDINANCES\2015\DRAFT\ORDINANCE #2015-22 REVIEW & MAINTENANCE-PLANNING & CUSTOMER SERVICE FEES\ORDINANCE #2015-22 REVIEW AND MAINTENANCE-PLANNING & CUSTOMER SERVICE FEES-Rev 2-Final Reading.wpd

SYNOPSIS

The amendment codifies the maintenance of fees approved by City Council. Appendix F - Fees and Fines has also been reformatted for ease of use.

(SPONSORS: LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE)

Actions History

12/14/2015 - Scheduled for Final Reading at the City Council meeting

11/23/2015 - Introduced at the City Council meeting

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