REGULAR COUNCIL MEETING
AGENDA

APRIL 13, 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 REVEREND THEODORE HENDERSON

PLEDGE OF ALLEGIANCE LED BY COUNCILMAN 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 MARCH 23, 2015**

2. **PRESENTATION - THE AMERICAN INSTITUTE OF ARCHITECTURE DELAWARE 2014 HONOR AWARD**

3. **PRESENTATION OF CERTIFICATES**
   - A. **CERTIFICATE OF APPRECIATION - CODE PURPLE**
   - B. **CERTIFICATE OF RECOGNITION - DOVER POLICE DEPARTMENT CALEA CERTIFICATION**
   - C. **CERTIFICATE OF CONGRATULATIONS - DOVER POLICE DEPARTMENT 90TH ANNIVERSARY**

4. PROCLAMATIONS

A. ARBOR DAY

B. AUTISM AWARENESS MONTH

C. NATIONAL SERVICE RECOGNITION DAY

5. PRESENTATION - 2014 ANNUAL REPORT - DOWNTOWN DOVER PARTNERSHIP

6. PUBLIC HEARING/FINAL READING OF PROPOSED ORDINANCE #2015-01 WITH PLANNING COMMISSION AMENDMENT #1 (PC#1)

THE FIRST READING OF THE PROPOSED ORDINANCE WAS ACCOMPLISHED DURING THE COUNCIL MEETING OF FEBRUARY 9, 2015. THE PUBLIC HEARING WAS RESCHEDULED DURING THE COUNCIL MEETING OF FEBRUARY 23, 2015. COPIES ARE AVAILABLE AT THE ENTRANCE OF THE COUNCIL CHAMBERS.

A. ORDINANCE #2015-01 WITH PLANNING COMMISSION AMENDMENT #1 (PC#1) AMENDING THE 2008 COMPREHENSIVE PLAN, AS AMENDED, BY REPLACING TABLE 12-1: LAND DEVELOPMENT PLAN, AND AMENDING CHAPTER 13: GROWTH AND ANNEXATION PLAN

7. PROPOSED ORDINANCE #2015-02 - REZONING REQUEST FOR PROPERTY LOCATED AT 801 NORTH STATE STREET, OWNED BY 801 GOLD COAST, LLC (LUTHER D. SHANK III). THE PROPERTY IS CURRENTLY ZONED RG-3 (GROUP HOUSING ZONE) AND THE PROPOSED ZONING IS C-2A (LIMITED CENTRAL COMMERCIAL ZONE). THE FIRST READING OF THE PROPOSED ORDINANCE WAS ACCOMPLISHED DURING THE COUNCIL MEETING OF FEBRUARY 9, 2015. ON FEBRUARY 17, 2015 THE PLANNING COMMISSION DEFERRED THE PUBLIC HEARING AND ACTION ON THIS ITEM PENDING CITY COUNCIL'S DECISION ON ORDINANCE #2015-01.

(TAX PARCEL: ED-05-068.09-01-13.00-000; PLANNING REFERENCE Z-15-01; 3RD COUNCIL DISTRICT)

* **8. DOVER HUMAN RELATIONS COMMISSION REPORT - FEBRUARY 10, 2015**

A. PRESENTATION - DHRC DIVERSITY DEFINITION, ROLE OF THE COMMISSION, AND ROLE OF INDIVIDUAL COMMISSIONERS (MCGIFFIN)

(COMMISSION ACTION NOT REQUIRED)

B. REVIEW OF 2014 DHRC ANNUAL REPORT TO CITY COUNCIL

(COMMISSION RECOMMENDED APPROVAL OF THE 2014 DHRC ANNUAL REPORT)

C. DHRC COMMITTEE UPDATES/MEETING DATES/AGENDA FOR 2015

(COMMISSION REQUESTED A TRAINING BUDGET OF $5,000 FOR FY16 FOR THE DHRC)

D. SCHEDULING OF 2015 MEETING DATES

(COMMISSION SCHEDULED THE 2015 DHRC MEETINGS FOR TUESDAY, MARCH 10, 2015; WEDNESDAY, MAY 27, 2015; AND TUESDAY, AUGUST 25, 2015 AND DEFERRED CONSIDERATION OF THE NOVEMBER 2015 DATE UNTIL THE NEXT MEETING)

E. COMMISSION MEMBERS' ANNOUNCEMENTS

(COMMISSION ACTION NOT REQUIRED)

* **9. SAFETY ADVISORY AND TRANSPORTATION COMMITTEE REPORT - MARCH 23, 2015**

A. EVALUATION OF PROPOSALS - AMBULANCE SERVICE CONTRACT

(COMMITTEE TABLED THIS MATTER UNTIL THE NEXT COMMITTEE MEETING)

B. BICYCLE AND PEDESTRIAN SUBCOMMITTEE REPORT - ENDORSEMENT OF BICYCLE AND PEDESTRIAN PLANS

(COMMITTEE RECOMMENDED ENDORSEMENT OF THE PLANS, AS SUBMITTED)

C. SKATEBOARDING SAFETY ISSUES

(COMMITTEE ACTION NOT REQUIRED)

* **10. UTILITY COMMITTEE REPORT - MARCH 23, 2015**

A. POWER SUPPLY UPDATE - DISCUSSION ONLY

(COMMITTEE ACTION NOT REQUIRED)

* **11. MONTHLY REPORTS - FEBRUARY 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
G. POLICE CHIEF'S REPORT (*JANUARY AND FEBRUARY*)

* **12. 2014 ANNUAL REPORT - DOVER HUMAN RELATIONS COMMISSION**

13. COUNCIL MEMBERS' ANNOUNCEMENTS

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

REGULAR COUNCIL MEETING

The Regular Council Meeting was held on March 23, 2015 at 7:30 p.m. with Council President Bonar presiding. Council members present were Mr. Anderson, Mr. Dixon, Mr. Perza, Mr. Slavin, Mrs. Williams, Mr. Hare, and Mr. Hutchison.

Council staff members present were Police Chief Bernat, Mrs. Mitchell, Mrs. Townshend, Fire Chief Hall, Mr. Koenig, City Solicitor Rodriguez, and Mrs. McDowell. Mayor Christiansen was also present (departed at 8:04 p.m.).

OPEN FORUM

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

Mr. George Gaudioso, 167 Maple Glen Drive, stated that he would like to make a comment and expound on a question that was asked and answered at the last Council meeting pertaining to the form of government of the capital cities in our neighboring states. In the interest of clarity, he wanted to give additional information that he believed was pertinent to that question and the answer that was provided.

Mr. Gaudioso advised that Trenton, New Jersey has a strong mayor-city council form of government and that its population of approximately 85,000 is more than double that of Dover. So the population comparison does not work. He advised that the Mayor, Tony Mack, whose salary was $125,000, was indicted in 2013 and convicted of bribery, fraud, and extortion in 2014. He was sentenced to more than four (4) years in prison for his part in a kickback scheme involving city-owned land. At one point he even used his veto power and, with support of a few council members, tried to keep his salary in that position for an extended period; however, it failed in the end. Mr. Gaudioso stated that this kind of situation is unfortunate, but all too common in some of the cities of New Jersey. He noted that the city recently reached a $350,000 settlement with a former city employee who claimed to have been unfairly let go for refusing to participate in the Mayor's schemes.

Mr. Gaudioso advised that Harrisburg Pennsylvania also has a strong mayor-city council form of government with a population of slightly under 50,000. He noted that it is a major transportation hub between several major highways that intersect the city and divide it into distinct districts. According to the Wall Street Journal, in October of 2011 the City of Harrisburg filed for bankruptcy under Chapter 9. The State of Pennsylvania legislature stepped in and passed a law that negated the ability of Harrisburg to file for bankruptcy. Under seven-term Mayor Steven Reid, who governed from 1982 to 2010, Harrisburg had a long love affair with borrowed money, using it to spur projects of dubious value. The city invested millions of dollars in a stadium in the late 1980s to attract a minor league baseball team. When the Harrisburg Senators threatened to leave in 1995, the city bought the team with borrowed money. In 2009, it sank another $45M, including $18M of borrowed money, into that stadium. The team was attracting a fan base of 2,488 fans per game.

Mr. Gaudioso stated that the Harrisburg Authority, a city agency directly controlled by the mayor, floated much of the city's debt. Because of a whole series of financial missteps, the City of Harrisburg's financial burden grew to over $440M. Eventually the State of Pennsylvania stepped in and took over the city's finances for approximately two and half years.

Mr. Gaudioso thought these examples should provide a warning as to granting too much power and influence to any one (1) person and to carefully structure how the mayor's position will function in our municipal government.

Mr. Edward Christian, Jr., 9 Pennwood Drive, noted that the City would be losing a brain trust, Councilman Perza, who cannot be replaced. He felt that those who follow Councilmen Perza and Lynn would both have learning curves. Mr. Christian stated that he hopes that Councilman Slavin will not wither under the additional weight. He stated that he thought someone could hold the police chief and his department accountable but could not supervise them.

Mr. Christian acknowledged the knowledge and competence of the City Manager and Planning Director, both of whom, at times, remain muted and handcuffed in front to stay out of the politics of the elected officials. He stated that the Council members have their skill sets and talents; however, some should consider self-imposed term limits to get some fresh air and to gather new views and perspectives, for when we remain too long we lose sight that we have structured ourselves to be on autopilot or cruise control.

Mr. Christian suggested that Council have an exchange with the Open Forum speakers, or an exchange among themselves, to generate interest among the citizens of Dover to participate in government and not just a selfish self-interest.

Mr. Christian stated that the City is operating with a Charter that is 86 years old and it is dealing with an increase of special interest groups, with the onslaught of needed City services, with reduced finances, income, with new ideas, and new technologies and they want to manufacture a hybrid of something that needs to have a burial ceremony.

Mr. Christian noted that he had not heard nor read any comments from the Mayor or Fourth District Councilmen about the situation at Dover High School. He referenced the unconscious ignorance of himself and those in attendance and non attendance who think they know what constitutes how the City functions and operates. That is why the nine (9) elected Council members have a responsibility to do what is best for the entire City without politics.

The invocation was given by Bishop Thomas L. Holsey, followed by the Pledge of Allegiance.

AGENDA ADDITIONS/DELETIONS

Council President Bonar requested that item #2-B - Presentation of The American Institute of Architecture Delaware 2014 Honor Award be deferred until April 13, 2015.

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

Mr. Slavin moved for approval of the Consent Agenda, seconded by Mr. Dixon and carried by a unanimous roll call vote.

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

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

CERTIFICATE OF RECOGNITION - JUDAEA CLARKE

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

WHEREAS, Ms. Judaea Clarke, a South Dover Elementary School second grade student, noticed that her fellow classmate was choking during lunch, and acted quickly to dislodge a piece of celery; and

WHEREAS, due to the courage and quick thinking exhibited by Ms. Clarke, the life of another individual was saved; and

WHEREAS, Ms. Clarke was recognized as a South Dover Superhero, as her actions serve as an example of the importance of South Dover's "4 Be Rules" (Be Responsible, Be Respectful, Be Your Best, and Be Safe!); and

WHEREAS, Ms. Clarke's heroic efforts exemplify the model behavior encouraged at South Dover Elementary School and throughout the City of Dover.

NOW, THEREFORE, THE MAYOR AND COUNCIL OF THE CITY OF DOVER, DELAWARE, do hereby award this Certificate of Recognition to **JUDAEA CLARKE** on this 23rd day of March 2015.

On behalf of the Mayor and Council, Mayor Christiansen presented Ms. Clarke with the Certificate of Recognition. He noted that the City was very proud of her and that her grandfather is Councilman Wallace Dixon.

CERTIFICATE OF RECOGNITION - DANIEL GODWIN

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

WHEREAS, on December 29, 2014, an employee of the City of Dover began choking while eating dinner during his night shift at the Dover Fire Department; and

WHEREAS, Mr. Daniel Godwin, a 17 year old high school senior, probationary member of the Dover Fire Department and student in the EMT program at the Delaware State Fire School, observed the incident and quickly responded by performing the Heimlich Maneuver until a piece of steak was dislodged; and

WHEREAS, due to the courage and quick thinking exhibited by Mr. Godwin, the life of another individual was saved; and

WHEREAS, Mr. Godwin's heroic efforts exemplify the model behavior encouraged throughout the City of Dover.

NOW, THEREFORE, THE MAYOR AND COUNCIL OF THE CITY OF DOVER, DELAWARE, do hereby award this Certificate of Recognition to **DANIEL GODWIN** on this 23rd day of March 2015.

On behalf of the Mayor, Council, and citizens of Dover, Mayor Christiansen presented Mr. Godwin with the Certificate of Recognition.

DOVER PUBLIC LIBRARY FIRST STATE LEGO LEAGUE

Ms. Jackie Smagala and Ms. Kerri Holly Day, Library Assistants and First Lego League coaches, along with team members Allison, Camille, Jadon, Taylor, Amandalyn, and Logan and robotics mentor, Keith Power, provided a PowerPoint presentation (***Exhibit #1***) of the First Lego League Championships held on February 14, 2015. The Library's team, Continent Crafters, competed alongside 35 of the best teams from Delaware and surrounding states and won two (2) awards at the qualifier event: the Robot Performance Award for having the top score in the robot game and the Presentation Award for the skit they performed when presenting their project to the judges. It was noted that the team put in a lot of hard work and it paid off. Ms. Smagala noted that other team members, Dylan, Terra, and Summer, were unable to attend the Council meeting.

2014 ANNUAL REPORT - DOVER POLICE DEPARTMENT

Police Chief Paul Bernat provided a PowerPoint presentation (***Exhibit #2***) depicting highlights of the report. He noted that some of the challenges they faced last year were sporadic shootings, four (4) bank robberies, a serial burglar and, just recently, they attained national accreditation for the sixth time. (*City Clerk's Office Note: Subsequent to the Council Meeting, a revision was made to correct the graph depicted on page 20 of 2014 Annual Report and page 14 of the PowerPoint presentation. The corrected presentation has been included as Exhibit #2.*)

Responding to Mr. Hutchison, Chief Bernat advised that the department seeks re-accreditation every three (3) years and, during that time period, 465 standards, or policies and procedures, have to be achieved. Chief Bernat stated that there are only four (4) or five (5) accredited agencies in the state of Delaware. Mr. Hutchison stated that the accreditation speaks well of the men and women of the department and thanked them for a job well done.

Responding to Mrs. Williams, Chief Bernat stated that, although he did not have the exact numbers, he thought the juvenile crime rate was close to the previous years' rate.

Responding to Mr. Hutchison, Chief Bernat advised that five (5) new officers started the Police Academy on March 9, 2015 and 12 candidates were being interviewed for the Cadet Program. He noted that there were 36 applicants for the Cadet Program and 25 of them passed everything. Of the 25, all but 12 had been eliminated.

Mrs. Williams moved to accept the report, seconded by Mr. Hare and unanimously carried.

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

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

Community Development Block Grant (CDBG) Application Review

Mrs. Tracey Harvey, Community Development Manager, noted that members would be serving as the Community Development Block Grant (CDBG) Review Panel for the CDBG Applications for a five-year grant period Fiscal Years 2015-2019. As such, members were provided a list of applicants, a CDBG Interview Schedule, a breakdown of federal resources available for use and the total amount of grant funds requested, CDBG scoring criteria, a 2015 CDBG Review Panel Scoring Sheet for each applicant, and staff reports summarizing each application. Mrs. Harvey requested that members summarize their evaluation of each application on the CDBG Grant Application Review Sheet and provide a score based on the information presented. Members were advised that the numbers in parenthesis next to each measure indicated the maximum score for a given category and that the maximum total points was 100. Mrs. Harvey advised members that the applicants were scheduled in 15 minute intervals, 10 minutes for presentation and 5 minutes for questions, and asked members to try to stay within the scheduled times allotted due to the number of applicants.

Mrs. Harvey advised members that the total amount of grant funds available for activities was $229,271 and explained the allocation requirements of the grant, as follows:

CDBG Funds Allocation	$220,717
Anticipated Program Income	$ 8,554
Total Grant Allocation	$229,271
Public Service activities cannot exceed	$229,271
15% of the grant	x.15
	$34,391
Grant Funds Available for Activities	$229,271
Total Grant Funds Requested by Applicants	$304,976

Mrs. Harvey cautioned that, according to CDBG requirements, funds awarded for public service activities could not exceed 15% of the total grant allocation ($34,391).

Verbal Presentations

Each applicant was provided an opportunity to make verbal presentations before the committee, as follows:

Dover Interfaith Mission for Housing

Ms. Jeanine Kleimo, Chair, Board of Directors, Dover Interfaith Mission for Housing (DIMH), reviewed a grant application in the amount of $32,500. She explained that DIMH is an interfaith community organization which provides shelter, meals, and assistance to homeless men from the greater Dover community. Ms. Kleimo indicated that DIMH's shelter at 684 Forest Street can accommodate up to 36 lodgers. She noted that they are permitted by the City to take in a few extra people when the weather is extremely cold to keep people off of the street and out of the dangerous temperatures.

Ms. Kleimo explained that the CDBG funds being applied for will be applied to operation and maintenance of the shelter, particularly utility costs and repairs and maintenance of the building.

Ms. Kleimo advised that the organization began in 2008 and sheltered more than 1200 men, resulting in reduction of crime, loitering, etc. She stated that during calender year 2014 they sheltered 180 men. Mrs. Kleimo explained that the organization has maintained a success rate of approximately 60% in transitioning men from the shelter into permanent employment and private housing, with an estimated impact of approximately $1.5M on the local economic community and the growth of greater Dover.

Ms. Kleimo stated that within the last CDBG cycle they received $27,500, which they combined with $12,500 from the Delaware State Housing Authority (DSHA) and that nearly covers the operating and maintenance costs for the shelter.

Ms. Kleimo said most of the staff is made up of volunteers, including herself, with a limited number of staff whom are funded by other grants. In addition to the shelter, in January 2015, DIMH began operating a daytime resource center where homeless individuals can get assistance. Ms. Kleimo stated that they have provided service to as many as 70 people a day since it opened, including those that have been served by the "Code Purple" sanctuaries for emergency cold weather shelter. Ms. Kleimo reiterated that both of those programs, the daytime resource center and Code Purple, are staffed entirely by volunteers. Also, Ms. Kleimo advised that DIMH recently opened a 30-bed congregate housing facility that is not supported by grant funds but aids in facilitating the transition from shelter to independent living by providing a very affordable residence with continued access to programs and case management.

Ms. Kleimo stated that the organization receives significant support from local faith communities, businesses, and private citizens of Dover, particularly through the provision of dinners for the members and providing a venue to dispel some of the stereotypes of homelessness.

In response to Mr. Hutchison, Ms. Kleimo advised that the average age range of men that utilize their services is about 25 ranging from late 20's to mid 40's.

Responding to Mr. Caldwell, Ms. Kleimo stated that she had a great deal of success stories she could share but the most recent involved an addict that had been in prison who, after seeking the services of DIMH, now has his own home who he shares with a friend, is a sous chef at Dover Downs Hotel & Casino and is pursuing an education in cooking and counseling at Delaware Technical and Community College.

In response to Mr. Kirby Hudson, Assistant City Manager, regarding seeing an increase in those seeking their services and if she felt that was due to an increase in population of the homeless in the area or awareness of the programs available, Ms. Kleimo stated that she did not see an increase, although they have had a significant demand for the Code Purple sanctuaries this winter; however, there is a transient population of men who have lost employment, residency, and seek their assistance in becoming re-established. In addition, they provide re-entry assistance for men leaving prison in hopes to reduce the recidivism by helping them acclimate to society and educate them with the resources available to them, noting that those who do seek their services have a much lower rate of recidivism than those who do not. Responding to Mr. Caldwell, Ms. Kleimo stated that they are seeing a lot of Veterans, on average 4-6 Veterans at any given time, stating that DIMH is now a part of the Mayor's Challenge to end Veteran's Homelessness.

Mr. Dixon expressed appreciation for the work performed in the community by DIMH.

In closing, Ms. Kleimo made note that she was proud of the statistic that in spite of a budget of zero, the shelter serves more than 12,000 plates of dinner a year thanks to the generosity of the community.

Connections Community Support Program

Kathy McKay, Chief Executive Officer, explained that Connections serves extremely low income individuals that have been chronically homeless for one year or more. The grant request is for $15,000 to provide rapid rehousing and rental assistance services for households whose most recent address is inside the City limits. The program will assist renters with the security deposit and up to the first three months' rent for affordable rental housing. Funding will also be provided for utility deposits as needed.

Ms. McKay stated that Connections is state-wide organization and has 1,300 employees throughout Delaware. She stated that in addition to assisting the homeless, they also participate in healthcare efforts in Delaware's Unified Correctional System providing primary healthcare, behavioral healthcare, and re-entry planning in all of the jails and prisons in Delaware. The only facility in the City of Dover is Morris Correctional Institute which is a level IV (work release) facility.

Ms. McKay stated that they had two main facilities in Dover, one on Division Street which provides treatment programs for serious mental illness and previously institutionalized individuals and one on Bay Road that is an integrated clinic that provides primary care, mental health, and substance abuse treatment for individuals. Ms. McKay noted that the Division Street location also provides supportive services for Veterans and their families.

The request for CDBG is for emergency solutions, specifically providing financial assistance for short-term rental subsidies, including security and utility deposits for people in need of housing who do not have those resources up-front. In some cases Connections is able to provide longer term rental subsidies out of other possible funding such as Housing and Urban Development (HUD) grants, but those grants do not pay for deposits, which is important because while some individuals may have a source of long term assistance, they have been unable to pay their utility bills in the past and are not able to secure services without a security deposit or may still have outstanding balances that are preventing them from securing future services, which in itself can prevent them from obtaining housing which causes them to remain homeless. Connections provides emergency solution grants for Wilmington, New Castle County, and Delaware State Housing Authority; however, the CDBG grant will enable them to focus on the City of Dover specifically.

Responding to Mr. Hutchison, Ms. McKay advised that if the inmate is on a work release programm they are sometimes alerted to their release; however, due to various circumstances, they are not typically informed ahead of time when they are released.

In response to Mr. Hutchison regarding the background of the individuals that seek Connections services to obtain housing or employment, Ms. McKay advised that they are less desirable as tenants or employees and that their background often includes either drugs, alcohol, mental illness, or criminal activity and incarceration; however, it is their philosophy that those individuals are in the community so it is in everyone's best interest to try to provide them with the support and assistance they need to make improvements and to be aware of where they are located within the community.

Responding to Mr. Caldwell, Ms. McKay explained that some people that have sought the services of Connections continue to be a problem within the community; however, it is not their role to police the behavior of the individuals but to help them. Ms. McKay stated that, in some cases, Connections is able to work with Probation and Parole if the individual is on probation. She explained that, due to the Truth-In-Sentencing Act, Delaware does not have a Parole program because once the inmate serves their prison sentence they are released without parole. Ms. McKay stated that there are cases when the original sentence includes a probation period upon release from the institution or in some cases, typically involving drug use, the sentence is one of probation.

In response to Mr. Anderson regarding the temporary hotel program where individuals are supplied vouchers, Ms. McKay advised that the program had been phased out after it was determined locally, and later confirmed nationally, that it proved to be ineffective at ending homelessness. Ms. McKay explained that once the temporary fix expired and there was no permanent solution, the individuals returned to being homeless. Ms. McKay stated that over the last 5-6 years, Federal Research has indicated that the best method to end homelessness among people who have been homeless more than one time is to help them get permanent housing and provide support to help them remain in that housing.

Mr. Anderson asked how a mother, father, and five children living in Capital Green, determined to improve their living conditions and leave that complex, started their own business and then were asked to leave just as they started to do well and have enough money to relocate, would benefit from this program. Ms. McKay explained that is the ideal scenario for why the program was created. Ms. McKay said that often the only resource a family like that would have is Connections because they would likely not qualify financially for many other subsidy programs. Ms. McKay stated that this program is not well suited for individuals or families that are chronically homeless and never demonstrate the ability to maintain residency or employment, because it is often too short-term and they are not able to secure permanent housing or employment. Ms. McKay stated that a family that just needs assistance, such as described by Mr. Anderson, would greatly benefit from the program.

In response to Mr. Anderson, Ms. McKay stated that she felt the State's 211 Intake System was ineffective, noting that homelessness is typically an issue at night and on the weekends and the hours for the 211 Intake System are 8 a.m. to 4 p.m. so it is not available when the people need it.

Responding to Mrs. Horsey, Ms. McKay advised that although they have a great deal of referrals, they have more walk-ins. She noted that they are usually people looking for the Emergency Service Grant (ESG) money, which is the program they are applying for CDBG funding for within the City of Dover. Ms. McKay also advised that Connections assists people with the documentation required to apply for the various funding and resources that may be available. She explained that much of the information and documentation is available online, which enables them to assist more efficiently.

In response to Mr. Hudson, Ms. McKay stated that the Department of Corrections has a sex offender treatment program so they are typically aware of who the pedophiles and sex offenders. She also noted that there are three tiers for sex offenders, which dictates how they handle them. Ms. McKay advised that tiers 2 and 3 require notice be given to landlords and surrounding residents; however, she felt it was best to be upfront in all cases to avoid complications later which may result in an unplanned

eviction. Ms. McKay stated that by helping to place those individuals, they are aware of their locations because they are required to register as a sex offender, if they remain homeless it's not possible to track there whereabouts.

Responding to Mr. Hutchison, Ms. McKay advised that Connections services approximately five-hundred people in the City of Dover a month and approximately 35,000 state-wide. Mrs. Ann Marie Townshend, Director of Planning and Community Development, added that those figures include all services provided by Connections, not just those specifically related to homelessness.

In response to Mr. Dixon regarding sex offenders arriving in Delaware from other states, Ms. McKay said that Delaware has some of the most stringent sex offender laws; however, she also noted that there are not a lot of programs available to treat sex offenders outside of the criminal justice system.

Nehemiah Gateway

Maisha Thoms, Director for the Delaware Tax and Financial Services Tax Campaign, advised that the program is a federally funded IRS Volunteer Income Tax Assistance (VITA) program that provides free income tax return services for low to moderate income individuals and families. Ms. Thoms explained that the thresholds to qualify for the program are $52,000 with dependants and $35,000 without dependents. Ms. Thoms stated that the Nehemiah Gateway Community Development Corporation (NGCDC) is a 501 (c)(3) organization that was founded in 2000 as an outreach initiative of Shiloh Baptist Church. Ms. Thoms shared the HGCDC's mission to work with members of the community that are in the low to moderate income bracket trying to successfully improve their economic well-being. Ms. Thoms said the hope is to increase opportunities for asset building, financial management, and entrepreneurship in the Delaware region. Some of the programs the NGCDC offer are Delaware Tax and Financial Services (VITA) Campaign, VIP Small Business Support Services, which is a program that assists entrepreneurs in the start up of business and sometimes assists with existing businesses, insurance services, and "One Step at a Time" Credit Counseling. Ms. Thoms explained that this program supports the housing and community development goal of the Dover Comprehensive Plan by improving the economic stability of low to moderate individuals and families, more specifically it encourages owner-occupied housing and preserving the existing housing statistics by assisting individuals with access to tax credits without incurring the cost of paid preparers. Ms. Thoms advised that national statistics indicate that, on average, low to moderate income individuals and families receive earned income tax credit for three years or less and they spend those funds locally, which was over $255,000 state-wide last year.

Responding to Mrs. Harvey, Ms. Thoms explained that the CDBG funds would be used for back office support services, stating that there are currently four sites within the City of Dover. She noted that they were unsure if they would consolidate or expand in the future; however, they have one paid position at each site to manage the site and the volunteers.

In response to Mr. Anderson, Ms. Thoms explained that the requested amount of $20,000 was determined by allocating $18,000 for the VITA program and $2,000 for the savings program, which requires hiring individuals to assist with opening saving accounts with Artisans Bank. Ms. Thoms further explained that they get about 700 referrals state-wide for the VITA program and that even after tax season is over, a staff person follows up with each of the referrals and assists them with finding additional resources for saving money, obtaining housing, etc. Ms. Thoms explained that she did not have a more specific breakdown of how the $18,000 would be allocated within the VITA program; however, she stated she could provide the budget information before the end of the meeting.

Responding to Mr. Caldwell, Ms. Thoms stated that the majority of their volunteers come from the various local schools, Delaware State University in particular, and some from the University of Delaware, Delaware Technical and Community College, and Wilmington University. She noted that Wilmington University is actually one of the locations they utilize for the tax preparation program.

In response to Mr. Hutchison, Ms. Thoms stated that the average age of their clients is 35-44; however, they also service senior citizens and younger clients as well. Ms. Thoms noted the VITA program services approximately 7% of the population who receive an earned income tax credit, which is statistically high nationwide. Many other territories are only capturing about 2% of that population.

Responding to Mr. Anderson, Ms. Thoms explained that part of the programs service is to connect individuals seeking assistance with other resources to further educate them on fiscal responsibility and efforts to promote savings onsite when filing taxes.

Responding to Mr. Hudson, Ms. Thoms advised that the program did not have a component to help people who may be in danger of losing their homes or helping them with home ownership; however, she advised that they make referrals to the appropriate agencies, such as First State Community Action, depending on the individual's need.

Ms. Thoms stated that they provide assistance with creating business plans, providing marketing research, insurance, etc. to guide new businesses in promoting their business and being successful. She noted that they also help existing businesses that may require assistance in those areas. Ms. Thoms stated that some of the businesses they are working as many as 10 businesses that are looking for additional space to expand or possibly to move to a new area. Mr. Hudson suggested she direct those people to the workshop being held by the City on Wednesday, March 11, 2015 to hear a presentation on the Downtown Redevelopment District and the various incentives and benefits available.

People's Place

Del Failing, Executive Director, stated that People's Place II is requesting $6,726.46 in CDBG funding to replace 18 windows in their Ruth Dorsey Whatnot Emergency

Homeless Shelter at 381 State College Road in Dover, which is the only shelter in Dover that serves men, women, and children. Mr. Failing explained that it is a 46-bed shelter that has been in operation since 1977, noting that in February 2015 the shelter served an average of 39 people a night. People's Place became the new owner of the shelter, along with Vera's Haven, which is a ten-unit transitional housing facility. Mr. Failing said that in 2014, the Ruth Dorsey Emergency Homeless Shelter provided 10,598 nights of shelter to 710 men, women, and children. He noted that in 2010, People's Place came before this board to request funding to replace the heater at the shelter' noting that they were not awarded the funding at that time. Since then, the heater has been replaced and they are now seeking the funds to make the facility more energy efficient to reduce utility costs.

Responding to Mr. Hutchison, Mr. Failing stated they received a quote from Lowe's on the cost of the project and offered to solicit another quote if that was the Committee's preference in the course of providing funding. Mr. Hutchison advised that he just wanted to ensure that the amount requested for funding would cover the expense of the project.

Mr. Failing noted that the shelter also serves veterans, stating that at any given time they may have two to three veterans at the shelter. He noted that they no longer receive funding from the Veteran's Administration.

In response to Mr. Anderson, Mr. Failing stated that this was a one time request and he did not foresee a reason to come back before the Committee to request additional funding.

Responding to Mr. Anderson, Mr. Failing stated that he felt the States 211 System is problematic because if someone is looking for shelter, they need it immediately and they are not in a position to leave a message or wait for a call back to find placement. He thought the State was working on improving the system.

Responding to Mrs. Horsey, Mr. Failing advised that the facility it is an old Victorian house and they have made every effort to improve the efficiency of the house, which includes two additions that are much more modern and energy efficient.

Responding to Mr. Hudson's suggestion that some stores such as Home Depot may donate materials or labor for the shelter, Mr. Failing stated that they had approached Home Depot and they remodeled the kitchen in 2010.

Veteran Housing Proposal

Dr. Joe W. Burden, Jr., Property Owner and Manager, proposed a Veteran's Housing Complex (VHC) located at 15 Clarence Street in Dover. Dr. Burden described the project as a five-unit complex, each with their own outside access, living room, and two bedrooms with windows. Dr. Burden stated that 10% of all homeless individuals in the United States are Veterans and that Delaware had the highest percentage increase, 34.6%, in the Nation from 2012 to 2013.

Dr. Burden explained that he would be managing the grant and an electrician, a plumber, and a staff of carpenters and other personnel had been contracted to facilitate the project. Dr. Burden explained that he is seeking CDBG funding to renovate the facility for the purpose of housing homeless veterans in the City of Dover, describing it as centrally located, close to the DelDot bus station, City of Dover Police Station, and Bayhealth Hospital.

Dr. Burden stated that the total requested funding for the first year is $21,250.00 and will be allocated to interior renovations. The amount requested for the second year is $5,000.00, which will be used for renovations and repairs on the exterior for a total request of $26,250.00. Dr. Burden stated that $4,250 will be applied to each of the five apartments for interior renovations. Referring to the information provided, Dr. Burden reviewed the work plan with the committee.

Dr. Burden explained that this project fulfills the objectives of the CDBG grant application by providing cost efficient housing to homeless veterans, noting that it will be the first facility specifically for veterans in the City of Dover.

Responding to Mrs. Harvey, Dr. Burden advised that they allotted two months for each of the five apartments and once that portion is complete, they will focus on the exterior the second year. Dr. Burden stated that, based on the grant application criteria, he thought the grant extended over a period and they planned the schedule for renovation based on that criteria. Mrs. Harvey inquired about additional resources being leveraged in the event they did not get enough funding from CDBG. Responding, Dr. Burden advised that they planned to move forward before they were made aware of the CDBG grant money that was potentially available so they will complete the project without the funding if they have to; however, the funds requested would facilitate the completion of the project.

Responding to Mr. Anderson, Mrs. Townshend advised that the location of the proposed Veteran Housing Unit was within the Downtown Development District and, as such, they could potentially qualify for rebates based on their expenses for the rehabilitation project separate from any CDBG funding. Mrs. Townshend further clarified that the $25,000 requirement to qualify under the Downtown Development District for rebates would apply after the applicant spent $25,000, she explained it would not include dollars spent from a grant.

Responding to Mr. Anderson regarding a charity umbrella for the Veteran Housing Unit, Dr. Burden advised that they attended the Mayor's Summit for Homeless Veterans and several other entities have expressed interest in participating in the project. In response to Mr. Anderson's inquiry regarding who would be receiving and managing the funds, Dr. Burden explained that he would be handling the funding from start to finish. He stated that, although they are not a formal charity, they have spent a great deal of their own funds on housing for the low to moderate income community.

In response to Mr. Anderson's concern regarding Dr. Burden's inexperience with the stringent requirements for grant funding and the control mechanisms in place, Dr. Burden advised that he and his staff would stay abreast of the reporting requirements. He added that although he had not received financial grants, he had received academic grants and written several grants. In addition, Dr. Burden noted his experience in records management pertaining to his various housing properties.

In response to Mr. Anderson regarding the minimum amount of funding they would require for the Veteran Housing Unit project, Dr. Burden advised that he deals primarily with low to moderate income clientele and frequently the rent does not get paid on time, or at all, and they still have a responsibility to pay their bills, so any amount of support that the City would be willing to give would be helpful.

Central Delaware Habitat for Humanity

Ms. Jocelyn Tice, Executive Director, explained that the Central Delaware Habitat for Humanity's mission is to put God's love into action by bringing people together to build affordable homes and communities. Ms. Tice explained that they focus on members of the community that are 60% or below the area median income, which is the low and very low income bracket, consistent with CDBG requirements.

Ms. Tice stated that the Central Delaware Habitat for Humanity is celebrating its 25th anniversary, during which time they have housed 38 homeowners. They are finalizing their 39th and 40th homes and have already begun to work on homeowner number 41 on Mifflin Road. Ms. Tice stated that they have seven (7) more projects planned for the City of Dover for this year. Ms. Tice advised that of the 38 homeowners, there have been no foreclosures and four (4) homeowners have paid off their mortgages.

Ms. Tice stated that their mission is to empower and equip homeowners by having them attend financial literacy classes at NCALL Research and providing HUD Certified financial counseling. They also require homeowners to commit to 250 hours of direct activity, 100 of which are spent on the construction site learning how to maintain and repair the home.

Ms. Tice reviewed information obtained through a survey of homeowners that have lived in their homes for more than 6 months demonstrating satisfaction with the home, neighborhood, overall experience with habitat, safety, lifestyle and financial improvements. Of those surveyed, Ms. Tice noted that 95% of the homeowners expressed a positive change, 90% indicated that the 250 hour requirement was very helpful in preparing them for home maintenance.

In summary, Ms. Tice advised that the Central Delaware Habitat for Humanity has built and/or renovated 17 homes in the City of Dover out of the 38 homes overall, last year 14 of those homes contributed to about $5,500 in taxes to the City and while they have not built in Dover in about four (4) years, they now have eight (8) homes planned for the 2015 calendar year.

Ms. Tice stated that all of the projects in the downtown Dover area are consistent with the Restoring Central Dover Plan that was recently released by NCALL focusing on increasing homeownership. She noted that in Kent County 47% of renters are reported to spend more than 30% of their income on housing. Ms. Tice explained that the Fair Market Value (FMV) of a two (2) bedroom apartment in Kent County is approximately $910, while the average mortgage for a home acquired through Habitat is $467. She stated that the average mortgage for the eight (8) homes planned for the City of Dover is expected to be approximately $550 for a 3 or 4 bedroom house with 1½ bathrooms and a garage.

Referring to the Central Dover Housing Initiative map, Ms. Tice explained that Habitat was awarded $672,000 and $191,000 from the strong neighborhoods housing fund in collaboration with Milford Housing and NCALL Research for 12-14 homes. She stated years 1 and 2 of the requested CDBG funds would be applied to renovations in the amount of approximately $50,000 per home and, in years 3,4, and 5 those funds would be allocated more toward a owner occupied repair program. Ms. Tice explained that the first two (2) years are critical due to the requirements for the strong neighborhood funding received, so they are able to acquire property and are seeking CDBG funds to renovate the properties. She stated that the strong neighborhood initiative was to transform areas of high crime, etc. and informed members that they identified the 19 block Proposed Target Neighborhood. Ms. Tice explained that the intent was to buy two (2) homes over the next two (2) years, one (1) each year, to renovate as part of the strong neighborhoods initiative.

Ms. Tice noted that in past years Habitat partnered with the City, County and Diamond State Community Land Trust on six (6) homes through the NSP (Neighborhood Stabilization Program), which has had a successful homeownership rate. Additionally, she stated that Habitat had received government funding from the State Housing Authority Housing Development Fund. Habitat last received CDBG fund in 2010, in the amount of $32,000, to help renovate a home on Jefferson Court. Ms. Tice stated that the program was consistent with the CDBG grant application and the 2010-2014 consolidated plan, rehabilitating substandard housing and also expanding homeownership. She recognized that the number one (1) problem is homelessness, and the second is housing needs.

Ms. Tice explained that program participants are required to live or work in Kent County for one (1) year; demonstrate ability for repayment and a need for housing, which is determined through a volunteer family selection committee; and be willing to partner with Habitat through a commitment to the sweat equity, and attendance of events and speaking engagements.

Ms. Tice advised that Habitat was currently in the process of identifying the properties to acquire through the strong neighborhood funds within the next month, stating that the target area was S. Queen Street. She reiterated that the primary focus is to look at a concentrated rather than scattered area to show a visual transformation and impact. Remaining consistent with the strong neighborhoods funding, Ms. Tice

explained that the CDBG funds would supplement funds already secured. She stated that Habitat would begin negotiations with sellers, identify homeowners at their homeownership seminar in August, and start renovations in the beginning of 2016.

Responding to Mrs. Harvey regarding the $50,000 amount requested for renovations without having first identified the property, Ms. Tice explained that historically Habitat had spent $50,000 and it is a fairly accurate estimate.

Mrs. Harvey questioned how soon the property would be acquired, noting the fact that the funds would be released in July 2015 and that the property must be acquired before the funds can be released. In response, Ms. Tice stated that Habitat was certain they would be able to work within that time frame. She explained that under the strong neighborhood funding, money has to be spent, homes sold, built and renovated within two (2) years (by April 2017), and she anticipates that at least one (1), if not both, homes will be acquired prior to the end of June 2015.

Responding to Mr. Anderson, Ms. Tice stated that Habitat did not currently have a home under contract. Referring to the Potential Properties indicated on the Central Dover Housing Initiative map, she stated that nine (9) homes are available, and stated that they have already begun discussions with the owner of 133 South Queen Street and are also working with a local realtor who provided a list of homes currently on the market in the target area.

In response to Mr. Hutchison regarding each person identified to participate in the program and the training that is required of them, Ms. Tice advised that the financial literacy training is provided by NCALL; however, the selection process occurs within Habitat. She noted that Habitat has a home ownership seminar which participants are required to attend in order to submit an application. Ms. Tice explained that the application includes employment verification, rental verification, a credit report, and a home visit and the appliation is submitted to the board for approval, all of which takes about two to three months. Once approved, they are enrolled in NCALL's financial classes, they attend an all day workshop, and take an on-line e-home money class. Ms. Tice advised that Habitat has begun offering post-homeownership workshops to provide information on budgeting, home repairs, etc. to assist the owners in maintaining homeownership through continued education.

Milford Housing Development Corporation (MHDC)

Mrs. Harvey explained that MHDC applied for two separate grant applications, one for Homeownership Rehabilitation in the amount of $60,000, and one for Emergency Home Repair in the amount of $40,000. Mrs. Townshend advised the Committee that the City of Dover used to do the Rehabilitation Program but have since turned the program over to MHDC, stating that it is something that has always been funded, but used to be funded through the City. Clarifying, Mrs. Townshend assured the Committee that all of the CDBG funds awarded for this program are spent within the City of Dover.

Mr. Russell Huxtable, Vice President and Chief Operating Officer, advised that MHDC is a private, non-profit, housing development corporation whose mission is to provide affordable housing solutions to families in low to moderate incomes. This is accomplished through several programs, including the Homeowner Rehabilitation Program that Ms. Fran Cardaci, Housing Preservation Manager, has been running for the past one and a half years and has been a part of MHDC for almost five years.

Ms. Cardaci explained that the home repair project began in 1991 and ultimately went under the First State Conservation Development Council and, at the end of 2011, moved to Milford Housing. She explained that the home repair project targets very low income homeowners and providing home repairs. Ms. Cardaci said that in the City of Dover low income is considered 80% of the area median income or less whereas other locations are 50% or below median. Ms. Cardaci explained that some of the repairs included in the home repair program include furnaces, hot water heaters, roofs, doors, floors, windows, steps, and wheel chair ramps. She explained that the CDBG program is a higher level, more expensive, type of repair program, such as correcting major code violations. Ms. Cardaci noted that in some cases they are able to combine the two different types of programs to assist the homeowner with minor, as well as major, repairs.

Mrs. Townshend advised the Committee that these programs are a useful tool with code enforcement as they often refer homeowners to these programs to receive assistance to make the necessary changes to resolve the violations and be in compliance.

Responding to Mr. Hutchison regarding how a person qualifies, Ms. Cardaci stated income and ownership. She advised that for the HRP program, the recipient must own and live in the home for at least one year with the intention to stay for at least two years and meet the income requirements. Ms. Cardaci stated that to qualify for the CDBG program, they have to live in the home for three years, it has to be their primary home, and they have to have their taxes up to date. She advised that for the CDBG program, the homeowners sign a lien against the home, whereas, if they sell, move, or abandon the home, there is a recorded lien for repayment.

Responding to Mr. Anderson on identifying an emergency under the Emergency Home Repair Program (HRP), Ms. Cardaci explained that the homeowner has to be qualified in order to receive assistance and, therefore, it is not immediate; however, MHDC assists the homeowner in any way they can, including going to the house to pick up the paperwork in order to get them approved and do the repairs. Ms. Cardaci cited an example of a homeowner who's heater stopped working and requested repairs on Wednesday and by Tuesday of the following week the heater was repaired at no cost to the homeowner.

Responding to Mr. Anderson, Ms. Valerie Miller, Development Director, advised that the funds are leveraged to achieve additional funding; however, the funds from the CDBG program broaden the range of clients because it enables them to assist

people with up to 80% median income whereas in other areas, they are only able to go up to 50% of median income.

Ms. Cardaci advised that the HRP program assisted 131 homes, although the program has not received funding since July 2014. She noted that any funds that were used for homes within the City since then were paid out of other grant money and not the CDBG grant.

Responding to Mrs. Harvey, Ms. Cardaci stated that MHDC has applied for two different grant amounts which equate to half of the CDBG available funding. She noted that they have already qualified six homeowners and have an additional three that have been pre-qualified since the beginning of the year and she is confident the funds will be spent in the required time frame.

In response to Mr. Hutchison, Ms. Miller advised that $60,000 was requested for Home Repair and $40,000 for Emergency Repair.

City of Dover Homeownership Assistance Program

Mrs. Tracey Harvey, Community Development Manager, reviewed a grant application in the amount of $60,000 for the City of Dover Homeownership Assistance Program. She indicated that this program provides first-time homebuyers assistance with down payment or closing costs, allowing them to purchase affordable housing in the City of Dover. Mrs. Harvey advised that since the program was initiated in 1995, they have had 96 home closures using City of Dover funds. Initially the down payment assistance amount was $5,000 and now it is as high as $20,000. Mrs. Harvey advised that 100% the funds were spent annually and, as of 2014, 92% of the funds have been spent.

Responding to Mr. Hutchison, Mrs. Harvey confirmed that if the funds are awarded, the program would provide up to $20,000 in down payment assistance for qualified homebuyers. She reiterated that last year they were awarded $100,000 and 92% of those funds have been expended with six people being able to purchase homes using this funding.

In response to Mr. Hutchison, Mrs. Harvey clarified that the funds would be used city-wide and not just in the downtown Dover area.

Mrs. Townshend advised members that recipients of the program are required to sign a lien on the home stating that they will remain in the home for 10 years if awarded $20,000 in down payment assistance and 5 years if awarded $10,000 in down payment assistance; otherwise, they would have to pay the City back for the funds provided for the down payment.

Responding to Mr. Hutchison, Mrs. Harvey advised that of the other applicants requesting funding today, MHDC requires the recipient to sign a lien against the home requiring repayment of the assistance if they do not remain in the home. Mr. Hutchison expressed his support of that requirement.

Review/Scoring of Community Development Block Grant (CDBG) Applications

Mrs. Harvey advised members that funds in the amount of $304,976 had been requested and only $229,271 was available. She noted that the first three applicants (Dover Interfaith Mission for Housing, Connections Community Support Program, and Nehemiah) are public service projects and are limited to $34,391 (15% of the total grant allocation).

After a period of discussion, members conducted a review of each grant application and provided individual scores on the CDBG Grant Application Scoring Sheet for applicants *(as on file in the Office of the City Clerk)* and staff tallied the scoring sheets.

The Committee recommended awarding the City's CDBG grant allocation for public service activities to Dover Interfaith Mission for Housing in the amount of $27,000 and Connections Community Support Program in the amount of $7,391, with the remaining grant allocation to be awarded as follows: 1) $6,726 to People's Place; 2) $40,000 to Habitat for Humanity; 3) $52,892 to MHDC Homeowner Rehabilitation; 4) $35,262 to MHDC Emergency Home Repair; and 5) $60,000 to the City of Dover Homeownership Assistance Program and that priority be given to the Downtown Redevelopment Target Area as designated in the Dover Code until January 2016, with funding to be re-evaluated at that time to see if there are funds left over for the remainder of the City.

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

By consent agenda, Mr. Slavin moved for acceptance of the Parks, Recreation, and Community Enhancement Committee Report, seconded by Mr. Dixon and carried by a unanimous roll call vote.

UTILITY COMMITTEE REPORT - MARCH 9, 2015

The Utility Committee met on March 9, 2015 with Chairwoman Williams presiding.

Acceptance of Wastewater from the Proposed Winding Creek Development (Outside City of Dover Limits)

Members were advised that Winding Creek Delaware, LLC, is proposing to construct a new 208-unit residential community west of the City of Dover. Kent County prefers a central disposal methodology, as opposed to an on-site solution within the development. To meet the requests of the County, it is proposed to provide wastewater service through an on-site pump station that will send the effluent to the City of Dover wastewater system.

A technical feasibility study was conducted by Morris & Ritchie Associates, Inc. (Consulting Engineer) which evaluated the impacts of the projected sewage flow on the existing sanitary sewer system that is owned by the City of Dover and operated by the Department of Public Works. Staff reviewed the technical feasibility study

and has required improvements to existing infrastructure to be made by the developer of the residential community. Said improvements will be the sole financial responsibility of the developer. All system improvements must be complete, operational and approved by the City prior to accepting wastewater flow from the community. Additionally, a legal agreement must be finalized between the City of Dover and Winding Creek Delaware, LLC with respect to service rates and impact fees.

Using current out-of-City rates and fees, staff indicated that the estimated fiscal impact for the 208-unit residential community would be, as follows:

Impact Fees:	$6,184.00 / E.D.U. ($2,100 COD Water, $1,900 COD Sewer, $2,080 KC Sewer, $104 COD Admin Fee) X 208 units = $1,286,272.00 (To be received over a 5-7 year period) - $853,632 to the City of Dover; balance to K.C.
Estimated Monthly Sewer Bill:	208 units X 7 Tgals/month = 1,456 Tgals X $7.82 / Tgals = $11,385.92 + $2.50 = $11,388.42
Estimated Monthly Expenses:	1,456 Tgals X ($2.34 + $1.50 + $2.45 / Tgals) = $9,158.24
Estimated Net Revenue:	$11,388.42 - $9,158.24 = $2,230.18 per month at full build-out

According to the Kent County Department of Public Works, the amount of wastewater produced by this development can be assimilated into the current allocations under the current Contract User Agreement with Kent County.

Staff recommended acceptance of wastewater from the proposed Winding Creek development and that City Council grant authorization to the City Manager to enter into an agreement with Winding Creek Delaware, LLC.

Mr. Scott Koenig, City Manager, advised members that the proposed 208-unit residential community would have a gravity collection system and a private pump station that would connect into the City's existing infrastructure on Chestnut Grove Road and tie-in to the City's pump stations. He stated that staff had discussed this proposal with the Kent County Department of Public Works, and it would allow the new system to tie-in to the City of Dover system, rather than extending Kent County disposal district number 1.

Mr. Koenig explained that this would be a single customer for the City, since the 208-units would flow into a pump station owned by Winding Creek Delaware, LLC, and operated by a legitimate third party provider. As houses are occupied, the community would pay City impact fees, as well as Kent County impact fees, because the wastewater would ultimately go to the County's wastewater treatment plant. The City would bill the entity that owns the pump station on a monthly basis at the out-of-city rate, as described in the estimated fiscal impact.

Mr. Koenig informed members that the City's estimated net revenue of $2,230.18 per month at full build-out was based on the City's cost of transmitting the wastewater less the City's cost to treat it at Kent County. He noted that the out-of-city rate was 150% of the in-city rate. Mr. Koenig stated that, from a financial perspective, this is an interesting proposal for the City since there would not be any out-of-pocket expenses for the City.

Mr. Perza stated that it appeared that this proposal would produce revenue for the City; however, he questioned whether there were any negative aspects that would put the City at risk. Responding, Mr. Koenig stated that the only risk was that the City would be billing an independent third party for the monthly wastewater charge. He explained that it was his understanding that it would be one (1) of the statewide companies that are running these types of systems and there is professional regulation that would govern this system. Additionally, if the system was not working correctly, the Department of Natural Resources and Environmental Control (DNREC) would become involved because there would be disposal problems if the entity did not pay the bill.

Mr. Perza questioned whether there would be any negative consequence to the existing infrastructure and if the entity was paying for the upgrades that will interconnect with the City. In response, Mr. Koenig stated that a technical feasability study was conducted, necessary upgrades for the City's infrastructure were identified, and the developer would take care of those upgrades.

Responding to Mr. Blakeman, Mr. Koenig stated that Winding Creek would own the infrastructure up to the point where they connect to the City's system, and there will be private infrastructure in some cases. He did not believe that any infrastructure would have to be dedicated.

In response to Mrs. Williams, Mr. Koenig stated that future repair, maintenance, and liability would be the responsibility of the third party entity.

Mrs. Williams inquired as to the track record of the third party entity. Responding, Mr. Koenig stated that he had not seen the contract; however, it was his understanding that it was a private company that is charged at the State level of running wastewater systems.

Mrs. Williams questioned whether members had to make a decision without knowledge regarding the third party entity. In response, Mr. Koenig explained that, if members had reservations about the third party entity, the Committee could recommend authorizing him to negotiate the agreement with the stipulation that the final agreement would be brought forward to Council for consideration.

The Committee recommended authorizing the City Manager to negotiate an agreement to accept wastewater from the Winding Creek Development, with the understanding that the final agreement would be presented to City Council for final approval.

Responding to Mrs. Williams, Mr. Koenig expressed staff's hope to complete the agreement within the next few months and that construction would potentially begin in FY 16. He explained that his estimate that the build-out would take 5-7 years to complete was based on 208-units.

In response to Mrs. Williams, Mr. Koenig reviewed a Google Earth map depicting the location of the proposed development, noting that it is easiest to get to the property via Route 8.

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

Proposal to Perform Review and Update of the Electric System Financial Model, Complete Cost of Service Analysis, and Develop Proposed Rate Adjustments

Members were advised that, in light of recent changes in the City's power supply requirements, staff recommended an update to the electric rate study and forecast by Burns & McDonnell, under the continuity of service provision of the purchasing policy. Changes in the City's power supply requirements are, as follows:

1. The changes in the load profile for NRG created revenue shortfalls in FY14. The cost of service rate was previously developed on a lower load and demand profile than they are using today.
2. The forecasted load is flat, therefore rates will need to be adjusted to pick up the fixed cost not being covered.
3. PJM has made recent changes to the capacity performance rules. (A presentation is planned for March 23 to review with the Utility Committee these changes)
4. PJM is now requiring more oil inventory due to last year's polar vortex.
5. The City's commercial rates are not competitive with other public power suppliers in the State and staff is requesting cost of service allocations be validated and updated.

Members were informed that the fee proposed by Burns & McDonnell was the same fee that was paid for the last full cost of service analysis in 2012.

Staff recommended acceptance of the Burns & McDonnell Group proposal.

Mr. Scott Koenig, City Manager, stated that power supply requirements have changed fairly dramatically at times, and reminded members that there was a very large transfer last year from $8M to $10M in the Electric Fund. He stated that, with all that was happening in the electric industry, staff was very concerned that the City's load forecast was relatively flat with escalating baseline costs. Mr. Koenig stated that there are proposed changes to the City's load profile; however, he anticipated that the load would remain flat or even decline over time because people are creating significant efficiencies in their electric use through upgrades to their facilities.

Mr. Koenig stated that a lot of components have the ability to affect the City's rates and reserves; therefore, staff believed it prudent to go back and look at the City's rate levels again to ensure they are competitive in the marketplace and covering the City's legal and fiduciary obligations in the future.

Mr. Koenig explained that staff recommended that the cost of service and rate design study for FY 16 be completed by Burns & McDonnell for continuity of service.

Mr. Koenig stated that the industry was changing and there was more effort being put on the customer charge, to make sure that providers are recovering more capital and operating costs in the base rate charge. He noted that this would be a gradual change. Referring to the issue of competitiveness, Mr. Koenig reminded members that the City was very competitive at the residential level, noting that the City was currently the third lowest residential supplier in the State and, in the summertime, had been as high as second. However, he stated that the City was not competitive in other rate classifications, noting that the City was the second or third highest in some rate classifications. Mr. Koenig informed members that, going forward, staff would like to present Council with options regarding lowering commercial rates to attract businesses or keep businesses competitive; however, he explained that residential rates would have to be adjusted to make up for the differential.

Mr. Koenig stated that the proposed cost of service and rate design study would provide the most updated information available for Council's consideration of the FY 16 budget.

Mr. Koenig informed members that, this past year, $100,000 was originally budgeted for consulting fees in the Electric Fund, approximately $16,000 had been expended, and the approximate balance was $83,000. He stated that the required expenditure for the cost of service and rate design study was $28,500.

Mr. Perza questioned how often the rate studies are typically done. Responding, Mrs. Donna Mitchell, Controller/Treasurer, stated that the goal of the rate studies is to try to keep the rates the same over the 5-year forecast. She explained that when there are changes to the assumptions in the forecast, such as the recent PJM changes, staff determines whether Council is interested in having a new study completed.

Responding to Mr. Perza, Mrs. Mitchell explained that the last study was completed in 2012 for 2013-2017. However, staff was requesting a new study now, instead of waiting until 2017, because the market has changed and the 2012 version is no longer helpful. She confirmed that if the study was completed this year, another study would not be requested until 2020, unless something changes.

The Committee recommended acceptance of the Burns & McDonnell Group proposal, as recommended by staff.

Mr. Blakeman questioned whether a monthly list of all electric utility rates for residential customers in the state was still published for public knowledge and, if so, he requested the inclusion of the list in the monthly report. Responding, Mr. Koenig stated that he did not believe such a list was published for public use; however, he would inquire.

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

TEA/NAES Report *(January)*

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

Referring to the Executive Summary on Page 1 of The Energy Authority, Inc. Monthly Management Committee Update - January 2015, Mr. Scott Koenig, City Manager, stated that the City's Power Supply costs for January were very close to the budgeted amount, noting that the costs had been tracking close to budget for the entire year.

Referring to Page 11, Mr. Koenig explained that the budgeted Total - Utilities Cost was approximately $30M and the actual year-to-date expenditures were approximately $28.2M, which indicated that the City was under budget for the first seven (7) months of the year. He stated that the load was tracking very close to expectations. Mr. Koenig reminded members that several years ago there were very wide gaps and large balances in the City's favor; however, the market had tightened up significantly and, as a result, the City tightened the projections. It was his expectation that this trend would continue for the next couple of years. Mr. Koenig explained that the projections are refined each year and that the rate study would be important in helping to ensure that the City's costs are allocated correctly. He stated

that many of the City's financials are driven by the load calculation and that the cost of service study would help determine what the future load would be. Mr. Koenig noted that a number of the City's bigger customers, including Dover Air Force Base, were looking for efficiencies and, as systems are becoming obsolete, they are reviewing the next round of technology to see if it better fits their performance measures. He stated that there are some real advancements in technology that will help people reduce their energy usage; however, the average price of electricity will most likely go up in the long run because the City will still have to recover base costs.

Referring to Page 3, Mr. Blakeman questioned how the City had zero (0) generation for the month but achieved $370,223 in revenue for generation. Responding, Mr. Koenig stated that the generation payments are projected out over the entire year, and that number reflected the budget that is allocated to each month of revenue. Mr. Blakeman stated that the same number ($370,223) appeared on Page 9 as a credit for the Subtotal - All Generation. In response, Mrs. Donna Mitchell, Controller/Treasurer, explained that the amount is the net between the capacity credit on the PJM bill and what the plant owes. In this instance, the net of those two (2) numbers is a net credit, and they consider that revenue. She confirmed that the City does not receive a check from PJM, instead there is a credit on the bill that is a reduction of the City's cost.

Responding to Mr. Blakeman, Mr. Harry Maloney, Electric Director, explained that the PJM Settlement Bill was typically received approximately one (1) week after the Monthly Management Committee Update. He stated that the February Settlement Bill could be provided to members with the February TEA/NAES Report.

The Committee recommended acceptance of the TEA/NAES Monthly Report for January 2015.

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

Garrison Oak Technical Park Project Updates

Mr. Scott Koenig, City Manager, provided the following updates on the Garrison Oak Technical Park (GOTP):

City Infrastructure/Calpine Energy Center

Mr. Koenig informed members that the past few weeks had been very difficult due to a combination of mud, frost, and general weather issues. He stated that A-Del Construction had completed a number of items required to prepare for paving on the eastern portion of Garrison Oak Drive. If temperatures increase enough to melt the frost line, A-Del Construction will complete the final grading of the road over the next few weeks, pave the eastern portion later this month, and transfer construction traffic to the east side, so they can begin utility construction on the west side, nearest

to Uzin Utz. Mr. Koenig stated that the curb lines and sidewalks have been installed on the east side of the road, and the tower construction is starting to come up out of the ground.

Mr. Koenig expressed his opinion that the Calpine Plant was nearing the final stages. He stated that there was a very large delivery of a backup motor last week, "shake out" testing processes of the plant have begun, and the plant operators were finishing their training. Mr. Koenig informed members that, late last week, the City received notice from Calpine that they would begin testing of the wastewater pumps that are coming off of the holding tanks that they have.

Mr. Koenig stated that the pump station was currently in by-pass with George & Lynch, and they were finishing up all of the final testing of the pump station. He expressed his hope that the pump station would be in service before the next meeting update.

Mr. Koenig informed members that the water system on the east side was now in service to the 16-inch line running from White Oak Road back to the plant, and the City was very close to having full utility service to the Calpine Plant. He stated that the plant was still on schedule for commercial operation in June 2015; however, as they start bringing the systems up in the plant, they will be producing "test power" that will be sent to the grid over the next few months. Mr. Koenig explained that as soon as Calpine completes all of the requirements and protocols to turn on a power plant, such as internal testing, air permit testing, etc., and received authorization, the plant will go into commercial production.

Referring to the Uzin Utz property on the west side, Mr. Koenig stated that a lot of the metal panels were up on the building, and they were beginning to fill-in the windows and other parts of the structure; however, he noted that there was a significant amount of infrastructure that still needed to be completed on the west side. He explained that as soon as the construction traffic was moved over to the east side there would be multiple crews working on water lines and sanitary sewer extensions, and the completion of the west side road over the next few weeks.

Mr. Koenig informed members that, in general, public construction was behind schedule due to the recent weather. He anticipated that there would be a lot of activity related to the A-Del contract, and finishing up the George & Lynch contract. Referring to the Chicago Bridge and Iron contract, Mr. Koenig stated that the tower would start coming up out of the ground significantly over the next few months. He stated that the City would be ready for commercial operation of the center in accordance with what was promised, noting that it had been a very long construction project.

Responding to Mr. Blakeman, Mr. Koenig recalled that Calpine planned to have approximately 25 full-time jobs.

In response to Mrs. Williams, Mr. Koenig expressed his belief that tours of the Calpine Plant would be offered and anticipated that there would be a grand opening once the plant is operational since the plant was the template for President Obama's clean power initiative.

Responding to Mrs. Williams, Mr. Koenig stated that the grid would be the recipient of the testing electricity, explaining that the energy coming out of the Garrison block goes straight into the line that leads out to Cartanza.

Dover Sun Park
Members reviewed the Electric Revenue Fund FY15 - White Oak Solar Park Incremental Cost.

Mr. Hutchison questioned whether there was any update from Mr. Kirk Betts, the City's Utility Attorney, regarding Calpine. Responding, Mr. Koenig stated that Mr. Harry Maloney, Electric Director, and Mr. Betts had been discussing a potential agreement with Calpine in greater detail and Calpine's interest level had increased over the past few weeks. Mr. Koenig was hopeful that he would be able to provide more information in the near future.

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

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

The Legislative, Finance, and Administration Committee met on March 9, 2015 with Chairman Slavin presiding.

Report of Independent Public Accountants on Applying Agreed-Upon Procedures to the City of Dover, Delaware

Mrs. Donna Mitchell, Controller/Treasurer, referenced the joint memorandum from her and Paul Bernat, Police Chief, dated February 26, 2015, regarding Agreed Upon Procedures Engagement - Cash Review. She noted that the memo indicated that steps that had been taken to address some of the items in the Report of Independent Public Accounts on Applying Agreed-Upon Procedures to the City of Dover, Delaware For the Year Ended September 30, 2014 prepared by SB & Company, LLC, the City's auditor. Mrs. Mitchell stated that Chief Bernat was still working on evidence procedures with the new evidence technician.

Mr. William Seymour, SB & Company, LLC, advised members that City management had responded to the report through the memorandum referenced by Mrs. Mitchell and that SB & Company had received the full cooperation of management during the procedures. He stated that this was different from a typical audit, as management had asked them to perform certain procedures in different departments around policies and procedures related to cash receipts and other processes. Mr. Seymour stated that SB & Company, LLC looked at the Parks and

Recreation Department as well as the Police Department and a number of results came out of it, including some differences in the evidence room and with parking tickets, all of which management had responded to during the course of the audit. Mr. Seymour stated that auditors are required to maintain skepticism for fraud and did not note any incidences of fraud; however, he indicated that this was not a fraud audit, which would have been different in the scope and procedure.

Mr. Seymour stated that SB & Company, LLC worked with management on some recommendations, one (1) of which was for management to consider the implementation of an internal audit function. This would allow audits to be done periodically by an internal and independent body to review different departments for controls, performance, concerns around budget amendments, or any other areas that may be of concern to Council or management. These audits would be done by someone on the City payroll who would report to different members of Council or the administration. Mr. Seymour advised members that this is a "pretty standard item" that most municipalities have and is a best practice, especially as the City continues to grow and more transparency is being required or sought.

Mr. Anderson asked whether SB & Company, LLC handles performance audits. Responding, Mr. Seymour stated that SB & Company, LLC performs the City's financial statement audit as well as the federally mandated single audit, which is a compliance audit under federal funds; however, SB & Company, LLC does not currently conduct a performance audit.

In response to Mr. Anderson regarding whether SB & Company, LLC performs this function for entities other than the City of Dover, Mr. Seymour indicated that this service is available, but noted that, from a financial statement perspective, SB & Company, LLC must maintain their independence, and the term and nature of a performance audit could result in "robbing Peter to pay Paul." Currently, SB & Company, LLC had not been asked to do this and had only performed agreed upon procedures more focused around policies and procedures.

Mr. Anderson questioned the scope and level of evidence handling procedures. Responding, Mr. Seymour indicated that SB & Company, LLC looked at the policies and procedures in place and performed testing to determine whether or not this was actually what was occurring during the course of the period with the year ending September 30, 2014. It was found that there were some gaps with respect to entry into the evidence room and the potential for wrongdoing to occur, although they did not note any wrongdoing. Mr. Seymour said that they tested what the balances should be in each of the moneybags and counted what was in those bags, and the two (2) amounts did not reconcile. For example, a bag that was supposed to have $100 had $75 in it, but the next bag was supposed to have $75 and had $100 in it. It was their understanding that the count was not being performed by bag but in total. He explained that there were also differences with the sign-out or destruction of various property in the evidence room in regard to whether items were to be auctioned, destroyed, or otherwise returned to the owner. Mr. Seymour said that there were discrepancies in the record-keeping for those items.

Mr. Anderson asked whether it was possible that someone just did not follow through or claim items that were said to be auctioned, so they were still in the Department's possession. Mr. Seymour indicated that this could potentially be true; however, SB & Company, LLC tries to represent just what the facts are. For example, he stated that an Ipod was found in an auction bin but was believed to have been destroyed and the report said it was gone. Human error occurs and there is a host of reasons why it could be there, but the auditors do not get into the speculation of why, only what happened. Mr. Seymour indicated that these items are designed to help to define where there are potential issues, to allow management to continue to refine and improve processes to, hopefully, avoid bad things from occurring in the future.

Mr. Anderson asked whether the auditors were finding that things were actually missing or some things were just not where they should have been or funds not properly allocated. Mr. Seymour indicated that he could not say whether or not things were missing because they did a sample of transactions, not a 100% audit, so inferring that there was nothing missing would be going beyond the scope of what was done. He stated that what they found was that there were opportunities for that to occur. For example, he explained that if someone put $1,000 in the evidence room and someone stole $1,000 from the evidence room, the auditors would not know this from the scope of procedures done. They were only able to identify the possibility for this to occur because the controls were not operating in full effective during the course of the procedures performed.

Mr. Sudler inquired if SB & Company, LLC provides additional services that could help the City do a better job with the audit process, in addition to fact finding. Responding, Mr. Seymour stated that, as auditors, they cannot be placed in management's decisions; however, any level of internal controls is inherently a cost/benefit analysis. He indicated that the City could have great internal and redundant controls and go bankrupt or, conversely, no controls, which would save money but might result in the City being "robbed blind" and, again, the City could go bankrupt. Mr. Seymour stated that SB & Company, LLC can provide recommendations, but ultimately the decisions rest with management. He felt that having an internal audit position in place would strike a happy medium, since an internal auditor would not need to have the same level of independence because they would report directly to the City. They would be an employee of the City who is there every day to understand the balance that the City is trying to meet and then design procedures to determine whether or not each of the departments is carrying out their responsibilities to those levels.

Noting that the Dover Police Department is nationally accredited, Mr. Hutchison inquired if the accreditation program addresses any of the concerns or issues that referred to by Mr. Seymour. In response, Mr. Seymour stated that the auditors were made aware of the different levels of accreditation that the Dover Police Department had received; however, were not part of the process to determine what was looked at as part of the accreditation to be able to relate that to the work that was performed or not performed. Mr. Seymour noted that this is a prestigious award, it was "great" that the Police Department obtains it and that SB & Company, LLC would

recommend that they continue to pursue it; however, he would be unable to correlate what the auditors did to the accreditors because he did not know what they specifically looked at.

Mrs. Williams asked why SB & Company, LLC was called in, and questioned if this had happened before. Responding, Mr. Seymour stated that as part of their financial statement audit and single audit, SB & Company, LLC had different levels of findings from a compliance standpoint for certain grants. His understanding was that before SB & Company, LLC was selected as the City's auditor, other audit reports performed had different levels of concerns with different departments. Mr. Seymour indicated that he would let management speak to that. It was his belief that there was not a "red flag" or specific item in those cases, rather the intent was to go through and peel back the layer one (1) additional step further and say whether or not the different departments have policies and procedures in place and, if so, were they following those policies.

In response to Mrs. Williams, Mrs. Mitchell stated that the review was asked for due to concerns from old problems and was a culmination of the A-133 audit the past couple of years, federal forfeiture funds, and confiscated monies. She stated that what it brought to light was that there is not a review of what is happening in other departments. Since staff there are all not accountants or finance people and "we do not have any oversight in those other departments," the agreed upon procedure was requested to have Mr. Seymour come in and look at how the departments are handling their cash and cash management procedures and practices. In this way, she stated, "we can reach out and try to help them get problems corrected", if there are any problems.

Mrs. Williams asked if Mrs. Mitchell would prefer to have a joint venture between the Finance and Police Departments to come up with practices with a staff member as an in-house auditor or to go out and have a performance or detailed audit done specifically for this purpose. Responding, Mrs. Mitchell said that she did not want to go out and have a detailed audit done, but was planning to discuss with the City Manager an action plan that could be brought back before the Committee to either have an internal audit function or find some way to bridge this through other means.

Responding to Mrs. Williams regarding how longstanding the problems were, Mrs. Mitchell stated her belief that they had been present since 2010 or 2011. In response to Mrs. Williams as to whether five (5) years was a long time to know there were problems without a solution, Mrs. Mitchell indicated that as problems were discovered they were fixed, and then something else would come up. She indicated that each time A-133 audit is done and something comes up, staff addresses it at that time. Mrs. Mitchell stated that this was the first time she had sat down with Mr. Seymour and he had made recommendations on how to move forward with an internal audit function.

Mr. Anderson thanked Chief Bernat for his cooperation in dealing with these long-term issues. He stated that most of the items brought forward had already been addressed, but the area of the evidence room and the like were still under study. He asked if there had been any progress since the time the meeting packet was distributed. Responding, Chief Bernat stated that this would be a tedious project, noting that the Police Department had many other things going on, and the evidence technician was new, so they were letting him get acclimated to his new position and would then head up with the new evidence procedures.

Mr. Anderson asked if procedures that existed already but had not been followed would be part of the training. In response, Chief Bernat stated that the things that Mr. Seymour was saying were unbeknownst to him. Chief Bernat indicated that he found out later, through investigation, that the evidence technician at the time was taking money out of various envelopes and dumping it in a pile; then he would count it up and it would be off; however, the total amount did match, or came very close, so it was not that bad. Chief Bernat stated that another example was the Ipod under discussion. He indicated that he was not saying that it was done correctly, because it clearly was not and should have said "ready for auction" or something to that effect. Chief Bernat said that they were working on this. He stated that every six (6) months or annually the Department receives a list of everything that each officer has put into evidence with the case number and all the information. Each officer goes through this and runs it by the case number. If the case is adjudicated, they contact the Attorney General's Office and request to destroy, meaning it is intended to do away with the property. Chief Bernat said that they would not want to say "request to auction," since this would not sound "as kosher" as a request to destroy. He explained that items that have value are auctioned and those that do not have value are destroyed, and some officers may have 50 items, while others may have 300. When the officers sign-off on that list, there is one (1) signature; however, Chief Bernat stated that it was his understanding that Mr. Seymour wanted two (2) signatures. Chief Bernat informed members that the evidence technician would have the power to go through the items and decide what needs to go.

Mr. Seymour stated that two (2) levels of signatures were proposed. He noted that the report that Chief Bernat mentioned is a secondary control that would indicate, "Here's everything that is left over for the year. Now we need to go and look at these items individually." Mr. Seymour explained that they would be relying on different levels of memory. He noted that if someone took a watch and there were 500 things listed on the report, chances were that it might not be remembered that a watch should have been destroyed and was now missing. For this reason, it was recommended that when evidence is removed, there should be a dual control review. He explained that, as mentioned earlier, the City ultimately makes the decision on what level of risk and controls is desired. The job of SB & Company, LLC is to say "If I were going to break this, this is how I would break this." With a single signature, staff would rely on one (1) person; however, with dual signatures, in order to beat the system, there would have to be collusion.

Mr. Shevock indicated that it sounded as though the Department did have procedures in place and it was his understanding that Mr. Seymour was suggesting enhanced procedures. Responding, Mr. Seymour explained that the Department did not have specific procedures for cash handling in some areas but they had now been developed. He stated that no audit work had been performed on the new procedures. Mr. Seymour informed members that there were other areas where the Department did have procedures in place, and SB & Company, LLC advised management of risks in the current way that they were being operated. He noted that in some instances what was occurring exceeded procedure, and recommended that this be documented so staff can take credit for it. However, in other cases they determined that the procedure, as written, would not capture all errors or possibilities, or may not be operated in the manner that it was designed. Mr. Seymour stated that they found that there were opportunities for improvement in both cases.

The Committee recommended acceptance of the report.

By consent agenda, Mr. Slavin moved for acceptance of the Committee's recommendation, seconded by Mr. Dixon and carried by a unanimous roll call vote.

By consent agenda, Mr. Slavin moved for acceptance of the Legislative, Finance, and Administration Committee Report, seconded by Mr. Dixon and carried by a unanimous roll call vote.

CONFIRMATION OF POLICE PENSION ELECTION - RETIRED CAPTAIN JOHN SIGLER (TO FILL THE UNEXPIRED TERM OF RETIRED SERGEANT JAY UNTERKOFLER) - TERM TO EXPIRE JANUARY 31, 2016

The recent death of Retired Sergeant Jay Unterkofler left a vacancy on the Police Pension Board. Pursuant to Chapter 62 - Law Enforcement, Article III - Pension Plan, Division 2 - Retirement Committee, Section 62-102(c)(2), notice of an election was given to all plan members. Only one (1) nomination was received, therefore, no election was held. Chief Bernat nominated Retired Captain John Sigler to fill the unexpired term of Retired Sergeant Jay Unterkofler, term to expire on January 31, 2016.

By consent agenda, Mr. Slavin moved for approval of the nomination of Retired Captain John Sigler to serve on the Police Pension Board to fill the unexpired term of Retired Sergeant Jay Unterkofler, term to expire on January 31, 2016. The motion was seconded by Mr. Dixon and carried by unanimous roll call vote.

EVALUATION OF BIDS - WESTOVER PUMP STATION AND FORCE MAIN REPLACEMENT

Mr. Scott Koenig, City Manager, advised that the Westover Pump Station and Force Main serves the Village of Westover, Cannon Mills, the new Dover High School project, and the apartment complex that's under construction adjacent to the high school. He noted that this Capital Investment Project includes the upgrade of the Smith & Loveless Pump Station and Force Main that was installed in 1994. The pump station's available capacity will be consumed with the build out of the Village of Cannon Mill and will be in need of additional capacity in order to receive additional flow from the west, specifically, the new Dover High School.

Mr. Koenig stated that four (4) contractors submitted bids, with George & Lynch being the low bid at $1,292,295. This project was originally estimated at $703,800; however, due to the addition of a permanent generator, the engineering estimate increased to $811,000. Mr. Koenig advised that during the bid process it was noted that there were three (3) areas where the engineering estimate was significantly under bid price, as follows: mobilization, force main casing, and package pump station installation. The pipe installation estimate was approximately $117,000 less than the bid price. The force main casing and installation estimate from the engineer was approximately $52,000 less than the bid price. Finally, the estimate for installation of the package pump station was $220,000 less than the bid price. All contractors prices were approximately equal and the engineer has concluded that the market conditions have improved, causing the prices to be higher.

Mr. Koenig advised that, in order to move forward with the project, the Capital Plan must be amended by moving approximately $581,600 from the Hazlettville Road Interceptor Sewer project to the Westover Pump Station and Force Main Replacement project. He noted that the pump station and force main replacement project is a much higher priority, especially since this basin is serving the high school and additional housing units. Mr. Koenig advised that staff would be reprogramming the Hazlettville Road Interceptor Replacement Project, either in the final budgets for this year with project savings, or by proposing additional funding or modifications in the Capital Plan for FY16.

Responding to Mr. Slavin, Mr. Koenig stated that the estimate of $703,800 was provided by a consulting engineer and the project was budgeted at $718,000 in the original budget; however, the scope of the project was revised to add a permanent generator, which increased the engineering estimate to $811,000. Additionally, due to the economic environment, bidding conditions changed and the bids came in much higher than anticipated, based on the consultant's review. Mr. Koenig advised that the cost to run the station would not change very much; however, if this project is not completed and the station fails, they would be in emergency bypass pumping and would be paying premium dollars for the service. This proposed upgrade would add an emergency generator, so if power were lost, or if it were necessary to bypass, they would have power on the site.

Mr. Slavin expressed concern with the ongoing issue of underestimating projects, in some instances by more than half the actual cost. He noted that this estimate was approximately $800,000 and the actual cost was close to $1.3M. Mr. Slavin suggested that the difference had more to do with their skills than the economic environment. He also expressed concern with de-authorizing funding for another project to pay for this project and then re-authorizing that project in another budget, feeling that they would also be deferring maintenance with this approach.

Mr. Perza questioned whether there was a possibility that the Hazlettville Road Project would also have the same cost differential, if the same cost estimating procedures were used for both projects. Responding, Mr. Koenig stated that they had just received bids on that project and they were approximately $70,000 over the estimate.

Mr. Perza asked Mr. Koenig if he thought that the economy could push the actual bid returns above the market rates to the extent that it makes sense to do the Hazlettville Road Project in the next six (6) months, when the estimate is $800,000, rather than waiting a year, when it may be $1.1M. Responding, Mr. Koenig stated that he thought it would be better to do it sooner rather than later. He also noted that there were differences in the projects and that the Hazlettville Road Interceptor

Project is all pipe with no mechanical parts, pumps, or generators, which makes it easier to estimate the actual labor.

In response to Mr. Hare, Mr. Koenig stated that much of the estimating for the Public Works Wastewater Capital Plan was done by a consulting engineer last year, with staff checking the work. He advised that they would show the consulting engineers what happened this year and then decide whether they would use that same person for the next year.

Responding to Mr. Anderson, Mr. Koenig noted that the estimates were in place prior to the Capital Plan being submitted for the FY15 budget approximately 14 months ago.

Staff recommended awarding the contract for the City of Dover Westover Pump Station and Force Main Replacement Project, Bid #15-0024PW, to George & Lynch, Inc. for the amount of $1,292,295.

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

AMENDING OR RESCINDING THE ACTION TAKEN ON MARCH 9, 2015 REGARDING CITY REORGANIZATION

During the Regular Council Meeting of March 9, 2015 the following motion was approved by members of City Council: *To maintain a full-time Mayor who will be the Chief Executive of the City and that all departments, excluding the City Clerk's Office and the Finance Department, will report to the City Manager who is appointed by City Council and will report to the Mayor*.

Council President Bonar advised members that he requested that this motion be brought back for consideration of either amending or rescinding it. The proposed amendment would read as follows: *To maintain a full time mayor and that all departments, excluding the City Clerk's Office and the Finance Department, will report to the City Manager who is appointed by and will report to City Council*. Mr. Bonar noted that the amendment strikes the words "who will be the Chief Executive of the City" and replaces "Mayor" with "City Council" regarding who the City Manager will report to.

Mrs. Williams moved for approval of the amendment, seconded by Mr. Hutchison.

Mr. Slavin stated that their actions two (2) weeks ago caused a lot of confusion on the part of voters and they were now two (2) weeks closer to the election. He thought that they had caused a certain degree of embarrassment to the City by their actions and now they wanted to undo it and change the course 180 degrees. Noting that there would be at least two (2) new Council Members in May, Mr. Slavin thought that the right thing to do would be to let the incoming Council determine what they want to do regarding City reorganization.

Mr. Anderson stated that he had not heard anything that would make him change his mind; however, he did have an issue with doing something completely different than what was voted on two (2) weeks prior. Mr. Anderson stated that he had heard support for the previous action.

Mr. Hutchison stated that he thought it was important for Council to remember that at one time the Mayor presided over Council, had a vote in the event of a tie, made all Council appointments, and served as a Chief Executive. He noted that is no longer the case and now the Mayor has veto power but no vote. Mr. Hutchison stated that the most powerful elected official in the City of Dover government is the Council President and to continue to have the Mayor be the Chief Executive with no power did not make good sense. With a council-manager form of government, the position of mayor is totally off by itself. Mr. Hutchison stated that he had the privilege and honor of serving this City as Mayor, and he thought the Mayor should preside over the meetings and have a vote; however, that is not how the City is currently structured.

Council President Bonar stated that he brought this issue back for amendment because the action taken on March 9th removed any authority that City Council had over the City Manager, or anyone else with a few limited exceptions, and placed it in the hands of one (1) individual, which is the Mayor. Mr. Bonar felt that the action took away Council's power to do what needs to be done to operate the City. He also felt that the department heads should be answering to the City Manager.

Mr. Hare clarified that the proposed amendment reflects the motion that he intended to make on March 9th. He stated that members should decide what form of government they want and proceed accordingly.

Mr. Slavin moved to table discussion of this issue, seconded by Mr. Anderson.

Mr. Perza requested clarification on tabling this item. Responding, Mrs. Traci McDowell, City Clerk, stated that, according to Robert's Rules, to table is to set aside for a brief period of time during this meeting to address something else that has come up. She suggested that a motion to defer to a certain time or to defer indefinitely may be more appropriate. Mr. Anderson stated that a motion to table could be made at any time and brought back when they decided to lift it from the table.

The motion to table failed by a roll call vote of three (3) yes (Anderson, Dixon, and Slavin) and five no (Perza, Williams, Hare, Hutchison, and Bonar).

Mr. Perza stated that he did not like the action taken by Council on March 9th, noting that if no action were taken tonight it would leave the previous action in place and he did not want that to happen.

The motion for approval of the proposed amendment was carried by a roll call vote of five (5) yes (Perza, Williams, Hare, Hutchison, and Bonar) and three (3) no (Anderson, Dixon, and Slavin).

COUNCIL MEMBERS' ANNOUNCEMENTS

Mr. Slavin announced that the City of Dover Municipal Election would be held on Tuesday, April 21, 2015, between the hours of 7:00 a.m. and 8:00 p.m. The polling place for all voting districts is the Elks Lodge #1903 at 200 Saulsbury Road. For more information about the candidates, absentee voting, and the election, please visit www.cityofdover.com and click on the Election 2015 button.

Mr. Hare reminded everyone that Dover High School would be performing "Footloose" this Friday, Saturday, and Sunday and current and former City Council members had been invited to act in the scene where the Council votes "no dancing." He also offered to help anyone that is having trouble with their line - "no."

Mr. Anderson invited anyone interested in the Youth Advisory Committee to attend an information session on Monday, March 30, 2015 at 6:00 p.m. in the Council Chambers. He stated that they were looking for members and volunteers and that more information, along with the application, were available on the City's website. Mr. Anderson noted that they were looking for input, concerns, ideas, and a vision for the Youth Advisory Council.

Mr. Dixon announced that there would be a meet and greet for the Fourth District candidates the following evening at 6:00 p.m.

Council President Bonar announced that the League of Women Voters would be sponsoring a Candidates Forum on Wednesday, April 15th at 7:30 p.m. and encouraged anyone who lives and votes in the City of Dover to attend.

By unanimous consent, the meeting adjourned at 8:34 p.m.

TRACI A. McDOWELL
CITY CLERK

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

ROBIN R. CHRISTIANSEN
MAYOR

/TM
S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\Council-Minutes\2015\03-23-2015 - CORRECTED 8-19-15 REPLACE 3-9-15 PR&CE MINUTES.wpd

Exhibits
Exhibit #1 - Presentation - First Lego League
Exhibit #2 - Revised Presentation - 2014 Dover Police Department Annual Report

DOVER PUBLIC LIBRARY

FLL
FIRST® LEGO® League

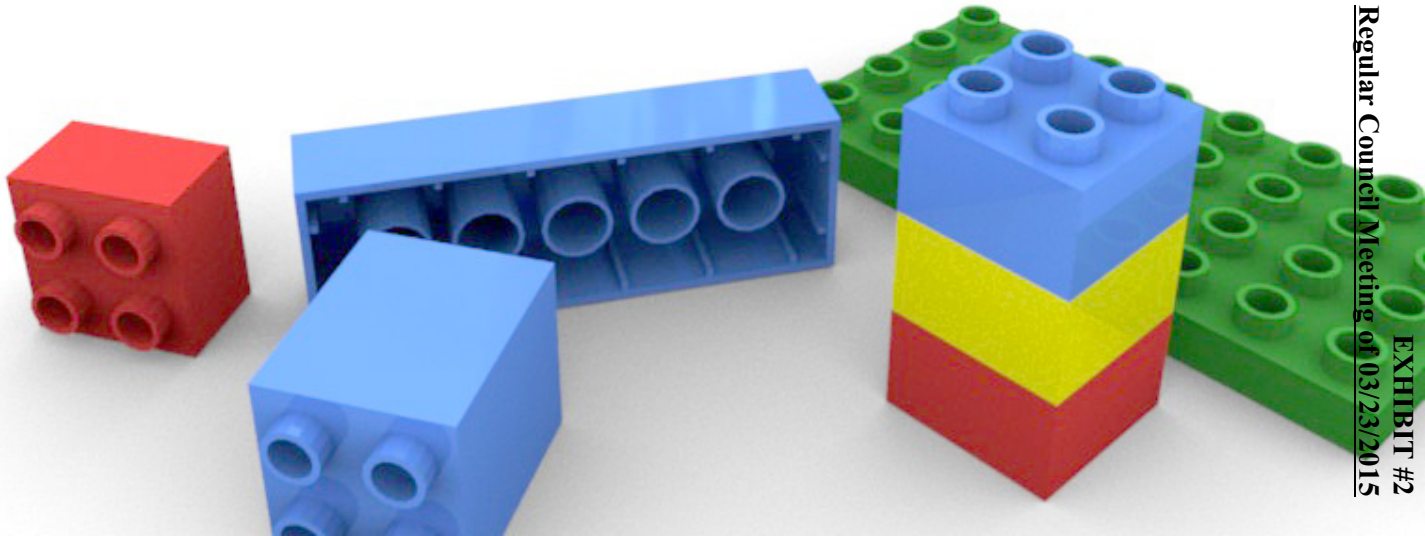


EXHIBIT #2
Regular Council Meeting of 03/23/2015



What is First Lego League?

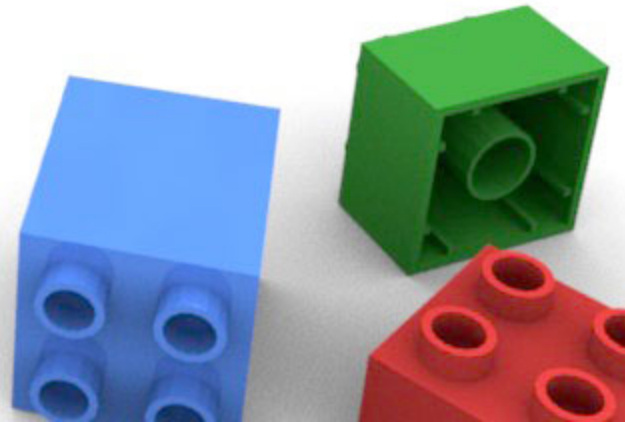
- First Lego League or FLL is an international Lego robotics competition for children between the ages of 9-14.
- The purpose is to get kids excited about STEM.
- Teams use critical thinking skills to find solutions to problems in both the local and global community.





Challenge & Project

- Challenge: Every year FLL releases a Challenge focused on solving real-world problems.
- Project: Teams must research the Challenge and create their own innovative solution.



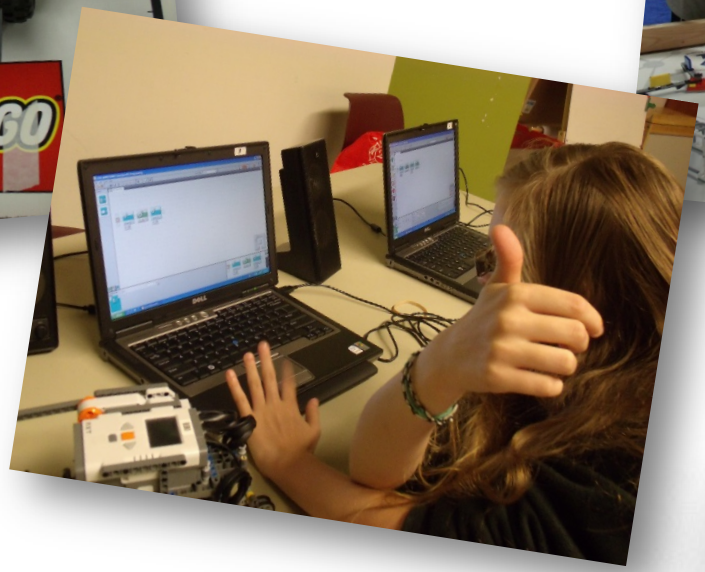


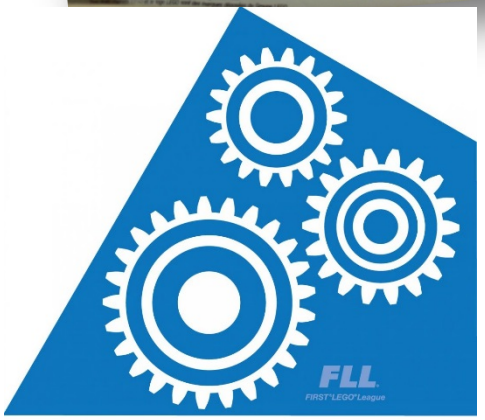
Robot Competition

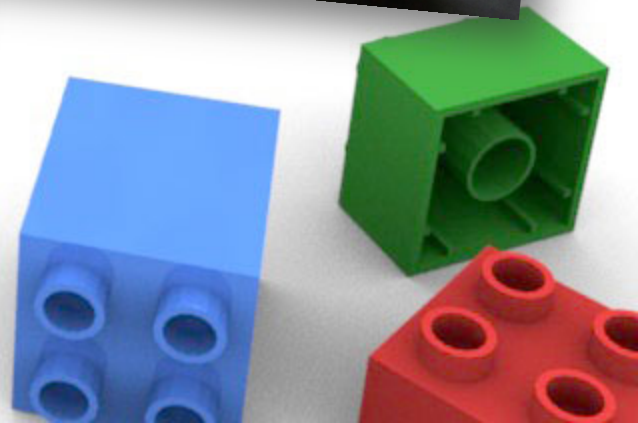
The team practices programming and running missions:









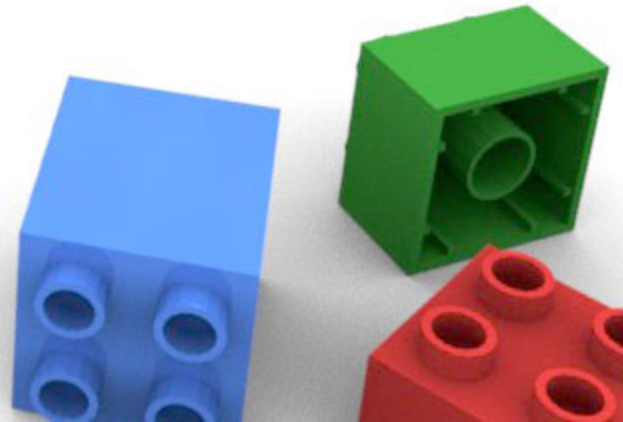




Core Values

- We are a team.
- We do the work to find solutions with guidance from our coaches and mentors.
- We know our coaches and mentors don't have all the answers; we learn together.
- We honor the spirit of friendly competition.
- What we discover is more important than what we win.
- We share our experiences with others.
- We display Gracious Professionalism® and Coopertition® in everything we do.
- We have FUN

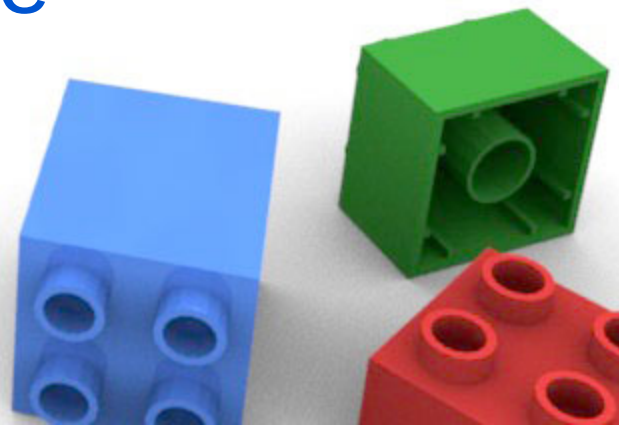






How did the library get involved?

- Awarded grant from First State First Lego League
- Built our team
- Found our mentor
- Discovered the Challenge

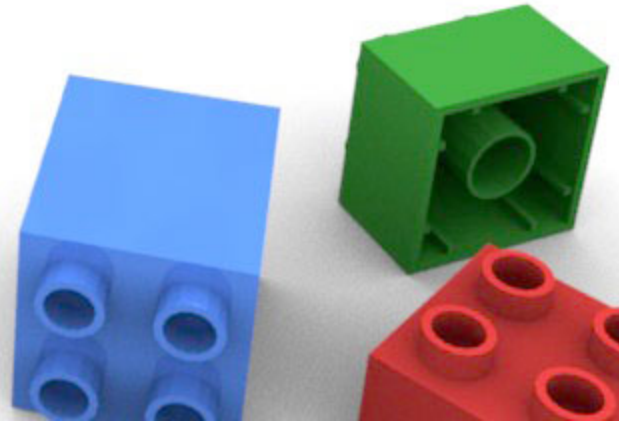




2013-2014 Season

TORNADO TROOPERS

NATURE'S FURY SM

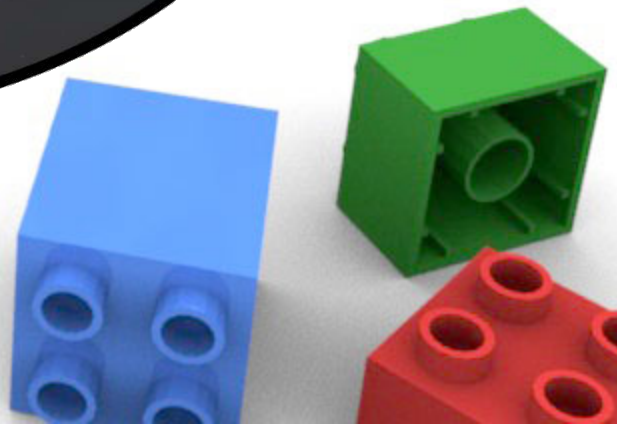




2014-2015 Season



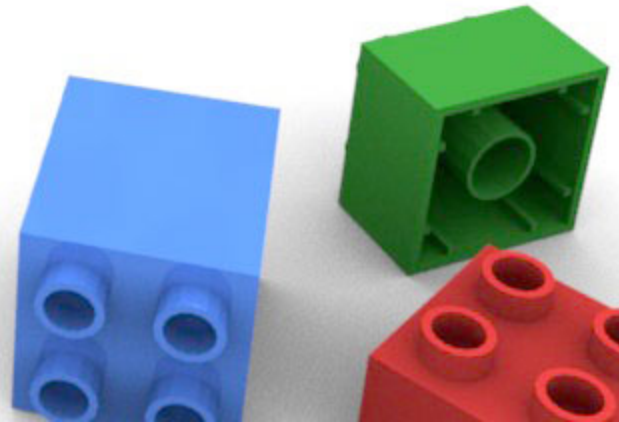
FLL WORLD class℠
Learning Unleashed





Challenge

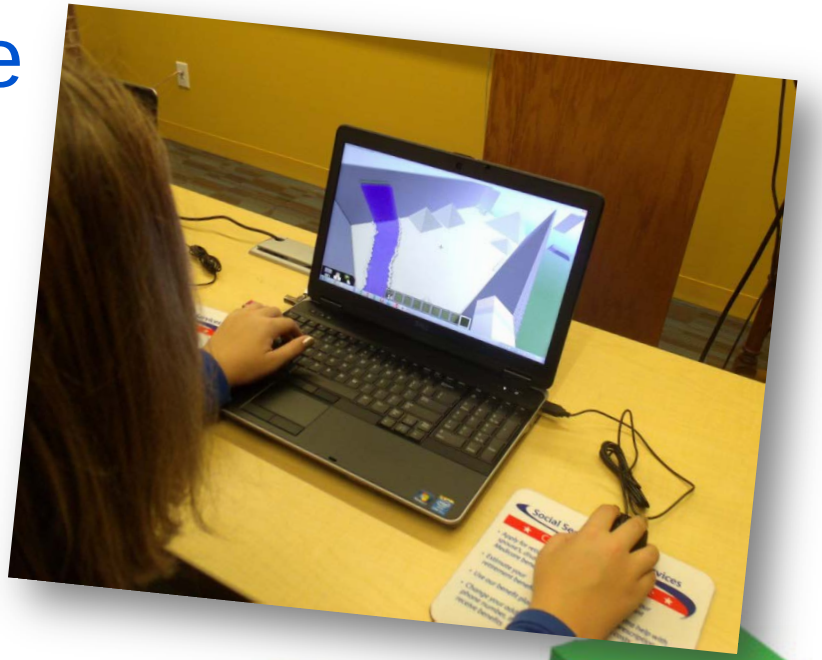
World Class Challenge: How could we improve the way that someone learns [your team's topic]?





Our Project

The Continent Crafters used MinecraftEDU to improve the way kids learn about the continents.









Qualifier Tournament

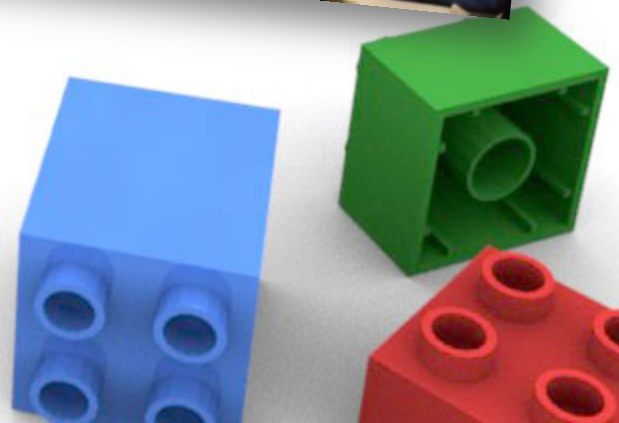




Championship Tournament





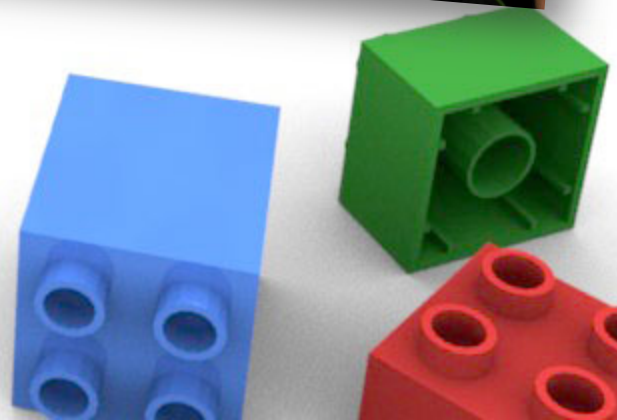




Awards







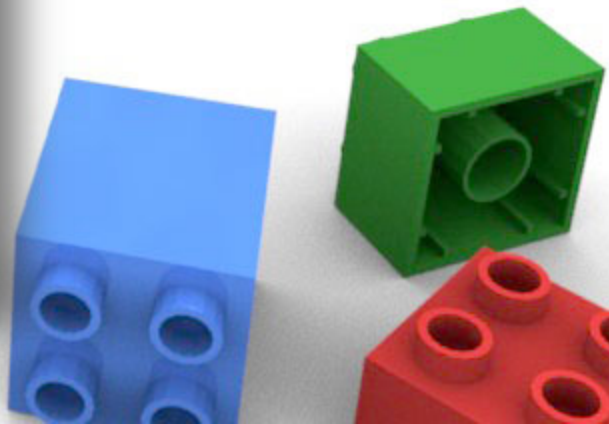
DOVER

PUBLIC LIBRARY

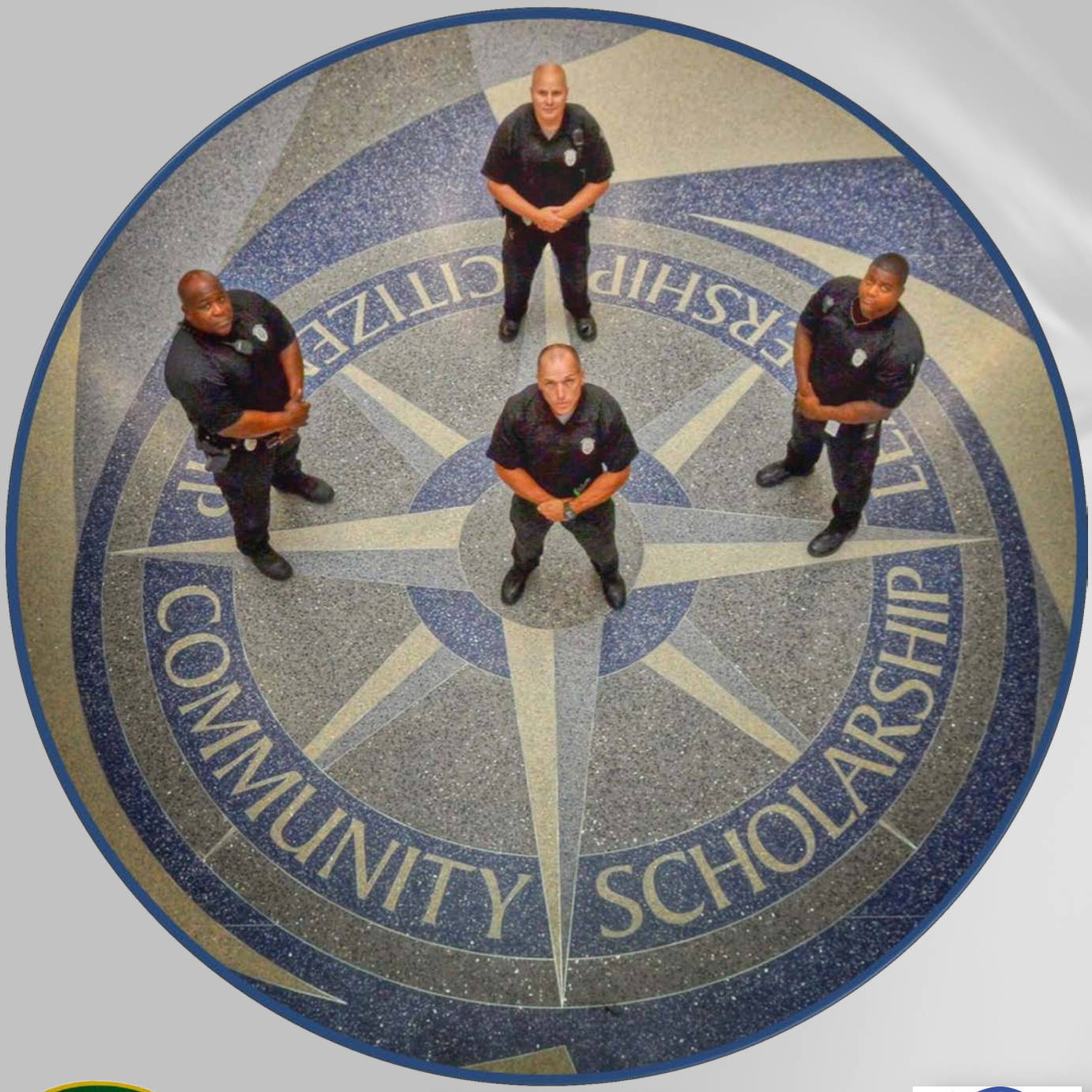


FLL

FIRST® LEGO® League

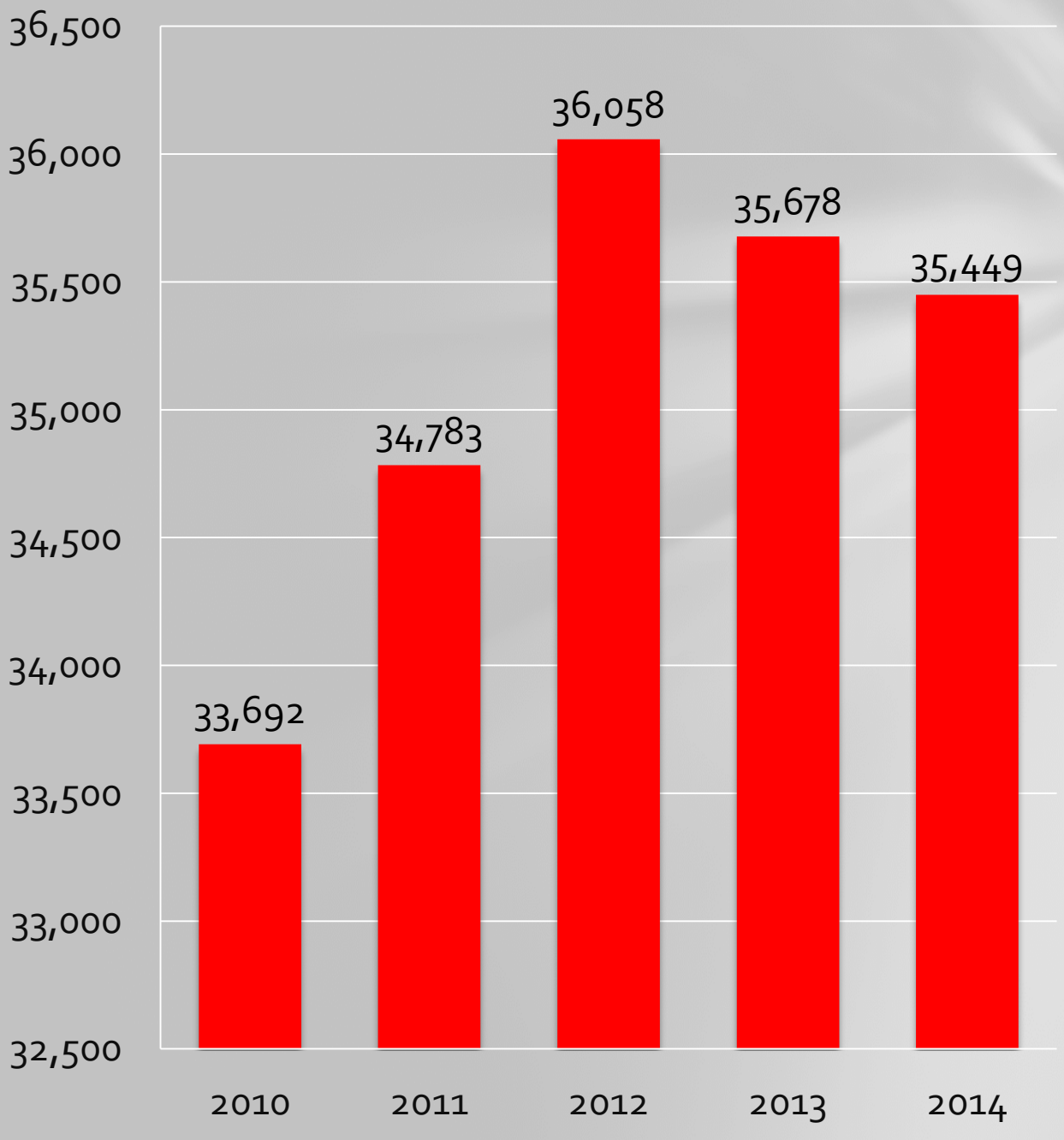


DOVER POLICE DEPARTMENT
2014
ANNUAL REPORT



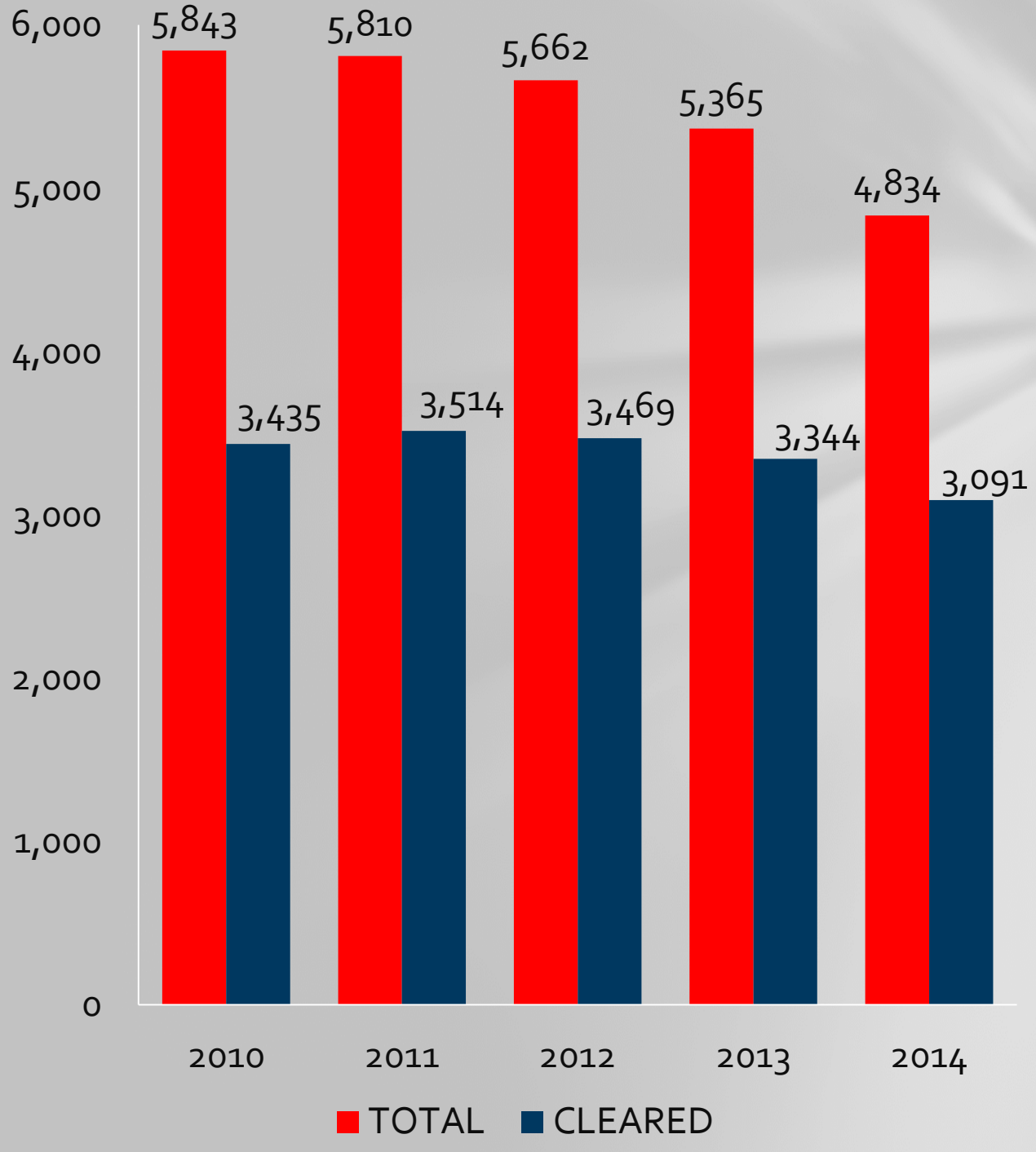
City of Dover Police Department
Annual Report

Complaints
Five Year Comparison



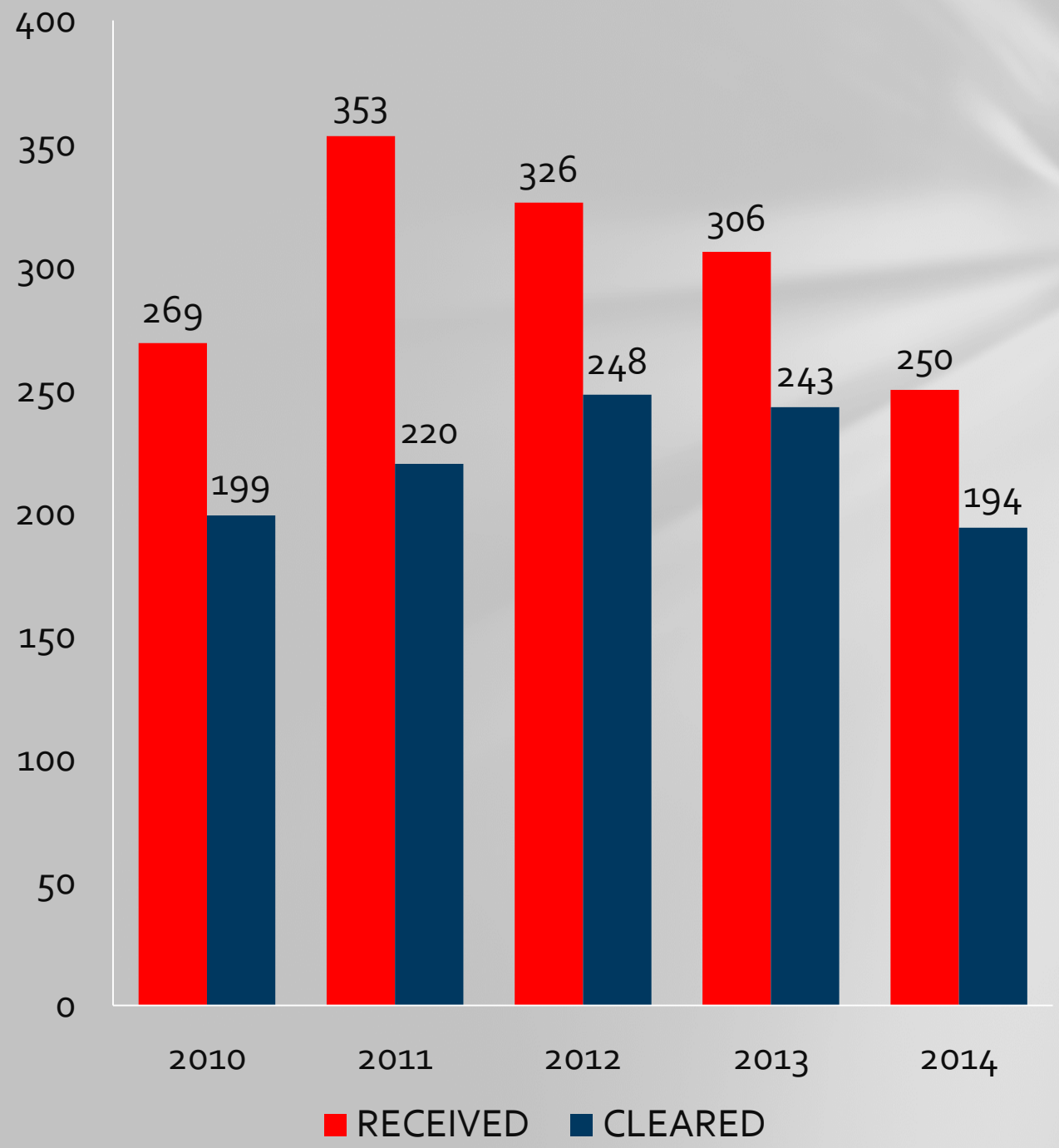
City of Dover Police Department
Annual Report

Total Group A Crime
Five Year Comparison



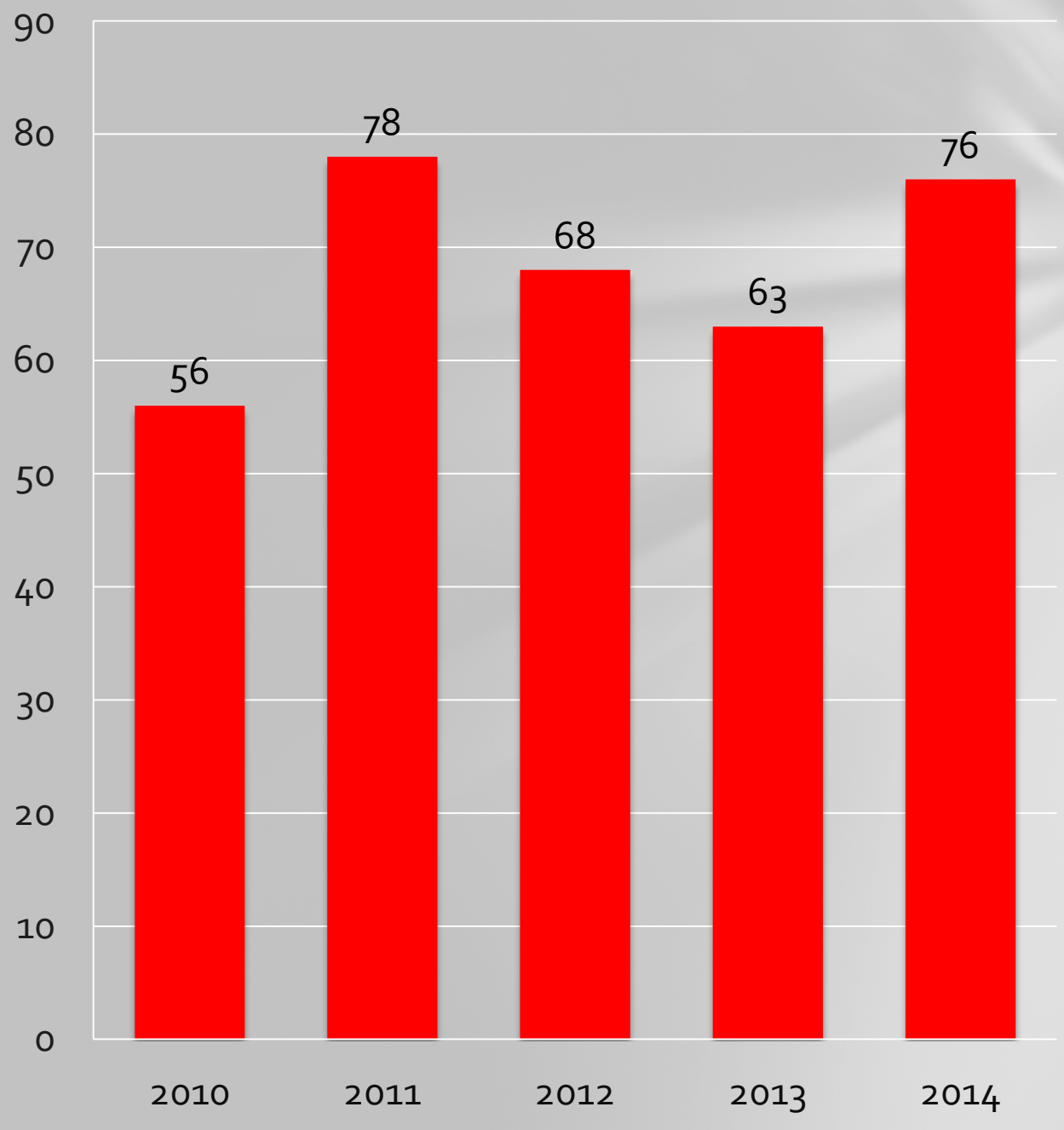
City of Dover Police Department
Annual Report

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



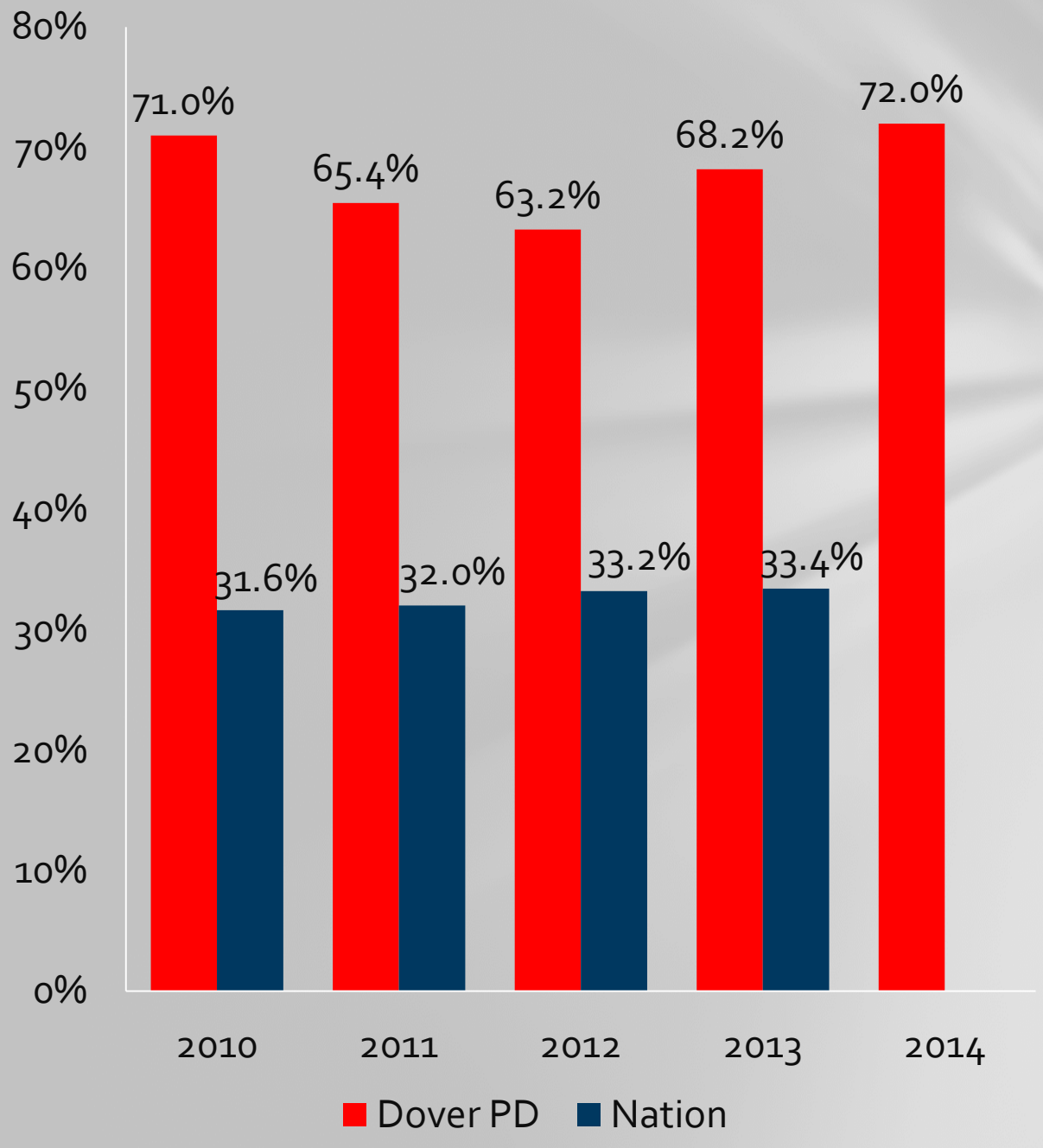
City of Dover Police Department
Annual Report

Robberies
Five Year Comparison



City of Dover Police Department
Annual Report

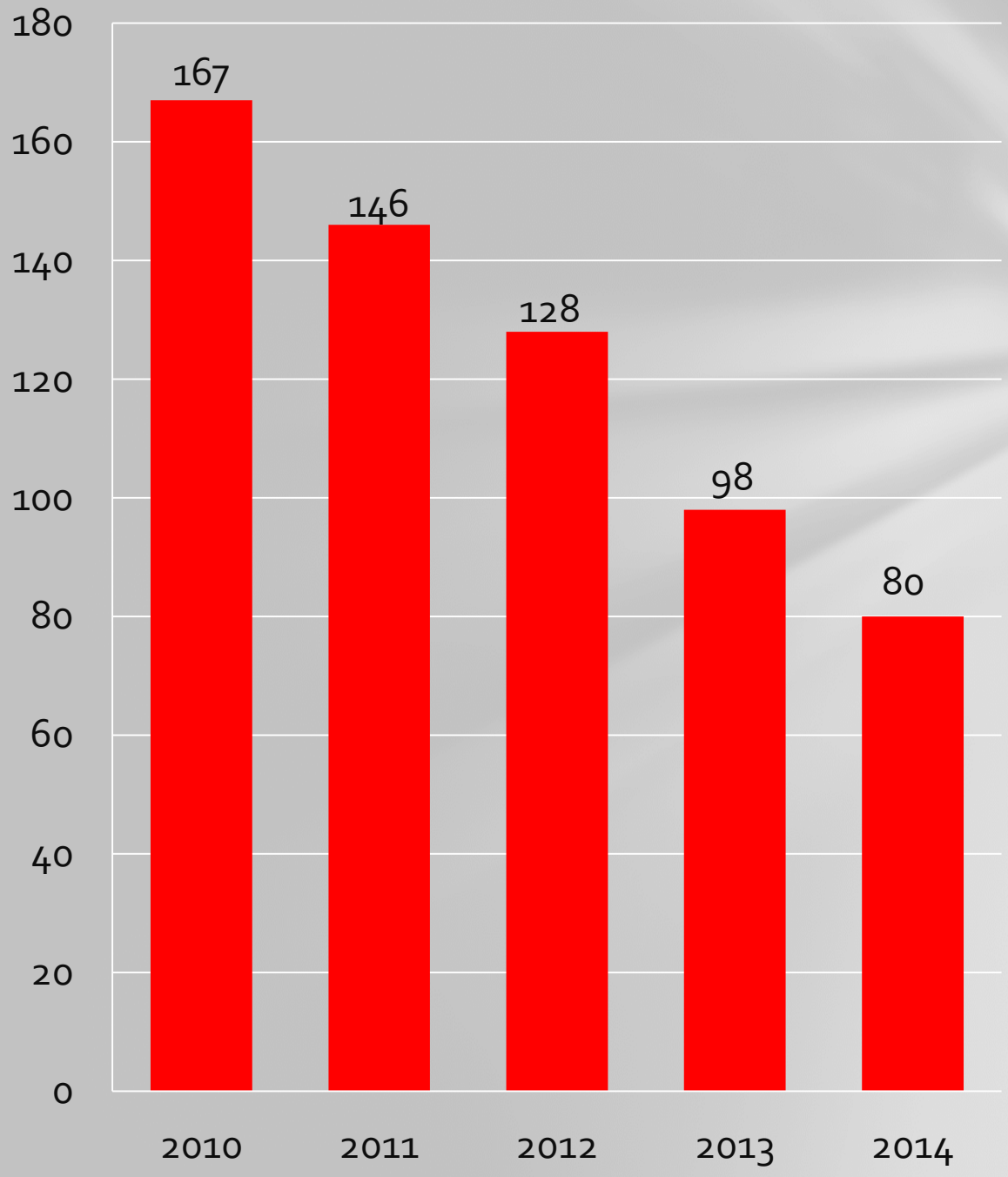
Robbery Clearance Rate
Dover Police Department vs. Nation



NATIONAL FIGURES NOT AVAILABLE FOR 2014

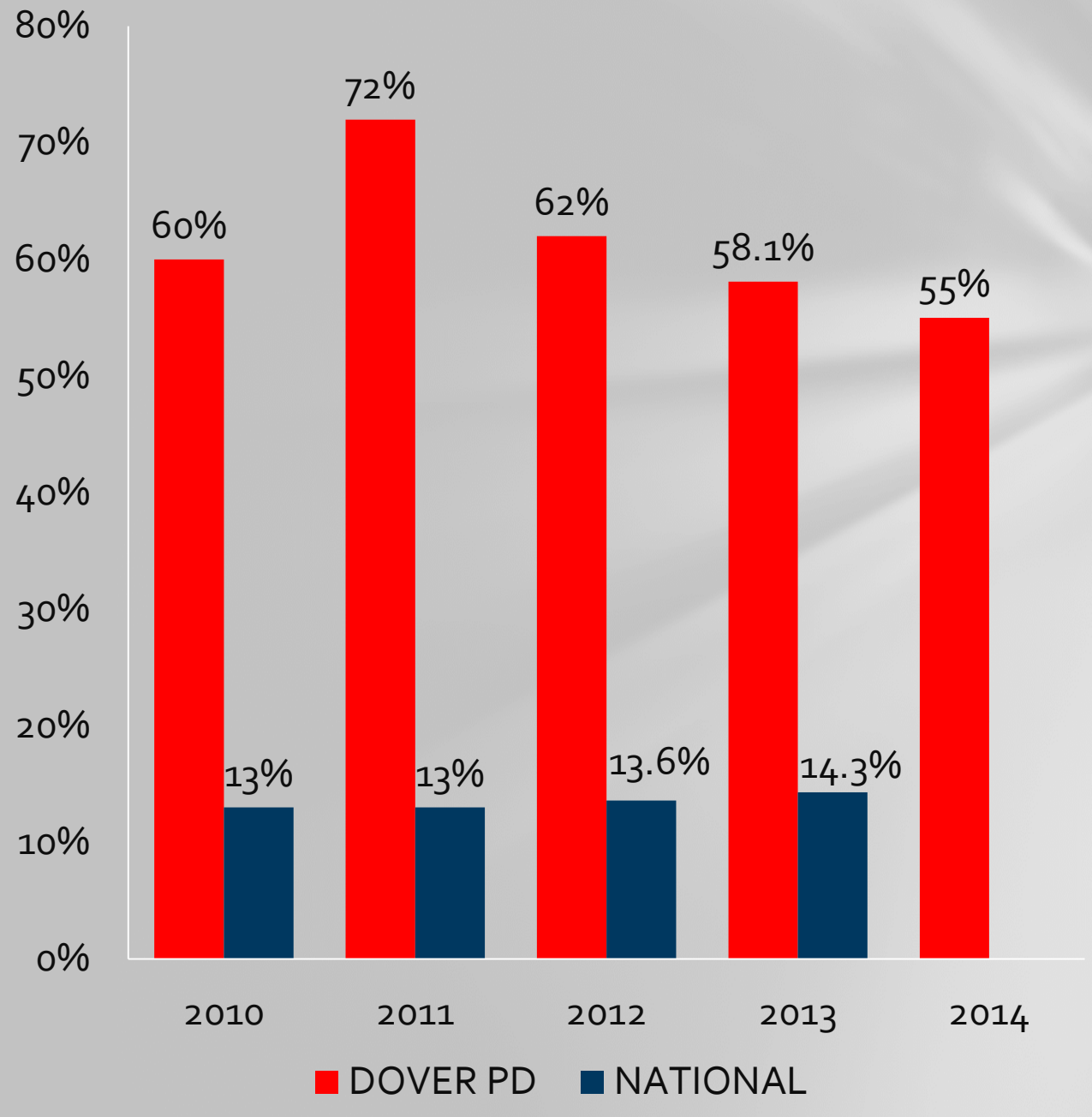
City of Dover Police Department
Annual Report

Burglaries
Five Year Comparison



City of Dover Police Department
Annual Report

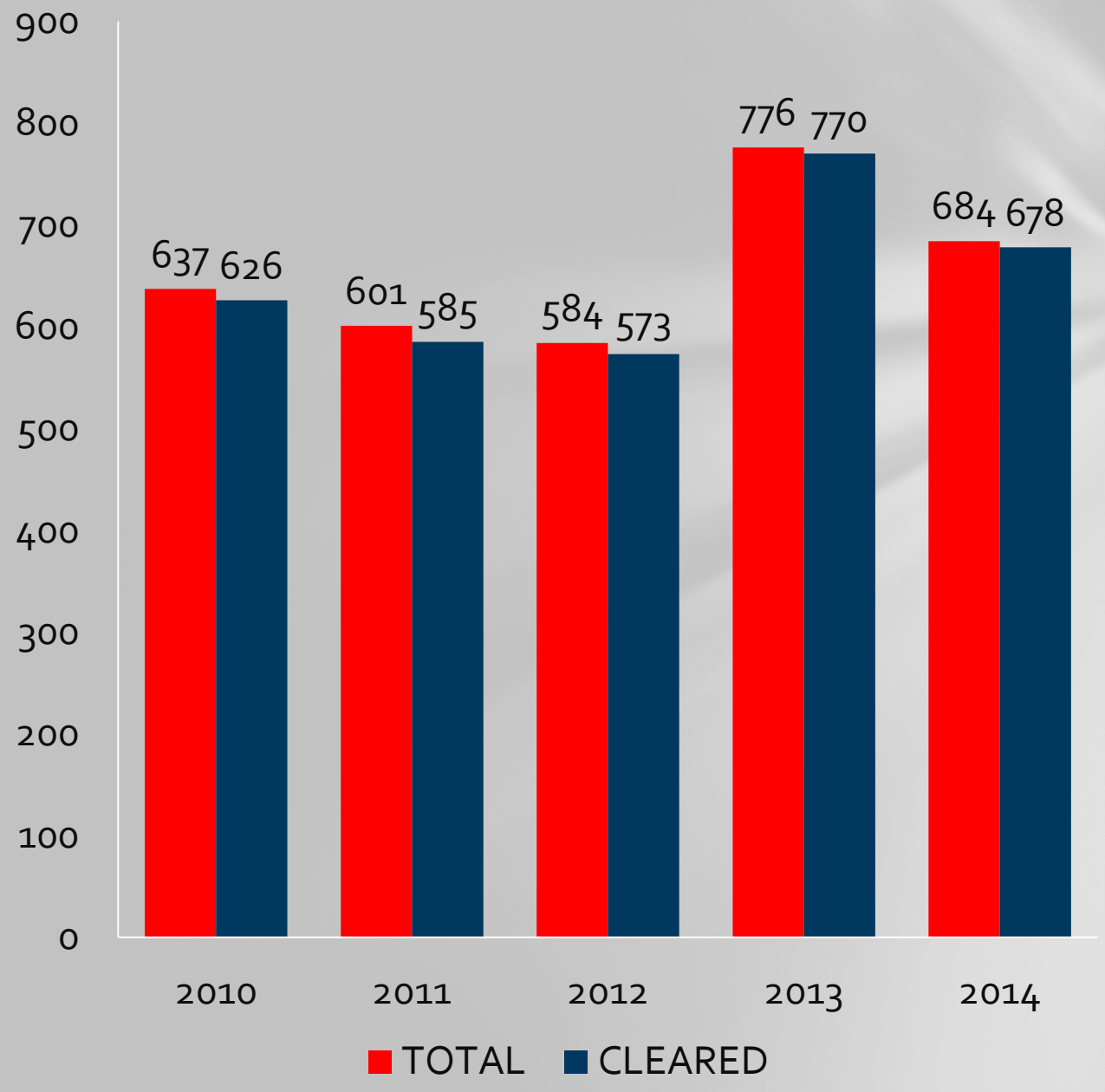
Burglary Clearance Rate
Dover Police Department vs. Nation



NATIONAL FIGURES NOT AVAILABLE FOR 2014

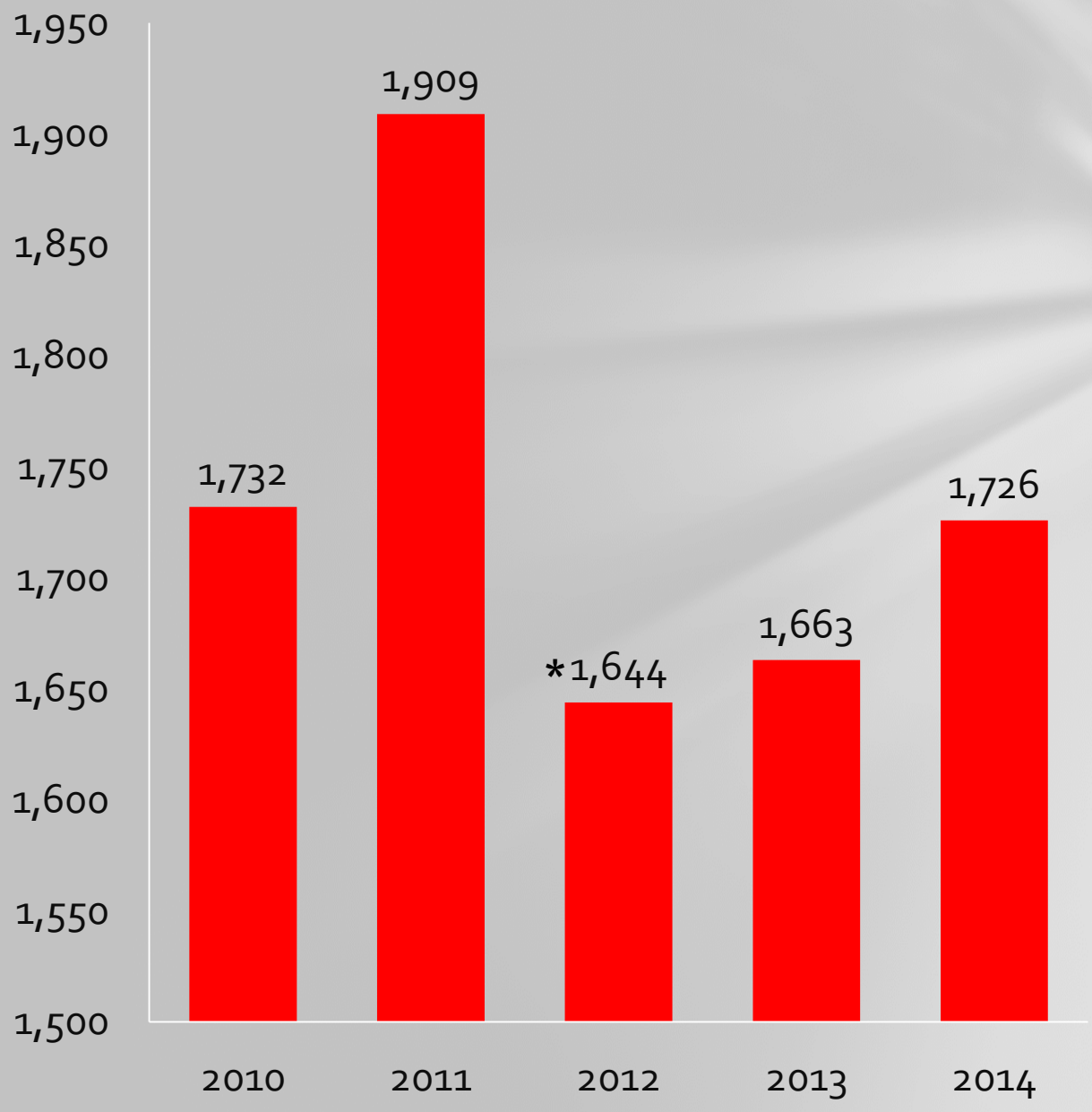
City of Dover Police Department
Annual Report

Drug Offenses
Five Year Comparison



City of Dover Police Department
Annual Report

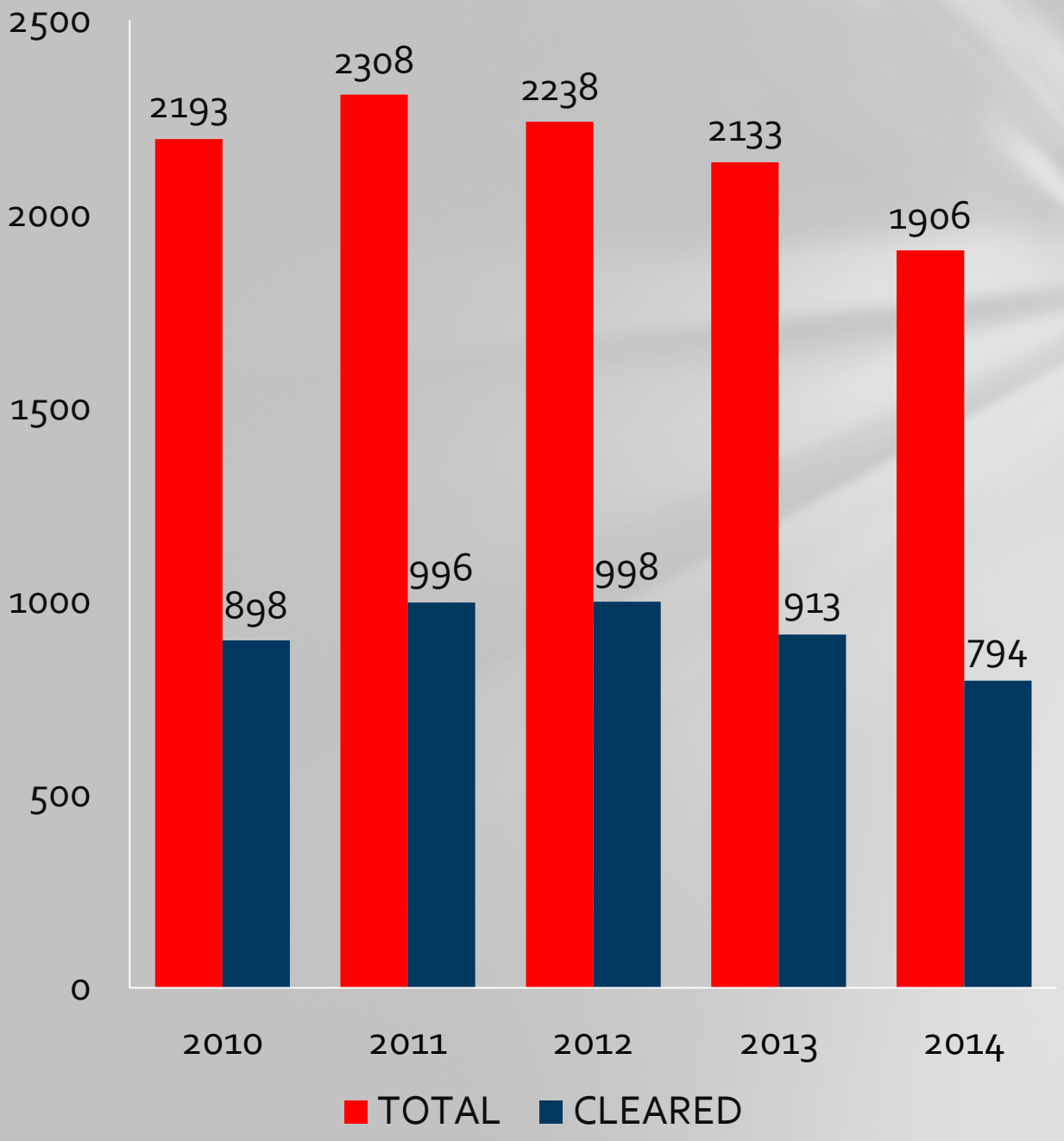
Drug Arrests
By the
Drugs, Vice and Organized Crime Section



*Number of Arrests Dropped Due to Drug Law Changes

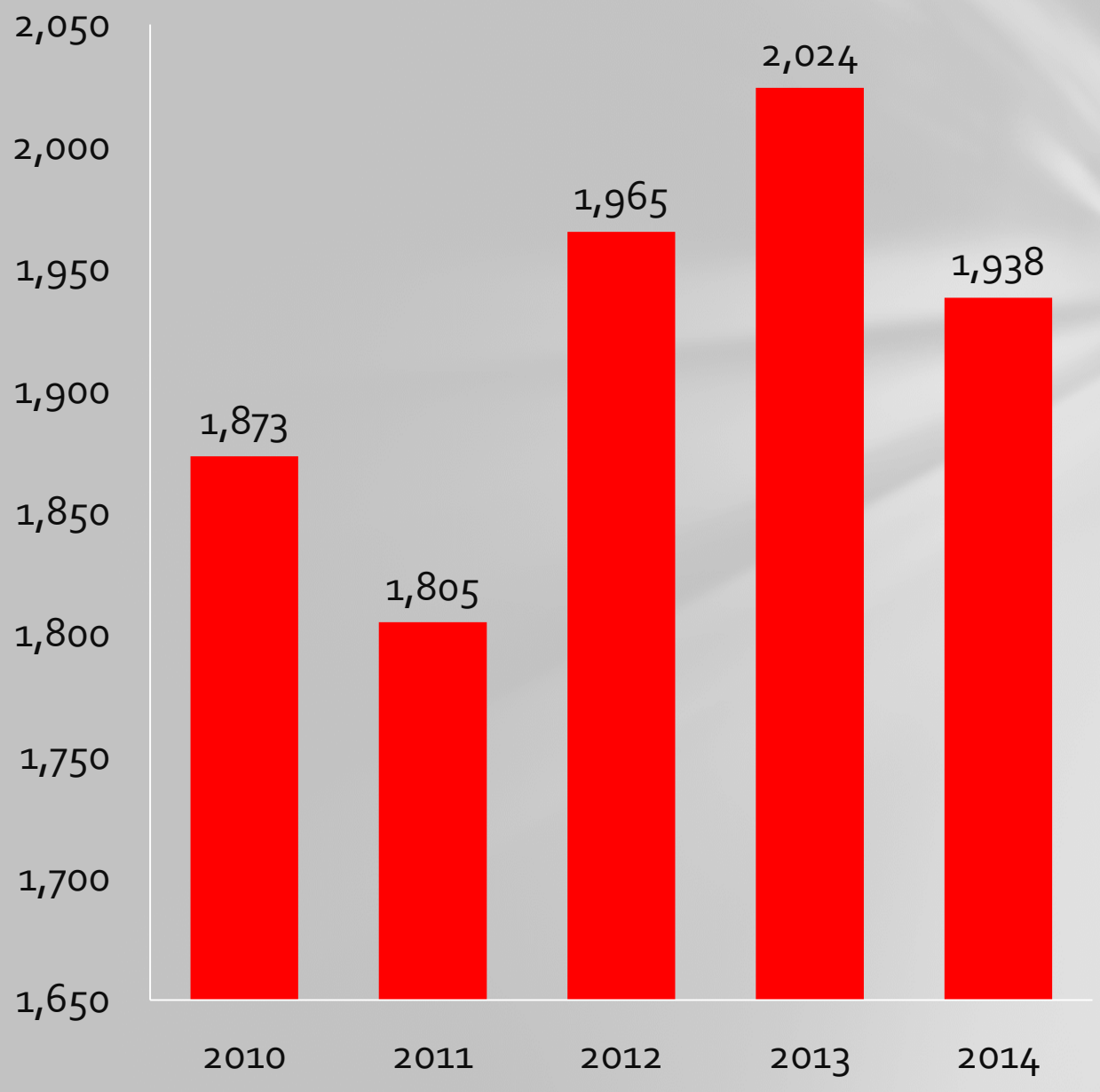
City of Dover Police Department
Annual Report

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



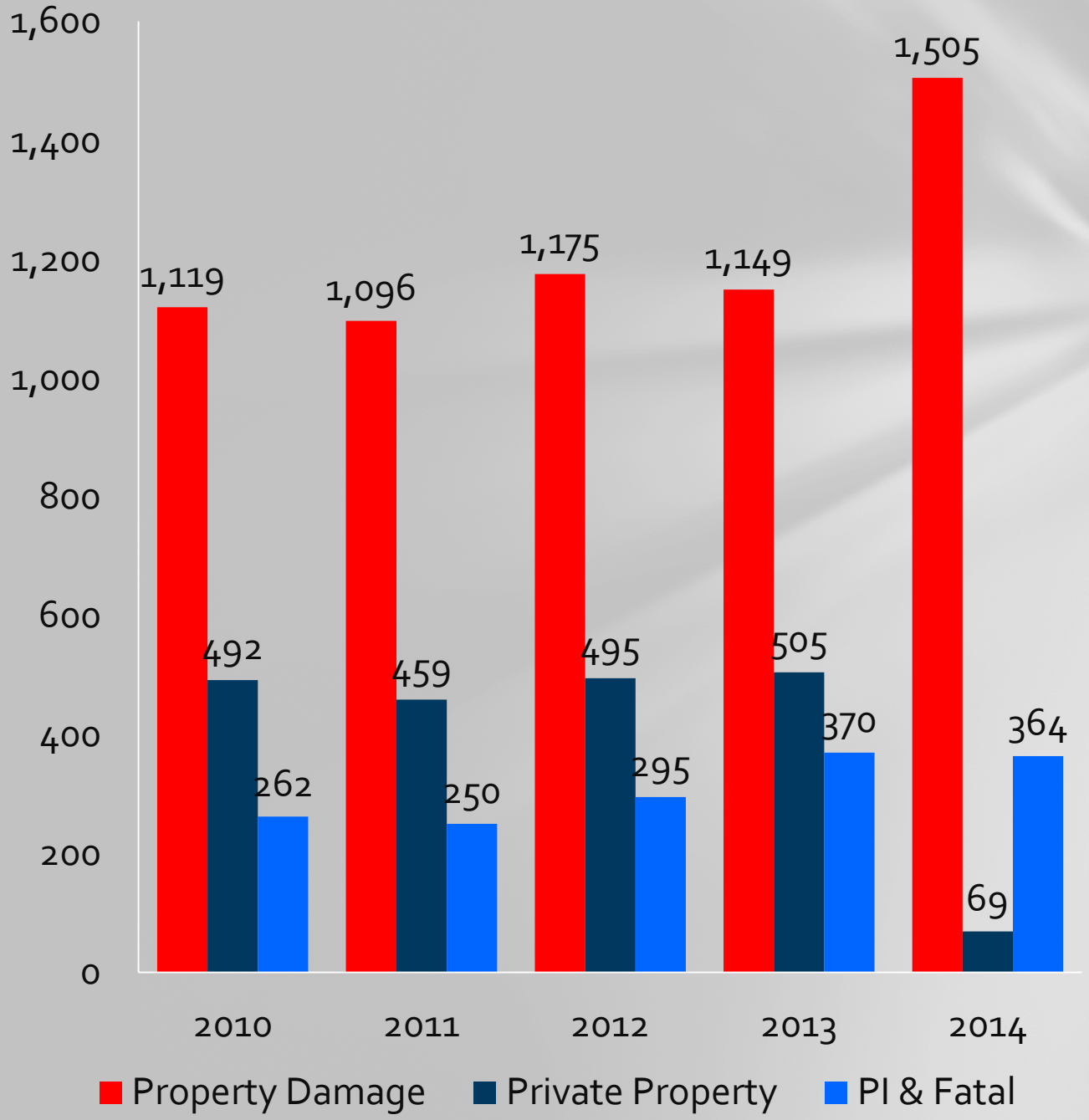
City of Dover Police Department
Annual Report

Crashes
Five Year Comparison



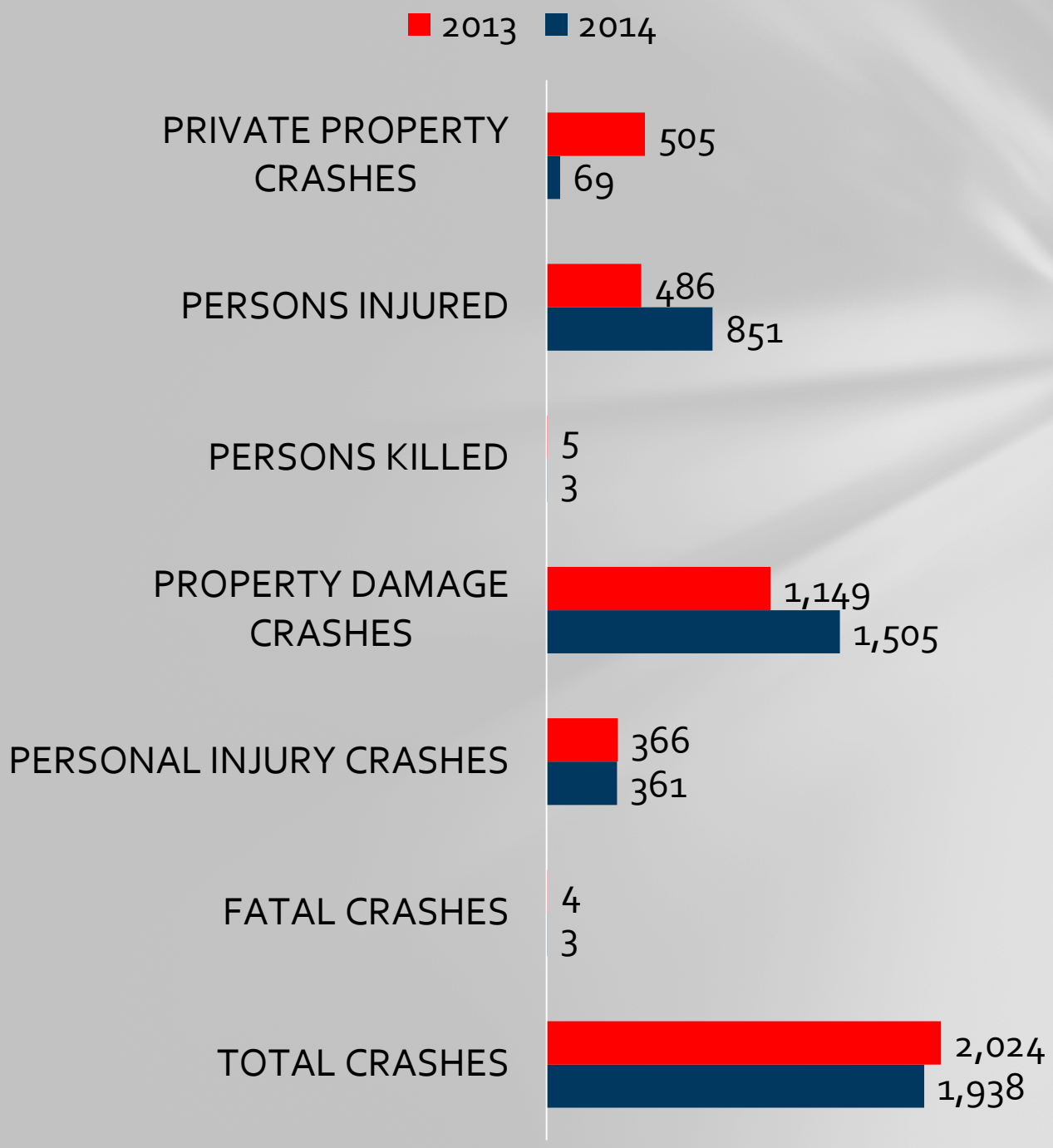
City of Dover Police Department
Annual Report

Crash Breakdown
Five Year Comparison



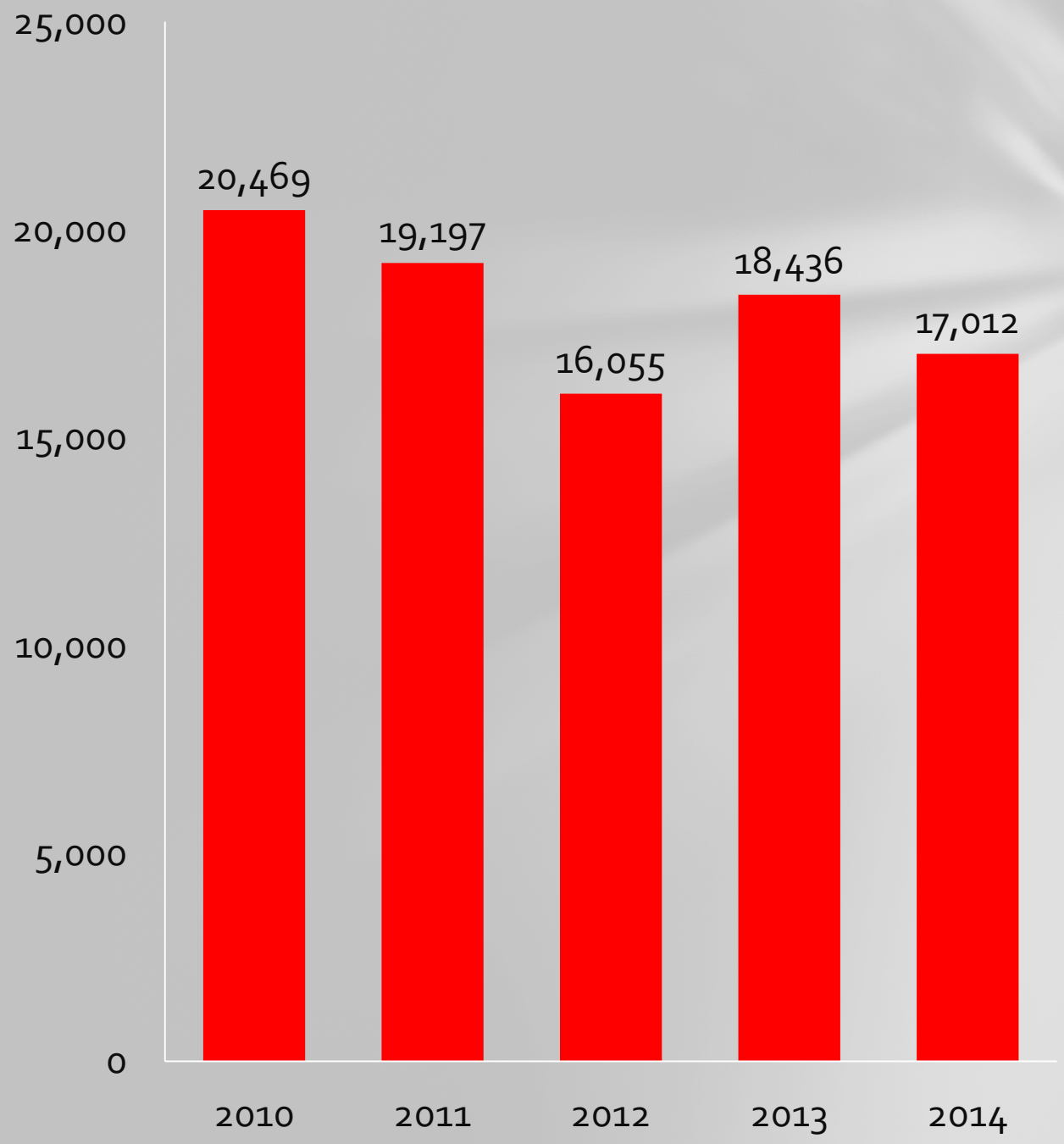
City of Dover Police Department
Annual Report

Traffic Crash Summary



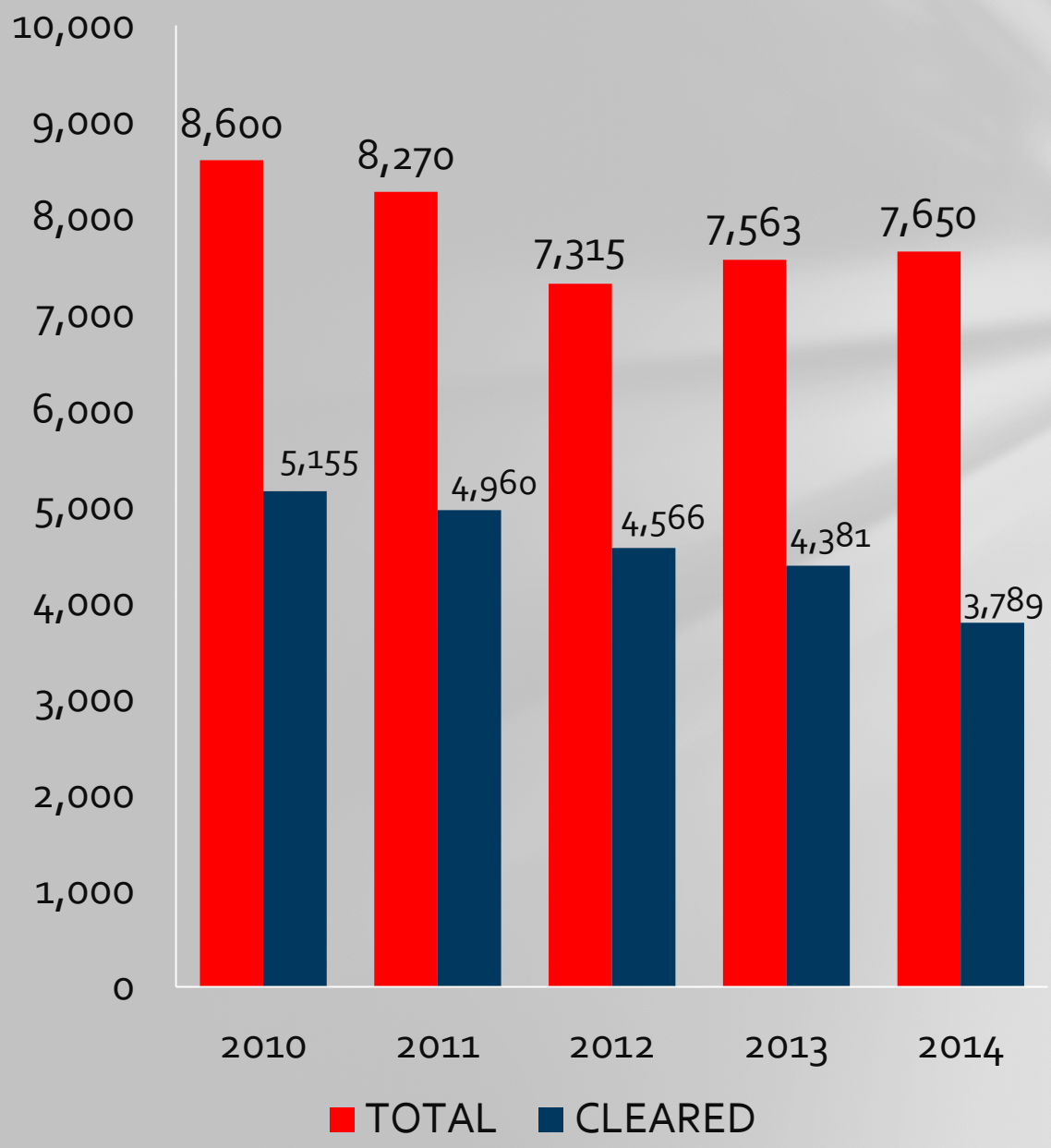
City of Dover Police Department
Annual Report

Traffic Arrests
Five Year Comparison



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

Five Year Comparison



Dover Police Department CY2014 Grant Funding Summary

Kent County Levy Court	Totals
Occasionally, Kent County distributes funds to the various police agencies within the county for the services they provide to the citizens in the county. This year, the funds allocated will be used to purchase police equipment and training items for the Special Operations Response Team (SORT), unbudgeted motorcycle lighting and lighting for golf carts used during the several major events held at Dover Downs.	$20,173.00
State Attorney General's Office	
Criminal Justice Council (CJC) Grants – pass-through funding from the USDOJ for special programs and priorities funded by their Byrne Memorial Justice Assistance Program allocation.	
• Funds were provided to fund overtime for monitoring a major drug case, extra duty for other violent crimes and a startup subscription for our social media section.	$16,840.00
State Law Enforcement Assistance Fund (SLEAF) – funding from state drug cases reallocated for supplemental law enforcement equipment & programs. Funds are granted quarterly based on the number of applications received and funds availability.	
• Funds received this year were approved for the purchase of a new K9, kennel and equipment.	12,000.00
State Department of Safety and Homeland Security	
Emergency Illegal Drug Enforcement (EIDE) Grant – funds received for annual allocation of state funding for supplemental law drug enforcement programs. Funds received annually are used for illegal drug enforcement overtime and undercover drug buys.	$13,933.33
Office of Highway Safety Events – Federal pass through funds received from the Office of Highway Safety for extra duty overtime events that target specific program areas in the community.	32,971.40
State Aid to Local Law Enforcement (SALLE) Grants – funds received for annual allocation of state funding for supplemental law enforcement equipment & programs. The annual allocation for this year funded promotional items for Social Media and technology upgrades.	20,516.40
Violent Crimes Fund Grant – supports initiatives to decrease violent crimes in the community. The funds received were used for extra duty overtime enforcement in targeted areas of the city and police equipment.	75,716.48
• In addition, interest earnings from older EIDE, SALLE and Violent Crimes Fund grants were approved this year to fund the start-up costs for the Police Cadet Program that is planned to start in April 2015.	69,968.43
US Department of Justice	
Edward G. Byrne Memorial, Justice Assistance Grant (JAG) – funds received during the year from this recurring federal grant for supplemental law enforcement initiatives.	$21,112.75
US Treasury	
Forfeiture funds received for cases processed through the Federal system - allocated for supplemental law enforcement equipment & programs	$86,758.43
Grand Total	**$369,990.22**

Officer and Civilian of the Year 2014
Dover's Finest

OFFICER OF THE YEAR
PATROLMAN RYAN SCHMID



CIVILIAN OF THE YEAR
DISPATCHER MATTHEW HAWKINS





2014 DOVER POLICE ANNUAL REPORT

Special Thanks to
Sgt. Hermance &
Robert Neylan for the pictures
included in this report.

CERTIFICATE OF APPRECIATION

presented to

Allan Angel

On behalf of the City of Dover and the individuals who you served, we thank you for your dedication and commitment to the Greater Dover Community as demonstrated by your leadership in the Code Purple Program during the Winter of 2014-2015.

April 13, 2015

Robin R. Christiansen
Mayor

David L. Bonar
Council President

"For I was hungry and you gave me food,
I was thirsty and you gave me drink,
I was a stranger and you welcomed me..."
Matthew 25:34-40

CERTIFICATE OF APPRECIATION

presented to

Diane Kaskeski

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Rebecca Martin

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Jack McGloughlin

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Justino Melendez

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Calvary Baptist Church

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Centennial United Methodist Church

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Christ Church Dover

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Dover Interfaith Mission for Housing

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CERTIFICATE OF APPRECIATION

presented to

Dover Presbyterian Church

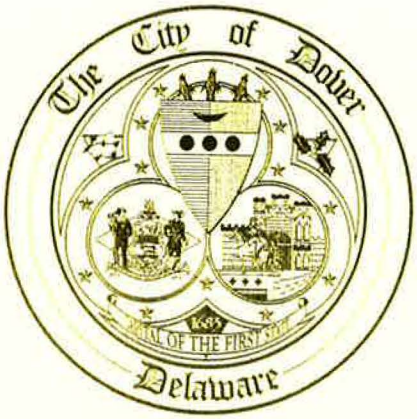
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CERTIFICATE OF APPRECIATION

presented to

Milford Community Center

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April 13, 2015

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CERTIFICATE OF APPRECIATION

presented to

Mt. Carmel Church of the Living God

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CERTIFICATE OF APPRECIATION

presented to

Wesley United Methodist Church

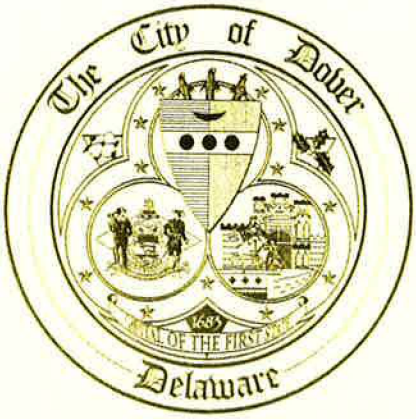
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CERTIFICATE OF APPRECIATION

presented to

Wyoming United Methodist Church

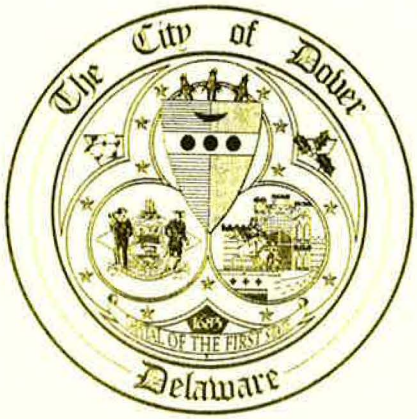
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Certificate of Recognition

presented to

Dover Police Department

in recognition of being accredited for the 6th consecutive time by the Commission on Accreditation for Law Enforcement (CALEA) which is the Gold Standard for Public Safety.

Congratulations and thanks are extended to all members of the Dover Police Department for your continued dedication and for receiving this prestigious honor.

You continue to make us, and the community, proud.

Robin R. Christiansen
Mayor

David L. Bonar
Council President

CERTIFICATE OF CONGRATULATIONS

Presented to the

Dover Police Department

in celebration of

90 years of commitment and dedication to protecting and serving the Dover community.

The City of Dover extends its congratulations on attaining this special milestone.

April 13, 2015

Robin R. Christiansen
Mayor

David L. Bonar
Council President

PROCLAMATION

WHEREAS, *trees are of vital importance in beautifying our communities, regulating temperatures, producing life-giving oxygen, providing a habitat and food source for wildlife, reducing erosion, and serving as a source of building materials and countless wood products; and*

WHEREAS*, in 1872, J. Sterling Morton, a Nebraska pioneer, proposed that a special day be set aside for the planting of trees by individuals and civic organizations, resulting in the first celebration of Arbor Day on April 10, 1872, with an estimated one million trees being planted in Nebraska that day; and*

WHEREAS, *in 1885, Arbor Day was named a legal holiday and has since become a national event promoted by the National Arbor Day Foundation, whose mission is to inspire people to plant, nurture, and celebrate trees; and*

WHEREAS, *the City of Dover was named a Tree City USA in 2014 for the twenty-fifth consecutive year by the National Arbor Day Foundation in recognition of the City's outstanding urban forestry program; and*

WHEREAS, *the City of Dover Planning and Inspections Department's Tree Planting and Preservation Ordinance has caused the planting of thousands of trees in all subdivisions and commercial sites since 1992, and the City has continued to aggressively plant street trees between curbs and sidewalks in almost every available site in the City; and*

WHEREAS, *the Delaware State champion American Elm on The Green may be the only living witness to Delaware's ratification of the United States Constitution that took place at the Golden Fleece Tavern in 1787, underscoring that planting and caring for trees is a special gift that one generation passes down to the next.*

NOW, THEREFORE, I, ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE, *do hereby proclaim April 24th, 2015 as* ***ARBOR DAY*** *in the City of Dover, and urge all citizens to support efforts to care for trees along our streets, in our parks, and in our yards. As the City of Dover plants trees on public property, I urge all citizens to plant trees on their properties to enhance the environment and promote the well-being of present and future generations.*

ROBIN R. CHRISTIANSEN
Mayor

PROCLAMATION

WHEREAS, *autism, the fastest growing developmental disability in the United States, affecting more than three million people, is an urgent public health crisis that demands a national response. According to Autism Delaware, in 1995 the prevalence of autism was 1 in every 2,500 births, today it is 1 in 68; and*

WHEREAS, *autism is the result of a neurological disorder that affects the normal functioning of the human brain, and can affect anyone, regardless of race, ethnicity, gender, or socioeconomic background. Symptoms and characteristics of autism may present themselves in a variety of combinations and can result in significant lifelong impairment of an individual's ability to learn, develop healthy interactive behaviors, and understand verbal as well as nonverbal communication; and*

WHEREAS, *the effort to address autism continues; doctors, therapists, and educators can help persons with autism overcome or adjust to its challenges and provide early, accurate diagnosis and the resulting appropriate education, intervention, and therapy that are vital to future growth and development ; and*

WHEREAS, *ensuring that persons living with autism have access to the lifelong care and services needed to pursue the full measure of personal happiness and achieve their greatest potential.*

NOW, THEREFORE, I, ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim the month of April 2015 as

Autism Awareness Month

in the City of Dover and encourage all citizens to raise public awareness of autism and the myriad of issues surrounding autism, as well as to increase knowledge of the programs that have been and are being developed to support individuals with autism and their families.

Robin R. Christiansen
Mayor

PROCLAMATION

WHEREAS, *the nation's mayors are increasingly turning to national service and volunteerism as a cost-effective strategy to meet city needs; and*

WHEREAS, *AmeriCorps and Senior Corps address the most pressing challenges facing our cities and nation, from educating students for the jobs of the 21st century and supporting veterans and military families to preserving the environment and helping communities recover from natural disasters; and*

WHEREAS, *national service expands economic opportunity by creating more sustainable, resilient communities and providing education, career skills and leadership abilities for those who serve; and*

WHEREAS, *national service participants increase the impact of the organizations they serve with, both through their direct service and by recruiting and managing millions of additional volunteers; and*

WHEREAS*, AmeriCorps members and Senior Corps volunteers demonstrate commitment, dedication, and patriotism by making an intensive commitment to service, a commitment that remains with them in their future endeavors.*

NOW, THEREFORE, I, ROBIN R. CHRISTIANSEN, *Mayor of the City of Dover, Delaware, do hereby proclaim April 7, 2015, as*

National Service Recognition Day

in the City of Dover, Delaware, and encourage residents to recognize the positive impact of national service in our city, to thank those who serve, and to find ways to give back to their communities.

ROBIN R. CHRISTIANSEN
Mayor











Special thanks to the Dover City Council, Mayor Carleton E. Carey, Sr., and City Manager Scott Koenig for their support of the Downtown Dover Partnership.

Thanks to Diane Laird, State Coordinator, Delaware Main Street, for technical assistance provided throughout the year.

A very Special Thanks to our friends at Becker Morgan Group. A team of professionals that define dedication, expertise and talent. A team that made many of these accomplishments possible.

And to our Board of Directors for their vision and commitment in making downtown strong and vibrant.

Partnership Staff
William G. Neaton, Director
C. Edwin Perez
Beverly Latimer Jackson

USDA Rural Development has provided funding for DDP marketing and training initiatives which benefit business in "Historic Downtown Dover".

Special Thanks to the following Individuals and Organizations who contributed time, talent and resources to make our fourth year a great success:

First Friday
Jean Francis
Susan Johnston
Jeremy Gibb
Friends of Folk
Lucy Findlay
Valla Rogers
Jenny Mabus
Amy Mullen
Tammy Miller
Christy Rawlins
Downtown Dover Merchants

A Capital Holiday Celebration
City of Dover Parks & Recreation
Dover Public Library
Central Delaware Chamber of Commerce
Bayhealth Medical Center
Heritage at Dover
Dover Kiwanis
Dance Conservatory Ballet Theatre of Dover
The Little School at Kids Cottage
Dover High Select Ensemble
St John's Lutheran School
Holy Cross Catholic School
Delaware State News
The Newshound
Musical Theatre Ensemble
Mary Borger
Cristal Brenneman
Sherwanda Rachal
Becky Norton
Michelle Hughes
Councilman William Hare
Actors Attic
Whiting Turner Construction
Georgeanna Windley
Representative David Wilson
Salvation Army Band
City of Dover Police

Home for the Holidays
Gary Chaffee, Parade Coordinator
Santa and Mrs. Claus: Rev. William and Martha Downing
Tami Wilson
Cathy Chaffee
The Center for Mental Wellness
The Lions Club
Dover JAYCEES
Dover Interfaith Mission for Housing, Inc.
Steve North
Georgeanna Windley
City of Dover Police

2013 Winter Wonderland Committee
Dawne Nickerson-Banez
Benhje Benton
Darin Dell
Judy Diogo
Dover Interfaith Mission for Housing, Inc.
Michael Harrington, Sr., Harrington
ERA Realty
Joe & Tonda Parks
Mary Ressler, Quality Builders
Justin Strickland
Steph Berkich-Ryan
Kristin Coker Stonesifer
James G. McGiffin. Jr.
Gary Chafee
City of Dover Parks & Recreation
City of Dover Public Works Department
City if Dover Planning & Inspections
City of Dover Police

Support for Multiple Activities
Alex Vaughn Mobile Entertainment
Bayhealth Medical Center
City of Dover
DE Economic Development Office
DE Technical & Community College
Dover City Council
Dover Fire Department
Dover Parks & Recreation
Dover Police Department
Downtown Dover Businesses
First State Community Loan Fund
First State Heritage Park
Friends of Folk
Friends of Old Dover
Greater Kent Committee
CenDel Foundation
Kent County Tourism
SCORE
Small Business Development Center
STACKS Entertainment
U.S. Small Business Administration
USDA Rural Development
Wesley College
IMAGINE Entertainment

About the Downtown Dover Partnership
Downtown Dover Partnership is a non-profit organization dedicated to revitalizing the Downtown District. DDP works hand in hand with the National Trust for Historic Preservation's National Main Street Center and the Downtown Delaware initiative to create a variety of programs that serve to improve our downtown district.

101 W Loockerman St, Suite 1A – Dover DE 19904
302.678.2940 (p) - 302.678.2132 (f) www.**downtowndoverpartnership.com**

2014 Annual Report







Historically Happening

The Downtown Dover Partnership drives business and job opportunities, growth of economic and cultural assets, and development of commercial and residential real estate, while preserving the City of Dover's historic qualities, consistent with the National Main Street model.

Dover DELAWARE

Board Members

Gregory V. Moore, P.E, President
Gerald I. H. Street, Esq. Vice President
Timothy Slavin, Secretary
Cynthia S. Small, Treasurer
Councilman David Bonar
Senator Brian Bushweller
Councilman Wallace Dixon
Anita Evans
Lucy Findlay
Michael Harrington, Sr.
Dr. William Johnston
Scott Koenig
Diane Laird
Paul E. Lakeman
Maxine Lewis
Joseph McDaniel
Gary Patterson
Representative Darryl Scott
Laura Simmons
Ann Marie Townshend
Mayor Carleton E. Carey, Ex Officio

Design Committee

Laura Simmons, Chairperson
Tricia Arndt
Jan Crumpley
Carrie Hart
Ann Baker Horsey
Susan Johnston
Kathryn Lord
Dawn Melson-Williams
Kristin Pleasanton
Elena Stewart

Economic Development & Restructuring Committee

Gerald I. H. Street Esq., Chairperson
Erin Cooper Barrett
Robert Berglund
Councilman David Bonar
Gary Cecchett
Anthony DePrima
Councilman Wallace Dixon
Michael Harrington, Sr
Dr. William Johnston
Scott Koenig
Paul E. Lakeman
Joseph McDaniel
Kevin Mitten
Gregory V. Moore, P.E.
William Neaton
Ted Nutter
Gary Patterson
Charlie Rodriguez
Laura Simmons
Jonathan Street
Erin Thwaite
Ann Marie Townshend

Director's Note…

Fiscal 2014 was a great year for the Downtown Dover Partnership and Downtown Dover. The arrival of Delaware E-ZPass on Loockerman Street in March 2014 brought 85 employees and an average of 1000 retail visits each month. E-ZPass has been a great addition to Downtown Dover with both employees and customers becoming regular patrons of our restaurants and retail shops. The second floor office space at 155 South Bradford was renovated and christened the SUNRAY Professional Building. It houses the offices of five businesses new to the downtown district. Twelve other businesses opened at locations in the downtown adding to the mix of retail and services available.

Our Merchants Committee has shown new energy and enthusiasm for involvement in the downtown. The committee has encouraged merchants to take an active role on other DDP Committees and they have lent a helping hand to many existing downtown activities while working to develop their own special events.

Fresh produce, a wide variety of craft vendors, entertainment, activities for children and beautiful weather helped get the second season of our Farmer's Market off to a great start and we expect an even bigger and better result when the Farmer's Market reopens in June 2015.

The DDP was an active partner throughout FY14 with NCALL and a broad range of community groups to complete the Restoring Central Dover study. The plan developed as a result of the study will be the basis for an application for an implementation grant submitted to the Wells Fargo Foundation. When received, this grant will provide funding for a number of community improvement projects.



The Downtown Dover Partnership will continue to work closely with merchants, local and state government, residents, community partners and developers to advance the progress we've made together in creating a vibrant and welcoming downtown.

Sincerely,
William G. Neaton,
Executive Director

Committee Accomplishments

Design Committee
- Annual Community Art Project
- Awarded Façade Grant
- Provided Technical Assistance to two referrals

Economic Development & Restructuring Committee
- Renovations of 22-24 W Loockerman Street completed for Delaware EZ Pass

Organization Committee
- FY' 13 Annual Report
- Strategic Planning Session

Parking & Safety Committee
- Offered Free Metered Parking during Holidays
- Installation of "Historically Happening" Banner Project
- Installed "Way Finding" Banners Phase II
- Realignment of Metered & Permit Parking Spaces at lots

Promotions Committee
- Held committee work plan development workshops
- 5th Annual Safe, Spooky Halloween
- Capital Holiday Celebration
- 6th Annual Home for the Holidays
- Supported First Fridays
- Farmer's Market on Loockerman Way
- Distributed 80+ media releases and generated significant positive press for downtown Dover
- Expanded "Winter Wonderland" on Loockerman Way
- St. Patrick's Day Parade
- First Friday Gives Back Program
- Social Media Campaign
- Downtown Merchants Holiday Window Decorating Contests
- Downtown Merchant's Christmas Coat Drive
- Shop Small Saturday









FY 2014 Downtown Dover Partnership Economic Impact Highlights

Dollars Invested in FY 2014
Façade Grants Awarded $667
Total value of Façade Improvements -$3,167
Building Renovations - $1,140,000

1500+ Volunteer Hours
1642 hours valued at $22.02/hour = $36,157

New Businesses Opened

Americare Home Solutions
Blue Hen Auction
Computers Fixed Today
Energy One
Independent Resources
Kelly's Corner Consignment
Parke-Green Galleries
The Cloud Geeks
Tidemark Construction
Barefoot Hardscapes
Celebrity Vintage Clothing
Corp 2000
I&L Multi-Service Convenience Store
J LA Salon & Spa
Mountain Consulting Civil Engineers
Shear Dreams
The Delaware Store

A total of 17 new businesses opened during this reporting period yielding 27.5 FTE's. Six (6) are minority-owned and ten (10) are women-owned.

Increasing Competitiveness of Downtown Businesses

Nine workshops were held during this period – topics included social media, small business development, marketing, and retirement planning for small business owners. The workshops were attended by 100 current and prospective small business owners.

Business Assistance Provided

Three businesses were assisted with applications for SBA business loans. Two of the applicants completed the process and received loans totaling $197,000.

Partnership Real Estate Holdings

120 S. Governors Avenue – Acme site	$1,239,345
22-24 W. Loockerman Street	278,809
133-135 S. Governors Avenue	248,745
139-143 S. Governors Avenue	295,184
222 Railroad Avenue	56,746
238 Railroad Avenue	151,091
East side of N. West Street parcel #1	243,000
680 & 684 Forest Street	674,267
114-128 W Loockerman Street	412,857
Total Buildings & Land	**$3,600,044**

Organization Committee

Paul E. Lakeman, Chairperson
Cameron Llewellyn
Jenny Mabus
Tonda Parks
Georgeanna Windley

Parking & Safety Committee

Anita Evans, Chairperson
Michael Ambruso
Dawne Nickerson-Banez
Jed Hatfield
Ted Nutter
Michael Riemann
Ron Poliquin
Lauren Tinsley

Promotions Committee

Tonda Parks, Chairperson
Stephanie Adams
Wanda Anderson
Jennifer Bailey
Gary Chaffee
Jan Crumpley
Lucy Findlay
Susan Johnston
Maxine Lewis
Cameron Llewellyn
Lori Llewellyn
Jenny Mabus
Tammy Miller
Amy Mullen
Nancy Pikulik
Christy Rawlins
Kathy Jo Robbins
Andy Ryan
Katrina Sullivan
JT Takacs
Lauren Tinsley
Helen Wiles
Sarah Zimmerman

Our Support System

PROPOSED AMENDMENTS TO THE *2008 COMPREHENSIVE PLAN*
Public Hearing before the
Dover City Council
April 13, 2015

Proposed Amendments to the *2008 Comprehensive Plan*: There are two amendments proposed to the *2008 Comprehensive Plan* at this time.

A. **Amendment to Map 12-1: Land Development Plan Map – Request for Land Use Classification Change from Residential Medium Density to Commercial** – Change of land use classification for property located on North State Street between Silver Lake and Lepore Road from Residential Medium Density to Commercial.

   This amendment has been requested by the affected property owner, in conjunction with a rezoning request, as specified in the *2008 Comprehensive Plan*.

B. **Amendment to Chapter 13 – Growth and Annexation Plan** – This amendment removes the language relating to the Cost Revenue Analysis. The Cost Revenue Analysis model is dated and the value of the model is unclear. Staff is prepared to do a more general analysis of the financial benefits of annexation requests without use of a formal model.

Recommendation of the Planning Commission: Following a public hearing on the proposed Comprehensive Plan Amendments on March 16, 2015 during which two members of the public spoke with regard to the matter, the Planning Commission approved the following motions (full deliberation can be found in the attached excerpt of *DRAFT* minutes of the March 16, 2015 Planning Commission meeting.):

A. *Mr. Cregar moved to deny MI-15-01A Consideration of Amendment to Map 12-1: Land Development Plan Map for the reasons that he stated earlier and there's no compelling reason to amend this residential zone to commercial at this time, seconded by Mr. Holden and the motion to deny was approved by roll call vote 6-1 with Dr. Jones and Colonel Welsh absent.*

B. *Mr. Cregar moved to recommend approval to Council for MI-15-01B Consideration of Amendment to Chapter 13 – Growth and Annexation of the Comprehensive Plan with the considerations that were discussed about an alternative, seconded by Ms. Still and the motion to recommend approval to Council was approved by roll call vote 7-0 with Dr Jones and Colonel Welsh absent.*

In accordance with the recommendation made by the Planning Commission, staff added language to the revised Chapter 13 – Growth and Annexation to reflect that within Category 2 Annexation Areas, the Planning Office will work with other departments to provide an estimate of revenue associated with annexation applications as well as a summary of associated costs. This language is found in bold, blue italics font on page 172 of the attached revised Chapter 13.

Ordinance Number: #2015-01

File Number: MI-15-01

Project Background:

The *2008 Comprehensive Plan* was adopted by City Council on February 9, 2008, and subsequently amended on November 23, 2009, (in conjunction with the 2009 Comprehensive Rezoning Project), amended on March 14, 2011, amended on April 11, 2011, amended on March 12, 2012, and amended on March 10, 2014. As adopted, the *2008 Comprehensive Plan* sets forth a process by which the *Comprehensive Plan* can be amended on an annual basis. Amendments to the *Comprehensive Plan* can be initiated by staff or requested by members of the public. For amendments to the *Comprehensive Plan* that involve rezoning of property, the requests are processed concurrently.

The process to amend the *Comprehensive Plan* is detailed in the *2008 Comprehensive Plan*, Chapter 15: Implementation, specifically on pages 183 and 184 of the Plan. This process involves review of the proposed amendments through PLUS (Preliminary Land Use Services). These Comprehensive Plan Amendments 2015 were submitted to PLUS review for the January 28, 2015 PLUS review meeting. PLUS comments will be forthcoming.

The proposed amendments are detailed below and represented in the attachments.

A. Amendment to Map 12-1: Land Development Plan Map – Request for Land Use Classification Change from Residential Medium Density to Commercial

This proposed amendment is an applicant-initiated amendment, where one property owner is requesting a change to the Land Use Classification for property located on the east side of North State Street, between the Silver Lake bridge and Lepore Road. The request is that Land Use Classification be changed from Residential Medium Density to Commercial as depicted on Map 12-1: Land Development Plan. This request is associated with the rezoning application for the same property, identified as Z-15-01 Lands 801 Gold Cost LLC at 801 North State Street.

According to the applicant:

> 801 Gold Coast LLC formally petitions for an amendment to the Comprehensive Plan for Tax Parcel: ED-05-068.09-01-13.00-000; Property Address is 801 North State Street, Dover DE 19904, and change in zoning from RG-3 to C-2A. The parcel was acquired in October of 2013. This parcel abuts C-2A zoning to the West (Compass Point) and to the North (C&M Custom Homes). To the East is RG-3 (Overlook at Silver Lake), and the South is Silver Lake. Owner initially reviewed the viability of using present zoning and use with City of Dover Planning Staff. Considerable effort and studies were completed to evaluate developing property under present zoning as Group Housing with Senior Citizen housing under PND option. It was determined that the project was not viable. The proposed C-2A Zoning would be compatible with the property to the West and North of the Parcel and general area development. The existing infrastructure (sewer, water, roadways, etc.) will support the proposed zoning. C-2A zoning would allow for a mix use including a blend of commercial and residential in harmony with surrounding community. The property has special features and unique qualities that C-2A zoning will afford us the ability to develop the property as a showcase on the quality of life afforded by living in the City of Dover.

Regarding Commercial uses, in Chapter 12 – Land Development Plan, page 151 and 153, the *2008 Comprehensive Plan* states the following:

> ***Assumptions:*** *Commercial Land Uses*
> 1. Dover will continue to be the dominant commercial center within the central Delmarva region.
>
> 2. Ease of access to commercial establishments is highly desirable within urban environments.
>
> 3. Jobs and commerce in the retail, wholesale, and service sectors are an important part of Dover's economic vitality.
>
> 4. Well designed, aesthetically pleasing commercial centers and corridors contribute to the City's overall image and the positive feeling of its residents.
>
> **Neighborhood Commercial**
> The Plan identifies areas for continued neighborhood commercial use to meet the convenience retail need of existing and future residential areas.

B. <u>Amendment to Chapter 13 – Growth and Annexation Plan</u>

This amendment removes the language relating to the Cost Revenue Analysis on page 171 and 172. Currently, the Comprehensive Plan requires that a detailed Cost Revenue Analysis model be run for annexations within the Category 2 Annexation Area. This Cost Revenue Analysis model is dated and the value of the model is unclear. Staff is prepared to do a more general analysis of the financial benefits of annexation requests without use of a formal model.

These Amendments to the Comprehensive Plan are subject to public hearing before the Planning Commission which makes a recommendation to City Council. Planning Commission may act separately on each amendment in their recommendation to City Council.

<u>Recommendations of the Planning Staff and Planning Commission:</u> The following reflects the Planning Staff and Planning Commission recommendations in regards to the Comprehensive Plan Amendments 2015.

A. <u>Amendment to Map 12-1: Land Development Plan Map – Request for Land Use Classification Change from Residential Medium Density to Commercial</u>

Based on the assumptions and the description of Neighborhood Commercial uses in the *2008 Comprehensive Plan*, as well as analysis of the surrounding land uses, staff concluded that the request for a map change in this area from a Land Use Classification of Residential Medium Density to Commercial appears to be consistent with the development of the area and the goals of the *Comprehensive Plan*. The staff's report to the Planning Commission reflected support for the change to a Land Use Classification of Commercial for this property

at 801 North State Street. Staff's recommendation was made prior to the opportunity for public comment on the request.

The Planning Commission deliberation on the proposed amendment to the Land Development Plan differed from the staff recommendation. Mr. Cregar expressed the following concerns:

- The City is actively engaged in efforts to re-energize downtown Dover through the Downtown Development District program. In support of this, the Planning Commission recently denied a Conditional Use application for a church to located in a former retail tenant space on South Governors Avenue.
- Approving this request would create another commercial pocket 1.3 miles north from the center of Dover's Downtown Development District, creating further competition with efforts to revitalize downtown.
- There are already properties that can be developed for commercial use without requiring an amendment to the Comprehensive Plan or the Zoning Map.
- There is no compelling reason to amend the Comprehensive Plan as requested by the applicant.

One member of the public, a resident of the neighboring residential neighborhood (Overlook on Silver Lake) also expressed concern with the subject request to amend the Land Development Plan. The owner of the subject property spoke in favor of the requested amendment to the Land Development Plan.

Following the public hearing and deliberation by the Planning Commission, the following motion was approved for the reasons stated by members of the Commission:

Mr. Cregar moved to deny MI-15-01A Consideration of Amendment to Map 12-1: Land Development Plan Map for the reasons that he stated earlier and there's no compelling reason to amend this residential zone to commercial at this time, seconded by Mr. Holden and the motion to deny was approved by roll call vote 6-1 with Dr. Jones and Colonel Welsh absent. Mr. Holden voting yes, due to his previous comments. Mr. Cregar voting yes, in accordance with his previous comments. Mr. Holt voting yes, due to previously stated comments. Mr. Baldwin voting yes, based on the last meeting held where they had such a strong drive to maintain the Downtown Dover area and he agrees that they need to focus on that area. Ms. Still voting yes, in concurrence with all previous comments. Mr. Ambruso voting no, predicated on his thoughts and expressions stated earlier. Mr. Tolbert voting yes, stating that it's a problematic issue and he sees valid comments on each side of the issue. He knows that there are problems in The Overlook development and they are already surrounded by commercial establishments.

B. Amendment to Chapter 13 – Growth and Annexation Plan

The proposal to amend Chapter 13 – Growth and Annexation Plan was put forward by the Planning staff. Staff 's recommendation reflected support for the proposed amendment.

Staff's recommendation was made prior to the opportunity for public comment on the request.

Mr. Holden expressed understanding of the desire to remove the requirement to utilize the complex Cost Revenue Analysis model; however, he suggested that language be added that ensures that staff perform an analysis of the anticipated revenues and costs associated with an annexation request in a less complex manner than the existing model.

No members of the public spoke with regard to the proposed amendment to Chapter 13 – Growth and Annexation Plan. Following the public hearing and deliberation by the Planning Commission, the following motion was approved for the reasons stated by members of the Commission:

Mr. Cregar moved to recommend approval to Council for MI-15-01B Consideration of Amendment to Chapter 13 – Growth and Annexation of the Comprehensive Plan with the considerations that were discussed about an alternative, seconded by Ms. Still and the motion to recommend approval to Council was approved by roll call vote 7-0 with Dr Jones and Colonel Welsh absent. Mr. Holden voting yes, for reasons previously stated. Mr. Cregar voting yes, for reasons previously stated. Mr. Holt voting yes, for all the reasons explained to him by Mr. Cregar. Mr. Baldwin voting yes, based on the before mentioned statements. Ms. Still voting yes, based on all previous statements. Mr. Ambruso voting yes, based on all previous statements. Mr. Tolbert voting yes, in concurrence with the comments explained by Mr. Holden.

Excerpt from DRAFT Minutes of the March 16, 2015 Planning Commission Meeting:

2) MI-15-01 Comprehensive Plan Amendment 2015 – Public Hearing and Review for Recommendation to City Council regarding a series of Amendments to the *2008 Comprehensive Plan*, as amended. The Amendments include consideration of the following: a request for amendment of Map 12-1: Land Development Plan to revise the Land Use Classification of a property as associated with rezoning application Z-15-01 and amendments to the text of Chapter 13 – Growth and Annexation Plan for *Comprehensive Plan*. Ordinance #2015-01.

A. Consideration of Amendment to Map 12-1: Land Development Plan Map – Request for a parcel located on the east side of North State Street between the Silver Lake bridge and Lepore Road to revise the Land Use Classification from Residential Medium Density to Commercial on Map 12-1: Land Development Plan Map. Property Address: 801 North State Street. This is associated with rezoning application Z-15-01.

B. Consideration of Amendment to Chapter 13 – Growth and Annexation Plan – Amendment to Chapter 13 – Growth and Annexation of the *Comprehensive Plan* to amend the text to delete the Cost Revenue Analysis Model and the delete the requirement for its use as a means of reviewing annexation proposals within the Category 2 Annexation Areas.

Representatives: None

Mrs. Townshend stated that this is two (2) amendments to the *Comprehensive Plan*. One is an amendment to Map 12-1: Land Development Plan Map. This is a request for a parcel located on the east side of North State Street between Lepore Road and the Silver Lake bridge to change the land-use classification from Residential Medium Density to Commercial. The property affected is 801 North State Street. This is associated with the Rezoning application that is next on the agenda. When you look at the surrounding properties, the property to the rear of the subject property is zoned RG-3 and is Medium Density Residential but when you look at the other properties that front along the North State Street area, they are principally commercial properties. This change would be consistent with those commercial properties. The other piece of the *Comprehensive Plan* amendment is an amendment to Chapter 13 – Growth and Annexation Plan. What that would do is eliminate the requirement to use the Cost Revenue Analysis Model that was developed in 2004 when they reviewed annexation proposals. That is a very complex model that requires routine and regular updating. They had almost no annexation applications for a number of years and the model became very much out of date. In addition, when they did use the model the largest annexation that they used the model to look at was what ended up becoming the Dover High School property. When they evaluated the annexation of that property they were looking at the tax revenue and utility revenue associated with approximately three hundred (300) dwelling units and now they have a property that is tax exempt and the utility usage is much different. For the amount of effort and expense that it takes to maintain the model, they believe that they can do a basic analysis that is less complex and might even yield better results. They wanted to take the language out but not take out the idea that they would do analysis of the cost and revenues associated with annexations. The *Comprehensive Plan* amendment is open as a public hearing.

Mr. Cregar stated that he had some concerns and comments to address with the Commission. As he has thought about this proposed change, he feels very committed to his position on this application. He recognizes that an argument can be made to amend the Land Development Plan Map from Medium Density Residential to Commercial; however, he believes that there is an equally logical argument to not to change this designation. The City of Dover is actively engaged in an effort to re-energize its Downtown Area with the Downtown Development District. There has been considerable time, effort and money directed to this cause. They have sat in their Quarterly Workshops and been updated on the progress of these efforts. There's a pool of money established for qualifying construction projects, State Historic Preservation Tax Credits available, City of Dover incentives which include licensing fee waivers, transfer tax abatements, permit fee waivers, impact fee waivers and others. The Kent County government has offered incentives along with Downtown Dover Partnership. All of this is in an effort and commitment to move this Development District forward. Yet tonight they sit here and are looking at the possibility of creating another commercial pocket just 1.3 miles north of the center of this Downtown Development District. Why would we approve such a change that provides further competition to our efforts to attract residential and commercial to the Downtown District? There are a number of properties already zoned Commercial that are available for development and re-development purposes which do not require such a change to our *Comprehensive Plan Map*. It would be his hope that those interested in commercial and residential development would be encouraged to look at some of the Downtown Development opportunity sites that are available. What he is asking for is not easy. In January, the Commission heard a Conditional Use application to permit a church in a once retail operation. As difficult as that decision was, the Planning Commission heard the voice of the merchants to give the Downtown District time to allow the efforts to take hold. They voted to support the on-going efforts in that Downtown District. What he is asking is that they continue to support that District by not creating another commercial pocket just up the street. Additionally, it seems to him that there is an assumption

that the current residential classification and zoning will not provide for the orderly development of this property. He does not subscribe to that belief. The efforts in the Downtown District will take time but there is no compelling reason to amend the *Comprehensive Plan* at this time. He is willing to wait; he is willing to give the District time before they create further competition. For these reasons, he is not going to support the changes in this Amendment to the Map.

Mr. Ambruso stated that he wanted to point out that Mr. Cregar, what he has offered this evening is food for thought. Sitting here as a member of this Commission, he can't recall any time where they involved theirselves because of a financial hardship that a decision could possibly bring about a competitor. He doesn't think that they have ever taken into consideration that just because there is a business located in one area then they are not going to grant somebody access to a particular facility because there is already one in a different area. That doesn't help the free enterprise system. Responding to Mr. Ambruso, Mr. Cregar stated that they continue to shoot themselves in the foot; there's no compelling reason to create another commercial zone when there are existing commercial zones that are already in existence that are underdeveloped today.

Mr. Ambruso stated that it's their responsibility to either say yes or no if something falls within parameters of what this body is supposed to enforce. He doesn't really think that they should take into consideration the financial implications, that's up to the individual investors; the people who are taking the risks. Responding to Mr. Ambruso, Mr. Cregar stated that it is their responsibility to look at the Land-Use Map and determine whether or not this proposed use is something that they want to address in changing the map; they don't have to change the map.

Mr. Ambruso stated that no they don't have to change the map but they have someone who is asking them to change the map and who is willing to invest his/her money, not any of ours into a project to contribute to the well-being of Dover.

Mr. Holden stated that he has heard two (2) different arguments and he finds some pieces in both that strike true to him. He leans more towards Mr. Cregar's stance in that why convert what's Medium Density Residential adjacent to a very successful Medium Density Residential neighborhood? What is the driver and what is the driver to change the course that the City has chosen with the *Comprehensive Plan* to chart for the City? It's not a choice against a competitor or to allow economic advantage to another. This is the path that the City has chosen in how the land should be developed. Do we want to change the nature of what more of the lakefront looks like? Do we want to say that it shouldn't be Medium Density Residential just because somebody would like to develop it under another use? Those are all valid questions to ask. He personally thinks that it has great opportunity; it hasn't been turned into Medium Density Residential not for lack of opportunity but for the house was occupied for long term time. He doesn't know that it doesn't have a future as a very vibrant and economically supportive of the City Medium Residential neighborhood. It might be a good commercial venture; does that do well for the City? He thinks that have to lend some credence to the *Comprehensive Plan* and why it was predicated and there has to be good reason to change that course that has been charted.

Mr. Tolbert opened a public hearing.

Mrs. Holly Pfeifer – 112 Overlook Place Dover DE 19901

Mrs. Pfeifer lives at the property adjacent to the property up for discussion. She sees no reason to change it from residential. It's adjacent to their community; it affects their community. Like what was said before, she doesn't see that there's any reason to change the look of the lakefront. The other concern they have for their community is that if you go commercial adjacent

to it, would they be required to do some sort of screening like what was mentioned during the previous application heard tonight? To make sure that foot traffic can't come through and driving traffic can't come through. They are a U shaped community and if you allow cars to come in from State Street, they will cut through to get to Lepore Road or to get out to Route 13.

Mr. L D Shank – 801 Gold Coast, LLC at 801 North State Street Dover DE 19901

Mr. Shank stated that he is the managing general partner of 801 Gold Coast, LLC; the applicant on the request coming up. He is not here to practice, he has given a lot of thought to this thing and it's an economic driver that he chose to invest in. He talked to most of the people in The Overlook; they have been cordial. They have some very legitimate concerns. Mr. Cregar also has some very legitimate concerns but everybody in this country has the right to go bankrupt. All he was thinking was that this piece of property could probably generate somewhere between $4-7 million of a tax ratable. He thought that was the kind of driver that would inspire somebody, not necessarily him; he is not that kind of developer. What he is trying to do is bring this thing to the marketplace; and let the marketplace decide what's going to happen. He thinks everybody knows by his track record that he is a firm believer in Downtown Dover. He has invested significant amounts of money preserving things on The Green and things on Governors Avenue and he is going to do the same thing here if he has something to do with it.

Mr. Tolbert closed the public hearing.

Mrs. Townshend stated that since there are two (2) specific amendments, in the past the Commission has taken them one at a time and then a motion for each. Staff would then forward it to Council in that same way.

Mr. Cregar moved to deny MI-15-01A Consideration of Amendment to Map 12-1: Land Development Plan Map for the reasons that he stated earlier and there's no compelling reason to amend this residential zone to commercial at this time, seconded by Mr. Holden and the motion to deny was approved by roll call vote 6-1 with Dr. Jones and Colonel Welsh absent. Mr. Holden voting yes, due to his previous comments. Mr. Cregar voting yes, in accordance with his previous comments. Mr. Holt voting yes, due to previously stated comments. Mr. Baldwin voting yes, based on the last meeting held where they had such a strong drive to maintain the Downtown Dover area and he agrees that they need to focus on that area. Ms. Still voting yes, in concurrence with all previous comments. Mr. Ambruso voting no, predicated on his thoughts and expressions stated earlier. Mr. Tolbert voting yes, stating that it's a problematic issue and he sees valid comments on each side of the issue. He knows that there are problems in The Overlook development and they are already surrounded by commercial establishments.

Mr. Holden stated that he understood that the deletion of Cost Revenue Analysis Model. It is a very comprehensive, costly, and time intensive to keep up. Do they have an alternative other than "they will look at something?" He is concerned that they will do away with it; it goes by the way side and there's nothing done. Responding to Mr. Holden, Mrs. Townshend stated that in absence of the model; Staff would look at based on the zoning what they would expect the tax revenue on a piece of property to be. What would they expect based on how they think at that point it's going to be developed? What would they expect the impact fee and utility revenue to be and then cost accordingly? It would be similar to what they would have done previously but less technical and less cumbersome.

Mr. Holden questioned if the Chapter needed to be amended to add that language in? He has full faith that that's what would happen tomorrow but what would happen in a year from now when they don't have the same people at the same desks? He thinks it's a very valid thing to

approach and he doesn't want to lose it. Responding to Mr. Holden, Mrs. Townshend stated that she will add language and send it out to the Planning Commission for their information and then make sure that it gets into the Council Report.

Mr. Cregar stated that it just becomes a pending matter in that regard. Responding to Mr. Cregar, Mr. Holden stated that there could be an alternative described to include it.

Mr. Cregar moved to recommend approval to Council for MI-15-01B Consideration of Amendment to Chapter 13 – Growth and Annexation of the Comprehensive Plan with the considerations that were discussed about an alternative, seconded by Ms. Still and the motion to recommend approval to Council was approved by roll call vote 7-0 with Dr Jones and Colonel Welsh absent. Mr. Holden voting yes, for reasons previously stated. Mr. Cregar voting yes, for reasons previously stated. Mr. Holt voting yes, for all the reasons explained to him by Mr. Cregar. Mr. Baldwin voting yes, based on the before mentioned statements. Ms. Still voting yes, based on all previous statements. Mr. Ambruso voting yes, based on all previous statements. Mr. Tolbert voting yes, in concurrence with the comments explained by Mr. Holden.

Attachments: DAC Agency Comments
PLUS Comments
Requested Land Development Plan Amendment Exhibit
Revised Land Development Plan Map
Proposed Amended Chapter 13 – Growth and Annexation Plan

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: 01/28/15

CITY OF DOVER FIRE MARSHAL

APPLICATION: Comprehensive Plan Amendments 2015

FILE #: MI-15-01 REVIEWING AGENCY: City of Dover, Office of the Fire Marshal

CONTACT PERSON: Jason Osika 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:

CITY AND STATE CODE REQUIREMENTS:

1. N/A

ADDITIONAL / SPECIFIC REQUIREMENTS TO OBTAIN APPROVAL:

1. No objection to item A or B
2. When site development occurs additional requirements may be required

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: JANUARY 28, 2015

CITY OF DOVER
Electric &
Public Works
Departments

APPLICATION: **COMPREHENSIVE PLAN AMENDMENTS 2015**

FILE #: **MI-15-01**

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

CONTACT PERSON: **Aren Wright - 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 / WATER / WASTEWATER / STORMWATER / SANITATION / STREETS / 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: January 28, 2015

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APPLICATION: Comprehensive Plan Amendments
FILE#: MI-15-01 REVIEWING AGENCY: DelDOT

CONTACT PERSON: Julio F. Seneus PHONE#: 760-2145

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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 comments.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

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.

KENT CONSERVATION DISTRICT
800 BAY ROAD SUITE 2 • DOVER, DELAWARE • 19901 (302) 741-2600 EXT. 3 • FAX (302) 741-0347

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY
February 2015

APPLICATION: *Comprehensive Plan Amendments 2015 Map 12-1:1 and Chapter 13*

FILE #: MI-15-01

REVIEWING AGENCY: *Kent Conservation District*

CONTACT PERSON: *David C. Cahill* **PHONE #:** *741-2600 ext.3*

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:

Source: 2014 Delaware Sediment and Stormwater Regulations

CITY AND STATE CODE REQUIREMENTS:

1. *Kent Conservation District has no objection to the amendment change and chapter change proposed for the above referenced projects.*

ADVISORY COMMENTS TO THE APPLICANT:
The Following comments are advisory and apply to the development of a detailed site plan for this project.

1. *A detailed Sediment and Stormwater Management Plan must be approved by our office prior to any land disturbing activity (i.e. clearing, grading, filling, etc.) over 5000 square feet.*

STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF STATE PLANNING COORDINATION

February 23, 2015

Ms. Ann Marie Townshend
City of Dover
15 Loockerman Plaza
P.O. Box 475
Dover, DE 19903

RE: PLUS review 2015-01-06, City of Dover Comprehensive Plan Amendment

Dear Ann Marie,

Thank you for meeting with State agency planers on January 28, 2015 to discuss the proposed comprehensive Plan Amendment for the City of Dover. This amendment includes changes relating to land use classification for specific parcels located on North State Street between Silver Lake and Lepore Road, and an amendment to the text in the Growth And Annexation Plan to remove the requirement for the use of the cost-benefit analysis tool.

Please note that changes to the plan, other than those suggested in this letter, could result in additional comments from the State. Additionally, these comments reflect only issues that are the responsibility of the agencies represented at the meeting.

Recommendations: Our office strongly recommends that the Town consider these recommendations from the various State agencies as you review your plan for final approval.

This office has received the following comments from State agencies:

Office of State Planning Coordination – Contact David Edgell 739-3090

- The proposed amendment to the future land use plan in the vicinity of N. State Street and Silver Lake from residential to commercial is located in Investment Level 1 according to the *Strategies for State Policies and Spending.* Our office has no objections to redevelopment and new development in Investment Level 1 areas. In addition, our office has no objections to the proposed text amendment to the Growth and Annexation chapter. However, we still encourage the City to carefully evaluate the costs and benefits of potential annexations.

State Historic Preservation Office – Contact Terrence Burns 736-7404

- There is a historic house on this parcel, which we have not yet surveyed, and we would like the opportunity to take photos and document information about it. Furthermore, prior to any demolition or ground-disturbing activities, the land or property owner may want to

hire an archaeological consultant to examine the parcel for any potential archaeological site or archaeological resources, such as cemetery, burial site, or unmarked human remains.

- Furthermore, if there is any federal involvement with the project, in the form of licenses, permits, or funds, the federal agency, often through its client, is responsible for complying with Section 106 of the National Historic Preservation Act (36 CFR 800) and must consider their project's effects on any known or potential cultural or historic resources. Owners and developers who may plan to apply for an Army Corps of Engineers permit or for federal funding, such as HUD or USDA grants, should be aware of the National Historic Preservation Act of 1966 (as amended). Regulations promulgated for Section 106 of this Act stipulate that no ground-disturbing or demolition activities should take place before the Corps or other involved federal agency determines the area of potential effect of the project undertaking. These stipulations are in place to allow for comment from the public, the Delaware State Historic Preservation Office, and the Advisory Council for Historic Preservation about the project's effects on historic properties. Furthermore, any preconstruction activities without adherence to these stipulations may jeopardize the issuance of any permit or funds. If you need further information or additional details pertaining to the Section 106 process and the Advisory Council's role, please review the Advisory Council's website at www.achp.gov.

Department of Transportation – Contact Bill Brockenbrough 760-2109

- We understand the City's reasoning in seeking to remove from their Plan the requirement for use of a Cost-Revenue Analysis Model. However, it still seems appropriate for the City to consider the relative costs and benefits of annexing a property in determining whether to do so. We recommend that language to that effect be added in place of the requirement for use of the model.

Once a decision has been reached on this proposed comprehensive plan amendment, please forward a copy of the plan amendment to the Office of State Planning Coordination for our records. The plan amendment must include a revised version of any maps that were updated as well as any text that was approved in amending the comprehensive plan.

Thank you for the opportunity to review this Comprehensive Plan amendment. If you have any questions, please contact me at 302-739-3090.

Sincerely,

Constance C. Holland

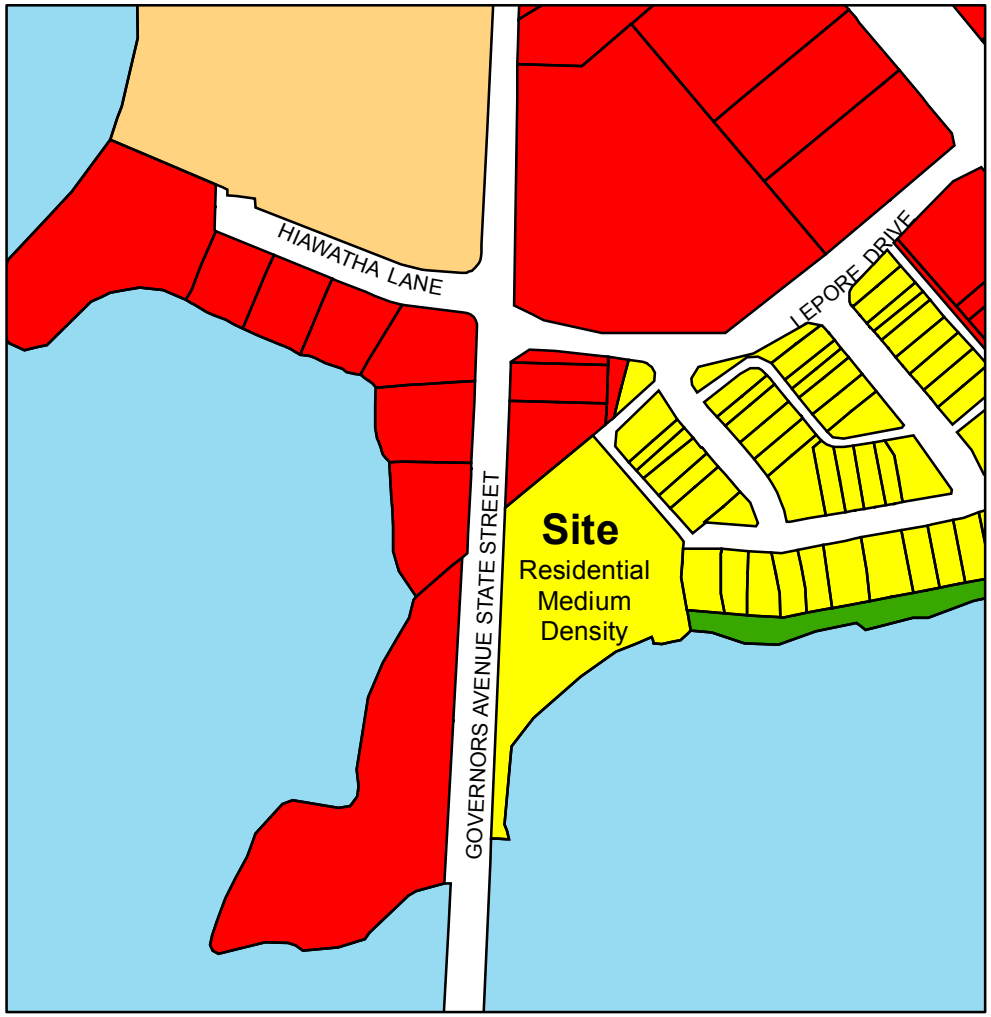
Constance C. Holland, AICP
Director, Office of State Planning Coordination

City of Dover

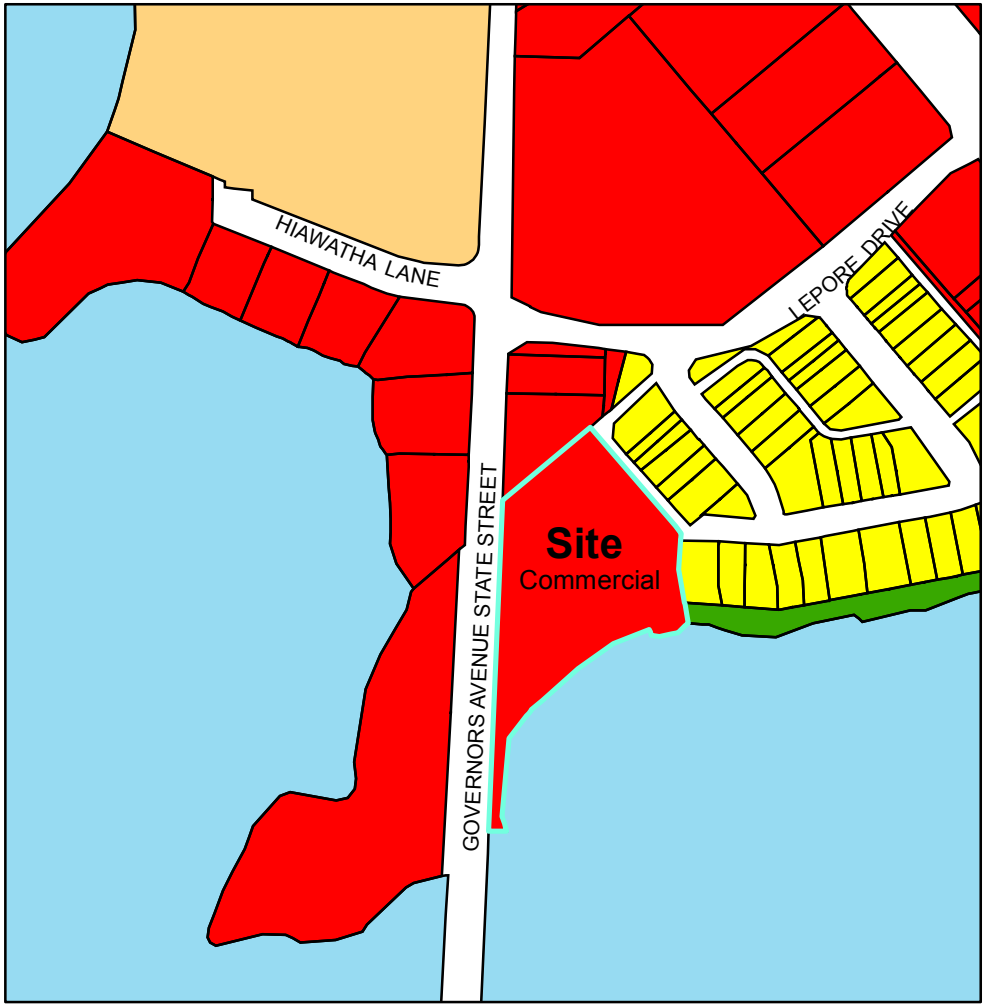
Department of Planning & Inspections

2015 Comprehensive Plan Amendment

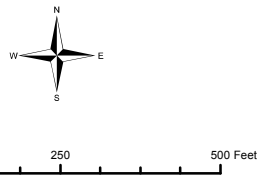
Current Designation



Proposed Designation



Plan Title: 801 North State Street
Location: 801 North State Street
Plan Type: Comprehensive Plan Amendment
Tax Parcel: ED05-068.09-01-13.00
Current Land Use: Residential Medium Density
Proposed Land Use: Commercial
Owners: 801 Gold Coast LLC
Date: 12/30/2014



Legend

- Dover Boundary
- Dover Parcels

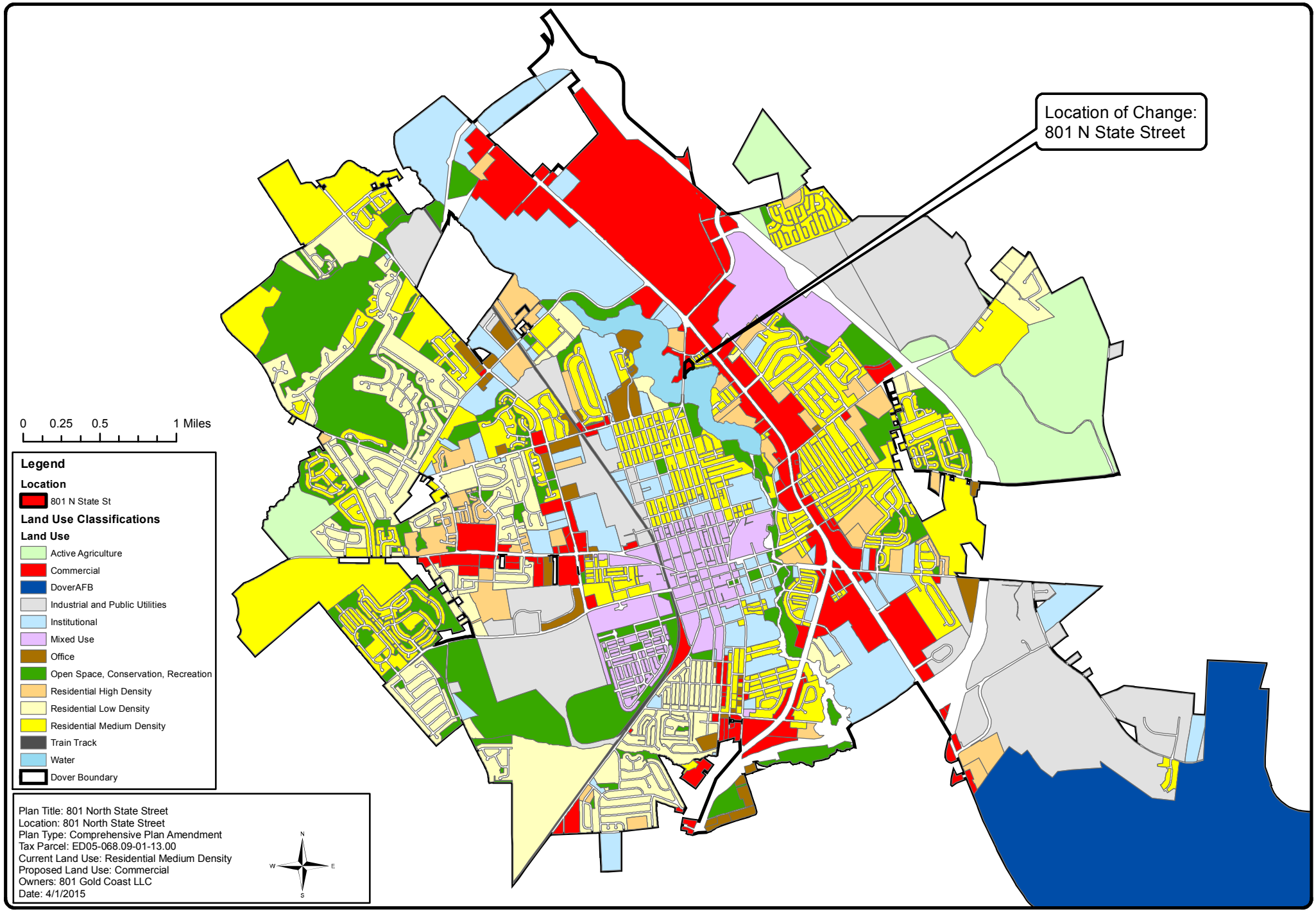
Land Use Classifications

- Active Agriculture
- Commercial
- DoverAFB
- Industrial and Public Utilities
- Institutional
- Mixed Use
- Office
- Open Space, Conservation, Recreation
- Residential High Density
- Residential Low Density
- Residential Medium Density
- Train Track
- Water

City of Dover

Department of Planning & Inspections

Map 12-1: Land Development Plan (Amended 4/13/2015)



CHAPTER 13

GROWTH AND ANNEXATION PLAN

Part I – Growth and Annexation Background

Dover has a history of growth through annexation. One of the most outspoken advocates of annexation was the late Mayor Crawford Carroll. Under his guidance and leadership, Dover's land area grew in size from 8,267 acres in 1969 to 12,287 acres in 1971 through annexation. Mayor Carroll understood the wisdom of annexing lands surrounding the City that were under development pressure and, during this period, the City had a policy of not providing services unless the property was annexed into the City. Over time, these lands developed into bustling commercial, industrial, institutional, and residential areas that provided Dover with the tax base needed to continue to offer the high quality public services which are the trademark of the City.

Since Mayor Carroll's time, the City has continued to grow through annexation at a more modest pace. By 1996, the City's land area was approximately 14,400 acres, and between 1996 and 2003, only a few parcels consisting of approximately 59 acres were annexed. Since 2003, the City's land base expanded more substantially, by a total of 596 acres. A number of the more recent annexations were enclaves that were mostly surrounded by other lands in the City; however, there were several large areas of expansion, particularly the south side of State Route 8 west to Artis Drive, as well as the Bush Farm north of Denneys Road.

Dover is now at a time when rounding out the boundary and filling in the holes are the priorities for annexation. Annexation of enclaves is important, as these "holes" within the City often benefit from City services without the opportunity to participate in the local government that provides those services, or fulfilling the obligation to pay municipal taxes. Additionally, these enclaves often cause confusion to service providers, including emergency services, in that it is often unclear whose jurisdiction the parcels belong.

This plan represents an evaluation and restatement of Dover's annexation policies, and a new set of annexation objectives that are consistent with Delaware law, the Governor's Livable Delaware initiatives, the *State Strategies for Policies and Spending*, and the plans of adjacent municipalities and Kent County. The following sections will discuss the above-mentioned plans, and how this Growth and Annexation Plan has been coordinated with them.

General Policy Statement

Annexation is the systematic expansion of the City's corporate boundaries into an unincorporated area. The process for annexation is detailed both in the City's charter and within Title 22, Chapter 1, Section 101, Delaware Code.

With annexation properties gain access to municipal services and property owners gain political voice within the City government that is providing them with City services and utilities. Without timely and properly planned annexations, developing local jurisdictions would be burdened with tax inequities, municipal service inefficiencies, political fragmentation, and disorderly growth patterns.

People residing adjacent a local boundary often enjoy many of the services of the municipality without providing monies to support the cost of the services such as parks, recreation programs, libraries, police and fire, as well as other essential services provided by incorporated jurisdictions. Some problems that result from fragmentation of boundaries include the fact that cities and towns cannot properly plan or address orderly growth, transportation issues, environmental issues including, but not limited to, pollution control, sewer districts, water services, and school districts.

Benefits of Annexation

- Orderly Growth – Presents a true reflection of existing social, economic and cultural components of the local jurisdiction.
- Unified Community – Prevents fragmentation of government authority and duplication of services.
- Transportation Issues – Roads, sidewalks, mass transportation and bike paths are more easily addressed within an incorporated area.
- Unified Political Representation – Citizens may participate in the local government jurisdiction which is providing them with City services.
- Access to Full Range of Municipal Services – Properties that are annexed become eligible for the full range of City services provided by the municipality, such as street sweeping, trash removal, street lighting and the like.

Coordination with Relevant Planning Documents and Efforts

Strategies for State Policies and Spending

The *Strategies for State Policies and Spending* sets forth the State's policy on land use and development. The *Strategies* document and associated maps (originally approved in 1999) were updated and approved with Governor Ruth Ann Minner's signature on September 23, 2004. The *Strategies for State Policies and Spending* identifies land as Level 1 through 4, indicating the appropriateness of development. These levels differ from the Categories identified on the Dover Potential Annexation Areas Map.

One of the core principles guiding Livable Delaware is to direct urban development to occur in and adjacent to existing towns and developed areas. The *Strategies* Map 14-1 designates the majority of the land within the City of Dover boundaries as Level 1, described as higher density development, a variety of transportation options, mixed uses and a sense of place with a common identity. The State policy will be to encourage redevelopment and reinvestment along with providing services to the community. The Level 1 areas have the highest priority for State investment and spending. The *Strategies* indicate that the State will invest in infrastructure, public facilities, and employment and social services in these areas.

With the small exception of lands that have significant environmental or policy impediments to development, the balance of the land within the City is designated as Level 2. These are described as less developed areas either near larger communities or as independent small towns and rural villages, but all with services. The State's intent for properties within these areas is to "…use spending and management tools to promote well designed development…(that) provides

for a variety of housing types, user-friendly transportation systems and provides essential open spaces and recreational facilities, other public facilities, and services to promote a sense of community."

There are few Level 3 areas within the City and they generally are on the upper reaches of the St. Jones River or the Mudstone Branch, and the agricultural lands east of State Route 1. These lands in the City of Dover context are described as being "…adjacent to or intermingled with fast growing areas..." identified as Level 1 or 2. The State intends that while these lands may be developed, there are issues of timing, phasing, site characteristics or State agency programs that may make the development inappropriate in the short term. The investments encouraged by the State are for "… agricultural preservation, natural resource protection, (and) parks and open space…" The State will maintain the existing infrastructure, while supporting local growth management efforts.

A few parcels or areas are identified as "out-of-play" by the state. These are the waterways of the St. Jones, the Mudstone Branch, the two agricultural parcels whose owners have sold their development rights to the state, and the Dover Air Force Base. These are identified as "…not at all available for development or redevelopment…"

There are no Level 4 areas within the City, but a portion of the Growth Area is identified as such. Level 4 properties are identified as predominantly agricultural and agriculture related or naturals areas, parks and preserves. As documented in *Strategies for State Policies and Spending Update-2004*, "It is the state's intent to discourage additional development in Investment Level 4 areas unrelated to the area's need."

In looking at the City's Growth and Annexation Plan, the areas identified for annexation during the five-year horizon are largely consistent with the Level 1, 2 and 3 areas. The exceptions to this include the Papan Farm east of Wyoming Mill Road, which recently came out of an Agricultural Preservation District, which is reflected as Level 3 and Level 4, and a portion of the lands along Artis Drive west of the City which are Level 4.

In addition, the lands owned by Dover International Speedway (and immediately surrounding these lands), immediately north and south of Leipsic Road, are located within the Level 4 area. If any development is planned in this area, it will be subject to a master plan developed in cooperation with the property owner, the State of Delaware, and the City of Dover.

Kent County Comprehensive Plan

The City also reviewed the Growth Zone identified in the Kent County Comprehensive Plan[1] in developing its Growth and Annexation Plan. With the exception of the lands identified above in the area of Artis Drive, lands identified within the Growth and Annexation Plan are largely consistent with the Kent County Growth Zone. The Kent County Comprehensive Plan is supportive of growth in and around municipalities. The City will continue to coordinate development efforts with Kent County in areas of mutual concern and will work with the County to ensure development along the shared boundary remains consistent.

[1] Kent County adopted its County Comprehensive Plan on October 7, 2008.

Camden and Wyoming

Camden and Wyoming are the only two municipalities that are close to or adjacent to the boundaries of the City of Dover. The Town of Camden adopted its 2007 Comprehensive Plan in May 2008, and the Town of Wyoming is in the process of updating its plan.

The Town of Camden 2007 Comprehensive Plan, does not include any potential annexation areas that approach the Dover area. The annexations anticipated by Camden are to the south and west of the town, infill parcels or enclaves.

Wyoming's most recent plan was adopted in January 2004 and includes an annexation component. The town is currently in the process of updating its Comprehensive Plan. City of Dover Planning staff met with the Mayor and staff from Wyoming to discuss areas of common interest. The three areas of common interest in annexation are the lands south of Webbs Lane and east of New Burton Road, the Papan Farm east of Wyoming Mill Road, and the Papan Farm parcels west of Wyoming Mill Road. In response to concerns raised by the Town of Wyoming, the City removed the Papan Farm parcels west of Wyoming Mill Road from the Category 3 Annexation Area, but still shows them as an Area of Concern on Map 13-1.

The City of Dover and the Town of Wyoming determined that both jurisdictions have a vested interest in the Papan Farm east of Wyoming Mill Road and the lands east of New Burton Road and Webbs Lane, and that both municipalities will continue to show these within their annexation areas. If, and when, a property owner requests annexation into either municipality, the municipality receiving the request will notify the other, at which time such municipality will have the opportunity to comment through the public process. Both Wyoming and Dover agree that if the West Dover Connector bisects the parcel, this road would become an appropriate southern boundary to Dover and an appropriate northern boundary to Wyoming.

The City of Dover continues to assert that Dover is in a stronger position to provide utilities, including water, sewer and electric, to these areas, along with the wide array of other City services including trash collection, street sweeping, planning support, inspection services, and code enforcement.

Part II -- Annexation Goals and Policies

Purpose

The purpose of having an annexation policy is to provide the City Council, Planning Commission, and staff a basis from which to make sound and consistent decisions regarding the growth of the City. Specific goals to support this policy include:

- Direct urban development toward the City center where more efficient and effective provision of City services is provided.
- Direct urban development away from agricultural lands, environmentally sensitive areas, and natural open spaces existing at the City's periphery.

- Avoid premature annexation of lands that could lead to development contrary to the goal of containing urban development within planned areas where the basic services of sewer, water, streets, waste management, police, fire, electricity, community facilities, schools, recreation and transportation can be provided without lowering the quality of services currently provided to the existing population.

Part III - City of Dover 2008 Annexation Plan

Lands Considered for Annexation

The City of Dover's 2008 Growth and Annexation Plan is described in this chapter and is graphically depicted on Map 13-1. **The term "Growth and Annexation Plan" refers to both the text and the map, and in practice, neither should be considered or relied upon without referencing the other.** Using the above goals as a framework, the City has identified three distinct areas of annexation potential for the City of Dover, identified as Category 1, 2, and 3. These categories are based on those developed in the *2003 Comprehensive Plan*, but they have been refined to address current circumstances.

Category 1 – High Priority Annexation Areas

These lands are show in dark green on Map 13-1. Lands in this category are primarily enclaves of unincorporated territory mostly surrounded by the City of Dover. In all or most of these cases, the City provides these parcels with one or more essential service (sewer, water, police, fire, trash). It is the intention of the City to annex these properties within the five-year planning period. The City will work with those interested in annexation and their neighbors, as well as incentivize annexation to residents of these areas. Because annexation often comes with City property taxes and costs associated with connecting to the City's water and sewer systems, the City should make efforts to incentivize annexation within Category 1 areas.

Category 1 Recommendations:

- In Category 1 areas, the City will not utilize the cost-revenue analysis model, as the parcels are primarily small parcels for which the model is not correctly calibrated. Additionally, because the Category 1 areas consist primarily of enclaves, they should be annexed regardless of the results of the model.

- The City will explore incentives for property owners within these areas to annex into the City. Incentives may include phasing in of taxes, a limited tax abatement, and/or developing a payment plan for connection fees and impact fees to the City's water and sewer system.

- The City will not extend sewer and/or water infrastructure to Category 1 areas unless the property owners annex into the City. In cases where there is an immediate need due to a failing septic system or another issue impacting the health, safety and welfare of the area residents, the City may connect the properties to utilities with the condition of annexation. This may be necessary, as the annexation process can take up to three months. Exceptions to this requirement may be made with the approval of the City

Planner and City Manager, with documentation as to why annexation is not technically or legally feasible.

Category 2 – Priority Annexation Areas (0 – 10 Years)

These lands are shown in yellow on Map 13-1. Lands in this category are on the periphery of the City, and in many cases close gaps or holes in what would appear to be the orderly limits of the City. Many of these areas help to round out City boundaries. In some cases, owners of these parcels have expressed interest in annexation. In other cases, these parcels would provide for a logical extension of City services and utilities. It is the intention of the City to consider annexing these properties within the next ten years, as properties express interest. Lands in Category 2 will be further scrutinized by using the cost-revenue analysis model.

The Category 1 and 2 lands represent the extent of the City's annexation interest within the five-year planning horizon. With the exception of the new Category 2 property along Route 8 and Artis Drive all Category 1 and 2 lands are consistent with the Kent County Comprehensive Plan.

One area of land included in the Category 2 annexation area is land owned by Dover International Speedway (and lands immediately surrounding these lands) that is located east of State Route 1, immediately north and south of Leipsic Road. Much of this land is used for RV camping associated with NASCAR racing events.

Because of its location east of State Route 1 and adjacent to active agricultural lands (some of which are in agricultural preservation districts or easements), the City is sensitive to the concerns that any development planned in this area be very carefully planned in a way that respects the natural and agricultural environment. While Dover International Speedway has no immediate plans for development in this area, they have expressed interest in possible annexation of this land into the City. As Map 13-2 Potential Land Use for Annexation Areas indicates, the appropriate zoning for this land will be determined at the time of annexation. If any of this area annexes prior to plans for development, the land will be zoned A (Agriculture Zone). If annexation is associated with a development application, a zoning district will be applied that is compatible with a master plan associated with the property to be annexed. No amendment to the Comprehensive Plan is required as long as development is proposed in accordance with a master plan developed in coordination with the property owner, the State of Delaware and the City of Dover.

Category 3 – Areas to Be Considered for Long Term Annexation (5+ years)

These lands are shown in orange on Map 13-1. These lands are generally adjacent to or near the City boundaries, but slightly beyond the parcels in Categories 1 and 2. Some of these lands are vacant, while some include existing developments that may or may not be already receiving City services at unincorporated rates. The City does not intend to annex these parcels within the five-year planning period, but rather believes it is important to begin planning for potential annexation over the long term.

The majority of the Category 3 lands are consistent with the Kent County Comprehensive Plan. Some of the Category 3 lands are within Agricultural Preservation Districts. The City does not intend to annex these lands as long as they are in preservation; however, if they come out of the

Agricultural Preservation Program and are proposed for development, the City would like to consider annexation.

Areas of Concern

Map 13-1 identifies "Areas of Concern" as areas where the City has a vested interest in the future of the areas but does not intend to annex them during the planning horizon. Most notably, these include areas east of State Route 1 and areas west of Wyoming Mill Road. The areas east of State Route 1 north of Garrison Oak are predominantly lands that were requested for inclusion in the City's annexation area by Dover International Speedway. Earlier drafts of the Potential Annexation Areas map depicted these as Category 2 Annexation Areas; however, these areas were removed from this designation following objection by the Delaware Department of Agriculture. The Areas of Concern shown west of Wyoming Mill Road are areas shown in earlier drafts as Category 3 Annexation Areas; however, these areas were removed after discussions with the Town of Wyoming during which the Town expressed their interest in annexing these areas. If developed, the City would like to be notified by the Town of Wyoming or Kent County so that the City can work with the relevant jurisdiction to ensure that land planning includes interconnections with areas that may ultimately develop in the City of Dover.

Classification of Potential Annexation Lands

Map 13-2 shows land use classifications for lands within the Category 1 and Category 2 Annexation Areas. The zoning classifications considered for each land use classification are identified in Table 12-1: Land Use and Zoning Matrix.

Map 13-2 identifies lands the following areas for medium density residential land use if annexed into the City: the Papan Farm east of Wyoming Mill Road, the Kesselring Farm south of Webbs Lane, the enclave area along Nixon Lane and Acorn Lane, and the area north of Denneys Road. The plan identifies areas to the west of the City, including Fox Hall Drive and the Artis Drive area, as low density residential land use. This designation is also recommended in the area east of State Route 1 along Fox Road (currently developed residential lots). The map identifies the large enclave area north of the Dover Mall (which is currently a mobile home park) as mixed use, as if this area were to annex and redevelop, it is an ideal opportunity for a master-planned mixed use community.

The large enclave area east of McKee Road and north of College Road has been identified as potential industrial land if annexed. This area is adjacent to other industrially zoned areas and is bisected by the railroad tracks. There is a small enclave area along McKee Road north of College Road that has been identified as Office and Office Parks. Most of the remainder enclave areas have been designated as Commercial in use if annexed.

Zoning Review for Annexations

The review of zoning for each parcel proposed for annexation should reflect a consideration of the details that may not be accommodated in a citywide Plan. That review may include:

- Proposed zoning be in compliance with the land use category shown on Map 13-2 and used in conjunction with Table 12-1: Land Use and Zoning Matrix;

- Character and compatibility of the surrounding land uses and properties;
- The street type and capacity serving the property;
- Environmental concerns and conditions that may influence land use and zoning;
- Market concerns and conditions;
- The compatibility with the overall goals of the Comprehensive Plan.

Each annexation request will be evaluated based on these criteria. Again, any request for exceptions to these criteria must be made through and subject to the approval of, the Planning Director and City Manager with documentation as to why exceptions are made and if they are technically and/or legally feasible.

~~Cost-Revenue Analysis Model~~

~~*Overview*~~

~~The City of Dover developed a model cost/revenue analysis model to apply in evaluating individual annexation requests. Conceptually, the model seeks to measure all potential fees and revenues associated with a particular annexation and all direct and indirect service costs as well as potential opportunity costs. Where appropriate, it accounts for quality of life impact factors and indicators.~~

~~The analysis model consists of a series of calculations and tables preceded by a development program for each annexation area under consideration. The development program draws physical data from existing City information, presents population and housing unit data from the US Census, and shows base calculations for land and property values as well as property tax impact for non-residential uses. The model analyzes both existing and proposed development and considers residential and non-residential uses separately. Non-residential uses include both commercial and industrial development.~~

~~The analysis model calculates fiscal impacts for ten primary cost areas including sewer and water, sanitation, police, fire, planning and inspections, streets, library, parks and recreation, electric, and general administrative (tax assessor, city clerk, council, mayor, city manager, information technology, finance, public works, central services, facilities management, fleet maintenance, administrative services, human resources, insurance, and retiree health care). Eleven revenue sources are included in the model: property tax, transfer tax, municipal street aid fund, electric, sewer and water, sanitation, permits and licenses, wastewater impact fees, Comcast franchise, library, emergency services (police, fire, ambulance), and miscellaneous (fines, 911 fees, miscellaneous charges, and recreation).~~

~~The detailed methodology for the cost/revenue analysis is a 465-page document available from the Department of Planning and Inspections. Other relevant data, calculations, and tables prepared by Kise Straw & Kolodner/Urban Partners are also available at the Department. The model will be used for the actual parcels proposed to be annexed as requests are submitted.~~

~~*Interpretation of Results:*~~

~~Findings vary widely depending on factors such as number and value of existing housing units and square feet of non-residential uses, developable area, and proposed zoning type for new development. In interpreting these findings, it is important to consider the following key points:~~

1. ~~Findings should not be viewed cumulatively:~~
   - ~~Not all areas will be annexed and developed simultaneously. The tool is intended to review the fiscal impact of individual annexations and does not consider cumulative impacts;~~
   - ~~The pace of development will vary depending on specific development proposals.~~
2. ~~Findings will vary as the analysis tool is updated to reflect specific development proposals:~~

   ~~As areas come up for annexation consideration, the City may wish to update the analysis inputs to reflect particular development proposals or alternative zoning.~~
3. ~~Annexation decisions should not be made solely on cost/revenue analysis findings:~~
   - ~~Analysis findings are intended to be considered as one of several variables taken into account by the City when weighing the pros and cons of the annexation of a particular site, as identified above;~~
   - ~~Other variables include quality of life and social benefits not accounted for in the tool, City growth management objectives, and infrastructure capacity.~~

Implementation

The City of Dover has or will take the following steps to implement the Annexation Plan:

1. Adoption of the Growth and Annexation Chapter and Annexation Plan Maps 13-1 and 13-2;

2. Develop incentives for annexation of lands within the Category 1 area, such as:
   a. Developing a payment plan for utility connection charges and impact fees;

   b. Abating City property taxes for a period of time or phasing in City property taxes over a period of time.

3. Initiate Owner-requested Annexations following the Adoption of the Annexation Plan;

4. ~~Implement the Cost/Revenue Analysis Model as a means of reviewing annexation proposals within Category 2 annexation areas~~.

An annexation policy would not effectively bring about the City's desired goal of directing urban development toward the City center and away from rural, valued agricultural and environmentally sensitive areas without coordination with Kent County Planning Services Staff and zoning practices. Therefore, the City will work with the County to develop the required coordination.

Annexation Requirements as per the Delaware Code and City Charter: The current process for the City to annex properties is a multi-step process. Annexations must comply with the following requirements of the Delaware Code:

1. All annexations must be consistent with the City's most recently adopted municipal comprehensive plan. The area(s) being considered must be depicted as area(s) for future annexation on the adopted plan.

2. The City shall have the ability to annex a parcel only if and to the extent that such parcel is contiguous with existing municipal boundaries. Nothing herein shall be construed to allow rights of way, utility easements and waterways or like entities to be annexed in corridor fashion or to be utilized as a corridor route for annexation to gain contiguity.

3. The City shall prepare a plan of services indicating those services it expects to provide to the newly annexed area, how such services will be provided, and the fiscal and operating capabilities of the City to provide such services.

4. At the time of annexation, the City shall by ordinance rezone the area being annexed to a zoning classification consistent with the adopted comprehensive plan or development strategy.

5. The City when proposing annexation must fully comply with the provisions of Chapter 92 of Title 29 as to state notice, and must demonstrate that it has notified all other affected jurisdictions, conducted a public hearing, and provided a comment period of at least 30 days before formal annexation. The City shall file with the State Office of Planning Coordination any written comments received concerning such proposed annexation together with any response(s) thereto.

6. The Advisory Council on Planning Coordination has established a mechanism for resolving disputes between jurisdictions regarding annexations. The mechanism developed by the Council includes:

    a. Determination of how the costs for the dispute resolution process are born among the parties;

    b. Timeline for the dispute resolution process; and

    c. Extent to which the dispute resolution process will be enforceable. (42 Del. Laws, c. 120, §1; 22 Del. C. 1953, §101; 55 Del. Laws, c. 265; 70 Del. Laws, c. 186, §1;73 Del. Laws, c. 186, §10; 73 Del. Laws, c. 213.)

CITY OF DOVER PROPOSED ORDINANCE #2015-01
WITH PLANNING COMMISSION AMENDMENT #1 (PC#1)
(Planning Commission Amendment #1 indicated in green text)

AN ORDINANCE AMENDING THE 2008 COMPREHENSIVE PLAN, AS AMENDED, BY INCLUDING TEXT AMENDMENT TO CHAPTER 13 GROWTH AND ANNEXATION PLAN, AND BY REPLACING MAP 12-1: LAND DEVELOPMENT PLAN.

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

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

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

WHEREAS, one property owner has requested an amendments to the Land Development Plan Map (Map 12-1) in accordance with the process set forth in the 2008 Comprehensive Plan; and

WHEREAS, the City has reviewed the 2008 Comprehensive Plan as required in Title 22, Section 702 of Delaware Code and determined that following several on-going studies to be completed over the next year, a more thorough update of the 2008 Comprehensive Plan should be initiated; and

WHEREAS, the Planning Commission held a public hearing on February 17, 2014, after which the Commission made a recommendation in regards to the proposed amendment to Chapter 13 - Growth and Annexation and an amendment to the Land Development Plan related to the above request.

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

~~**1. Replacing Map 12-1: Land Development Plan of the 2008 Comprehensive Plan, as amended on November 23, 2009; March 14, 2011; April 11, 2011; March 12, 2012; and March 10, 2014, with the referenced map presented to City Council on March 9, 2015.**~~

2. Amending Chapter 13 - Growth and Annexation Plan to strike the text as indicated in the attachment.

ADOPTED: *

S:\ORDINANCES\2015\DRAFT\Ordinance #2015-01 Amending the 2008 Comprehensive Plan with PC#1 - Final Reading (04-13-2015).wpd

SYNOPSIS

The proposed ordinance would adopt amendments and an addendum to the 2008 Comprehensive Plan, as amended on November 23, 2009; March 14, 2011; April 11, 2011; March 12, 2012; and March 10, 2014.

Actions History

April 13, 2015 - Scheduled for Public Hearing/Final Reading by City Council
March 16, 2015 - Review by Planning Commission
February 23, 2015 - Planning Commission and City Council Public Hearings Rescheduled by City Council
February 17, 2015 - Scheduled for Review by Planning Commission - Meeting Cancelled Due to Inclement Weather
February 9, 2015 - First Reading at City Council
January 26, 2015 - Scheduled for First Reading by City Council - Meeting Cancelled Due to Inclement Weather

Draft

CITY OF DOVER
PROPOSED ORDINANCE #2015-02

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED AT 801 NORTH STATE STREET

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

WHEREAS, it is deemed in the best interest of zoning and planning to change the permitted use of property described below from RG-3 (Group Housing Zone) to C-2A (Limited Central 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 RG-3 (Group Housing) to C-2A (Limited Central Commercial) on that property located at 801 North State Street consisting of $1.943^{+/-}$ acres, owned by 801 Gold Coast, LLC (Luther D. Shank III).
   (Tax Parcel: ED-05-068.09-01-13.00-000; Planning Reference Z-15-01; 3rd Council District)

ADOPTED: *

S:\ORDINANCES\2015\DRAFT\Ordinance #2015-02 - Rezoning-801 North State Street - Consideration by Council 04-13-2015.wpd

Actions History

April 13, 2015 - Scheduled for Consideration by City Council
March 16, 2015 - Deferred by Planning Commission Pending City Council's Decision on Ordinance #2015-01
February 23, 2015 - Planning Commission and City Council Public Hearings Rescheduled by City Council
February 17, 2015 - Scheduled for Review by Planning Commission - Meeting Cancelled Due to Inclement Weather
February 9, 2015 - First Reading by City Council
January 26, 2015 - Scheduled for First Reading by City Council - Meeting Cancelled Due to Inclement Weather

Draft

DOVER HUMAN RELATIONS COMMISSION

The Dover Human Relations Commission (DHRC) meeting was held on February 10, 2015 at 5:26 p.m. with Vice-Chairman McGiffin presiding in the absence of Chairman Wilson. Members present were Mr. Roach, Mr. Ruane, Mrs. Sadusky, Ms. Smith (arrived at 5:30 p.m.), and Ms. Stewart. Mr. Henderson and Ms. Hicks were absent.

AGENDA ADDITIONS/DELETIONS

By unanimous consent, the agenda was approved as presented.

Presentation - DHRC Diversity Definition, Role of the Commission, and Role of Individual Commissioners

Mr. McGiffin reminded members that during the DHRC meeting of October 28, 2014, Chairman Wilson requested that the Government Policy, Programs, and Practices Committee develop a definition of diversity and clarify the role of the Commission and individual commissioners.

Mr. McGiffin reviewed his memo to the DHRC, dated December 17, 2014, regarding the Definition of Diversity, expressing his hope that it would be helpful to all members of the Commission. He explained that there are a variety of definitions of diversity, noting that the definition adopted in the DHRC Strategic Plan was quite broad and provided flexibility.

In response to concerns previously expressed by Mr. Henderson, Mr. McGiffin stated that he developed a general statement regarding the role of the Commission utilizing language from the Commission's enabling legislation. He stated that the Commission should become as knowledgeable as possible about issues and potential issues in Dover and be prepared to act by advising Council, the Mayor, and the City Manager on solutions. Mr. McGiffin explained that "act" could mean a lot of different things, including conducting hearings, holding public meetings, etc.

Review of 2014 DHRC Annual Report to City Council

Members reviewed the 2014 DHRC Annual Report to City Council.

Responding to Mrs. Sadusky, Mr. McGiffin stated that the report had not yet been submitted to City Council and had only been submitted to members of the DHRC for their consideration.

In response to Mrs. Sadusky, Mr. McGiffin explained that the report was a basic explanation of the Commission and what had been accomplished. He did not believe that additional information would be required, particularly since all of the members were new.

Mrs. Sadusky moved to recommend approval of the 2014 DHRC Annual Report to City Council, seconded by Ms. Stewart and unanimously carried.

DHRC Committee Updates/Meeting Dates/Agenda for 2015

Government Policy, Programs, and Practices Committee

Mr. Ruane explained that, in order to meet the Committee's goal regarding the assessment of the current state and climate of diversity and inclusion within the City government, the Committee would be working with a team of senior leadership persons within City government. He stated that the Committee was now awaiting confirmation from Mr. Scott Koenig, City Manager, regarding the

selection of the leadership group. Mr. Ruane stated that the review of City programs would be based on Chapter 12 of "Reinventing Diversity, Transforming Organizational Community to Strengthen People, Purpose, and Performance," by Howard J. Ross, which included a series of questions. Mr. Ruane encouraged members to obtain a copy of this book and to consider adding or reframing questions to make them more relevant to the City of Dover. He indicated that the City had stated that it is a "City that values diversity" and recommended that the DHRC try to help the City to come to an agreement as to what this means when considering the values of diversity. Mr. Ruane stated that he had recently read a *New York Times* article, written by a human resources manager, that indicated that diversity is more than a procedure relating to demographics and numbers but involves making sure that a diverse employee base is represented when making decisions within the organization. This dynamic process results in better policy, practices, and procedures and is a way of doing business that reflects an entity's culture, identity, and feeling about its organization. Mr. Ruane noted that this approach was reflected in some of the questions in Mr. Ross's book that he referenced previously.

Mr. Scott Koenig, City Manager, stated that six (6) employees had volunteered to serve on the Internal Diversity Committee, including himself; Ms. Margery Cyr, Library Director; Mr. Kirby Hudson, Assistant City Manager, Ms. Kay Sass, Public Affairs Coordinator; Mrs. Donna Mitchell, Controller/Treasurer; Lt. Jason Pires, Dover Police Department.

Mr. Ruane questioned if Human Resources staff should be included. Responding, Mr. Koenig explained that HR personnel were heavily involved in recruiting but could be added if this was desired. Mr. Ruane expressed the desire to schedule a meeting of the Internal Diversity Committee.

Community Engagement Committee

Mr. Roach stated that Ms. Hicks had asked him to send her regards and apologies for being unable to attend tonight's meeting. He advised members that he had been hearing from the community about a principal at Dover High School whose contract was not renewed. He also stated that he was approached by a gentleman at the Annual Rev. Dr. Martin Luther King, Jr. Prayer Breakfast held earlier in the year in regard to the new Delaware Office of Civil Rights and Public Trust. Mr. Roach stated that he was confused since the function of this Office seemed similar to his understanding of what the DHRC does in regard to diversity. He expressed his wish to receive more information in regard to what the DHRC's involvement will be with this Office.

Ms. Denise Devine, Assistant City Clerk, stated that a presentation regarding the Office of Civil Rights and Public Trust, which falls under the Delaware Department of Justice, was scheduled for the DHRC meeting to be held on March 10, 2015.

Mr. McGiffin stated his belief that the DHRC will not have a lot of interaction with this Office. He explained that the Attorney General had suggested that he would devote professional resources to deal with issues related to civil rights that will impact various elements of State government involved in actions related to discrimination in housing, education, disability and access, etc. Mr. McGiffin advised members that other organizations chartered by the State and Federal governments are charged with hands-on responsibility for those things. He indicated that this should be part of the DHRC's knowledge base but would not have much of an effect on its charge, unless an issue arises that falls within the DHRC's jurisdiction.

Mr. McGiffin asked if the Community Engagement Committee had a particular agenda for matters they would be working on in the upcoming year. Responding, Mr. Roach stated that Mr. Henderson was very involved with the Interdenominational Ministerial Alliance (IMA), noting that many community issues go through churches. He stated the Committee's desire to build communication through community leaders and that the Committee wanted to reach out to develop a community database to establish ties to the community. He expressed the desire to "get our faces out there" and explain to the community the functions and processes of the DHRC.

Responding to Ms. Smith regarding the relationship of the controversy at Dover High School to the DHRC, Mr. Roach stated that many people spoke with him about this issue, stating that they felt it unjust that the principal's contract was terminated by the Capital School District Board since she had received gains every year. Since the principal was an employee of an organization within the City, Mr. Roach stated a desire to gain understanding and was unsure if the DHRC should become involved since it occurred within the City.

Responding, Mr. McGiffin stated that the DHRC has no direct jurisdiction over this matter. He felt that this was a matter for the Capital School District Board and the DHRC had nothing to do with the relationship between the Board and one (1) of its employees. He noted that the state and federal governments have jurisdiction over employment discrimination. Mr. McGiffin believed that members should be knowledgeable about the issue to be able to advise the City on how to respond if there were a reaction to the incident that affects people in the City beyond the incident itself, such as a demonstration. He noted this would include advising City law enforcement in the City should a demonstration take place within City boundaries. Mr. McGiffin reiterated that the DHRC is not in a position to mediate or negotiate with respect to this employment situation.

Mr. Ruane stated that the DHRC Strategic Plan includes objectives that relate to community conflict. He questioned whether the City's required emergency plan includes policies with respect to responding to community conflict and if these types of policies are officially adopted by the Police Department. He stated that the DHRC, at some point, is supposed to become knowledgeable enough about community conflict to be able to advise the Police Department on best practices in this regard. Mr. Ruane reminded members that this is a responsibility of the DHRC as a whole and is included as a long-range, strategic objective for the Commission. He stated that a University of Delaware organization offers mediation training, and should the Education Committee think this was a priority, they could investigate the availability of that training so that if there were such a conflict, the DHRC would better prepared. Mr. Ruane felt that members needed training in techniques on how to listen to people who put members on the spot regarding mediation, conflict management, etc. He suggested that the Education Committee develop a prioritized list of the types of training needed by members.

Ms. Traci McDowell, City Clerk, stated that the City was currently in the process of budgeting for FY 16 and asked if members had an estimate of the amount to be requested for training.

Mr. Roach moved to request a training budget of $5,000 for FY16 for the DHRC, seconded by Mr. Ruane and unanimously carried.

Mr. Ruane stated that the Government Policy, Programs, and Practices Committee needs a list of community organizations to be involved when a focus group is formed as part of the assessment and the community is asked how the City government is promoting diversity. Responding, Mr. McGiffin suggested that the IMA be included, as well as any organization that could help educate members on how people in the community view the City on these issues.

Mr. Ruane expressed his belief that Chairman Wilson was hoping that the Community Engagement Committee would identify groups that should be invited to the DHRC meeting scheduled for March 10, 2015 when Ms. Allison Reardon, Director of the Office of Civil Rights and Public Trust, would attend and answer questions. Mr. Ruane felt this was an opportunity to engage the Committee.

Mr. McGiffin requested members to provide suggestions to the Clerk's Office by February 17, 2015 regarding who should be invited to the March 10, 2015 DHRC meeting.

Education Committee

Mrs. Sadusky stated that the Education Committee had not talked since the last meeting. She offered to contact the University of Delaware to find out what types of mediation and conflict management training is available.

Ms. McDowell cautioned that training funds would not be available until after July 1, 2015.

Communications Committee

Ms. Smith stated that the Communications Committee had nothing to report.

Mr. Roach reiterated the request for members to assist the Community Engagement Committee in developing a list of invitees for the March 10, 2015 DHRC meeting.

Mr. Ruane advised members that a meeting was convened by the Psi Iota Chapter of the Omega Psi Phi Fraternity regarding the Dover police. He provided members with related newspaper articles from *The Wilmington News-Journal* dated February 6, 2015, entitled "Delaware Police Discuss Building Trust, Excessive Force," and the *Delaware State News*, dated February 9, 2015, entitled, "Police: 'We have to Trust the Public and They have to Trust Us'" ***(Attachment #1)***. Mr. Roach stated that Omega Psi Phi is a black fraternity in the City. Mr. Ruane suggested that the fraternity be invited to the March DHRC meeting. Responding, Mr. Roach stated that this group was on the list, along with Delta Sigma Theta, Phi Beta Sigma, and Alpha Phi Alpha fraternities.

In response to Mr. McGiffin, Mr. Roach indicated that Alpha Phi Alpha sponsors an annual Rev. Dr. Martin Luther King, Jr. Prayer Breakfast. He stated that the DHRC had discussed trying to reserve a table at this event to try to promote the DHRC and training that the DHRC hoped to have. He indicated that he and Mr. Wilson had attended the event earlier in the year and Mr. McGiffin stated that he had also attended.

Mr. Roach stated that Alpha Phi Alpha had also had a presentation at Delaware State University in recognition of Dr. King.

Scheduling of 2015 Meeting Dates

Mr. Ruane moved to schedule the 2015 DHRC meetings for Tuesday, March 10, 2015; Wednesday, May 27, 2015; and Tuesday, August 25, 2015 and to defer consideration of the November 2015 date until the next meeting, seconded by Mr. Roach and unanimously carried.

Commission Members' Announcements

Mrs. Sadusky questioned Mr. Ruane regarding the specifics of his request pertaining to Chapter 12 of "Reinventing Diversity, Transforming Organizational Community to Strengthen People, Purpose, and Performance," by Howard J. Ross. Responding, Mr. Ruane stated that members would be formulating questions based on Chapter 12. He noted that many questions were included, such as "Is diversity a stated value in your organization?" He asked that members provide additional questions or modifications to the suggested questions to make them relevant for the City, particularly with regard to inclusion. Mr. Ruane reminded members that the DHRC had established a goal to promote diversity and social inclusion and combat social exclusion. He stated the desire to find out to what extent the City was being responsive to issues that reflect that some people in the community may have been excluded from City services, such as housing, library, and recreation programs.

Responding to Ms. Smith, Mr. Ruane advised members that Chapter 12 of the book he had referenced was provided in the October 28, 2014 DHRC meeting packet as an attachment to a memorandum from the Government Policy, Programs, and Practices Committee dated October 16, 2014. He advised members that, when meeting with the Government Policy, Programs, and Practices Committee, Mayor Christiansen had explained the importance of understanding the history of the City when considering diversity. Mr. Ruane reminded members that the City had been sued by the National Association for the Advancement of Colored People (NAACP), which resulted in a change to the whole government structure.

Mr. Ruane noted that the filing deadline for City Council would be on February 13, 2015 at 4:30 p.m.

Ms. Stewart moved for adjournment, seconded by Mrs. Sadusky and unanimously carried.

By unanimous consent, the meeting adjourned at 6:14 p.m.

James G. McGiffin, Jr.
Vice-Chairman

JGM/TM/JS/dd
S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\Misc-Minutes\HUMAN RELATIONS COMMISSION\2015\02-10-2015 Dover Human Relations Commission.wpd

Attachment
Attachment #1 - Wilmington News Journal News article dated February 6, 2015 and Delaware State News article dated February 9, 2015

Delaware police discuss building trust, excessive force

Jon Offredo, The News Journal *10:02 p.m. EST February 6, 2015*

(Photo: The News Journal)

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Community policing, transparency, building trust and breaking the stop snitching mentality – for both the people on the street and in the patrol cars – were all points of discussion at a panel featuring various Delaware police officials.

During Friday night's forum at the Whatcoat United Methodist Church in Dover, a 10-strong panel of officers and community members answered questions from at least 50 members of the public about excessive force complaints, relations with the African American community and how police officers can better police their own.

Wilmington police Capt. Sherrie Tull told the audience that at the start of her 25-year career with the city force she had first-hand experience with excessive force by another police officer.

A handcuffed person in the back of her patrol car was assaulted by another officer, she said. Tull said she couldn't just stand there watching an innocent guy who could not fight back. So Tull said she testified, and he was dismissed.

"I wore that as a scarlet letter for years," she said. "I was ostracized for the good that I did, but I was ostracized."

She said she knew she did the right thing, and that today it still takes a lot of courage to come and testify against a fellow officer.

"If that's what it takes, then that's what it takes," she added.

Deputy Chief of Dover police, Major Marvin Mailey, is the former head of the department's Internal Affairs division. Diversity training and respect are key, he said.

"If we respect one another along with trusting one another, that I believe is the path to getting back to what needs to in a community

where we actually can interact with each other and have pleasant encounters, not like you see on YouTube," he said.

Last year a Dover police officer accused of excessive force was cleared of any wrongdoing by a grand jury. The ACLU is suing the city and police department over the incident.

Members of the public also said they wanted to see more officers on the street via community policing. Many of the police officials acknowledged that the model of community policing is tough to enact. There are many constraints caused by budgets and call volume. Dover city officials recently voted to add 10 new officers to its ranks.

Charles Fletcher, said when he grew up in Baltimore he knew the local police officer's names and they knew his. When he moved to Delaware that changed.

"There is not a single police officer whose name I know... there were at times the police officers lived in our community...," he said. "I work with young kids and I asked them, 'Do you know any police officers' names?' They shake their heads and say no."

"That's something we need to change," Fletcher said.

Friday night's forum was hosted by the 2nd District of the Omega Psi Phi Fraternity, Inc. and the Psi Iota Chapter.

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http://www.delawareonline.com/story/news/local/2015/02/06/delaware-police-discuss-building-trust-excessive-force/23017381/

Police: 'We have to trust the public and they have to trust us'

By Arshon Howard
Delaware State News

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DOVER — Communication and trust were two words that resonated throughout Whatcoat United Methodist Church in

Dover during an open forum between law enforcement officers and residents Friday night.

The event was held by the Psi Iota Chapter of the Omega Psi Phi Fraternity, the Dover Police Department, other law enforcement entities and social action groups.

Its purpose was to create better communication between law enforcement officers and the citizens they protect and serve.

The panel included community leaders, students, and law enforcement professionals who answered questions from multiple perspectives.

The forum opened up with what are the barriers to have a good police and community relationship?

New Castle County Captain Quinton Watson said the three key elements were communications, trust and transparency.

"That's the bedrock for community and police relations," Capt. Watson said. "If you have that going on with your police department then you're on a much solid ground if you don't have it.

"There has to be constant communication between the citizens and the police. We have to trust the public and they have to trust us."

One of the solutions raised by an attendee was to have more police officers in the community interacting with residents and knowing everyone on a first-name basis.

Dover's Deputy Chief Marvin Mailey said the police department hopes to accomplish that goal moving forward.

"We can educate our officers through cultural diversity training," he said. "We can also accomplish that by getting out in the communities and learning about the people living there. We need their stories by interacting with them to slowly build that respect with one another.

"If you take away our uniforms were just like everyone us, and I think by just talking to each other will put us on the path to build trust and stronger relationships with the community."

Kirk Brooks, a Wesley College graduate student from Baltimore, discussed the lack of communication between the youth and police officers.

"Where I'm from most of their first experiences with an officer was an officer probably dragging one of their parents out their homes," Mr. Brooks said.

"That's their last impression of them, so over time they were never able to have a good relationship with the police ... they never got a chance to break down that barrier or change their culture.

"They end up living in fear, but not with the person, but with the badge. It causes a lot of rift growing up and they continue to think the same way."

The Rev. Rita Mishoe Paige of Star Hill A.M.E. Church said there needs to be more discussions and forums to educate the youth.

"We, as community leaders, need to have educational forums — especially with the youth — to talk about how to conduct one's self in certain situations as to what to say and what not to say," Rev. Paige said.

"I don't think enough of that is going on. We have a responsibility to educate them on how to handle themselves."

The Dover Police Department is attempting to improve and foster its community relations by re-establishing its Community Policing Unit and the Police Athletic League involving kids in sports programs, Deputy Chief Mailey said.

Also starting this spring is a Dover Police cadet program. The community policing and outreach push played a part in city police asking for 10 more officers on the force, Deputy Chief Mailey said.

Xavier Hurt, a freshmen at Delaware State University who is from Brooklyn, NY, has plans of becoming a police officer in the future.

He hopes to change the culture between the youth and the police.

"I hope to try to build that communication and break down that bridge," he said. "We have to start somewhere and break down that fear and get the community back to having that relationship with officers where we know we can trust them and they're there to protect us."

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http://delaware.newszap.com/centraldelaware/138177-70/police-we-have-to-trust-the-public-and-they-have-to-trust-us

SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

The Safety Advisory and Transportation Committee Meeting was held on March 23, 2015 at 4:00 p.m. with Chairman Hutchison presiding. Members present were Mr. Dixon (arrived at 4:04 p.m.), Mr. Perza (arrived at 4:14 p.m.), Mr. Keller, and Mr. Truax. Mayor Christiansen (arrived at 4:02 p.m.) was also present.

AGENDA ADDITIONS/DELETIONS

Mr. Keller moved for approval of the agenda, seconded by Mr. Truax and unanimously carried.

Evaluation of Proposals - Ambulance Service Contract

Mr. Scott, Koenig, City Manager, advised members that he and Mrs. Kay Sass, Emergency Management Coordinator, prepared a Request for Proposals (RFP) for ambulance services and three (3) proposals were received, from Hart to Heart Transportation, LLC; Heartline Ambulance Service, LLC; and PrimeCare Medical Transport, LLC. He explained that, although Hart to Heart Transportation, LLC and Heartline Ambulance Service, LLC submitted lower cost proposals, neither company demonstrated the operating history requested in the RFP. Mr. Koenig explained that staff was looking for an operating history of five (5) years of basic life support (BLS) service. Staff believed it would be in the best interest of the City of Dover and its constituents to continue using the services offered by PrimeCare Medical Transport, LLC to support the needs of citizens. Mr. Koenig indicated that ambulance services are considered to be an important component of the City's life safety services, and using an established service provider that has considerable experience in dealing with 911 calls is preferred.

Mr. Koenig stated that PrimeCare submitted the highest cost proposal, at approximately $230,000 per year, which would basically be a continuation of the existing service. Heartline Ambulance Service, LLC offered a proposal of $150,000 a year, which would be an estimated savings of approximately $80,000. However, it was Mr. Koenig's understanding that Heartline would have to create a corporation, purchase equipment, hire staff, and then begin the service, and they had not done any type of billing service as a private company under the LLC that they had submitted. He advised members that Hart to Heart Transportation, LLC is an established ambulance service but does medical transports exclusively, which is very different from the BLS service requested. Hart to Heart also indicated that it would cost the City nothing to provide their service, which concerned Mr. Koenig.

Mr. Koenig stated that all billing for PrimeCare's service is done through the ambulance company, so the billing is basically a third-party transaction. He indicated that the City had received some complaints regarding PrimeCare over the years which had been investigated by Ms. Sass. When full reports of the complaints were reviewed, staff was satisfied that PrimeCare's responses had been reasonable.

Staff recommended authorizing the City Manager to enter into a contract with PrimeCare Medical Transport, LLC to provide ambulance services to the City of Dover for a three (3) year period with the negotiated ending date of June 30, 2018.

Referring to Page 5 - Vendor Responsibilities of the Response for Request for Proposals 15-0026CM submitted by Hart to Heart Transportation, Mr. Truax stated that Section 6.4 states a requirement to "staff the dedicated ambulance with two EMTBs [Emergency Medical Technicians - Basic] at all times." He noted that PrimeCare indicated that they would staff each dedicated ambulance with one (1) EMTB and a qualified driver and Hart to Heart's answer was the same as PrimeCare's, using different dialog, whereas Heartline stated that they would attempt to staff the ambulance with two (2) Emergency Medical Technicians (EMTs) and use the driver if need be. Mr. Truax asked why the City would accept anything less than the two (2) EMTBs that it asked for, noting that 911 providers typically have two (2) EMTBs.

Responding, Mr. Koenig indicated that he would have to submit this question to PrimeCare.

Mr. Truax noted that Heartline's proposal indicated that they were willing to provide a supervisor. Although he did not see that a supervisor was mentioned in the RFP, from an operational and public safety point of view, he felt it very important to have someone in the field for operations. Mr. Truax stated his understanding that Heartline would have two (2) units 24/7 with two (2) EMTs onboard each unit, as well as a supervisor in the vehicle who is also an EMT, which would be almost two and one-half units on the road, above what the City now had. Mr. Truax was unsure if PrimeCare was currently running two (2) EMTs or an EMT and driver, noting that having an EMT and driver is within the regulations. He reiterated his feeling that the City would want what was asked for in the RFP.

Mr. Koenig stated that, to his knowledge, staff did not ask for a supervisory component and this should be considered as additional value if Heartline were selected.

In response to Mr. Hutchison regarding the past histories of the applicants, Mr. Koenig stated that PrimeCare was the only applicant that had a history operating as the entity that now exists.

Mr. Chris Clough, Employee Supervisor and EMS Administrator, Camden-Wyoming Fire Company, advised members that if the contract were awarded to Heartline Ambulance Service, LLC he would be running both divisions. He indicated that Heartline was formed by the Camden-Wyoming Fire Company for budgeting reasons and is owned and operated by the Fire Company, which has been providing EMS and fire service for well over 50 years. The employees who would be working for Heartline, including himself, had been working for the Fire Company for more than 16 years, so they would not be coming as "new players into this game" but as seasoned veterans. Mr. Clough stated his understanding of the requirement for bidders to have provided service for a period of five (5) years and that Heartline is a new business in one (1) sense but would be bringing decades, if not more, of EMS service to the citizens of Camden and Dover.

Mr. Clough informed members that the call volume in Dover requires multiple outside agencies to come into the City daily, noting that the Camden-Wyoming Fire Company had been in the City four (4) times during the current day and six (6) times during the previous two (2) nights after 11:00 p.m., when the City's service is reduced to one (1) unit. He indicated that their presence within the City could cut the response time to one (1) to ten minutes, depending on where they would be going, and this would be an added benefit that the City would receive for less than the amount

that was currently being paid. Mr. Clough noted that Heartline's proposal came in at $150,000, and after 11:00 p.m. the ambulance would be kept on for the remaining eight (8) hours. They would be providing two (2) 24-hour trucks, which were not now required but would benefit the City.

Mr. Clough stated that Heartline would have the supervisor unit. Although it would not be up 24 hours per day, it would be up for all daytime responses and some nighttime responses. He advised members that if he were running this division, although he would sometimes be behind a desk, he would be on the unit more times than not.

Referring to the Committee Action Form dated March 18, 2015, Subject: Evaluation of Proposals - Ambulance Service Contract, Mr. Clough quoted staff's comment that "Staff believes it is in the best interest of the City of Dover and its constituents to continue using the services offered by PrimeCare Medical Transport, LLC to support the needs of our citizens. Ambulance services are a significant component of life safety issues and using an established service provider that has considerable experience in dealing with 911 calls is preferred." Mr. Clough advised members that, "we provide that and then some." He reminded members that the City had received complaints in the past and stated that his company knew of some of these complaints as they deal with them every day. Mr. Clough agreed that Hart to Heart did not have the experience, stating that they had never held a 911 contract or done any 911 business in the state of Delaware and are strictly a non-emergency transport business.

Mr. Clough advised members that Heartline planned to come into the City with two (2) dedicated, 24-hour trucks, giving the citizens better service, especially at night when reduced response times occur due to bringing outside departments into the City's jurisdiction. He indicated that ambulances would be staffed by full-time National Registry of Emergency Medical Technicians (NREMTs) with two (2) EMTs per truck on a regular basis, which would provide continuity and pride for the department. He indicated that the City's current provider is using some full-time employees, but a lot of part-time employees and felt that the City is subject to their whims. He assured members that his company would use part-time employees only on a "need-to basis" for call-outs and vacations.

In addition, Mr. Clough stated that Heartline's units would be new, concurring with Mr. Koenig's comment that Heartline would have to buy equipment and hire staff. However, he noted that they already had individuals "on the hook" ready to come as soon as they are told the company is able. As far as units, he indicated that they could have new trucks in two (2) weeks since bid specifications were ready to go and they were ready to sign a contract and have them delivered. In regard to equipment, he stated that they had already met with a provider, Southeastern Emergency Equipment, and had given them a full list of what would be needed and could have it within two (2) weeks.

Mr. Clough informed members that the company's units would be housed indoors. They had been in contact with a couple of places within the City and were ready to move on these buildings, pending the City's approval. He explained that the units the City was currently using were sitting outside in the wintertime. Mr. Clough noted that these units were either running all night, which is why they are not dependable, or the contractor was having to take the equipment in so it does not freeze and partially restock the unit before every call, which delays transports.

In closing, Mr. Clough advised members that Heartline planned to offer the City of Dover a better service to the residents and visitors than it had ever had in the past. He stated that they would come in with a community-based attitude, not with their hands out for money from the citizens, but to give them a better community-based approach. Mr. Clough stated that Heartline would not be coming in like the City's current company and billing for patient refusals or public assists if an elderly resident falls down or needs help with a medical issue but does not need transport to the hospital. He stated that his company does not bill for this but does it as a public service to the community and would continue to do so.

Mayor Christiansen inquired if Heartline would guarantee two (2) up units 24/7. Responding, Mr. Clough confirmed that this would be provided 365 days per year.

Mayor Christiansen inquired if the units would be manned by two (2) EMTBs and one (1) supervisor and questioned what kind of shifts would be run. Responding, Mr. Clough stated that the supervisor would not be there 24 hours per day as it would be a "daytime/sometimes nighttime position;" however, they planned to hire two (2) full-time EMTs. Mr. Clough explained that they might have to go back to part-time employees and that drivers would be a very last resort, noting that he personally did not like to hire drivers. He stated that the two (2) crews were tentatively scheduled to work 24 hours and have 72 hours off, which is common in this workforce throughout the state of Delaware.

In regard to mutual aid, Mayor Christiansen questioned if Heartline would assist other departments or would be strictly dedicated to the Dover fire district. Responding, Mr. Clough stated his belief that the City currently has a mutual aid agreement with other surrounding fire departments and that Heartline would go where needed if called. He stated that the City of Dover does not come out of the City very much and other departments do not have them on their "next due" list for the most part because Dover is so busy and must go through two (2) or three (3) other departments for this to happen. Mr. Clough indicated that he would not want to speak for Cheswold but believed that Cheswold operated the same way with regard to Dover. He indicated that a mutual aid agreement would have to be worked out with the City and Heartline if they were to provide the service.

In response to Mayor Christiansen, Mr. Clough stated that Heartline personnel would be attired in standard uniforms.

Mayor Christiansen stated that he had heard many concerns about smoking in regard to the current provider and asked if Heartline would be smoke free. In response, Mr. Clough stated that this was a possibility but was something they had not looked into.

Mayor Christiansen questioned whether Heartline would be quartering their ambulances in central locations for minimal response times. Responding, Mr. Clough stated that all locations being considered were within the downtown City limits, noting that they had been approached by the Dover Fire Department. Mr. Clough stated that probably the most serious option was the former Delaware Brick building on New Burton Road, but there were a couple of other possibilities.

Mr. Hutchison requested Mr. Koenig to summarize and recap his recommendation.

Mr. Koenig stated that, based on the review of proposals, staff recommended that PrimeCare Medical Transport, LLC be reissued the contract. He advised members that some of the statements that were made at the microphone were not conditions of the contract, noting that how things are staffed, i.e., by part-time or full-time employees, is really not the City's business. Mr. Koenig agreed that the Camden-Wyoming Fire Department had an established service and provides service inside the City limits, stating that the City has been reimbursing them on a per-run basis for the last two (2) years and will continue to do so in the future as long as that relationship is mutually agreeable. However, he reiterated that they had proposed to create a third-party entity for this service, which really is a new start-up; therefore, Mr. Koenig did not know if there could be guarantees regarding being smoke-free or how they would run their employees since this would be subject to the business operation of the entity that sets it up. The issue was that the City asked for five (5) years of operating experience and Heartline did not meet that condition. In regard to whether they could provide the service, Mr. Koenig stated his guess that they probably could; however, the question was which way the Committee preferred to move forward. Staff's recommendation was to continue the current contract.

Noting that there was no one present from PrimeCare, Mr. Truax reiterated his concern regarding Section 6.4 of the bid proposal which asked for two (2) EMTs on a dedicated unit and PrimeCare's response that they would provide one (1) with a driver. He stated that they may be saying, "We're always going to staff that; we'll never be below that," but questioned if they were going to meet the intent of their contract and if the City could accept this as is. Mr. Truax was unsure if this was an issue or not and did not think it a good idea to move forward by accepting this. He stated that there was a reason that the City asked for two (2) EMTs, which is what is basically found in the standard EMS 911 response. Mr. Truax noted that Hart to Heart answered that they were going to provide what State fire prevention regulations require, which is a driver and one (1) EMT and PrimeCare was saying they would never go below that, but were not actually saying that they would have two (2) EMTs.

Mr. Koenig stated that he would have to get clarification from Prime Care, and there was no change to that component of the language from the last RFP to this RFP; however, he could not answer the question tonight because the representative from PrimeCare was not present.

In response to Mr. Hutchison, Ms. Sass stated that PrimeCare had been providing this service for almost 11 years.

Responding to Mr. Hutchison regarding issues or concerns based on PrimeCare's performance, Mr. Koenig reiterated that there had been some complaints, noting the Mayor had brought up a complaint about smoking. Mr. Koenig stated that, to his knowledge, none of the complaints which had been investigated had resulted in any kind of action against the provider or any apprehension from the City about continuing to do business with them. None had been substantial enough for the City to propose any penalty to the provider.

In response to Mr. Hutchison, Mr. Koenig confirmed that the City currently had a relationship with PrimeCare, with backup from Camden-Wyoming, Cheswold, and 911 Dispatch.

Responding to Mr. Perza regarding the expiration date of the current contract and the impact if the City were to take no action at this time, Mr. Koenig stated that the City's current agreement with PrimeCare would expire on April 1, 2015. Mr. Koenig stated that typically this type of contract would continue month to month if no action were taken but did not know for sure if this was the case. Ms. Sass indicated that this was not built into the contract, but she had talked to Prime Care and expressed to them that this matter would go to the Committee and then on to Council, so they were aware that the stipulation existed that there may be an overlap of time.

Responding to Mr. Perza as to whether the term of agreement was standard and had to be three (3) years, Mr. Koenig stated that RFP was issued for a three (3) year period. If the Committee wanted something less than this, the City would technically have to go to the provider and ask if they would shorten the term.

Mr. Perza reiterated that the City had a long-term relationship with the PrimeCare applicant. To the extent that the City was looking to possibly go a different direction, he questioned if it would make more sense to do a shorter term of less than three (3) years with a new provider that the City has no experience with in order to determine whether or not an alternative provider is capable of handling it. He asked if this would be practical in the industry.

Mr. Koenig stated that the testimony heard tonight reflected that the other provider would only create that company if they enter into this contract. He felt that the City could go with a shorter term, but would have to go back and ask all three (3) applicants for consideration of the shorter term.

Mr. Hutchison stated that, based on Mr. Koenig's testimony here today, the only ambulance service that meets the qualifications is Prime Care. He indicated that the Camden-Wyoming Fire Company has a good background but no experience. Mr. Koenig confirmed this, stating that if Camden-Wyoming were submitting as the Camden-Wyoming Fire Company, they would meet the five (5) year requirement; however, he did not think that the requirement was met by creating a new company.

Mr. Truax stated that he "kind of liked" Mr. Perza's idea. In regard to the ambulance contract, he stated his concern that there was nothing in the language about field supervision and he felt that this was necessary when overseeing emergency operations, such as fire and police. He stated that the City has supervision for the things that it does "on the street," including electric supervisors, Public Works supervisors, and sergeants overseeing the Police Department and he did not know how PrimeCare supervises since no representative was present. Mr. Truax felt it necessary to have supervisors in the field because this is a task-oriented job that is heavily regulated by standing orders and protocols. He was unsure if the City would supervise, noting that the City might not want to do so from a cost point of view, or if it would be part of the contract, but he felt that supervision should be asked for and questioned if this would go into effect once PrimeCare "comes on board."

Mr. Truax did not like the idea of a one (1) year agreement because he felt that there were some issues with the City's ambulance carrier and that this was an opportunity to look at them, whether the current provider was selected or another one.

Responding to Mr. Hutchison, Mr. Koenig stated that deferring this matter for 30 days would allow ample time to address this with PrimeCare. He indicated that he would let PrimeCare know and ask them to come to the next Committee meeting and to meet with him before then to try to address these questions.

Mr. Keller moved to table the matter until the next meeting of the Safety Advisory and Transportation Committee, seconded by Mr. Dixon and unanimously carried.

Bicycle and Pedestrian Subcommittee Report - Endorsement of Bicycle and Pedestrian Plans

Mrs. Ann Marie Townshend, Director of Planning and Community Development, introduced Mr. Rich Vetter, Executive Director of the Dover/Kent County Metropolitan Planning Organization (MPO). Mrs. Townshend stated that Mr. Vetter had served as the lead on the City of Dover Pedestrian and Bicycle Plans and had been very helpful to the City on transportation issues.

Mr. Vetter explained that the City's current Bicycle and Pedestrian Transportation Plan was developed in 1997 and the Bicycle and Pedestrian Subcommittee was formed in April 2013. One (1) of the first tasks of the subcommittee was to submit a Bicycle-Friendly Community Application through the League of American Bicyclists, which occurred in the Fall of 2013. One (1) of the recommendations from the League of American Bicyclists was to redo the bike and pedestrian plan, which started about this time last year, and separate bike and pedestrian plans were developed.

Mr. Vetter reviewed a presentation entitled, "City of Dover Bicycle & Pedestrian Plan Updates." In regard to Pages 3 and 4 - Pedestrian Plan - Accomplishments, he noted improvements made by the City of Dover and the Delaware Department of Transportation (DelDOT) over the last 15 years, including the Capital City Trail, Wesley College Streetscape, the High-Intensity Activated Crosswalk (HAWK) signal by Dover High School, and upgrades of the trail system. He indicated that there had been a lot of progress; for example, in 1997 approximately one-third of South Governors Avenue had sidewalks, and today approximately 100% has sidewalks. Route 13 had very minimal sidewalks 15 years ago and today about 75% has sidewalks.

In reference to Page 5 of the presentation, Pedestrian Plan - Existing Conditions, Mr. Vetter explained that there are approximately nine (9) miles of trails within the City, but 18+ miles of sidewalk gaps along State-maintained roads within the City. He advised members that there was good coverage of signalized intersections and 85% of the signals have crosswalks or pedestrian buttons. He stated that pedestrian crashes were reduced by 37% over the last three (3) years; however, there were 39 pedestrian crashes between 2011 and 2013, with one-half or two-thirds occurring in the downtown area or on Route 13.

In reference to Page 7 - Pedestrian Plan - Needs, Mr. Vetter advised members that, although there had been a lot of progress, there were remaining issues. He stated that Kenton Road, which is in the DelDOT design program, has a trail that leads into the bushes and goes nowhere. The North Street Trail is rough and has maintenance needs and sidewalk gaps. Areas on Hazlettville Road are not compliant with the American Disabilities Act (ADA).

Referring to Page 8 - Pedestrian Plan - Sidewalks, Mr. Vetter indicated that in developing a priority list for the Pedestrian Plan, factors such as proximity to schools, bus stops, parks, etc. were considered to determine the impact of sidewalks at various locations. He explained that a list of priority areas was then developed.

In reference to Page 9 - Pedestrian Plan - Trails, Mr. Vetter explained that a trail was being considered to possibly connect Mallard Pond, Heatherfield, and Fox Hall West to Route 8. Referring to Page 10 - Pedestrian Plan - Maintenance, he stated that enhancements were needed to North Street, including paving and signage, and there were also maintenance issues on North State Street.

Mr. Vetter reviewed Page 11 - Pedestrian Plan - Safety & Mobility, noting that improvements were needed, such as providing access between Luther Village and the Target store, crosswalks and pedestrian signals at Webbs Lane and Route 13, and curb ramps in various locations.

In reference to Page 13 - Bicycle Plan - Accomplishments, Mr. Vetter reviewed improvements the City had made since 1997, including the Capital City Trail, the Amish Country Bike Tour, and bike lanes installed on Governors Avenue. In regard to Page 14 - Bicycle Plan - Existing Conditions, he estimated that the City had more than nine (9) miles of bike lanes and over 600 bike rack spaces, and advised members that "share the road" arrows had been installed recently to try to promote visibility for cyclists.

Referring to Page 16 - Bicycle Plan - Needs, Mr. Vetter advised members that although a lot had been accomplished, much still needed to occur. He indicated that Route 8 and Saulsbury Road both presented challenges due to high speed, high volume, no shoulders, and no bike lanes. Division Street in downtown Dover has parking issues, which makes it a challenge for bicyclists. He noted that some of the major roads in the City, such as North Street, Kenton Road, College Road, Walker Road, and Division Street were identified as part of the plan.

Referring to Page 18 - Bicycle Plan - Low Stress Routes, Mr. Vetter stated that studies conducted in Portland, Oregon indicated that only 6% - 7% of residents were interested in high-speed bike routes, 60% would be interested in possibly cycling to the store but are concerned about their safety, and 33% have no interest at all. He indicated that if cycling were made less stressful, this would potentially encourage cycling.

Mr. Vetter stated that the Subcommittee felt that the number one priority for the City of Dover would be to establish a bike boulevard, to be known as the Senator Bikeway, from Dover High School to Route 13, as detailed on Pages 20-22 of the presentation. This would capture the low stress rider by

utilizing existing streets, such as Route 8, Division Street, Fulton Street, and Delaware Avenue near Wesley College. The bikeway would connect five (5) schools so that the Route 8 roadway would not have to be used by cyclists. Mr. Vetter indicated that a three (3) to four (4) mile segment of the existing route has no shoulder or bike lanes.

Mr. Vetter stated that the Subcommittee had discussed improvements to additional routes, including North State Street near McGlynn's Restaurant, the portion of College Road between McKee and Kenton Road that does not have shoulders, College Road, Walker Road, a vital connection at West Street that runs to the Transit Center, and Saulsbury Road south of Route 8, as well as enhancements to the existing trail at North Street.

In reference to Page 25 - Other Recommendations, Mr. Vetter stated that the Subcommittee's recommendations could be summarized by the "five (5) E's" as follows:

1) Engineering - as included in a majority of the presentation.
2) Education - Mr. Vetter noted that DelDOT has a robust program for education through the schools, etc.
3) Enforcement - Mr. Vetter explained that this applies to the "three (3) foot law" which states that vehicles must be three (3) feet from a bicyclist.
4) Evaluation and Planning - Mr. Vetter advised members, for example, that a counter on the Capital City Trail and DelDOT counts when walkers pass by. This information is used to determine if upgrades will eventually be needed.
5) Encouragement - Mr. Vetter explained that this applies to fostering the community aspect of the plan, for example, trying to continue the Amish Country Bike Tour and enhance it for economic development and tourism purposes.

Mr. Keller inquired if there had been any loss of enthusiasm for pedestrian or cycling uses with the price of gas decreasing. Responding, Mr. Chris Asay, member of the Subcommittee, stated that this had not been the case.

In response to Mr. Keller regarding available financing for bicycle/pedestrian projects recommended in the plan, Mr. Anthony Aglio, Bicycle Coordinator, DelDOT, stated that DelDOT was funding a lot of trail projects on a regional level, like the Capital City Trail. DelDOT was also putting a trail on the West Dover Connector which will run south towards Camden, connect Schutte Park with Brecknock Park, and be part of a larger regional trail loop. Mr. Aglio stated that DelDOT was looking forward to conducting a feasibility study on the cost and engineering of the Senator Bikeway to make sure that there are no "fatal flaws" with that project. He stated that DelDOT had some carry-forward funds, but they wished there were more funds available as there were many important projects. Mr. Aglio explained that studies had shown that as the network develops and there are more low stress trails, pathways and connections, ridership increases drastically as people become more willing to go to places that they want to be, such as parks, schools, and other recreational facilities, and job location centers. He stated that Mr. Vetter had done a wonderful job with the City of Dover Bicycle and Pedestrian Plans.

In response to Mr. Hutchison regarding whether efforts were being made to reach out to school systems to get students involved in cycling again, Mr. Aglio stated that DelDOT has a Safe Routes to School Program, has been to several schools within the Dover community, and does bicycle rodeos, etc. Mr. Aglio thought this needed to continue and explained that a group was also trying to work with the State legislature to make bicycle and pedestrian safety education part of the curriculum.

Mr. Dixon questioned how much bicycling occurs on Loockerman Street, noting that his trip from Bedford Drive down Loockerman Street on Ride to Work Day was "a terror." Responding, Mr. Aglio stated that he was unsure as he did not have this information with him. He noted that the counter on the Capital City Trail indicated that many students walking to school cross Loockerman Street, and many people walk to Loockerman Street from the Legislative Hall area during lunchtime. He stated that as the bikeway gets more publicity, more bicycles will be present.

Mr. Dixon stated that he rides his bike on Loockerman Street but there are parked cars and doors that fly open. Mr. Aglio stated that shared use arrow and bike lane markings were being used to try to get bicycles away from the door zone and suggested riding more to the center of the street and at the speed of traffic.

Responding to Mr. Keller, Mr. Aglio explained that the substance used for these street marking was heat-applied thermoplastic, and deterioration had been noticeable because there were issues with the first application. He expressed his belief that a lot of the markings had been replaced.

Mr. Truax moved to recommend endorsement of the Bicycle and Pedestrian Plans as submitted, seconded by Mr. Dixon and unanimously carried.

Mr. Hutchison thanked members of the Subcommittee, stating that a lot of work had gone into this plan, which was an example of the good things that happen as a result of working together as a partnership.

Skateboarding Safety Issues

Mrs. Ann Marie Townshend, Director of Planning and Community Development, stated that Mr. Hutchison had mentioned putting this item on the agenda after a skateboarder was killed on Kenton Road. She stated that staff was working on a Recreation Needs Assessment and part of this effort would be to determine proper locations within the City's parks for a skate pad or skate structure and then pursue grant funds. Mrs. Townshend stated that there was an additional question of how to deal with skateboards outside of the park setting and advised members that she had asked the Police Department to be present this evening because they enforce the laws related to vehicles operating on the public streets and what can be done on sidewalks and roadways.

Cpl. Jennifer Lynch, Dover Police Department stated that the current City of Dover skateboarding ordinances address skateboard ramps in regard to their construction, location, and hours of use. She indicated that Chapter 106 - Traffic and Vehicles, Article II - Bicycles, Sec. 106-54 - Bicycles and skateboards on sidewalks, prohibits skateboards on sidewalks in the downtown shopping area where

signage is up. Other references in the Dover Code state that skateboards will be governed by Chapter 106 and the motor vehicle laws of the State. Cpl. Lynch stated that she was unable to find State Code that defines skateboards; therefore, although the City ordinance refers to the State Code as being part of what governs skateboard use in Dover, State Code does not really cover that.

Based on those comments, Mr. Hutchison suggested that Cpl. Lynch reach out to the cities of Wilmington and Newark to see what they are doing to address this issue, noting that Newark may have dealt with this issue as a university city. He requested that she provide this information to Mrs. Townshend.

Mr. Keller moved for adjournment, seconded by Mr. Dixon and unanimously carried.

Meeting adjourned at 4:55 p.m.

James L. Hutchison, Sr.
Chairman

JLH/TM/js/dd
S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\Committee-Minutes\2015\03-23-2015 SA&T.wpd

Attachment
Attachment #1 - Presentation - City of Dover Bicycle & Pedestrian Plan Updates dated March 23, 2015

CITY OF DOVER

BICYCLE & PEDESTRIAN PLAN UPDATES

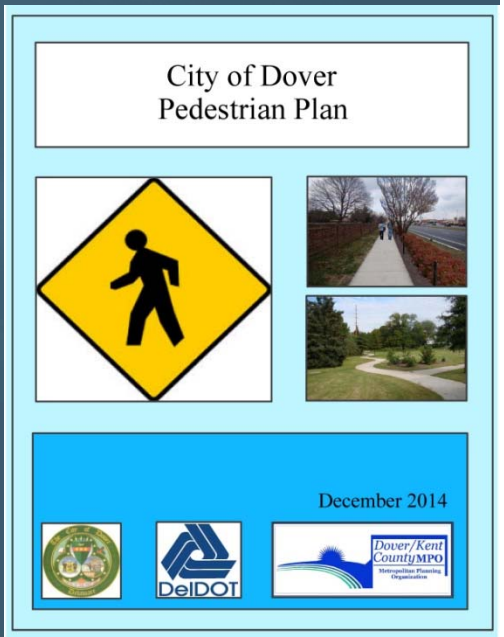
Safety Advisory and Transportation Committee

March 23, 2015

ATTACHMENT #1
SA&T Committee Meeting of 03/23/2015

OVERVIEW

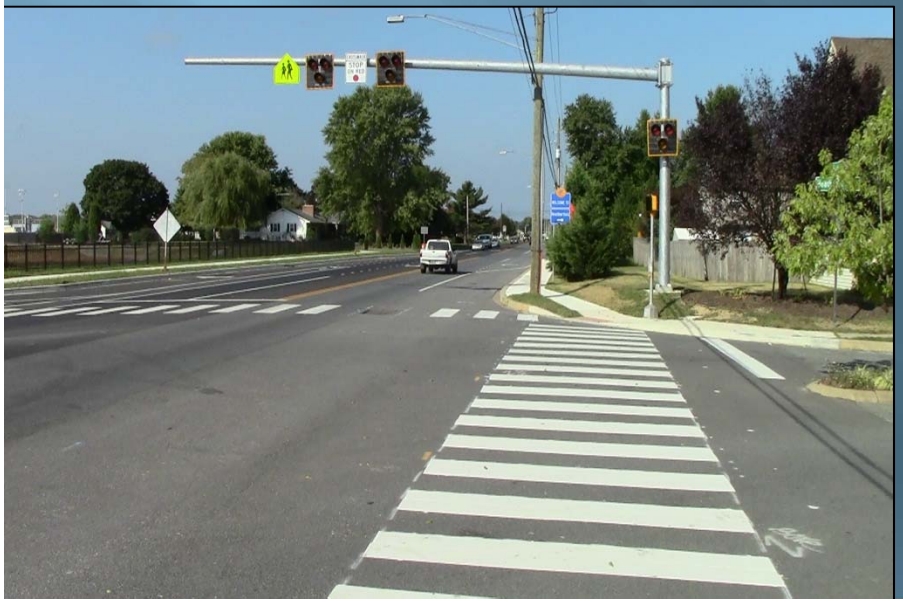
- ✓ Current Plan (1997)
- ✓ Bicycle/Pedestrian Subcommittee (April 2013)
- ✓ Bicycle-Friendly Community Application (Fall 2013)
- ✓ Plan Update (February 2014)
- ✓ Separate Bike and Ped Plans



PEDESTRIAN PLAN – ACCOMPLISHMENTS









PEDESTRIAN PLAN – ACCOMPLISHMENTS

Sidewalk Percentage Comparison

Road	1997 Status	2014 Status
South Governors Avenue	35%	100%
Walker Road	55%	100%
North Street	30%	100%
College Road	20%	50%
U.S. 13	5%	75%

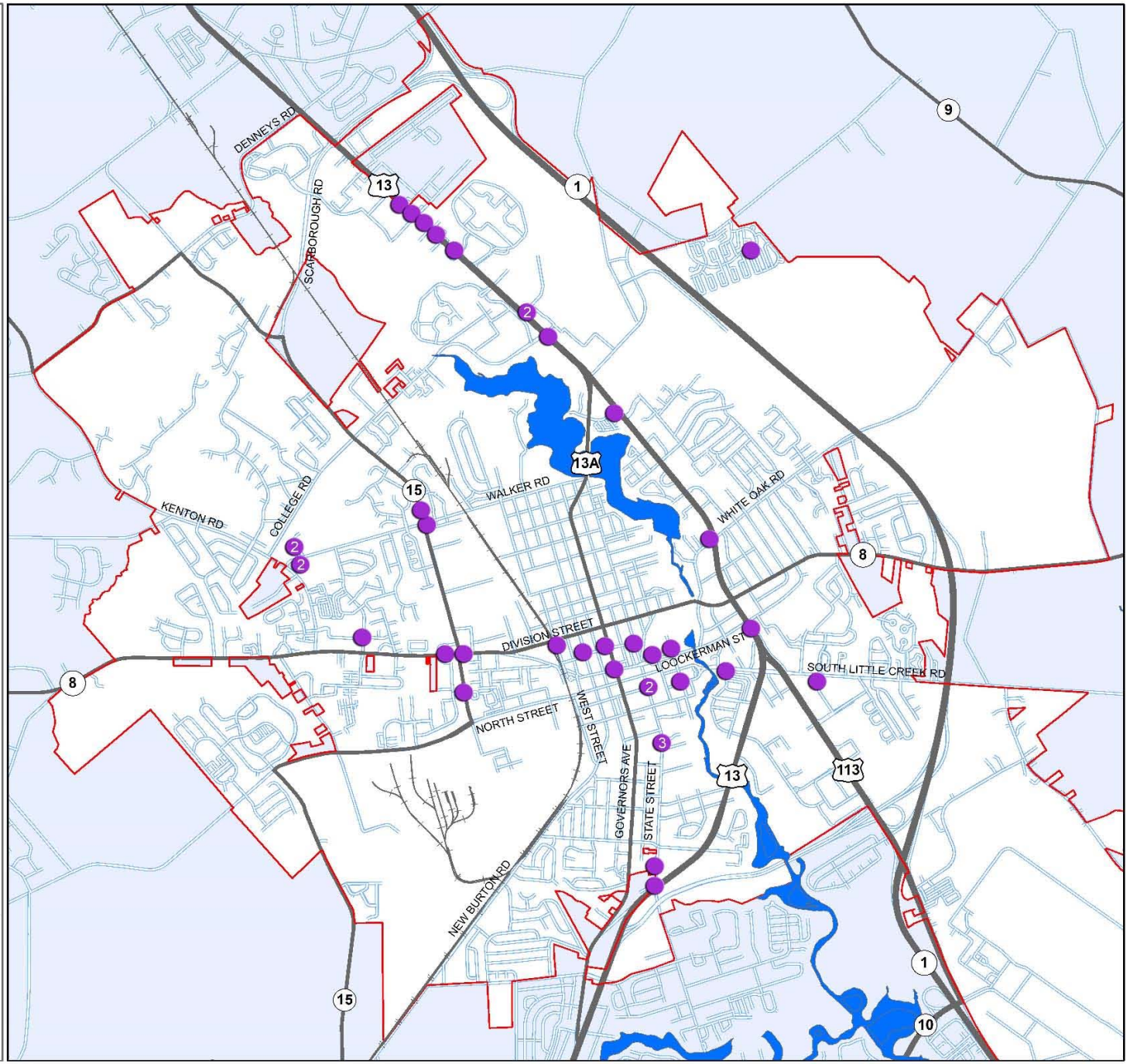
PEDESTRIAN PLAN – EXISTING CONDITIONS

- ✓ 9+ Miles of Trails/Pathways
- ✓ 18+ Miles of Sidewalk Gaps
- ✓ 85% of Signals Have Ped Facilities
- ✓ 39 Crashes (2011 – 2013)
- ✓ Ped Crashes Down 37%



City of Dover
Pedestrian Plan Update

Figure 3
Pedestrian Crash Data



Legend

- Pedestrian Related Crash

Based on reported crashes between 2011-2013

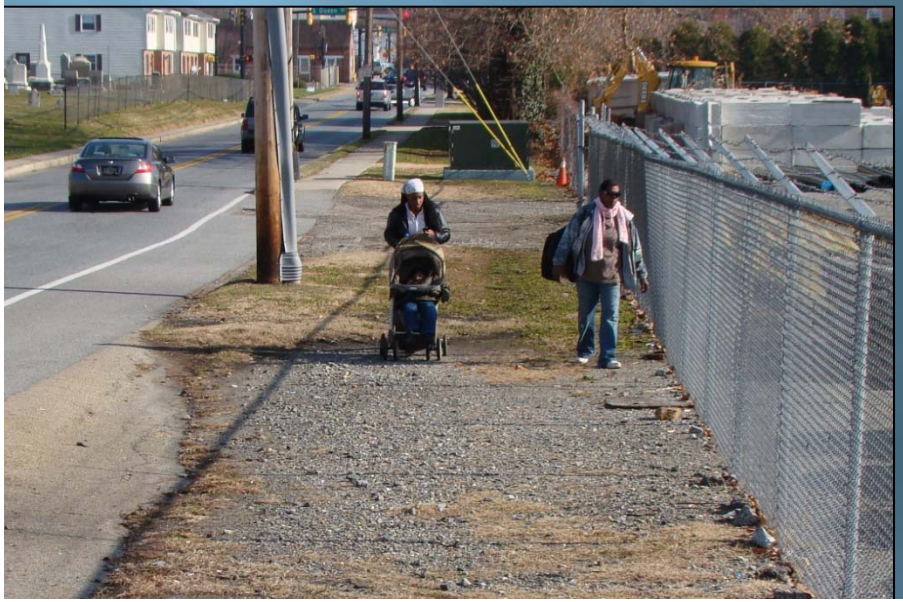
Dover/Kent County MPO

0 0.25 0.5 0.75 1 Miles

PEDESTRIAN PLAN – NEEDS









PEDESTRIAN PLAN – SIDEWALKS

Criteria
Bus stop
Commercial destinations
Community center
Recreational facility
School
High-density residential
Proximity to sidewalks
Presence of shoulders
Property impacts
Drainage / utility / environmental



New Sidewalks	
Rank	**Road**
1	South Little Creek Road
2	Kenton Road
3	West Street
4	U.S. 13 (Northbound)
4	U.S. 13 (Southbound)
5	North State Street
6	College Road
7	Route 8 (south side)
8	Mifflin Road

PEDESTRIAN PLAN – TRAILS

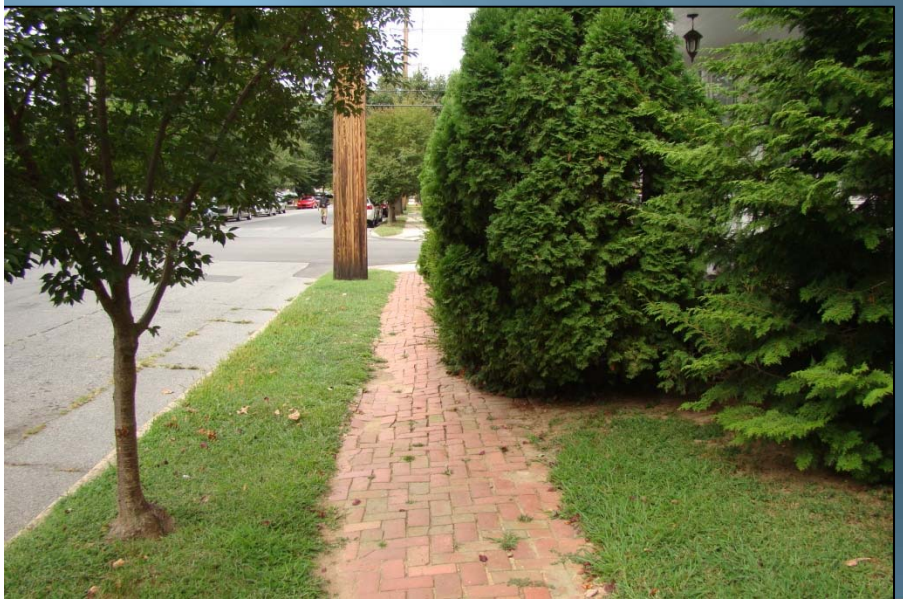
- ✓ Mallard Pond Park
- ✓ St. Jones River
- ✓ Schutte Park



PEDESTRIAN PLAN – MAINTENANCE









PEDESTRIAN PLAN – SAFETY & MOBILITY









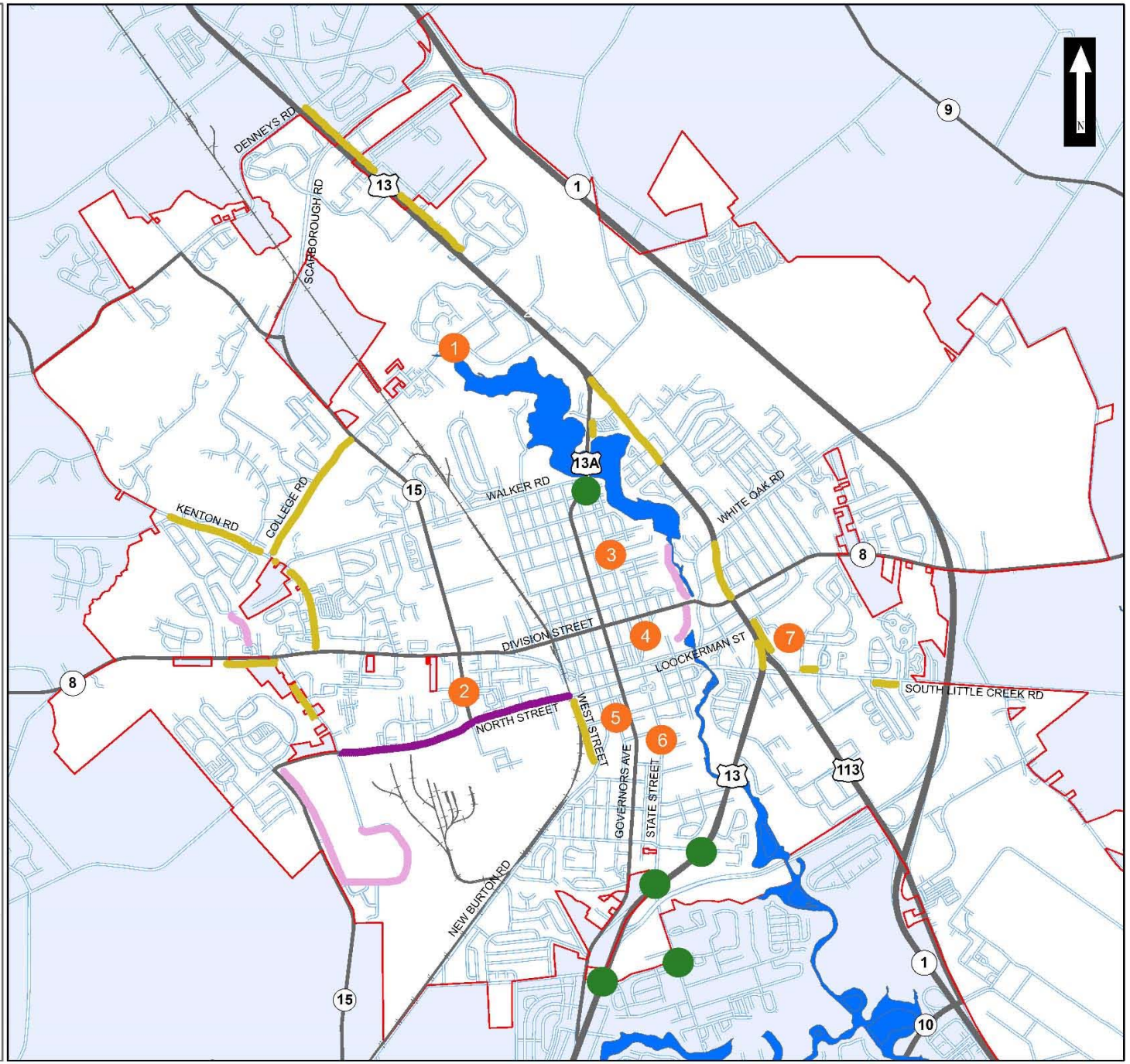
City of Dover
Pedestrian Plan Update

Figure 5
Recommendations

1. College Rd
2. Saulsbury Rd / Gateway Blvd
3. State St / Washington St
4. American Ave / Kings Hwy
5. South New St / Owens Manor
6. State St / Bayhealth
7. John Hunn Brown Rd / Luther Village

Legend

- New Sidewalks
- Lighting, Signing & Striping, Fencing
- Trail Maintenance
- New Trail
- Pedestrian Signal



Dover/Kent County MPO

0 0.25 0.5 0.75 1 Miles

BICYCLE PLAN – ACCOMPLISHMENTS









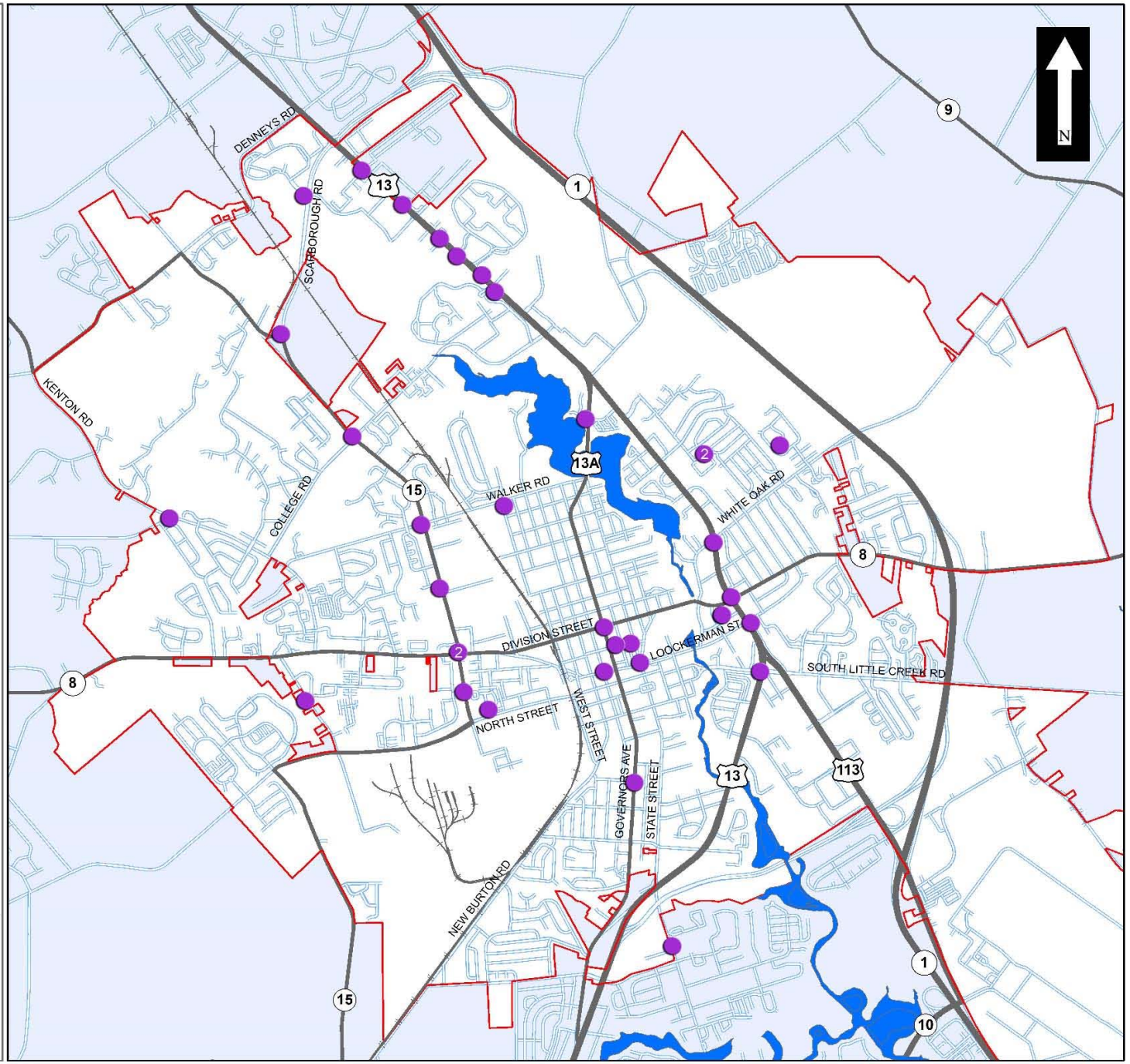
BICYCLE PLAN – EXISTING CONDITIONS

- ✓ 9+ Miles of Trails/Pathways
- ✓ 9+ Miles of Bike Lanes
- ✓ 600+ Bike Rack Spaces
- ✓ 2 Miles of Sharrows



City of Dover
Bicycle Plan Update

Figure 4
Bicycle Crash Data



Legend

Bicycle Related Crash

Based on reported crashes between 2011-2013

Dover/Kent County MPO

0 0.25 0.5 0.75 1 Miles

BICYCLE PLAN – NEEDS



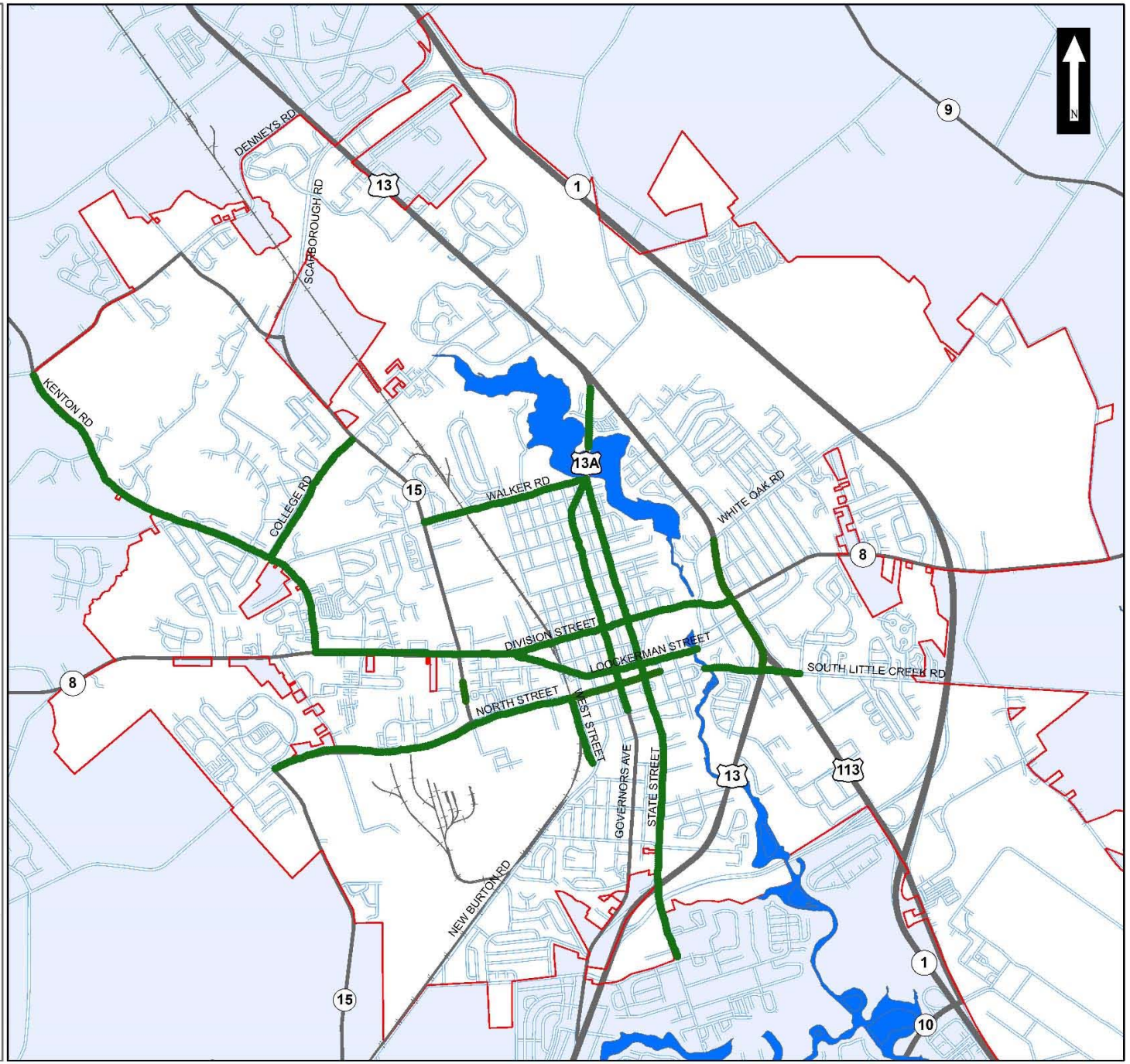






City of Dover
Bicycle Plan Update

Figure 2 - Major Roads With No On-Road Bicycle Facilities



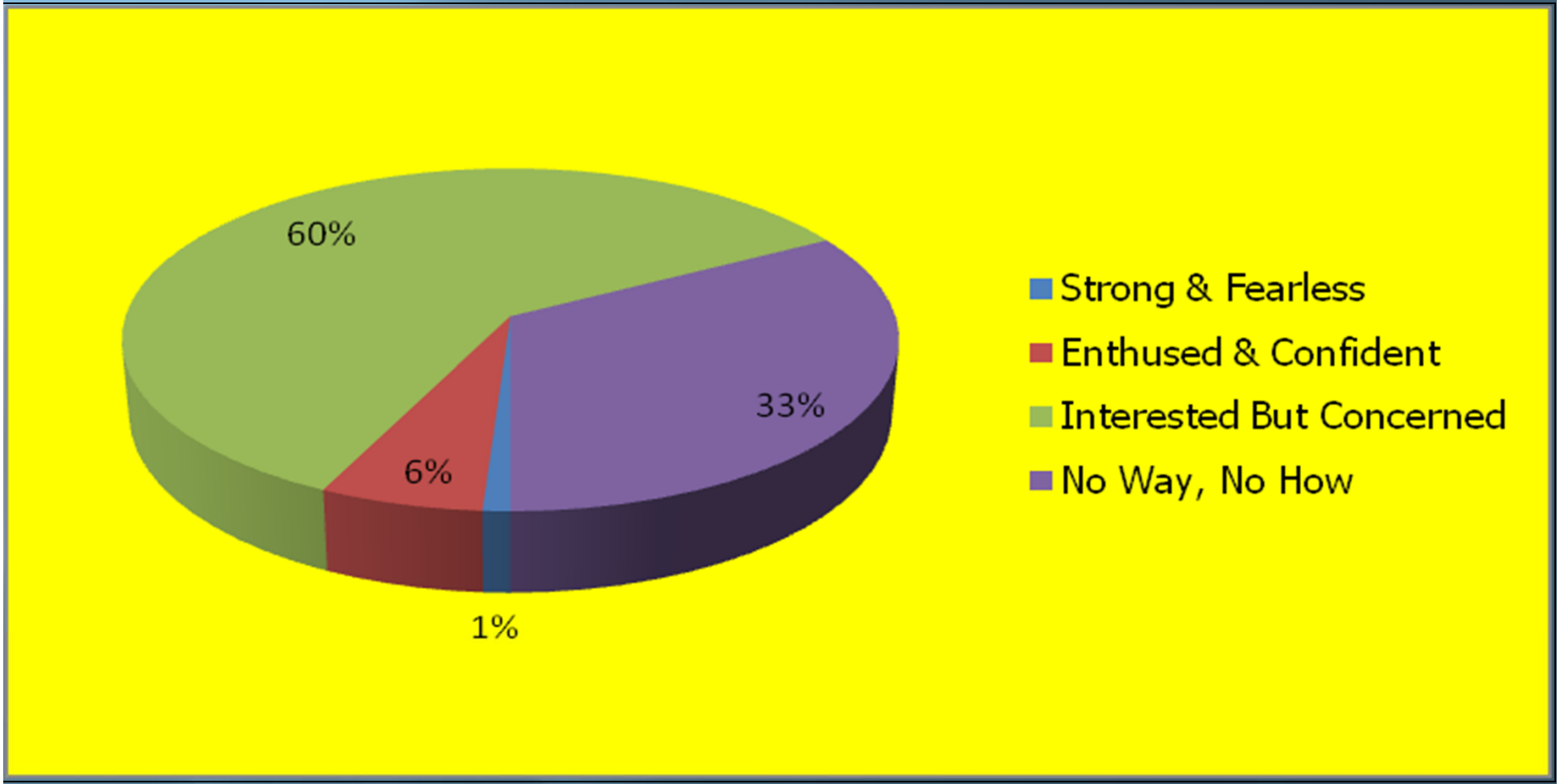
Legend

No On-Road Bicycle Facilities

Dover/Kent County MPO

0 0.25 0.5 0.75 1 Miles

BICYCLE PLAN – LOW STRESS ROUTES



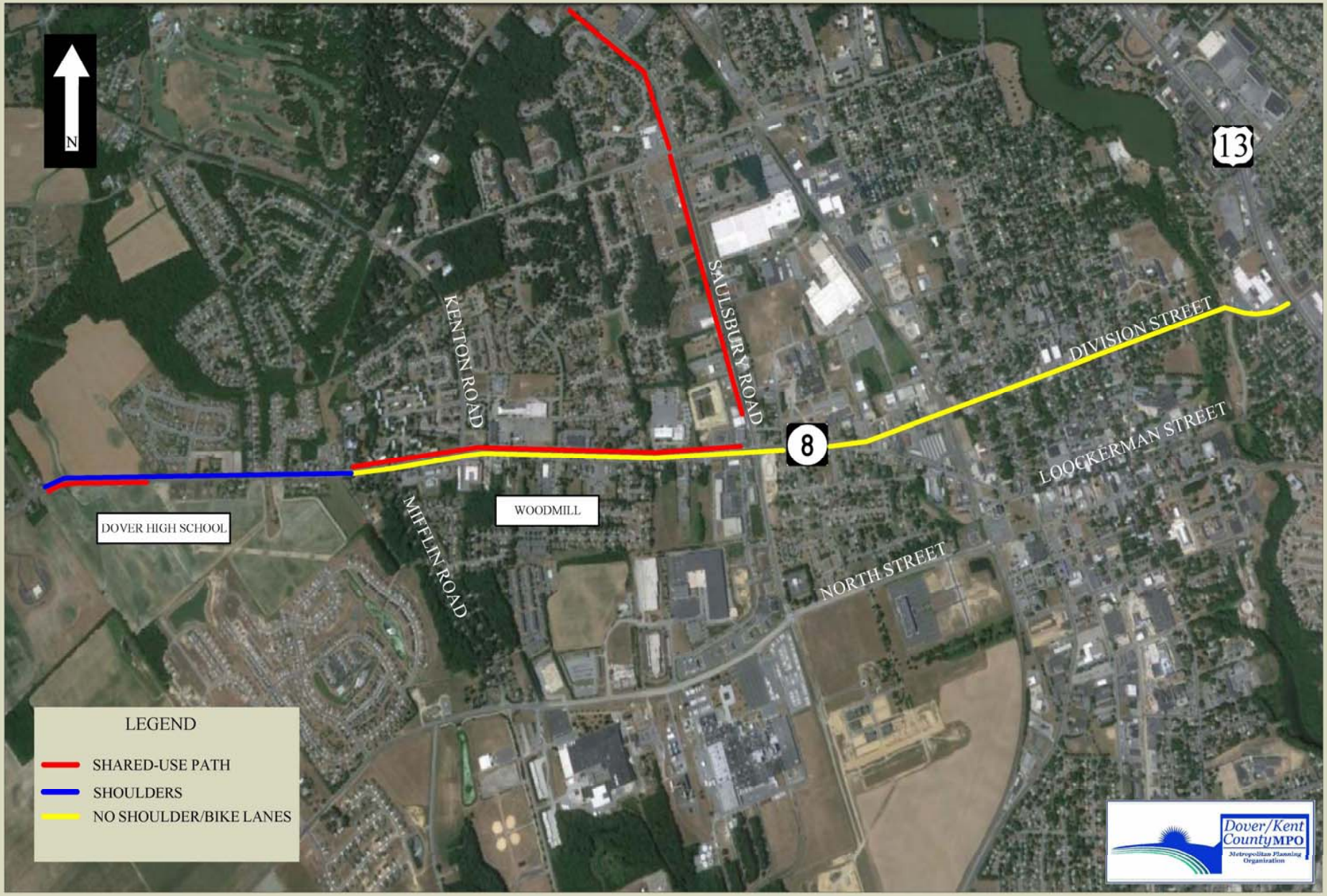
BICYCLE PLAN – PRIORITIZATION

- ✓ Traffic Volumes
- ✓ Located in Downtown/Urban Area
- ✓ Absence of Bike Facilities
- ✓ Absence of Alternate Routes
- ✓ Economic Development
- ✓ Vehicular Speeds

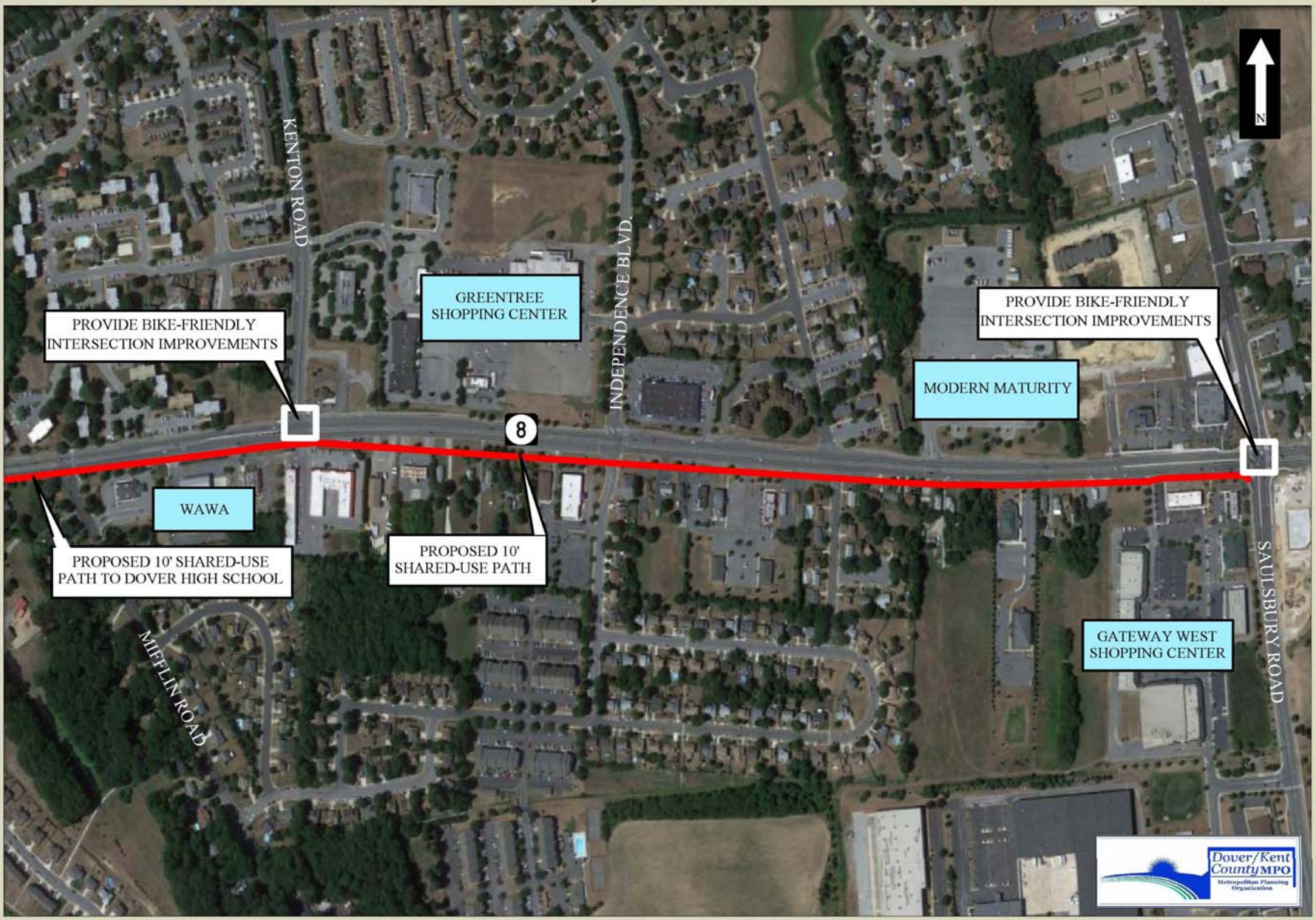
#1 Priority – Route 8



Route 8 - Existing Conditions



Route 8 - Recommended Improvements
Saulsbury Road - Mifflin Road



Recommended Senator Bikeway Improvements



SENATOR BIKEWAY

FULTON STREET



U.S. 13 CROSSING



WESLEY COLLEGE



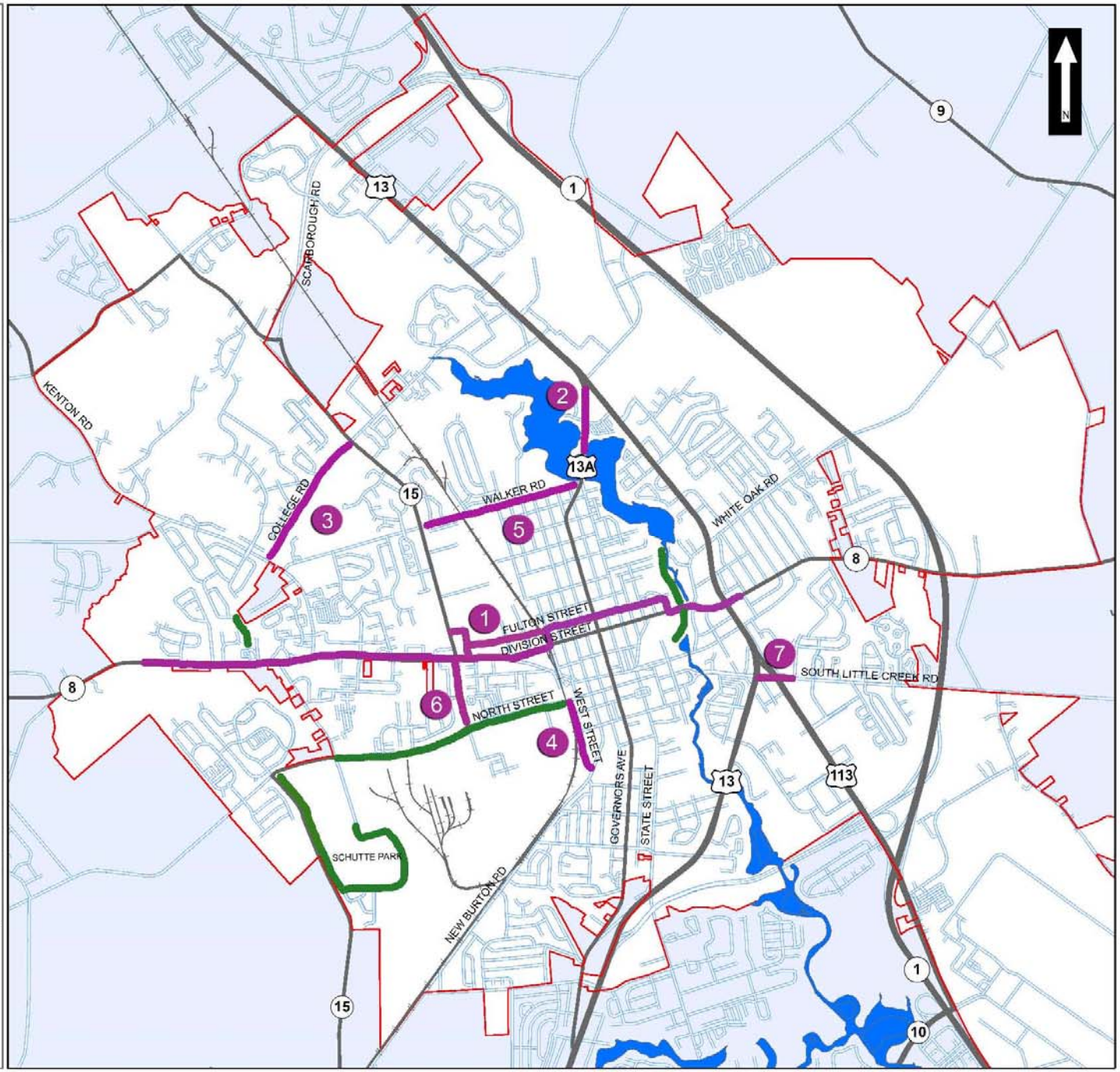
DELAWARE AVENUE



City of Dover
Bicycle Plan Update

Figure 9
Recommended Bicycle Project Prioritization

1. Route 8 (Senator Bikeway) - Dover High School to S. Edgehill Ave
2. North State Street - Walker Rd to U.S. 13
3. College Road - McKee Rd to Kenton Rd
4. West Street - North St. to Queen St
5. Walker Road - North State St. to Saulsbury Rd
6. Saulsbury Rd - North St. to Route 8
7. South Little Creek Rd / MLK Blvd. Babb Drive to U.S. 13



OTHER RECOMMENDATIONS

EDUCATION



ENFORCEMENT



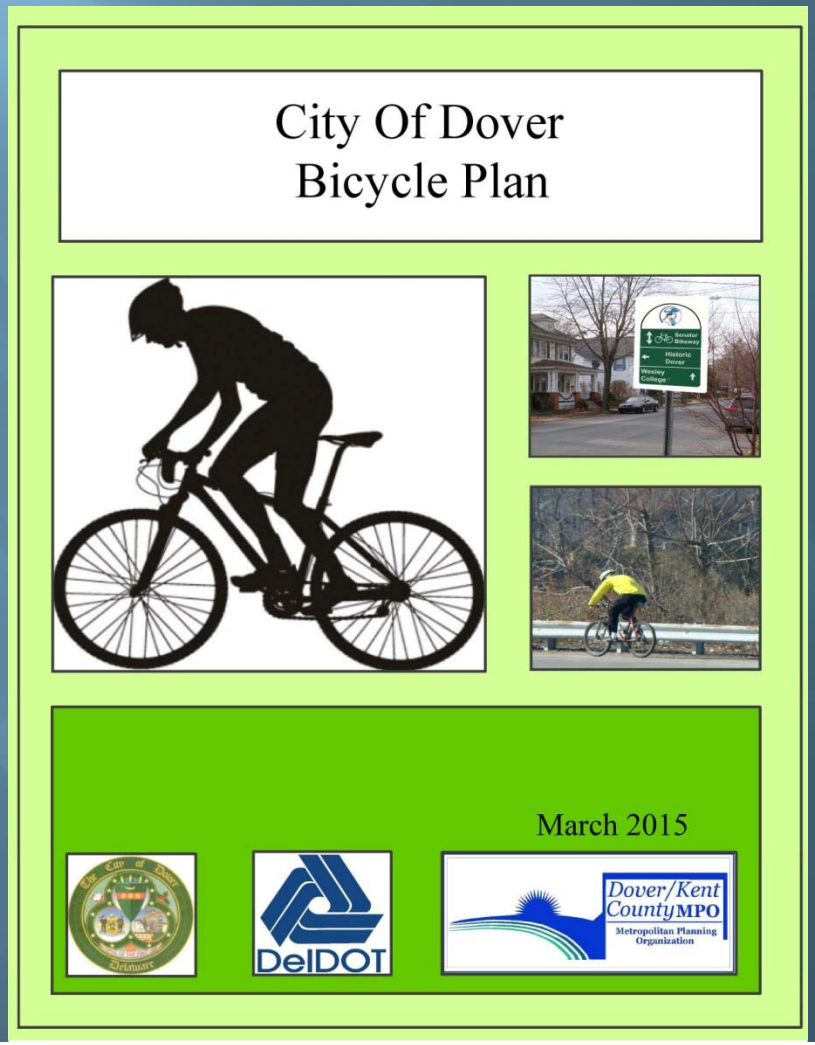
EVALUATION



ENCOURAGEMENT



THANK YOU


City Of Dover
Bicycle Plan
March 2015
DelDOT
Dover/Kent County MPO
Metropolitan Planning Organization

UTILITY COMMITTEE

The Utility Committee Meeting was held on March 23, 2015 at 5:21 p.m. with Chairwoman Williams presiding. Members present were Mr. Perza, and Mr. Snaman. Mr. Slavin and Mr. Blakeman were absent. Councilmen Dixon and Hutchison were also present.

AGENDA ADDITIONS/DELETIONS

Mr. Snaman moved for approval of the agenda, seconded by Mr. Perza and unanimously carried (Slavin absent).

Power Supply Update - Discussion Only

Mr. Scott Koenig, City Manager, advised members that the City's electric utility is probably one (1) of the most complex organizational issues that is discussed, with a lot of moving parts and money that is spent running the utility. He stated that the utility has been very good to the City over many years and has helped fund the General Fund and other activities. Mr. Koenig stated that the City is under constraints in the PJM with rising prices, complexity, and regulation, as well as the retirement of generation and the building of new generation. At the staffing level, the City has had difficulty filling some positions, is trying to reevaluate staffing needs, and will probably be doing some nationwide recruiting to fill a couple of key positions in the utility.

Mr. Koenig stated that, going back to last year's budget, the transfer from the Electric Fund was increased from $8M to $10M. That extra $2M was transferred from the Rate Stabilization Fund, and the concern is that the rates are under a lot of pressure. During the Utility Committee meeting held on March 9, 2015, members considered a proposal to perform a review and update of the electric system financial model, complete cost of service analysis, and develop proposed rate adjustments. The Committee recommended acceptance of the Burns & McDonnell Group proposal, as recommended by staff. Mr. Koenig expressed his hope that Council would adopt this recommendation during their meeting scheduled for later in the evening so that it would be possible to see where the City stands with respect to rates and revenues going forward. From Mr. Koenig's standpoint, the expectation is that those things are going to go up as the City moves into the future.

Mr. Koenig stated that the City has been very competitive with electric rates for residential users, and the most recent figures indicated that the City was as economical as the second lowest in the State of Delaware. He expressed his belief that in the winter the City runs around the fifth lowest; however, the City is not as competitive as it may want to be in the electric rates related to businesses and is probably in the top third in a number of business classifications. From a business standpoint, the City is expensive in the electric industry.

Mr. Koenig stated that Mr. Harry Maloney, Electric Director, would address a number of the issues that the City would be wrestling with over the next 12 months, and in some cases three (3) to five (5) years and perhaps beyond.

Mr. Maloney stated that he would be discussing: 1) where the City stands with Calpine; 2) what is happening with rates and where the City should be going with rates; 3) the budget, including some budget ideas to be presented that members had never seen before; and 4) an update on Playtex's new load and how staff plans to service it.

In regard to Calpine, Mr. Maloney stated that he and Mr. Kirk Betts, the City's utility attorney, were in discussion with Calpine about buying capacity, probably starting in 2018. There was no need for capacity starting in June of 2017 because that market had already cleared PJM at a known price of about $120 per megawatt-day. Mr. Maloney indicated that the City was short 34 MW at a cost of about $1.5M. He stated that in the budget that will be presented, the cost goes up in 2018 because the City will have to replace retired capacity.

In response to Mrs. Williams, Mr. Maloney confirmed that Unit 1 and Unit 2 will be retired in 2017 and, because these units would not be operational, there would be a need to increase capacity and pay someone else to cover the load. The market for June 1, 2017 cleared at $120 per megawatt-day. He explained that the market clears three (3) years in advance and expressed his belief that in mid-to-late May 2015 the price for June 2018 would be known. Mr. Maloney reiterated that the City already has the load covered for the first year of retirement at a decent price of $120, but the City was paying very little to keep Units 1 and 2 around since overhauls, etc., were cancelled and the price was just some labor, operations, and maintenance, which was very light.

Mr. Maloney stated that the City was now dealing with Calpine on a future deal for three (3) to eight (8) years. He advised members that the City had also been engaged in open discussions with Calpine on a dispatchable energy deal, where the City could phone Calpine and request energy for the next week, with the gas price based on Calpine's local unit. Mr. Maloney indicated that this would be a very simple deal and would be combined with the City's capacity to purchase to get the best dollar for the energy. It would be based upon a gas rate at the New York Mercantile Exchange (NYMEX) and the heat rate of the unit, and a little would be added for the transmission of gas, etc. He felt that this would result in a decent price that the City would try to fit into the purchases it had been doing. Just as the City now starts its own units up and down, purchases could be made during hot weeks and would not be needed during cool weeks.

Mrs. Williams questioned if energy would be similarly priced at $120 per load. Responding, Mr. Maloney indicated that this was the fixed charge and the energy price would be a lot less. He stated that, based on the heat rate and a gas price of $2 to $3, it would be a good rate.

Mrs. Williams asked if Mr. Maloney was looking for flexibility for the daily demand if needed. Mr. Maloney stated that he was, adding that this was called a "call option" in today's marketplace. He noted that it may be just on paper, or they may actually turn the unit off and on; however, he felt that they would want to run this combined cycle unit and would not want to keep shutting it up and down since this would tear the unit apart. Mr. Maloney stated that the desire would be to keep it hot and keep it on.

Mrs. Williams asked if Calpine would stay up if something happened on the grid and if this would be a redundant supply for the City. Responding, Mr. Maloney explained that stability analysis modeling, costing millions of dollars, is run to see what is stable. He stated that no one knows what would happen with the grid, and it was unknown what the circumstances would be. Mr. Maloney explained that it would take 10% of power, or approximately 30 MW, for Calpine to do a cold startup and then they would have to energize. He felt that there were plans to get Calpine back online since they are located on the peninsula where there is less generation, noting that Indian River

is being phased out over time. He stated that there were small, 300 MW, generators in the area if a problem did occur; however, there were a lot of variables, such as whether there was enough load connected and if the decision would be made to put it on. He reiterated that PJM does a lot of planning for this.

Mrs. Williams asked if something did happen and Dover had to depend on itself, how many customers could be served. Responding, Mr. Maloney stated that on a typical day, Dover would be fine. However, on extremely hot days, the City was probably at 100% of its 149 MW generating capacity. He indicated that the City could cover almost 90% of its load on a hot peak day and at least a 10% reserve was needed for flexibility. Mr. Maloney advised members that this would include residential and business customers.

Mr. Maloney advised members that the City's contract with North American Energy Services (NAES) would automatically renew on July 1, 2015 and that he and Mr. Betts were trying to complete the new contract for signature and approval before that time. Mr. Maloney indicated that new language would be included in the contract because Units 1 and 2 would be retiring.

Mr. Maloney advised members that another factor with capacity was the changing PJM rules. He noted that in January 2014, there was a big cold snap and a lot of generation was not available, so PJM developed new rules and a new policy called, "Capacity Performance" (CP). The new rules state that you must have firm fuel supply, and if you have a duel fuel unit like the City's, you must either have three (3) days of fuel on your property or fixed gas contracts with a fixed absolute supply. Mr. Maloney explained that the City is on an interruptible rate and has spot gas, not firm gas, but does have oil capacity. He stated that PJM will still have the old capacity for the next three (3) or four (4) years; however, that will eventually be phased out and then new requirements must be met. Units that do not meet the requirements cannot be bid into the capacity model. Mr. Maloney stated that the City was following the rules and that this matter was now being considered at the federal level, having been filed through the Federal Energy Regulatory Commission (FERC), and he anticipated that there would be protests but ultimately it would lead to higher costs. A firm gas contract would be required or oil could be used; however, oil would have to sit in reserve and there would be a cost for this. In addition, he noted that if the oil were kept and the City was asked to run on a hot or cold day and failed to run, the penalties would go up. The City would have to give back the money that would have been received for that day and there would be an additional penalty; therefore, the City would lose this money plus pay a penalty of 100%. Mr. Maloney explained that there are caps and, if the City were out for six (6) months, there would be a significant financial penalty if the City does not have the unit available when called upon. Mr. Maloney advised members that these rules affect Calpine and those rules are coming into effect when the City needs to buy more capacity.

Mrs. Williams questioned what the consequence would be if there were a delay and more penalties, and asked if the City could charge Calpine for water, since they have to use water to make steam. In response, Mr. Maloney recommended a firm, set deal with Calpine on paper. If they run or fail to run, the City would still get its deal for 30 or 40 MW and Calpine would pay the PJM price because they have to replace energy and the City would be insulated from this. He said that Capacity Performance would raise the price to buy more capacity and raise the City's internal price to maintain oil on the property and make sure that its two (2) units will run.

Mrs. Williams asked if the City could obtain funds through the water rates if more money were needed. Responding, Mr. Maloney stated that the City sets its own rates in its service area; however, he indicated that water and sewer were outside his area of responsibility.

Mrs. Williams noted that water was needed by Calpine to make steam. In response, Mr. Maloney stated that the City received notice that Calpine would be filling its cooling tower shortly and that drawing water may cause brown water complaints.

Mrs. Williams indicated that she would like to see the good relationship that Dover has had with the American power market remain, even if the City has to switch utilities a bit to readjust and ensure that the City still gets sizable revenues for utilities. She said that revenues may be from water in the next millennium and might have been from electricity in the last, noting that it did not matter to her as long as the City gets the right price.

Mr. Maloney stated that Mr. Betts was reminding Calpine on a daily basis that the City did a lot of infrastructure improvements to help them get here. Mrs. Williams stated that these improvements amounted to $16M. Responding, Mr. Maloney advised members that the trouble was that the individual with whom the City was now negotiating was not the person that was physically here when the process began.

Mr. Maloney informed members that President Obama was trying to push through a clean power act. Although it was uncertain how far that would go with the change in the Senate and Congress, many were saying that the government wanted to shut down coal plants; therefore, there was less coal generation and everyone now wants gas.

With respect to rates, Mr. Maloney stated that Mrs. Donna Mitchell, Controller/Treasurer, planned to work with Burns & McDonnell regarding rates, noting that the City would be looking at a four (4) or five (5) year deal. He reiterated that in FY18 the City would have a spike in costs as a result of having to buy capacity in the approximate range of $1.5M, which would be a cost increase that the City was not incurring before. Mr. Maloney said that as staff does the rates, they are looking at the structure. He stated that as efficiency improves, for example, as you get better light bulbs, consumption goes down. Mr. Maloney noted that there is still a basic cost of service, but a lot of the City's basic cost of service is in the kWh rate. As the City sells less kWh, it would not be recovering basic costs. Mr. Maloney stated that the move now is to lower the kWh and raise the basic customer service charge. Even though the customer uses less energy, the customer service charge would climb and the City would still recover the basic costs of service as efficiency improves. He noted that everybody wants efficiency; however, there is still a basic service and cost for the wires, transformers, etc. Mr. Maloney felt that the City probably would not build more substations but would still have a flat load going out. If the City lowers the kWh and raises the customer charge, the average customer would not see a net effect, and the City would still have a guarantee of revenue to cover costs.

In response to Mrs. Williams, Mr. Maloney explained that he was referring to kWh consumption, noting that a lot of the basic cost of services are in the kWh of consumption billing. Some of it is in demand, but all of the residential is in the consumption. He indicated that there is more solar penetration, which is being ramped up in the State, and revenue would be lost through solar.

Mr. Maloney stated that as the State ramps up the requirements there will be more and more solar energy applications, noting that he had a couple on his desk. He stated that there were some limits; however, this would "creep up" and cause lost revenue because the City still has to supply all of the wires, etc. for solar customers to utilize on cloudy days. The customer may net out close to zero (0) for a year, but the City may only get $5 for the basic charge, which would not cover the wire or basic generation charges. Mr. Maloney indicated that rate changes would be phased in over time and the City would look to see what that impact is going forward. If this is not done, there would not be enough revenue and those who cannot afford solar or more efficient units would "pay through the nose" for electricity. He explained that this is a nationwide movement happening today, not just a City of Dover issue. Mr. Maloney stated that although everybody thinks the rates are just going up, the City tries to make them revenue neutral so the average consumer does not get hurt by it.

In regard to Playtex, Mr. Maloney stated that Playtex advised the City last year that they plan to double their load and may increase the load to a little more than double. He explained that the existing circuits that feed Playtex cannot handle it. Based upon the existing infrastructure of two (2) substations with spare breakers and the retired 22,000 volt line that runs along the railroad tracks and approximately $300,000 worth of improvements and some other wire, the City is going to build two (2) new circuits that can feed Playtex. Mr. Maloney advised members that the existing circuits have only a 400-amp rating and the new ones need a 600 amp rating. He said that staff was working with Playtex and hoped to have the work done by summer. It was hoped that over the next two (2) years there would be load growth there. Mr. Maloney indicated that the only positive load growth that the City has is with Playtex and the City would provide them two (2) good redundant supplies. He explained that Playtex cannot sustain long outages, which hurt production greatly, noting that Playtex had always had double feeds, so this would be continued at a larger size.

In reference to the budget, Mr. Maloney indicated that the "New Developments" line item in the budget would be raised significantly to more than $2M from approximately $600,000. He indicated that Mrs. Mitchell had said that the budget could not be raised by that much; however, he explained that whenever a new development is done, such as a new underground development or a new service to commercial, 100% of the cost will be billed. When that revenue comes in, it will offset the costs going out. If a developer hands him a $100,000 check, Mr. Maloney would pull $100,000 of new materials, and the City would be even without affecting the rate payer. Mr. Maloney stated that he wanted to have sufficient funds in case developers tell them in May that they want to build 100 homes starting in the fall. He indicated that his recommended approach would provide flexibility to enable the City to proceed with providing material and installing the necessary services. Mr. Maloney cautioned that this money could not be spent on anything else since it would be earmarked for new developments that pay cash for the City's charges. He stated that this would not affect rates but would be revenue neutral because he would have to have the check in hand before going to the warehouse to pull the equipment.

In relation to personnel, Mr. Maloney stated that, when being interviewed for his job, he asked who the City's representative at the power plant was. Although there is a contractor there, normally a company has a person watching a plant all day long, noting that the City has $200M worth of assets there that should be observed. He advised members that Mrs. Mitchell and Mr. Koenig had worked

with him and planned to budget for an Assistant Superintendent of Generation or Assistant Generation Manager, to have a representative on the property. In addition, this individual would be a project manager as the City plans its generation. Mr. Maloney stated that when the City starts new generation, this individual would be the seed. The City would begin to build, get consultants and layout, and everything would come through this employee, including the financials, project management, etc. The employee would also serve as a backup for Mr. Maloney and would be present when Mr. Maloney is not. Mr. Maloney stated that it would take a team to build the City's own generation since the City would be looking at a $60M - $80M expenditure, depending on its size, and someone would be needed to work on starting the process. He stated the intention to present this in the budget discussions.

Mrs. Williams asked if $4M - $6M was needed for the things Mr. Maloney had mentioned, including the revolving account for the new developments. Responding, Mr. Maloney stated his belief that it would be a little over $2M; however, rates revenue would not be needed for this. He reminded members that if a check were not received from a developer the money would not be spent.

Mrs. Williams stated that she understood this; however, it would be necessary to buy the materials before the check would be received. Mr. Maloney explained that the inventory account is outside the budget. He stated that staff normally stocks enough to get going and the rest of the material can be here in eight (8) to 12 weeks. The funds needed for all the things he had talked about would mainly go toward salaries and would amount to a few hundred thousand dollars.

Mr. Koenig advised members that the information presented provided an update on the challenges that the City faced. He stated that the baseline cost would go up by an additional $1.5M to pay for capacity. The City would have to raise these funds, and that cost has to be added into the rates and the future projections. Mr. Koenig indicated that Mr. Maloney was recommending the potential hiring of an Assistant Generation Manager, which is an expensive position and could cost $100,000 plus per year in the operating budget. Mr. Koenig indicated that this person would be the main focus of oversight of the City's existing generation, help manage the contract with NAES, and would potentially serve a dual role if the City decides to build a new piece of generation instead of buying 34 additional MW in power supply. If a new plant were built, this person would be the focal point for identifying the best technology and location, and taking it through construction and startup.

In regard to the budget increase for new developments, Mr. Koenig stated that staff had experienced difficulty in getting all of the dollars to line up in the correct line item in the budget, especially when the budget is an estimate of annual spending and about two-thirds of the service territory is outside the City limits. He advised members that the City has a pretty good handle on where development projects are within the City; however, the County operates differently. Mr. Koenig explained that developers come in and out, and projects sometimes move slower or faster than anticipated. He stated that the $2.5M for new developments is essentially an earmark in the budget. It is not part of the rate calculation because the City would not spend that $2.5M unless $2.5M had been received from developers in revenue for those new features, whether they are transformers, lines, or something else. Mr. Koenig indicated that $2.5M may be spent in some years, while only $1.5M may be spent in other years; it would be completely driven by the number of new connections or transformers going into the system for new service.

Mr. Koenig stated that the big challenge for the City is the expected flat loads, other than Playtex and potentially some additional loads coming online at Garrison Oak Technical Park in the future. He informed members that the national trend for load seems to be downward as people replace equipment with more efficient equipment. Mr. Koenig stated that if the City does nothing, people continue to install more efficient equipment, and no new customers are added, the City's load will go down over time, noting that base costs are going up. He explained that personnel and benefit costs, as well as the cost of replacement parts, etc., are increasing; therefore, many things are putting pressure on the need to make good business decisions for the utility going into the future.

In response to Mrs. Williams regarding the total costs, Mr. Koenig stated that he would be remiss in saying that costs would be going up 5% or 8%. He stated that this would not be known until the rate study comes back in four (4) to six (6) weeks with more information about the rate design. He stated his hope that the increase would be more manageable than double digits and may be something that could be phased in. Mr. Koenig indicated that the rate would be in the best interest of the utility as well as the customers.

In response to Mr. Hutchison regarding what was in place to protect the City's customer base, both within and outside the City, and to make sure the City keeps those customers, Mr. Maloney stated that this is called a key account person or program and the City had none. Mr. Koenig explained that the State has issued an electric franchise and the City's franchise territory is pretty much fixed at the State level; therefore, Delmarva Power cannot just come in and take customers, or take a portion of them. He stated that, currently, true electric choice is not available; therefore, the City does not have to worry about Delmarva taking its customers. Mr. Koenig advised members that the State can consider this in the future, but there would be big ramifications. He indicated that there are some protections, explaining that even if Delmarva took a customer, they would have to cross City lines to get to that customer, and the City would be entitled to some rate of exchange. He stated that because the City is a municipal provider, it has been granted a certificate, and although the City is not completely a monopoly, it operates like a monopoly. Mr. Koenig informed members that one (1) of the biggest issues which was raised by the Governor several years ago, is that if the State decides they are not happy with the municipal electric utilities, transfers, and rates, they can send the municipal electric utility to the Public Service Commission (PSC) to be regulated as a public utility, like Delmarva Power. Mr. Koenig explained that you can spend a lot of money with attorneys and accountants to present your rate case at the PSC, go through all of the hoops and discussions, and come out with an approved specific rate of return. If the City were to do that, the result could potentially be higher than its current rate because of the guaranteed rate of return. He reiterated that the City has some protections because the City was granted a certificate.

Mr. Hutchison stated that the Governor's office, as well as membership of the General Assembly, had brought this issue up and he expressed the need to make sure the City of Dover is staying ahead of that curve and making sure to protect what we have.

Mr. Koenig reminded members that the City offers an entire bundle of services that intertwine at times. He stated that the City is not like the Delaware Electric Co-Op that only runs an electric utility, or like Delmarva Power that is interstate and has a number of different interests related to electric power.

Mr. Hutchison stated that in the last meeting with the Governor and the local leadership in the General Assembly, Senator Colin Bonini brought up an issue regarding rates and asked if Mr. Koenig and the Mayor responded to this. In response, Mr. Koenig indicated that he had only heard about this secondhand. He explained that he had talked to Senator Bonini a number of times over the years about this issue and had a somewhat different philosophical view than Senator Bonini. Mr. Koenig stated that, in regard to rates, the City's Achilles heel is some of the commercial electric rates. When looking at the rate design, he felt it would be necessary to decide whether the City favors business development over low residential electric rates, noting that Senator Bonini's issue is related to the commercial rates rather than residential rates.

Mr. Koenig stated that Calpine started a notice of flow earlier in the day, so the City is beginning to receive sanitary flow from the Calpine project to the new infrastructure in the Garrison Oak Technical Park. He advised members that there would be an adjustment period for the water system. Calpine had put the City on notice that they are beginning to test out the systems and the new energy center. Mr. Koenig stated that they would be filling up the large holding tank on the site with approximately one-half million gallons over the next couple of days. Within a few weeks, they were going to start ramping up the system check at Calpine and were expected to begin some type of production operation with the next month or so. Water quality complaints were expected as the system adjusts and staff would be putting out Facebook posts, public notices, etc.

Responding to Mrs. Williams, Mr. Koenig stated that the system would not run dry; however, when flushing the water system, brown water can be stirred up and the hydrants would be open, pulling brown water out. As Calpine comes up, the flow in the system will change because of a different demand point at Calpine. Where there may have been very low flow in the mains in White Oak/Towne Point, the pressure in houses would not be affected; however, the velocity outside in the mains would be affected. Mr. Koenig stated that the flow may have been running north-south, but with the Calpine project it may reverse and run south-north, which creates scouring in the pipe. Until the system adjusts to that flow reversal, there will potentially be plumes of brown water, water quality complaints, and perhaps laundry complaints, and staff is gearing up for this. He informed members that during the month of April staff would also be flushing the water system and they are trying to time it so as the water system is being flushed, the system adjusts and there would be a reduced amount of complaints. Staff will be remediating these things as they are happening as much as possible.

Mr. Snaman moved for adjournment, seconded by Mr. Dixon and unanimously carried.

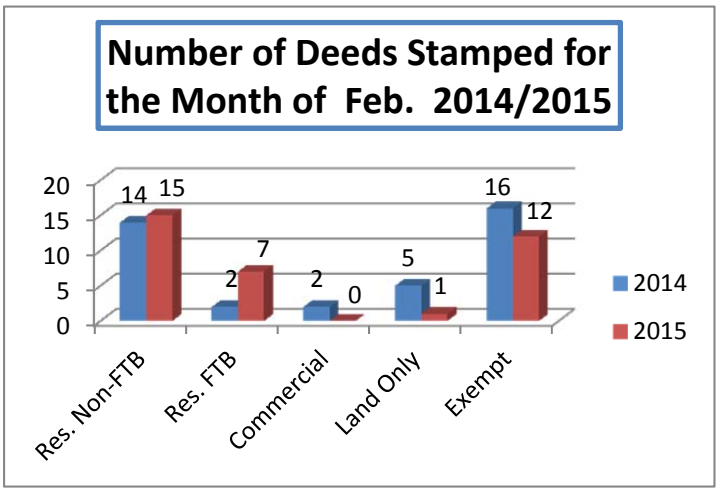
Meeting adjourned at 6:04 p.m.

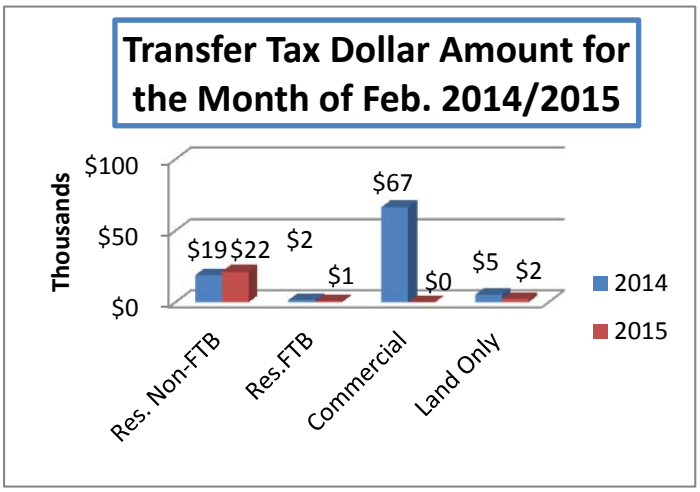
Beverly C. Williams
Chairwoman

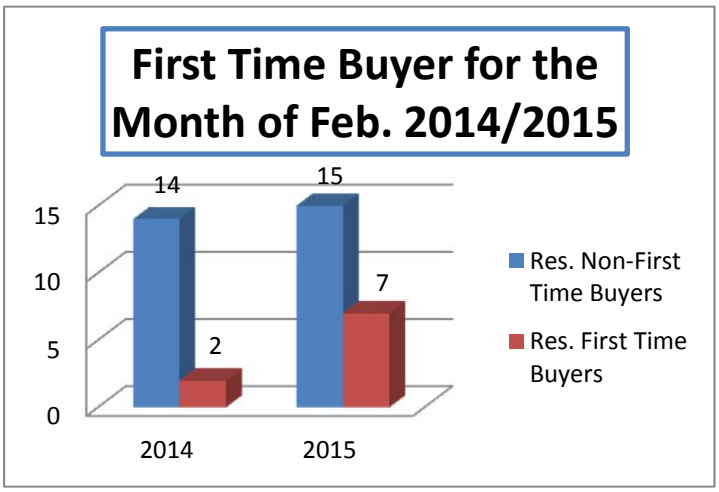
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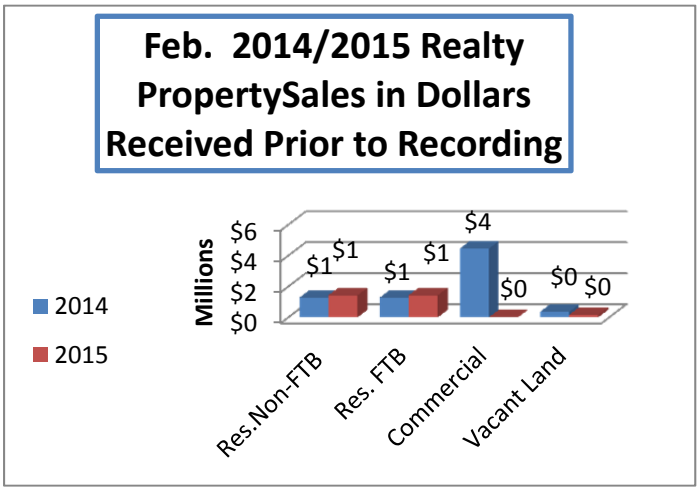
Monthly Report
February 2015

Office of City Assessor









Major Updates

	December - 14	January - 15	February - 15
Assessment Change	$458,200	-$174,600	$1,353,100

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
14	$2,052,000	$2,053,873	1.08	1.08

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.

2015 Revaluation

- Tyler Technologies is finalizing the review of residential and commercial properties. (Please see attached Project Status report from Tyler Technologies)

- New Value letters were mailed to property owners.

CITY OF DOVER
SALES RATIO REPORT

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
ED05-067.05-02-40.00	26B	R10	203 MEADOW DR	1	5	1992	2	2964	A-	GD	238,500	20-FEB-15	272,000	.88
ED05-067.12-04-20.00	8B	R10	44 REPRESENTATIVE LN		13	2014	2	2603	B-	AV	191,000	06-FEB-15	220,000	.87
ED05-067.14-02-47.00	17B	R10	37 FOREST CREEK DR	1	13	1974	2	1443	C-	GD	124,800	12-FEB-15	84,985	1.47
ED05-067.15-04-05.00	11	R10	895 WOODCREST TRN	1	16	1966	1	2004	C	AV	165,700	20-FEB-15	175,000	.95
ED05-067.16-02-25.00	11A	R10	622 LAKEWOOD PL	1	3	1966	1	1475	C+	AV	160,100	06-FEB-15	152,000	1.05
ED05-067.18-01-06.00	21	R10	1430 COLLEGE RD	1	14	2000	1	1150	C-	FR	122,700	24-FEB-15	140,000	.88
ED05-067.19-04-35.00	26	R0	44 HOMBERG CIR		14	2014	1	1864	B	AV	209,000	06-FEB-15	225,888	.93
ED05-068.18-01-54.00	27	R10	116 GREENHILL RD	1	3	1950	1	1291	C	AV	134,100	27-FEB-15	134,000	1.00
ED05-076.05-03-31.00	16D	R10	154 STONEY DR	1	8	1987	2	1749	C+	AV	145,700	06-FEB-15	153,000	.95
ED05-076.05-04-01.026	55	R50	9 PAR HAVEN DR	1	20	1978	1	723	C+	AV	54,500	02-FEB-15	40,000	1.36
ED05-076.06-01-04.00	51	R50	3 ATRAM HALL	1	20	1973	1	848	B+	GD	63,100	04-FEB-15	55,000	1.15
ED05-076.06-06-46.00	17B	R10	161 HAMPTON DR	1	13	1984	2	1200	C-	AV	115,500	03-FEB-15	70,000	1.65
ED05-076.10-02-79.00	25	R10	233 TRAFALGAR DR	1	5	2005	2	2306	C+	AV	197,300	27-FEB-15	214,000	.92
ED05-077.07-01-12.00	16I	R10	159 HOLMES ST	1	13	2003	2	1296	C	AV	130,000	18-FEB-15	118,000	1.10

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February 27, 2015

Cheryl Bundek, AAS, Assessor
City of Dover
5 E Reed St.
P.O. Box 475
Dover, DE 19903-0475

The following is a listing of current activities and the status of each for the City of Dover Revaluation Project to date. Please note new items in bold:

I. Project Commencement

- September 11th – Project kick off meeting held with Melissa Baer, Annette Hart and Cheryl Russell in attendance. Topics discussed include the following:
  - Proposed project schedule was reviewed. A detailed project plan was also emailed as part of the kickoff documents provided.
  - The contract was reviewed in detail. Clarified topics included:
    - The data mailer was reviewed and an updated sample is attached. Mailing was tentatively scheduled for first week of October. A small initial mailing was recommended so any issues could be resolved prior to mailing the balance of the town.
    - Collection of data for income producing properties was discussed. It was decided that Income & Expense forms would be mailed out with a return date of October 31st.
  - Public relations was discussed.

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  - An initial press release would be issued (Melissa to submit sample).
  - A link to the Tyler video was also suggested.
  - A presentation prior to issuing values will be presented before council.
- September 16th – Melissa submits sample press kit and press releases. Also provided, the link to the Tyler video to determine if it could be launched from the City's website. Sample data mailer glossary submitted for consideration.
- October 10th – Zachary provides remote connection information and logins.

II. Data edits

- October 22nd – Melissa provides list of edits run on the residential file and results to review.

III. Residential Analysis and Review

- October 13nd – Debra Christy starts review of existing neighborhoods and recent sales.
- October 21st- Ryan Zuck received Residential Neighborhood GIS Map from Assessor and mailed to Debra.
- November 18- 20th – Debra Christy on site to drive the City of Dover to determine combination of existing neighborhoods.
- December 3rd- New neighborhood assignments are imported into Dover 2015.
- December 4th- Melissa updated residential Marshall and Swift cost calibrations into Dover 2015.
- December 8th – Dover 2015 land and building re-cost to continue with land analysis.
- December 18th – Preliminary land values and building cost calibration completed.
- January 12th – January 16th – Debra Christy, Elyse Pare and Chris Gobin review and finalize residential file for Model generation.

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IV. Residential Analysis and Review (continued)

- January 17th – 18th – Melissa Baer generates and runs Residential Model for market and comparable property analysis for all Dover residential properties.
- January 19th- Residential Final Review continues. (Debra Christy, Elyse Pare and Chris Gobin.)
- January 29-30th - Residential NBHDS 2, 3 and 4 are turned over for Assessor Review.
- **February 9th –Residential NBHDS 3A, 6 – 11, 14 and 16 – 18 are turned over for Assessor Review.**
- **February 11th – Residential condominiums are turned over for Assessor Review.**
- **February 13th – Elyse Pare completes and turns over Ratio Studies, Residential and Commercial sales listings and Dover Revaluation and Impact Analysis Power point presentation.**

V. Commercial Analysis and Review

- October 20th – Steve Beccio starts review and validation of commercial industrial sales.
- November 17- 21st -Steve Beccio on site in Dover to review commercial land and sales.
- November 18th – December 1st - Steve Beccio updates income and commercial land tables in Dover 2015 based on income and expense report data received and sales analysis.
- December 05th - Commercial valuation review commences in neighborhoods C36.
- December 05th – January 28th – Steve Beccio conducts commercial/exempt value review.
- January 29th - January 30th –Commercial NBHDS are turned over for Assessor Review.

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VI. Informal Review Process

- **February 13th – Chris Gobin sends valuation file to City of Dover for production and mailing Notice to Taxpayers.**
- **February 20th to 23rd – City of Dover mails notices.**
- **February 24th – Phone calls start for informal review appointments.**
- **March 2nd – Informal Review Appointments scheduled to begin.**

ACTION ITEMS:
CITY OF DOVER:

- Completed data edits in preparation of data inventory mailings.
- Provided any returned Income and Expense reports to Steve Beccio for analysis.
- Mailed out Property data inventory reports.
- Review returned property inventory reports for corrective action.
- **Assessor completion of Review of Values.**
- **Mailing of Notices to Taxpayers.**

ACTION ITEMS:
CLT:

- Completed Residential Neighborhood analysis.
- Completed Residential land and sales analysis.
- Completed Commercial income and sales analysis.
- Melissa Baer creates Residential Model and Runs comparable properties.
- Completed Commercial value review.
- **Completed Residential Value Review.**
- **Completed Commercial and Residential Value turnover.**
- **Conduct Informal Review Appointments and Reconciliation Process.**

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Respectfully Submitted,

M

Melissa Baer, CAE, CCMAII
Northeast Regional Manager

cc: Debra Christy

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CITY OF DOVER, CT

2015 REVALUATION PROJECT

TYLER STAFF

MELISSSA BAER – PROJECT SUPERVISOR

DEBRA CHRISTY - RESIDENTIAL APPRAISER

ELYSE PARE – RESIDENTIAL APPRAISER

CHRIS GOBIN – IAS SUPPORT/ RESIDENTIAL APPRAISER

STEVE BECCIO – COMMERCIAL APPRAISER

RYAN ZUCK – HEARING OFFICER

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City of Dover

2015 Revaluation Project Plan

Activity	From	To	Progress	Responsible Party
Project Commencement	9/11/14	9/11/14	100%	Melissa Baer
Data Mailers (mailed)	10/6/14	10/24/14	100%	City of Dover
Database Edits	9/29/14	10/22/14	100%	Melissa Baer
Valuation Analysis Land	11/17/14	12/19/14	100%	Debra Christy
Valuation Analysis Buildings	11/17/14	12/19/14	100%	Melissa Baer | Debra Christy
Valuation Analysis Income & Expense	10/20/14	11/28/14	100%	Steve Beccio
Market Modeling	12/01/14	12/19/14	100%	Melissa Baer
Review of Values - Residential	01/12/15	02/11/15	100%	Debra Christy | Elyse Pare
Review of Values – Commercial	12/05/14	01/30/15	100%	Steve Beccio
Assessor Review of Values	01/29/15	02/13/15	100%	Cheryl Bundek
Mail Notices to Taxpayers	2/20/15	2/23/15	100%	City of Dover
Schedule Informals	2/24/15	3/06/15	20%	Diane Anderson
Conduct Informals	3/02/15	3/18/15	0%	Ryan Zuck
Informals Resolution	3/09/15	3/18/15	0%	Ryan Zuck
Project Completion	3/20/15	3/20/15	0%	Ryan Zuck | Melissa Baer

Note: Staffing will be determined by availability based on commitments to other projects and may differ from the plan. All staff is subject to the approval of the Assessor.

CITY MANAGER'S MONTHLY REPORT



FEBUARY 2015

Monthly Highlights

Customer Services

- In the month of February, we processed 4,305 credit card payments for the month totaling $921,563.13.

Human Resources

- Staff Training Sessions:
    - Pruning Negativity - one session offered total 5 employees attended.

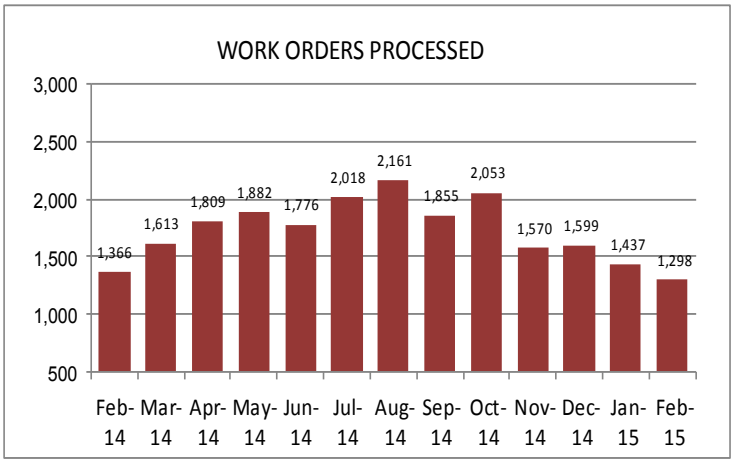
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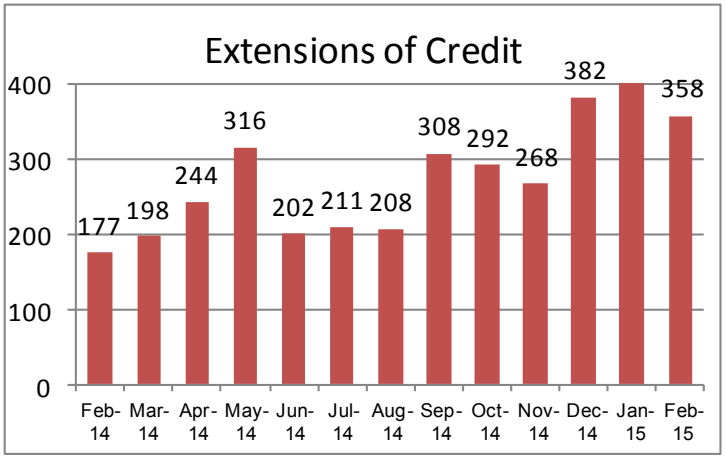
- 861 attended 88 programs for adults.
- 355 attended 25 programs for teens.
- 671 attended 27 programs for children.
- 25 volunteers completed 190.5 hours of service.
- 497 attended 58 programs/classes coordinated through the Job Center.

Public Works

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

CUSTOMER SERVICES





Write-Offs / Electric & Trash Bills

Final quarters of write off pending. The electric write-off for outstanding electric bills with dates ranging mainly from January 2011 until March 2011 . The proposed write-off of $102,367.38 includes 2,953.05 from accounts that filed for bankruptcy. The 102,367.38 is the third write-off for Fiscal 2013 and is .41 percent of the revenue ($24,964,900.) for the write-off period. In other words, the City collected 99.59% of all bills for the write-off period. For every $100 dollars of revenue the City billed in the write-off period, $0.41 was not collected.

The trash write-off for outstanding trash bills with dates ranging mainly from January 2011 until March 2011. The proposed write-off of $2,953.05 includes $0.00 from accounts that filed bankruptcy. The $2,2,953.05 is the third write-off for Fiscal 2013 and is $0.58 percent of the revenue ($507,757) for the write-off period. In other words, the City collected 99.42% of all bills for the write-off period. For every $100 of revenue the City billed in the write-off period, $0.58 was not collected.

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

Major Program Updates	Feb 2015	Feb 2014	Difference	FY 2015 Year-to-Date	FY 2014 Year-to-Date
Number of Customers Served	18,972	19,601	(629)	169,193	170,918
Final Bills	508	506	2	5,209	5,049
Estimated Bills	188	186	2	1,365	1,355
Penalties Posted	$ 17,073	$ 15,214	1,858	$ 142,972	$ 151,976
Extensions of Credit - Amount Extended	$ 71,124	$ 59,087	12,037	$ 646,506	$ 589,625
Balance Transfers	$ 6,508	$ 1,038	5,470	$ 24,150	$ 34,486
Utility Collections	$ 12,459	$ 20,341	(7,882)	$ 156,895	$ 183,178
Special Assessments	$ -	$ -	-	$ -	$ -
Miscellaneous Billings	$ 177,384	$ 179,931	(2,547)	$ 745,735	$ 1,092,027
CNP through Disconnect Collars	$ -	$ 4	(4)	-	170
Court Cases	-	-	-	-	-
Tamperings	-	-	-	-	-
Taxes Levied (includes carry forward)	$ 551,979	$ 369,488	182,490	$ 10,934,929	$ 10,910,356
Billing Adjustments	$ (170)	$ 1,985	(2,155)	$ 285,474	$ 11,935
Total Taxes Collected	$ 56,805	$ 57,178	(372)	$ 10,725,399	$ 10,607,995
Taxes Outstanding	$ 495,003	$ 314,296	180,707	$ 495,003	$ 314,296
Payments in Lieu	$ -	$ -	-	$ 330,532	$ -

HUMAN RESOURCES

Category	Feb 14	Mar 14	April 14	May 14	June 14	July 14	August 14	Sept 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Total
Caucasian*	288	290	289	290	292	291	290	290	291	288	290	287	286	N/A
Minorities*	57	58	58	58	58	58	58	61	61	61	62	63	62	N/A
Hired	1	3	0	1	3	1	1	5	5	0	5	1	0	26
Terminated/Resigned/ Retired/Other	1	0	1	0	1	2	2	2	4	3	2	3	2	23
Transferred/Promoted	0	3	0	1	0	0	1	0	3	5	1	0	0	14
Jobs Posted	4	3	3	2	3	4	4	2	3	3	3	3	2	39
Workers Comp. Injuries	2	2	0	1	1	2	2	1	2	5	1	1	3	23
Workers Comp. Hours	0	128	125	51	130	86	160	51	22	32	2	17	29	833
Insurance Claims	2	4	4	6	4	0	1	4	1	1	5	4	1	37

Full-time Employees: 329 Part-time Employees: 19 (3 Pitts Center, 1 Recreation, 13 Library, 1 Customer Service, 1 Central Services)
-Numbers do not reflect, temporary, seasonal, relief fire dispatchers, committee or council members.

Positions Posted: Laborer II (Public Works, Grounds), Central Services Coordinator (Police)

Position Resigned/Retired: LAN Analyst (IT), Service Center Clerk (Pitts Center)

Recruitment Information (Positions closed in February)

Position	Total	Female	Male	Unknown	Black	White	Hispanic	Asian/Pacific Islander	American Indian/Alaskan Native	Unknown	In Dover	Out Dover
Laborer II (Grounds)	54	4	50	-	17	32	1	0	1	3	26	28
Central Services Coordinator (Police)	40	23	14	3	7	26	1	1	1	4	17	23
Motor Equipment Operators (Public Works, 3 positions)	31	-	31	-	10	20	-	-	-	1	13	18

Unfilled/Open Positions by Department*

Unfilled/Open Positions By Department	Jan 14	Feb 14	Mar 14	April 14	May 14	June 14	July 14	Aug 14	Sept 14	Oct 14	Nov 14	Dec 14	Jan 15
Electric	5	5	5	5	5	5	4	5	25	5	2	2	2
Public Works	13	13	13	13	11	10	11	11	12	11	12	12	13
Police	0	1	0	1	1	1	0	2	2	0	1	1	10
All Other Departments	6	5	5	5	4	2.5	4	3.5	4.5	5	5	3	3
Totals	24	24	23	24	21	18.5	20	21.5	23.5	21	20	18	28

**Not used for Budgeting Purposes*

The following has been updated to reflected the Fiscal 2014-15 Budget

Electric: Electrical Engineer, Engineering & System Operations Superintendent, Groundworker I (2, positions)

Public Works: Utility Maintenance Mechanic I/Wastewater, Motor Equipment Operator III (Sanitation), Civil Engineer I, Field Supervisor II (Grounds), Environmental Scientist, Water Treatment Plant Operator, Mechanic I, Public Works Inspector (Public Works), Laborer II (Grounds), Motor Equipment Operator I (Streets), Motor Equipment Operator II (Streets), Motor Equipment Operator III (Streets), Motor Equipment Operator I (Sanitation)

Police: Communication Operator, Cadets (6, part-time), Police Officer's (5), Central Services Coordinator

All Other Departments: (2) Customer Service Clerk II (part-time); Librarian II, Administrative Assistant (Finance), LAN Analyst (IT), Service Center Clerk (Pitts Center, part-time)

Turnover Statistics

	2010	2011	2012*	2013 *	2014	2015
Total Turnover %	5.57	6.75	11.00	10.91	6.02	1.43
Termination Turnover %	0.27	1.08	0.29	1.47	.57	0
Resignation Turnover %	2.12	4.05	5.21	5.01	2.29	1.15
Retirement Turnover %	3.18	1.62	5.50	4.42	3.15	1.15

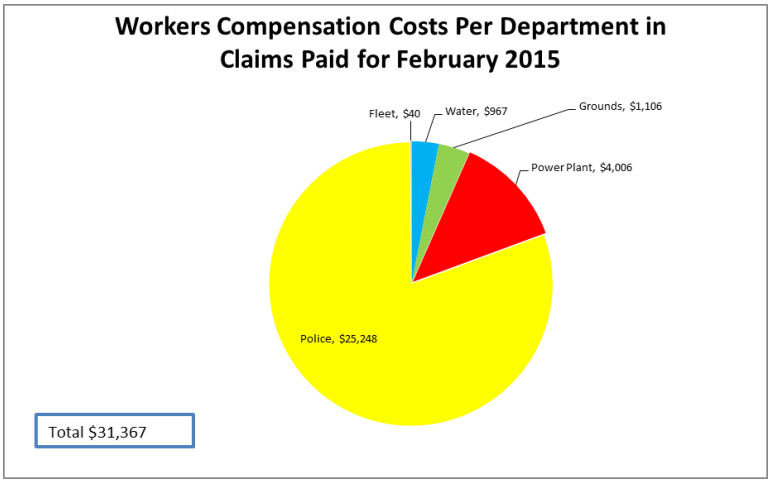
* Healthcare cost sharing implemented

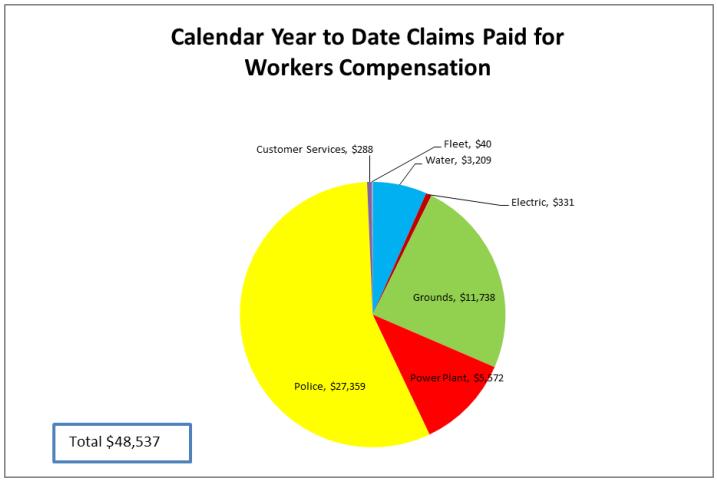
** Healthcare cost sharing implemented for DOE

Average Employees

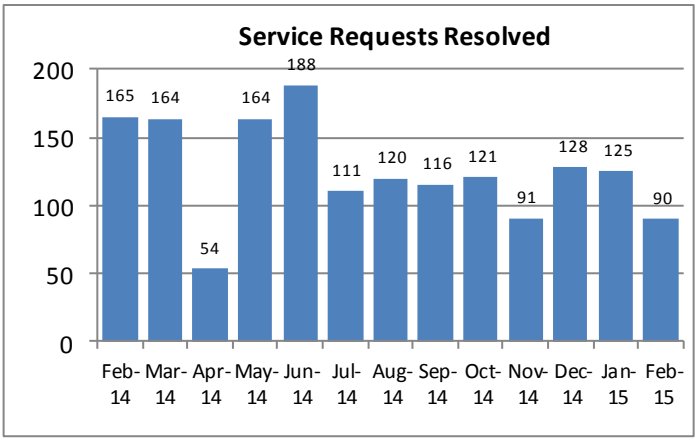
	2010	2011	2012*	2013*	2014	2015
Total Number of Employees Separating from Service	21	25	38	37	21	5
Average Number of Full-time Employees	362	356	333	325	331	330
Average Number of Part-time Employees	16	15	12	14	18	20

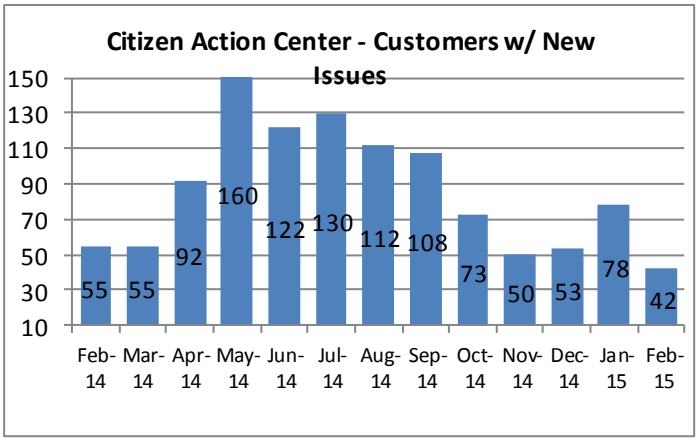
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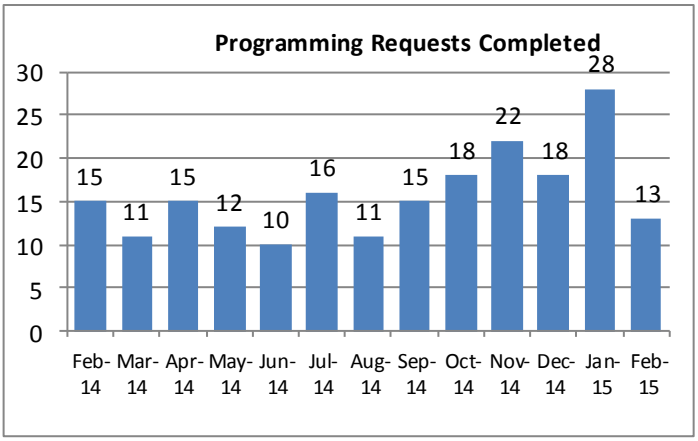


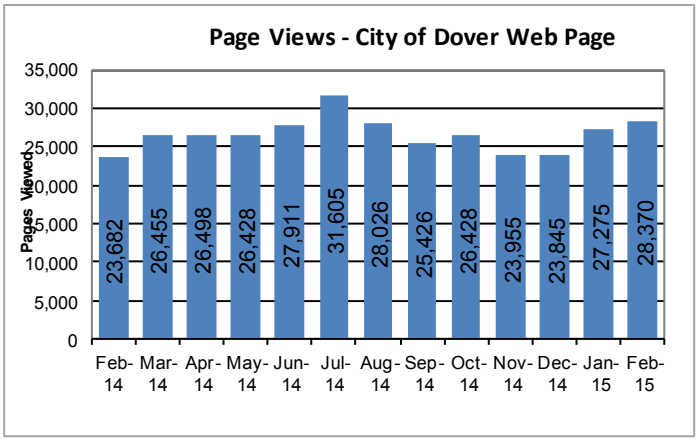


INFORMATION TECHNOLOGY





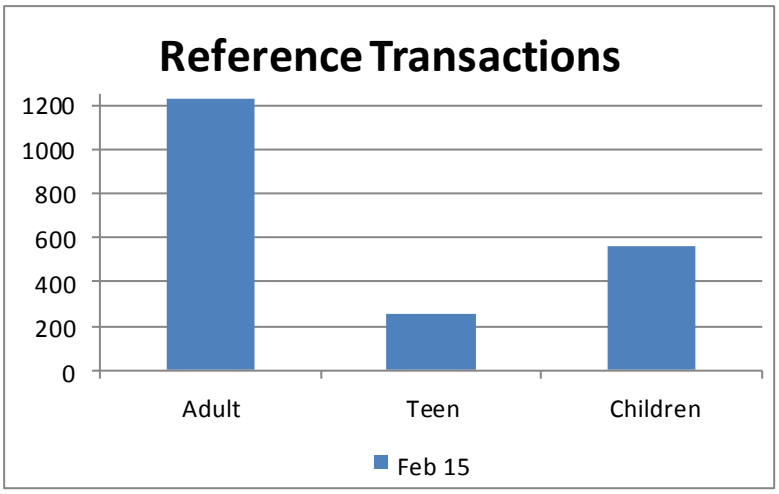




Performance Indicators	Current Month		Last Month	Same Month Last Year
iSeries Availability	100%		100%	100%
Server Availability	100%		100%	100%
AS/400 Connections *(concurrent/authorized users)*	N/A		N/A	N/A
PCs Supported	372	365	370	364
Scheduled PCs Replaced	-		-	-
Servers Supported	30		30	19
People Trained	36		18	12

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

LIBRARY



Adults – 1,229 Teens – 225 Children – 559

Circulation	Feb 15		FYTD 15		Feb 14		FYTD 14
Dover residents	17,036		164,071		20,157		172,340
Ebooks	2,147		15,956		1,371		10,899
Kent residents*	12,203		108,877		13,260		122,386
Non-county residents	1,701		16,282		2,284		19,358
Registrations							
Dover residents	297		2,874		345		3,032
Kent residents*	47		340		47		623
Non-county residents	8		52		7		61
Other							
Visiting Patrons	27,023		223,411		31,002		246,511
Meeting Room Usage	1,589		13,632		1,504		17,023
Photocopier Usage	1,445		8,817		1,147		9,773
Computer Printing Usage	3,357		24,749		2,849		21,284
Computer Users	4,115		37,504		4,405		37,915
Wireless Computer Users	1,857		13,837		1,358		10,301
Holds (Total)	5,883		52,676		6,452		55,491

***Breakout of Kent County Residential Statistics**

Circulation	Registrations
Harrington: 114	Harrington: 0
Milford: 96	Milford: 3
Smyrna: 843	Smyrna: 3
Outside City Limits: 11,150	Outside City Limits: 41

Total Registered Users: (Card Holders)

City: 26,600 Kent County: 13,061 Outside Kent County: 1,062

Other Points of Interest:

Inter/Interlibrary: 47 items loaned out
43 items borrowed

Technical services: 1,617 items added
599 items deleted

Volunteers: 190.5 hours of service completed

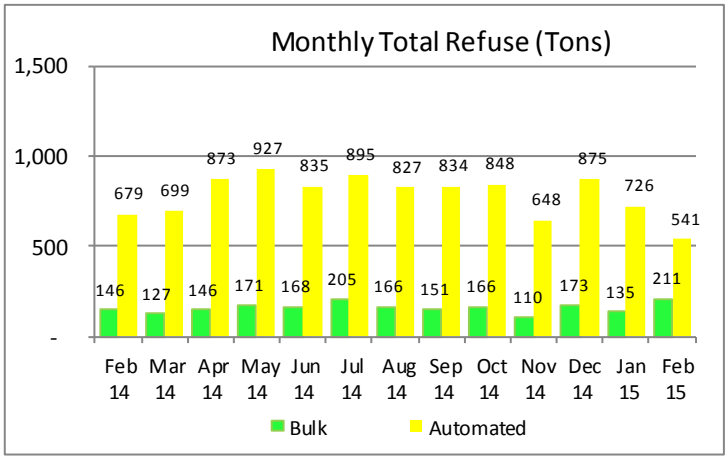
PUBLIC WORKS

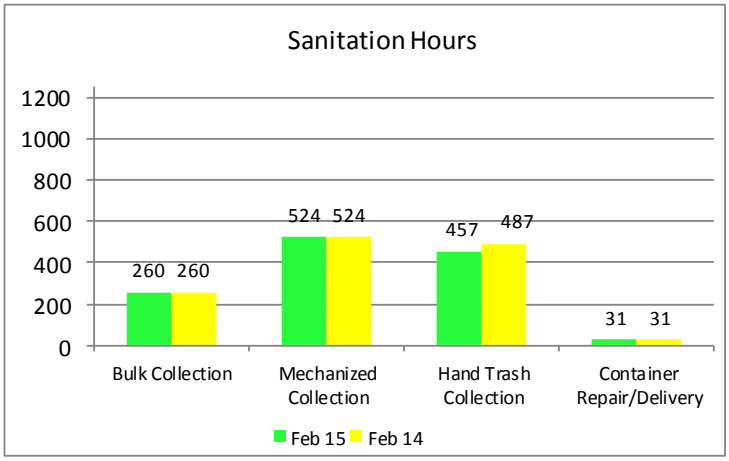
Administration

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





	FEBRUARY 15	FYTD 15	FEBRUARY 14	FYTD 14
Trips to DSWA Sandtown Landfill	160	1,450	178	1,680
Total Tonnage to DSWA	752.00	7,593.50	824.98	8,280.99
90-Gallon Containers Delivered	27	243	27	149
300-Gallon Containers Delivered	3	32	3	20
Total Man Hours-containers Delivered	31	265	31	276

CURBSIDE RECYCLING STATS	TOTAL # OF HOUSEHOLDS COLLECTED	TOTAL # OF ACCOUNTS	WEIGHT/LBS.	AVE. LBS.
February 2015	18,150	9,075	225,120	12.40

PUBLIC WORKS
continued

Streets	FEBRUARY 15	FYTD 15	FEBRUARY 14	FYTD 14
Signed Installed	125	252	9	201
Signs Repaired	15	73	12	53
Curbs Painted Yellow (feet)	0	626	0	1,245
New Post Installed	7	27	0	34
Storm Catch Basins Repaired	1	5	0	9
Storm Catch Basin Repairing (Hrs.)	5	61	0	41
Storm Catch Basins Cleaned	102	171	35	1,535
Storm Catch Basins Cleaning (Hrs.)	49	84	72	550
Hot Mix Patching (Tons)	0	0	0	0.50
Hot Mix Patching (Hrs.)	0	0	0	0
Cold Mix Patching Hrs.)	83	213	114	224
Concrete Work (Hrs)	0	103	0	237
Concrete Patching (Cubic Yards)	0	1	0	8
Ditch Work (Hrs).	0	3	0	0
Street and Alley Maintenance (Hrs)	77	336	152	808
Street Sweeping (Miles)	207	5,247	1,253	5,665
Street Sweeping (Cubic Yards)	66	1,228	230	1,348
Leaves Collected (Cubic Yards)	0	6,563	0	13,155
Leaf Collection (Miles)	0	3,501	0	4,235

Grounds

Total Work Orders = 4	General = 2	Arborist = 2

Arborist Crew	FEBRUARY 2015	FEBRUARY 2014
Trees Trimmed	1	41
Trees Removed	3	11
Stumps Removed	0	25

- Trimmed trees in alleys.
- Assisted crews during snow events.

Beautification Crew

- Worked primarily with greenhouse preparations.
- Began plantings.
- Assisted crews during snow events.

Mowing Crew

- Assisted Arborist Crew with alley tree trimming.
- Assisted crews during snow events.

PUBLIC WORKS continued

Geographic Information

City Clerk's Office		Created a map showing the centerpoint of each of the City's Voting Districts. Printed a copy and provided the Clerk's Office with a PDF Copy
Dover Fire Department		Completed the creation of the Dover Fire Run Book for the
		Fire Department after several different formatting attempts.
Fire Marshal		Made minor changes to feature class
Planning Department		Made updates to multiple layers then modified the web application
Planning Department		Worked with Ed Perez to create a list of properties
		available for lease or purchase within the Downtown
		Development District boundary. Worked with Ed multiple
		times over several days. Created a layer for Mark to add to
		the Viewer.
Planning Department		Made changes to the Downtown Dover Incentives App
Planning/Economic		Emergency request to demonstrate the Downtown
Development		Incentives map app. Also ended up running slideshow for
		Bill Neaton. One occurrence at 10:00AM with a follow-up at 3:00 PM
Public Works Department		Set up a Collector App to capture field corner points for fertilizer calculations
Public Works GIS		Did table maintenance to the project tracking database
Public Works GIS		Added Highway Shield numbers and road classifications to our Street Centerline
		layer and ran it through the Community Maps Centerline tools so that it can be sent to ESRI.
Public Works GIS		Updated the Parcels, Rentals & Active AHIs layers.
Public Works GIS		Completed the process of converting our centerline into the Community Maps format.

Fleet and Facilities Management

Fleet Maintenance

PM Work Orders Completed:	**20**	Number of Tire Repairs:	**4**	Number of Road Repairs:	**8**
Other Work Orders:	**71**	Repair Hours:	**124.5**	Road Repair Hours:	**10**
Total Work Orders:	**91**	Fabrication Hours:	**N/A**	Misc. Hours:	**N/A**
PM Hours: **62**					

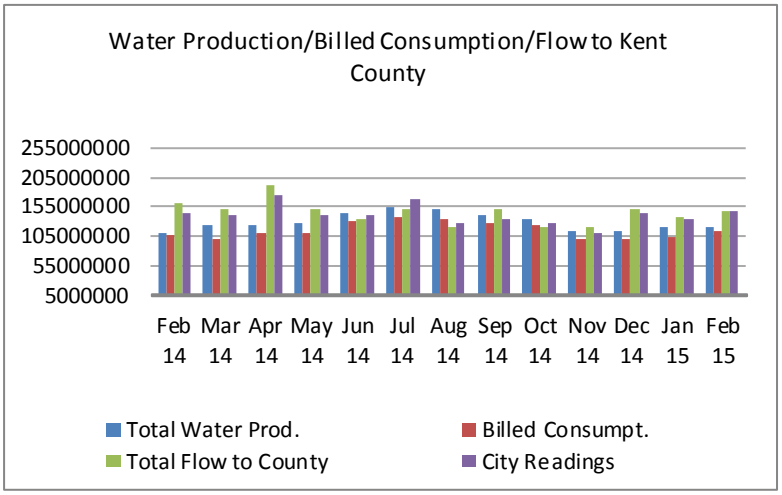
 # Of Scheduled PM's: 34
 # Of Scheduled PM's Completed: 13

Major Program Updates

MEASURE	February 2015	February 2014	DIFFERENCE
Fleet Maintenance - Scheduled Preventative Maintenance appointments being kept *(Quantity and Percentage)*	13 out of 34 38.24%	12 out of 31 38.71 %	**- 0.47 %**
Facilities Maintenance			
Facilities - Routine work orders completed within 5 days *(Quantity and Percentage)*	23 out of 23 100 %	19 out of 19 100 %	**+ 0 %**
Facilities - Emergency work orders completed within 2 days *(Quantity and Percentage)*	2 out of 2 100 %	0 out of 0 %	**+ 0 %**

PUBLIC WORKS continued

Water/Wastewater



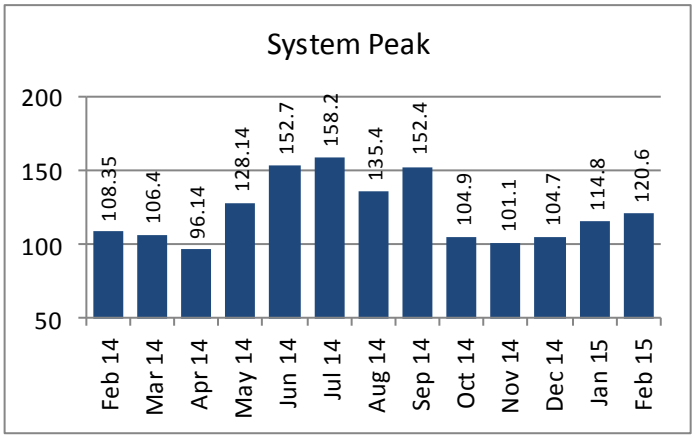
ENGINEERING SUMMARY

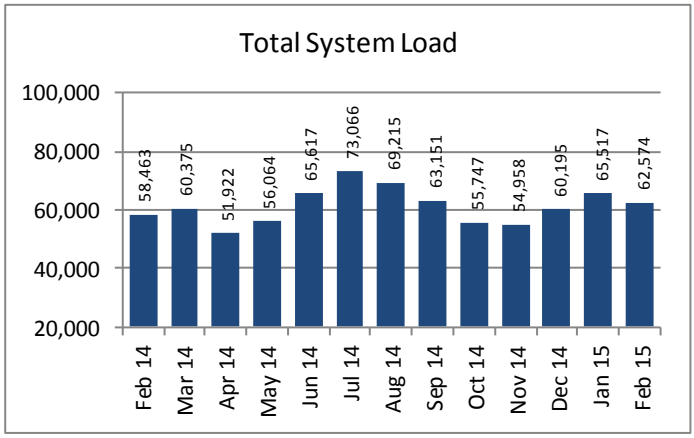
Major Program Updates	FEBRUARY 15	FEBRUARY 14	DIFF	FY15 YTD	FY14
State and Federal Violations	0 violations	0 violations	-	-	-
Water Quality Complaints	2	10	-8	64	67
Plan Review Completed Within 30 days of Submission	7 plans 100%	6 plans 100%	+1-	74	56

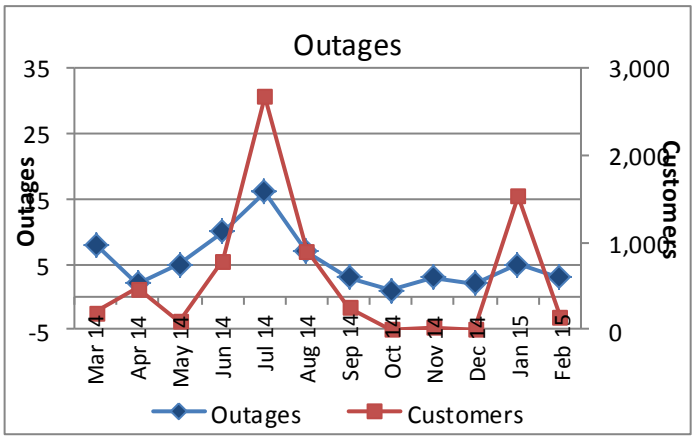
OPERATIONAL SUMMARY

Task	FEBRUARY 15	FEBRUARY 14	CURRENT FY
Water Production - Daily Average	4,280,500	3,925,286	1,046,988,000
Average Field Response Time (goal is <30 minutes)	18.37	19.87	18.37
Water Mains Repaired	2	0	33
Water Service Lines Repaired	2	1	24
Wastewater Mains Repaired	4	5	6
Wastewater Service Lines Repaired	1	1	4
Sewer Lines Flushed - linear feet	27,427	70,209	859,400
Sewer Mains Videoed -linear feet	0	872	3,185
Total Fire Hydrants in Service	1,820	1,807	1,820
Total Water Meters in City Distribution System	14,285	14,182	14,285

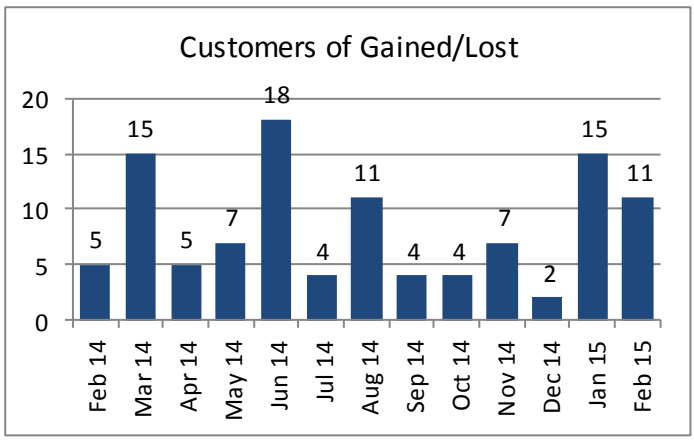
ELECTRIC DEPARTMENT







Outages: 3 Customers: 159



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 15 YTD	**FY 14**	**FY 13**
45.88	59.00	50.45

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**
3	23	29.2 Minutes	28.79 Minutes

PROGRAM UPDATES	FEB 15	FEB 14	FY15 YTD
Tree Trimming	230	300	2843
Number of Oil Releases	0	0	4
Lost Time Accidents – All Electric Utility Divisions	0	0	0
New Services	11	5	58

February 2015 Electric (EE Capitol Improvement Projects (CIP)		
Project Number	**Description**	**Update**
EE1308	**Horsepond Substation**	**Progress: Work is Complete**
EE1312	General Scott Switchgear Replacement	Progress: Switchgear bids were approved by Council to PEI. Material List and General Arrangement drawings are approved.
		Schedule: FY15 is for Design |FY16 budget is for construction.
EE1314	Capitol Park Upgrade	Progress: Work activities are moving forward. Going to clear up a few issues on N. Governors Blvd.
		Schedule: Scheduled for completion March 2015 weather permitting.
EE1443	GOTP Transmission Line Relocation	Progress: Awarded bid for steel pole construction | expected May 4th delivery | UCS Synergetic submitted preliminary construction bid for review. | Temporary pole installation is complete.
		Schedule: Work activities are moving forward.
EE1500	69kV Rebuild	Progress: Received estimate for surveying, estimate for soil boring and awaiting an estimate for engineering poles crossing Morgan Branch.
		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: All work done on Charles Polk with the exception of streetlight installation and pole demolition. One 80 ft pole & anchors installed on Kesselring property.
		Schedule: Planning on relocation of underground once the weather cooperates.
EE1513	Town Point Distribution Feeders	Progress: Directional Boring contractor has completed FY15 planned conduit installation. City crews will begin installing equipment
		Schedule: Project is under construction
EE1516	Chestnut Grove Subdivision	Progress: Power to subdivision switchgear complete. City of Dover Pump Station is 95% complete. Need developer to finish pump station to energize & set meter. No other work can proceed in development without contractor installing conduit
		Schedule: Contractor responsible for conduit installation in development
EE1520	69kV Cable Replacement – North St. Substation	Progress: Currently investigating the cables placement & engineering design. Design is FY15 budget.
		Schedule: FY16 construction to begin.

ELECTRIC DEPARTMENT
continued

EE1522	Garrison Oak Technical Park I Infrastructure Phase 2	Progress: Pump Station 14R is energized. We have begun installation of conduit to Pump Station & 750 Splice Boxes for cut cable in front of Calpine site.
		Schedule: Work activities are moving forward.
EE1524	Lenders Lake Apartments	Progress: Currently design is complete | Material has been allocated | Fees have been received for Phase I.
		Schedule: Work activities are moving forward | Contractor responsible for conduit installation in development
EE1526	Playtex Addition	Progress: Right of Entry Permit obtained. Crossing application submitted to Norfolk Southern. Non-Stock material has been ordered & first section of conduit for underground is being installed. Construction Plans are being constructed.
		Schedule: Changing daily with latest completion requested for Mid September of 2015 | Expecting a preliminary response by April 1st from Norfolk Southern Railway (expected to take 6-8 months).
EE1527	**DAFB Temporary Concrete Plant**	**Progress: Work is Complete**
EE1529	W. Denney's Bridge Project - State of DE	Progress: Awaiting on State of Delaware to begin project in March.
		Schedule: Awaiting State of Delaware | completion scheduled for 60 days after project starts
EE1530	**Bay Health URD Relocation**	**Progress: Work is Complete**
EE1531	Windstream DAFB/ College Road	Progress: Dark Fiber installation is complete. Utility Permit received.
		Schedule: Make ready work for pole attachments along Kitts Hummock Road to be completed in March 2015.
EE1532	Dover Litho Pad Sites 1 & 2 - 1211/1225 N. DuPont Hwy	Progress: Dover Litho 1 is complete. Dover Litho 2 could have been completed… waiting on contractor.
		Schedule: Completion scheduled for March 2015.
EE1533	DE State Police Generator Project	Progress: Design Complete| Project Request Form or Material allocation established.
		Schedule: Completion scheduled for April 2015.
EE1534	**Hardees Rte 13 Damage**	**Project Complete: Replaced transformer & related equipment because of vehicular damage**
EE1535	Eden Hill Lights Phase 1	Progress: 4 lights have been installed awaiting material arrival of lights in stock.
		Schedule: To be completed once additional lights are received & weather cooperates.
EE1536	Troutman Machines	Progress: Preliminary Design complete & Fee Schedule established. Waiting on owner to agree to fees prior to any further work on project. This is the 3rd time customer requested & previous (2) two instances, customer declined.
		Schedule: Not scheduled
EE1537	Kirby & Holloway Restaurant	Progress: Preliminary Design complete.
		Schedule: Not scheduled

City Planner's Monthly Report

Planning, Inspections & Recreation

FEBRUARY 2015

Planning, Inspections & Recreation Highlights

- "Concerts on The Green" Sponsorships - Solicitation for 2015 has kicked off on a good note with Eden Hill Medical Center coming in as a Gold Sponsor for $2,000.00. We've received a pledge from the YMCA of Dover also. Staff is reaching out to last year's sponsors and looking for new sponsors as well. Celebrating our 39th year of the series, we are planning another season of family entertainment that will offer a little something for everyone!
- Capital School District - Based on our nomination, the Capital School District received the "Friends of Recreation" award from the Delaware Recreation and Park Society. The CSD demonstrated their dedication and commitment to recreational, educational, and cultural programs. The CSD and Parks & Recreation department work closely on programs that covered each of these areas. Plans are to present the award at an upcoming School Board meeting.
- Birthday Party - Litter Pickup - "The earth does good things for us" says Braylon Craft. He asked to have a litter pick-up birthday party as he turned 6 years old. Braylon's parents, Janelle and Eric, acted on their son's unusual request and we were able to make it happen with our Birthday Party Package. It consisted of Braylon's friends picking up trash from around Schutte Park (4 bags worth!) and then moving inside for presents & of course birthday cake. This event was noted in the Dover Post, Delaware State News, and mentioned on WBOC's Delmarva Life.



Personnel and Training

On February 18, 2015 Carolyn Courtney participated in Constant Contacts webinar "Pump Up Your Online Brand!" She also had refresher training on February 12, 2015 for Online Registration which is in our near future.

On February 18-19, 2015 Sherwanda Rachal-Speaks and Wayne Voshell attended the Annual Delaware Recreation and Parks Society Conference. Both shared with the Parks & Recreation staff new and innovative approaches they learned about during the conference.

Planning, Inspections & Recreation Revenue

Revenue Stream	FY '15 Budget		FY '15 Actual	
Business License	$1,460,000	$	1,394,539	96%
Trailer License	$23,000	$	19,841	86%
Building Permits	$565,000	$	397,886	70%
Cert. of Occupancy	$6,200	$	5,440	88%
Public Occupancy	$10,000	$	9,009	90%
Lodging House	$16,000	$	12,766	80%
Plumbing/Heating/Air	$75,000	$	46,792	62%
Sprinkler	$35,000	$	18,101	52%
Rental Inspection Fee	$345,000	$	314,897	91%
Miscellaneous	$30,000	$	24,251	81%
Fire Protection Fees	$31,000	$	26,072	84%
Vacant Building Reg.	$60,000	$	108,733	181%
Total P&I Revenue	**$2,656,200**	$	2,378,324.55	90%
Recreation	$148,800	$	84,115	57%

LOOKING FORWARD …..

The following activities are planned for February and will be reported in the February Monthly report:

- Indoor Field Hockey Winners

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 February 2015, Planning Staff was involved with review of 34 Permits and 14 Certificates of Occupancy permits. (2015 calendar year total of 116 Permits and CO's compared to 96 for 2014) and 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.

- On-going efforts of the Planning Office include and research for future ordinance amendments related to the Recreational and Commercial (RC) zone and temporary activities
- 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 presented a Draft of the Certified Local Government (CLG) Application to the Legislative, Finance & Administration Committee of City Council on February 9, 2015 which recommended approval of the Application. On February 23, 2015 the City Council by consent agenda approved the Application and noted that it should be forwarded to the State Historic Preservation Office accompanied by a letter from the Mayor. Planning Staff will prepare the letter and package the CLG Application for submission.

- On February 23, 2015 Planning Staff met with consultant Marstel-Day, LLC as one of the community stakeholders in the data gathering phase of the Installation Complex Encroachment Management Action Plan (ICEMAP). This study will be a comprehensive report that aims to management encroachment and sustainment challenges currently or potentially affecting mission operations of Dover Air Force Base (DAFB). Information focused on a variety of topics related to zoning and land use and the associated City procedures and regulations.

Downtown Development District

The Planning Office continued development of a series of brochures and Incentive Applications for the Downtown Development District program. Staff also held informational sessions with targeted interest groups such as engineers, architects, lawyers, Realtors, bankers, and City Staff on the program. A series of public Workshops were held on February 26, 2015 at the Dover Public Library.

Comprehensive Plan Amendments 2015

Review of the Comprehensive Plan Amendments 2015 was delayed until March due to the weather cancellation of the February 17th Planning Commission meeting. The Comprehensive Plan Amendments consist of two items: a request to amend the Land Development Plan Map for the property at 801 North State Street and a staff initiated text amendment of Chapter 13 – Annexation Plan to remove the requirements for Cost-Revenue Analysis. The Public Hearings on the amendments were rescheduled to the March 16th Planning Commission Meeting and the April 13th City Council Meeting. (MI-15-01)

New Dover High School Project (C-10-05/S-11-18)

Project work remains to complete the site improvements at the new Dover High School for the baseball/ softball field areas, eastern areas of the site, tree plantings, and other site stabilization work. Temporary Certificates of Occupancy are in place with conditions and limitations on the authorized use of the high school building and the stadium and athletic field areas.

Construction Activity

- A Pre-Construction meeting with City Staff was held on February 5, 2015 for the project to construct a New Showroom & Service Building for Winner Dover Volkswagen at 1387 North DuPont Highway. (S-14-05)
- For the Leander Lakes Apartments project, site work has slowed due to weather conditions but continues to focus on the stormwater management ponds and site grading for the 240 unit apartment complex to be located south of Forrest Avenue/Route 8 and west of Dover High Drive.
- The Planning Staff continues to participate in weekly coordination conference calls with Calpine regarding the Garrison Energy Center project at 450 Garrison Oak Drive (Lot 7 of the Garrison Oak Technical Park). The project construction is well underway for the Garrison Energy Center Phase 1(S -12-17). The Planning Office is awaiting receipt of State DNREC permits for the Above Ground Storage Tank before approving the Administrative Site Plan (S-14-20) for the addition of a Fuel Oil Tank.
- Site construction activities continue at the Uzin Utz Manufacturing facility at 200 Garrison Oak Drive (Lot 12 of the Garrison Oak Technical Park). (S-13-20)

BOARD AND COMMISSION ACTIVITY

Planning Commission

The Planning Commission did not meet on February 17, 2015; due to weather conditions the meeting was cancelled. The next Planning Commission meeting is scheduled for March 16, 2015 and will include the items from the February meeting agenda.

Board of Adjustment

The Board of Adjustment met on February 18, 2015. The next regular scheduled meeting of the Board of Adjustment is scheduled for March 18, 2015. The following was considered:

- **V-15-03 20, 28, 30, 32, 40, and 48 South Kirkwood Street**—Variance approval was granted by the Board of Adjustment from the requirements of Article 4 §4.2 of the *Zoning Ordinance* pertaining to minimum lot width in the RG-1 zoning district for one-family detached dwellings.
- **V-15-04 747 North DuPont Highway -** Variance approval was granted by the Board of Adjustment from the requirements of Article 6 § 3.1 and § 3.11 of the *Zoning Ordinance* for parking as related to the maximum allowed parking for the proposed use.

Historic District Commission

The Historic District Commission met on February 19, 2014. The next Historic District Commission meeting is scheduled for March 19, 2015.

- **HI-15-05 Biggs Museum Sculpture at 406 Federal Street—** Moved to grant approval of the Architectural Review Certification associated with the placement of a sculpture in the front yard area adjacent to the museum entrance.
- **HI-15-06 Building at 312 West Loockerman Street (Determination of Demolition by Neglect) —** Moved to recommend approval of Demolition of Neglect and recommend to Planning Staff and City Council to move forward with demolition of the property on the condition that the owner has until September 19, 2015 to make repairs or demolish the building.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

CDBG FY14 Projects

- ***Homeownership Assistance Program***
  Five (5) clients have been approved for the Dover First Start Program and are mortgage ready. Each client has been approved for $20,000 in down payment assistance to purchase eligible properties in the City of Dover. Five (5) clients have purchased properties using the Dover First Start Program. One (1) client is mortgage ready and under contract.

- ***Dover Interfaith Mission for Housing***
  CDBG funds will be used for operations cost for the shelter.

- ***NCALL Research***
  CDBG funds will be utilized for pre-purchase homeownership counseling services for up to ten (10) Dover residents.

- ***Elizabeth W. Murphey School***
  CDBG funds will be used for the roof replacements for one building on the campus that services children that are at risk for homelessness. This project is completed.

Restoring Central Dover Initiative

NCALL has applied for the Implementation Grant for the Restoring Central Dover Initiative.

Five (5) Year Consolidated Plan 2015-2019

The City received nine (9) grant applications for the FY15-19 multi-year CDBG grant. The Parks, Recreation and Community Enhancement Committee is scheduled to meet on March 9th to select and make recommended funding proposals for the FY15 program year.

Mayors Challenge to End Veterans Homelessness

The Mayor's Task Force for Ending Veterans Homelessness has scheduled a Boot Camp on March 2nd at the Dover Public Library for housing providers that service the homeless to network and develop an Action Plan to meet this challenge.

Dangerous Buildings, Vacant Buildings & Demolitions

- *200 N. West Street*—The owners met with City Staff and have obtained a renovations permit. To date, the exterior of the property has been maintained, with renovations beginning within the interior.
- *1370 College Road*—The property was presented to the Dover City Council on October 25, 2014 as a dangerous building with the recommendation to have the structure demolished. The owners of the property appealed before City Council that they wished to keep the property and were willing to make all necessary repairs. City Council agreed with the homeowners and gave them 6 months to make repairs.
- *5 Welch Drive*—Notice was mailed to the lien holders to repair all code violations by December 21, 2014, or the property would be taken forward to City Council as a dangerous structure. On February 9th City Council declared the home dangerous and ordered the owner to repair or demolish within 30 days.
- *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.
- *363 Rita-Wilma Way*—The two abandoned mobile homes on this lot have been condemned as unfit for human occupancy and boarded. The lien holders and the property owner have been notified to make repairs or demolish the homes by December 29, 2014. No repairs have been made to the homes, the structures are scheduled to be presented to City Council on March 9, 2015.
- *110 S. New Street*—The building and all accessory structures have been demolished.
- *110 Rustic Lane*—This building was condemned by City Staff and the dangerous building process has begun.

- *Vacant Buildings*—During the month of February eighteen (18) additional buildings were registered as vacant, and $1,150.00 in vacant building registration fees were collected.



44 GIRL SCOUT LANE

Code Enforcement Activity—FEBRUARY

Case Type	# cases current month	# cases YTD	% staff initiated current month	% staff initiated YTD
No valid Rental Permit	1	5	100%	40%
No valid Building Permit	1	4	100%	100%
Tall grass and weeds	1	1	100%	100%
Unregistered vehicle	3	7	100%	100%
Abandoned vehicle	13	24	77%	75%
Annual Housing Inspection	41	130	83%	92%
Property Maintenance – Exterior	25	61	64%	53%
Electric Termination	1	8	0%	63%
Dover Code of Ordinances	47	62	74%	76%
Zoning	3	9	67%	44%
Total Cases	**136**	**312**		
Total # of Inspections For Month	**188**			



383 Rita Wilma Road

Fire Marshal's Office, Building Inspections & Licensing Summary

LIFE SAFETY	Feb 2015	July14-Feb15	Feb 2014	July13-Feb14
Inspections	**FEB 15**	**FYTD 15**	**FEB 14**	**FYTD 14**
Annual Fire/Life Safety Inspections	28	281	72	91
Fire/Code/DCO Complaints	26	379	77	116
Inspection Deficiencies from AFI	93	590	74	109
C/O & Acceptance Tests	5	91	3	10
Administrative Walk Thru	12	65	-	-
Accidental	$90,500	$115,200	$105,000	$6450.00
Incendiary	$0	$70,600	$0	$1100.00
Undetermined	$0	$15,900	$90,000	$0
PERMITTING AND LICENSING				
Permits Issued	**FEB 15**	**FYTD 15**	**FEB 14**	**FYTD 14**
Administrative Permit	0	14	1	7
Building Addition/Renovation Permits	16	275	19	248
Building Permits	6	119	5	109
Demolition Permits	3	32	5	34
Fence Permits	2	59	0	43
Fire Prevention Permits	7	60	3	64
Mechanical Permits	19	197	25	251
Plumbing Permits	13	181	15	201
Sign Permits	20	146	12	146
Swimming Pool Permits	0	6	0	6
Business Licenses	39	927	28	1341
Merchant Licenses	0	202	2	299
Contractor Licenses	19	563	21	873
Lodging House Licenses	4	50	5	34
Mobile Homes	5	290	1	298
Public Occupancy	63	351	43	318
Rental Dwelling	967	3138	583	2812
BUILDING INSPECTIONS				
Inspections	**FEB 15**	**FYTD 15**	**FEB 14**	**FYTD 14**
Building	157	2564	225	2198
Plumbing/Mechanical	202	2010	337	2486
Certificate of Occupancy	13	111	13	73

Fire Marshal's Office—At a Glance

The Fire Marshal's Office had a busy month handling 8 fire investigations with a total property loss of $90,500.

In addition the office conducted 28

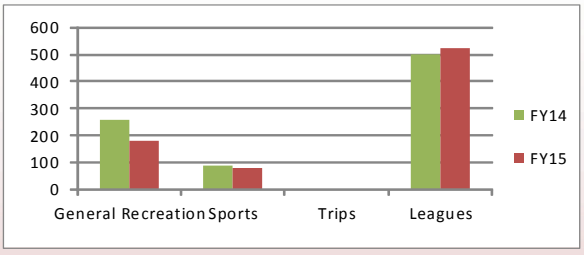
Annual Fire/Life Safety Inspections!

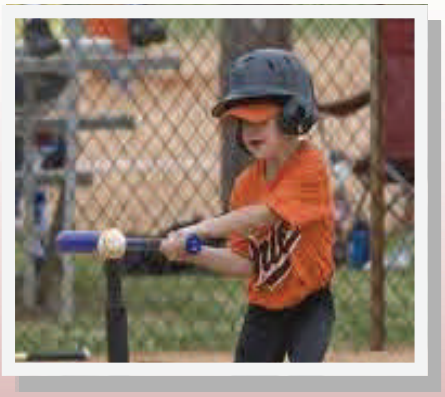
Recreation Division

City of Dover Parks & Recreation

Enrollment Summary

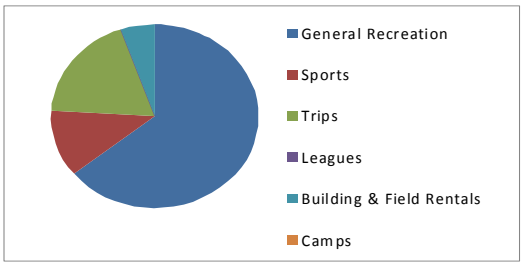
February 2014 verses February 2015



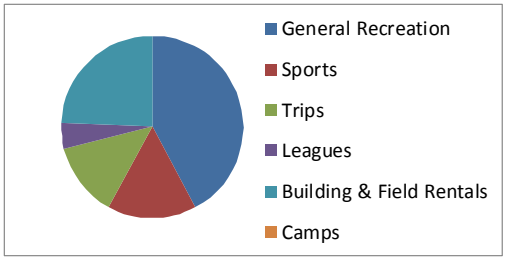


Category	FY14	FY15
General Recreation	256	178
Sports	86	77
Trips	0	0
Leagues	503	525
Camps	n/a	n/a

Revenue Breakdown: February 2015 verses February 2014



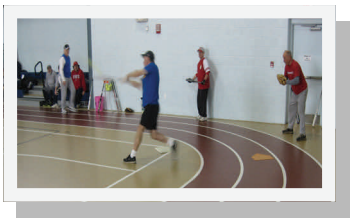
General Recreation	**$4,264.00**
Sports	**$785.00**
Trips	**$1,243.00**
Leagues	**$0.00**
Building & Field Rentals	**$350.00**
Camps	**0**

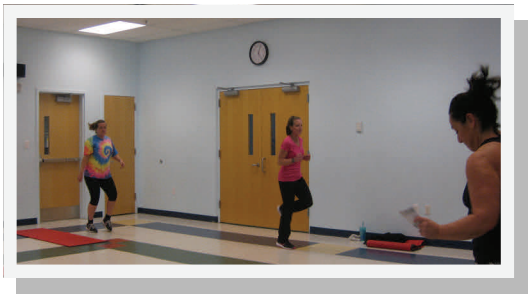


General Recreation	**$2,262.00**
Sports	**$855.00**
Trips	**$695.00**
Leagues	**$250.00**
Building & Field Rentals	**$1,305.00**
Camps	**0**



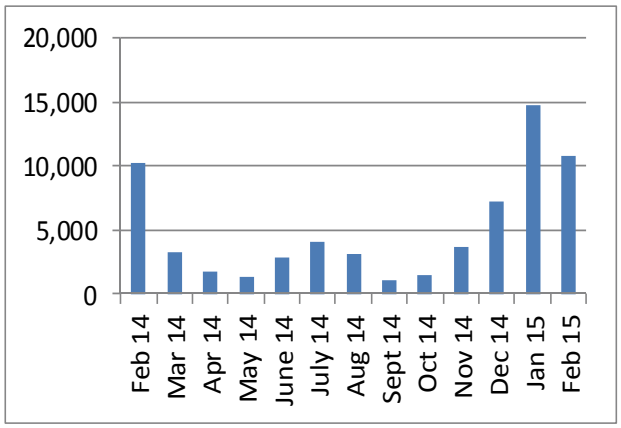




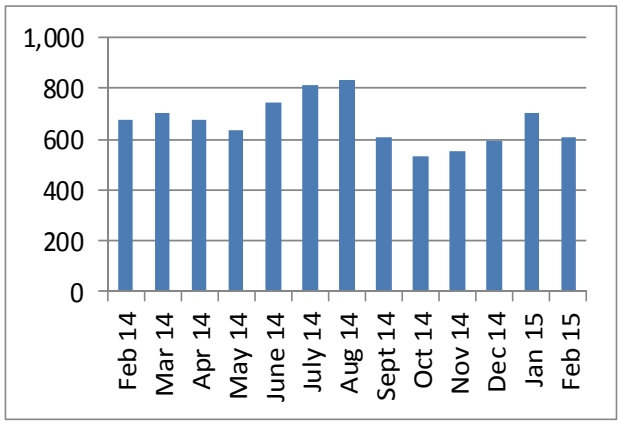


John W. Pitts Recreation Center – FEBRUARY 2015

Total Program Attendance



Facility Usage By The Hour



Facility Usage By The Hour	FEB 15		FYTD 15		FEB 14		FYTD 14
Open Gym	308		3,034		290		3,215.5
Fitness Classes	37		319		72.5		433
Leagues	194		744		226		739
Camps	0		731.5		0		555
Sports Classes	29		169		29		145.5
Meetings & Rentals	34		292		50		224
Enrichment Classes	2		10		5.5		59
Total Facility Usage Hours	604		5,299.5		673		5,371

Daily Program Attendance**	FEB 15		FYTD 15		FEB 14		FYTD 14
Total	10,840		46,083		10,195		40,911
Open Gym	710		3,732		575		3,365
Fitness Classes	292		2,159		544		2,527
Leagues	9,055		29,885		7,170		25,790
Camps	0		1,141		0		1,308
Sports Classes	268		1,690		400		1,437
Meetings & Rentals	507		7,443		1,503		6,369
Enrichment Classes	8		33		3		115

Since our opening in late April 2008, we have had 376,550 guests at the John W. Pitts Recreation Center.

February Open Gym Registrations and Packages Sold

Packages Sold:	FEB	MTD	YTD	FYTD
Daily:	74	$222	238	$714
Individual Quarterly:	2	$30	9	$135
Individual Annual:	0	$0	2	$100
Family Quarterly:	0	$0	3	$75
Family Annual:	0	$0	0	$0
Revenue:		**$252**		**$1,024**

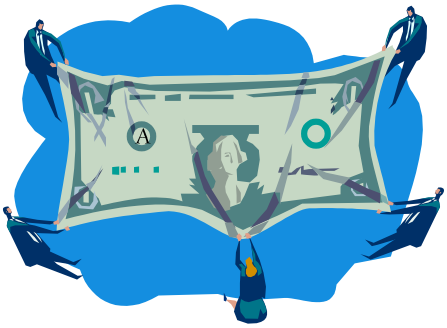


CITY OF DOVER
FINANCE AND PROCUREMENT & INVENTORY DEPARTMENTS
FEBRUARY 2015 - MONTHLY BUDGET REPORTS















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
FEBRUARY 2015

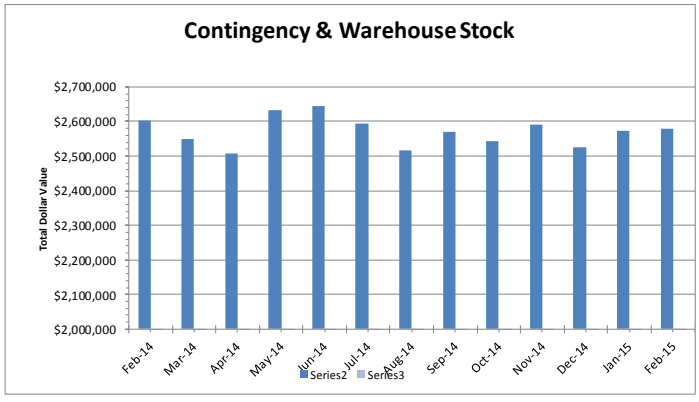
FINANCE DEPARTMENT ACTIVITY LEVELS

	FY14 YTD			FY15 YTD		
BANK TRENDS						
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	4,201			4,648		
Total Amount of All Deposits	$ 86,543,706			$ 88,033,287		
PAYROLL						
	Hours	%	Amount	Hours	%	Amount
Gross wages per registers	**557,453**	**100.0%**	**$ 13,084,559**	**566,121**	**100.0%**	**$ 13,506,156**
Wages and Hours Worked						
Regular	463,983	83.2%	$ 10,039,964	460,625	81.4%	$ 10,228,460
All over time	24,771	4.4%	$ 1,006,414	22,291	3.9%	$ 921,734
Other Paid or Unpaid Wages and Hours						
Vacation	32,225	5.8%	$ 841,489	32,203	5.7%	$ 860,398
Sick	11,658	2.1%	$ 299,484	13,508	2.4%	$ 344,365
Terminal Leave - Retiree Vacation/Sick Payout	9,865	1.8%	$ 307,872	15,771	2.8%	$ 499,430
Comp Time	5,349	1.0%	$ 148,870	5,655	1.0%	$ 161,626
Personal	990	0.2%	$ 27,953	1,236	0.2%	$ 37,298
Leave Without Pay	3,585	0.6%	$ -	2,380	0.4%	$ -
Other (description below)	5,029	0.9%	$ 412,513	12,463	2.2%	$ 452,845

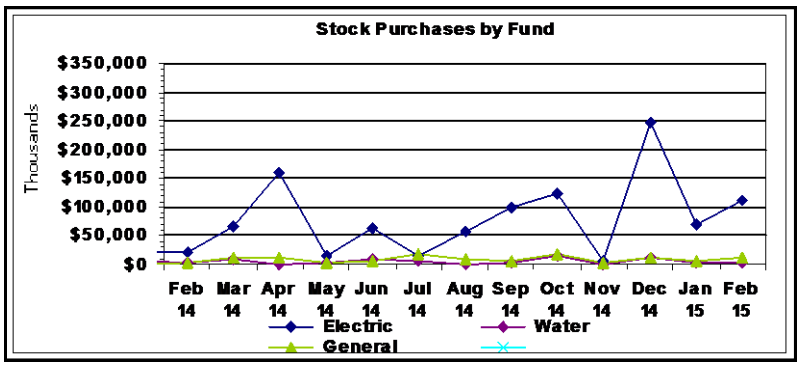
Other includes: pay adjustments, military differential pay, training, committee meetings, worker compensation tracking/adjustments, etc.

Other Activity						
Number of Pay Periods	17			17		
Number of Payroll Checks & Direct Deposits Issued	6,103			6,263		
Number of Pension Checks Issued	2,055			2,029		
Total Pension Benefits Paid - Defined Benefit Plan	$ 3,449,210			$ 3,470,460		
ACCOUNTS PAYABLE						
Number of Check Vouchers	3,879			3,843		
Number of EFT Vouchers	1,509			1,580		
Vouchers Dollar Amount Disbursed	$ 43,633,796			$ 45,541,029		

PROCUREMENT & INVENTORY ACTIVITY LEVELS



Value: $2,577,889 Line Items: 1,431



Fuel Use			
	Unleaded:	9,814.4	gallons
	Diesel:	6,210.4	gallons
	Total Cost:	$ 28,737	

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

	Budget	Revised Budget	YTD	Balance	67% Budget
Beginning Balance	$ 3,393,000	$ 4,361,500	$ -	$ 4,361,500	0.0%
Revenues					
Court of Chancery Fees	1,023,000	1,023,000	654,920	368,080	64.0%
Fines & Police Revenues	1,288,800	1,288,800	650,873	637,927	50.5%
Franchise Fees	636,000	636,000	341,133	294,867	53.6%
Grants	623,500	623,500	194,835	428,665	31.2%
Intrafund Services	4,863,000	4,959,300	3,080,530	1,878,770	62.1%
Library & Recreation Revenues	670,400	710,400	456,746	253,654	64.3%
Licenses & Permits	2,814,200	2,814,200	2,553,169	261,031	90.7%
Property Taxes (Includes BID Revenue) (1)	11,099,200	11,099,200	11,131,379	(32,179)	100.3%
Miscellaneous Revenues	93,900	93,900	31,069	62,831	33.1%
Sanitation Revenues	2,595,600	2,595,600	1,720,173	875,427	66.3%
Other Miscellaneous Revenues					
Garrison Farm Rent Revenue	101,400	101,400	77,117	24,283	76.1%
Transfers-In from Special Funds & Utilities					
Municipal Street Aid Fund	663,900	664,200	498,468	165,732	75.0%
2014 Revenue Bond Proceeds	-	-	475,000	(475,000)	0.0%
Civil Traffic Penalties	500,000	500,000	308,410	191,590	61.7%
Transfer Taxes	1,250,000	1,250,000	1,124,996	125,004	90.0%
Verizon, Contingency and CI Reserves	4,000	54,000	50,000	4,000	92.6%
Police Grants	124,000	124,000	39,878	84,122	32.2%
Water/Wastewater Fund	500,000	500,000	500,000	-	100.0%
Electric Fund	10,000,000	10,000,000	5,668,000	4,332,000	56.7%
Total Revenues	38,850,900	39,037,500	29,556,696	9,480,804	75.7%
Total Beginning Balance & Revenues	**$ 42,243,900**	**$ 43,399,000**	**$ 29,556,696**	**$ 13,842,304**	68.1%
Expenditures					
City Clerk & Council	$ 489,800	$ 493,300	$ 294,659	$ 198,641	59.7%
Mayor, City Manager & Human Resources	1,047,100	1,055,100	582,999	472,101	55.3%
Police & Police Extra Duty	14,698,600	15,036,900	9,575,592	5,461,308	63.7%
Public Services	4,551,700	4,549,200	2,717,154	1,832,046	59.7%
Engineering	192,600	193,700	22,587	171,113	11.7%
Procurement & Inventory, Facilities Mgmt., Vehicle Maint.	1,990,100	2,020,400	1,282,415	737,985	63.5%
Planning & Inspections	2,192,400	2,241,900	1,379,704	862,196	61.5%
Finance, Info Tech & Customer Services	2,716,100	2,745,200	1,760,525	984,675	64.1%
Library & Recreation	2,099,500	2,132,800	1,329,540	803,260	62.3%
Fire Department	716,100	716,100	464,934	251,166	64.9%
Assessor	309,500	319,100	197,759	121,341	62.0%
Contribution to DDP	70,000	70,000	52,500	17,500	75.0%
Miscellaneous Grant Expense	25,000	25,000	-	25,000	0.0%
Other Employment Expenses	500,000	109,900	-	109,900	0.0%
Insurance	724,800	724,800	500,852	223,948	69.1%
OPEB - Retiree's Health Care Contribution	1,636,500	1,636,500	1,078,833	557,667	65.9%
Police Pension Trust Contribution - State Grant	500,000	500,000	194,835	305,165	39.0%
Appropriation to Employee Pension Fund - Unfunded Liability	-	543,000	-	543,000	0.0%
Appropriation to Police Pension Fund	655,000	755,000	485,000	270,000	64.2%
Street Lights	774,500	774,500	518,001	256,499	66.9%
Debt Service	708,600	708,600	942,985	(234,385)	133.1%
Transfers Out					
Contingency	-	300,000	-	300,000	0.0%
Capital Asset Reserve	-	60,000	-	60,000	0.0%
Parkland Reserve	-	25,000	-	25,000	0.0%
Uncollectible Reserve	50,000	50,000	50,000	-	100.0%
Capital Projects Fund	2,196,000	2,196,000	2,196,000	-	100.0%
Total Expenditures	38,843,900	39,982,000	25,626,874	14,355,126	64.1%
Budget Balance - Working Capital	3,400,000	3,417,000	-	3,417,000	0.0%
Total Budget Balance & Expenditures	**$ 42,243,900**	**$ 43,399,000**	**$ 25,626,874**	**$ 17,772,126**	59.0%
Reserve Balances					
Contingency	$ 467,900	$ 719,200	$ 417,493		

(1) Property Taxes are the taxes billed and not cash received. The outstanding receivable balance as of 2/28/15 is $290,705 as compared to $312,218 in January 2014.

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

	Budget	Revised Budget	YTD	Balance	67% Budget
Beginning Balance - Water	$ 658,400	$ 763,600	$ -	$ 763,600	0.0%
Beginning Balance - Wastewater	(98,500)	87,500	-	87,500	0.0%
Beginning Balance - Kent County Treatment	155,000	453,400	-	453,400	0.0%
	714,900	1,304,500	-	1,304,500	0.0%
Revenues					
Water Fees	4,616,400	4,616,400	3,210,249	1,406,151	69.5%
Wastewater Fees	3,706,800	3,706,800	2,481,993	1,224,807	67.0%
Kent County Treatment Fees	2,902,600	2,902,600	1,970,286	932,314	67.9%
Ground Water Inflow Adjustment	1,862,500	1,862,500	1,202,859	659,641	64.6%
Water Tank Leases	331,900	331,900	215,568	116,332	64.9%
Miscellaneous Service Fee	179,600	179,600	44,486	135,114	24.8%
Impact Fees - Water	472,700	427,900	222,699	205,201	52.0%
Impact Fees - Wastewater	427,900	472,700	198,011	274,689	41.9%
Total Revenues	14,500,400	14,500,400	9,546,151	4,954,249	65.8%
Total Beginning Balance & Revenues	**$ 15,215,300**	**$ 15,804,900**	**$ 9,546,151**	**$ 6,258,749**	60.4%
Expenses					
Water/Wastewater Operating Divisions					
Engineering & Inspection	$ 500,900	$ 502,400	$ 287,740	$ 214,660	57.3%
Water	485,300	488,600	239,290	249,310	49.0%
Water Treatment Plant	1,576,900	1,582,200	927,910	654,290	58.6%
Wastewater	974,100	974,700	497,167	477,533	51.0%
Construction	252,500	253,300	161,162	92,138	63.6%
Kent County Treatment	3,655,000	3,655,000	2,506,710	1,148,290	68.6%
Intrafund Service Fees	1,354,900	1,371,100	857,326	513,774	62.5%
OPEB - Retiree's Health Care Contributions	200,000	200,000	125,000	75,000	62.5%
Debt Service	1,152,000	1,152,000	655,124	496,876	56.9%
Other Employment Expenses	17,700	6,200	-	6,200	0.0%
Transfers Out					
General Fund	500,000	500,000	500,000	-	100.0%
Water I & E Fund	1,200,000	1,200,000	600,000	600,000	50.0%
Wastewater I & E Fund	1,800,000	1,800,000	900,000	900,000	50.0%
Total Expenses	13,669,300	13,685,500	8,257,429	5,428,071	60.3%
Budget Balances					
Budget Balance - Working Capital - Water	1,020,100	1,113,300	-	1,113,300	0.0%
Budget Balance - Working Capital - WW	(739,200)	(557,400)	-	(557,400)	0.0%
Budget Balance-Working Capital - KSA	1,265,100	1,563,500	-	1,563,500	0.0%
Total Budget Balances	1,546,000	2,119,400	-	2,119,400	0.0%
Total Budget Balances & Expenses	**$ 15,215,300**	**$ 15,804,900**	**$ 8,257,429**	**$ 7,547,471**	52.2%
Reserve Balances					
Contingency-Water	$ 107,700	$ 106,500	$ 104,756		
Contingency-Wastewater	$ 194,800	$ 192,700	$ 189,427		
Impact Fee Reserve - Sewer	$ 1,552,300	$ 1,508,700	$ 2,776,942		
Impact Fee Reserve - Water	$ 203,900	$ 203,600	$ 200,212		
Bond Coverage Ratio (Covenant 1.20)	4.29	4.29	4.50		

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

	Budget	Revised Budget	YTD	Balance	67% Budget
Beginning Balance	$ 9,253,600	$ 6,603,800	$ -	$ 6,603,800	0.0%
Revenues					
Sales to Customers	78,043,000	78,043,000	52,420,393	25,622,607	67.2%
Utility Tax	1,296,900	1,296,900	857,621	439,279	66.1%
Weyandt Hall Rents	200,000	200,000	127,710	72,290	63.9%
Miscellaneous Revenues	754,600	754,600	717,690	36,910	95.1%
Interest Earned	12,000	12,000	(3,610)	15,610	-30.1%
Transfer from Rate Stabilization	2,000,000	2,000,000	2,000,000	-	100.0%
Total Revenues	82,306,500	82,306,500	56,119,804	26,186,696	68.2%
Total Beginning Balance & Revenues	**$ 91,560,100**	**$ 88,910,300**	**$ 56,119,804**	**$ 32,790,496**	63.1%
Expenses					
Power Supply & Generation					
Hedged Energy	$ 21,823,000	$ 21,823,000	$ 18,471,656	$ 3,351,344	84.6%
Power Supply Management	996,000	996,000	664,000	332,000	66.7%
Capacity Charges	9,958,900	9,958,900	6,350,197	3,608,703	63.8%
Dover Sun Park Energy	2,067,600	2,067,600	1,005,762	1,061,838	48.6%
Solar Renewal Energy Credits	378,600	378,600	224,219	154,381	59.2%
PJM Charges - Energy	11,499,800	11,499,800	7,250,777	4,249,023	63.1%
PJM Charges - Transmission & Fees	7,234,100	7,234,100	3,748,265	3,485,835	51.8%
Total Power Supply	53,958,000	53,958,000	37,714,876	16,243,124	69.9%
Plant Operations	6,141,100	6,141,100	3,666,650	2,474,450	59.7%
Generation Fuels	1,611,100	1,611,100	1,536,348	74,752	95.4%
Capacity Credits	(8,881,500)	(8,881,500)	(5,680,071)	(3,201,429)	64.0%
PJM Spot Market Energy	(2,232,800)	(2,232,800)	(2,372,868)	140,068	106.3%
PJM Credits	(486,700)	(486,700)	(488,496)	1,796	100.4%
Total Generation	(3,848,800)	(3,848,800)	(3,338,437)	(510,363)	86.7%
Total Power Supply & Plant	50,109,200	50,109,200	34,376,439	15,732,761	68.6%
Electric Operating Divisions:					
Transmission/Distribution	4,028,700	4,043,500	2,279,456	1,764,044	56.4%
Electrical Engineering	1,370,900	1,379,300	776,225	603,075	56.3%
Administration	636,600	632,400	371,340	261,060	58.7%
Meter Reading	267,600	268,600	232,262	36,338	86.5%
Systems Operations	686,300	696,500	442,322	254,178	63.5%
Intrafund Services	3,508,100	3,588,200	2,223,204	1,364,996	62.0%
Utility Tax	1,296,900	1,296,900	857,621	439,279	66.1%
OPEB Trust Contribution - Unfunded Liability	1,009,800	1,009,800	504,900	504,900	50.0%
OPEB - Retirees Health Care Contribution	513,300	513,300	256,650	256,650	50.0%
Interest on Deposits	20,000	20,000	11,831	8,169	59.2%
Green Energy Payment to DEMEC	130,000	130,000	87,454	42,546	67.3%
Accounts Receivable Write-Offs	200,000	200,000	200,000	-	100.0%
Other Employee Expenses	54,200	24,000	-	24,000	0.0%
Contractual Services RFP's	246,800	246,800	155,415	91,385	63.0%
Debt Service	3,297,000	3,297,000	2,271,218	1,025,782	68.9%
Transfers Out:					
General Fund	10,000,000	10,000,000	5,668,000	4,332,000	56.7%
Electric Improvement & Extension Fund	4,750,000	4,750,000	1,200,000	3,550,000	25.3%
Inventory Reserve	175,000	175,000	175,000	-	100.0%
Total Expenses	82,300,400	82,380,500	52,089,337	30,291,163	63.3%
Budget Balance - Working Capital	9,259,700	6,529,800	-	6,529,800	0.0%
Total Budget Balance & Expenses	**$ 91,560,100**	**$ 88,910,300**	**$ 52,089,337**	**$ 36,820,963**	58.6%
Reserve Balances					
Contingency Reserve	$ 826,000	$ 825,000	$ 819,296		
Insurance Reserve	$ 743,600	$ 742,800	$ 737,598		
Rate Stabilization Reserve	$ 8,583,000	$ 8,541,500	$ 8,470,924		
Bond Coverage Ratio (Covenant 1.25)	1.95	1.93	2.54		
Megawatt Hours Sold & Purchased					
Sales to Customers MWh (excluding Street Light MWh)	712,390	712,390	486,324		68.3%
Sales per MWh	$ 109.55	$ 109.55	$ 107.79		98.4%
Purchased/Generated MWh	741,522	741,522	510,735		68.9%
All In MWh Supply & Generation	$ 67.58	$ 67.58	$ 67.31		99.6%

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

	Budget	Revised Budget	YTD	Balance	67% Budget
Beginning Balance - Projects	$ 117,100	$ 2,324,100	$ -	$ 2,324,100	0.0%
Beginning Balance - Library	$ -	$ 330,500	$ -	$ 330,500	0.0%
Revenues					
State Grant - Other	153,000	208,000	15,000	193,000	7.2%
Interest Earnings	-	-	(491)	491	0.0%
Transfer from General Fund for Projects	2,196,000	2,196,000	2,196,000	-	100.0%
2014 Loan Proceeds - PD/Fire/Streets	3,579,400	3,593,300	683,100	2,910,200	19.0%
Income from Sale of Assets	-	-	68,154	(68,154)	0.0%
Transfer from Parkland Reserve	-	104,000	104,000	-	100.0%
Total Revenues	5,928,400	6,101,300	3,065,763	3,035,537	50.2%
Total Beginning Balance & Revenue	**$ 6,045,500**	**$ 8,755,900**	**$ 3,065,763**	**$ 5,690,137**	35.0%
Expenditures					
Fire	$ 827,300	$ 827,300	$ 526,617	$ 300,683	63.7%
Grounds Maintenance	68,100	86,700	-	86,700	0.0%
Recreation	146,000	284,400	150,123	134,277	52.8%
Police	499,100	601,700	478,427	123,273	79.5%
Streets	3,956,400	5,917,900	1,765,257	4,152,643	29.8%
Sanitation	256,500	256,500	-	256,500	0.0%
Procurement & Inventory	-	55,000	14,203	40,797	25.8%
Loan Issuance Costs	75,000	61,100	60,668	432	99.3%
Transfer to Capital Asset Reserve	-	330,500	-	330,500	0.0%
Transfer to Parkland Reserve	100,000	180,000	180,000	-	100.0%
Total Expenditures	5,928,400	8,601,100	3,175,295	5,425,805	53.6%
Budget Balance - Projects	117,100	154,800	-	154,800	0.0%
Total Budget Balance & Expenditures	**$ 6,045,500**	**$ 8,755,900**	**$ 3,175,295**	**$ 5,580,605**	52.5%
Reserve Balances					
Capital Asset Replacement Reserve	$ 512,300	$ 914,000	$ 521,083		
Parkland/Recreation	$ 304,800	$ 424,700	$ 294,488		

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

	Budget	Revised Budget	YTD	Balance	67% Budget
Beginning Balance - Water	$ 1,021,200	$ 7,588,800	$ -	$ 7,588,800	0.0%
Beginning Balance - Wastewater	$ 1,060,000	$ 5,500,400	$ -	$ 5,500,400	0.0%
Revenues					
Income from Sale of Assets	-	-	20,336	(20,336)	0.0%
Interest Earned	25,000	40,000	9,290	30,710	23.2%
Transfer from Operating Fund for Water	1,200,000	1,200,000	600,000	600,000	50.0%
Transfer from Operating Fund for Wastewater	1,800,000	1,800,000	900,000	900,000	50.0%
Transfer from Impact Fee Reserve - Wastewater	1,315,600	1,315,600	-	1,315,600	0.0%
Total Revenues	4,340,600	4,355,600	1,529,626	2,825,974	35.1%
Total Beginning Balance & Revenues	**$ 6,421,800**	**$ 17,444,800**	**$ 1,529,626**	**$ 15,915,174**	8.8%
Expenses					
Water	$ 1,336,900	$ 7,526,500	$ 1,353,841	$ 6,172,659	18.0%
Wastewater	3,273,200	7,757,300	1,734,115	6,023,185	22.4%
Water Treatment Plant	38,100	38,100	-	38,100	0.0%
Total Expenses	4,648,200	15,321,900	3,087,956	12,233,944	20.2%
Budget Balance - Working Capital - Water	858,700	1,244,200	-	1,244,200	0.0%
Budget Balance - Working Capital - Wastewater	914,900	878,700	-	878,700	0.0%
Total Budget Balances	1,773,600	2,122,900	-	2,122,900	0.0%
Total Budget Balances & Expenses	**$ 6,421,800**	**$ 17,444,800**	**$ 3,087,956**	**$ 14,356,844**	17.7%
Reserve Balances					
Capital Asset Replacement - Water	$ 522,700	$ 522,500	$ 513,867		
Capital Asset Replacement - Wastewater	$ 521,600	$ 519,100	$ 510,522		

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

	Budget	Revised Budget	YTD	Balance	67% Budget
Beginning Balance	$ 3,362,200	$ 5,942,500	$ -	$ 5,942,500	0.0%
Revenues					
Interest Earnings	24,800	24,800	(9,128)	33,928	-36.8%
Transfer from Electric Revenue Fund	4,750,000	4,750,000	1,200,000	3,550,000	25.3%
Income from Sale of Assets	-	-	24,364	(24,364)	0.0%
General Service Billing	250,000	250,000	85,301	164,699	34.1%
Total Revenues	5,024,800	5,024,800	1,300,537	3,724,263	25.9%
Total Beginning Balance & Revenues	**$ 8,387,000**	**$ 10,967,300**	**$ 1,300,537**	**$ 9,666,763**	11.9%
Expenses					
Electric Generation	$ 2,240,000	$ 2,739,300	$ 1,305,373	$ 1,433,927	47.7%
Transmission/Distribution	1,033,000	1,804,200	672,812	1,131,388	37.3%
Electrical Engineering	1,663,100	2,800,200	579,049	2,221,151	20.7%
Total Expenses	4,936,100	7,343,700	2,557,234	4,786,466	34.8%
Budget Balance - Working Capital (Unaudited)	3,450,900	3,623,600	-	3,623,600	0.0%
Total Budget Balance & Expenses	**$ 8,387,000**	**$ 10,967,300**	**$ 2,557,234**	**$ 8,410,066**	23.3%
Reserve Balances					
Depreciation Reserve	$ 9,998,200	$ 10,015,300	$ 9,916,948		
Future Capacity Reserve	$ 10,148,700	$ 10,136,900	$ 10,066,357		

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

	Budget	Revised Budget	YTD	Balance	67% Budget
Beginning Balance	$ 78,900	$ 143,500	$ -	$ 143,500	0.0%
Revenues					
Grants Revenue	500,000	1,677,800	22,907	1,654,893	1.4%
Interest Earned	500	500	169	331	33.8%
Total Revenues	500,500	1,678,300	23,076	1,655,224	1.4%
Total Beginning Balance & Revenues	**$ 579,400**	**$ 1,821,800**	**$ 23,076**	**$ 1,798,724**	1.3%
Expenses					
Program Expenses - Del Dot	$ 500,000	$ 1,677,800	$ 38,400	$ 1,639,400	2.3%
Total Expenses	500,000	1,677,800	38,400	1,639,400	2.3%
Budget Balance - Working Capital	79,400	144,000	-	144,000	0.0%
Total Budget Balances & Expenses	**$ 579,400**	**$ 1,821,800**	**$ 38,400**	**$ 1,783,400**	2.1%

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

	Budget	Revised Budget	YTD	Balance	67% Budget
Beginning Balance	$ 77,200	$ 172,100	$ -	$ 172,100	0.0%
Revenues					
Grants Received	339,000	436,400	232,869	203,531	53.4%
Interest Earned	-	-	508	(508)	0.0%
Total Revenues	339,000	436,400	233,377	203,023	53.5%
Total Beginning Balance & Revenues	**$ 416,200**	**$ 608,500**	**$ 233,377**	**$ 375,123**	38.4%
Expenses					
Cadet Program	$ -	$ 17,900	$ -	$ 17,900	0.0%
Program Expenses/Supplies	156,000	317,900	46,880	271,020	14.7%
Computer Hardware	50,000	47,800	10,793	37,007	22.6%
Telephone/Fax	15,000	15,000	5,826	9,174	38.8%
Training/Conference/Food/Travel	32,000	45,000	3,400	41,600	7.6%
Consulting/Audit Fees	1,000	1,000	737	263	73.7%
Contractual services	6,000	10,200	3,389	6,811	33.2%
Operating Transfers - Out	124,000	124,000	39,878	84,122	32.2%
Total Expenses	384,000	578,800	110,903	467,897	19.2%
Budget Balance - Working Capital (Unaudited)	32,200	29,700	-	29,700	0.0%
Total Budget Balances & Expenses	**$ 416,200**	**$ 608,500**	**$ 110,903**	**$ 497,597**	18.2%

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

	Budget	Revised Budget	YTD	Balance	67% Budget
Beginning Balance	$ 17,300	$ 44,800	$ -	$ 44,800	0.0%
Revenues					
Grants Received	274,100	281,400	281,313	87	100.0%
Total Revenues	274,100	281,400	281,313	87	100.0%
Total Beginning Balance & Revenues	**$ 291,400**	**$ 326,200**	**$ 281,313**	**$ 44,887**	96.5%
Expenses					
Program Expenses/Supplies-State Grants	$ 28,000	$ 29,900	$ 18,489	$ 11,411	61.8%
Program Expenses/Supplies-Federal Grants	-	2,500	2,500	-	100.0%
Office Supplies	24,000	28,000	12,051	15,949	43.0%
Printing/Duplicating	8,900	14,000	5,004	8,996	35.7%
Postage	100	100	30	70	30.0%
Books	128,900	132,600	55,814	76,786	42.1%
Furniture	2,000	15,100	6,318	8,782	41.8%
Audio Visual Supplies	74,000	75,100	32,568	42,532	43.4%
Training/Conference/Food/Travel	3,500	3,500	2,410	1,090	68.9%
Contractual Services	-	900	-	900	0.0%
Office Equipment/Repairs & Maintenance	2,000	6,000	4,514	1,486	75.2%
Other Equipment - Purchases	2,700	1,200	887	313	73.9%
Total Expenses	274,100	308,900	140,585	168,315	45.5%
Budget Balance - Working Capital	17,300	17,300	-	17,300	0.0%
Total Budget Balances & Expenses	**$ 291,400**	**$ 326,200**	**$ 140,585**	**$ 185,615**	43.1%

City of Dover
Finance Department
Monthly Report – February 2015
CJC Grants/Aid

	Budget	Revised Budget	YTD	Balance	67% Budget
Beginning Balance	$ -	$ -	$ -	$ -	0.0%
Revenues					
Grants Received	31,800	31,800	10,549	21,251	33.2%
Total Revenues	31,800	31,800	10,549	21,251	33.2%
Total Beginning Balance & Revenues	**$ 31,800**	**$ 31,800**	**$ 10,549**	**$ 21,251**	33.2%
Expenses					
Contractual Services	$ 31,800	$ 31,800	$ 10,549	$ 21,251	33.2%
Total Expenses	31,800	31,800	10,549	21,251	33.2%
Budget Balance - Working Capital (Unaudited)	-	-	-	-	0.0%
Total Budget Balances & Expenses	**$ 31,800**	**$ 31,800**	**$ 10,549**	**$ 21,251**	33.2%

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

	Budget	Revised Budget	YTD	Balance	67% Budget
Beginning Balance	$ 41,000	$ 41,000	$ -	$ 41,000	0.0%
Revenues					
Grants Received	55,600	55,600	21,023	34,577	37.8%
Recreation Revenue	33,000	33,000	24,354	8,646	73.8%
Total Revenues	88,600	88,600	45,377	43,223	51.2%
Total Beginning Balance & Revenues	**$ 129,600**	**$ 129,600**	**$ 45,377**	**$ 84,223**	35.0%
Expenses					
Temporary Help/Benefits	$ 54,000	$ 54,000	$ 20,870	$ 33,130	38.6%
Program Expenses/Supplies	55,600	55,600	18,583	37,017	33.4%
Total Expenses	109,600	109,600	39,453	70,147	36.0%
Budget Balance - Working Capital (Unaudited)	20,000	20,000	-	20,000	0.0%
Total Budget Balances & Expenses	**$ 129,600**	**$ 129,600**	**$ 39,453**	**$ 90,147**	30.4%

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

	Budget	Revised Budget	YTD	Balance	67% Budget
Beginning Balance	$ -	$ 2,100	$ -	$ 2,100	0.0%
Revenues					
Grants Received	235,000	284,200	89,335	194,865	31.4%
Interest Earnings	-	-	55	(55)	0.0%
Total Revenues	235,000	284,200	89,390	194,810	31.5%
Total Beginning Balance & Revenues	**$ 235,000**	**$ 286,300**	**$ 89,390**	**$ 196,910**	31.2%
Expenses					
Current Year Closing Cost/Down Payment Program	$ 102,800	$ 103,000	$ 95,000	$ 8,000	92.2%
Current year Dover Interfaith Ministry	27,500	27,500	16,449	11,051	59.8%
Current Year MHDC Emergency Home Repair	-	100	28	72	28.0%
Current Year First State RC&D	-	1,900	1,853	47	97.5%
Current Year Elizabeth W Murphy School	50,000	51,200	-	51,200	0.0%
Current Year NCALL Research Inc.	7,700	10,000	-	10,000	0.0%
Current Year Milford Housing H/O Rehabilitation	-	3,000	2,933	67	97.8%
Current Year Salaries	47,000	87,500	24,176	63,324	27.6%
NSP Expense	-	-	674	(674)	0.0%
Total Expenses	235,000	284,200	141,113	143,087	49.7%
Budget Balance - Working Capital	-	2,100	-	2,100	0.0%
Total Budget Balances & Expenses	**$ 235,000**	**$ 286,300**	**$ 141,113**	**$ 145,187**	49.3%

Monthly Report

February 2015

Economic Development Office

2015_February

- Calpine Biweekly conference call
- Teleconference with Tom Ross regarding possible purchase of property at Garrison Oak Technology Park
- Lunch discussion with Paul Lakeman regarding role of DDP Organization Committee
- Arranged for historical interpreters for the TADD meeting
- Provided update to Garrison Energy Center on contractor's timelines
- Attended Bayhealth Ribbon-cutting
- Attended DDP Parking & Safety Committee Meeting
- Contacted Steve Solecki from Produce Junction for update on progress
- Attended the Greater Kent Committee luncheon and provided update on Downtown Development District designation
- Attended meeting with Delaware State Housing Authority representatives regarding DDD funding
- Hosted meeting with realtors regarding DDD
- Reviewed updated maintenance agreement for the road at Garrison Oak Technology Park and forwarded it to city solicitor and city manager
- Attended meeting with DELDOT and Playtex regarding entrance permits
- Provided permit information to Wawayanda, New York city manager regarding power plant permitting
- Provided contact information to Congressman Carney and information regarding Playtex expansion
- Discussed downtown development with Michael Parent from Coakley Williams Development Company
- Attended Parks, Recreation & Community Enhancement meeting and provided overview of large employers
- Forwarded year-end labor statistics to members of PR&CE Committee
- Attended Downtown Development District progress meeting with city manager, mayor and city planner
- Attended meeting at Gerri Street's office to discuss parking needs and possible solutions
- Attended meeting with engineers and attorneys regarding Downtown Development District
- Hosted TADD meeting
- Attended the Central Delaware Chamber of Commerce Board Meeting
- Met with representatives from Pettinaro Development
- Attended a reception to introduce the new National Park Director
- Attended Marketing & Promotions Committee meeting

- Meeting with Mrs. McCoy
- Progress update with Randy Cohen on Greenhouse project
- Provided Value City information to potential investor
- Provided a written report to Councilman Hutchison with an overview of the Garrison Oak Technology Park status and potential jobs
- Attended GOTP progress meeting with contractors
- Chaired the Downtown Dover Partnership Economic Development Committee Meeting
- Television interview with WHYY
- Attended Food Innovation District meeting
- Attended LEADS Luncheon
- Provided Connie Malmberg with details of downtown property
- Met with the owners of K-Mart building to discuss future plans
- Provided vacant property list to BAMDAD BAHAR Development Group
- Attended Community Garden meeting
- Attended Honorary Commander orientation meeting at Dover Air Force Base
- Presented Downtown Development District overview at three community workshop which were attended by over 100 people

Measures:

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

	2012-2013 Actual	**2013-2014 Actual**	**2014 - 2015 Actual**
Results	<10% unemployment rate in June 2013 7.5% - US Rate 6.9% - DE Rate 8.9% - City of Dover Rate June 2013 Actual	< 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 July 2014 5.6 % - US Rate 5.4 % - DE Rate 6.6% - City of Dover Rate February 2015 Actual

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

	2012-2013 Actual	**2013-2014 Actual**	**2014 - 2015 Actual**
Results	≥20 contacts with potential small businesses; **18 contacts YTD**	≥20 contacts with potential small businesses; **23 Contacts YTD**	≥20 contacts with potential small businesses; **16 Contacts YTD**

	≥11 contacts with out-of-town companies interested in locating in Dover **7 Contacts YTD**	≥11 contacts with out-of-town companies interested in locating in Dover **13 Contacts YTD**	≥11 contacts with out-of-town companies interested in locating in Dover **12 Contacts YTD**

2015_2 Downtown Dover Partnership

- Provided technical assistance to three (3) prospective small business individuals on overall business development within the Downtown Dover Business District
- Ongoing technical assistance to four (4) prospective small business individuals on locating available space within the downtown district to lease
- Provided thirteen (13) hours of Technical Assistance to merchants located in the Downtown Business Corridor
- Coordinated media (newspaper announcements), website and social media press releases of the scheduled February First Friday in downtown Dover
- Coordinated media (newspaper announcements), website and social media press releases Community Clothing Drive with Mayor Christiansen and Business Owner Benita Gassi
- Coordinated logistics (Work Orders) for the St. Patrick's Day Parade scheduled for March 14th
- Met with Kara Okonewski from Killen's Pond to discuss involvement in DDP Farmer's Market' 15 Program
- Met with Jim Purcell, Communities In Schools, to discuss the Restoring Central Delaware Executive Summary
- Telephone conference with Eugene Stone, owner of Bike Werx, to discuss progress of Facade Project
- Telephone conference with Sydney Arzt, Schwartz Center, to discuss the Restoring Central Dover Report and Parking Plans for downtown
- Met with Debbie Armstrong, United Way Delaware, to discuss future plans to coordinate an "Early Reading Awareness" Project within the city of Dover
- Met with Mike Marasco, Small Business Owner, to survey vacant buildings in downtown on February 4
- Telephone Conference with Grant Jones, Small Business owner, to discuss the availability on vacant buildings in downtown
- Met with Lucas Mayfield, Delaware Parents Association, to provide update on economic development within the City of Dover
- Met with Jacqueline Reyes, Independent Resources, Inc., to discuss the scheduled Dolphin Tank Ceremony for participants in their entrepreneurship program
- Telephone conference with Mike Smith, website developer, to discuss redesign concepts for DDP website
- Telephone conference with Zaneta Hill to discuss vacant small business spaces within downtown

- Telephone conference with Terence Gbassagee, Small Business Development Consultant, to discuss workshop development for downtown business owners
- Telephone conference with Theresa Owens, Small Business Owner, to discuss DDP Facade Program
- Attended the Delaware Department of Agriculture - Farmers Market Managers Meeting
- Attended the DDP Marketing/Promotion Committee meeting
- Met with Mark Nowak, City of Dover GIS, to discuss the "List/Map of Available Properties" Project
- Attended the DDP Design Committee meeting
- Initiated and completed the "List/Map of Available Properties" Project during February 11 - 23
- Met with small business owner, to discuss and review SBA Loan application
- Attended the First Rate - First State Famers Producers Summit
- Telephone conference with Lynsey Augustus, Business Owner, on progress of Facade Reimbursement
- Attended the DDP Board of Directors Meeting
- Attended the Delaware Governor's Commission on Hispanic Affairs – Economic Development Subcommittee Meeting
- Attended the DDP Merchant's Meeting
- Attended the Restoring Central Dover Steering Committee Meeting to discuss grants program
- Met with Gary Chaffee, DDP Volunteer Parade Coordinator, to discuss logistics for the scheduled March 14 St. Patrick's Day Parade
- Met with Amy Mullen, DDP Volunteer Farmer's Market Manager, to discuss, Logistics preparations for Farmer's Market Program' 15

MONTHLY REPORT

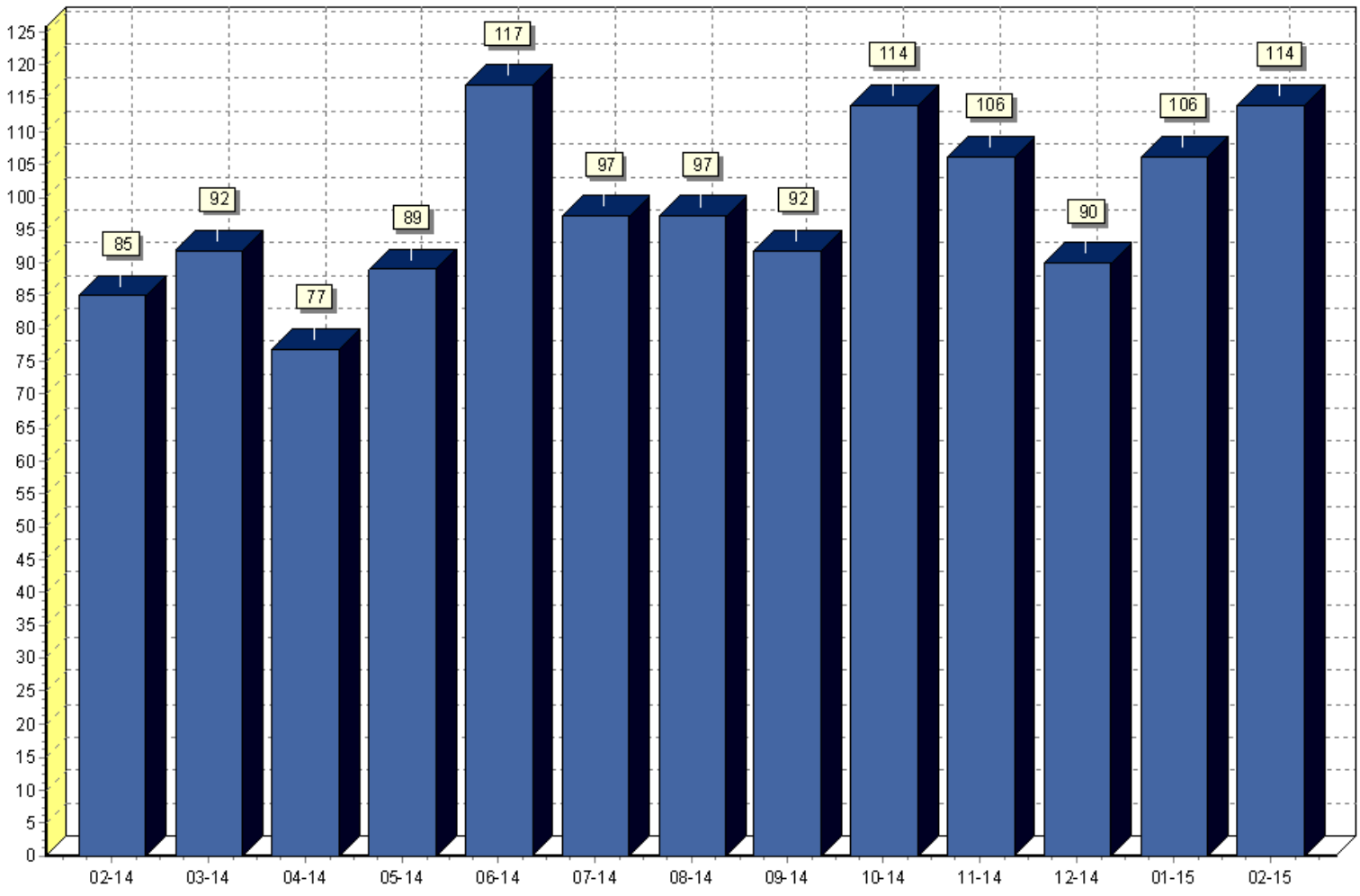


FEBRUARY 2015

Alarms by Month of Year

Date Range: From 2/1/2014 to 2/28/2015

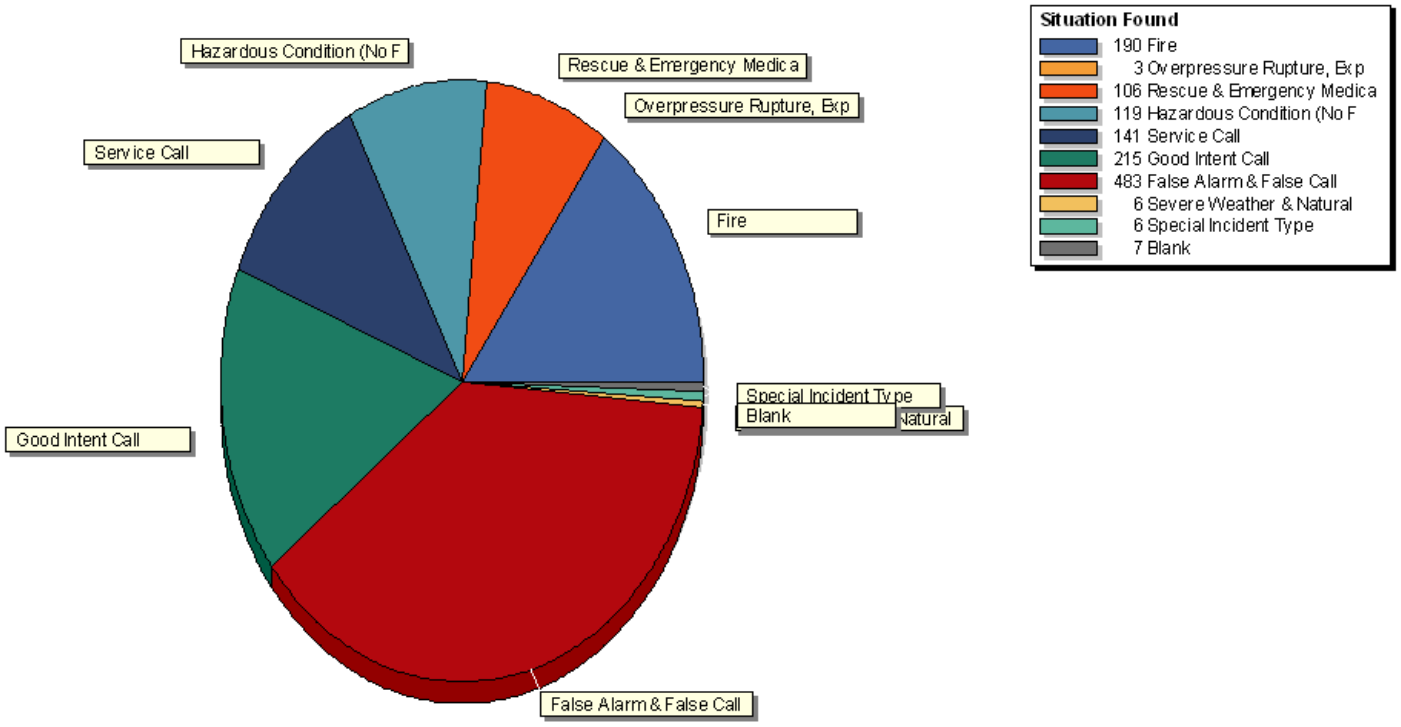
Dover Fire Department



Incidents by Situation Found

Dover Fire Department

Date Range: From 2/1/2014 to 2/28/2015



NFIRS Response Times

Dover Fire Department

Date Range: From 2/1/2015 to 2/28/2015

Fractile Response Times		Based on Time of Alarm to Time Arrived on Scene		
Fractile Response (Minutes)	Total Number of Calls	Total Calls	Percent of Calls	Cumulative Percent
0:00 - 0:59		4	3.51	3.51
1:00 - 1:59		5	4.39	7.89
2:00 - 2:59		4	3.51	11.40
3:00 - 3:59		6	5.26	16.67
4:00 - 4:59		23	20.18	36.84
5:00 - 5:59		15	13.16	50.00
6:00 - 6:59		1	0.88	50.88
7:00 - 7:59		13	11.40	62.28
8:00 - 8:59		11	9.65	71.93
9:00 - 9:59		7	6.14	78.07
10:00 - 10:59		13	11.40	89.47
11:00 - 11:59		10	8.77	98.25
12:00 - 12:59		0	0.00	98.25
13:00 - 13:59		2	1.75	100.00
14:00 - 14:59		0	0.00	100.00
15:00 - 15:59		0	0.00	100.00
16:00 - 16:59		0	0.00	100.00
17:00 - 17:59		0	0.00	100.00
18:00 - 18:59		0	0.00	100.00
19:00 - 19:59		0	0.00	100.00
20:00 - 20:59		0	0.00	100.00
21:00 - 21:59		0	0.00	100.00
22:00 - 22:59		0	0.00	100.00
23:00 - 23:59		0	0.00	100.00
24:00 - 24:59		0	0.00	100.00
25:00 - 25:59		0	0.00	100.00
26:00 - 26:59		0	0.00	100.00
27:00 - 27:59		0	0.00	100.00
28:00 - 28:59		0	0.00	100.00
29:00 - 29:59		0	0.00	100.00
30:00 - 30:59		0	0.00	100.00
31:00 - 31:59		0	0.00	100.00
32:00 - 32:59		0	0.00	100.00
33:00 - 33:59		0	0.00	100.00
34:00 - 34:59		0	0.00	100.00
35:00 - 35:59		0	0.00	100.00
36:00 - 36:59		0	0.00	100.00
37:00 - 37:59		0	0.00	100.00
38:00 - 38:59		0	0.00	100.00
39:00 - 39:59		0	0.00	100.00
40:00 - 40:59		0	0.00	100.00
41:00 - 41:59		0	0.00	100.00
42:00 - 42:59		0	0.00	100.00
43:00 - 43:59		0	0.00	100.00
44:00 - 44:59		0	0.00	100.00
45:00 - 45:59		0	0.00	100.00
46:00 - 46:59		0	0.00	100.00
47:00 - 47:59		0	0.00	100.00
48:00 - 48:59		0	0.00	100.00
49:00 - 49:59		0	0.00	100.00
	Total NFIRS Reports Evaluated	114	100.00	100.00
	Total Average	00:06:41		

Incident Type Report (Summary)

Dover Fire Department

Date Range: From 2/1/2015 to 2/28/2015

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
1 Fire					
111 Building fire		3	2.63%	$0	0.00%
113 Cooking fire, confined to container		7	6.14%	$0	0.00%
121 Fire in mobile home used as fixed residence		1	0.88%	$0	0.00%
131 Passenger vehicle fire		2	1.75%	$0	0.00%
140 Natural vegetation fire, other		1	0.88%	$0	0.00%
141 Forest, woods or wildland fire		1	0.88%	$0	0.00%
	Totals	15	13.16%	$0	0.00%
2 Overpressure Rupture, Explosion, Overheat(no fire)					
	Totals	0	0.00%	$0	0.00%
3 Rescue & Emergency Medical Service Incident					
322 Motor vehicle accident with injuries		1	0.88%	$0	0.00%
324 Motor vehicle accident with no injuries.		1	0.88%	$0	0.00%
352 Extrication of victim(s) from vehicle		2	1.75%	$0	0.00%
	Totals	4	3.51%	$0	0.00%
4 Hazardous Condition (No Fire)					
400 Hazardous condition, other		1	0.88%	$0	0.00%
411 Gasoline or other flammable liquid spill		1	0.88%	$0	0.00%
412 Gas leak (natural gas or LPG)		4	3.51%	$0	0.00%
441 Heat from short circuit (wiring), defective/worn		1	0.88%	$0	0.00%
451 Biological hazard, confirmed or suspected		1	0.88%	$0	0.00%
	Totals	8	7.02%	$0	0.00%
5 Service Call					
520 Water problem, other		8	7.02%	$0	0.00%
521 Water evacuation		1	0.88%	$0	0.00%
522 Water or steam leak		13	11.40%	$0	0.00%
550 Public service assistance, other		1	0.88%	$0	0.00%
553 Public service		2	1.75%	$0	0.00%
554 Assist invalid		1	0.88%	$0	0.00%
	Totals	26	22.81%	$0	0.00%
6 Good Intent Call					
600 Good intent call, other		12	10.53%	$0	0.00%
611 Dispatched & canceled en route		1	0.88%	$0	0.00%
650 Steam, other gas mistaken for smoke, other		1	0.88%	$0	0.00%
651 Smoke scare, odor of smoke		2	1.75%	$0	0.00%
652 Steam, vapor, fog or dust thought to be smoke		4	3.51%	$0	0.00%
	Totals	20	17.54%	$0	0.00%
7 False Alarm & False Call					
700 False alarm or false call, other		10	8.77%	$0	0.00%
710 Malicious, mischievous false call, other		1	0.88%	$0	0.00%
730 System malfunction, other		3	2.63%	$0	0.00%
731 Sprinkler activation due to malfunction		1	0.88%	$0	0.00%
733 Smoke detector activation due to malfunction		3	2.63%	$0	0.00%
735 Alarm system sounded due to malfunction		1	0.88%	$0	0.00%
736 CO detector activation due to malfunction		1	0.88%	$0	0.00%
741 Sprinkler activation, no fire - unintentional		3	2.63%	$0	0.00%

Incident Type Report (Summary)

Dover Fire Department

Date Range: From 2/1/2015 to 2/28/2015

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
743 Smoke detector activation, no fire - unintentional		10	8.77%	$0	0.00%
744 Detector activation, no fire - unintentional		3	2.63%	$0	0.00%
745 Alarm system activation, no fire - unintentional		2	1.75%	$0	0.00%
	Totals	38	33.33%	$0	0.00%
8 Severe Weather & Natural Disaster					
800 Severe weather or natural disaster, other		1	0.88%	$0	0.00%
	Totals	1	0.88%	$0	0.00%
9 Special Incident Type					
900 Special type of incident, other		1	0.88%	$0	0.00%
911 Citizen complaint		1	0.88%	$0	0.00%
	Totals	2	1.75%	$0	0.00%
	Totals	114		$0	

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

Type	Num	Name	Memo	Split	Amount	Balance
Ordinary Income/Expense						
Expense						
Apparatus Repairs & Maintenance						
Check	1273	Dover Automotive	Invoice # 698575- bulbs	City Fund	9.78	9.78
Check	1279	Atlantic Emergency S	MOR4979MOP- Ladder 2- Misc repairs	City Fund	428.13	437.91
Check	1279	Atlantic Emergency S	10036DEL- Rescue 1- Open door sensor	City Fund	117.48	555.39
Check	1279	Atlantic Emergency S	10100DEL- Ladder 2 Axle Alignment	City Fund	642.07	1,197.46
Check	1279	Atlantic Emergency S	10088DEL- Applied credit of $ 1,572.89 towards	City Fund	3,071.98	4,269.44
Check	1279	Atlantic Emergency S	10039DEL- Eng 4 seat bracket	City Fund	434.40	4,703.84
Check	1279	Atlantic Emergency S	10089DEL- Eng 2 coolant leak	City Fund	1,656.68	6,360.52
Check	1279	Atlantic Emergency S	10113DEL- Ladder 2 seat belt	City Fund	543.12	6,903.64
Check	1279	Atlantic Emergency S	10125 DEL- Rescue 1 door panel	City Fund	954.60	7,858.24
Check	1279	Atlantic Emergency S	10151DEL- Ladder 2 steering box	City Fund	156.75	8,014.99
Check	1279	Atlantic Emergency S	10048DEL- Ladder 1 annual service	City Fund	6,428.62	14,443.61
Check	1279	Atlantic Emergency S	10104DEL- Eng 4 pump panel handle	City Fund	401.10	14,844.71
Check	1282	Dover Automotive	Invoice # 699897- Anti Freeze	City Fund	12.89	14,857.60
Check	1283	Municipal Emergency	Invoice # 00599071_SNV- Batteries	City Fund	214.00	15,071.60
Check	1285	RJS Repair	Repairs to 1997 GMC Pickup	City Fund	3,117.21	18,188.81
Total Apparatus Repairs & Maintenance					18,188.81	18,188.81
Electricity						
Check	1281	City of Dover Utility	Acct # 44343-32052	City Fund	2,325.20	2,325.20
Check	1288	City of Dover Utility	Acct # 44255-31966	City Fund	587.21	2,912.41
Total Electricity					2,912.41	2,912.41
Gasoline						
Check	1270	City of Dover	December Unleaded fuel charges	City Fund	336.96	336.96
Check	1270	City of Dover	December Bio-Diesel fuel charges	City Fund	1,635.69	1,972.65
Total Gasoline					1,972.65	1,972.65
Heating Expenses- Gas						
Check	1269	Chesapeake Utilities	Station 2 Gas bill from 12/29 to 01/27	City Fund	893.62	893.62
Check	1280	Chesapeake Utilities	Station 1 from 01/05 to 02/03	City Fund	2,404.23	3,297.85
Total Heating Expenses- Gas					3,297.85	3,297.85
Office Supplies						
Check	1270	City of Dover	Postage charges for December	City Fund	24.01	24.01
Check	1276	The Trophy Man	Desk Name Plate for Fire Chief	City Fund	55.00	79.01
Check	1287	Staples	Invoice # 58572	City Fund	151.85	230.86
Total Office Supplies					230.86	230.86
Program Expenses						
Check	1267	Airpower International	Service Contract from 03/15 to 02/16	City Fund	1,850.00	1,850.00
Check	1278	Witmer Public Safety	Invoice # 1596028	City Fund	1,422.00	3,272.00
Check	1278	Witmer Public Safety	Invoice # 1594897	City Fund	180.50	3,452.50
Total Program Expenses					3,452.50	3,452.50

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

Type	Num	Name	Memo	Split	Amount	Balance
Radio Repairs						
Check	1274	Magnum	Speaker System at Station 2	City Fund	735.00	735.00
Total Radio Repairs					735.00	735.00
Telephone						
Check	1270	City of Dover	Verizon December phone charges	City Fund	287.91	287.91
Check	1270	City of Dover	Cavalier December phone charges	City Fund	18.34	306.25
Check	1277	Verizon Wireless	IPad Charges from 12/21 to 01/20	City Fund	300.20	606.45
Total Telephone					606.45	606.45
Training & Travel Expenses						
Check	1271	Delaware State Fire S	Invoice # 15-2015	City Fund	500.00	500.00
Check	1271	Delaware State Fire S	Invoice # 15-2115	City Fund	75.00	575.00
Check	1271	Delaware State Fire S	Invoice # 15-2016	City Fund	75.00	650.00
Check	1284	Priority Dispatch Corp	EFD Certification- Small & Wardy	City Fund	745.00	1,395.00
Total Training & Travel Expenses					1,395.00	1,395.00
Uniforms						
Check	1268	Charles Boyer	Name plates for Captain O'Connor	City Fund	29.00	29.00
Check	1272	Dover Army-Navy Sto	Dispatcher jacobs BDU pants	City Fund	61.90	90.90
Check	1275	Municipal Emergency	Invoice # 00596979_SNV- 3 black fire helmets	City Fund	721.29	812.19
Total Uniforms					812.19	812.19
Water/Sewer						
Check	1281	City of Dover Utility	Acct # 44345-32054	City Fund	47.50	47.50
Check	1281	City of Dover Utility	Acct # 44341-32050	City Fund	14.49	61.99
Check	1286	Sharp Water Culligan	Invoice # 551038	City Fund	125.00	186.99
Check	1286	Sharp Water Culligan	Invoice # 558372	City Fund	2.00	188.99
Check	1288	City of Dover Utility	Acct # 44253-31964	City Fund	42.96	231.95
Total Water/Sewer					231.95	231.95
Total Expense					33,835.67	33,835.67
Net Ordinary Income					-33,835.67	-33,835.67
					-33,835.67	**-33,835.67**

FY 14-15 City Funded Account Balance Sheet

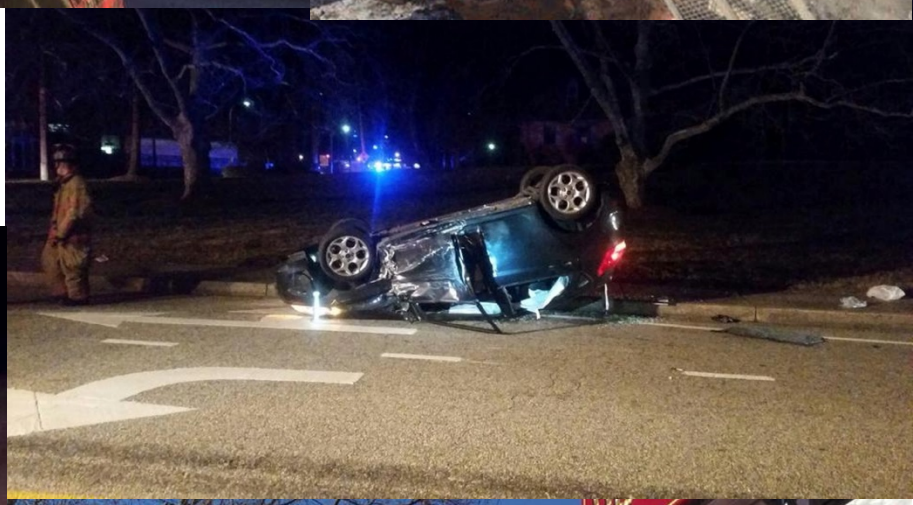
ACCOUNT	BUDGET	SPENT	BALANCE
Apparatus Repairs & Maintenance	$ 85,300.00	$ 62,921.55	$ 22,378.45
Building Maintenace Supplies	$ 1,500.00	$ 448.76	$ 1,051.24
Contractual Services	$ 10,500.00	$ -	$ 10,500.00
Electricity	$ 45,000.00	$ 29,176.89	$ 15,823.11
Gasoline	$ 20,000.00	$ 13,256.28	$ 6,743.72
Heating Expenses- Gas	$ 16,000.00	$ 8,138.68	$ 7,861.32
Medical Supplies	$ 1,000.00	$ -	$ 1,000.00
Office Supplies	$ 2,000.00	$ 588.17	$ 1,411.83
Other Equipment Repairs	$ 2,000.00	$ -	$ 2,000.00
Program Expenses	$ 37,000.00	$ 32,095.91	$ 4,904.09
Radio Repairs	$ 2,000.00	$ 1,263.75	$ 736.25
Safety & Security	$ 1,500.00	$ 476.47	$ 1,023.53
Small Tools	$ 4,500.00	$ 6,362.36	**$ (1,862.36)**
Telephone	$ 10,000.00	$ 5,614.76	$ 4,385.24
Training & Travel	$ 10,000.00	$ 5,680.00	$ 4,320.00
Uniforms & Firefighting Gear	$ 30,000.00	$ 31,011.38	**$ (1,011.38)**
Water/ Sewer	$ 3,000.00	$ 1,854.29	$ 1,145.71

Balance as of: 02/28/15





February 2015







Dover Police Department

Monthly Report

To

Mayor and City Council

"To Protect and Serve"

January 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

April 13, 2015

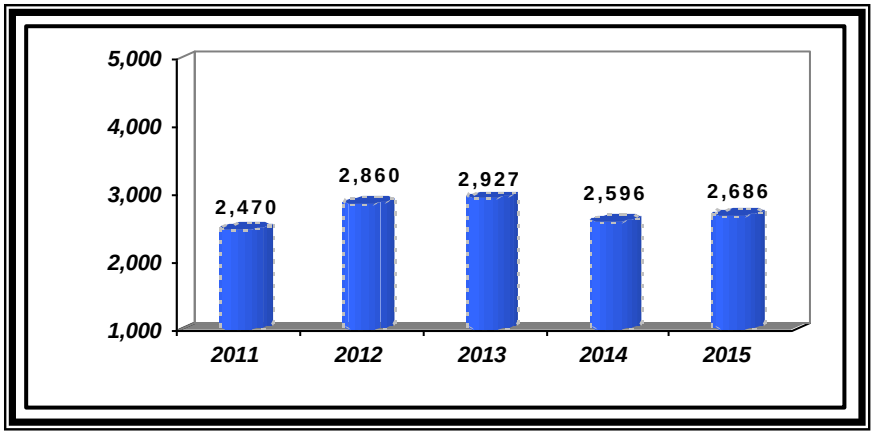
Honorable Robin Christiansen, Mayor
Members of Dover City Council
City Hall
Dover, DE 19901

Mayor Christiansen and Council Members:

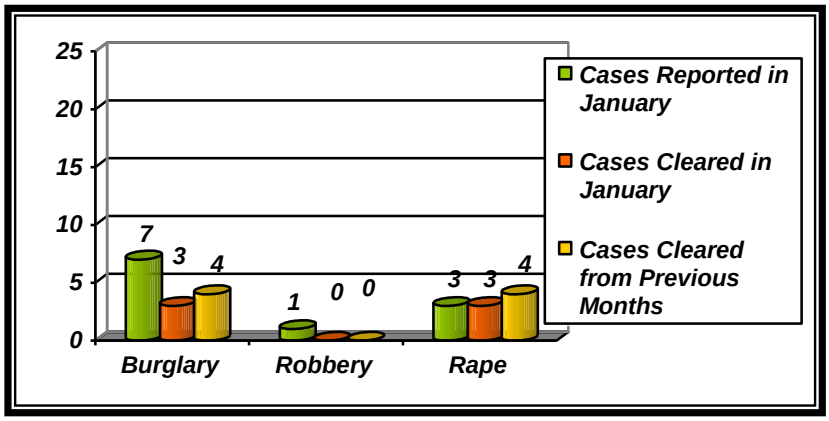
The following is the monthly report for Dover Police Department activities for the month of January 2015:

COMPLAINTS

Total complaints received through January 31st, numbered 2,686 this is an increase of 90 complaints over the same time period last year.



CRIMINAL INVESTIGATIONS

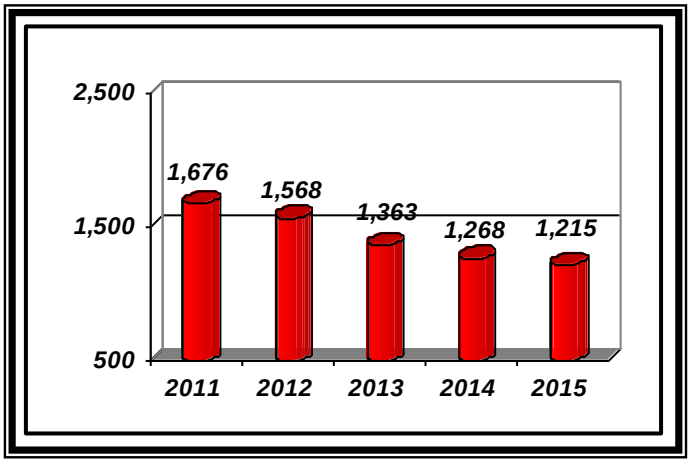


COMMUNITY POLICING/QUALITY OF LIFE SECTION

ENFORCEMENT ACTION	Contacts
ABANDONED VEHICLES	0
ALCOHOL VIOLATIONS/DUI'S	0
ASSIST OTHER	0
WARRANTS ON FILE	0
BIKE ON SIDEWALK	0
CITY PARK VIOLATIONS	0
CRIMINAL ARRESTS	0
DRUG RELATED ARRESTS	0
LOUD MUSIC	0
MISCELLANEOUS VIOLATIONS	0
PARKING VIOLATIONS	3
PEDDLER	0
MEETINGS	23
PROSTITUTION	0
COLLECTION OF DELINQUENT DCO'S	0
WANTED CHECKS/CPC'S	0
TRAFFIC ARRESTS	1
WARNINGS	2
FUGITIVE	0
TOTAL CONTACTS	**29**

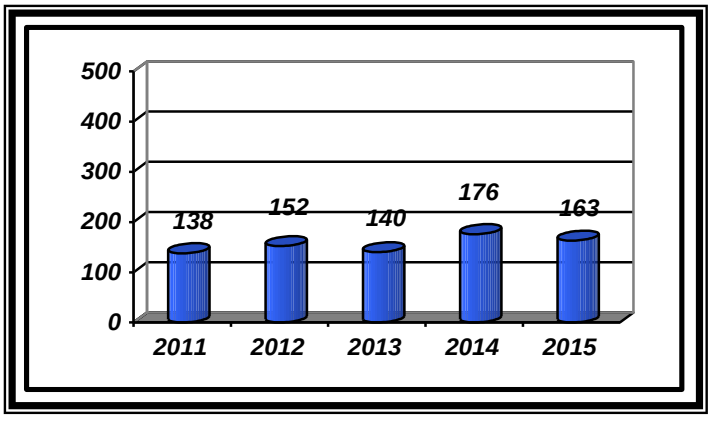
TRAFFIC ARRESTS

The department issued 1,215 traffic citations through this reporting period. This is a decrease of 53 citations over the number issued during the same period last year.

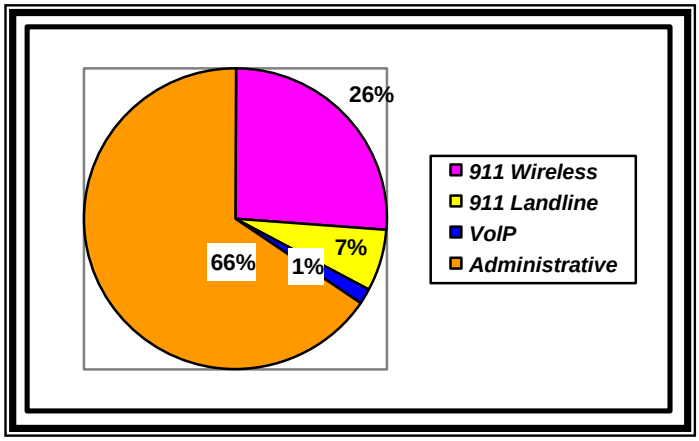


TRAFFIC CRASHES

Through January 31st, Dover Police investigated 163 traffic crashes. This is a decrease of 13 crashes investigated during the same period last year.



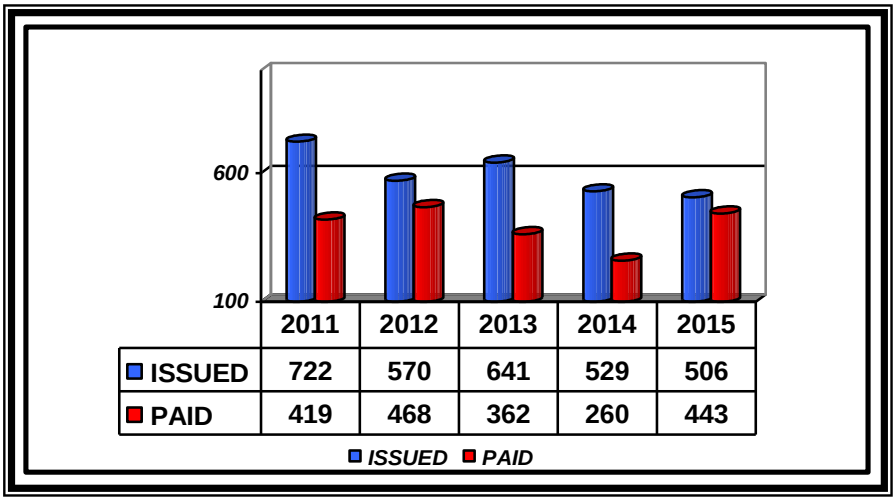
911 CENTER



During the month of January, the Dover Police Department handled a total of 9,567 calls averaging 309 calls per day. Dispatchers handled 2,485 calls on the 911 wireless lines, 656 calls on the 911 landlines, and 143 calls on the Voice Over Internet Protocol lines, the remaining 6,283 were administrative calls.

CITY ORDINANCE SUMMONS

*Through January 31st, we issued 506 city ordinance summons, a decrease of 23 summonses over the same period last year. *Note: Of those summonses issued in January, 18 DCO's were issued for handicapped parking violations, 2 for fire lane parking violations, 20 for false alarms (0, for 1-2, 15, for 3-5 alarms, 5, for 6-9 alarms, 0, for 10-15 alarms, and 0, for 16 or more alarms) and 2 for noise violations (1 for vehicle violations and 1 for residence violations).*



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

Dover Police Department

Monthly Report

To

Mayor and City Council

"To Protect and Serve"

February 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

April 13, 2015

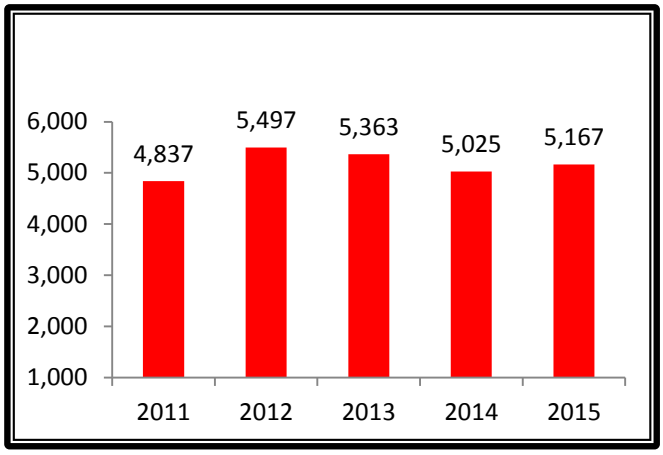
Honorable Robin Christiansen, Mayor
Members of Dover City Council
City Hall
Dover, DE 19901

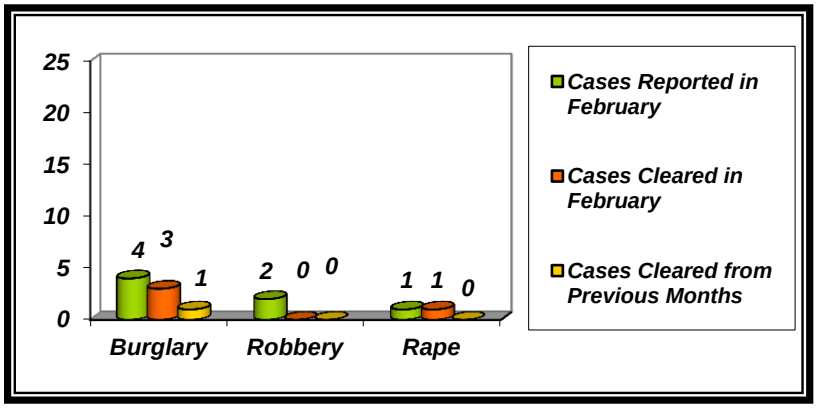
Mayor Christiansen and Council Members:

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

COMPLAINTS

Total complaints received through February 28th, numbered 5,167 this is an increase of 142 complaints over the same time period last year.





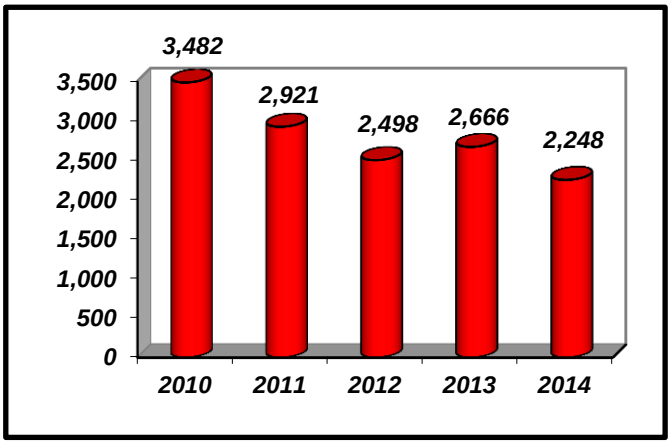
CRIMINAL INVESTIGATIONS

COMMUNITY POLICING/QUALITY OF LIFE SECTION

ENFORCEMENT ACTION	Contacts
ABANDONED VEHICLES	0
ALCOHOL VIOLATIONS/DUI'S	0
ASSIST OTHER	0
WARRANTS ON FILE	0
BIKE ON SIDEWALK	0
CITY PARK VIOLATIONS	0
CRIMINAL ARRESTS	0
DRUG RELATED ARRESTS	0
LOUD MUSIC	0
MISCELLANEOUS VIOLATIONS	0
PARKING VIOLATIONS	3
PEDDLER	0
MEETINGS	43
PROSTITUTION	0
COLLECTION OF DELINQUENT DCO'S	0
WANTED CHECKS/CPC'S	0
TRAFFIC ARRESTS	0
WARNINGS	1
FUGITIVE	0
TOTAL CONTACTS	**44**

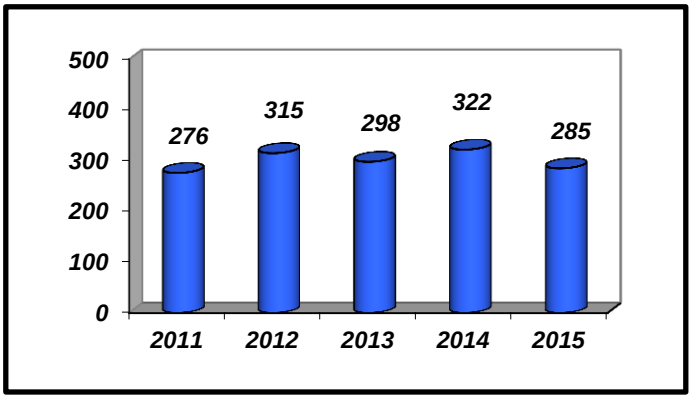
TRAFFIC ARRESTS

The department issued 2,248 traffic citations through this reporting period. This is a decrease of 418 citations over the number issued during the same period last year.

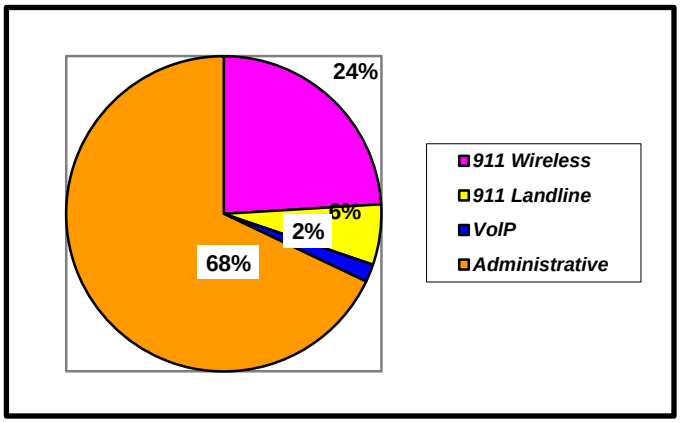


TRAFFIC CRASHES

Through February 28th, Dover Police investigated 285 traffic crashes. This is a decrease of 37 crashes investigated during the same period last year.



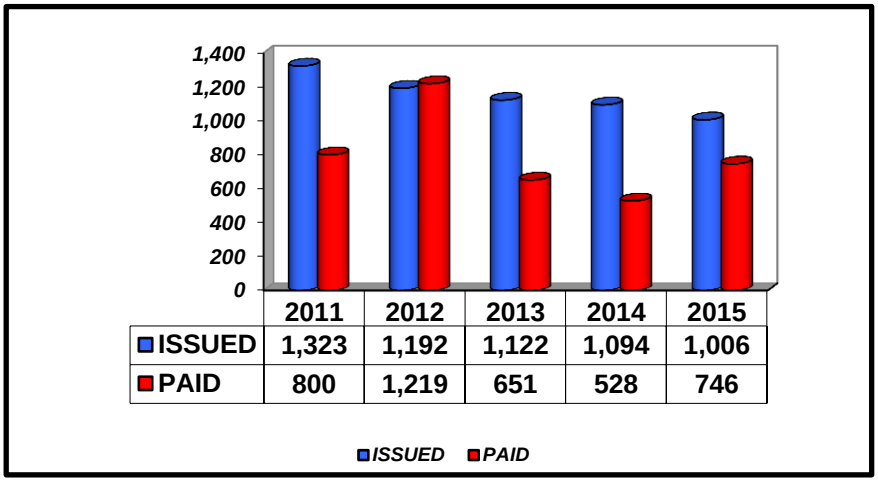
911 CENTER



During the month of February, the Dover Police Department handled a total of 8,151 calls averaging 292 calls per day. Dispatchers handled 2,223 calls on the 911 wireless lines, 573 calls on the 911 landlines, and 169 calls on the Voice Over Internet Protocol lines, the remaining 5,186 were administrative calls.

CITY ORDINANCE SUMMONS

*Through February 28th, we issued 1,006 city ordinance summons, a decrease of 88 summonses over the same period last year. *Note: Of those summonses issued in February, 26 DCO's were issued for handicapped parking violations, 13 for fire lane parking violations, 7 for false alarms (0, for 1-2, 5, for 3-5 alarms, 2, for 6-9 alarms, 0, for 10-15 alarms, and 0, for 16 or more alarms) and 7 for noise violations (1 for vehicle violations and 6 for residence violations).*



	2011	2012	2013	2014	2015
ISSUED	1,323	1,192	1,122	1,094	1,006
PAID	800	1,219	651	528	746

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

Dover Human Relations Commission

2014 Annual Report

These are the highlights of the DHRC meetings and workshops.

To obtain more information on the highlights, please refer to agendas, minutes or packets of the DHRC, which are available on the City of Dover website, www.cityofodver.com, and may be accessed at the following link: http://www.cityofdover.com/index.cfm?fuseaction=content.eventCalendar&view=text&typeID=909&sortOrder=DESC.

Dover Human Relations Commissioners

District 1

Cecil C. Wilson- Chairman

S. Renee Smith

District 2

Gene Ruane

Theodore Henderson

District 3

Jim McGiffin- Vice Chairman

Courtney Stewart

District 4

Jane Hicks

Kenneth Roach

At-Large

Lynne Sadusky

Dover Human Relations Committees

Government Policy, Programs, and Practices

Gene Ruane – Chair

Theodore Henderson

Jim McGiffin

Community Engagement

Kenneth Roach- Chair

Jane Hicks

Education

Theodore Henderson-Chair

Lynn Sadusky

Communications

S. Renee Smith- Chair

Courtney Stewart

ORGANIZATIONAL MEETING - March 25, 2014

* Introduction of New Members

* Election of Commission Chair

* Overview of Commission Purpose

* Rescission of By-Laws

DHRC SPECIAL MEETING - May 13, 2014

***** Presentation by Police Chief Bernat

* Scheduling of DHRC Workshop

* Discussion- City Council and DHRC District Orientation Meetings

* Discussion- Member ID Cards

* Update by Chairman Wilson-City Manager Dept. Head Meeting 4/29

DHRC WORKSHOP- July 8, 2014

* Development of DHRC 2014-2017 Strategic Plan

* Discussion-DHRC Organizational Structure

DHRC MEETING- July 22, 2014

* Presentation- Dover Public Library Created Equal Project (Margie Cyr and Michelle Hughes)

* Development of DHRC 2014-2017 Strategic Plan

* Discussion- DHRC Organizational Structure

DHRC SPECIAL WORKSHOP- September 23, 2014

* Presentation- Dover Public Library Changing America Exhibit Steering Committee Volunteers (Michelle Hughes)

* Presentation- Re-Entry Opportunity Program (Ken Abraham)

* Discussion- DHRC Authority and Complaint Process (City Solicitor Nicholas Rodriquez and Commissioner Gail Launay-Tarlecki, State of Delaware Human Relations Commission)

* Formulation of Complaint Process and Form

* Review of Draft DHRC 2015-2018 Strategic Plan (Commissioner Ruane)

DHRC MEETING- October 28, 2014

***** DHRC Committee Meeting Reports

A. Government Policy, Programs, and Practices Committee (RUANE)

B. Community Engagement Committee (ROACH)

C. Education Committee (HENDERSON)

D. Communication Committee (SMITH)

* Updates

A. Diversity, Respect & Harassment Awareness Training for City of Dover Employees

B. State of Delaware Human Relations Commission Liaison

* Review of Re-Entry Opportunity Program Letter to City Council

* Recommendation of DHRC Liaisons to Dover Public Library

* Discussion-DHRC 2015-2018 Strategic Plan. (RUANE)

For a complete copy of this plan, go to: http://api11.team-logic.com/downloadPubNewsFile.cfm?i=198&t=909&f=211783&file=2.

INSERT ACTION ITEM EXCERPT FROM THE DRAFT MINUTES OF THE DHRC MEETING OCT.28, 2014

Government Policy, Program, and Practices Committee

CONCLUSION

The DHRC is constantly evolving and will move forward with the 2015-2018 Strategic Plan to serve the Council and the citizens of Dover.

The DHRC Commissioners (District 1, 2, 3, 4 and At-Large) seek a working relationship with all District Councilmembers, city employees, and with community organizations and the citizens of Dover.

Cecil C. Wilson, DHRC Chairman

District 1 Commissioner