REGULAR COUNCIL MEETING
AGENDA

NOVEMBER 10, 2014 - 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 PERZA

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 OCTOBER 27, 2014**

2. PROCLAMATIONS
- **A. GEOGRAPHIC INFORMATION SYSTEMS (GIS) DAY AND GEOGRAPHY AWARENESS WEEK**
- **B. PANCREATIC CANCER AWARENESS MONTH**

3. UTILITY COMMITTEE REPORT - OCTOBER 27, 2014

A. DISPOSITION OF PUBLIC INFRASTRUCTURE TO KENT COUNTY - CENTRAL TRANSMISSION BYPASS NORTH
(Committee recommended disposal of the referenced public infrastructure, and all easements necessary for the perpetual maintenance thereof, associated with the County's Central Transmission Bypass North project, to Kent County, subject to the final review of the undepreciated amount)

* **B. DEDICATION OF PRIVATE WALKWAY AS A PUBLIC WALKWAY - VILLAGE OF WESTOVER - MIFFLIN ROAD TO TRAFALGAR DRIVE**
(Committee recommended acceptance of the dedication of the existing concrete walkway and authorizing the City Manager to execute any documents necessary to ensure public funds can be used for future maintenance on the dedicated walkway)

* **4. LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - OCTOBER 27, 2014**

A. DISCUSSION - RESPONSIBILITIES AND REPORTING STRUCTURE FOR THE MAYOR AND CITY MANAGER AND CONTINUATION OF FULL-TIME STATUS FOR THE POSITION OF MAYOR

(Committee action not required)

B. UPDATE - CERTIFIED LOCAL GOVERNMENT APPLICATION

(Committee action not required)

* **5. MONTHLY REPORTS - SEPTEMBER 2014**

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

* **6. QUARTERLY REVIEW OF CAPITAL INVESTMENT PLAN (CIP)** *(JULY, AUGUST, AND SEPTEMBER)*

7. EVALUATION OF BIDS - LAKEVIEW DRIVE PUMP STATION REPLACEMENT

(Staff recommends awarding the contract to A-Del Construction Co. for the City of Dover Lakeview Drive Pump Station Replacement Project, Bid #15-0010PW, for the amount of $407,350)

8. COUNCIL AND COMMITTEE MEETINGS - HOLIDAY SCHEDULE

(Cancellation of December 22, 2014 Safety Advisory and Transportation; Utility; and Legislative, Finance, and Administration Committee Meetings and City Council Meeting. Consideration may also be given to declaring December 26, 2014 as a special holiday.)

9. COUNCIL MEMBERS' ANNOUNCEMENTS

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REGULAR COUNCIL MEETING

The Regular Council Meeting was held on October 27, 2014 at 7:30 p.m. with Council President Bonar presiding. Council members present were Mr. Anderson, Mr. Dixon, Mr. Lynn, Mr. Perza, Mr. Slavin, and Mr. Hare. Mrs. Williams and Mr. Hutchison were absent.

Council staff members present were Police Chief Bernat, Mrs. Mitchell, Mr. Koenig, Mrs. Townshend, City Solicitor Rodriguez, and Mrs. McDowell. Fire Chief Carey was absent. Mayor Christiansen was also present (departed 7:38 p.m. and returned at 7:46 p.m.).

OPEN FORUM

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

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

The invocation was given by Bishop Thomas L. Holsey, followed by the Pledge of Allegiance led by the Boy Scouts of America - Troop 903 - The Elk's Lodge #1903.

AGENDA ADDITIONS/DELETIONS

Council President Bonar requested the deletion of Item #2B - Presentation of Certificate of Congratulations - Kraft Foods 50th Anniversary. Mr. Bonar noted that the Mayor would hand-deliver the certificate due to scheduling conflicts.

Mr. Dixon moved for approval of the agenda as amended, seconded by Mr. Hare and unanimously carried.

Mr. Hare moved for approval of the consent agenda as presented, seconded by Mr. Slavin and carried by a unanimous roll call vote (Williams and Hutchison absent).

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF OCTOBER 13, 2014

The Minutes of the Regular Council Meeting of October 13, 2014 were unanimously approved by motion of Mr. Hare, seconded by Mr. Slavin and bore the written approval of Mayor Christiansen.

PRESENTATION - LEED GOLD CERTIFICATION - DOVER PUBLIC LIBRARY (DOUG MOSS)

Ms. Margie Cyr, Director of the Dover Public Library, reminded members that when the New Public Library Steering Committee began putting together plans for the new library in 2008, it was made clear by the public that they wanted a library that was cost effective and responsible to the environment. To that end, she stated that they began the process of becoming LEED (Leadership in Energy and Environmental Design) Certified. She announced that the Dover Public Library had achieved a rating of LEED Gold Certification.

Ms. Cyr introduced Mr. Douglas Moss, Chief Architect, Holzman Moss Bottino Architecture. Mr. Moss congratulated members of Council and City staff on achieving such a high honor, noting that the Certification was a substantial accomplishment for the City of Dover, as well as its citizens. He advised members that the City was able to attain the level of LEED Gold Certification because a savings of 35% was realized over a normal building the same size, as well as a 43% savings in potable water usage, and over 90% savings for water irrigation used around the building. He indicated that over 316 tons of material was diverted from the landfills due to the manner in which materials were recycled during the construction process. In addition, Mr. Moss stated that there was natural ventilation, with over 30% of outside air being used in the building. He stated that these measures, as well as several others, resulted in providing the citizens of Dover an extraordinary building that would last for 50-100 years.

Mr. Gregg Moore, Becker Morgan Group, stated that, as President of the Downtown Dover Partnership, he was proud of the new Dover Public Library since it was the biggest project that had been undertaken to help energize downtown Dover. He noted that the building had ample meeting space, which provided another opportunity to bring the community to the downtown area. Mr. Moore stated that another advantage was the geothermal well system for the building, located under the rear parking lot.

Ms. Cyr presented the Mayor and Council President with the LEED Gold Certification and thanked all members of City Council for their support during the construction years of the new library.

Council President Bonar stated that the new library was the largest single project that the City had undertaken, aside from the Calpine/Garrison Oak Technology Center. He advised members that he was recently advised by his neighbors that the library was one of the reasons they chose to move to Dover (from Manhattan). Mr. Bonar thanked Ms. Cyr for the work she had done in making the new library a success.

PUBLIC HEARING/FINAL READING - PROPOSED ORDINANCE #2014-18 WITH STAFF AMENDMENT #1 (SA#1)

During the Regular City Council Meeting of October 13, 2014, the public hearing and final reading of Proposed Ordinance #2014-18 with Staff Amendment #1 (SA#1) was deferred in order for staff to bring an amendment forward (SA#1). Mrs. Ann Marie Townshend, Director of Planning and Community Development, explained that the proposal would amend Appendix B - Zoning, Article 3 - District Regulations, Section 24 - Planned Neighborhood Design Option (PND), Subsection 24.62 - Buffers and Article 4 - Zoning Bulk and Parking Regulations, Sections 4.10 and 4.11 by eliminating the 40-foot buffer around the perimeter of the development and reducing the front and rear setbacks. Staff Amendment #1 would provide for retroactivity of the new provisions to previously approved developments. The Planning Commission recommended approval of the proposed amendments.

Mr. Slavin moved that the Final Reading of the proposed zoning text amendment be acknowledged by title only, seconded by Mr. Dixon and unanimously carried. *(The First Reading of the ordinance was accomplished during the Council Meeting of August 25, 2014.)*

Council President Bonar declared the hearing open.

Mr. John Paradee, of the law firm Prickett, Jones and Elliott, P.A., 11 N. State Street, indicated his support for Proposed Ordinance #2014-18 with SA#1 and his appreciation for the work done by staff. He felt that the proposed amendments would enhance project design flexibility, which was the intent of the PND ordinance. In addition, he felt that the proposed amendments would alleviate some of the concerns that had been raised, explaining that currently property owners were prohibited from using part of their property due to the 40-foot buffer requirement and had very little incentive to maintain the property. Mr. Paradee reminded members that a substantial amount of flexibility would remain with the Planning Commission for PND projects, and particular requirements could be imposed where circumstances warrant. He stated that the setback had been too restrictive and the product that the market demands was incapable of fitting within the footprint. For these reasons, Mr. Paradee urged members of City Council to adopt the proposed ordinance.

At the request of Mr. Lynn, Mr. Paradee stated that an example of a subdivision where proposed amendments would have made a difference was the Clearview Meadow Subdivision. He advised members that this project went into bankruptcy because the developer was unable to market it as it was currently designed and improved. Mr. Paradee stated that his client purchased the project out of bankruptcy and immediately ran into the same problem as the previous owners. He explained that the basic problem was that the footprint was too narrow, shallow, and restrictive to allow for flexibility in design. Mr. Paradee reminded members that the Dover Code currently required a buffer between residential and commercial properties in areas where a buffer would be appropriate.

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

Mr. Hare moved for adoption of Staff Amendment #1 (SA#1), seconded by Mr. Dixon and carried by a unanimous roll call vote (Williams and Hutchison absent).

Mr. Hare moved for adoption of the proposed ordinance as amended by SA#1, seconded by Mr. Anderson, and by a unanimous roll call vote (Williams and Hutchison absent), Council adopted Ordinance #2014-18, as follows:

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

That Appendix B - Zoning, Article 3 - District Regulations, Section 24 - Planned Neighborhood Design Option (PND), Subsection 24.62 - Buffers, of the Dover Code be amended by deleting it in its entirety and re-designating the remaining Subsections accordingly.

BE IT FURTHER ORDAINED:

That Appendix B - Zoning, Article 4 - Zoning Bulk and Parking Regulations, Section 4.10 of the Dover Code be amended to read as follows:

Section 4.10. R-20, R-15, R-10, R-8, RM-1, RM-2 planned neighborhood design option and recreation and open space zone (ROS).

Bulk and parking standards for PND within the following zones: R-20, R-15, R-10, R-8, RM-1, RM-2, as well as Bulk and Parking Standards for the ROS zone are as follows:

	One-Family Detached Dwellings	One-Family Lot Line Dwellings	Duplex Dwellings	Multiplex Dwellings
Minimum requirements per dwelling unit:				
Lot area (sq. ft.)	7,500	6,000	4,500	4,000
Lot width (ft.)	70	65	40	
Lot depth (ft.)	100	90	100	
Off-street parking spaces	2	2	2	2
Minimum requirements per building:				
Front yard (ft.)	15	20	15	30
Minimum side yard (ft.)	8	—	—	10
Total side yards (ft.)	20	30	10	30
Rear yard (ft.)	20	40	20	20
Lot width (ft.)				80
Lot depth (ft.)				80
Maximum permitted:				
Building height				
Stories	2½	2	2½	3
Feet	35	24	35	35
Lot coverage	40%	45%	45%	50%
Number of dwelling units per building	1	1	2	5

BE IT FURTHER ORDAINED:

That Appendix B - Zoning, Article 4 - Zoning Bulk and Parking Regulations, Subsection 4.11 of the Dover Code be amended to read as follows:

Section 4.11. R-20, R-15, R-10, R-8, RM-1, RM-2 planned neighborhood design option and recreation and open space zone (ROS).

Bulk and parking standards for PND within the following zones: R-20, R-15, R-10, R-8, RM-1 and RM-2, as well as Bulk and Parking Standards for the ROS zone are as follows:

	Patio Houses	Townhouses	Garden Apts.
Minimum requirements per dwelling unit:			
Minimum average lot area (sq. ft.)	3,500	2,200	1,800
Minimum lot area (sq. ft.)	3,000	2,000	1,800
Lot width (ft.)	40	22	
Lot depth (ft.)	70	80	
Off-street parking spaces	2	2	2
Minimum requirements per building:			
Lot area			1 acre
Lot width (ft.)			100
Lot depth (ft.)			125
Building setback			
From street (ft.)	15	20	50
From property line (ft.)	—	10	50
Building spacing	—	30	50
Patio area	60%		
Patio dimension (ft.)	20		
Maximum permitted:			
Building height			
Feet	24	35	35
Stories	2	3	2
Lot coverage	60%	75%	60%
Average No. of dwelling units per building	1	8	24

BE IT FURTHER ORDAINED:

That the provisions of this ordinance shall be retroactive to developments previously approved by the Planning Commission that utilize the Planned Neighborhood Design Option (PND) provisions of Section 24.

ADOPTED: OCTOBER 27, 2014

PUBLIC HEARING - VIOLATION OF THE DANGEROUS BUILDING ORDINANCE - PROPERTY LOCATED AT 1370 COLLEGE ROAD, OWNED BY SARAH E. JONES

A public hearing was duly advertised for this time and place to consider a violation of the Dangerous Building Ordinance at 1370 College Road, owned by Sarah E. Jones. The property consisted of a two (2) story, wood-framed, single-family home. Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that the structure was registered as a vacant building on November 8, 2013 and that on May 8, 2014, the property was found to be unsecured with numerous exterior and interior code violations. She noted that there had been 11 code enforcement cases since 2008 related to the property and that the utilities were terminated on July 10, 2014. On August 18, 2014, after several reinspections of the property, with no corrections being made to the code violations and no active utilities, the structure was condemned as unfit for human occupancy. Mrs. Townshend stated that the structure currently remained unoccupied, with no active utility services and in a serious state of disrepair. She indicated that $200.00 was owed for code enforcement citations against the property and $7,163.85 for delinquent property taxes on properties owned by the owner, $526.80 of which was due on this particular property.

Mrs. Townshend provided a chronological history and presentation on the conditions of the house located at 1370 College Road ***(Exhibit #1)***.

Staff recommended that City Council: 1) declare this building and all accessory structures on this property dangerous; 2) order the property to be repaired or demolished by November 27, 2014 by the owner or equity owner at their own risk; 3) order the Building Inspector to cause the demolition of the structures if not completed by the owner within 10 days of the date established by City Council and 4) order the City Manager with the assistance of the City Solicitor to cause the cost of demolition to be charged against the land on which the building exists as a municipal lien or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a suit at law against the owner.

Responding to Mr. Lynn, Mrs. Townshend stated that a member of the owner's family contacted City staff last week and requested additional time.

Council President Bonar declared the public hearing open.

Mr. Dwayne Jones, 1290 West State College Road, advised members that his mother owned the property and requested that City Council delay declaring the building dangerous. He explained that his mother had a brain aneurism a year ago, which resulted in financial difficulties. He recently contacted other family members who had agreed to assist him in making the necessary repairs to the property.

In response to Mr. Anderson, Mr. Jones requested an additional six (6) months to complete the repairs. He stated that prior to his mother becoming ill, they had begun to make repairs and noted that, as depicted in the pictures, half of the house had been gutted. He felt confident that the repairs to the interior of the structure could be completed within six (6) months.

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

Responding to Mr. Lynn, Mrs. Townshend stated that although there were other houses in the vicinity of this property, they were not particularly close enough to be endangered, should there be a fire at the property. She confirmed that the property had been secured and Chief Bernat stated that he was not aware of any criminal activity at this property.

In response to Mr. Perza, Mrs. Townshend reminded members that a family member had contacted staff last week and was advised that staff could not grant the request for additional time and that such approval could only be granted by City Council.

Mr. Anderson moved to approve staff's recommendation, with a proviso that the date for ordering the property repaired or demolished be March 27, 2015, with a review in two (2) months (December 27, 2014) to ensure progress is being made. The motion was seconded by Mr. Lynn.

Mr. Hare suggested that the owner consider making the easy fixes a priority, such as cleaning up the exterior of the property, removing trash, etc. Mr. Jones indicated his agreement in fulfilling the request.

Mrs. Townshend noted that members of City Council typically cancel the second meeting in December; therefore, she suggested that the review be moved from December 27, 2014 to January 12, 2015.

In response to Mr. Perza regarding staff's recommendation, Mrs. Townshend stated that if work were started and continued to be actively made on repairing the property, staff would not take action to demolish the structure.

Responding to Mr. Lynn, Mrs. Townshend stated that although monies are owed to the City, since the "clean hands" ordinance was amended, the owners of a dangerous building would be able to obtain a building permit. However, they would not be permitted to obtain a rental permit.

The motion to: 1) declare this building and all accessory structures on this property dangerous; 2) order the property to be repaired or demolished by November 27, 2014 (date revised) by the owner or equity owner at their own risk; 3) order the Building Inspector to cause the demolition of the structures if not completed by the owner within 10 days of the date established by City Council and 4) order the City Manager with the assistance of the City Solicitor to cause the cost of demolition to be charged against the land on which the building exists as a municipal lien or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a suit at law against the owner, with a proviso that the date for ordering the property repaired or demolished be March 27, 2015 with a review in two (2) months to ensure progress is being made, was carried by a roll call vote of six (6) yes (Anderson, Dixon, Lynn, Slavin, Hare, and Bonar), one (1) no (Perza), and two (2) absent (Williams and Hutchison).

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE REPORT - OCTOBER 13, 2014

The Parks, Recreation, and Community Enhancement Committee met on October 13, 2014 with Chairman Dixon presiding.

Update - Recreation Needs Assessment

Mrs. Ann Marie Townshend, Director of Planning and Community Development, provided members with the displays that were utilized during the public workshops. She advised members that three (3) public workshops were held for the Recreation Needs Assessment and that, although no one attended the first two (2) workshops, the third workshop was well attended.

Mrs. Townshend reviewed the map on display that depicted the walk and bicycle zones in the larger parks and noted that the majority of the residential areas in the City of Dover, there are recreational resources situated in close proximity to residents. She reminded members that a survey was conducted and that to date, there

have been 429 responses. She stated that Wednesday, October 15, 2014, is the last day the survey will be available for the public at which time, staff will gather the data from the survey and then develop recommendations based on that data.

Mrs. Townshend stated it is her hope to have a solid draft in December to be presented to the Committee and that additional workshops be held in early January to allow for public feedback and then in February/March a final recommendation be presented for adoption.

Mrs. Townshend relayed appreciation for the work provided by Ms. Carolyn Courtney, noting that she has been responsible for much of the work involved with his project, including all public relations, completion of survey, etc.

Responding to Mr. Hutchison, Mrs. Townshend stated that the survey data will be combed through to determine those responses submitted by City of Dover residents and those who reside outside of the City limits. Mr. Hutchison requested that Staff provide a comprehensive breakdown of all recreation provided to include what is provided by the State of Delaware (in Kent County), Kent County, Boys and Girls Club, local churches, schools, etc.

Benchmarks Established for the Economic Development Office

Mr. Bill Neaton, Economic Development Director, reviewed the benchmarks and results that were established for the Economic Development Office, which includes the Downtown Dover Partnership (DDP), Downtown Dover Business Growth, and City-Wide Economic Development.

Mr. Neaton announced that he was just recently elected the Executive Director of the DDP. At his request, Mr. Ed Perez, Downtown Coordinator, reviewed the benchmarks related to the DDP. Referring to the number of new businesses in the downtown target area, he noted that the report reflects four (4) new businesses; however, since its printing, there have been two (2) additional new businesses for a total of six (6) and eight (8) new jobs. Of the six (6) new businesses, four (4) are minority/women owned businesses.

Mr. Perez referred to the strategic objective: Advance Initiatives of the Downtown Dover Partnership - Develop a recruitment strategy to attract new business to downtown with the assistance of the Recruitment Subcommittee of the Economic Development Committee. He stated that although this is an ongoing project, the DDP is a part of the Kent County "Open for Business", which is a group of economic development network partners, such as the Small Business Administration, DDP, Economic Development Office, USDA, Delaware State University, Del Tech, Kent County Executive Director, Score, etc., with the Chamber of Commerce serving as the lead. This project gives an opportunity for individuals wishing to establish a business, to seek resources at a "one-stop shop". To date, there have been 12

inquiries regarding a desire to open small businesses. He explained that although this does not necessarily mean that there will be 12 additional businesses, it does mean that meetings were held with 12 individuals who have a concept, and are either looking for space, financing, technical assistance in putting their business together, etc. In addition, he stated that the DDP is a part of the Kent County Network Group that established the Annual Summit.

Mr. Perez stated that the DDP continues to update the marketing brochure which includes a current vacant property list and a map of the downtown district and is made available on the DDP Website. Mr. Neaton advised members that recently, he and the Mayor met with individuals interested in property in the downtown area. He had requested that the vacant property list be updated and was pleasantly surprised that there were only a few store fronts that remain available, noting that downtown Dover is beginning to revitalize. It was his feeling that this is the result of a very active Merchants Committee that is a part of the DDP.

As a part of DDP's support to NCALL, Mr. Perez assured members that information and support is continuously being provided to NCALL for the "Restoring Central Dover" initiative. The DDP is currently involved with the Positive Outcome and Strong Community Subcommittees and just completed the final phase of the plan that will be reviewed and submitted for a grant.

Responding to Mr. Hutchison's question to Mr. Perez regarding the Loockerman Exchange and the old Library location, Mayor Christiansen stated that there are two (2) possibilities for the use of the Loockerman Exchange, one (1) of which is contingent upon the State of Delaware awarding grant money to Main Street and the other is the development of upscale student housing, explaining that the owner of that property has met with individuals who are interested in such a concept.

In response to Mr. Hutchison regarding E-Z Pass, Mr. Neaton stated that he is in contact with Ms. Susan Forrester-Coates who is the TransCore Manager for E-Z Pass and reported that E-Z Pass is pleased with their facility in the downtown area. He noted that there are 85 employees and that there have been no parking problems. He noted that they have relayed some security concerns; however, he assured members that he, along with the Mayor and Police Chief, will be meeting with Ms. Forester-Coats to resolve these issues. Mr. Perez advised members that since E-Z Pass moved to downtown, other businesses have seen a spike in their sales volume.

Mr. Caldwell relayed his pleasure with the business growth that has occurred in the downtown area over the past year and hopes that these efforts will continue in the future.

In response to Mr. Anderson regarding the 2013-2014 results in the number of businesses opened in the Downtown Target Area, Mr. Perez explained that there were 15 new businesses that were open last year and that 24 jobs were created. Of those businesses, six (6) were minority owned and 11 were women owned, and seven (7) were of the service category, three (3) were of the retail category, and one (1) restaurant. During this same reporting period, he stated that there were ten (10) businesses that closed, which resulted in a net of five (5) additional businesses in the downtown target area. He explained that of those ten (10) businesses, there were over 27 employees and that some of these businesses were in operation for over 20 years (Simon's Bridal Shoppe, Delaware Made, For Dreamers Gallery, and W.T. Smithers).

Mr. Neaton advised members that at the request of Mr. Hutchison, the Economic Development Office created a Development Incentives Awarded Report. He stated that over the last five (5) years, there have been 45 incentive packages were issued varying from facade grants to tax abatements to impact fee waivers, etc. He noted that there was concern that incentive packages were being provided and then the business would close and there would be no return to the City for providing the incentives. As reflected in the report, he stated that none of those businesses that were provided an incentive have closed, which is an indication that the incentive packages are working as planned and as such, he urged their continuation.

Review of Draft Downtown Development District Application and Proposed Resolution No. 2014-13 in Support of Application for Designation as a Downtown Development District

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that the Delaware General Assembly enacted the Downtown Development District Act in June 2014. She explained that under this law, the Governor will designate three (3) Downtown Development Districts in the first round of designations, one (1) from each county. Development projects within designated Districts will be eligible for a 20% rebate for project costs over $25,000. She noted that the City of Dover is well positioned to submit a successful application for Downtown Development District designation, since the City has several redevelopment incentives in place. In addition, the City has two (2) master plan documents: *The Dover Transit Center Neighborhood Plan and Design Book; and Restoring Central Dover*, that complement each other in support of revitalizing the downtown.

Mrs. Townshend reminded members that staff had previously submitted the proposed District boundary and some proposed incentives that would be enacted if the City is designated as a Downtown Development District. She noted that the Downtown Development District application is due on November 1, 2014 and that although a draft application was provided to members for their review, staff will continue to refine the application prior to its presentation to City Council for approval during their Regular Meeting of October 27, 2014.

Mrs. Townshend explained that there are three (3) components of the application for designation as a District, as follows: 1) the need and impact of the District designation, accounting for 50% of the consideration given to scoring each application; 2) the quality of the District Plan, accounting for 30% of the consideration given to scoring each application; and 3) the quality of the local incentives offered, accounting for 20% of the consideration given to scoring each application.

Mrs. Townshend briefly reviewed the application as well as the numerous attachments that will be submitted. She distributed Attachment #2 of the application - Documentation of Need and Impact (Photographs) which was not included in the packet submitted to the committee, which will also be made a part of the Downtown Development District Application. Although Attachment #5 of the application - Letters of Support also was not included in the packet, she advised members that several letters have been received and that additional letters are anticipated, assuring members that they will be included in the presentation to City Council on October 27, 2014.

Mrs. Townshend explained that once the application is submitted, the City will be bound to its contents. As an example, she explained that if the City includes an incentive that would provide a business license fee waiver for new businesses for three (3) years, the City cannot make any change to this incentive. She stated that if a Downtown Development District is designated for the City, and the City does not comply with the plan and does not follow through on incentives, the designation can be rescinded. Therefore, she stated that this application will result in a commitment from the City of Dover and require Code amendments.

Members were provided Proposed Resolution No. 2014-13 for their review and recommendation. Mrs. Townshend advised members that such a Resolution is required to be submitted with the application that indicates the local government's desire to apply for the designation as a District, and the local government's willingness to adhere to the District Plan and the Local Incentives for the duration of the District designation.

Staff recommended endorsement of the Draft Downtown Development District application, acknowledging that staff will continue to refine the application prior to final presentation to City Council, and adoption of Resolution No. 2014-13 as submitted.

Mr. Hutchison relayed his support for the application and the desire to address home ownership, which he has been concerned for several years. He felt that the designation will help in this regard. Responding, Mrs. Townshend stated that there are partners that will also help such as Habitat for Humanity, Dover Housing Authority, etc. She also noted that with the CDBG Program, the proposed Consolidated Plan would allow, for purchases within the Downtown Development

District, down payment assistance and rehabilitation, explaining that a new property owner wishing to purchase property could obtain down payment assistance as well as rehabilitation funds from the City, noting that several properties in the area are in need of maintenance.

Mr. Anderson thanked Staff for the work conducted on the project and Chairman Dixon for championing the Wells Fargo Grant, noting that the $90,000 has been helpful and an enormous value to the City. Noting that the designation will require the adoption of ordinances and that staff proposes their consideration in the Spring of 2015, he questioned if members would be committed to the language contained in the draft ordinances. Responding, Mrs. Townshend stated that the proposed Resolution is what is required to be adopted by City Council on October 27, 2014; however, in terms of any proposed ordinances, which are primarily related to the incentives, she stated that it is hoped to have them in place by the Spring of 2015. In order to do so, she stated that staff will begin drafting the proposed ordinances once the application is submitted and expects that they will be presented to members for their review and recommendation beginning in January 2015.

In response to Mr. Anderson regarding the backlog in housing rehabilitation due to the decline in federal support, Mrs. Townshend stated that the City could provide some assistance in this matter through the rebates available through the Downtown Development District Program, although the first $25,000 would be out of pocket. She stated that other alternatives would be from the next phase of the Wells Fargo Foundation since housing rehabilitation is under funded. It is anticipated that the Steering Committee will continue under the leadership of NCALL and that the next grant application would provide funds for housing rehabilitation. She also noted that within the Restoring Central Dover Plan, there are different plans such as a volunteer based repair programs that have been successful in other locations and that Milford Housing has indicated an interest to work with the City on this a program. As a result, she felt confident that with the implementation of Restoring Central Dover, there will be other resources the City can investigate, explaining that the rebate provided under the Downtown Development District Program is only one of those resources.

Responding to Mr. Anderson, Mrs. Townshend stated that it is anticipated that the Restoring Central Dover Plan will be finalized within the next two (2) months, noting that a draft was just recently submitted.

Mrs. Horsey noted that according to Map #2B - Downtown Development District with the Land Development Plan per the 2008 Comprehensive Plan, there is a lot of mixed use within those boundaries and questioned if it would be desirable. Responding, Mrs. Townshend explained that Map #2B reflects the adopted Comprehensive Plan. She stated that Staff anticipates some degree of flexibility in zoning so that the strong residential area does show as medium density residential

and the areas where there are a mix of uses. She felt as more planning has been done in the downtown area and as the Comprehensive Plan is updated, this area will be reviewed to determine the best way to move forward.

Mrs. Townshend relayed her appreciation for those employees who have assisted in bringing this matter forward, Mr. Bill Cook, Planner I, and Mr. Jeremy Gibb, GIS Technician, who had dedicated a lot of their time to this project.

The Committee recommended approval of staff's recommendation for the endorsement of the Draft Downtown Development District application, acknowledging that staff will continue to refine the application prior to its final presentation to City Council and adoption of Resolution No. 2014-13, as submitted. *[Clerk's Office Note: Subsequent to the meeting, Mrs. Townshend submitted a revised Downtown Development District application for presentation to City Council during the regular meeting of October 27, 2014]*.

During the City Council meeting of October 27, 2014, Mrs. Townshend noted that a revised application had been provided to members as an attachment to the Parks, Recreation, and Community Enhancement Committee Report. As mentioned during the Committee meeting, staff had since obtained letters of support and completed refining the application. She reminded members that the Delaware Downtown Development District Program initiative was adopted by the State of Delaware and would allow the Governor to designate three (3) Downtown Development Districts in the first year of the program and that $7M was allocated in the State's approved budget for the current fiscal year for incentives within the designated downtown development districts. The City would be competing with other municipalities in Kent County, since there would be one (1) designated district from each county.

Mrs. Townshend reminded members that there were three (3) components of the application for designation as a District and briefly reviewed the City's application contents. Noting that the demonstrated need and impact of the District designation would account for 50% of the consideration given to scoring each application, she stated that demographic information, crime data, vacant and dangerous buildings, vacant lots, etc. was considered, along with the impact that could be realized. She explained that the City's partnership with the Downtown Dover Partnership (DDP) would prove beneficial, as well as the City's relationship with the National Council on Life and Labor Research (NCALL), who was leading the Restoring Central Dover Plan, which was being funded through the Wells Fargo Foundation. She felt confident that the City demonstrated both the need and impact.

Mrs. Townshend noted that the quality of the District Plan would account for 30% of the consideration given to scoring each application. The City had included two (2) planning documents: 1) Dover Transit Center Neighborhood Plan and Design Book, which was completed in 2011 and used as the basis for North Street improvements that were completed during the past year; and 2) Restoring Central Dover Plan - Vision for Vitality, which was the Plan resulting from a Wells Fargo Foundation Grant to NCALL, explaining that the City participated in assisting to fund

that grant. She advised members that the Restoring Central Dover Plan was in its final draft form, the steering committee had been very active, and NCALL had been a great leader, which had resulted in a lot of momentum coming from this process into the implementation phase. Mrs. Townshend stated that, last week, NCALL, on behalf of the steering committee, submitted an application to the Wells Fargo Foundation for a $750,000 implementation grant. If the City were successful in obtaining the Downtown Development District designation, she stated that the Wells Fargo Foundation grant would further leverage the funding that would come into the City.

Mrs. Townshend noted that the quality of the local incentives would account for 20% of the consideration given to scoring each application. She advised members that the application included the incentives currently offered by the City, such as the building permit waivers, impact fee waivers, and tax abatement on the value of improvement for a period of ten (10) years. In addition, she stated that the City had several residential incentives, including a tax waiver for owner-occupied residential uses, as well as a first-time homebuyer real estate transfer tax exemption and transfer tax abatement to the sellers of property being sold to owners who will be occupying the home. She noted that these incentives were currently offered only for those properties within a defined area and, under the Downtown Development District Program, the City would consider expansion to properties within the entire district boundary. As added incentives, Mrs. Townshend stated that staff would draft ordinances proposing to waive business license fees for new businesses for a period of three (3) years and an ordinance that would allow for a rebate of 50% of the real estate transfer tax for properties that are sold and then developed, which would be made available upon Certificate of Occupancy. In addition to these incentives offered by the City, she explained that the DDP would provide some architectural services for businesses coming into an existing tenant space that had code issues.

Mrs. Townshend thanked Mr. Bill Cook, Planner I, and Mr. Jeremy Gibb, GIS Technician, for their work on this project, specifically the mapping, data gathering, and demographics. She noted that the application was due during the current week and stated her hope for endorsement of the application and adoption of Resolution No. 2014-13 by City Council.

Responding to Mr. Perza, Mrs. Townshend stated that since only one (1) municipality from each county would be awarded the designation, there was a possibility that another town could receive it; however, she noted that the City could re-apply the following year. She advised members that if the City were awarded the designation, it would not receive monies directly, explaining that the designation would allow for a developer, building, or property owner to apply to the State for a rebate of up to 20% of development costs. Being optimistic, she stated staff's plan would be to prepare draft ordinances to present to the appropriate committee in late January 2015. By the time the ordinance would be presented to Council for final action, she stated that the City would know whether or not the designation was awarded to the City. Even if the designation were not awarded to the City, Mrs. Townshend suggested that there may be a desire to move forward with adoption of the ordinances, since they could help to spur business growth and redevelopment in the downtown area.

Mr. Lynn moved to approve the Committee's recommendation for the endorsement of the Draft Downtown Development District application, acknowledging that staff continued to refine the application prior to its final presentation to City Council, and adoption of Resolution No. 2014-13 as submitted. The motion was seconded by Mr. Slavin.

Mr. Anderson thanked staff for the tremendous job done on this application and relayed confidence in the City receiving the designation. Regardless of such designation, he felt that the details and plans would be good for the City and that the City should continue to move forward in making improvements for the residents of Dover, as well as the business community.

Council President Bonar stated he was an advocate for the City receiving monies from the State, noting that often times such funds are provided to areas in New Castle and Sussex Counties.

The motion to approve the Committee's recommendation was carried by a unanimous roll call vote (Williams and Hutchison absent) and Council adopted Resolution No. 2014-13, as follows:

A RESOLUTION IN SUPPORT OF APPLICATION FOR DESIGNATION AS A DOWNTOWN DEVELOPMENT DISTRICT

WHEREAS, under the Downtown Development Districts Act, 22 Del.C. §§ 1901 et seq. (the "Act"), the State of Delaware may designate districts within Delaware's cities, towns, and unincorporated areas that will qualify for significant development incentives and other State benefits; and

WHEREAS, these districts are known as Downtown Development Districts ("Districts"); and

WHEREAS, the State is accepting applications for the designation of the initial round of Districts, with such applications being due on November 1, 2014; and

WHEREAS, under the Act, each applicant must submit a plan that includes the boundaries of, and a detailed planning and development strategy for, the proposed District (the "District Plan"); and

WHEREAS, under the Act, each applicant must also propose incentives that address local economic and community conditions, and that will help achieve the purposes set forth in the Act (the "Local Incentives"); and

WHEREAS, if an application is successful and the City receives District designation, the District Plan and Local Incentives proposed by an applicant shall be binding upon the applicant; and

WHEREAS, the incentives associated with designation as a Downtown Development District would greatly benefit current and future residents, businesses, non-profit organizations, and others within the City of Dover; and

WHEREAS, the City Council of the City of Dover strongly believes that it is in the best interest of the City of Dover to apply for District designation.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The City Council supports the Application for Designation as a Downtown Development District prepared by the Dover Planning Office and dated October 27, 2014 (the "Application"); and

2. The City of Dover is authorized to appoint a District administrator (the "Administrator") to file the Application on behalf of the City, and to provide such other documents and information as may be necessary or desirable in connection with the Application; and

3. If the Application is successful and the City of Dover receives notice that it has been selected for designation as a District:
   a. The City shall adhere to the District Plan and the Local Incentives contained in the Application for the duration of the District designation; and
   b. The Administrator, or his or her designee(s), is authorized to execute such documents and enter into such agreements as may be necessary or desirable in connection with the Downtown Development Districts program and the rights and obligations of the City of Dover thereunder; and
   c. The Administrator, or his or her designee(s), is authorized to carry out all District administrative and reporting requirements on behalf of the City of Dover for the duration of the District.

ADOPTED: OCTOBER 27, 2014

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

UTILITY COMMITTEE REPORT - OCTOBER 13, 2014

The Utility Committee met on October 13, 2014 with Chairwoman Williams presiding.

Tudor Pump Station - Acceptance and Dedication of Infrastructure

Mr. Scott Koenig, City Manager, reminded members that the Tudor Industrial Park was constructed during the 1990s. Since that time, all City Managers (including James O'Connor, Anthony DePrima and Scott Koenig) were willing to present the associated private wastewater pump station to City Council for dedication as long as minimum upgrades were made by the owner to meet current City of Dover requirements. Mr. Koenig informed members that the owner completed the upgrade requirements to the subject station, which provides wastewater service for multiple buildings within and immediately adjacent to the Tudor Industrial Park.

Mr. Koenig advised members that the current station was not compatible with the City of Dover's Wastewater System Supervisory Control and Data Acquisition (SCADA) system, which notifies the City's 24/7 Systems Operations Center when problems with a station arise. Instead, he explained, this pump station had a beacon light which flashes when there is a problem with the station. If the light is on, anyone

from the neighboring communities can contact the Systems Operations Center and report the situation. This same protocol exists at another pump station located on Maureen Place in the Wild Meadows development. He stated that an easement had been drafted, as well as a good faith agreement with the property owners to contact the City if they observe the beacon light flashing.

Mr. Koenig indicated that the estimated value of the pump station was $43,000 and it would become a part of the City's inventory upon its acceptance and dedication.

Staff recommended that City Council accept the dedication of the Tudor Pump Station to allow the City of Dover Department of Public Works to take on all operation and maintenance responsibilities in an effort to protect and maintain the safety, health, and welfare of the public in this area. However, Mr. Koenig stated that the City of Dover would not accept responsibility of the gravity wastewater system internal to the site, as that infrastructure would remain the responsibility of the property owner.

Responding to Mr. Perza, Mr. Koenig assured members that the City had conducted an inspection of the pump station and found it to be adequate for dedication.

The Committee recommended the acceptance and dedication of the Tudor Pump Station to allow the City of Dover Department of Public Works to take on all operation and maintenance responsibilities (excluding the gravity wastewater system internal to the site, as that infrastructure will remain the responsibility of the property owner) in an effort to protect and maintain the safety, health, and welfare of the public in this area, as recommended by staff.

By consent agenda, Mr. Hare moved for approval of the Committee's recommendation, seconded by Mr. Slavin and carried by a unanimous roll call vote (Williams and Hutchison absent).

TEA/NAES Report *(July and August)*

The TEA/NAES Monthly Reports for July and August 2014 were provided to members to enable them to monitor electric sales and revenues received, which will provide a better understanding of any fluctuations that occur and allow the opportunity to make improvements if deemed necessary.

Mr. Scott Koenig, City Manager, referred to Page 12 of the August report, and noted that it provided a year-to-date summary. Thus far, he stated that the City was $1M positive for operations. He explained that the load had been lower since it had been a cool year, resulting in lower costs as well as lower revenues. During the summer, there were several opportunities for Units 1, 2, and 3 to run; therefore, the generation revenues were higher than budgeted. As a result of the cool weather this year, he stressed the importance of monitoring revenues, explaining that although the City's expenses were reduced, a certain amount of revenues is necessary to maintain percentages and budgets.

Referring to Pages 8 and 9 of the August Report, Mr. Blakeman noted the City wrote off $13,825 of Solar Renewable Energy Credits (SREC) by retiring them and that there is only one (1) viable market located in Philadelphia. He questioned if it was required for the credits to be sold at the current rate or if they could be sold at a discount. Responding, Mr. Koenig indicated that, although he did not know the answer to that specific question, the City was acting on the advice of both The Energy Authority (TEA) and Mr. Harry Maloney, City of Dover Electric Director.

Responding to Mr. Anderson, Mr. Koenig stated that although the City had generated more electricity than planned, there had not been any associated increase in maintenance costs; however, it had been necessary to buy fuel oil. Mr. Koenig explained that as a result of the previous severe winter, PJM had issued new requirements and the City had to increase the fuel oil levels at McKee Run, at a cost of approximately $750,000, to meet reserve requirements for running on fuel oil. He stated that staff had concerns and, after discussions with TEA, the offer price of Units 1, 2, and 3 had been changed earlier in the year with the intent they would run more often, with the assurance that this would not cause higher maintenance costs. Mr. Koenig advised members that this had held true to date and the City was still anticipating the retirement of Units 1 and 2. He noted that staff was very conscious of those units running due to potential concerns of any expenses that would result from unplanned required maintenance, or taking the risk of not doing the maintenance. He stated that these issues are discussed monthly at the staff level and include discussions with TEA.

Mr. Koenig reminded members that a decision was made to take Units 1 and 2 out in Power Year 2018, which would result in 34 megawatts of capacity that must be replaced, and it had not yet been determined how this would occur. The power purchase agreement being discussed with Calpine, if it comes to fruition as intended, could replace the 34 megawatts and provide additional capacity. He advised members that other options were being evaluated, such as building some type of combustion turbine that would replace that power or potentially partnering with the Delaware Municipal Electric Corporation (DEMEC) or others to build generation.

Mr. Blakeman requested that an asterisk be placed next to those items on the PJM invoice that make up the PJM credit or that these items be somehow highlighted, noting that he was having difficulty determining this.

The Committee recommended acceptance of the TEA/NAES Monthly Reports for July and August 2014.

By consent agenda, Mr. Hare moved for approval of the Committee's recommendation, seconded by Mr. Slavin and carried by a unanimous roll call vote (Williams and Hutchison absent).

By consent agenda, Mr. Hare moved for acceptance of the Utility Committee Report, seconded by Mr. Slavin and carried by a unanimous roll call vote (Williams and Hutchison absent).

QUARTERLY REVENUE REPORT

Members were provided the Revenue Report as of September 2014.

By consent agenda, Mr. Hare moved for acceptance of the Quarterly Revenue Report as of September 2014, seconded by Mr. Slavin and carried by a unanimous roll call vote (Williams and Hutchison absent).

SEMI-ANNUAL INSPECTION BY CITY MANAGER - ROBBINS HOSE COMPANY

In accordance with Chapter 46 - Fire Prevention and Protection, Article II - Fire Department, Section 46-43 of the City Code, Mr. Scott Koenig, City Manager, met with the Fire Chief to discuss fire company issues. He discovered that the equipment and facilities were being maintained in excellent condition. The following points were noted during the on-site visit:

1) As a follow-up to the last inspection of Station #1 in October 2013, the Chief indicated there were no problems to report related to the asphalt parking lot, the building structure or vehicles associated with Station #1. There was some minor discussion about private vehicles parking in the lot area adjacent to Bradford Street for extended periods of time; however, no action is necessary at this time.

2) The Chief and City Manager reviewed the various types of response calls identified on the monthly report so the City Manager has a better understanding of the types of calls to which personnel are responding.

3) The City Manager reiterated the request to create electronic files of the maintenance records for each vehicle in the inventory and store those files and the associated summary spreadsheets in the Fortis system so they can be reviewed by city staff and are readily available for future considerations of vehicle replacements. The City Manager spoke with the Fire Chief's Assistant, Mr. Patrick Smith, several days prior to the inspection regarding the same request.

4) The Fire Chief will include a summary report regarding type of alarm and attendance in future monthly reports. A copy of the type of information requested was provided to members for reference purposes.

By consent agenda, Mr. Hare moved for acceptance of the report of the Semi-Annual Robbins Hose Company Inspection, as submitted by the City Manager, seconded by Mr. Slavin and carried by a unanimous roll call vote (Williams and Hutchison absent).

TENTATIVE LABOR CONTRACT WITH AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME)

Mr. Glenn Mandalas, Baird, Mandalas, Brockstedt, LLC (City attorney for contract negotiations), advised members that for more than a year, he had been negotiating the first labor agreement with the American Federal of State, County and Municipal Employees (AFSCME), representing approximately 40 employees of the City of Dover. On July 30, 2014, the Union ratified an initial version of the labor agreement, which was then presented to City Council and rejected during their Regular Meeting of September 8, 2014. Mr. Mandalas stated that, based on the comments made during that meeting, a subsequent meeting was jointly requested by the Union and the City with the Executive Director of the Public Employment Relations Board (PERB), Ms. Deborah Murray-Sheppard, in an effort to gain thoughts and ideas as to how to move forward in finalizing the agreement. As a result, Mr. Mandalas presented revisions to the labor contract and noted that AFSCME had not ratified the amendments; therefore, if approved by City Council, the amended agreement would still need to be presented to the Union for their approval.

Noting that Members of City Council were provided a summary of the major framework of the agreement during their Regular Meeting of September 8, 2014, Mr. Mandalas reviewed only those issues with which City Council had concerns. He reminded members that the contract provided a two (2) year-window for employees to decide if they wanted to retire with 100% health care, as had been provided before the City implemented the 15% cost-sharing in health care premiums, and that there were concerns regarding the length of that window. As a result, he stated that the agreement had been revised to provide for a 30-day period occurring at the end of the fiscal year (between June 1, 2015 and June 30, 2015).

Mr. Mandalas stated that Members of City Council had also relayed concern with base salary adjustments for three (3) job classifications to be implemented July 1, 2014 and a second adjustment on July 1, 2015. He stated that the agreement had been revised to eliminate the July 1, 2015 adjustment, resulting in only one (1) adjustment to be effective July 1, 2014. In addition, he stated that it had been agreed to have those three (3) job classifications reviewed through the City's standard review process to determine if those salaries were appropriate or if adjustments should be made.

Referring to the 30-day time period provided for individuals to decide to retire and remain eligible for 100% health care, Mr. Hare felt that it would make more sense for that period to run from the current date through June 30, 2015. As an example, he stated that if an employee wished to retire in March, they would not be required to wait until June in order to receive the 100% health care. Responding, Mr. Mandalas felt that the Union would support this proposal since it would provide more opportunity rather than less, noting that the period would run from the date the agreement was approved through June 30, 2015.

Mr. Hare moved for approval of the revised contract with an amendment that would provide a window of opportunity from the date the agreement is approved through June 30, 2015 for individuals to decide if they want to retire with 100% health care. The motion was seconded by Mr. Anderson.

Mr. Anderson stated that although he continued to have concerns regarding the April 1, 2014 retroactive salary increases, he felt that the revised contract was probably the best that could be agreed upon at this time; therefore, he stated that he would reluctantly vote yes.

Mr. Slavin stated that he, too, would vote yes, noting that often individuals are criticized for being "penny wise and pound foolish" by looking for early and easy savings while leaving debt for future generations. He felt that the contract had been negotiated by balancing costs and savings.

Mr. Perza reminded members that simply because the PERB had indicated their support of the revised contract it did not mean it was the best deal for the City of Dover.

The motion to approve the revised contract, with an amendment that would provide a window of opportunity for individuals to decide if they want to retire with 100% health care was carried by a roll call vote of five (5) yes (Anderson, Dixon, Slavin, Hare, and Bonar), one (1) no (Perza), one (1) abstention (Lynn), and two (2) absent (Williams and Hutchison).

APPOINTMENT OF JUDGES - ROBBINS HOSE COMPANY ELECTION - NOVEMBER 17, 2014

The Robbins Hose Company election is scheduled for November 17, 2014. The following persons have been recommended to serve as judges for the election:

1. James Howlett 2. James Hurley, Jr. 3. William H. Hurley IV (alternate)

Mr. Hare moved for approval of the appointment of judges for the Robbins Hose Company election as recommended, seconded by Mr. Slavin and carried by a unanimous roll call vote (Williams and Hutchison absent).

APPOINTMENTS RECOMMENDED BY MAYOR ROBIN R. CHRISTIANSEN

Mayor Robin R. Christiansen requested approval of the following appointments:

Awards Committee

Ronald R. Gough (*to fill expired term of Mary Skelton)*

Election Board

Curtis E. Raymond (Third District) *(to fill unexpired term of John J. Davis - Term to Expire May 2016)*
M. Milford Caldwell (Fourth District) *(to fill unexpired term of Lillie Mae Johnson - Term to Expire May 2016)*

By consent agenda, Mr. Hare moved for approval of the appointments as recommended by Mayor Christiansen, seconded by Mr. Slavin and carried by a unanimous roll call vote (Williams and Hutchison absent).

FIRST READING OF PROPOSED ORDINANCE #2014-23 - REZONING REQUEST FOR PROPERTY LOCATED AT 603 WEST DIVISION STREET

A request was received to rezone properties located at 603 West Division Street, consisting of two (2) parcels (16,538$^{+/-}$ S.F. and 14,465$^{+/-}$ S.F.), owned by West Division Holdings, LLC. The property

is currently zoned M (Manufacturing), subject to the COZ-1 (Corridor Overlay Zone) and the proposed zoning is C-3 (Service Commercial), subject to the COZ-1. (TAX PARCEL: ED-05-076.08-01-19.00-000 AND ED-05-076.08-01-19.01-000, FOURTH COUNCIL DISTRICT; PLANNING REFERENCE: Z-14-03).

Prior to amending the zoning ordinances and zoning map of the City of Dover, a public hearing is required. Staff recommended referral to the Planning Commission on November 17, 2014 and that a Public Hearing be set for December 8, 2014 at 7:30 p.m.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reviewed the petition to amend the zoning classification.

Mr. Hare moved for approval of staff's recommendation to refer the request to the Planning Commission on November 17, 2014 and set a public hearing for December 8, 2014, at 7:30 p.m., seconded by Mr. Dixon and unanimously carried.

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

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF TWO (2) PARCELS OF PROPERTY LOCATED AT 603 WEST DIVISION STREET

FINAL READING - PROPOSED ORDINANCE #2014-22 - BUDGET AMENDMENT RELATED TO CAPITAL INVESTMENT PLAN - FISCAL YEAR 2014 (FY14) CARRY-FORWARD BALANCES

Members were provided Proposed Ordinance #2014-22 - Budget Amendment related to Capital Investment Plan for Fiscal Year 2014 carry forward balances. The First Reading of Proposed Ordinance #2014-22 was accomplished during the Council Meeting of October 13, 2014.

Mr. Slavin moved that the Final Reading of Proposed Ordinance #2014-22 be acknowledged by title only, seconded by Mr. Hare and unanimously carried.

Mrs. Donna Mitchell, Controller/Treasurer, reminded members that the purpose of Proposed Ordinance #2014-22 was to adjust the budgets for the projects that were not completed during FY2014. The budget balances had been calculated, and the ordinance would adjust the FY2015 budget to bring those budget balances forward so that the projects could be completed with the budget in place. In response to the concern mentioned during the Regular Council Meeting of October 13, 2014 regarding the $104,000 transfer from the Parkland Reserve Fund, she advised members that the transfer was to carry forward $65,000 for the John W. Pitts Recreation Center HVAC Project from FY2014 plus an additional $39,000 that was approved by Council in FY2014 after this project was re-bid to include both labor and equipment.

Mr. Hare moved for adoption of Proposed Ordinance #2014-22, seconded by Mr. Anderson and, by a unanimous roll call vote (Williams and Hutchison absent), Council adopted Ordinance #2014-22 *(Exhibit #2)*.

COUNCIL MEMBERS' ANNOUNCEMENTS

Council President Bonar noted that next Tuesday, November 4, 2014, would be Election Day and encouraged everyone to exercise their right to vote.

By unanimous consent, the meeting adjourned at 8:27 p.m.

TRACI A. McDOWELL
CITY CLERK

All orders, ordinances, and resolutions adopted by City Council during their Regular Meeting of October 27, 2014, are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

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Exhibits

Exhibit #1 - Presentation - Violation of Dangerous Building Ordinance - 1370 College Road
Exhibit #2 - Ordinance #2014-22 - Budget Amendment Related to Capital Investment Plan - Fiscal Year 2014 (FY14) Carry-Forward Balances

Violation of Dangerous Building Ordinance 1370 College Rd

Planning & Inspections Department

Dover, Delaware

October 27, 2014

EXHIBIT #1
Regular Council Meeting of 10/27/2014

1370 College Rd
Case History

- 11 code enforcement cases since 2008
  - Exterior code violations – trash & debris
  - Junked cars – failure to obtain building permits
  - Grass violations – parking on the grass
- The utilities were terminated on July 10, 2013
- Registered as vacant by the city on November 8, 2012
- Condemned by City Staff on August 18, 2014 due to no active utilities, open code violations
- Outstanding Charges
  - $200.00 in code enforcement citations
  - $7,163.85 in taxes (all properties owned by owner)


















05/08/2014 10:08


05/08/2014 10:09


05/08/2014 10:11


05/08/2014 10:11


05/08/2014 10:12


05/08/2014 10:12


05/08/2014 10:12


05/08/2014 10:13

Dangerous Building Code – Chapter 22 Article XI, Sec. 22-381

(5) *Unfit for habitation.*

(9) *General welfare.*

(10) *Code violations.*

(12) *Unoccupied buildings.*

Recommended Council Action

- Declare this building and all accessory structures on this property dangerous.
- Order the property repaired or demolished by **November 27, 2014** by the owner or equity owner at their own risk.
- Order the Building Inspector to cause the demolition of the structures if not completed by the owner **within 10 days of the date established by City Council**.
- Order the City Manager with the assistance of the City Solicitor to cause the cost of demolition to be charged against the land on which the building exists as a municipal lien or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a suit at law against the owner.

CITY OF DOVER ORDINANCE # 2014 - 22
2014-2015 BUDGET ORDINANCES - FIRST AMENDMENT

GOVERNMENTAL CAPITAL PROJECTS FUND
REVENUES AND BUDGET FOR 2014-2015

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Eight Million, Seven Hundred Fifty Four Thousand, Nine Hundred Dollars ($8,754,900) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1,2014 and ending June 30, 2015:

REVENUES

	ORIGINAL 2014/15 BUDGET	REVISED 2014/15 BUDGET
BEGINNING BALANCE	$ 117,100	$ 2,323,100
BEGINNING BALANCE - LIBRARY PROJECT	-	330,500
REVENUES		
STATE GRANTS - OTHER	153,000	208,000
PROPOSED BOND/BANK PROCEEDS - Street	2,661,100	2,675,000
LEASE PURCHASE OF FIRE AND POLICE EQUIPMENT	918,300	918,300
TRANSFER FROM GENERAL FUND FOR PROJECTS	2,196,000	2,196,000
TRANSFER FROM PARKLAND RESERVE	-	104,000
TOTAL REVENUES	5,928,400	6,101,300
TOTAL BEGINNING BALANCE AND REVENUES	**$ 6,045,500**	**$ 8,754,900**

EXPENSE SUMMARY

DEPARTMENT EXPENSES	ORIGINAL 2014/15 BUDGET	REVISED 2014/15 BUDGET
FIRE	$ 827,300	$ 827,300
GROUNDS MAINTENANCE	68,100	86,700
RECREATION	146,000	364,400
POLICE	499,100	499,100
STREETS	1,370,300	1,793,800
STREETS - GARRISON FARM INFRASTRUCTURE	2,600,000	4,226,700
SANITATION	256,500	256,500
CENTRAL SERVICES	-	55,000
BOND/LOAN ISSUANCE COST	61,100	61,100
DEPARTMENT SUBTOTAL	5,828,400	8,170,600
TRANSFERS & MISCELLANEOUS EXPENSES		
TRANSFER TO PARKLAND RESERVE	100,000	100,000
TRANSFER TO CAPITAL PROJECT RESERVE	-	330,500
TRANSFERS & MISCELLANEOUS SUBTOTAL	100,000	430,500
TOTAL EXPENSES AND TRANSFERS	5,928,400	8,601,100
CURRENT YEAR BALANCE	117,100	153,800
TOTALS	**$ 6,045,500**	**$ 8,754,900**

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

ADOPTED: OCTOBER 27, 2014

2014-2015 BUDGET ORDINANCES - FIRST AMENDMENT CONTINUED

WATER/WASTEWATER IMPROVEMENT & EXTENSION FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Seventeen Million, Four Hundred Twenty Eight Thousand, One Hundred dollars ($17,428,100) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	ORIGINAL 2014/15 BUDGET	REVISED 2014/15 BUDGET
PRIOR YEAR BALANCE - WATER	$ 1,021,200	$ 7,490,100
PRIOR YEAR BALANCE - WASTEWATER	1,060,000	5,597,400
TOTAL BEGINNING BALANCES	2,081,200	13,087,500
RECEIPTS		
TRANS FROM OPERATING FUND FOR WATER	1,200,000	1,200,000
TRANS FROM OPERATING FUND FOR WASTEWATER	1,800,000	1,800,000
TRANSFER FROM WASTEWATER IMPACT FEE RESERVE	1,315,600	1,315,600
INTEREST INCOME	25,000	25,000
TOTAL RECEIPTS	4,340,600	4,340,600
TOTALS	**$ 6,421,800**	**$ 17,428,100**

EXPENSE SUMMARY

EXPENSES	ORIGINAL 2014/15 BUDGET	REVISED 2014/15 BUDGET
WATER	$ 1,336,900	$ 7,526,500
WASTEWATER	3,273,200	7,757,300
WATER TREATMENT PLANT	38,100	38,100
TOTAL EXPENSES	4,648,200	15,321,900
CURRENT YEAR BALANCE - WATER	858,700	1,138,000
CURRENT YEAR BALANCE - WASTEWATER	914,900	968,200
CURRENT YEAR BALANCE SUBTOTALS	1,773,600	2,106,200
TOTALS	**$ 6,421,800**	**$ 17,428,100**

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ADOPTED: OCTOBER 27, 2014

2014-2015 BUDGET ORDINANCES - FIRST AMENDMENT CONTINUED

ELECTRIC UTILITY IMPROVEMENT AND EXTENSION FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Ten Million, Nine Hundred Eighty Seven Thousand Nine Hundred Dollars ($10,987,900) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	ORIGINAL 2014/15 BUDGET	REVISED 2014/15 BUDGET
BEGINNING BALANCE	$ 3,362,200	$ 5,963,100
RECEIPTS		
TRANSFER FROM ELECTRIC	4,750,000	4,750,000
GENERAL SERVICE BILLING	250,000	250,000
INTEREST EARNINGS	24,800	24,800
TOTAL RECEIPTS	5,024,800	5,024,800
TOTALS	**$ 8,387,000**	**$ 10,987,900**

EXPENSE SUMMARY

EXPENSES	ORIGINAL 2014/15 BUDGET	REVISED 2014/15 BUDGET
ELECTRIC GENERATION	$ 2,240,000	$ 2,739,300
TRANSMISSION AND DISTRIBUTION	1,033,000	1,574,100
ELECTRICAL ENGINEERING	1,663,100	3,030,300
TOTAL EXPENSES	4,936,100	7,343,700
CURRENT YEAR BALANCE	3,450,900	3,644,200
TOTALS	**$ 8,387,000**	**$ 10,987,900**

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

ADOPTED: OCTOBER 27, 2014

2014-2015 BUDGET ORDINANCES - FIRST AMENDMENT CONTINUED

COMMUNITY TRANSPORTATION IMPROVEMENT FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating One Million, Eight Hundred Twenty One Thousand Eight Hundred Dollars ($1,821,800) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

OPERATING REVENUES

	ORIGINAL 2014/15 BUDGET	REVISED 2014/15 BUDGET
PRIOR YEAR BALANCE	$ 78,900	$ 143,500
GRANTS REVENUE - DELDOT	500,000	1,677,800
INTEREST INCOME	500	500
TOTAL REVENUES	500,500	1,678,300
TOTALS	**$ 579,400**	**$ 1,821,800**

OPERATING EXPENSES

	ORIGINAL 2014/15 BUDGET	REVISED 2014/15 BUDGET
PROGRAM EXPENSES - DELDOT	$ 500,000	$ 1,677,800
TOTAL EXPENDITURES	500,000	1,677,800
CURRENT YEAR BALANCE	79,400	144,000
TOTALS	**$ 579,400**	**$ 1,821,800**

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

ADOPTED: OCTOBER 27, 2014

PROCLAMATION

WHEREAS, *fascination with the earth's geography inspired the early explorers of our country to learn and record information about the surface of the land and its people, environments, resources, political boundaries, and characteristics and today remains a fundamental part of our national heritage; and*

WHEREAS, *geographic information has many useful applications for our municipal government and is a valuable resource used in the analysis of infrastructure, emergency services, economic development, and long-range planning and Geographic Information Systems (GIS) technology provides an efficient means of managing geographic information and providing data that allows for effective decision making and improved delivery of services to the residents of the City of Dover and our surrounding area; and*

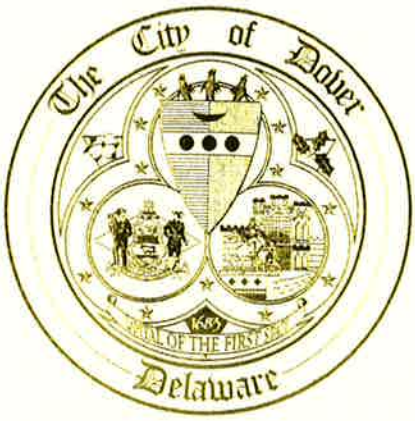
WHEREAS, *the City of Dover's GIS Division plays a vital role in the continued growth of the City and has been nationally recognized for its outstanding efforts in the advancement of GIS and its foresight in creating programs that can be used to better manage services in the City.*

NOW, THEREFORE, I, ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE *do hereby proclaim November 19, 2014 as* ***GIS DAY,*** *and November 16-22, 2014 as*

GEOGRAPHY AWARENESS WEEK

in the City of Dover and urge all residents to adopt the national Geography Awareness Week theme, "The Future of Food", by exploring how the geography of food affects and connects our communities and our neighbors around the globe using geographic skills such as mapping, photography, and storytelling, and to learn about the value of GIS technology in the management and exchange of geographic information.

Robin R. Christiansen
Mayor



PROCLAMATION

***WHEREAS**, in 2014 an estimated 46,420 people will be diagnosed with pancreatic cancer in the United States and approximately 39,590 people will die from the disease, with at least 130 pancreatic cancer related deaths occurring in Delaware; and*

***WHEREAS**, the incidence and death rate for pancreatic cancer are increasing and is anticipated to move from the fourth to the second leading cause of cancer death in the United States by 2020; and*

***WHEREAS,** the Pancreatic Cancer Action Network is the first and only national patient advocacy organization that serves the pancreatic cancer community in the City of Dover and nationwide by focusing its efforts on public policy, research funding, patient services, and public awareness and education related to developing effective treatments and a cure for pancreatic cancer; and*

***WHEREAS,** the Pancreatic Cancer Action Network and its affiliates in the City of Dover support those patients currently battling pancreatic cancer, as well as to those who have lost their lives to the disease, and are committed to nothing less than a cure; and*

***WHEREAS**, the good health and well-being of the residents of the City of Dover are enhanced as a direct result of increased awareness about pancreatic cancer and research into early detection, causes, and effective treatments.*

NOW, THEREFORE, I, ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim November 2014 as

Pancreatic Cancer Awareness Month

in the City of Dover and encourage all citizens to help increase public awareness and support for the individuals and families who are affected by cancer.

Robin R. Christiansen
Mayor

UTILITY COMMITTEE

The Utility Committee Meeting was held on October 27, 2014 at 5:15 p.m. with Councilman Perza presiding in the absence of Chairwoman Williams. Members present were Mr. Slavin, Mr. Blakeman, and Mr. Snaman. Councilman Dixon (arrived at 5:22 p.m.) and Mayor Christiansen were also present.

AGENDA ADDITIONS/DELETIONS

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

Disposition of Public Infrastructure to Kent County - Central Transmission Bypass North

Mr. Scott Koenig, City Manager, advised members that the Kent County Department of Public Works recently notified the City that on July 16, 2014, a rupture surfaced in the 24-inch concrete sewer force main (Kent County Central Transmission Main), causing a sanitary sewer overflow in the center of Route 13 in front of C.F. Schwartz. The root cause was corrosion of the pipe crown due to high hydrogen sulfide concentrations in the wastewater. He explained that during a routine re-routing procedure, there was a slight pressure increase and, due to the thinned pipe wall, a failure was triggered. Mr. Koenig stated that this failure occurred on one (1) of the few remaining sections of the Kent County transmission system, from Smyrna to the wastewater treatment plant in Frederica, that does not have a redundant pipeline or bypass capability.

Mr. Koenig indicated that the failure had been temporarily repaired and, in order to complete a permanent repair, the flow must be re-routed to allow for the installation of a pipe liner. He stated that engineers from both Kent County and the City of Dover had been working in concert to develop a bypass system for this portion of the infrastructure. Mr. Koenig noted that the project had been authorized by Kent County Levy Court and was currently being fast tracked due to the related urgency. Knowing that the City's budget did not include any expenditure for an upgrade of the infrastructure, Mr. Koenig stated that Kent County had agreed to pay all the costs associated with the upgrade; however, he explained that portions of the City's existing infrastructure, and all associated easements, must be disposed of by the City, with ownership transferred to the County. He reviewed a map depicting the infrastructure to be transferred and noted that the estimated replacement value of the referenced infrastructure was $770,000. Mr. Koenig stated that the County would assume ownership and maintenance responsibility of the new bypass force main from County Pump Station No. 2 to Crawford Carroll Avenue.

Once the project is completed, Mr. Koenig stated that Kent County would be able to pump from Station No. 2, located on the north side of Denneys Road, through the bypass loop into the US 13 Interceptor Sewer; transfer down to US 13 East Pump Station (the Dover Downs Pump Station); and allow for entry into the East Dover Bypass system through that pump station. This would provide relief off the line in US 13, allow for completion of the permanent repairs of that infrastructure, and provide a redundant backup for future problems, should they arise. He explained that the line in US 13 was aging and subject to additional breaks in the future unless permanent repairs were made. Since the central transmission main down US 13 is critical to the functions of City of Dover, Mr. Koenig stated that staff felt that the disposition of the public infrastructure would be a good way for the City to partner with Kent County to improve the transmission system through the heart of Dover and for areas north of the City.

As a part of the disposition process, Mr. Koenig stated that although the replacement value of the referenced infrastructure was estimated at $770,000, it would be necessary for staff to determine the actual values; therefore, staff was in the process of reviewing construction contracts involved with the McKee Run Pump Station. He stated that if the assets were not fully depreciated, it would be necessary to recognize the value in the transfer.

Staff recommended disposal of the referenced public infrastructure, and all easements necessary for the perpetual maintenance thereof, associated with the County's Central Transmission Bypass North project, to Kent County.

Responding to Mr. Blakeman, Mr. Koenig stated that the City would not receive any money for the disposition of the public infrastructure to Kent County. He explained that, although the City would be abandoning the maintenance responsibilities of the infrastructure, it would be utilized by Kent County in the future, once the upgrades are completed. Mr. Koenig indicated that the pump stations would continue to be owned by the City.

In response to Mr. Perza, Mr. Koenig stated that he felt confident that there would be no future negative consequences resulting from the proposed transfer. He stated that the McKee Run Pump Station was designed to handle flow for the area and that the 16-inch force main was the channel from the City's pumping infrastructure into the County's system; therefore, the project would meet the overall conceptual designs that had been discussed with Kent County in the past. Unless there was some significant change in the system, he did not anticipate the transfer of the assets causing the City any additional costs. Mr. Koenig stated that the only costs for the City in regard to the transfer would be any depreciation costs associated with the infrastructure. Elaborating, Mrs. Donna Mitchell, Controller/Treasurer, stated that the original project consisted of approximately 5,000 linear feet, which would need to be "written off" by the City. Although this would not go against the budgetary basis of accounting, she stated that it would affect the GAAP (Generally Accepted Accounting Principles) basis of accounting, explaining that the amount would be reflected as an expense on the income statement. Mrs. Mitchell assured members that the exact amounts would be made available when the Committee's recommendation is considered by City Council. Although she felt confident that the City's debt covenants would not be impacted by writing the assets off, she stated that she would confirm this prior to the next Council Meeting. *[City Clerk's Office Note: Subsequent to the meeting, Mrs. Mitchell stated that the book value of the Mudstone Branch project that would be written off with the transfer to Kent County amounted to $64,400, and there would be no negative impact on the City's debt covenants.]*

Mr. Blakeman moved to recommend disposal of the referenced public infrastructure, and all easements necessary for the perpetual maintenance thereof, associated with the County's Central Transmission Bypass North project, to Kent County, as recommended by staff, subject to the final review of the undepreciated amount. The motion was seconded by Mr. Slavin and unanimously carried.

For clarification, Mrs. Mitchell stated that the amount to be written off would be the undepreciated value, which would be the leftover remaining balance of the assets.

Dedication of Private Walkway as a Public Walkway - Village of Westover - Mifflin Road to Trafalgar Drive

Mr. Scott Koenig, City Manager, reminded members that as part of the approved subdivision plan for the Village of Westover, the City of Dover required the construction of a private sidewalk connection from Trafalgar Drive (located on the east side of the Village of Westover) to Mifflin Road to guarantee the pedestrian interconnection of the existing developments in this area and the newly constructed Village of Westover Subdivision. Prior to the construction of the new Dover High School, this sidewalk connection primarily served as a connection for the residents of the Village of Westover and the Village of Cannon Mill to access local businesses in the vicinity of Route 8. The Village of Westover Homeowner's Association had inquired for a number of years about dedicating this walkway for public maintenance; however, staff had previously not favored such a dedication.

Mr. Koenig noted that, with the construction of the new Dover High School, the pedestrian patterns had changed, explaining that this walkway now represented a safe path to the new Dover High School and related facilities, so the "public" interest with respect to this walkway had changed. He noted receipt of a letter from Representative Darryl Scott requesting consideration of the public dedication of this walkway. Mr. Koenig indicated support for the reconsideration of the dedication and, based upon the current and projected use of the walkway, he had no objections to its dedication as public walkway. He explained that the walkway would potentially serve as a walking path from Woodmill Apartments, Deerfield Subdivision, and other areas to the east.

Mr. Koenig stated that the dedication may require the City to sign a blanket easement used by the Community Transportation Fund Program in order to obtain documentation identifying that this sidewalk could qualify for community transportation funds if repairs or other work become necessary in the future.

Mr. Koenig reviewed a map depicting the walkway to be dedicated as public, from Trafalgar Drive to Mifflin Road. He advised members that the estimated maintenance cost of the walkway is $1,000 per year, including costs associated with winter maintenance. In addition, Mr. Koenig stated that the existing private walkway was approximately 770 linear feet long and six (6) feet in width; therefore, the estimated value of the dedication was $23,100.00 (770 l.f. x 6 ft. x $5.00 per square foot). He stated that the walkway had been privately maintained since its construction (dating back to 1996/1997) and the City had received occasional complaints regarding overgrowth and lighting issues associated with the walkway.

Staff recommended acceptance of the dedication of the existing concrete walkway and that the City Manager be authorized to execute any documents necessary to ensure that public funds could be used for future maintenance on the dedicated walkway.

Responding to Mr. Blakeman, Mr. Koenig indicated the need for additional improvements to the sidewalk network on Mifflin Road. Currently, there were no planned improvements, other than the dedication of the walkway. In addition, he stated that there was a need for sidewalk improvements on the south side of Route 8 from the new Dover High School property east to Mifflin Road. Mr. Blakeman noted that the State had sent notices regarding plans to make improvements to the

sidewalk along Route 8. Mr. Koenig stated that the State had a program called "Safe Route to Schools" and since Mifflin Road is a State right-of-way the City would not incur any burden for such improvements; however, the City may advocate for the right-of-way.

In response to Mr. Perza, Mr. Koenig felt that the City would not have any more liability if dedication were accepted than the City had at the present time.

Mr. Slavin stated his observation that students were using the safe walkways as designed, and expressed his amazement at the number of students who walk to school. He felt that any additional improvements would only prove to be helpful.

Mr. Koenig confirmed that the dedication would be in the best interest of the students.

Mr. Blakeman moved to recommend acceptance of the dedication of the existing concrete walkway and authorizing the City Manager to execute any documents necessary to ensure public funds can be used for future maintenance on the dedicated walkway, as recommended by staff. The motion was seconded by Mr. Snaman and unanimously carried.

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

Meeting adjourned at 5:33 p.m.

Adam M. Perza
Acting Chairman

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LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee meeting was held on October 27, 2014, at 6:00 p.m. with Chairman Slavin presiding. Members present were Mr. Anderson (arrived at 6:02 p.m.), Mr. Hare, and Mr. Shevock. Mr. Sudler was absent. Councilman Dixon and Mayor Christiansen were also present.

AGENDA ADDITIONS/DELETIONS

Mr. Shevock moved for approval of the agenda as presented, seconded by Mr. Hare and unanimously carried.

Discussion - Responsibilities and Reporting Structure for the Mayor and City Manager and Continuation of Full-Time Status for the Position of Mayor

During the Regular City Council Meeting of September 22, 2014, members approved the Committee's recommendation for future consideration of Option A, as follows: a full-time mayor's position, with consideration of changing the City's current form of government to a mayor/council form of government, where the city manager and chief of police would be appointed by the mayor and confirmed by City Council, and that any positions which currently report to council that are moved to report to the mayor would only be removed for cause and with council approval. Members of City Council also approved the Committee's recommendation that the Council President open a dialogue with the parties to the 1988 Consent Decree.

In the absence of Mr. Hutchison, who had been the lead on this issue, Mr. Slavin stated that based on previous action, members were reviewing possible alternatives related to the responsibilities and reporting structure for the mayor and city manager. He noted that a recommendation was made for consideration and indicated his hope that there would be more recommendations for discussion. The general timeframe was to accept ideas through the end of the calendar year, and in 2015 Council would decide which ideas would be brought forward for final action. In addition, Mr. Slavin reiterated that City Council requested the Council President, along with Mr. Hutchison, to meet with the NAACP to discuss the 1988 Consent Decree between the City and the NAACP and what effect it may or may not have on the City's form of government.

Mr. Slavin stated that he had requested the City Clerk's Office to create an organizational chart for Option A, as well as any future recommendations.

Mr. Hare expressed his opinion that prior to making any determination regarding a full-time or part-time mayor, members must determine the form of government. If a council-manager form of government were decided upon, he felt there was no need for a full-time mayor. If a strong mayor form of government were chosen, he stated that the City should continue with a full-time mayor who would serve as the president of Council and preside at the Council meetings, explaining his feeling that both a mayor and Council president were not necessary. Should the City continue with a council-manager form of government, he felt that the mayor should serve on a part-time basis.

Mayor Christiansen stated that he did not want to be seen as "self-serving" and, although he agreed with some of the comments made by Mr. Hare, he stated that Dover is a full-time City that needs a full-time mayor. He felt that placing the mayor back in the Council Chambers would create an issue in regard to the 1988 Consent Decree. In addition, he relayed concerns with the mayor being made

a part of Council's deliberations, explaining his feeling that City Council should serve as the legislative body and the mayor should be chief executive officer of the City and work in concert with the city manager and City staff. He indicated that this working relationship had proven to be beneficial to him, as the mayor. Mayor Christiansen stressed the importance for the mayor to remain out of the legislative process and maintain the power of veto in order to protect the general public and afford them a stopgap against a "runaway" Council. He also requested the opportunity to present a proposal for members of Council to consider. He assured members that he was not looking for a job but rather to do the job of the mayor. Mayor Christiansen expressed his opinion that regardless of who was elected to serve as mayor, the City of Dover needed a full-time mayor with full-time responsibilities.

Mr. Thomas Leary (former member of City Council), 27 Shinnecock Road, questioned the genesis of the discussion, why this matter was being considered, and if something was "broke." Responding, Mr. Slavin stated that this matter had been a continuing agenda item in the hopes that members would be given options to consider and present to City Council.

Elaborating, Mr. Hare recalled that Mr. Leary was serving as a member of City Council at the time the mayor's position was changed from part-time to full-time. At that time, he explained, the mayor was given specific duties, such as being in charge of economic development, public relations, lobbying the legislators, etc., all of which had since been removed from his responsibilities. Since the mayor no longer had these responsibilities, it had been suggested that there was no longer a need for the mayor to serve full-time.

Mr. Leary suggested that members should decide whether the council-manager form of government, which had been the most effective for municipalities for a long time, still applied for the City. He questioned if members were reacting to recent personalities of those who had served as mayor.

Mr. Hare stated no objections to the City maintaining a council-manager form of government. After conducting research through the National League of Cities, he stated that the only municipalities with a full-time mayor had populations in excess of 40,000. Mr. Hare expressed his opinion that if the City of Dover would be the exception and maintain a full-time mayor, then the position should have full-time job responsibilities.

Mr. Leary reiterated his feeling that the City's current form of government was sound, although there may be a need to review salary and job responsibilities for possible adjustments as deemed necessary. However, he encouraged members not to make any changes that would require the mayor to preside over Council meetings. In addition, it was his feeling that the NAACP would have no desire to discuss any change to the Consent Decree.

Mr. Anderson expressed misgivings in regard to having a mayor preside over Council meetings, particularly since the mayor is not elected based on such abilities. He also questioned how this would affect the inner workings of the legislative committees in relation to appointments, chairmanships, etc. Responding, Mr. Leary stated his objections to this arrangement based on past

experience, since it would provide one (1) individual with a lot of power. He indicated that prior to his service on Council, there was a time when the mayor presided over Council meetings and had a lot of power over City Council, which proved not to be beneficial for the City.

Mr. Hare stated that if the City wished to maintain a full-time mayor, then City Council should develop job responsibilities for the mayor. Responding, Mr. Leary reminded members that it was City Council who gradually eliminated certain duties and job responsibilities from the mayor's position. He suggested that Council simply reinstitute those responsibilities and/or create additional duties for a full-time Mayor.

Mayor Christiansen indicated his familiarity with the previous "strong" mayor and, as such, Mayor Christiansen had assumed some job responsibilities that may be outside the realm of the mayor's authority, such as economic development, working with State legislators, etc. It was his feeling that there are jobs that are required of the Mayor, since Dover is a full-time City, and that the system would work if the mayor were given specific job responsibilities that are established through ordinance or Charter. It was his recollection that the Mayor's responsibilities were never codified, although it had been intended to do so.

Mr. Leary suggested that City Council tweak the current system and not undertake a complete, radical, reorganization of the City.

Mr. Anderson stated his willingness to submit a recommendation. In addition, he advised members that he was aware of a college student, with experience in organizational management, who desired to volunteer as an intern with the Committee and assist in developing a recommendation. At the request of Chairman Slavin, Mr. Anderson agreed to forward the individual's resume for consideration.

Update - Certified Local Government Application

During their Regular Meeting of August 25, 2014, City Council approved the Committee's recommendation directing staff to have the Certified Local Government Application completed by December 31, 2014.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that staff had compiled the résumé's of all Historic District Commission members. Staff had also begun a review of the City's existing ordinance regulating the Historic District Commission to ensure that it meets the criteria of the Secretary of Interior. Mrs. Townshend noted that staff had been spending a lot of time working on the Downtown Development District Application, which would be completed during the current week, allowing staff more time to focus on the Certified Local Government Application. She felt confident that the application would be completed within the next two (2) months.

Mayor Christiansen stated that he had been assisting staff with the completion of this application.

The Committee took no further action regarding this matter.

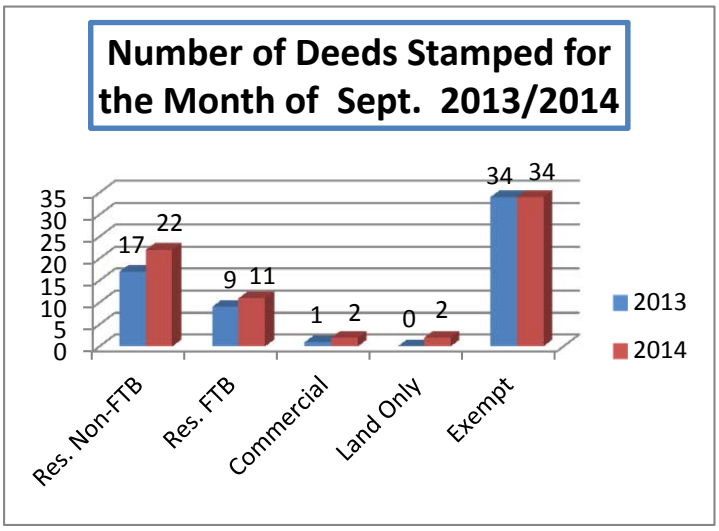
By unanimous consent, the meeting adjourned at 6:22 p.m.

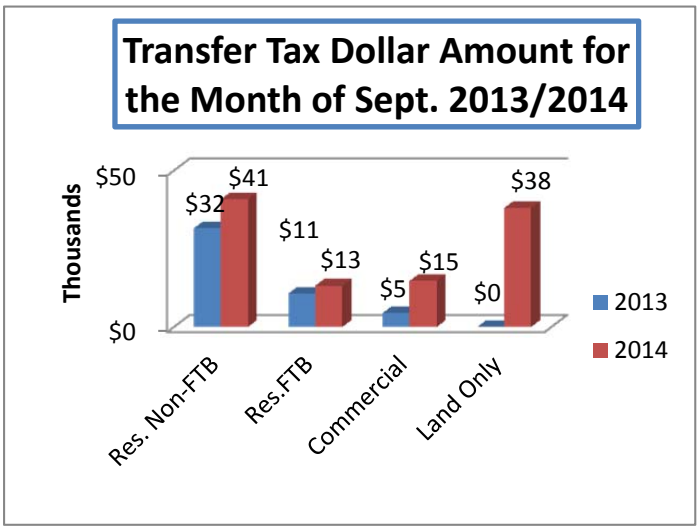
Timothy A. Slavin
Chairman

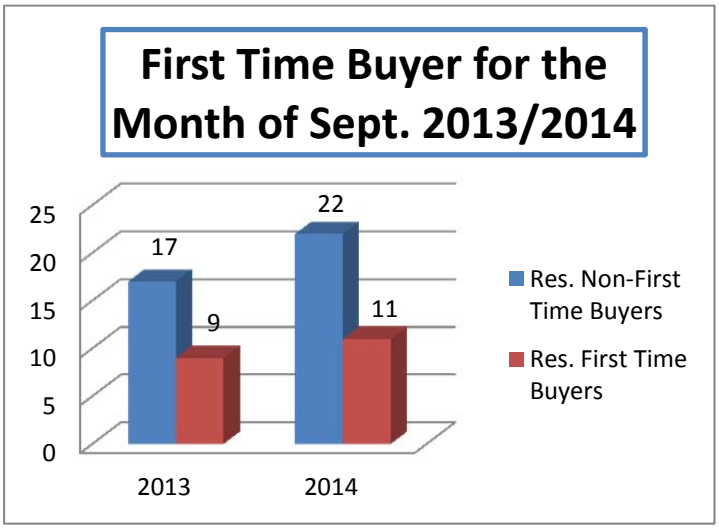
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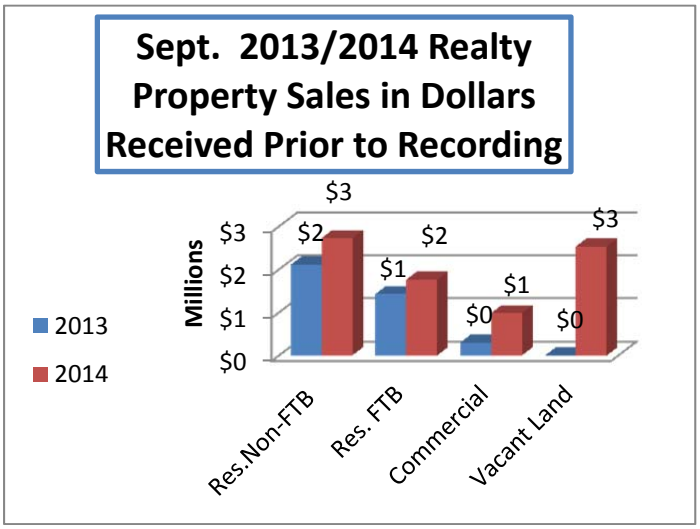
Monthly Report
September 2014

Office of City Assessor









Major Updates

	July - 14	August - 14	September - 14
Assessment Change	$2,092,500	$1,154,000	$3,597,800

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
15	$2,581,000	$2,491,440	1.03	1.06

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

Points of Interest

Scanning & Filing

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

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

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

2015 Revaluation

- The Assessor's Office has started the 2015 Revaluation process by visiting various neighborhoods and collecting data, if necessary.

Assessor's Office

- The Assessor's Office had the Kick-Off Meeting, for the 2015 Revaluation, with Tyler Technologies on September 11, 2014.

CITY OF DOVER
SALES RATIO REPORT

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
ED05-067.05-01-05.00	26B	R10	142 BRANDYWINE DR	1	5	1989	2	2948	A-	GD	256,300	08-SEP-14	307,000	
ED05-067.11-01-35.00	11	R10	903 WOODCREST TRN	1	5	1971	2	2257	C+	AV	195,800	26-SEP-14	173,000	
ED05-067.12-04-03.00	8B	R10	82 REPRESENTATIVE LN		13	2014	2	2155	B-	AV	182,300	26-SEP-14	200,000	
ED05-067.17-04-44.00	16E	R10	14 ARBOR DR	1	6	1993	2	1685	B-	AV	179,100	19-SEP-14	176,000	
ED05-067.18-03-58.00	17	R10	8 LIBERTY DR	1	5	1979	2	2496	B-	GD	210,000	03-SEP-14	165,000	
ED05-067.19-04-04.00	26	R10	106 MATTERHORN DR		14	2013	1	3808	B	AV	246,800	23-SEP-14	261,000	
ED05-068.10-02-50.00	13	R10	958 BUCK DR	1	14	1964	1	960	C	AV	131,200	26-SEP-14	127,000	
ED05-068.15-04-75.00	25A	R10	289 TEA PARTY TRL		13	2014	2	1914	B-	AV	172,800	22-SEP-14	155,000	
ED05-076.06-02-76.00	17B	R10	337 COLD SPRING PL	1	13	1984	2	1040	C-	AV	114,000	16-SEP-14	80,000	
ED05-076.06-04-20.00	17A	R10	28 LAMPLIGHTER LN	1	13	1985	2	1360	C	AV	129,300	12-SEP-14	115,000	
ED05-076.09-03-09.00	25	R10	413 NORTHDOWN DR		5	2014	2	1994	C+	AV	196,000	22-SEP-14	207,990	
ED05-076.20-01-52.00	5	R10	923 SHANK RD	1	16	1960	1	1626	C+	AV	153,300	16-SEP-14	156,950	
ED05-077.06-01-68.00	8	R10	452 E LOOCKERMAN ST	1	3	1952	1	1386	C+	AV	181,800	12-SEP-14	174,000	
LC05-058.18-01-72.00	1	R10	106 BETH PL	1	11	1993	1	1188	D+	AV	91,200	08-SEP-14	54,000	
LC05-068.00-01-37.00	21	R10	2355 WHITE OAK RD	1	14	1991	1	1100	C-	FR	141,100	16-SEP-14	139,500	

CITY MANAGER'S MONTHLY REPORT



SEPTEMBER 2014

Monthly Highlights

Customer Services

- In the month of September, we processed 4,438 credit card payments for the month totaling $1,268,074.04.

Human Resources

- Held diversity and harassment training.

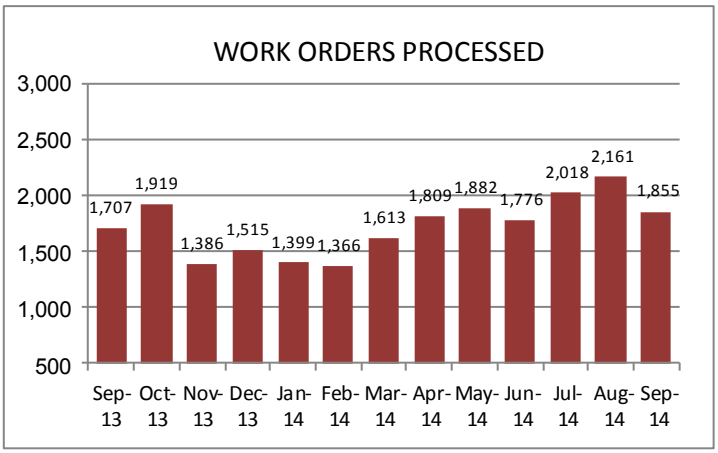
Library

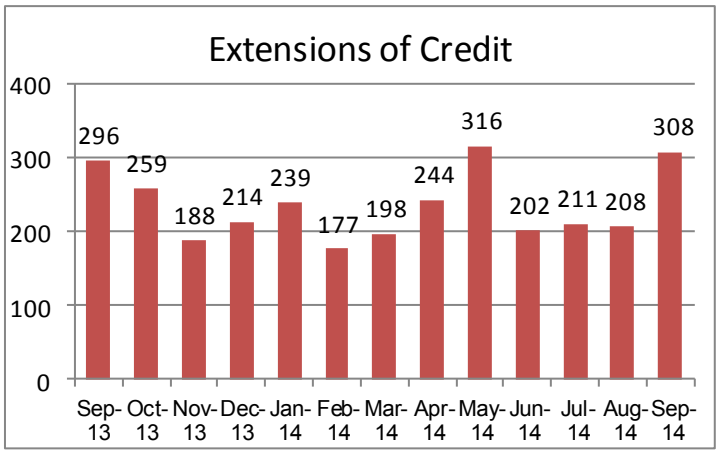
- 304 attended 55 programs for adults.
- 204 attended 11 programs for teens.
- 511 attended 19 programs for children.
- 28 volunteers completed 305 hours of service.
- 151 attended 47 programs/classes coordinated through the Job Center.

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 October 2010 until December 2010 . The proposed write-off of $68,479.46 includes $8,394.39 from accounts that filed for bankruptcy. The $68,479.46 is the first write-off for Fiscal 2013 and is .27 percent of the revenue ($24,964,900.) for the write-off period. In other words, the City collected 99.73% of all bills for the write-off period. For every $100 dollars of revenue the City billed in the write-off period, $0.27 was not collected.

The trash write-off for outstanding trash bills with dates ranging mainly from July2010 until September2010. The proposed write-off of $2,396.86 includes $252.84 from accounts that filed bankruptcy. The $2,396.86 is the first write-off for Fiscal 2013 and is $0.47 percent of the revenue ($507,757) for the write-off period. In other words, the City collected 99.53% of all bills for the write-off period. For every $100 of revenue the City billed in the write-off period, $0.47was 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	Sep 2014	Sep 2013	Difference	FY 2015 Year-to-Date	FY 2014 Year-to-Date
Number of Customers Served	19,789	20,763	(974)	68,439	71,219
Final Bills	715	647	68	2,282	2,284
Estimated Bills	184	158	26	605	509
Penalties Posted	$ 20,759	$ 19,718	1,041	$ 50,834	$ 54,002
Extensions of Credit - Amount Extended	$ 98,288	$ 115,508	(17,220)	$ 210,933	$ 256,141
Balance Transfers	$ 3,784	$ 4,127	(343)	$ 8,071	$ 12,253
Utility Collections	$ 32,872	$ 25,835	7,037	$ 66,691	$ 78,766
Special Assessments	$ -	$ -	-	$ -	$ -
Miscellaneous Billings	$ 107,249	$ 46,455	60,795	$ 214,498	$ 267,737
CNP through Disconnect Collars	$ -	$ 37	(37)	-	94
Court Cases	-	-	-	-	-
Tampering's	-	-	-	-	-
Taxes Levied (includes carry forward)	$ 1,169,797	$ 955,199	214,599	$ 10,886,433	$ 10,886,433
Billing Adjustments	$ (650)	$ (713)	63	$ 280,491	$ (336)
Total Taxes Collected	$ 322,039	$ 208,030	114,009	$ 10,348,276	$ 10,139,642
Taxes Outstanding	$ 847,108	$ 746,455	100,653	$ 847,108	$ 746,455
Payments in Lieu	$ 5,898	$ -	5,898	$ 245,507	$ 4,050

HUMAN RESOURCES

Category	Sept 13	Oct 13	Nov 13	Dec 13	Jan 14	Feb 14	Mar 14	April 14	May 14	June 14	July 14	August 14	Sept 14	Total
Caucasian*	283	284	285	287	288	288	290	289	290	292	291	290	290	N/A
Minorities*	54	56	55	56	57	57	58	58	58	58	58	58	61	N/A
Hired	7	4	1	3	5	1	3	0	1	3	1	1	5	35
Terminated/ Resigned/ Retired/Other	2	1	1	0	3	1	0	1	0	1	2	2	2	16
Transferred/ Promoted	4	1	0	0	1	0	3	0	1	0	0	1	0	11
Jobs Posted	3	2	0	2	4	4	3	3	2	3	4	4	2	36
Workers Comp. Injuries	7	2	2	1	5	2	2	0	1	1	2	2	1	28
Workers Comp. Hours	384	110	48	120	116	0	128	125	51	130	86	160	51	1509
Insurance Claims	2	2	1	4	5	2	4	4	6	4	0	1	4	39

Full-time Employees: 332 Part-time Employees: 19 (4 Pitts Center, 1 Recreation, 13 Library, 1 Customer Service)

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

Position Hired: Police Officers (4); Library Page, part-time

Positions Posted: Field Supervisor II, Grounds; Sex Offender Registry Enforcement Agent

Resigned: Police Officer, Account Clerk II

Recruitment Information (Positions closed in September)

Position	Total	Female	Male	Unknown	Black	White	Hispanic	Asian/Pacific Islander	American Indian/Alaskan Native	Unknown	In Dover	Out Dover
Residential Assessment Technician	27	16	11	-	3	18	1	2	1	2	11	16
Engineering & System Operations Superintendent	0	0	0	-	-	-	-	-	-	-	-	-
1st Class Lineman (In-House)	5	0	5	-	-	4	-	-	-	1	0	5

Unfilled/Open Positions by Department*

Unfilled/Open Positions By Department	Sept 13	Oct 13	Nov 13	Dec 13	Jan 14	Feb 14	Mar 14	April 14	May 14	Jun e 14	July 14	Aug 14	Sept 14
Electric	4	5	5	5	5	5	5	5	5	5	4	5	5
Public Works	16	15	15	14	13	13	13	13	11	10	11	11	12
Police	3	1	1	1	0	1	0	1	1	1	0	2	2
All Other Departments	6	7.5	6.5	5	6	5	5	5	4	2.5	4	3.5	4.5
Totals	29	28.5	27.5	25	24	24	23	24	21	18.5	20	21.5	23.5

**Not used for Budgeting Purposes*

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

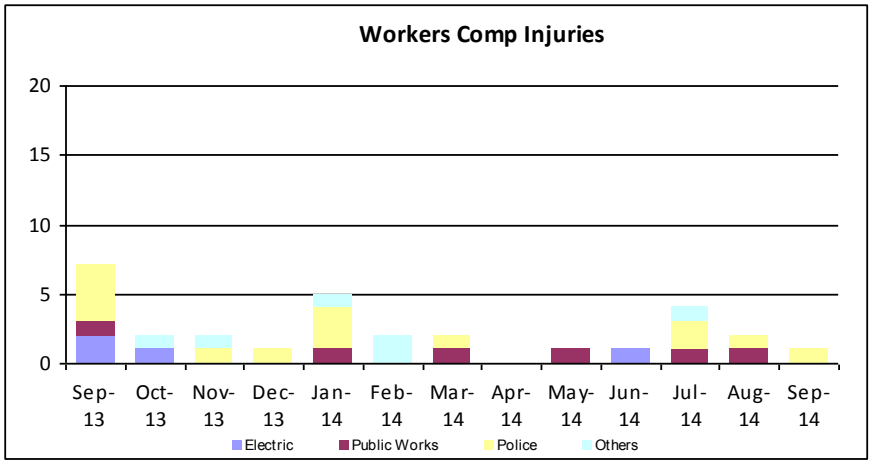
Electric: Electrical Engineer, (3) Lineman 1st Class, Engineering & System Operations Superintendent

Public Works: Utility Maintenance Mechanic II/Wastewater, Operations -Construction Manager, Motor Equipment Operator III (Streets), (2) Motor Equipment Operators II (Grounds), Motor Equipment Operator III (Sanitation), Civil Engineer I, Nursery Worker II, Grounds Superintendent, Environmental Scientist, Water Treatment Plant Operator, Mechanic I

Police: (2) Sex Offender Registry Enforcement Agent

All Other Departments: Storekeeper Buyer I, part-time; Fire Dispatcher; Assistant City Manager; Residential Assessment Technician, Account Clerk II

HUMAN RESOURCES
continued



Electric: 0 Public Works: 0 Police: 1 All Other Depts.: 0

Turnover Statistics

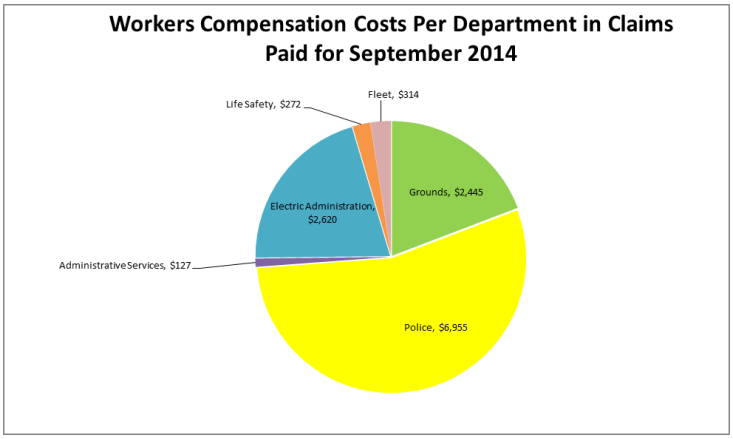
	2010	2011	2012*	2013 *	2014
Total Turnover %	5.57	6.75	11.00	10.91	3.45
Termination Turnover %	0.27	1.08	0.29	1.47	.27
Resignation Turnover %	2.12	4.05	5.21	5.01	1.72
Retirement Turnover %	3.18	1.62	5.50	4.42	1.72

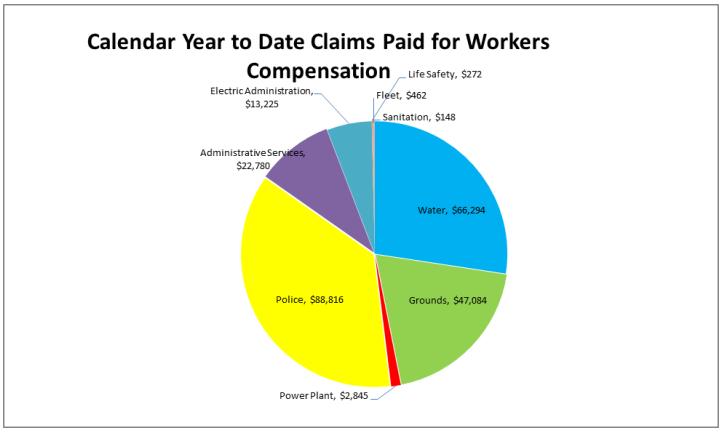
* Healthcare cost sharing implemented
** Healthcare cost sharing implemented for DOE

Average Employees

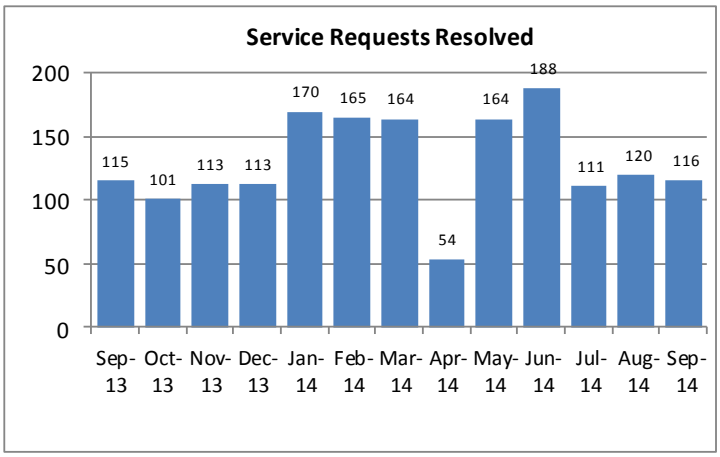
	2010	2011	2012*	2013*	2014
Total Number of Employees Separating from Service	21	25	38	37	12
Average Number of Full-time Employees	362	356	333	325	331
Average Number of Part-time Employees	16	15	12	14	17

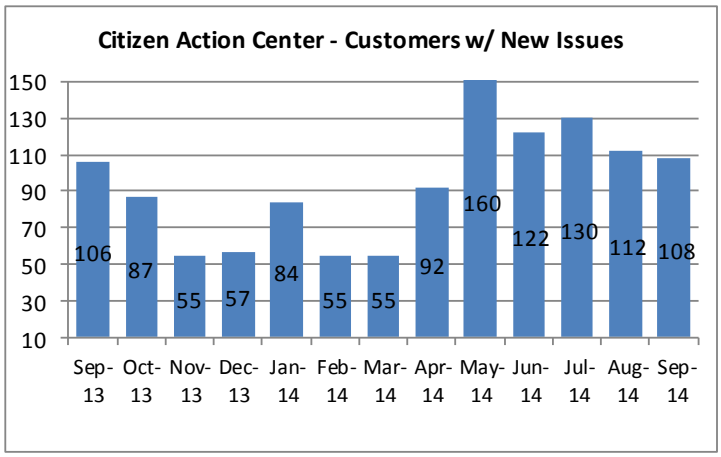
* Healthcare cost sharing implemented

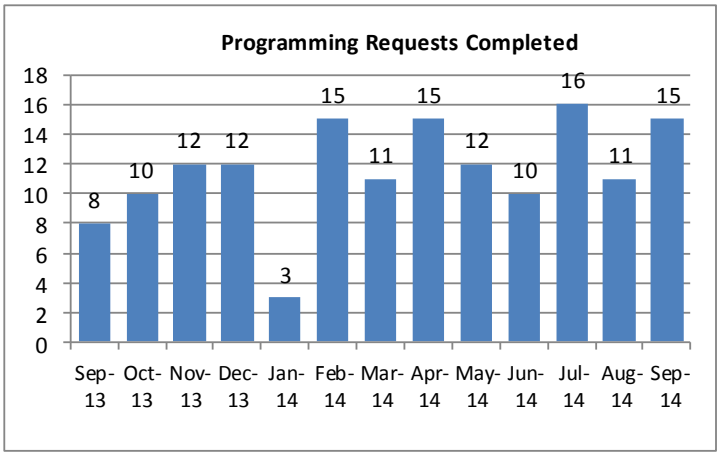


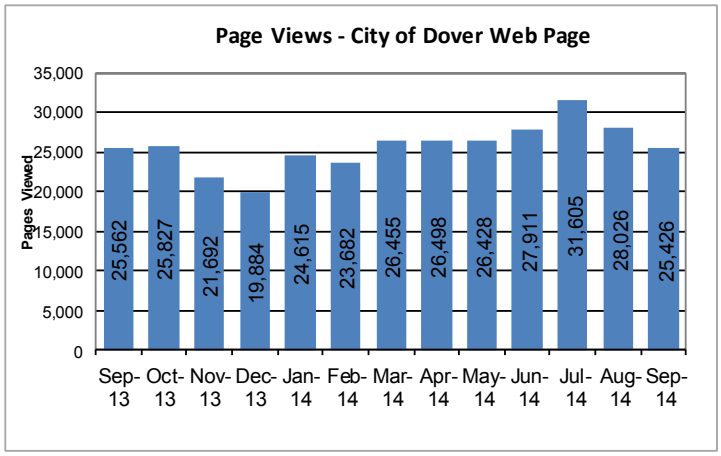


INFORMATION TECHNOLOGY





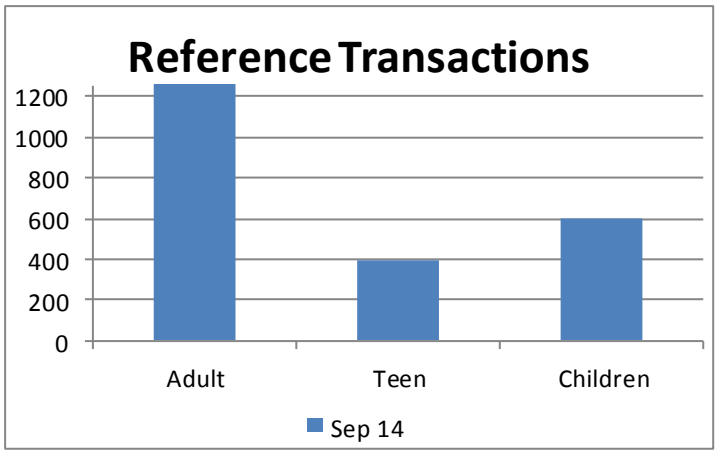




Performance Indicators	Current Month	Last Month	Same Month Last Year
iSeries Availability	100%	100%	100%
Server Availability	100%	100%	100%
AS/400 Connections *(concurrent/authorized users)*	N/A	N/A	N/A
PCs Supported	365	364	351
Scheduled PCs Replaced	-	-	-
Servers Supported	30	19	19
People Trained	15	11	16

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

LIBRARY



Adults – 1,579 Teens – 396 Children – 597

Circulation	Sept 14		FYTD 15		Sept 13		FYTD 14
Dover residents	21,928		68,972		21,202		67,228
Ebooks	1,919		5,715		1,376		3,975
Kent residents*	13,675		44,964		14,910		51,243
Non-county residents	2,086		6,342		2,563		8,059
Registrations							
Dover residents	401		1,283		475		1,301
Kent residents*	51		150		117		428
Non-county residents	5		23		10		37
Other							
Visiting Patrons	26,801		82,199		28,796		86,105
Meeting Room Usage	2,016		4,618		2,130		6,066
Photocopier Usage	611		3,174		1,806		4,658
Computer Printing Usage	2,901		8,727		3,268		8,573
Computer Users	4,604		14,881		5,107		15,350
Wireless Computer Users	1,660		5,162		1,378		3,892
Holds (Total)	7,144		21,479		8,196		23,004

***Breakout of Kent County Residential Statistics**

Circulation	Registrations
Harrington: 191	Harrington: 4
Milford: 83	Milford: 0
Smyrna: 866	Smyrna: 4
Outside City Limits: 12,535	Outside City Limits: 43

Total Registered Users: (Card Holders)

City: 25,075 Kent County: 12,878 Outside Kent County: 1,013

Other Points of Interest:

Inter/Interlibrary: 68 items loaned out
52 items borrowed

Technical services: 1,495 items added
1,487 items deleted

Volunteers: 305 hours of service completed

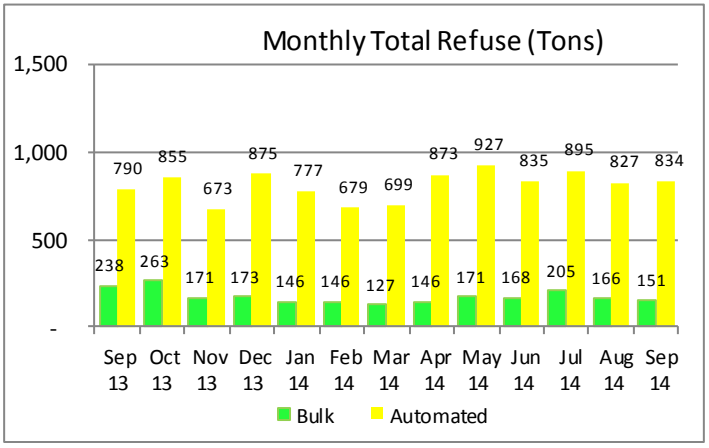
PUBLIC WORKS

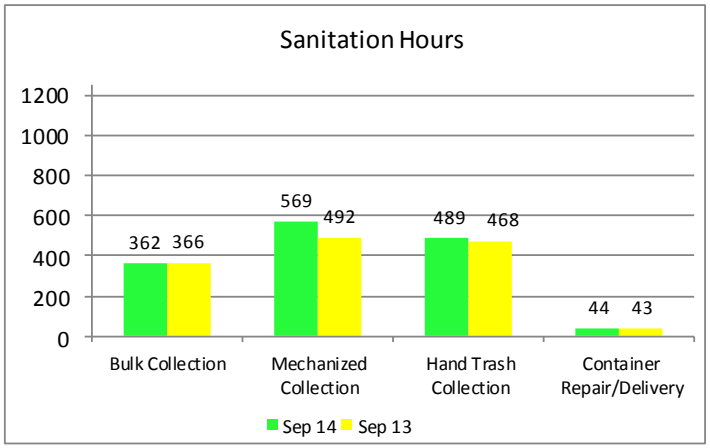
Administration

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





	SEPTEMBER 14	FYTD 15	SEPTEMBER 13	FYTD 14
Trips to DSWA Sandtown Landfill	186	564	216	682
Total Tonnage to DSWA	985.32	3,078.65	1,058.39	3,524.15
90-Gallon Containers Delivered	77	121	18	55
300-Gallon Containers Delivered	5	23	2	2
Total Man Hours-containers Delivered	44	117	43	114

CURBSIDE RECYCLING STATS	TOTAL # OF HOUSEHOLDS COLLECTED	TOTAL # OF ACCOUNTS	WEIGHT/LBS.	AVE. LBS.
September 2014	19,450	8,979	284,140	14.61

PUBLIC WORKS
continued

Streets	SEPTEMBER 14	FYTD 15	SEPTEMBER 13	FYTD 14
Signed Installed	9	95	20	131
Signs Repaired	9	32	9	30
Curbs Painted Yellow (feet)	27	626	1,078	1,228
New Post Installed	3	14	0	29
Storm Catch Basins Repaired	1	4	7	9
Storm Catch Basin Repairing (Hrs.)	12	56	40	41
Storm Catch Basins Cleaned	3	10	20	100
Storm Catch Basins Cleaning (Hrs.)	8	16	4	54
Hot Mix Patching (Tons)	0	0	0	0.50
Hot Mix Patching (Hrs.)	0	0	0	0
Cold Mix Patching Hrs.)	15	97	0	8
Concrete Work (Hrs)	41	76	0	191
Concrete Patching (Cubic Yards)	1	1	0	8
Ditch Work (Hrs).	0	0	0	0
Street and Alley Maintenance (Hrs)	2	170	25	168
Street Sweeping (Miles)	1,848	5,040	1,524	3,609
Street Sweeping (Cubic Yards)	472	1,162	492	846
Leaves Collected (Cubic Yards)	0	0	0	0
Leaf Collection (Miles)	0	0	0	0

Grounds

Total Work Orders = 18	General = 0	Arborist = 18

Arborist Crew	SEPTEMBER 2014	SEPTEMBER 2013
Trees Trimmed	23	38
Trees Removed	18	11
Stumps Removed	5	0

- Stump grinding – 20 hours
- Tree removal – 256 hours
- Low limbing trees – 73 hours

Beautification Crew

- Weeded and tiled flower beds – 117 hours
- Removed hanging baskets – 14 hours
- Litter collection – 165 hours

Mowing Crew

- Mowed grass at various city locations – 693 hours
- Boom axe mowing – 20 hours

Miscellaneous Projects

- Yard repairs – 2 hours
- Turing leaf compost piles – 60 hours
- Spraying – 19 hours
- Various miscellaneous projects – 173 hours

PUBLIC WORKS
continued

Geographic Information Systems (GIS)

- Created and printed various posters for Economic Development Office, Planning & Inspections, Customer Service, Public Works and Dover Public Library.
- Created and exported various reports for Public Works and Planning & Inspections.
- Worked on creating the Downtown Development District Boundary with Planning Director.
- Submitted data to ESRI for Community Maps Program.
- Converted multiple documents from PDF to Word and vice versa for various members of the Public Works Department.
- Created and maintained various GIS layers such as Parcels, Rentals, Curbside Recycling, Fleet Maintenance, Trash Notices, Stump Removal, Commercial Buildings, etc.
- Created and printed various maps for the Public Works, Planning & Inspections, City Manager's Office, Tax Assessor's Office and Economic Development.

Fleet and Facilities Management

Fleet Maintenance

PM Work Orders Completed: **18**
Other Work Orders: **54**
Total Work Orders: **72**
PM Hours: **108**

Number of Tire Repairs: **13**
Repair Hours: **198.5**
Fabrication Hours: **20**

Number of Road Repairs: **6**
Road Repair Hours: **9**
Misc. Hours: **4**

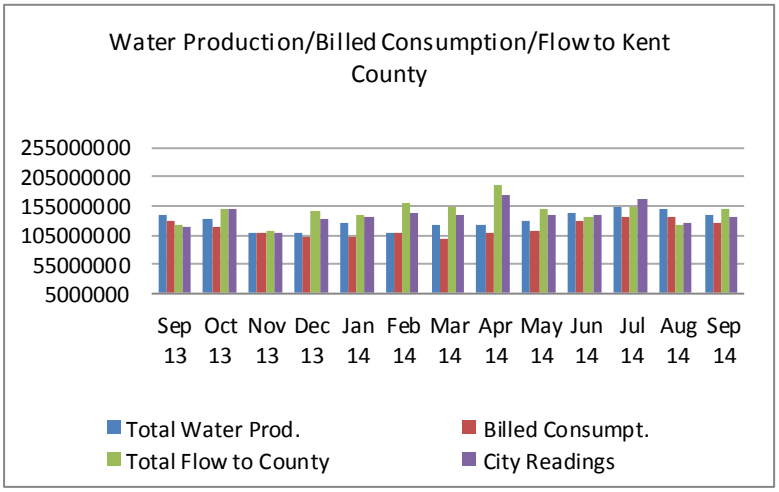
 # Of Scheduled PM's: 25
 # Of Scheduled PM's Completed: 13

Major Program Updates

MEASURE	September 2014	September 2013	DIFFERENCE
Fleet - Scheduled Preventative Maintenance appointments being kept *(Quantity and Percentage)*	13 out of 25 52.00% Fall is upon us and we are preparing for leaf season as well as snow in the upcoming winter months. This means the Fleet Shop will be spending several hours; even days working on seasonal equipment to ensure operations run smoothly. Please be patient, if we have to reschedule your vehicles PM, we will work you in ASAP. It is not our intention to put anyone's vehicle on the back burner. The Fleet Shop is limited with space, so again please be patient.	18 out of 25 72.00%	**- 20.00%**
Facilities Maintenance			
Facilities - Routine work orders completed within 5 days *(Quantity and Percentage)*	26 out of 27 96.30%	38 out of 38 100%	**- 3.70 %**
Facilities - Emergency work orders completed within 2 days *(Quantity and Percentage)*	4 out of 4 100 %	2 out of 2 100 %	**0 %**

PUBLIC WORKS continued

Water/Wastewater



ENGINEERING SUMMARY

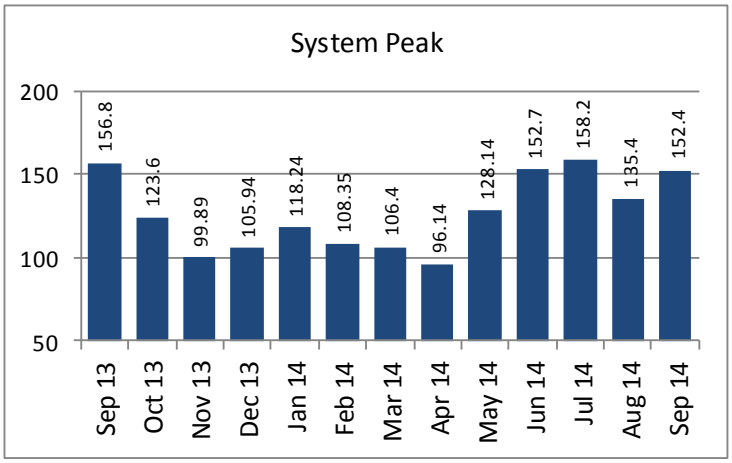
Major Program Updates	SEPTEMBER 2014	SEPTEMBER 2013	DIFF	FY15 YTD	FY14
State and Federal Violations	0 violations	0 violations	-	-	-
Water Quality Complaints	9	7	+2	23	24
Plan Review Completed Within 30 days of Submission	11 plans 100%	11 plans 100%	0	22	23

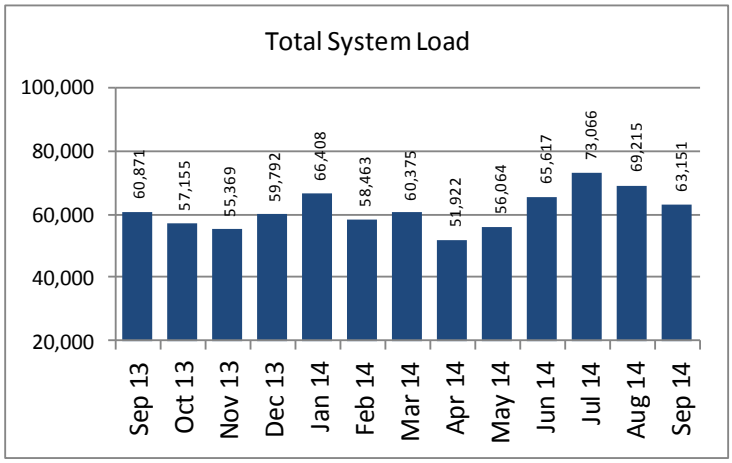
OPERATIONAL SUMMARY

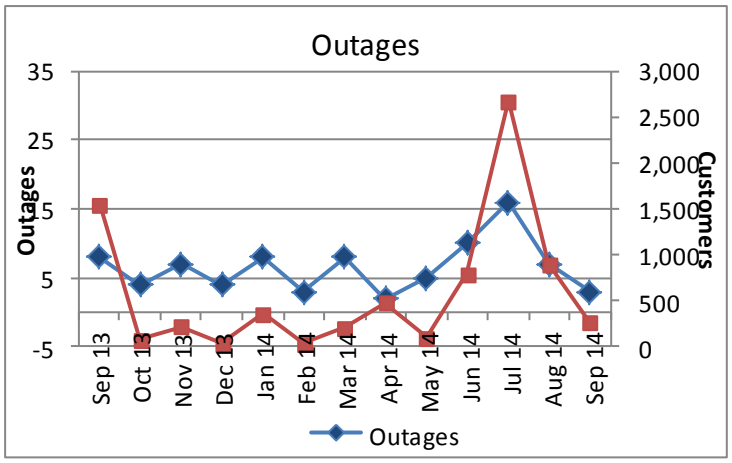
Task	SEPTEMBER 14	SEPTEMBER 13	CURRENT FY
Water Production - Daily Average	4,704,267	4,617,133	446,164,000
Average Field Response Time (goal is <30 minutes)	16.61	19.30	18.28
Water Mains Repaired	1	1	1
Water Service Lines Repaired	5	1	5
Wastewater Mains Repaired	0	0	0
Wastewater Service Lines Repaired	0	0	0
Sewer Lines Flushed - linear feet	146,297	154,760	146,665,286
Sewer Mains Videoed - linear feet	0	5,547	232
Total Fire Hydrants in Service	1,820	1,806	1,820
Total Water Meters in City Distribution System	14,257	14,149	14,257

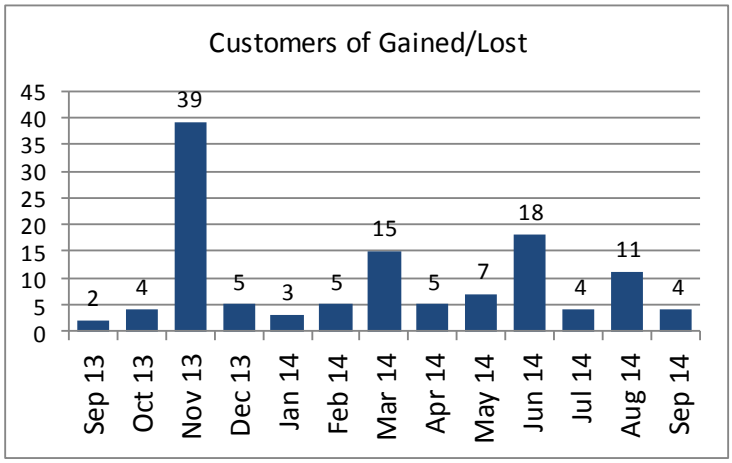
PUBLIC UTILITIES

Electric









Outages: 3 Customers: 256

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
58.34	50.74	56.8

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	14	28.0 Minutes	25.15 Minutes

PROGRAM UPDATES	SEPT 15	SEPT 14	FY15 YTD
Tree Trimming	462	251	997
Number of Oil Releases	0	1	2
Lost Time Accidents – All Electric Utility Divisions	0	0	0
New Services	4	2	19
Major Goals Completed in the Past Two Months			

City Planner's Monthly Report

Planning, Inspections & Recreation

SEPTEMBER 2014

City of Dover Parks & Recreation



Planning, Inspections & Recreation Highlights

- **Recreational Needs Public Workshops -** Two workshops were held in September. Neither workshop had a high attendance. Advertising efforts included radio announcements and interviews, multiple press releases, multiple email blasts, and flyers to all children attending schools in the greater Dover area. One more workshop is scheduled for October 6.
- **Spring Summer Performing Arts -** Rounding out this years series, Elvis entertained a crowd of 347! This brings the 2014 season total an estimated 2,800 spectators. Once again, this was made possible with sponsorship funding from: Eden Hill Medical, Calpine, PNC Bank and the YMCA of Dover.
- **Dover First Christian School**—The Certificate of Occupancy for the new Dover First Christian School associated with the Seventh Day Adventist Church located at 655 Wyoming Avenue was issued on September 4, 2014. (C-12-06)
- **New Retail in Downtown Dover**—The Certificate of Occupancy for the new Family Dollar located at 300 West Loockerman Street was issued on September 25, 2014. (S-13-12 and HI-13-02)





Personnel and Training

Sherwanda Speaks ,Wayne Voshell, Gregory Akers, Dawn Melson-Williams, Kristen Mullaney, Timothy Mullaney, Jason Osika, Timothy Taraila, and Ann Marie Townshend attended the Dale Carnegie Training session "How Smaller Companies Win Big in the Engagement War for Talent."

Planning, Inspections & Recreation Revenue

Revenue Stream	FY '15 Budget		FY '15 Actual (YTD)	
Business License	$1,460,000	$	1,371,393	94%
Trailer License	$23,000	$	14,643	64%
Building Permits	$565,000	$	133,932	24%
Cert. of Occupancy	$6,200	$	2,320	37%
Public Occupancy	$10,000	$	450	5%
Lodging House	$16,000	$	483	3%
Plumbing/Heating/Air	$75,000	$	13,600	18%
Sprinkler	$35,000	$	4,563	13%
Rental Inspection Fee	$345,000	$	2,535	1%
Miscellaneous	$30,000	$	9,830	33%
Fire Protection Fees	$31,000	$	10,325	33%
Vacant Building Reg.	$60,000	$	69,983	117%
Total P&I Revenue	**$2,656,200**	$	1,634,055.48	62%
Recreation	$148,800	$	27,168	18%

LOOKING FORWARD …..

The following activities are planned for October and will be reported in the October Monthly report:

- ***Recreational Needs Survey Results***
- ***Challenger Football***
- ***Status of Downtown Development District Application***

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 September 2014, Planning Staff was involved with review of 83 Permits and 10 Certificates of Occupancy permits (2014 calendar year total of 730 Permits and COs compared to 671 for 2013). 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 research for future ordinance amendments.
- The Planning Office is also involved in the following studies and projects: City Recreational Needs Assessment, Restoring Central Dover Community Plan, and Transportation Improvement Districts.
- Staff is working on gathering the resume information for the Certified Local Government (CLG) application from the Historic District Commission members.
- The Planning Office worked extensively on the research, data gathering, and preparation of the application for the application for the Delaware Downtown Development Districts program. The GIS Division also assisted in the development of maps for the application.

- A proposed package of Text Amendments to the *Zoning Ordinance* for the Planning Neighborhood Design Option provisions related to buffers and bulk standards known as Ordinance #2014-18 continued the formal review process in September. Following a public hearing on September 15 2014, the Planning Commission recommended approval of the Ordinance with Staff Amendment #1. A public hearing and final action is scheduled for the City Council meeting of October 8, 2014. (MI-14-12)
- Ordinance #2014-19 to amend Dover Code, Chapter 98 to make it unlawful to discharge glass clippings into the street, sidewalk, stormdrain, or water courses was adopted by City Council on September 8, 2014. (MI-14-13)
- A proposed Text Amendment to the *Zoning Ordinance* pertaining to the Site Development Plan review procedures as related to increases in impervious surfaces continued the formal review process in September (Ordinance #2014-20). Following a public hearing the Planning commission recommended approval of the Ordinance on September 15, 2014. A public hearing and final action is scheduled for the City council meeting of October 8, 2014. (MI-14-14)
- Planning Staff attended the Delaware Population Consortium meeting on September 24, 2014. The Consortium continues to review population and demographic information in preparation for issuing their yearly projections in late October.



New Dover High School Project (C-10-05/S-11-18)

Construction activities related to completing the site improvements continue in September at the new Dover High School project site. Temporary Certificates of Occupancy with conditions and limitations on the authorized use of the high school building and the stadium and athletic field areas were in effect through September 30th. The TCO are expected to be extended as construction activity continues with the site areas of the campus. Staff will conduct the next series of inspections in late October-early November. Project work remains for the baseball/softball field areas, eastern areas of the site, tree plantings, and other site stabilization work.

Construction Activity

- For the Leander Lakes Apartments project, site work on the stormwater management ponds and site grading has begun for the 240 unit apartment complex to be located south of Forrest Avenue/Route 8 and west of Dover High Drive. The project also includes the construction of the next segment of Dover High Drive to connect to Tribbitt Street. Permit review for the apartment buildings is underway.
- A series of Building Permits have been issued for construction of single family detached houses within the Nottingham Meadows subdivision. Construction is resuming on the vacant lots in this subdivision under a new owner with K. Hovnanian Homes as the builder.
- A Pre-Construction Meeting with City Staff was held on September 4, 2014 and then the Building Permit for Solid Rock Baptist Church Community Center Building at 109 N. West Street was issued (Site Plan S-13-05).
- The Planning Staff continues to participate in bi-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 issued review comments on the Administrative Site Plan (S-14-20) for the addition of a Fuel Oil Tank; the proposal remains under review with the technical review agencies.
- 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) A variance regarding fence height was filed for review by the Board of Adjustment; it is scheduled to be heard in October (V-14-12).

BOARD AND COMMISSION ACTIVITY

Planning Commission

The Planning Commission met on September 15, 2014. The next Planning Commission meeting is scheduled for October 20, 2014.

- **S-14-18 Tall Pines at 1655 and 1665 Kenton Road-** Moved to conditionally approve a Site Development Plan to permit a multi-family residential development consisting of two (2) three (3) story buildings (total of 24 dwelling units) subject to the DAC comments and approval of waiver requested for the elimination of sidewalks to allow for flexibility in the timing of sidewalk construction pending discussions with DelDOT.

- **MI-14-12 Text Amendment: PND Buffer and Setbacks-** Moved to recommend approval to City Council for MI-14-12 Text Amendment: PND Buffer and Setbacks to include retroactivity to previous plans (as outlined in Staff Amendment #1) and that notification of people affected will take place.

Board of Adjustment

The Board of Adjustment did not meet on September 17, 2014. The next regular scheduled meeting of the Board of Adjustment is scheduled for October 15, 2014.

Historic District Commission

The Historic District Commission met on September 18, 2014. The next Historic District Commission meeting is scheduled for October 16, 2014. There were no new applications, but there were revisions to Site Plan and Architectural Review Certification to the following application:

- **HI-14-03 Building at 6 South State Street —** Approval was granted for Revisions to the Architectural Review Certification issued for the project to allow the constructed retaining wall with block pavers at the east edge of the parking lot to remain and for the partial elimination of fencing as screening for the parking lot.

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. Two (2) clients have purchased properties using the Dover First Start Program and three (3) clients are mortgage ready shopping for homes.

- ***Dover Interfaith Mission for Housing***
  CDBG funds will be used for operations costs 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 currently under bid review.

- ***Restoring Central Dover Initiative***
  The Draft Plan has been submitted to the Steering Committee for review and comments.

- **Five (5) Year Consolidated Plan 2015-2019**
  The City's Planning Office has collaborated with Delaware State Housing Authority, New Castle County and the City of Wilmington to conduct statewide public hearings to determine the community development needs throughout the State. The public hearings have been scheduled for early November and will be moderated by the consulting firm Mullin and Lonergan.

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.
- *409 South DuPont Highway*—Notice was sent to the owner to have repairs made or the property will go forward to City Council on April 14, 2014 to have Council declare it dangerous. The owner of the property has obtained a structural engineers report and has submitted plans to renovate the structure.
- *640 Nimitz Road*—15 day notice sent to owners to repair or demolish the structure by June 8, 2014. On June 25th, Council declared the structure dangerous and ordered the property owner to repair or demolish the structure by July 25, 2014. The asbestos survey has been scheduled for the first week of August. Bids were placed on the City website for demolition of the structure.
- *238 N. New Street*—15 day notice sent to owners to repair or demolish the structure by June 8, 2014. On June 25th, Council declared the structure dangerous and ordered the property owner to repair or demolish the structure by July 25, 2014. The asbestos survey has been scheduled for the second week of August. The demolition bid has been awarded to Gateway Construction with a start date of approximately late October.
- *803 Westview Terrace*—A lien search has been ordered for the property. Notice sent to all lien holders to make the pool safe or the City will have it demolished. On August 25th, the Dover City Council declared the pool dangerous and ordered it repaired or demolished by September 25th. No repairs have been made, the City is proceeding with bids for demolition.
- *231 Mifflin Road*—A lien search has been ordered for the property. Notice sent to all lien holders to make the pool safe or the City will have it demolished. On August 25th, the Dover City Council declared the pool dangerous and ordered it repaired or demolished by September 25th. No repairs have been made, the City is proceeding with bids for demolition.
- *1370 College Road*—Lien search requested for this dangerous building.

- *Vacant Buildings*—During the month of September, thirty (30) additional buildings were registered as vacant, and $9,000.00 in vacant building registration fees were collected.

Code Enforcement Activity—SEPTEMBER

Case Type	# cases current month	# cases YTD	% staff initiated current month	% staff initiated YTD
No valid Rental Permit	1	147	100%	96%
No valid Building Permit	8	69	80%	74%
Tall grass and weeds	101	898	73%	85%
Unregistered vehicle	2	28	100%	86%
Abandoned vehicle	8	74	88%	77%
Annual Housing Inspection	12	272	75%	86%
Property Maintenance – Exterior	56	494	61%	76%
Electric Termination	24	238	88%	96%
Dover Code of Ordinances	71	561	68%	70%
Zoning	13	90	69%	73%
Total Cases	**296**	**2871**		
Total # of Inspections For Month	**321**			



1370 College Road-
Dangerous Building

Fire Marshal's Office, Building Inspections & Licensing Summary

LIFE SAFETY				
Inspections	**SEPT 14**	**FYTD 15**	**SEPT 13**	**FYTD 14**
Annual Fire/Life Safety Inspections	9	185	65	442
Fire/Code/DCO Complaints	33	239	17	515
Inspection Deficiencies from AFI	32	386	30	310
C/O & Acceptance Tests	4	27	7	73
Administrative Walk Thru	12	23	-	-
Accidental	$8,000	$49,500	$6,000	$132,450.00
Incendiary	$0	$100.00	$0.00	$34,600.00
Undetermined	$0	$0	$50,000	$271,000.00
PERMITTING AND LICENSING				
Permits Issued	**SEPT 14**	**FYTD 15**	**SEPT 13**	**FYTD 14**
Administrative Permit	2	20	0	3
Building Addition/Renovation Permits	47	306	43	118
Building Permits	19	140	9	46
Demolition Permits	1	44	3	16
Fence Permits	14	94	5	24
Fire Prevention Permits	8	59	9	31
Mechanical Permits	13	210	21	68
Plumbing Permits	13	189	29	98
Sign Permits	16	174	7	312
Swimming Pool Permits	0	14	0	5
Business Licenses	151	2277	125	1162
Merchant Licenses	22	386	24	269
Contractor Licenses	64	1277	72	753
Lodging House Licenses	1	45	0	0
Mobile Homes	26	345	13	199
Public Occupancy	6	341	9	20
Rental Dwelling	26	2953	28	78
BUILDING INSPECTIONS				
Inspections	**SEPT 14**	**FYTD 15**	**SEPT 13**	**FYTD 14**
Building	327	1007	287	938
Plumbing/Mechanical	201	750	314	864
Certificate of Occupancy	9	40	5	35

Fire Marshal's Office—At a Glance

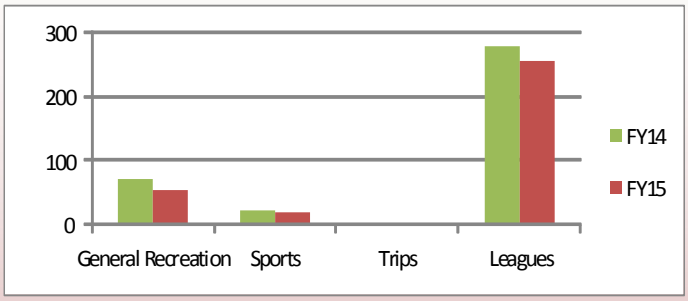
Interviews were conducted for the position of Inspector I/II within the Fire Marshal's Office with hope to have the vacancy filled by the end of October 2014!



Recreation Division

Enrollment Summary

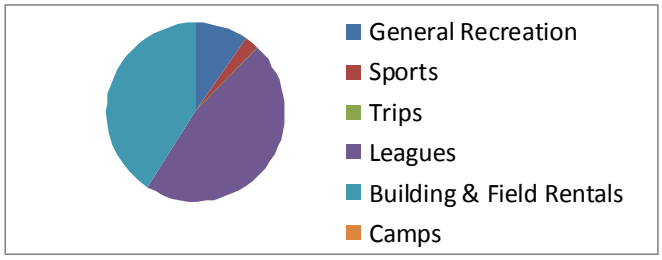
September 2013 verses September 2014

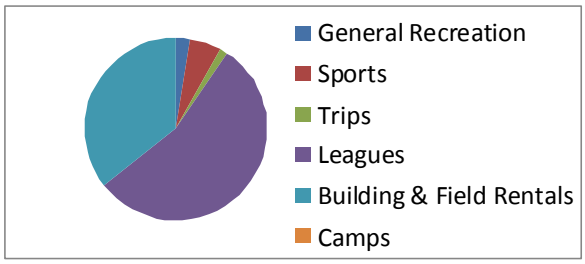


Category	FY14	FY15
General Recreation	72	54
Sports	23	19
Trips	0	0
Leagues	280	255
Camps	n/a	n/a



Revenue Breakdown: September 2014 verses September 2013





General Recreation	564.00
Sports	155.00
Trips	0
Leagues	2,765.00
Building & Field Rentals	2,400.00
Camps	0

General Recreation	1,333.50
Sports	280.00
Trips	74.00
Leagues	2,825.00
Building & Field Rentals	1,835.00
Camps	0



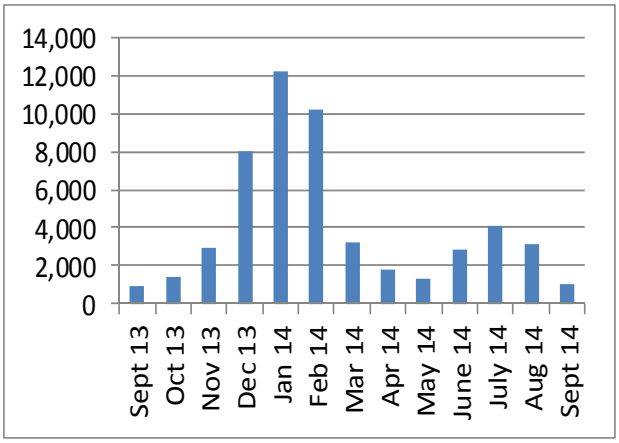




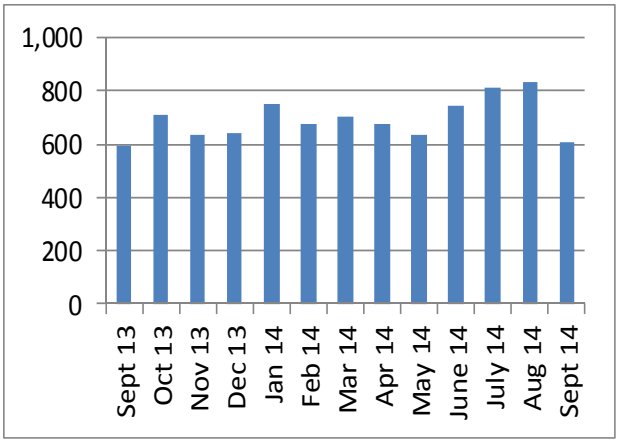


John W. Pitts Recreation Center – SEPTEMBER 2014

Total Program Attendance



Facility Usage By The Hour



Facility Usage By The Hour	SEPT 14		FYTD 15		SEPT 13		FYTD 14
Open Gym	520.5		1,068.5		515		1,094.5
Fitness Classes	49.75		134.75		40		128.5
Leagues	17		116		14		101
Camps	0		731.5		0		555
Sports Classes	12		61		14		40
Meetings & Rentals	9		97.5		5.5		31.5
Enrichment Classes	0		0		5		13.5
Total Facility Usage Hours	608.25		2,209.25		593.5		1,964

Daily Program Attendance**	SEPT 14		FYTD 15		SEPT 13		FYTD 14
Total	1,080		8,303		976		6,966
Open Gym	298		833		339		1,061
Fitness Classes	288		845		301		998
Leagues	60		3,610		100		2,856
Camps	0		1,141		0		1,308
Sports Classes	147		457		136		317
Meetings & Rentals	287		1,417		97		396
Enrichment Classes	0		0		3		30

Since our opening in late April 2008, we have had 329,052 guests at the John W. Pitts Recreation Center.

September Open Gym Registrations and Packages Sold

Packages Sold:	July.	MTD	YTD	FYTD
Daily:	11	$33	26	$78
Individual Quarterly:	0	$0	2	$30
Individual Annual:	1	$50	1	$50
Family Quarterly:	0	$0	1	$30
Family Annual:	0	$0	0	$0
Revenue:		**$83**		**$188**

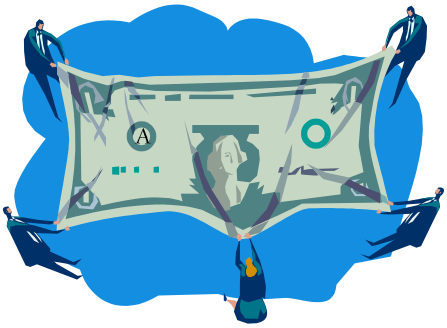


CITY OF DOVER
FINANCE AND PROCUREMENT & INVENTORY DEPARTMENTS
SEPTEMBER 2014 - MONTHLY BUDGET REPORTS















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
SEPTEMBER 2014

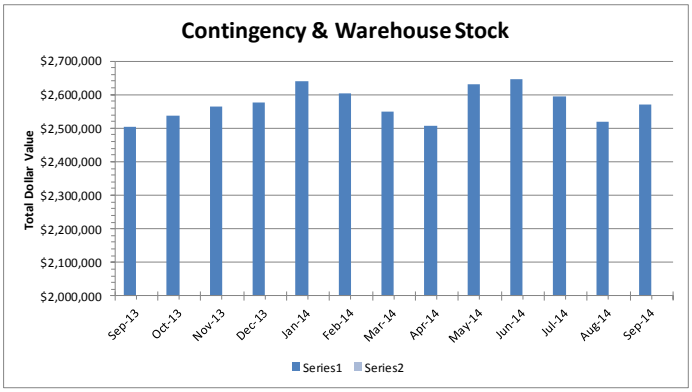
FINANCE DEPARTMENT ACTIVITY LEVELS

	FY14 YTD			FY15 YTD		
BANK TRENDS						
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	1,693			1,886		
Total Amount of All Deposits	$ 43,466,581			$ 45,348,348		
PAYROLL						
	Hours	%	Amount	Hours	%	Amount
Gross wages per registers	**193,375**	**100.0%**	**$ 4,514,755**	**199,160**	**100.0%**	**$ 4,635,197**
Wages and Hours Worked						
Regular	162,341	84.0%	$ 3,507,345	162,559	81.6%	$ 3,523,856
All over time	8,341	4.3%	$ 354,643	7,464	3.7%	$ 305,690
Other Paid or Unpaid Wages and Hours						
Vacation	13,564	7.0%	$ 362,074	14,432	7.2%	$ 388,341
Sick	3,938	2.0%	$ 98,491	5,196	2.6%	$ 132,703
Terminal Leave - Retiree Vacation/Sick Payout	604	0.3%	$ 15,138	3,199	1.6%	$ 105,085
Comp Time	1,999	1.0%	$ 55,882	2,274	1.1%	$ 63,636
Personal	315	0.2%	$ 8,229	342	0.2%	$ 10,070
Leave Without Pay	1,463	0.8%	$ -	907	0.5%	$ -
Other (description below)	811	0.4%	$ 112,953	2,789	1.4%	$ 105,816

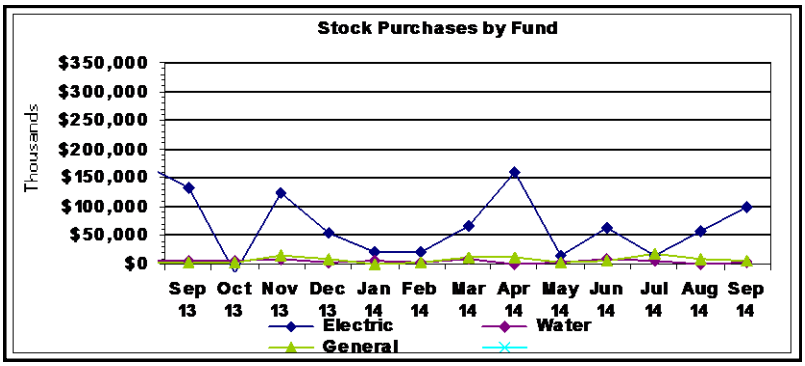
Other includes: pay adjustments, military differential pay, training, committee meetings, worker compensation tracking/adjustments, etc.

Other Activity						
Number of Pay Periods	6			6		
Number of Payroll Checks & Direct Deposits Issued	2,153			2,243		
Number of Pension Checks Issued	776			761		
Total Pension Benefits Paid - Defined Benefit Plan	$ 1,286,484			$ 1,297,931		
ACCOUNTS PAYABLE						
Number of Check Vouchers	1,284			1,296		
Number of EFT Vouchers	490			513		
Vouchers Dollar Amount Disbursed	$ 17,651,155			$ 16,816,639		

PROCUREMENT & INVENTORY ACTIVITY LEVELS



Value: $2,569,195 Line Items: 1,442



Fuel Use		
Unleaded:	11,338.2	gallons
Diesel:	6,113.0	gallons
Total Cost:	$ 48,661	

City of Dover
Finance Department
Monthly Report – September 2014
General Fund Summary

	Budget	Revised Budget	YTD	Balance	25% Budget
Beginning Balance	$ 3,393,000	$ 3,393,000	$ -	$ 3,393,000	0.0%
Revenues					
Court of Chancery Fees	1,023,000	1,023,000	174,540	848,460	17.1%
Fines & Police Revenues	1,288,800	1,288,800	263,657	1,025,143	20.5%
Franchise Fees	636,000	636,000	-	636,000	0.0%
Grants	623,500	623,500	-	623,500	0.0%
Intrafund Services	4,863,000	4,863,000	1,040,842	3,822,158	21.4%
Library & Recreation Revenues	670,400	670,400	84,349	586,051	12.6%
Licenses & Permits	2,814,200	2,814,200	1,751,701	1,062,499	62.2%
Property Taxes (Includes BID Revenue) (1)	11,099,200	11,099,200	10,788,670	310,530	97.2%
Miscellaneous Revenues	93,900	93,900	9,561	84,339	10.2%
Sanitation Revenues	2,595,600	2,595,600	645,487	1,950,113	24.9%
Garrison Farm Rent Revenue	101,400	101,400	47,132	54,268	46.5%
Transfers-In from Special Funds & Utilities					
Municipal Street Aid Fund	663,900	663,900	-	663,900	0.0%
Civil Traffic Penalties	500,000	500,000	59,876	440,124	12.0%
Transfer Taxes	1,250,000	1,250,000	329,205	920,795	26.3%
Verizon, Contingency and CI Reserves	4,000	4,000	-	4,000	0.0%
Police Grants	124,000	124,000	3,103	120,897	2.5%
Water/Wastewater Fund	500,000	500,000	125,000	375,000	25.0%
Electric Fund	10,000,000	10,000,000	500,000	9,500,000	5.0%
Total Revenues	38,850,900	38,850,900	15,823,123	23,027,777	40.7%
Total Beginning Balance & Revenues	**$ 42,243,900**	**$ 42,243,900**	**$ 15,823,123**	**$ 26,420,777**	37.5%
Expenditures					
City Clerk & Council	$ 489,800	$ 489,800	$ 102,511	$ 387,289	20.9%
Mayor, City Manager & Human Resources	1,047,100	1,047,100	189,652	857,448	18.1%
Police & Police Extra Duty	14,698,600	14,698,600	3,106,827	11,591,773	21.1%
Public Services	4,551,700	4,551,700	996,782	3,554,918	21.9%
Engineering	192,600	192,600	17,371	175,229	9.0%
Procurement & Inventory, Facilities Mgmt., Vehicle Maint.	1,990,100	1,990,100	430,589	1,559,511	21.6%
Planning & Inspections	2,192,400	2,192,400	468,436	1,723,964	21.4%
Finance, Info Tech & Customer Services	2,716,100	2,716,100	590,906	2,125,194	21.8%
Library & Recreation	2,099,500	2,099,500	470,931	1,628,569	22.4%
Fire Department	716,100	716,100	148,747	567,353	20.8%
Assessor	309,500	309,500	47,545	261,955	15.4%
Contribution to DDP	70,000	70,000	17,500	52,500	25.0%
Miscellaneous Grant Expense	25,000	25,000	-	25,000	0.0%
Other Employment Expenses	500,000	500,000	-	500,000	0.0%
Insurance	724,800	724,800	167,108	557,692	23.1%
OPEB - Retiree's Health Care Contribution	1,636,500	1,636,500	-	1,636,500	0.0%
Police Pension Trust Contribution - State Grant	500,000	500,000	-	500,000	0.0%
Appropriation to Police Pension Fund	655,000	655,000	-	655,000	0.0%
Street Lights	774,500	774,500	195,074	579,426	25.2%
Debt Service	708,600	708,600	458,176	250,424	64.7%
Transfers Out					
Capital Projects Fund	2,196,000	2,196,000	1,049,000	1,147,000	47.8%
Total Expenditures	38,843,900	38,843,900	8,457,716	30,386,184	21.8%
Budget Balance - Working Capital	3,400,000	3,400,000	-	3,400,000	0.0%
Total Budget Balance & Expenditures	**$ 42,243,900**	**$ 42,243,900**	**$ 8,457,716**	**$ 33,786,184**	20.0%
Reserve Balances					
Contingency	$ 467,900	$ 467,900	$ 467,062		

(1) Property Taxes are the taxes billed and not cash received. The outstanding receivable balance as of 9/30/14 is $623,393 as compared to $787,265 in September 2013.

City of Dover
Finance Department
Monthly Report – September 2014
Water/Wastewater Fund Summary

	Budget	Revised Budget	YTD	Balance	25% Budget
Beginning Balance - Water	$ 658,400	$ 658,400	$ -	$ 658,400	0.0%
Beginning Balance - Wastewater	$ (98,500)	$ (98,500)	$ -	$ (98,500)	0.0%
Beginning Balance - Kent County Treatment	$ 155,000	$ 155,000	$ -	$ 155,000	0.0%
	714,900	714,900	-	714,900	0.0%
Revenues					
Water Fees	4,616,400	4,616,400	1,347,222	3,269,178	29.2%
Wastewater Fees	3,706,800	3,706,800	1,013,307	2,693,493	27.3%
Kent County Treatment Fees	2,902,600	2,902,600	828,896	2,073,704	28.6%
Ground Water Inflow Adjustment	1,862,500	1,862,500	468,690	1,393,810	25.2%
Water Tank Leases	331,900	331,900	27,249	304,651	8.2%
Miscellaneous Service Fee	179,600	179,600	17,038	162,562	9.5%
Impact Fees - Water	472,700	427,900	90,300	337,600	21.1%
Impact Fees - Wastewater	427,900	472,700	81,700	391,000	17.3%
Total Revenues	14,500,400	14,500,400	3,874,402	10,625,998	26.7%
Total Beginning Balance & Revenues	**$ 15,215,300**	**$ 15,215,300**	**$ 3,874,402**	**$ 11,340,898**	25.5%
Expenses					
Water/Wastewater Operating Divisions					
Engineering & Inspection	$ 500,900	$ 500,900	$ 79,415	$ 421,485	15.9%
Water	485,300	485,300	100,151	385,149	20.6%
Water Treatment Plant	1,576,900	1,576,900	327,596	1,249,304	20.8%
Wastewater	974,100	974,100	233,761	740,339	24.0%
Construction	252,500	252,500	51,039	201,461	20.2%
Kent County Treatment	3,655,000	3,655,000	936,578	2,718,422	25.6%
Intrafund Service Fees	1,354,900	1,354,900	288,302	1,066,598	21.3%
OPEB - Retiree's Health Care Contributions	200,000	200,000	50,000	150,000	25.0%
Debt Service	1,152,000	1,152,000	236,457	915,543	20.5%
Other Employment Expenses	17,700	17,700	-	17,700	0.0%
Transfers Out					
General Fund	500,000	500,000	125,000	375,000	25.0%
Water I & E Fund	1,200,000	1,200,000	-	1,200,000	0.0%
Wastewater I & E Fund	1,800,000	1,800,000	-	1,800,000	0.0%
Total Expenses	13,669,300	13,669,300	2,428,299	11,241,001	17.8%
Budget Balances					
Budget Balance - Working Capital - Water	1,020,100	1,020,100	-	1,020,100	0.0%
Budget Balance - Working Capital - WW	(739,200)	(739,200)	-	(739,200)	0.0%
Budget Balance-Working Capital - KSA	1,265,100	1,265,100	-	1,265,100	0.0%
Total Budget Balances	1,546,000	1,546,000	-	1,546,000	0.0%
Total Budget Balances & Expenses	**$ 15,215,300**	**$ 15,215,300**	**$ 2,428,299**	**$ 12,787,001**	16.0%
Reserve Balances					
Contingency-Water	$ 107,700	$ 107,700	$ 104,690		
Contingency-Wastewater	$ 194,800	$ 194,800	$ 189,307		
Impact Fee Reserve - Sewer	$ 1,552,300	$ 1,552,300	$ 2,775,183		
Impact Fee Reserve - Water	$ 203,900	$ 203,900	$ 200,086		
Bond Coverage Ratio (Covenant 1.20)	4.29	4.29	5.84		

City of Dover
Finance Department
Monthly Report – September 2014
Electric Revenue Fund Summary

	Budget	Revised Budget	YTD	Balance	25% Budget
Beginning Balance	$ 9,253,600	$ 9,253,600	$ -	$ 9,253,600	0.0%
Revenues					
Sales to Customers	78,043,000	78,043,000	21,709,229	56,333,771	27.8%
Utility Tax	1,296,900	1,296,900	355,157	941,743	27.4%
Weyandt Hall Rents	200,000	200,000	36,641	163,359	18.3%
Miscellaneous Revenues	754,600	754,600	218,377	536,223	28.9%
Interest Earned	12,000	12,000	(444)	12,444	-3.7%
Transfer from Rate Stabilization	2,000,000	2,000,000	-	2,000,000	0.0%
Total Revenues	82,306,500	82,306,500	22,318,960	59,987,540	27.1%
Total Beginning Balance & Revenues	**$ 91,560,100**	**$ 91,560,100**	**$ 22,318,960**	**$ 69,241,140**	24.4%
Expenses					
Power Supply & Generation					
Hedged Energy	$ 21,823,000	$ 21,823,000	$ 7,980,302	$ 13,842,698	36.6%
Power Supply Management	996,000	996,000	166,000	830,000	16.7%
Capacity Charges	9,958,900	9,958,900	2,211,070	7,747,830	22.2%
Dover Sun Park Energy	2,067,600	2,067,600	447,120	1,620,480	21.6%
Solar Renewal Energy Credits	378,600	378,600	96,369	282,231	25.5%
PJM Charges - Energy	11,499,800	11,499,800	2,222,206	9,277,594	19.3%
PJM Charges - Transmission & Fees	7,234,100	7,234,100	1,312,131	5,921,969	18.1%
Total Power Supply	53,958,000	53,958,000	14,435,198	39,522,802	26.8%
Plant Operations	6,141,100	6,141,100	1,510,514	4,630,586	24.6%
Generation Fuels	1,611,100	1,611,100	799,353	811,747	49.6%
Capacity Credits	(8,881,500)	(8,881,500)	(1,981,042)	(6,900,458)	22.3%
PJM Spot Market Energy	(2,232,800)	(2,232,800)	(163,335)	(2,069,465)	7.3%
PJM Credits	(486,700)	(486,700)	(1,946,803)	1,460,103	400.0%
Total Generation	(3,848,800)	(3,848,800)	(1,781,313)	(2,067,487)	46.3%
Total Power Supply & Plant	50,109,200	50,109,200	12,653,885	37,455,315	25.3%
Electric Operating Divisions:					
Transmission/Distribution	4,028,700	4,028,700	765,451	3,263,249	19.0%
Electrical Engineering	1,370,900	1,370,900	285,313	1,085,587	20.8%
Administration	636,600	636,600	104,106	532,494	16.4%
Meter Reading	267,600	267,600	78,115	189,485	29.2%
Systems Operations	686,300	686,300	144,570	541,730	21.1%
Intrafund Services	3,508,100	3,508,100	752,540	2,755,560	21.5%
Utility Tax	1,296,900	1,296,900	387,342	909,558	29.9%
OPEB Trust Contribution - Unfunded Liability	1,009,800	1,009,800	252,450	757,350	25.0%
OPEB - Retirees Health Care Contribution	513,300	513,300	128,325	384,975	25.0%
Interest on Deposits	20,000	20,000	4,449	15,551	22.2%
Green Energy Payment to DEMEC	130,000	130,000	15,897	114,103	12.2%
Accounts Receivable Write-Offs	200,000	200,000	-	200,000	0.0%
Other Employee Expenses	54,200	54,200	-	54,200	0.0%
Contractual Services RFP's	246,800	246,800	55,438	191,362	22.5%
Debt Service	3,297,000	3,297,000	853,238	2,443,762	25.9%
Transfers Out:					
General Fund	10,000,000	10,000,000	500,000	9,500,000	5.0%
Electric Improvement & Extension Fund	4,750,000	4,750,000	-	4,750,000	0.0%
Inventory Reserve	175,000	175,000	-	175,000	0.0%
Total Expenses	82,300,400	82,300,400	16,981,119	65,319,281	20.6%
Budget Balance - Working Capital	9,259,700	9,259,700	-	9,259,700	0.0%
Total Budget Balance & Expenses	**$ 91,560,100**	**$ 91,560,100**	**$ 16,981,119**	**$ 74,578,981**	18.5%
Reserve Balances					
Contingency Reserve	$ 826,000	$ 826,000	$ 818,777		
Insurance Reserve	$ 743,600	$ 743,600	$ 737,131		
Rate Stabilization Reserve	$ 8,583,000	$ 8,583,000	$ 10,461,177		
Bond Coverage Ratio (Covenant 1.25)	1.95	1.95	7.59		
Megawatt Hours Sold & Purchased					
Sales to Customers MWh (excluding Street Light MWh)	712,390	712,390	201,593		28.3%
Sales per MWh	$ 109.55	$ -	$ 107.69		0.0%
Purchased/Generated MWh	741,522	741,522	208,235		28.1%
All In MWh Supply & Generation	$ 67.58	$ 67.58	$ 60.77		89.9%

City of Dover
Finance Department
Monthly Report – September 2014
General Capital Project Fund Summary

	Budget	Revised Budget	YTD	Balance	25% Budget
Beginning Balance - Projects	$ 117,100	$ 2,653,600	$ -	$ 2,653,600	0.0%
Revenues					
State Grant - Other	153,000	208,000	-	208,000	0.0%
Interest Earnings	-	-	(1,419)	1,419	0.0%
Transfer from General Fund for Projects	2,196,000	2,196,000	1,049,000	1,147,000	47.8%
Miscellaneous Receipts	918,300	918,300	-	918,300	0.0%
Transfer from Parkland Reserve	-	104,000	104,000	-	100.0%
Subtotal Revenues	3,267,300	3,426,300	1,151,581	2,274,719	
Loan Proceeds - Street Projects & City Hall (1)	2,661,100	2,675,000	-	2,675,000	0.0%
Subtotal Library Project Receipts	2,661,100	2,675,000	-	2,675,000	0.0%
Total Revenues	5,928,400	6,101,300	1,151,581	4,949,719	18.9%
Total Beginning Balance & Revenue	**$ 6,045,500**	**$ 8,754,900**	**$ 1,151,581**	**$ 7,603,319**	13.2%
Expenditures					
Fire	$827,300	$827,300	$237,965	$589,335	28.8%
Grounds Maintenance	68,100	86,700	-	86,700	0.0%
Recreation	146,000	364,400	100,846	263,554	27.7%
Police	499,100	499,100	-	499,100	0.0%
Streets	3,956,400	6,020,500	251,544	5,768,956	4.2%
Sanitation	256,500	256,500	-	256,500	0.0%
Facilities Management	-	55,000	-	55,000	0.0%
Loan Issuance Costs	75,000	61,100	-	61,100	0.0%
Transfer to Capital Asset Reserve	-	153,800	-	153,800	0.0%
Transfer to Parkland Reserve	100,000	100,000	100,000	-	100.0%
Total Expenditures	5,928,400	8,424,400	690,355	7,734,045	11.6%
Budget Balance - Projects	117,100	330,500	-	330,500	0.0%
Total Budget Balance & Expenditures	**$ 6,045,500**	**$ 8,754,900**	**$ 690,355**	**$ 8,064,545**	11.4%
Reserve Balances					
Capital Asset Replacement Reserve	$ 512,300	$ 512,300	$ 510,137		
Parkland/Recreation	$ 200,800	$ 200,800	$ 214,471		

City of Dover
Finance Department
Monthly Report – September 2014
Water/Wastewater Improvement & Extension Fund Summary

	Budget	Revised Budget	YTD	Balance	25% Budget
Beginning Balance - Water	$ 1,021,200	$ 7,490,100	$ -	$ 7,490,100	0.0%
Beginning Balance - Wastewater	$ 1,060,000	$ 5,597,400	$ -	$ 5,597,400	0.0%
Revenues					
Income from Sale of Assets	-	-	5,075	(5,075)	0.0%
Interest Earned	25,000	25,000	(964)	25,964	-3.9%
Transfer from Operating Fund for Water	1,200,000	1,200,000	-	1,200,000	0.0%
Transfer from Operating Fund for Wastewater	1,800,000	1,800,000	-	1,800,000	0.0%
Transfer from Impact Fee Reserve - Wastewater	1,315,600	1,315,600	-	1,315,600	0.0%
Total Revenues	4,340,600	4,340,600	4,111	4,336,489	0.1%
Total Beginning Balance & Revenues	**$ 6,421,800**	**$ 17,428,100**	**$ 4,111**	**$ 17,423,989**	0.1%
Expenses					
Water	$ 1,336,900	$ 7,526,500	$ 2,500	$ 7,524,000	0.2%
Wastewater	3,273,200	7,757,300	189,902	7,567,398	5.8%
Water Treatment Plant	38,100	38,100	-	38,100	0.0%
Total Expenses	4,648,200	15,321,900	192,402	15,129,498	4.1%
Budget Balance - Working Capital - Water	858,700	1,138,000	-	1,138,000	0.0%
Budget Balance - Working Capital - Wastewater	914,900	968,200	-	968,200	0.0%
Total Budget Balances	1,773,600	2,106,200	-	2,106,200	0.0%
Total Budget Balances & Expenses	**$ 6,421,800**	**$ 17,428,100**	**$ 192,402**	**$ 17,235,698**	3.0%
Reserve Balances					
Capital Asset Replacement - Water	$ 522,700	$ 522,700	$ 508,260		
Capital Asset Replacement - Wastewater	$ 521,600	$ 521,600	$ 507,097		

City of Dover
Finance Department
Monthly Report – September 2014
Electric Improvement & Extension Fund Summary

	Budget	Revised Budget	YTD	Balance	25% Budget
Beginning Balance	$ 3,362,200	$ 5,963,100	$ -	$ 5,963,100	0.0%
Revenues					
Interest Earnings	24,800	24,800	(4,094)	28,894	-16.5%
Transfer from Electric Revenue Fund	4,750,000	4,750,000	-	4,750,000	0.0%
General Service Billing	250,000	250,000	65,890	184,110	26.4%
Total Revenues	5,024,800	5,024,800	61,796	4,963,004	1.2%
Total Beginning Balance & Revenues	**$ 8,387,000**	**$ 10,987,900**	**$ 61,796**	**$ 10,926,104**	0.6%
Expenses					
Electric Generation	$ 2,240,000	$ 2,739,300	$ 209,706	$ 2,529,594	7.7%
Transmission/Distribution	1,033,000	1,574,100	66,800	1,507,300	4.2%
Electrical Engineering	1,663,100	3,030,300	249,234	2,781,066	8.2%
Total Expenses	4,936,100	7,343,700	525,740	6,817,960	7.2%
Budget Balance - Working Capital (Unaudited)	3,450,900	3,644,200	-	3,644,200	0.0%
Total Budget Balance & Expenses	**$ 8,387,000**	**$ 10,987,900**	**$ 525,740**	**$ 10,462,160**	4.8%
Reserve Balances					
Depreciation Reserve	$ 9,998,200	$ 9,998,200	$ 9,910,667		
Future Capacity Reserve	$ 10,148,700	$ 10,148,700	$ 10,059,981		

City of Dover
Finance Department
Monthly Report – September 2014
Community Transportation Improvement Fund

	Budget	Revised Budget	YTD	Balance	25% Budget
Beginning Balance	$ 78,900	$ 143,500	$ -	$ 143,500	0.0%
Revenues					
Grants Revenue	500,000	1,677,800	-	1,677,800	0.0%
Interest Earned	500	500	71	429	14.2%
Total Revenues	500,500	1,678,300	71	1,678,229	0.0%
Total Beginning Balance & Revenues	**$ 579,400**	**$ 1,821,800**	**$ 71**	**$ 1,821,729**	0.0%
Expenses					
Program Expenses - Del Dot	$ 500,000	$ 1,677,800	$ 12,097	$ 1,665,703	0.7%
Total Expenses	500,000	1,677,800	12,097	1,665,703	0.7%
Budget Balance - Working Capital	79,400	144,000	-	144,000	0.0%
Total Budget Balances & Expenses	**$ 579,400**	**$ 1,821,800**	**$ 12,097**	**$ 1,809,703**	0.7%

City of Dover
Finance Department
Monthly Report – September 2014
Police Grant Funds

	Budget	Revised Budget	YTD	Balance	25% Budget
Beginning Balance	$ 77,200	$ 77,200	$ -	$ 77,200	0.0%
Revenues					
Grants Received	339,000	339,000	92,176	246,824	27.2%
Interest Earned	-	-	143	(143)	0.0%
Total Revenues	339,000	339,000	92,319	246,681	27.2%
Total Beginning Balance & Revenues	**$ 416,200**	**$ 416,200**	**$ 92,319**	**$ 323,881**	22.2%
Expenses					
Program Expenses/Supplies	$ 156,000	$ 156,000	$ 18,219	$ 137,781	11.7%
Computer Hardware	50,000	50,000	-	50,000	0.0%
Telephone/Fax	15,000	15,000	3,446	11,554	23.0%
Training/Conference/Food/Travel	32,000	32,000	-	32,000	0.0%
Consulting/Audit Fees	1,000	1,000	-	1,000	0.0%
Contractual services	6,000	6,000	1,178	4,822	19.6%
Operating Transfers - Out	124,000	124,000	3,103	120,897	2.5%
Total Expenses	384,000	384,000	25,946	358,054	6.8%
Budget Balance - Working Capital (Unaudited)	32,200	32,200	-	32,200	0.0%
Total Budget Balances & Expenses	**$ 416,200**	**$ 416,200**	**$ 25,946**	**$ 390,254**	6.2%

City of Dover
Finance Department
Monthly Report – September 2014
Library Grant Fund

	Budget	Revised Budget	YTD	Balance	25% Budget
Beginning Balance	$ 17,300	$ 17,300	$ -	$ 17,300	0.0%
Revenues					
Grants Received	274,100	274,100	2,130	271,970	0.8%
Total Revenues	274,100	274,100	2,130	271,970	0.8%
Total Beginning Balance & Revenues	**$ 291,400**	**$ 291,400**	**$ 2,130**	**$ 289,270**	0.7%
Expenses					
Program Expenses/Supplies-State Grants	$ 28,000	$ 28,000	$ 7,542	$ 20,458	26.9%
Program Expenses/Supplies-Federal Grants	-	-	741	(741)	0.0%
Office Supplies	24,000	24,000	6,095	17,905	25.4%
Printing/Duplicating	8,900	8,900	835	8,065	9.4%
Postage	100	100	-	100	0.0%
Books	128,900	128,900	-	128,900	0.0%
Furniture	2,000	2,000	2,753	(753)	137.7%
Audio Visual Supplies	74,000	74,000	3,715	70,285	5.0%
Training/Conference/Food/Travel	3,500	3,500	490	3,010	14.0%
Computer Hardware	-		-	-	0.0%
Office Equipment/Repairs & Maintenance	2,000	2,000	4,311	(2,311)	215.6%
Other Equipment - Purchases	2,700	2,700	-	2,700	0.0%
Total Expenses	274,100	274,100	26,482	247,618	9.7%
Budget Balance - Working Capital	17,300	17,300	-	17,300	0.0%
Total Budget Balances & Expenses	**$ 291,400**	**$ 291,400**	**$ 26,482**	**$ 264,918**	9.1%

City of Dover
Finance Department
Monthly Report – September 2014
CJC Grants/Aid

	Budget	Revised Budget	YTD	Balance	25% Budget
Beginning Balance	$ -	$ -	$ -	$ -	0.0%
Revenues					
Grants Received	31,800	31,800	-	31,800	0.0%
Total Revenues	31,800	31,800	-	31,800	0.0%
Total Beginning Balance & Revenues	**$ 31,800**	**$ 31,800**	**$ -**	**$ 31,800**	0.0%
Expenses					
Contractual Services	$ 31,800	$ 31,800	$ -	$ 31,800	0.0%
Total Expenses	31,800	31,800	-	31,800	0.0%
Budget Balance - Working Capital (Unaudited)	-	-	-	-	0.0%
Total Budget Balances & Expenses	**$ 31,800**	**$ 31,800**	**$ -**	**$ 31,800**	0.0%

City of Dover
Finance Department
Monthly Report – September 2014
After School Program/Substance Abuse Prevention Fund

	Budget	Revised Budget	YTD	Balance	25% Budget
Beginning Balance	$ 41,000	$ 41,000	$ -	$ 41,000	0.0%
Revenues					
Grants Received	55,600	55,600	7,008	48,593	12.6%
Recreation Revenue	33,000	33,000	18,778	14,222	56.9%
Total Revenues	88,600	88,600	25,786	62,815	29.1%
Total Beginning Balance & Revenues	**$ 129,600**	**$ 129,600**	**$ 25,786**	**$ 103,815**	19.9%
Expenses					
Temporary Help/Benefits	$ 54,000	$ 54,000	$ 10,572	$ 43,428	19.6%
Program Expenses/Supplies	55,600	55,600	10,754	44,846	19.3%
Total Expenses	109,600	109,600	21,326	88,274	19.5%
Budget Balance - Working Capital (Unaudited)	20,000	20,000	-	20,000	0.0%
Total Budget Balances & Expenses	**$ 129,600**	**$ 129,600**	**$ 21,326**	**$ 108,274**	16.5%

City of Dover
Finance Department
Monthly Report – September 2014
CDBG Fund

	Budget	Revised Budget	YTD	Balance	25% Budget
Beginning Balance	$ -	$ -	$ -	$ -	0.0%
Revenues					
Grants Received	235,000	235,000	2,851	232,149	1.2%
Interest Earnings	-	-	29	(29)	0.0%
Total Revenues	235,000	235,000	2,880	232,120	1.2%
Total Beginning Balance & Revenues	**$ 235,000**	**$ 235,000**	**$ 2,880**	**$ 232,120**	1.2%
Expenses					
Current Year Closing Cost/Down Payment Program	$ 102,800	$ 102,800	$ 39,807	$ 62,993	38.7%
Current year Dover Interfaith Ministry	27,500	27,500	3,623	23,877	13.2%
Current Year Elizabeth W Murphy School	50,000	50,000	-	50,000	0.0%
Current Year NCALL Research Inc.	7,700	7,700	-	7,700	0.0%
Current Year Salaries	47,000	47,000	-	47,000	0.0%
Total Expenses	235,000	235,000	43,430	191,570	18.5%
Budget Balance - Working Capital	-	-	-	-	0.0%
Total Budget Balances & Expenses	**$ 235,000**	**$ 235,000**	**$ 43,430**	**$ 191,570**	18.5%

Monthly Report
September 2014

Economic Development Office

2014_09 Economic Development

- Weekly Calpine conference calls
- Weekly Planning staff meeting
- Reviewed Inclusion Study responses with Staff
- Spoke with vendor for Passport Parking to arrange presentation for Parking & Safety Committee
- Attended Downtown Delaware Idea Exchange
- Discussed potential GOTP prospect with Patty Cannon from DEDO and provided background information for prospect
- Provided contact information to Central Delaware Chamber of Commerce for E-ZPass
- Arranged for ceiling repair for E-ZPass
- Provided Brian Murphy information regarding the Garrison Energy Center
- Reviewed EA Engineering invoices for Capital Scrap and Chesapeake Supply locations
- Discussed Eastern Shore Natural Gas easement with Calpine representatives and forwarded pictures of the easement to Calpine
- Attended meeting with City Planner to discuss OktDoverFest
- Attended LEADS Group meeting at R&R Commercial Realty
- Reviewed vapor barrier information with Compliance Environmental for ICCL construction project
- Attended Central Delaware Chamber of Commerce Board meeting
- Conference call with Eastern Shore Natural Gas and Calpine Energy to discuss remedies for removal of trees in easement
- Attended Greater Kent Committee Meeting
- Attended DEED meeting
- Attended Garrison Oak Technology Park progress meeting and discussed timeline for completion with respect to natural gas installation to Uzin Utz
- Met with Mike Meade to discuss property across from GOTP
- Attended OktDoverFest weekly meeting
- Attended Kent County Tourism Board meeting
- Attended Bayhealth Business and Investment Committee Meeting
- Met with City Finance Director to discuss DDP financials
- Discussed request from Jim Gray of Kirby & Holloway with City Engineer and City Manager
- Finalized contract with Baker Ingram Associates for building inspection of 2 West Loockerman
- Met with law partners and Greg Moore regarding the purchase of 2 West Loockerman
- Provided Calpine information regarding Dover Post article
- Attended Food Innovation District Meeting at Levy Court
- Met with representative from Conner Strong regarding OktDoverFest insurance
- Attended Kent County Plant Managers meeting
- Attended the Kent Economic Summit
- Toured Eastern Shore Natural Gas' easement with Stu Widom from Calpine

- Gave an interview to Dover Post regarding Garrison Oak Technology Park and Garrison Energy Center
- Met with city electrician to discuss electric needs for Loockerman Way
- Met with Chesapeake Utilities to discuss timeline for gas installation at Garrison Oak Technology Park

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 5.9 % - US Rate 6.5 % - DE Rate 8.1% - City of Dover Rate September 2014 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** ≥11 contacts with out-of-town companies interested in locating in Dover **7 Contacts YTD**	≥20 contacts with potential small businesses; **23 Contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover **13 Contacts YTD**	≥20 contacts with potential small businesses; **9 Contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover **4 Contacts YTD**

2014_09 Downtown Dover Partnership

- Provided technical assistance to eight (8) prospective small business individuals on overall business development within the Downtown Dover Business District
- Continued providing technical assistance to three (3) prospective small business individuals on locating available space within the downtown district to lease
- Provided twenty-two (22) hours of Technical Assistance to merchants located in the Downtown Business Corridor
- Coordinated media (newspaper announcements), website and social media press releases of series of Special Events (Farmers Market) which occurred during September'14 in downtown Dover

- Coordinated media (newspaper announcements), website and social media press releases of the "Community Health Fair" Event scheduled for October 1
- Coordinated media (newspaper announcements), website and social media press releases of the "Beach Party First Friday" Event scheduled for September 5
- Coordinated logistics for the "Coming out of the Darkness Suicide Prevention" Event held on September 20
- Coordinated logistics for the "Community Health Fair" Event sponsored by Independent Resource scheduled for October 11
- Met with Volunteer Market Manager to discuss Logistics, Vendors line up and Market Reports for Farmers Market on September 2, 9, 15 and 23
- Attended the Downtown Dover Manager's Idea Exchange Meeting on September 4
- Attended the Downtown Dover Partnership Design Committee Meeting on September 10
- Attended the Downtown Dover Partnership Merchant's Committee Meeting on September 9
- Attended the Hispanic Heritage Month Planning Meeting on September 17
- Attended the OktDoverFest Planning Committee Meetings on September 2, 9, 16 and 24
- Attended the Restoring Central Dover Committee Meetings on September 9 and 12
- Attended the2014 United Way of Delaware Campaign Kickoff on September 11
- Attended the DDP Promotion/Marketing Committee Social Media Meeting on September 11
- Attended the DDP Promotion/Marketing Committee Meeting on September 11
- Attended the Kent County Economic Summit on September 23
- Attended the DDP Winter Wonderland Committee meeting on September 30
- Assisted the DDP Parking & Safety Committee with the installation of fifteen (15) new Parking Banners.
- Assisted Delaware Economic Development Office with dissemination of registration information for the ecommerce training scheduled for September 16-18
- Assisted Delaware Economic Development Office with the dissemination of the Delaware Hispanic Commission – How to do Business in Delaware Training scheduled September 18
- Assisted Delaware Department of Labor with dissemination of registration information for the 11th Employer Conference scheduled for October 23
- Attended the Capital Holiday Celebration Planning Committee on September 26
- Attended the Kent County Open for Business Forum September 4
- Conference call with members of the Minority Business Advisory Council regarding review of Council Action Plan on September 26
- Conference call with Michelle Morin from Delaware Governmental Support Services on September 30 regarding the development of the "Impact of Health Care Laws on Small Business" workshop.
- Coordinated the Grand Opening for Shep's House of Styles on September 20
- Continued working with the DDP Executive Director in reviewing submitted RFP's for the proposed DDP website upgrade
- Coordinated work order to have the kiosk located at the Bradford Street Parking Lot reconditioned

- Assisted the DDP Executive Director with the completion and submission of the City Wide Inclusion Study Questionnaire facilitated by Delaware State University on September 9.

MONTHLY REPORT

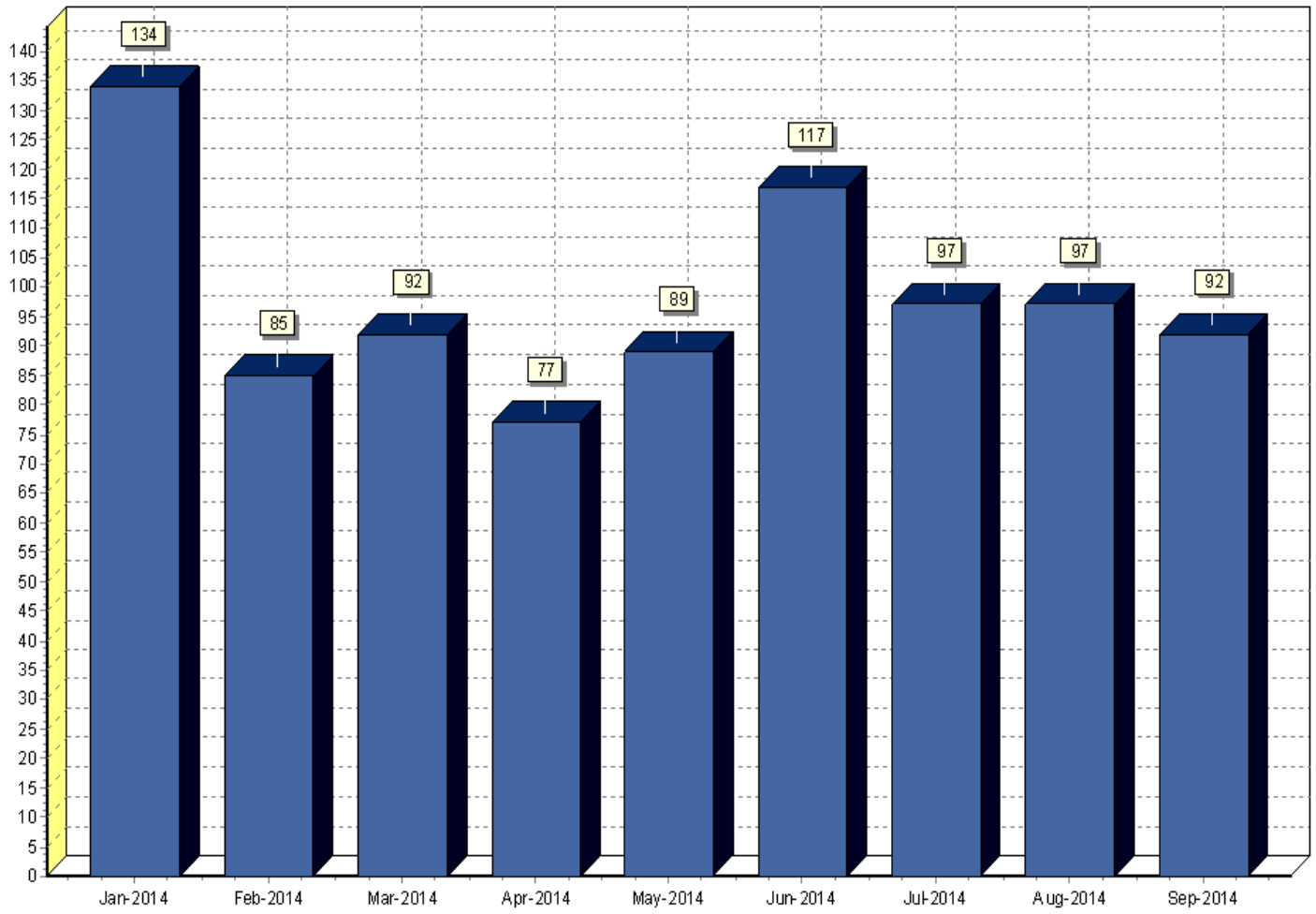


SEPTEMBER 2014

Alarms by Month of Year

Dover Fire Department

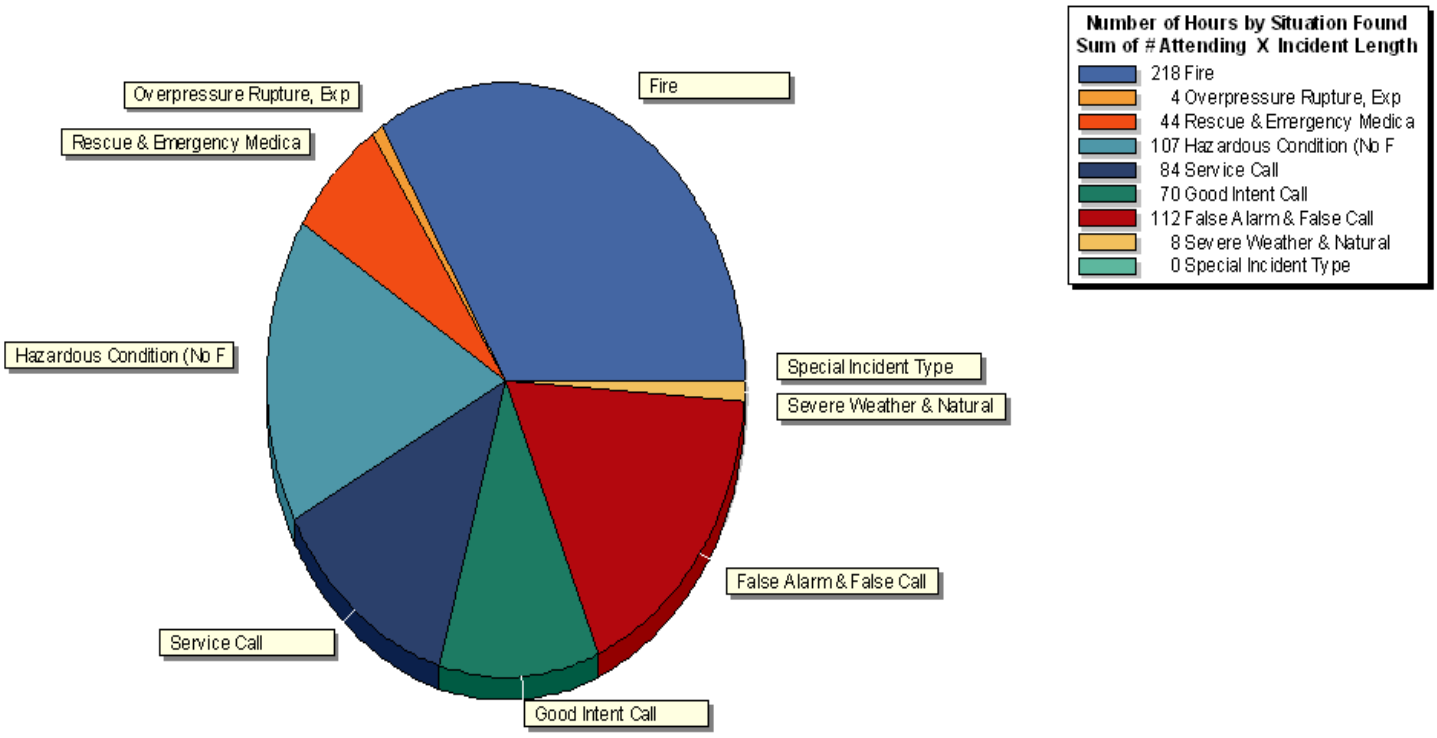
Date Range: From 1/1/2014 to 9/30/2014



Manpower Hours by Sitation Found

Dover Fire Department

Date Range: From 9/1/2014 to 9/30/2014



Incident Run Log

Dover Fire Department

Date Range: From 9/1/2014 to 9/30/2014
Company: All Companies
Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
09/01/2014	30046	2014-000790	06:34	1832	N DUPONT HWY		Steam, vapor, fog or dust thought to be smoke
09/01/2014	30046	2014-000791	21:02	210	BAY TREE RD	E	Good intent call, other
09/02/2014	30046	2014-000792	11:41	1570	N DUPONT HWY		Smoke detector activation, no fire - unintentional
09/02/2014	30046	2014-000793	17:12	157	UPLAND AVE		Cooking fire, confined to container
09/02/2014	30046	2014-000794	19:50	42	KINGS HWY		High-angle rescue
09/04/2014	30046	2014-000795	21:01	1200	N DUPONT HWY		False alarm or false call, other
09/04/2014	30046	2014-000796	22:27	1127	PARK AVE		Smoke scare, odor of smoke
09/05/2014	30046	2014-000797	14:18	120	N STATE ST		Good intent call, other
09/06/2014	30046	2014-000798	19:37	543	CRAWFORD AVE		Public service assistance, other
09/06/2014	30046	2014-000799	22:01	1525	MCKEE RD		Severe weather or natural disaster, other
09/06/2014	30046	2014-000800	22:36	150	CECIL STREET		Electrical wiring/equipment problem, other
09/06/2014	30046	2014-000801	23:34		N GOVERNORS AVE		Power line down
09/07/2014	30046	2014-000802	09:48	303	DOVEVIEW DR		Removal of victim(s) from stalled elevator
09/07/2014	30046	2014-000803	15:44	911	KENTON RD		System malfunction, other
09/07/2014	30046	2014-000804	19:08		WHITEOAK RD		Gasoline or other flammable liquid spill
09/07/2014	30046	2014-000805	19:16	411	S QUEEN ST		Good intent call, other
09/08/2014	30046	2014-000806	09:04	245	S DUPONT HWY		Dispatched & canceled en route
09/08/2014	30046	2014-000807	09:47	51	WEBBS LN	D	Smoke detector activation, no fire - unintentional
09/08/2014	30046	2014-000808	11:21	1570	N DUPONT HWY		Hazardous condition, other
09/08/2014	30046	2014-000809	15:43	430	COLLEGE RD	500	Water problem, other
09/08/2014	30046	2014-000810	22:37	24	S BRADFORD ST		Electrical wiring/equipment problem, other
09/09/2014	30046	2014-000811	07:26		FORREST AVE		Arcing, shorted electrical equipment
09/09/2014	30046	2014-000812	08:16	911	KENTON RD		Alarm system sounded due to malfunction
09/09/2014	30046	2014-000813	08:28	726	WOODCREST DR		Smoke detector activation due to malfunction
09/09/2014	30046	2014-000814	08:55	1703	E LEBANON RD		Passenger vehicle fire
09/09/2014	30046	2014-000815	13:04	1131	N DUPONT HWY		Service Call, other
09/10/2014	30046	2014-000816	14:39		ELECTRIC AVE		Outside rubbish fire, other
09/10/2014	30046	2014-000817	18:32		W DENNYS RD		No incident found on arrival at dispatch address
09/12/2014	30046	2014-000818	10:55	1200	N DUPONT HWY		Smoke detector activation due to malfunction
09/12/2014	30046	2014-000819	13:59	910	WALKER RD	A	False alarm or false call, other
09/12/2014	30046	2014-000820	16:50	561	N DUPONT HWY		Passenger vehicle fire
09/12/2014	30046	2014-000821	17:25		WHITEOAK RD OVERPASS & SR1		Extrication of victim(s) from vehicle
09/13/2014	30046	2014-000822	13:27	61	STEELE RD		Brush or brush-and-grass mixture fire
09/13/2014	30046	2014-000823	16:20	120	N STATE ST		Smoke detector activation, no fire - unintentional
09/13/2014	30046	2014-000824	18:38	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional
09/14/2014	30046	2014-000825	00:08	1570	N DUPONT HWY		Malicious, mischievous false call, other
09/14/2014	30046	2014-000826	10:21	1300	S FARMVIEW DR	A	Smoke or odor removal
09/14/2014	30046	2014-000827	16:48	1289	WALKER RD BUILD A		Gas leak (natural gas or LPG)
09/14/2014	30046	2014-000828	22:07	263	N DUPONT HWY		Good intent call, other
09/14/2014	30046	2014-000829	22:33	1200	N DUPONT HWY		Water or steam leak
09/14/2014	30046	2014-000830	22:48	51	WEBBS LN	M	Cooking fire, confined to container
09/14/2014	30046	2014-000831	23:39	1001	WHITEOAK RD BLDG J		System malfunction, other
09/15/2014	30046	2014-000832	16:04	351	KIMBERTON CT		Sprinkler activation, no fire - unintentional
09/16/2014	30046	2014-000833	16:14	1570	N DUPONT HWY		Cooking fire, confined to container
09/17/2014	30046	2014-000834	11:09		S DUPONT HWY & WEBBS LA		Outside rubbish, trash or waste fire
09/17/2014	30046	2014-000835	22:04	255	WEBBS LN	A	Good intent call, other
09/18/2014	30046	2014-000836	09:02		2800 n dupont hwy		Oil or other combustible liquid spill
09/18/2014	30046	2014-000837	14:16		Hazel rd/State St		Citizen complaint
09/18/2014	30046	2014-000838	20:40	835	BAY RD		False alarm or false call, other
09/19/2014	30046	2014-000839	05:55	1200	N DUPONT HWY		System malfunction, other
09/19/2014	30046	2014-000840	10:09	100	CAMPUS DR		False alarm or false call, other
09/19/2014	30046	2014-000841	15:31	425	WEBBS LN		Dispatched & canceled en route
09/19/2014	30046	2014-000842	17:48	39	ROUNDTREE DR WEST		Electrical wiring/equipment problem, other
09/19/2014	30046	2014-000843	21:14	1	E HUNTINGTON CIR		Building fire
09/20/2014	30046	2014-000844	00:18	1	E HUNTINGTON CIR		Smoke or odor removal
09/20/2014	30046	2014-000845	06:09	413	COURT ST	D	False alarm or false call, other
09/20/2014	30046	2014-000846	10:10	536	N BRADFORD ST		Unauthorized burning
09/20/2014	30046	2014-000847	19:18	383	MOCKINGBIRD AVE		Smoke scare, odor of smoke
09/20/2014	30046	2014-000848	19:27	835	BAY RD		Smoke detector activation due to malfunction

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
09/20/2014	30046	2014-000849	21:01	433	S NEW ST		Smoke or odor removal
09/20/2014	30046	2014-000850	23:20	903	LEIPSIC RD		Extrication of victim(s) from vehicle
09/21/2014	30046	2014-000851	00:05	222	S DUPONT HWY		Removal of victim(s) from stalled elevator
09/21/2014	30046	2014-000852	04:12	100	HAMAN DR		False alarm or false call, other
09/21/2014	30046	2014-000853	12:28	51	WEBBS LN	B	False alarm or false call, other
09/21/2014	30046	2014-000854	16:09	2736	FORREST AVE		System malfunction, other
09/22/2014	30046	2014-000855	07:33	800	N STATE ST		Sprinkler activation due to malfunction
09/22/2014	30046	2014-000856	10:40	227	N GOVERNORS AVE		Attempt to burn
09/22/2014	30046	2014-000857	19:51	301	DOVEVIEW DR		Defective elevator, no occupants
09/23/2014	30046	2014-000858	07:17	725	HORSEPOND RD		Medical assist, assist EMS crew
09/23/2014	30046	2014-000859	09:29	742	S GOVERNORS AVE		Smoke detector activation due to malfunction
09/23/2014	30046	2014-000860	16:58	1080	SILVERLAKE BLVD.		Dispatched & canceled en route
09/24/2014	30046	2014-000861	01:54	1200	N DUPONT HWY		False alarm or false call, other
09/24/2014	30046	2014-000862	23:11	120	N STATE ST		Smoke detector activation, no fire - unintentional
09/25/2014	30046	2014-000863	06:03	120	N STATE ST		System malfunction, other
09/25/2014	30046	2014-000864	21:57	801	N DUPONT HWY		Outside gas or vapor combustion explosion
09/26/2014	30046	2014-000865	17:26	14	MORIARTY ST		Smoke detector activation due to malfunction
09/26/2014	30046	2014-000866	17:56	236	TRAFALGAR DR		Dispatched & canceled en route
09/26/2014	30046	2014-000867	18:13	1131	N DUPONT HWY		Medical assist, assist EMS crew
09/26/2014	30046	2014-000868	20:02	1131	N DUPONT HWY		Authorized controlled burning
09/27/2014	30046	2014-000869	11:15	1131	N DUPONT HWY		HazMat release investigation w/no HazMat
09/27/2014	30046	2014-000870	12:37	1200	N DUPONT HWY		Electrical wiring/equipment problem, other
09/27/2014	30046	2014-000871	13:08	2150	SHARON HILL RD		Smoke or odor removal
09/27/2014	30046	2014-000872	19:57	19	ROOSEVELT AVE		Electrical wiring/equipment problem, other
09/28/2014	30046	2014-000873	00:33	820	CARVEL DR	B	Malicious, mischievous false call, other
09/28/2014	30046	2014-000874	01:27		N DUPONT HWY & LEIPSIC RD		Assist police or other governmental agency
09/28/2014	30046	2014-000875	11:06	1131	N DUPONT HWY		Carbon monoxide detector activation, no CO
09/28/2014	30046	2014-000876	14:48	1131	N DUPONT HWY		EMS call, party transported by non-fire agency
09/29/2014	30046	2014-000877	08:40	836	Otis drive		False alarm or false call, other
09/29/2014	30046	2014-000878	16:23	32	W LOOCKERMAN ST		Smoke scare, odor of smoke
09/30/2014	30046	2014-000879	13:19	1200	N DUPONT HWY		Unintentional transmission of alarm, other
09/30/2014	30046	2014-000880	16:48	325	S STATE ST		Dispatched & canceled en route
09/30/2014	30046	2014-000881	17:13	1280	W NORTH ST		Overpressure rupture of air or gas pipe/pipeline

Total Incidents: 92

Incident Type Report (Summary)

Dover Fire Department

Date Range: From 9/1/2014 to 9/30/2014

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
1 Fire					
111 Building fire		1	1.09%	$0	0.00%
113 Cooking fire, confined to container		3	3.26%	$0	0.00%
131 Passenger vehicle fire		2	2.17%	$0	0.00%
142 Brush or brush-and-grass mixture fire		1	1.09%	$0	0.00%
150 Outside rubbish fire, other		1	1.09%	$0	0.00%
151 Outside rubbish, trash or waste fire		1	1.09%	$0	0.00%
163 Outside gas or vapor combustion explosion		1	1.09%	$0	0.00%
	Totals	**10**	**10.87%**	**$0**	**0.00%**
2 Overpressure Rupture, Explosion, Overheat(no fire)					
221 Overpressure rupture of air or gas pipe/pipeline		1	1.09%	$0	0.00%
	Totals	**1**	**1.09%**	**$0**	**0.00%**
3 Rescue & Emergency Medical Service Incident					
311 Medical assist, assist EMS crew		2	2.17%	$0	0.00%
352 Extrication of victim(s) from vehicle		2	2.17%	$0	0.00%
353 Removal of victim(s) from stalled elevator		2	2.17%	$0	0.00%
356 High-angle rescue		1	1.09%	$0	0.00%
	Totals	**7**	**7.61%**	**$0**	**0.00%**
4 Hazardous Condition (No Fire)					
400 Hazardous condition, other		1	1.09%	$0	0.00%
411 Gasoline or other flammable liquid spill		1	1.09%	$0	0.00%
412 Gas leak (natural gas or LPG)		1	1.09%	$0	0.00%
413 Oil or other combustible liquid spill		1	1.09%	$0	0.00%
440 Electrical wiring/equipment problem, other		5	5.43%	$0	0.00%
444 Power line down		1	1.09%	$0	0.00%
445 Arcing, shorted electrical equipment		1	1.09%	$0	0.00%
481 Attempt to burn		1	1.09%	$0	0.00%
	Totals	**12**	**13.04%**	**$0**	**0.00%**
5 Service Call					
500 Service Call, other		1	1.09%	$0	0.00%
520 Water problem, other		1	1.09%	$0	0.00%
522 Water or steam leak		1	1.09%	$0	0.00%
531 Smoke or odor removal		4	4.35%	$0	0.00%
550 Public service assistance, other		1	1.09%	$0	0.00%
551 Assist police or other governmental agency		1	1.09%	$0	0.00%
555 Defective elevator, no occupants		1	1.09%	$0	0.00%
561 Unauthorized burning		1	1.09%	$0	0.00%
	Totals	**11**	**11.96%**	**$0**	**0.00%**
6 Good Intent Call					
600 Good intent call, other		5	5.43%	$0	0.00%
611 Dispatched & canceled en route		5	5.43%	$0	0.00%
622 No incident found on arrival at dispatch address		1	1.09%	$0	0.00%
631 Authorized controlled burning		1	1.09%	$0	0.00%
651 Smoke scare, odor of smoke		3	3.26%	$0	0.00%
652 Steam, vapor, fog or dust thought to be smoke		1	1.09%	$0	0.00%
661 EMS call, party transported by non-fire agency		1	1.09%	$0	0.00%
671 HazMat release investigation w/no HazMat		1	1.09%	$0	0.00%

Incident Type Report (Summary)

Dover Fire Department

Date Range: From 9/1/2014 to 9/30/2014

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
	Totals	**18**	**19.57%**	**$0**	**0.00%**
7 False Alarm & False Call					
700 False alarm or false call, other		9	9.78%	$0	0.00%
710 Malicious, mischievous false call, other		2	2.17%	$0	0.00%
730 System malfunction, other		5	5.43%	$0	0.00%
731 Sprinkler activation due to malfunction		1	1.09%	$0	0.00%
733 Smoke detector activation due to malfunction		5	5.43%	$0	0.00%
735 Alarm system sounded due to malfunction		1	1.09%	$0	0.00%
740 Unintentional transmission of alarm, other		1	1.09%	$0	0.00%
741 Sprinkler activation, no fire - unintentional		1	1.09%	$0	0.00%
743 Smoke detector activation, no fire - unintentional		5	5.43%	$0	0.00%
746 Carbon monoxide detector activation, no CO		1	1.09%	$0	0.00%
	Totals	**31**	**33.70%**	**$0**	**0.00%**
8 Severe Weather & Natural Disaster					
800 Severe weather or natural disaster, other		1	1.09%	$0	0.00%
	Totals	**1**	**1.09%**	**$0**	**0.00%**
9 Special Incident Type					
911 Citizen complaint		1	1.09%	$0	0.00%
	Totals	**1**	**1.09%**	**$0**	**0.00%**
	Totals	**92**		**$0**	

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
September 2014

Type	Num	Name	Memo	Split	Amount	Balance
Ordinary Income/Expense						
Expense						
Apparatus Repairs & Maintenance						
Check	1177	Atlantic Emergency S	EOS09704P- ladders	City Fund Account	955.00	955.00
Check	1177	Atlantic Emergency S	MOR4613MORA- Eng 2	City Fund Account	412.50	1,367.50
Check	1177	Atlantic Emergency S	MOR4648MOP-Eng 3- clunk noise	City Fund Account	209.00	1,576.50
Check	1177	Atlantic Emergency S	MOR4617MOP- Eng 2 charger	City Fund Account	2,142.55	3,719.05
Check	1177	Atlantic Emergency S	MOR4647MOP- Eng 4 door handles	City Fund Account	593.83	4,312.88
Check	1177	Atlantic Emergency S	MOR4646MOP- Ladder 1 steps	City Fund Account	580.91	4,893.79
Check	1178	Atlantic Emergency S	MOR4669MOP- Eng 2 wheel seal	City Fund Account	7,345.36	12,239.15
Check	1179	Carlisle's Marine	1988 Boston Whaler Service	City Fund Account	422.86	12,662.01
Check	1181	Kunkel Auto Supply	Invoice # 056450492- hyper dressing	City Fund Account	42.58	12,704.59
Check	1181	Kunkel Auto Supply	Invoice # 056452200	City Fund Account	11.46	12,716.05
Check	1181	Kunkel Auto Supply	Invoice # 056452490	City Fund Account	7.30	12,723.35
Check	1181	Kunkel Auto Supply	Invoice # 056452863	City Fund Account	40.07	12,763.42
Check	1183	Dover Automotive	Inv # 668718- Tire Care	City Fund Account	162.28	12,925.70
Check	1183	Dover Automotive	Inv # 670366- Glass Cleaner	City Fund Account	14.97	12,940.67
Total Apparatus Repairs & Maintenance					12,940.67	12,940.67
Electricity						
Check	1180	City of Dover Utility	Acct # 44343-30252	City Fund Account	3,138.77	3,138.77
Total Electricity					3,138.77	3,138.77
Gasoline						
Check	1173	City of Dover	February Unleaded fuel charges	City Fund Account	260.02	260.02
Check	1173	City of Dover	February Bio-Diesel charges	City Fund Account	1,215.20	1,475.22
Check	1174	City of Dover	July Unleaded fuel charges	City Fund Account	508.50	1,983.72
Check	1174	City of Dover	July Bio-Diesel fuel charges	City Fund Account	1,222.77	3,206.49
Check	1185	City of Dover	Unleaded fuel for August	City Fund Account	384.83	3,591.32
Check	1185	City of Dover	Bio-Diesel fuel for August	City Fund Account	970.07	4,561.39
Total Gasoline					4,561.39	4,561.39
Office Supplies						
Check	1173	City of Dover	February Postage charges	City Fund Account	18.45	18.45
Check	1174	City of Dover	July Postage charges	City Fund Account	28.72	47.17
Check	1184	Staples	White Cover Stock	City Fund Account	16.79	63.96
Check	1185	City of Dover	Postage charges for August	City Fund Account	59.35	123.31
Total Office Supplies					123.31	123.31
Program Expenses						
Check	1175	Municipal Emergency	Hose, NY hooks, rescue gloves	City Fund Account	11,814.50	11,814.50
Total Program Expenses					11,814.50	11,814.50
Telephone						
Check	1173	City of Dover	Verizon February charges	City Fund Account	268.22	268.22
Check	1173	City of Dover	Cavalier February charges	City Fund Account	19.89	288.11
Check	1174	City of Dover	Verizon July phone charges	City Fund Account	270.66	558.77

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
September 2014

Type	Num	Name	Memo	Split	Amount	Balance
Check	1174	City of Dover	Cavalier July phone charges	City Fund Account	20.20	578.97
Check	1185	City of Dover	Verizon August charges	City Fund Account	270.66	849.63
Check	1185	City of Dover	Cavalier August charges	City Fund Account	21.24	870.87
Total Telephone					870.87	870.87
Uniforms						
Check	1182	Municipal Emergency	Invoice # 00554506_SNV- boots	City Fund Account	342.11	342.11
Total Uniforms					342.11	342.11
Water/Sewer						
Check	1176	Sharp Water Culligan	DI Tank Exchange	City Fund Account	125.00	125.00
Check	1180	City of Dover Utility	Acct # 44345-32054	City Fund Account	20.50	145.50
Check	1180	City of Dover Utility	Acct # 44341-32050	City Fund Account	5.90	151.40
Total Water/Sewer					151.40	151.40
Total Expense					33,943.02	33,943.02
Net Ordinary Income					-33,943.02	-33,943.02
Net Income					**-33,943.02**	**-33,943.02**

FY 14-15 City Funded Account Balance Sheet

ACCOUNT	BUDGET	SPENT	BALANCE
Apparatus Repairs & Maintenance	$ 85,300.00	$ 16,823.97	$ 68,476.03
Building Maintenace Supplies	$ 1,500.00	$ 224.16	$ 1,275.84
Contractual Services	$ 10,500.00	$ -	$ 10,500.00
Electricity	$ 45,000.00	$ 13,388.49	$ 31,611.51
Gasoline	$ 20,000.00	$ 6,104.13	$ 13,895.87
Heating Expenses- Gas	$ 16,000.00	$ 186.87	$ 15,813.13
Medical Supplies	$ 1,000.00	$ -	$ 1,000.00
Office Supplies	$ 2,000.00	$ 148.99	$ 1,851.01
Other Equipment Repairs	$ 2,000.00	$ -	$ 2,000.00
Program Expenses	$ 37,000.00	$ 23,314.04	$ 13,685.96
Radio Repairs	$ 2,000.00	$ -	$ 2,000.00
Safety & Security	$ 1,500.00	$ -	$ 1,500.00
Small Tools	$ 4,500.00	$ 243.51	$ 4,256.49
Telephone	$ 10,000.00	$ 1,804.92	$ 8,195.08
Training & Travel	$ 10,000.00	$ 1,420.00	$ 8,580.00
Uniforms & Firefighting Gear	$ 30,000.00	$ 4,987.20	$ 25,012.80
Water/ Sewer	$ 3,000.00	$ 790.07	$ 2,209.93

Balance as of: 09/30/14

Dover Police Department

Monthly Report

To

Mayor and City Council

"To Protect and Serve"

September 2014

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

November 10, 2014

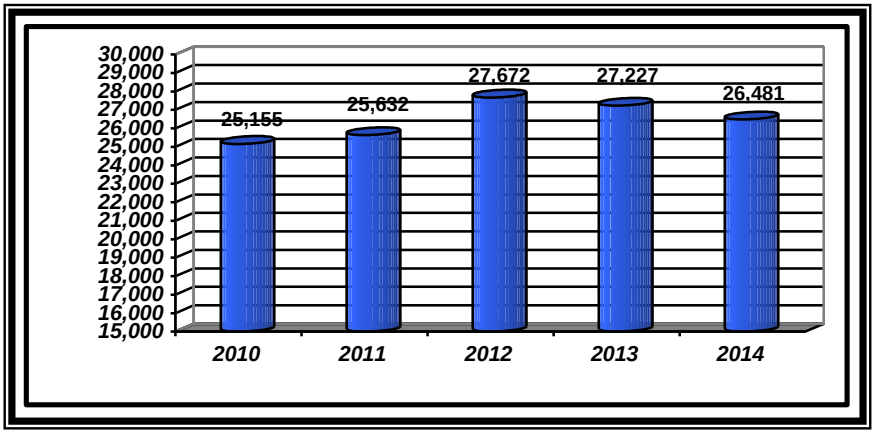
Honorable Robin Christiansen, Mayor
Members of Dover City Council
City Hall
Dover, DE 19901

Mayor Christiansen and Council Members:

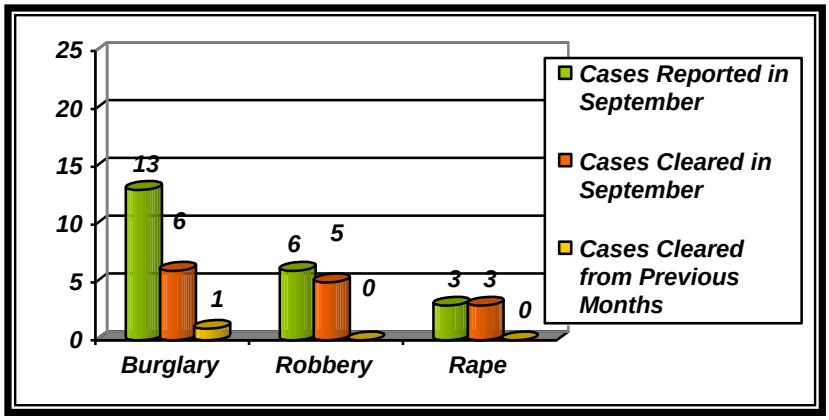
The following is the monthly report for Dover Police Department activities for the month of September 2014:

COMPLAINTS

Total complaints received through September 30th numbered 26,481. This is a decrease of 746 complaints over the same time period last year.



CRIMINAL INVESTIGATIONS

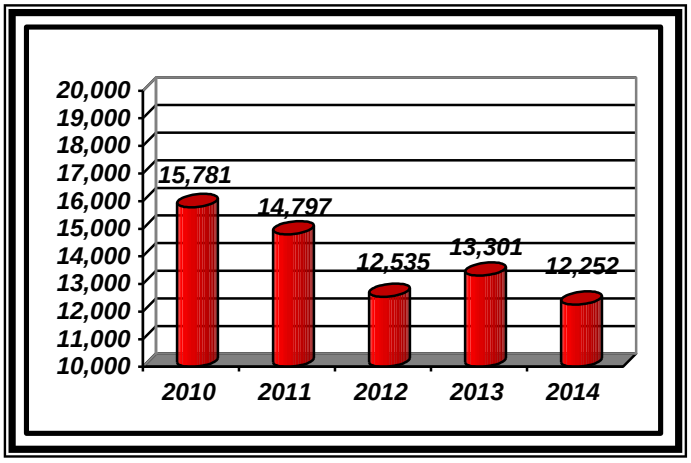


COMMUNITY POLICING/QUALITY OF LIFE SECTION

ENFORCEMENT ACTION	Contacts
ABANDONED VEHICLES	13
ALCOHOL VIOLATIONS/DUI'S	0
ASSIST OTHER	4
WARRANTS ON FILE	1
BIKE ON SIDEWALK	2
CITY PARK VIOLATIONS	0
CRIMINAL ARRESTS	1
DRUG RELATED ARRESTS	0
LOUD MUSIC	0
MISCELLANEOUS VIOLATIONS	1
PARKING VIOLATIONS	29
PEDDLER	0
MEETINGS	164
PROSTITUTION	0
COLLECTION OF DELINQUENT DCO'S	1
WANTED CHECKS/CPC'S	0
TRAFFIC ARRESTS	3
WARNINGS	2
FUGITIVE	0
TOTAL CONTACTS	**221**

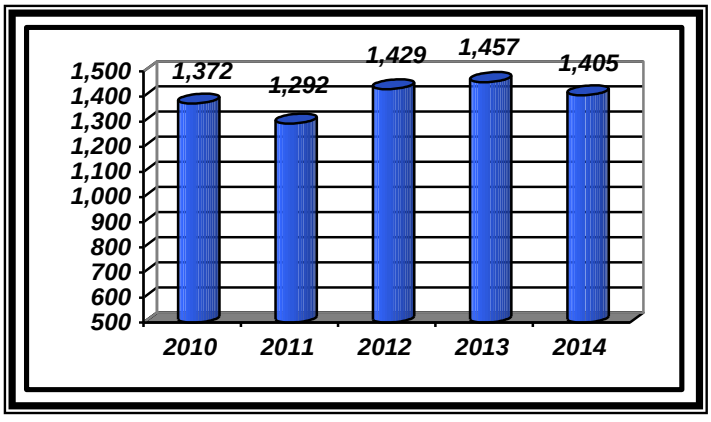
TRAFFIC ARRESTS

The department issued 12,252 traffic citations through this reporting period. This is a decrease of 1,049 citations over the number issued during the same period last year.

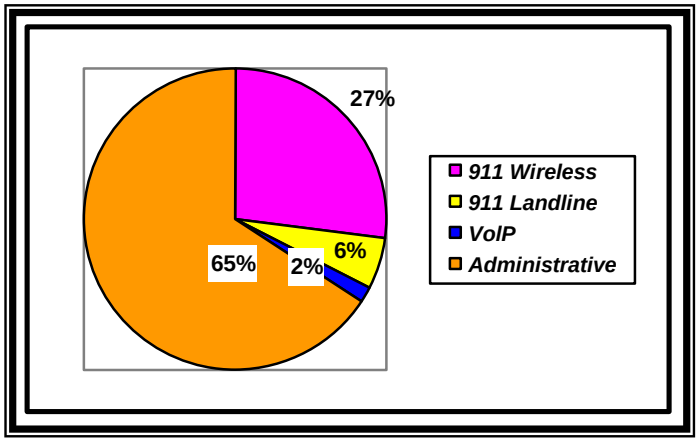


TRAFFIC CRASHES

Through September 30th, Dover Police investigated 1,405 traffic crashes. This is a decrease of 52 crashes investigated during the same period last year.



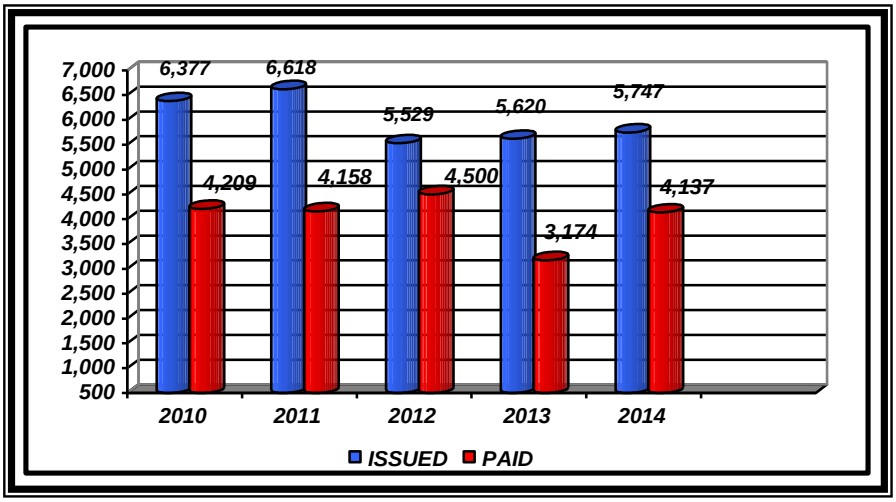
911 CENTER



During the month of September, the Dover Police Department handled a total of 10,185 calls averaging 340 calls per day. Dispatchers handled 2,752 calls on the 911 wireless lines, 583 calls on the 911 landlines, and 148 calls on the Voice Over Internet Protocol lines, the remaining 6,702 were administrative calls.

CITY ORDINANCE SUMMONS

*Through September 30th, we issued 5,747 City ordinance summons, a decrease of 177 summonses over the same period last year. *Note: Of those summonses issued in September, 13 DCO's were issued for handicapped parking violations, 3 for fire lane parking violations, 51 for false alarms (0, for 1-2, 30, for 3-5 alarms, 12, for 6-9 alarms, 5, for 10-15 alarms, and 4, for 16 or more alarms) and 13 for noise violations (5 for vehicle violations and 8 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

City of Dover
Capital Investment Plan
Project Tracking Report
Quarterly Report as of Sept 30, 2014

Points to Remember -

* Original Project Budget = Original Total Project Budget initially included in approved annual budget.
* Latest Project Budget = Revised Total Project Budget included in most recent approved annual budget or one of the following: bond resolution, revolving fund loan agreement, Council approved budget amendment, or City Manager approved amendment as per the Budget Amendment Procedure.
* Current Fiscal Year - Revised Fiscal Year Budget = Current Year approved project budgets plus carry forward balances of unspent budgets in the prior fiscal year. Project Carry Forward balances will be submitted to City Council for amendment in January 2010. Can also be amended with City Manager approval per the Budget Amendment Procedure.
* Water Quality, Inflow/Infiltration, Distribution Upgrades and New Development projects are budgeted as a blanket project and once individual projects are identified and estimated they are created using an allocation of the overall budgeted amount.
* Status and Comments provided by City Manager.

Current Year Budget Funding Sources	General	Community Transportation	Water & Wastewater	Electric	Total CIP
Budget Balance	$ 2,069,300	$ -	$ 10,981,300	$ 2,318,900	$ 15,369,500
General Billings for Reimbursement of Expense	-	-	-	250,000	250,000
Debt Financing	3,593,300	-	-	-	3,593,300
Other State/Federal Grants	208,000	-	-	-	208,000
State Community Transportation Funds	-	1,677,800	-	-	1,677,800
Transfer from WW Impact Fee Reserve	-	-	1,315,600	-	1,315,600
Transfer from General Fund	2,196,000	-	-	-	2,196,000
Transfer from Operating Funds	-	-	3,000,000	4,750,000	7,750,000
Transfer from Parkland Reserve	104,000	-	-	-	104,000
Interest Income	-	-	25,000	24,800	49,800
Total Funding Sources (Unaudited)	$ 8,170,600	$ 1,677,800	$ 15,321,900	$ 7,343,700	$ 32,514,000

City of Dover
General Fund - Major CIP Projects
Quarterly Report as of Sept 30, 2014

				TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR						
	Project Code	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Current Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Expenses	Budget Balance	% Budget Spent	Status	Comments
1			**FY 2013**												
2	ST1304		Garrison Farm Improvements	$ 1,924,000	$ 4,661,100	$ 624,152	$ 4,036,948	13.4%	$ 2,661,100	$ 4,287,800	$ 250,841	$ 4,036,959	5.9%	In process	Multiyear project, ongoing
3			**Totals - FY 2013**	$ 1,924,000	$ 4,661,100	$ 624,152	$ 4,036,948	13.4%	$ 2,661,100	$ 4,287,800	$ 250,841	$ 4,036,959	5.9%		
4															
5			**FY 2014**												
6	---		Equipment (Sprayer)	$ 18,600	$ 18,600	$ -	$ 18,600	0.0%	$ -	$ 18,600	$ -	$ 18,600	0.0%	In process	30 Gallon Sprayer
7	CS1402		Security Cameras/Fence	55,000	55,000	-	55,000	0.0%	-	55,000	-	55,000	0.0%	In process	
8	PR1401		A/C System @ Pitts Center	65,000	104,000	-	104,000	0.0%	-	104,000	-	104,000	0.0%	In process	Bids due in July
9	PR1402		Schutte Park Land Improvement	30,000	49,700	48,463	1,237	97.5%	-	48,300	47,039	1,261	97.4%	In process	
10	PR1403		Demolition @ White Oak Park	-	70,500	58,212	12,288	82.6%	-	66,100	53,807	12,293	81.4%	In process	
11	ST1402		Concrete Program	70,000	45,500	3,937	41,563	8.7%	-	42,300	702	41,598	1.7%	In process	
12	ST1403	B/L	FY 2014 Bonded Street Program	613,900	566,000	505,280	60,720	89.3%	-	60,700	-	60,700	0.0%	In process	Awaiting performance resolution w/contractor
13	ST1403	B/L	Pear Street	126,100	126,100	-	126,100	0.0%	-	126,100	-	126,100	0.0%	In process	Repair work to be done
14	ST1404		Village of Westover IV	129,400	129,400	-	129,400	0.0%	-	129,400	-	129,400	0.0%	In process	
15			**Totals - FY 2014**	$ 1,108,000	$ 1,164,800	$ 615,892	$ 548,908	52.9%	$ -	$ 650,500	$ 101,548	$ 548,952	15.6%		
16															
17			**FY 2015**												
18	---		Vehicles & Equipment	$ 673,100	$ 673,100	$ -	$ 673,100	0.0%	$ 673,100	$ 673,100	$ -	$ 673,100	0.0%		
19	---		Tar Ditch Improvement Study	150,000	150,000	-	150,000	0.0%	150,000	150,000	-	150,000	0.0%		
20	---		Stormwater Utility Plan	90,000	90,000	-	90,000	0.0%	90,000	90,000	-	90,000	0.0%		
21	---		800 MHZ Radio Replacement - Police	329,500	329,500	-	329,500	0.0%	329,500	329,500	-	329,500	0.0%		
22	FR1500		Annual Contribution to Robbins Hose	238,500	238,500	237,965	535	99.8%	238,500	238,500	237,965	535	99.8%	In process	
23	FR1501		SCBA Equipment/Radios	588,800	588,800	-	588,800	0.0%	588,800	588,800	-	588,800	0.0%		
24	PR1501		Park & Playground Impr Equipment	66,000	66,000	-	66,000	0.0%	66,000	66,000	-	66,000	0.0%		
25	PR1502		Dover Park Improvement	80,000	80,000	-	80,000	0.0%	80,000	80,000	-	80,000	0.0%		
26	ST1501		Salt Storage Barn	50,000	50,000	-	50,000	0.0%	-	50,000	-	50,000	0.0%		Bids due in July
27	ST1502		Streets, Alleys and Concrete Prog.	900,000	797,400	-	797,400	0.0%	900,000	797,400	-	797,400	0.0%		
28	ST1505		Silver Lake Dam Inspection	51,400	51,400	-	51,400	0.0%	51,400	51,400	-	51,400	0.0%		
29	ST1506		Stormwater Ditch Maintenance	15,000	15,000	-	15,000	0.0%	15,000	15,000	-	15,000	0.0%		
30	CS1502		12 Additional Security Cameras	102,600	102,600	-	102,600	0.0%	102,600	102,600	-	102,600	0.0%		
31				$ 3,334,900	$ 3,232,300	$ 237,965	$ 2,994,335	7.4%	$ 3,284,900	$ 3,232,300	$ 237,965	$ 2,994,335	7.4%		
32															
33			**Grand Totals**	$ 6,366,900	$ 9,058,200	$ 1,478,010	$ 7,580,191	16.3%	$ 5,946,000	$ 8,170,600	$ 590,355	$ 7,580,245	7.2%		

Legend

M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is re-budgeted to start over each fiscal year.
G = Grant funded project
B/L = To be financed through bonds or commercial loan.

City of Dover
Community Transportation - Major CIP Projects
Quarterly Report as of Sept 30, 2014

				TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR						
	Project Code	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Current Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Expenses	Budget Balance	% Budget Spent	Status	Comments
1			**FY 2009 - FY 2013**												
2	CT0212		South Street Paving	$ 80,400	$ 80,400	$ 42,198	$ 38,202	52.5%	$ -	$ 38,200	$ -	$ 38,200	0.0%		
3	ST0232		Pat Lynn Drive/D.H.S. Storm Drain Pipe	155,200	190,300	184,778	5,522	0.0%	-	5,500	-	5,500	0.0%	Started	
4	CT0555		Little League Parking Lot paving	11,600	11,600	-	11,600	0.0%	-	11,600	-	11,600	0.0%		Re-program for signage
5	TE0601	M	Lincoln Park Center	900,000	1,423,500	523,277	900,223	36.8%	-	900,200	-	900,200	0.0%	Started	On-going
6	CT0708		E Water Street Brick	65,000	65,000	-	65,000	0.0%	-	65,000	-	65,000	0.0%		Specialty contract needed
7	CT0977		Schutte Park Parking Lot	22,000	22,000	-	22,000	0.0%	-	22,000	-	22,000	0.0%		Trying to re-program for Schutte Park sidewalk
8	CT1201		North Street Roundabout	500,000	572,200	554,365	17,835	96.9%	-	17,800	-	17,800	0.0%	In Process	Awaiting punch items
9	CT1317		Wesley College Phase II	148,600	148,600	119,241	29,359	80.2%	-	29,400	-	29,400	0.0%		
10	CT1369		Bayard Ave (Orchard Av & Morris Dr)	24,700	24,700	-	24,700	0.0%	-	24,700	-	24,700	0.0%		
11			**Totals - FY 2009 - FY 2013**	$ 1,907,500	$ 2,538,300	$ 1,423,858	$ 1,114,442	56.1%	$ -	$ 1,114,400	$ -	$ 1,114,400	0.0%		
12															
13			**FY 2014**												
14	CT1409		Persimmon Park Place Planning Study	$ 600	$ 600	$ -	$ 600	0.0%	$ -	$ 600	$ -	$ 600	0.0%		
15	CT1405		Lakeview Drainage Study	24,400	24,400	12,097	12,303	49.6%	-	24,400	12,097	12,303	49.6%	In Process	
16	CT1412		Inner City Cultural League - S. West St.	38,400	38,400	-	38,400	0.0%	-	38,400	-	38,400	0.0%		
17			**Totals - FY 2014**	$ 63,400	$ 63,400	$ 12,097	$ 51,303	19.1%	$ -	$ 63,400	$ 12,097	$ 51,303	19.1%		
18															
19			**FY 2015**												
20	CTxxxx		Unapplied CT Projects (placeholder)	$ 500,000	$ 500,000	$ -	$ 500,000	0.0%	$ 500,000	$ 500,000	$ -	$ 500,000	0.0%		Future CT Agreements
21			**Totals - FY 2015**	$ 500,000	$ 500,000	$ -	$ 500,000	0.0%	$ 500,000	$ 500,000	$ -	$ 500,000	0.0%		
22															
23															
24			**Grand Totals**	$ 2,470,900	$ 3,101,700	$ 1,435,955	$ 1,665,745	46.3%	$ 500,000	$ 1,677,800	$ 12,097	$ 1,665,703	0.7%		

Legend
M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is re-budgeted to start over each fiscal year.
C = Project funded by combination of CT Funds and General Fund

City of Dover
Water/Wastewater Improvement & Extension Fund - Major CIP Projects
Quarterly Report as of Sept 30, 2014

				TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR						
	Project Code	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Approved Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Expenses	Budget Balance	% Budget Spent	Status	Comments
1			**FY 2008 - FY 2013**												
2	WD0804	M	1.0 MG Elevated Water Storage	$ 4,196,600	$ 2,556,000	$ 87,827	$ 2,468,173	3.4%	$ -	$ 2,470,700	$ 2,500	$ 2,468,200	0.1%	In Process	Staff trying to site tank, in negotiations
3	WD0805	M	Piney Point Well	398,800	1,096,200	1,093,212	2,988	99.7%	-	3,000	-	3,000	0.0%	In Process	
4	WW1010	I	Tar Ditch Interceptor Upgrade	518,200	518,200	50,082	468,118	9.7%	-	468,200	-	468,200	0.0%	In Process	Easement request sent to residents
5	WD1302	M	Garrison Farm Water Storage Tank	1,828,000	4,677,000	455,389	4,221,611	9.7%	400,000	4,221,600	-	4,221,600	0.0%	In Process	Multiyear Project
6	WW1304	M	Garrison Farm WW Improvements	1,828,000	3,779,600	720,643	3,058,957	19.1%	-	3,240,900	181,927	3,058,973	5.6%	In Process	Multiyear project
7			**Totals - FY 2008 - FY 2013**	$ 8,769,600	$ 12,627,000	$ 2,407,154	$ 10,219,846	19.1%	$ 400,000	$ 10,404,400	$ 184,427	$ 10,219,973	1.8%		
8															
9			**FY 2014**												
10	WW1205		Dover Brook Gardens PS Upgrade	$ 52,800	$ 52,800	$ 3,849	$ 48,951	7.3%	$ -	$ 2,400	2,414	$ (14)	100.6%	In Process	Only carried forward $2,400 to cover final invoice
11	WW1206		Brandywine Pump Station	402,000	402,000	36,475	365,525	9.1%	-	365,500	-	365,500	0.0%	In Process	
12	WW1207		McKee PS	55,000	55,000	7,724	47,276	14.0%	-	47,300	-	47,300	0.0%	In Process	
13	WW1301		Hazlettville Rd Interceptor	20,400	20,400	4,054	16,346	19.9%	-	16,300	-	16,300	0.0%	In Process	
14	WW1302		Lakeview PS	52,700	52,700	42,327	10,373	80.3%	-	10,600	259	10,341	2.4%	In Process	
15	WW1303		Westover PS	768,800	768,800	54,049	714,751	7.0%	718,000	718,000	3,302	714,698	0.5%	In Process	Awaiting design invoices
16	II1402		West Dover Connector	37,800	37,800	37,800	(0)	100.0%	-	2,000	2,000	-	100.0%	In Process	Project waiting to be bid
17	II1404		Basin #5 I & I Buck Drive	342,000	378,400	39,151	339,249	10.3%	-	339,200	-	339,200	0.0%	In Process	
18			**Totals - FY 2014**	$ 1,731,500	$ 1,767,900	$ 225,429	$ 1,542,471	12.8%	$ 718,000	$ 1,501,300	$ 7,975	$ 1,493,325	0.5%		
19															
20			**FY 2015**												
21	---		Vehicles & Equipment	$ 382,300	$ 382,300	$ -	$ 382,300	0.0%	$ 382,300	$ 382,300	$ -	$ 382,300	0.0%		
22	WD1500		Meter Replacement Project	19,000	19,000	-	19,000	0.0%	19,000	19,000	-	19,000	0.0%		
23	WD1501		Stormwater Utility Plan	80,000	80,000	-	80,000	0.0%	80,000	80,000	-	80,000	0.0%		
24	WQ1501		Water Quality Improvements	527,500	421,800	-	421,800	0.0%	527,500	421,800	-	421,800	0.0%		
25	WD1503		WTP Process Improvements	175,000	175,000	-	175,000	0.0%	175,000	175,000	-	175,000	0.0%		
26	WD1504		SCADA Equipment Tech Upgrade	78,000	78,000	-	78,000	0.0%	78,000	78,000	-	78,000	0.0%		
27	WW1501		Inflow/Infiltration Removal	917,400	909,100	-	909,100	0.0%	917,400	909,100	-	909,100	0.0%		
28	WW1503		Hazzletteville Road Interceptor	755,000	755,000	-	755,000	0.0%	755,000	755,000	-	755,000	0.0%		
29	WW1504		Lakeview Dr Pump Stn Replacement	450,000	450,000	-	450,000	0.0%	450,000	450,000	-	450,000	0.0%		
30	WW1505		Pump Station Repairs	36,000	36,000	-	36,000	0.0%	36,000	36,000	-	36,000	0.0%		
31	WW1506		Walker Rd PS Gen Replacement	58,000	58,000	-	58,000	0.0%	58,000	58,000	-	58,000	0.0%		
32	WW1507		Retreat Pump Station Replacement	52,000	52,000	-	52,000	0.0%	52,000	52,000	-	52,000	0.0%		
33			**Totals - FY 2015**	$ 3,530,200	$ 3,416,200	$ -	$ 3,416,200	0.0%	$ 3,530,200	$ 3,416,200	$ -	$ 3,416,200	0.0%		
34															
35															
36			**Grand Totals**	$ 14,031,300	$ 17,811,100	$ 2,632,583	$ 15,178,517	14.8%	$ 4,648,200	$ 15,321,900	$ 192,402	$ 15,129,498	1.3%		

Legend
M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is re-budgeted to start over each fiscal year.
SL = State Loan Project - construction phase is financed
I = Impact Fee (partially) financed project
O = Operating revenues

City of Dover
Electric Improvement & Extension Fund - Major CIP Projects
Quarterly Report as of Sept 30, 2014

				TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR						
	Project Code	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Current Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Expenses	Budget Balance	% Budget Spent	Status	Comments
1			**FY 2012 - FY 2013**												
2	EG1212	M	Unit 3 Turbine Inspection/Repair	$ 1,494,000	$ 1,653,536	$ 1,561,756	$ 91,780	94.4%	$ -	$ 91,800	$ -	$ 91,800	0.0%	In process	
3	EE1308	M	Horsepond Substation Upgrade	730,900	1,301,100	800,557	500,543	61.5%	-	681,500	180,988	500,512	26.6%	In process	
4	EE1312	M	General Scott Switchgear	1,155,000	1,155,000	18,637	1,136,363	1.6%	1,100,000	1,137,600	1,263	1,136,337	0.1%	In process	
5	EE1314		Capitol Park Upgrade	-	347,872	324,856	23,016	93.4%		27,500	4,433	23,067	16.1%	In process	Under Construction
6			**Totals - FY 2012 - FY 2013**	$ 3,379,900	$ 4,457,508	$ 2,705,806	$ 1,751,702	60.7%	$ 1,100,000	$ 1,938,400	$ 186,684	$ 1,751,716	9.6%		
7															
8			**FY 2014**												
9	---		Metering Infrastructure & Freightliner	$ 392,000	$ 425,000	$ -	$ 425,000	0.0%	$ -	$ 425,000	$ -	$ 425,000	0.0%	In Process	
10	EE1443		GOTP Transmission Line Relocation	550,000	550,000	4,095	545,905	0.7%	-	550,000	4,095	545,905	0.7%	In Process	
11	EG1402		Unit 3 Cooling Tower Repairs	803,000	1,123,000	42,230	1,080,770	3.8%	676,000	1,091,200	10,445	1,080,755	1.0%	In Process	
12	EG1406		McKee Run Energy Pipe Replacement	80,000	80,000	53,514	26,486	66.9%	-	26,500	-	26,500	0.0%	In Process	
13	EG1407		Metering System Upgrades	150,000	150,000	-	150,000	0.0%	125,000	150,000	-	150,000	0.0%	In Process	
14	EG1408		McKee/VanSant Safety & Compliance	185,000	86,000	26,313	59,687	30.6%	-	63,100	3,388	59,712	5.4%	In Process	Will complete in Spring
15	EG1413		McKee/VanSant Preserve Structure	42,000	42,000	-	42,000	0.0%	42,000	42,000	-	42,000	0.0%	Cancelled	Project cancelled.
16	EG1416		VanSant Capacity Increase	1,500,000	1,000,000	293,928	706,072	29.4%	750,000	901,900	195,873	706,027	21.7%	In Process	Multi-year project - Design to be complete Spring
17	EE1421		Richardson Circle Upgrade	-	-	307	(307)	0.0%	-	-	307	(307)	0.0%		Project Complete in FY14. Final invoice rec'd FY15
18	EE1433		Chandelle Airport URD	117,900	117,900	100,129	17,771	84.9%	-	70,600	52,828	17,772	74.8%	In Process	
19	EE1429		Clearview Meadows	88,000	85,300	4,108	81,192	4.8%	-	81,200	-	81,200	0.0%	In Process	
20	EE1438		Dover Downs Tower	53,800	53,800	51,508	2,292	95.7%	-	53,800	51,508	2,292	95.7%	In Process	
21	EE1439		Family Dollar Store	9,800	9,800	7,357	2,443	75.1%	-	9,800	7,357	2,443	75.1%	In Process	
22	EE1440		Kraft Foods 69kv Temp	10,000	10,000	5,739	4,261	57.4%	-	4,300	-	4,300	0.0%	In Process	
23			**Totals - FY 2014**	$ 3,981,500	$ 3,732,800	$ 589,228	$ 3,143,572	15.8%	$ 1,593,000	$ 3,469,400	$ 325,800	$ 3,143,600	9.4%		
24															
25			**FY 2015**												
26	---		Vehicles & Equipment	$ 53,100	$ 53,100	5,320	$ 47,780	10.0%	$ 53,100	$ 53,100	$ 5,320	$ 47,780	10.0%	In Process	
27	EG1503		McKee Unit 3 Aux Sys Comp	160,000	89,000	-	89,000	0.0%	160,000	89,000	-	89,000	0.0%		
28	EG1504		McKee Unit 3 Boiler System	295,000	138,000	-	138,000	0.0%	295,000	138,000	-	138,000	0.0%		
30	EG1506		McKee & VanSant Safety Improvement	52,000	52,000	-	52,000	0.0%	52,000	52,000	-	52,000	0.0%		
32	EG1508		Plants - Preserve Structure	93,800	93,800	-	93,800	100.0%	93,800	93,800	-	93,800	0.0%		
33	EE1500		69 kV Rebuild	75,000	75,000	-	75,000	0.0%	75,000	75,000	-	75,000	0.0%		
34	EE1506		Lighting Proj & Rehab	50,000	50,000	-	50,000	0.0%	50,000	50,000	-	50,000	0.0%		
35	EE1509		West Dover Connector	250,000	250,000	-	250,000	0.0%	250,000	250,000	-	250,000	0.0%		
36	EE1513		Town Point Distribution Feeders	250,000	250,000	-	250,000	0.0%	250,000	250,000	-	250,000	0.0%		
37	EE1515		New Developments FY 2015	171,300	171,300	-	171,300	0.0%	171,300	171,300	-	171,300	0.0%		
38	EE1505		DNREC R&R Metering	41,000	41,000	-	41,000	0.0%	41,000	41,000	-	41,000	0.0%		
39	EE1514		Meadows @ Jefferson Terrace	15,400	15,400	-	15,400	0.0%	15,400	15,400	-	15,400	0.0%		
40	EE1516		Chestnut Grove	299,000	299,000	-	299,000	0.0%	299,000	299,000	-	299,000	0.0%		
41	EE1522		Garrison Oak Park	184,000	184,000	-	184,000	0.0%	184,000	184,000	-	184,000	0.0%		
42	EE1523		Uzin Utz	39,300	39,300	7,936	31,364	20.2%	39,300	39,300	7,936	31,364	20.2%	In Process	
43	EE1520		69 kV Cable Replacement North Street	85,000	85,000	-	85,000	0.0%	85,000	85,000	-	85,000	0.0%		
44	EE1521		College to McKee Feeders	50,000	50,000	-	50,000	0.0%	50,000	50,000	-	50,000	0.0%		
45			**Totals - FY 2015**	$ 2,225,900	$ 1,935,900	$ 13,256	$ 1,922,644	0.7%	$ 2,225,900	$ 1,935,900	$ 13,256	$ 1,922,644	0.7%		
46															
47			**Grand Totals**	$ 9,587,300	$ 10,126,208	$ 3,308,290	$ 6,817,918	32.7%	$ 4,918,900	$ 7,343,700	$ 525,740	$ 6,817,960	7.2%		

Legend
M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is re-budgeted to start over each fiscal year.
B = Bonded Project
S = State fully or partially reimbursed project

ACTION FORM

PROCEEDING: City Council	**AGENDA ITEM NO.:**
DEPARTMENT OF ORIGIN: Public Works	**DATE SUBMITTED**: 10/31/14
PREPARED BY: Sharon Duca, P.E., Public Works Director/City Engineer	
SUBJECT: Evaluation of Bids – Lakeview Drive Pump Station Replacement	
REFERENCE: CIP- Lakeview Drive Pump Station Replacement	
RELATED PROJECT: N/A	
APPROVALS: City Manager, Controller	
EXHIBITS: Attachment A – Aerial Map	
EXPENDITURE REQUIRED: $407,350	**AMOUNT BUDGETED**: $450,000
FUNDING SOURCE (Dept./Page in CIP & Budget): Department of Public Works- Wastewater Management, CIP Project #WW1302, CIP Project Name: Lakeview Drive Pump Station Replacement Account No.: 417-6900-569.40-31.	
TIME TABLE: Notice to proceed to be issued within thirty (30) days of Council approval. Project anticipated to be completed in 210 calendar days.	
RECOMMENDED ACTION: Award the contract to A-Del Construction Co. for the City of Dover Lakeview Drive Pump Station Replacement Project, Bid #15-0010PW, for the amount of $407,350.	

BACKGROUND AND ANALYSIS

This capital investments project includes the relocation and replacement of the Smith & Loveless package pumping station installed in 1971. The station has exceeded its anticipated life expectancy of 20-25 years and is in need of a capacity upgrade due to high peak inflow rates. The existing pump rate is 175 gallons per minute (GPM) and will be increased to 200 GPM. The pump station is currently located in the middle of Lakeview Drive. The relocation of the station out of the roadway will improve worker safety and ease of maintenance work. This pump station replacement will improve the City's wastewater system by increasing the structural integrity, pump efficiency, and wastewater flow capacity of the pump station. The City requested an alternate bid price for bituminous pavement for the pump station. This option will decrease maintenance at the station. City staff is currently finalizing negotiations with the owner of the property to properly obtain the necessary easements for this infrastructure.

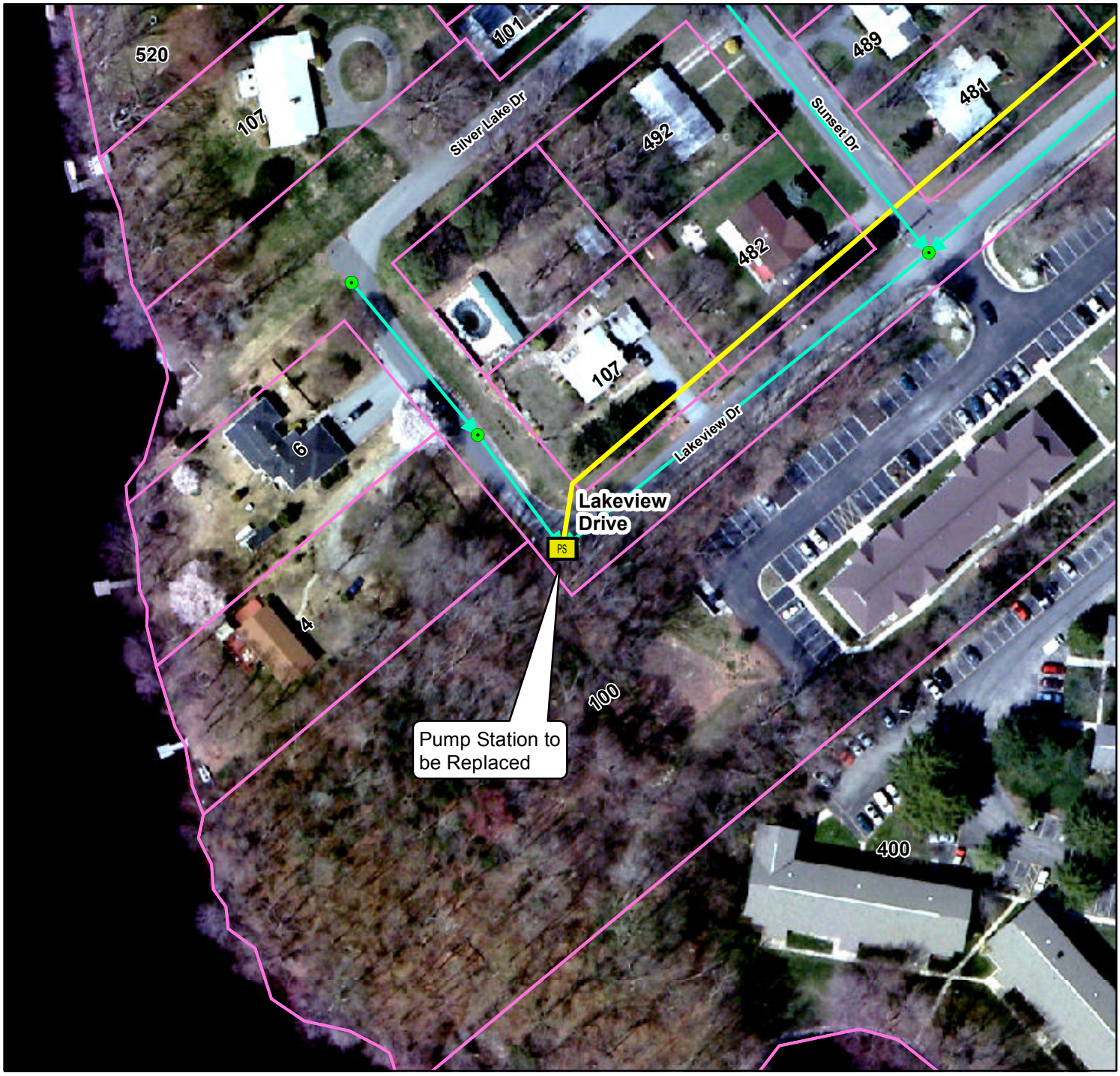
The bid was advertised to the public as an Invitation to Bid in accordance with the City's purchasing policy by the City's Purchasing Agent under ITB #15-0010PW. Bids were opened on October 7, 2014. The City of Dover received two (2) bids. Based on the proposed quantities, the estimated contract values are as follows:

CONTRACTOR	LOCATION	BASE BID	ALTERNATE PAVING OPTION	TOTAL COST
A-DEL CONSTRUCTION CO.	**NEWARK, DE**	**400,100.00**	**7,250.00**	**$407,350.00**
JJID, INC.	BEAR, DE	425,000.00	2,500.00	$427,500.00

City staff reviewed the submissions and found that the A-Del Construction Co. bid met all requirements for the qualifications of the project. The price is fair and consistent with the approved budget. The alternate paving option is within the budget for this project. The staff recommends awarding the contract to A-Del Construction Co. in the amount of $407,350 for the Lakeview Drive Pump Station Replacement Project.

ATTACHMENT A

Lakeview Drive/Silverlake Drive
Lakeview Drive Pump Station Replacement



0 50 100 Feet

N

Date Printed: October 30, 2014
File: m:\gis_data\projects\tech_mxds
\attachment_a_lakeview_pump_station
Department: Public Works GIS
City of Dover, Delaware

Legend

- PS Pump Station
- Manholes
- Force Main
- Dover Parcels
- **Sewer Line**

10" 12" 15" 16" 18" 20" 21" 24" 27" 30" 35" 36" 4" 6" 8"

ACTION FORM

PROCEEDING: City Council
DEPARTMENT OF ORIGIN: City Council
PREPARED BY: Traci A. McDowell, City Clerk, on behalf of Council President Bonar

SUBJECT: Council and Committee Meetings - Holiday Schedule	**DATE SUBMITTED**: **11-05-2014**
RELATED PROJECT: N/A	
APPROVALS: N/A	
EXHIBITS: N/A	
EXPENDITURE REQUIRED: $ N/A	**AMOUNT BUDGETED**: $ N/A
FUNDING SOURCE (Dept./Page in CIP & Budget): N/A	
TIMETABLE: N/A	

RECOMMENDED ACTION: Cancellation of December 22, 2014 Safety Advisory and Transportation; Utility; and Legislative, Finance, and Administration Committee Meetings and City Council Meeting. Consideration may also be given to declaring December 26, 2014 as a special holiday.

BACKGROUND AND ANALYSIS

As we have done in the past, due to the holiday season, it is recommended that the Safety Advisory and Transportation; Utility; and Legislative, Finance, and Administration Committee Meetings and City Council Meeting scheduled for December 22nd be cancelled. Please keep in mind that if the need arises, Special Meetings will be called.

Additionally, Christmas falls on a Thursday this year and consideration may be given to recognizing Friday, December 26th as a special holiday declared by City Council for City employees.

City of Dover
Finance Department
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E-Mail: dmitchell @dover.de.us

MEMORANDUM

To: Members of City Council

From: Donna Mitchell, Controller/Treasurer

Copy: Mayor, City Manager, & City Clerk

Date: November 7, 2014

Subject: Consideration of Additional Holiday for City Employees

In preparation for Council Agenda Item # 8 we are hereby providing the cost of an additional Holiday for all City employees. The cost of an extra Holiday is determined based on the budgeted base pay for 8 hours of additional leave for all employees. The wages equate to $81,300 for all employees. The incremental additional cost of overtime is approximately $7,500 based on current analysis, for a total approximate cost of $88,800 (excluding benefits). The real dollar cost is the total value of the day.

On another note, Department budget request totaled $353,800 for 191 employees who planned to sell-back vacation hours. The vacation sell-back is planned to be paid out on November 28. Submissions for vacation sell-back hours were due today. We received hours for 126 employees with a total payout of $223,300.

If you recall, we budget a separate line item for vacation sell-back and retirement payouts since past experience has demonstrated that not everyone budgeted takes advantage of the benefits. We reduce the aggregate Department request by approximately $100,000. We had two unplanned police retirements for the sex offenders unit. We are hopeful the difference in the vacation sell-back will cover any unbudgeted retirement payout.