REGULAR COUNCIL MEETING
A G E N D A

SEPTEMBER 8, 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 ANDERSON

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 August 25, 2014**

2. Certificate of Congratulations - Dr. Michael L. Mattern

3. Presentation - Re-Entry Opportunity Program ***(Ken Abraham and Alfrieda Durant-Russ)***

* **4. Safety Advisory and Transportation Committee Report - August 25, 2014**

A. Proposed Ordinance #2014-21 Amending Chapter 46 - Fire Prevention and Protection, Article I - In General, Section 46-4 - Impact Protection of Natural Gas and LP Gas Devices ***(Sponsors: Hutchison and Mullaney)***
(Committee recommended adoption of Proposed Ordinance #2014-21) ***(See Item #12-A)***

B. Prioritization of City of Dover State Capital Transportation Program (CTP) Projects
(Committee recommended approval of the prioritization of City of Dover State Capital Transportation Program (CTP) projects, as presented)

* **4. Safety Advisory and Transportation Committee Report - August 25, 2014 (Continued)**

C. Debriefing/Post-Mortem on Firefly Music Festival

(Committee action not required)

D. Update - Dover High School Construction

(Committee action not required)

E. Briefing on Delaware Department of Transportation (DelDOT) Projects

(Committee action not required)

* **5. Legislative, Finance, and Administration Committee Report - August 25, 2014**

A. Proposed Financial Reforms - Restrictions on Use of Appropriations

(Committee recommended approval of the proposed financial reforms related to Restrictions on Use of Appropriations)

B. Annual Investment Policy Review

(Committee recommended amending the submitted changes to the City of Dover Investment Policy by changing the A- rating to A and the A3 rating to A2)

(Committee recommended approval of the City of Dover Investment Policy, with the proposed Legislative, Finance, and Administration Committee amendments)

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

(Committee deferred further discussion of this item until the Committee meeting of September 8, 2014)

D. Review of New Ordinance/Ordinance Amendment Process

(Committee deferred discussion of this item until the Committee meeting of September 8, 2014 due to time constraints)

* **6. Special Parks, Recreation, and Community Enhancement Committee Report - August 26, 2014**

A. Downtown Development District Boundary

(Committee recommended endorsement of the proposed Downtown Development District Boundary, as presented)

B. Capital Holiday Celebration (Tree Lighting) Location

(Committee recommended that the traditional location at City Hall be restored and that efforts to include the downtown merchants continue)

* **7. Monthly Reports - July 2014**

A. City Assessor's Report

B. City Manager's Report

C. City Planner's Report

D. Economic Development Office Report

E. Fire Chief's Report

F. Police Chief's Report

8. Tentative Labor Contract with American Federation of State, County and Municipal Employees (AFSCME)

(This item was deferred during the Council meeting of August 25, 2014)

9. Route 13 Water Main Replacement Project - Delaware Department of Transportation (DelDOT) Invoice Reimbursement

(Staff recommends authorization to transfer funds in the amount of $63,692.74 from the FY-2015 Water Quality Improvements to complete the project funding necessary to issue a final payment to DelDOT in the amount of $216,515.74 for the paving associated with the U.S. 13 Water Main Replacement Project (Project # WQ0907))

* **10. 2014/15 Staff Appointment - Lori Peddicord - Assistant Treasurer**

* **11. Proposed Resolution No. 2014-11 Authorizing Signatures for Banking Services on Behalf of the City of Dover, Delaware - Controller/Treasurer, Assistant Controller/Treasurer, and Assistant Treasurers**

(Staff recommends adoption of the Resolution)

12. <u>First Reading - Proposed Ordinance #2014-21</u>

The First Reading is offered on the following proposed ordinance. The Final Reading of the ordinance and action by Council will take place on September 22, 2014. Copies of all proposed ordinances are available at the entrance of the Council Chambers or can be obtained from the City Clerk's office.

A. Proposed Ordinance #2014-21 Amending Chapter 46 - Fire Prevention and Protection, Article I - In General, Section 46-4 - Impact Protection of Natural Gas and LP Gas Devices *(Sponsors: Hutchison and Mullaney)*

(Safety Advisory and Transportation Committee)

13. <u>Final Reading - Proposed Ordinance #2014-19</u>

The First Reading of the proposed ordinance was accomplished during the Council Meeting of August 25, 2014. Copies of the proposed ordinance are available at the entrance of the Council Chambers.

A. Proposed Ordinance #2014-19 Amending Chapter 98 - Streets, Sidewalks, Storm Sewers and Other Public Places, Article I - In General, Section 98-5 - Duty of tenants or owners to maintain sidewalks and landscaped areas within the street right-of-way and Appendix F - Fees and Fines

14. Council Members' Announcements

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REGULAR COUNCIL MEETING

The Regular Council Meeting was held on August 25, 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, Mrs. Williams, and Mr. Hutchison. Mr. Hare was absent.

Council staff members present were Police Chief Bernat, Mr. Koenig, Mrs. Townshend, Deputy Fire Chief Hall, City Solicitor Rodriguez, and Mrs. McDowell. Mrs. Mitchell was absent. Mayor Christiansen was also present.

OPEN FORUM

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

Mr. Roy Sudler, Jr., 353 State College Road, on behalf of the Social Action Commission of Mt. Zion AME Church, invited Chief Bernat to partner with them to bring the community and Dover Police Department together to resolve the recent murders and prevent such incidents in the future.

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

AGENDA ADDITIONS/DELETIONS

Mr. Slavin requested that Item #9 - Tentative Labor Contract with American Federation of State, County and Municipal Employees (AFSCME) be deferred until the Regular Council Meeting of September 8, 2014 to allow for the review of additional financial analysis.

Mr. Hutchison moved for approval of the agenda, as amended, seconded by Mrs. Williams and carried with Mr. Lynn disqualifying himself.

Mr. Slavin moved for approval of the Consent Agenda, seconded by Mr. Dixon and carried by a roll call vote of seven (7) yes (Anderson, Dixon, Perza, Slavin, Williams, Hutchison, and Bonar), one (1) no (Lynn), and one (1) absent (Hare).

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF AUGUST 11, 2014

The Minutes of the Regular Council Meeting of August 11, 2014 were unanimously approved by motion of Mr. Slavin, seconded by Mr. Dixon and bore the written approval of Mayor Christiansen.

PRESENTATION BY KENT COUNTY LEVY COURT COMMISSIONERS ALLAN ANGEL AND BRAD EABY - RECIPROCAL BORROWING FUND SPECIAL ALLOCATION

Levy Court Commissioner Brad Eaby reminded members that the County collects a tax each year, which is then distributed among the libraries. On behalf of Levy Court, Commissioner Eaby presented a check to the City of Dover in the amount of $40,000.

PRESENTATION - RECOGNITION OF SERVICE - GARY PATTERSON - DOWNTOWN DOVER PARTNERSHIP (MAY 1989 - JULY 2014)

On behalf of members of Council, Mayor Christiansen presented Mr. Gary Patterson with a Dover Cup in recognition of his service on the Downtown Dover Partnership from May 1989 through July 2014. He remarked that it used to be said by Mayors and Council members that if there was any hard task to do, let Gary do it. Mayor Christiansen stated that the small token of appreciation did not cover Dover and her citizens' appreciation for the work that Mr. Patterson has done on their behalf.

Council President Bonar reiterated the Mayor's appreciation for all that Mr. Patterson has done for the City throughout the years and for encouraging his family and others to become active in the community.

Mr. Patterson stated that he started his service to the City as a member of the Library Commission in 1978. He recalled that he had worked with every City Manager since Bill James and every Mayor since Crawford Carroll and many interesting Council members, all of whom he considered friends and colleagues.

PROCLAMATION - NATIONAL PREPAREDNESS MONTH

The City Clerk read the following Proclamation into the record:

WHEREAS, National Preparedness Month creates an important opportunity for City of Dover residents to prepare their homes, businesses, and communities for potential natural disasters or terrorist attacks; and

WHEREAS, investing in emergency preparedness can reduce injuries, fatalities, and economic devastation in our community and nation; and

WHEREAS, the Federal Emergency Management Agency's "Ready" Campaign, Citizen Corps, and other federal, state, local, private, and volunteer agencies are working to increase public activities to prepare for emergencies and to educate individuals on how to take action; and

WHEREAS, the Ready Campaign established four universal building blocks of emergency preparedness, Be Informed, Make a Plan, Build a Kit and Get Involved with the 2014 National Preparedness Month Theme being "Be Disaster Aware, Take Action to Prepare"; and

WHEREAS, emergency preparedness is the responsibility of every citizen of the City of Dover and all citizens are urged to make preparedness a priority and work together, as a team, to ensure that individuals, families, and communities are prepared for disasters and emergencies of any type, and are encouraged to participate in preparedness activities and to be proactive in establishing sound plans for addressing emergencies.

NOW, THEREFORE, I, ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE do hereby proclaim the month of September 2014 as NATIONAL PREPAREDNESS MONTH in the City of Dover, and encourage all citizens, businesses, and organizations to develop their own emergency plan and work together toward creating a more prepared society.

Mayor Christiansen and Councilman Hutchison, Chair of the Safety Advisory and Transportation Committee, presented the Proclamation to Mrs. Kay Sass, Emergency Management Coordinator. Mayor Christiansen congratulated Mrs. Sass on her recent certification as a Master Exercise Practitioner through the Department of Homeland Security/Federal Emergency Management Agency (FEMA).

PUBLIC HEARING - VIOLATION OF THE DANGEROUS BUILDING ORDINANCE - DANGEROUS STRUCTURES - PROPERTY LOCATED AT 231 MIFFLIN ROAD, OWNED BY JESSE AND NICHOLE EVANS (POOL)

A public hearing was duly advertised for this time and place to consider a violation of the Dangerous Building Ordinance at 231 Mifflin Road, owned by Jesse and Nichole Evans. Mrs. Ann Marie Townshend, Director of Planning and Community Development, explained that the structure is an in-ground pool with a vinyl liner. There is a concrete walkway around the top of the pool, along with a diving board, slide, and a pool pump assembly. The house where the pool is located has been vacant since October of 2011, and is currently registered with the City as a Vacant Building. The privacy fence for the rear yard is in disrepair and the gate will no longer lock, creating easy access to the pool. On June 6, 2014, staff from the Planning and Inspections Department condemned the in-ground pool as an unsafe structure. On the same date, notice of code violations was sent to the lienholders for corrective action; however the notices were returned as unclaimed. Currently no repairs have been made to the in-ground pool and it is still considered an unsafe structure.

Mrs. Townshend reviewed a presentation depicting the condition of the structure ***(Exhibit #1)***.

Staff recommended that City Council take the following action for property located at 231 Mifflin Road: 1) declare this in-ground pool and pool pump assembly on this property dangerous; 2) order the property repaired or demolished by September 25, 2014 by the owner or equity owner at their own risk; 3) order the Building Inspector to cause the repair or 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 repairs or 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 Mrs. Williams, Mrs. Townshend stated that the notices were sent by certified and regular mail to 231 Mifflin Road, which has been vacant since 2011; however, they have no other address for the property owners. She noted that they have not conducted an inspection of the vacant house because it remains secure and it would require a warrant to gain access.

Mrs. Townshend, responding to Mr. Perza, stated that the neighbor's complaints include the stagnant water, mosquitos, odor, and unsightly appearance. She stated that the liner would be removed and the pool would be backfilled to remedy the situation at half the cost of a total demolition.

Mr. Lynn noted that the property changed ownership in 2007 and questioned if it was the subject of a foreclosure action. Responding, Mrs. Townshend stated that a lien search revealed that Bank of America has a lien on the property. She noted that the property was properly posted and the lienholders were notified.

Council President Bonar declared the public hearing open and, there being no one present wishing to speak, the public hearing was closed.

Mrs. Williams moved for approval of staff's recommendation, as follows: 1) declaring this in-ground pool and pool pump assembly on this property dangerous; 2) ordering the property repaired or demolished by September 25, 2014 by the owner or equity owner at their own risk; 3) ordering the Building Inspector to cause the repair or demolition of the structures if not completed by the owner within 10 days of the date established by City Council; 4) ordering the City Manager with the assistance of the City Solicitor to cause the cost of repairs or demolition to be charged against the land on which the structure 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. The motion was seconded by Mr. Anderson and carried by a unanimous roll call vote (Hare absent).

PUBLIC HEARING - VIOLATION OF THE DANGEROUS BUILDING ORDINANCE - DANGEROUS STRUCTURES - PROPERTY LOCATED AT 803 WESTVIEW TERRACE, OWNED BY WILLIAM R. MASTEN (POOL)

A public hearing was duly advertised for this time and place to consider a violation of the Dangerous Building Ordinance at 803 Westview Terrace, owned by William R. Masten. Mrs. Ann Marie Townshend, Director of Planning and Community Development, explained that the structure is an in-ground pool with a vinyl liner. There is a concrete walkway around the top of the pool. The house where the pool is located has been vacant since March of 2013, and is currently registered with the City as a Vacant Building. There have been 10 code violation cases since March 2013. The four (4) foot chain link gate for the fence that is located in the rear yard can no longer be locked and secured, causing easy access to the pool. On May 6, 2014, staff from the Planning and Inspections Department condemned the in-ground pool as an unsafe structure. On that same date, notice was sent to the lienholders with all the code violations related to the pool and corrective action that is needed. Currently no repairs have been made and the pool is still an unsafe structure.

Mrs. Townshend reviewed a presentation depicting the condition of the structure ***(Exhibit #2)***.

Staff recommended that City Council take the following action for property located at 803 Westview Terrace: 1) declare the in-ground pool on this property dangerous; 2) order the property repaired or demolished by September 25, 2014 by the owner or equity owner at their own risk; 3) order the Building Inspector to cause the repair or 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 repairs or 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. Perza, Mrs. Townshend stated that there was no water in the pool and that the primary concern is security. She noted that it would probably be more expensive to repair the fence or place fencing around only the pool than to remove the liner and backfill the pool.

Mr. Lynn stated that he had spoken with some of the neighbors, who indicated that the house had been vacant for quite a while and the liner fell into the pool during the summer storms/hurricane.

Council President Bonar declared the public hearing open and, there being no one present wishing to speak, the public hearing was closed.

Mr. Slavin moved for approval of staff's recommendation, as follows: 1) declaring the in-ground pool on this property dangerous; 2) ordering the property repaired or demolished by September 25, 2014 by the owner or equity owner at their own risk; 3) ordering the Building Inspector to cause the repair or demolition of the structures if not completed by the owner within 10 days of the date established by City Council; 4) ordering the City Manager with the assistance of the City Solicitor to cause the cost of repairs or demolition to be charged against the land on which the structure 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. The motion was seconded by Mr. Lynn and carried by a unanimous roll call vote (Hare absent).

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE REPORT - AUGUST 11, 2014

The Parks, Recreation, and Community Enhancement Committee met on August 11, 2014 with Chairman Dixon presiding.

Proposed Ordinance #2014-18 - Amending Appendix B - Zoning, Article 3 - District Regulations, Section 24 - Planned Neighborhood Design Option (PND), Subsection 24.62 - Buffers; Article 4 - Zoning Bulk and Parking Regulations, Subsections 4.10 and 4.11

Members were provided Proposed Ordinance #2014-18 which 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, Subsections 4.10 and 4.11 for their review and recommendation.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that Proposed Ordinance #2014-18 was drafted by Mr. John Paradee. She stated that the amendments would remove the required 40-foot buffer around the perimeter of developments utilizing the Planned Neighborhood Design Option (PND) and would reduce the front and rear yards for houses being constructed under the PND Option. Mrs. Townshend reminded members that the PND Option is a zoning overlay that allows for flexibility in housing styles. Projects utilizing this overlay are first reviewed by City Council to determine if it warrants further review by the Planning Commission. If forwarded to the Planning Commission, they are subject to Conditional Use approval by the Planning Commission.

Mrs. Townshend indicated that when the PND concept was adopted back in the 1990's, it was a newer concept and the 40-foot buffer was included to address the concern of having a mixed housing development adjacent to other properties. Since that time, she felt that the PND's have shown they fit in nicely with the communities and that the 40-foot buffer is no longer necessary.

Responding to Mr. Caldwell, Mrs. Townshend stated that the 40-foot buffer was to assure that there would be no buildings close to the development; however, the result has been that fences, sheds, and decks are not permitted within the area, which the rear yard setback requirements would address. In addition, she stated that for several of the PND's properties, there is a lot of open space around the perimeter. Mrs. Townshend explained that some of the open space is actually on an individuals property, which gives property owners fewer options for making improvements to their property.

Mr. John Paradee of the law firm Prickett, Jones, and Elliott, stated that he submitted a request for the consideration of an ordinance amendment after receiving several complaints from clients; however, he stated that he was not addressing members on behalf of any particular client or project. He stated that he had heard much discussion regarding artificial or seemingly unreasonable restrictions in the ordinance that really "handcuffs" the Planning Commission. Mr. Paradee reminded members that for PND's, the Planning Commission has wide discretion to deal with setbacks and other site planning issues that can be customized for a particular project based on its geographic dimensions of the property. The issue is that, as written, the current ordinance has very restrictive set-backs and what has occurred is that the building envelope which is dictated by the ordinance is simply too restrictive to allow the kind of flexibility that the market demands in terms of products. He explained that there are several properties where developers are forced to make something work that is nearly impossible because the ordinance has these very inflexible setback restrictions. The proposed amendments would provide flexibility to the Planning Commission who ultimately has the authority to allow for some flexibility; however, they cannot go beyond the minimum standards required by ordinance. Mr. Paradee stated that the Planning Commission does not have the discretion to relax beyond those minimum standards if the circumstances warrant.

In response to Mr. Dixon, Mrs. Townshend stated that although a variance could be considered, she does not feel that a variance should be used to address a flaw in the Code except on a short-term basis. She stated that she had to recently deny a request to allow for the construction of a deck (for a hot tub) in a back yard since it would have encroached into the 40-foot buffer. Other than those properties located within a PND, she stated that property owners must remain 10 feet from the property line to construct such a deck, noting that the setback is significantly more restrictive for PND's. Mrs. Townshend noted that sometimes the front and rear setbacks limit creativity of design and cause people to design to standards rather than allowing such creativity within a community.

Staff recommended that Proposed Ordinance #2014-18 be forwarded to City Council and scheduled for First Reading on August 25, 2014, a Public Hearing before the Planning Commission on September 15, 2014, and that a Public Hearing and Final Reading be set before City Council on October 13, 2014, at 7:30 p.m.

The Committee recommended adoption of Proposed Ordinance #2014-18.

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

Investigating Americorps and Retired Senior Volunteer Program (RSVP) to Supplement Staffing *(Request of Councilman Anderson)*

Mr. Anderson requested that staff be directed to investigate potential volunteer labor opportunities that may be available to determine if it meets the City's mission and ability to save money. He stated that the Retired Senior Volunteer Program (RSVP) may help the City provide services, as well as other opportunities such as the use of Americorps for the City's summer programs. Realizing that there are always pros and cons to ideas, he felt that the City should investigate the possibility of expanding services while saving money and that this matter be further evaluated.

Responding to Mr. Caldwell, Mr. Anderson stated that his proposal would not be limited to the two (2) organizations mentioned and that, if agreed, it could be noted in the motion.

Mrs. Horsey relayed her support and noted that governments, as well as private organizations, are trying to recruit volunteers all the time and rely on them to conduct their business on a regular basis.

Mr. Hutchison stated that although he agrees with the concept, he felt it would be important for the City to establish guidelines, explaining that if the City were to open the door to supplementing staff by use of volunteers, there would be a need for clear and defined policies and guidelines and suggested the need for criminal background checks. Mr. Hutchison suggested that this matter be referred to the City Manager for a response.

Mr. Scott Koenig, City Manager, stated that if it is the Committee and Council's desire to pursue this concept, he requested that it be referred to the City Manager's Office for further review and that a report be submitted within 90 days regarding staff's findings, to include those City departments that could use volunteers, where they would be effective, how they would be recruited, etc.

The Committee recommended that staff be authorized to investigate volunteers to supplement staffing for the City and that a report be submitted within 90 days (if study is not completed, staff would provide report on its status).

For clarification, Mr. Anderson stated that his motion would allow for staff to first study the feasibility of utilizing volunteer services such as the AmeriCorps and the RSVP, with a report back to the committee in 90 days.

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

Semi-Annual Review - Statistics Regarding Jobs and Businesses Gained and Lost in the City of Dover Since July 2013

Mr. William Neaton, Director of Economic Development, reviewed the semi-annual report of employment statistics on the City's top employers since July 2013 and includes December 2013 and July 2014.

Mr. Neaton noted that Bayhealth continues to maintain a steady increase of employees and that it is expected that this will continue, noting that they are currently in the process of expanding by adding a fourth floor to the building to serve as a shell space. He advised members that, currently, the third floor serves as a shell space and that it will be used for services, noting that it will house 36 new beds and is projected to be completed during the first part of 2015. Mr. Neaton reminded members that the design of the building allows for Bayhealth to expand to ten (10) stories. He noted that Bayhealth also plans to expand their facility in Milford by eliminating the existing hospital and building in its place a vertical hospital.

Responding to Mr. Anderson, Mr. Neaton stated that there has been an ongoing problem with flooding in the area of Bayhealth, which has affected their development. Last week, he spoke to Mr. Dave Small, Secretary of the Department of Natural Resources and Environmental Control (DNREC), regarding this issue and stated that they are moving forward with the study of the flooding issue.

Elaborating, Mayor Christiansen advised members that the City of Dover has received a substantial grant from the State of Delaware to begin a study to address the flooding issue, which will include the Bayhealth area.

Mr. Neaton reminded members that, several months ago, City Council approved an Economic Inclusion Study with Dr. Michael Casson of Delaware State University. He stated that he has met with Dr. Casson and that they are moving forward with the Study and it is hoped that this Study will be completed in the very near future.

Mr. Neaton advised members that Energizer recently announced that they are closing their plant in Montreal Canada and will move those product lines to Dover by 2017. It is anticipated that the first phase will be completed in late Spring 2015, which will include an addition to their building in Dover. Mr. Neaton noted that this move will provide approximately 250 jobs over the next several years. He assured members that Staff has been meeting with representatives of Energizer to help in their processes and that he felt they were pleased with the assistance provided by the City.

Mr. Neaton reminded members that Energizer had planned to export some of their jobs to another plant located in another City. He stated that he, along with representatives of the Delaware Economic Development Office, have met with the Vice-President of Energizer in an attempt to prevent this move to save the approximately 30 jobs that could be affected.

Referring to Kraft Foods, Mr. Neaton stated that during a recent meeting with the Plant Manager, there was discussion regarding an issue involving their electric field. He advised members that Mr. Harry Maloney III, the new Electric Director, has since become involved to determine how the City may be able to assist with this issue; however, he assured members that he continues to maintain close contact with Kraft Foods and attends the Plant Manager Meetings on a regular basis.

Mr. Neaton noted that during the past several months, he has taken Congressman Carney to some of the plants in Dover such as Proctor and Gamble, Hirsh Industries, etc.

Responding to Mr. Hutchison, Mr. Neaton stated that there has been much accomplished and that work continues at the Garrison Oak Park, noting that the Calpine project remains on schedule. Earlier today, Eastern Short Natural Gas began testing the gas line and using water pressure and that the transmission power lines are being installed from the Garrison Energy Center to the Cartanza Substation and that DP&L has been discussing the abandonment of their portion of lot 6, since the work is near completion. Staff received a time-line schedule this morning from Garrison Energy Center which included deadlines for the City to provide certain levels of infrastructure. He stated that the City Manager and other Department Heads have had on-going conference calls with Garrison Energy Systems to discuss those time-lines. Mr. Neaton indicated that Uzin Utz has broken ground and that they have laid the foundation for their tower and that this project is also on schedule. He assured members that the City continues to move forward with the infrastructure, both retention ponds have been completed, and construction of the road continues.

Mr. Neaton confirmed that June 2015 is the target date for Calpine to begin providing power into the grid. He felt confident that they will be done prior to the target date.

In response to Mr. Hutchison, Mr. Koenig stated that the City will meet the deadlines in order to meet the demands of these projects. He explained that since Calpine is on schedule, they have requested that the schedule be pushed up. Mr. Koenig stated that there is a certain date that can be reached by the City in accordance with contracts, which are within the parameters that were originally agreed upon. He stated that there have been several discussions regarding the substantial completion dates and that Calpine continuously moves these dates up. Mr. Koenig advised members that June 1, 2015 is Commercial Operation, which is the date they legally have to provide power; however, if completion is prior to this date, they wish to bid power into the grid immediately. He assured members that the contracts are moving forward and felt assured that the City can meet their deadlines.

Responding to Mr. Anderson regarding the status of the old Walmart, Mr. Neaton stated that the site plan expired months ago and is no longer in effect. After speaking with the Realtor, he realized that they were not aware of the site plan expiring. It was his understanding that they can apply for an administrative renewal of the site plan. Mr. Neaton noted that there are a couple of leases for the interior of the building and there is still a site plan for a restaurant on a pad site. He stated that he has been in contact with Mr. Charlie Rodriguez, Realtor for the Onyx Group, and he and the project manager stay in contact on a monthly basis. Mr. Neaton assured members that they plan to move forward with the projects.

For information purposes, Mr. Neaton advised members that there have been inquiries regarding other retail spaces such as Dover Litho and Uno's Restaurant. He stated that there are two (2) tenants utilizing the Dover Litho building and that the Uno's Restaurant is currently being remodeled.

In response to Mr. Anderson regarding the former Metro building, Mr. Neaton stated that, based on information provided by R&R Commercial Realty approximately three (3) weeks ago, the property was recently sold or is currently under contract for purchase.

Referring to Delaware State University, Mr. Anderson questioned if there had been any news regarding jobs relative to the planned expansion and other activities. Responding, Mr. Neaton stated that the University has not shared any information relative to job growth and that he is not aware of any changes in this regard.

Mayor Christiansen advised members that Mr. Neaton is in the trenches and has been advocating for the City of Dover. He stated that the City has a program in place to protect jobs and it has been announced that the City is open to do business. Mayor Christiansen assured members that he, along with Mr. Neaton and other personnel, will continue to work feverishly to provide jobs to the unemployed and underemployed, bring businesses to fill the empty commercial spaces, and bring people to buy homes that have been vacant. He explained that these efforts will create a livable and affordable Dover.

Mr. Koenig advised members that DNREC has awarded the City a 50/50 matching grant up to $77,000 to begin the preliminary planning of the tar ditch interceptor upgrade, which is the stormwater system that runs from the West Side Car Wash area down to the central City area and floods, extensively at times, the intersection at Water Street and Governors Avenue, and ends up in the St. Jones River behind the residents on Elm Terrace and the former City Public Works yard. He stated that the grant request was for approximately $154,000 and that, during the Regular Council Meeting being held later in the evening, members will be considering the Evaluation of Proposals for Engineering Services and Project Management for the Department of Public Works. Provided the proposal is approved, staff anticipates a project kickoff meeting to take place on September 11, 2014, which will include

representatives of DNREC, City of Dover, Department of Transportation, and Bayhealth. Mr. Koenig assured members that there will be an announcement to notify everyone that the City is working on a resolution to the problem.

Mr. Hutchison questioned if there were any opportunities for the Loockerman Exchange building. Responding, Mr. Neaton stated that there is the potential of two (2) different restaurants locating on the first floor; however, there are no potential tenants for the second floor.

Community Development Block Grant (CDBG) Program Quarterly Update

Members were provided the Quarterly Update for the Community Development Block Grant (CDBG) Program, including the FY2014 CDBG Projects and status of the FY2014 CDBG Projects. Members were provided a list of those projects that were approved by HUD for FY2014 and advised that the Funding Approval Agreement has been executed by the Mayor for the release of funds and the draw downs are estimated to be available by HUD on or before September 1, 2014. *(City Clerk's Office Note: The column titled "2013 Grant Projects" on page two of the packet material for Item #4 "Community Development Block Grant (CDBG) Program Quarterly Update" titled "Status of FY-14 Program Funds Spent - Fiscal Year 7/1/14 - 6/30/15" should read "2014 Grant Projects".)*

Referring to the Restoring Central Dover Initiative, Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that, in addition to the Positive Development Working Group, the Planning Staff has been requested to participate in the Transportation Working Group. She stated that the Architectural Intern who is working with the Planning Office this summer is developing ordinance amendments to address "in-fill guidelines" that would fit well into this initiative. She has shared this with the consultant, Interfaith Studios, and they seem to be supportive of this action.

Responding to Mr. Anderson, Mrs. Townshend stated that, in addition to the Planning Department, the Police Department is participating, noting that one of the working groups is specifically related to safety.

Recreation Needs Assessment Update

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that the Parks and Recreation Staff have taken the lead on developing the City's Recreation Needs Assessment and have met with the State of Delaware Division of Parks and Recreation to review and update the Outdoor Recreation Inventory, a statewide geographic database of all parks and open space area. She noted that updates have been provided to the State Division of Parks and Recreation and that they will assist with the maps for use in the public outreach, as they have developed mapping applications that are helpful in recreation needs evaluation.

In addition, Mrs. Townshend stated that a survey has been developed that includes general questions about recreation programming and City parks, as well as focused questions on the City's larger parks, including Dover Park, Williams Park, Silver Lake Park, Schutte Park, and Dover/New Street Park. This survey has been posted on the City of Dover Recreation Facebook page; however, she stated that printed copies are being made available to people who do not have computer access. The survey will also be on the Department of Parks and Recreation Website and an e-mail blast will be sent through Constant Contact to encourage people to complete the survey. Mrs. Townshend advised members that Delaware Senior Olympics, the Dover YMCA, Delaware Special Olympics, and other partners have agreed to get the survey link circulated as well.

Mrs. Townshend stated that public meetings will be planned in late August and September to solicit public input; however, she stated that it will be necessary to coordinate with the State Division of Parks and Recreation on the mapping before the actual dates are selected.

In response to Mr. Anderson, Mrs. Townshend stated that the survey has already been made available on the City's Website and that printed copies are currently available through the Recreation Center; however, she offered to make them available through other means if it is desired. She assured him that printed copies would be provided to him for distribution throughout the community.

Responding to Mr. Hutchison, Mrs. Townshend indicated that, in addition to those previously mentioned, churches, schools, etc. are also being included to ensure a real inventory of what programs are needed throughout the community.

Status Report - Dover Park Recreation Center

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that the first phase of the asbestos abatement is complete and that there is an additional phase that will be completed once the building foundation is removed, since it involves a pipe that is located underground. She stated that demolition activities should be resuming this week and should be completed next month and that, recently, the Little Creek Fire Company used the building for training purposes.

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

UTILITY COMMITTEE REPORT - AUGUST 11, 2014

The Utility Committee met on August 11, 2014 with Councilman Perza presiding in the absence of Chairwoman Williams.

Evaluation of Proposals and Proposed Budget Amendment - Unit 3 Cooling Tower

Mr. Scott Koenig, City Manager, advised members that the Draft FY2015 Operating and Capital Budget includes Unit 3 Cooling Tower Repairs, which is a multi-year project budget of $1,289,000. He explained that this project is intended to replace the fill and fill support structures on the McKee Run Unit 3 Cooling Tower. It also includes the replacement of the hot water basin floor and miscellaneous structural members within the tower. This contract work represents the majority of work to be performed on this project. Mr. Koenig stated that the Plant Manager, Mr. Vincent Scire, would provide details, explaining that the City has an opportunity to accelerate the project and complete Phases I (FY-2015) and II (FY-2016) in FY-2015 during the City's fall 2014 outage. He noted that if the project is accelerated, as proposed, there will be an overall budget savings of approximately $80,000, which can be accomplished by a re-prioritization of the FY-2015 Capital Projects at the McKee Run Power Plant to allow this project to be completed in FY-2015.

Mr. Scire, NAES Corporation, reviewed the Power Point Presentation provided to members as Exhibit A. It was noted that members were provided the original CIP for this project (depicted as Exhibit B) as well as a revised CIP (depicted as Exhibit C).

Staff recommended the acceptance of the revised CIP and awarding the contract for the McKee Run Unit 3 Cooling Tower Repairs (Project # EG1402) to Evaptech in the amount of $951,000 as detailed in their proposal.

Responding to Mr. Blakeman, Mr. Scire stated that, to his knowledge, the fill has never been replaced and there has been very little work done to the Unit 3 tower, except for miscellaneous repairs to the fill and fill supports; therefore, he stated they have had their useful life in terms of "operability." He indicated that there is some advantage, explaining that when the fill and fill supports are replaced, a different design will be used which, from a thermal performance aspect, will allow for some improved efficiency; however, he could not guarantee this would be measurable and he anticipates a 20-year life span.

In response to Mr. Perza, Mr. Koenig stated that he had no knowledge of any detrimental affects for re-prioritizing the CIP. Although there is always a potential, he felt confident that the costs for any projects that are being deferred would not be increased more than $80,000, which is the savings realized by completing phases I and II in this fiscal year.

At the request of Mr. Slavin, Mr. Koenig explained that the requested amendment was not known during the discussion of the City's Budget and CIP in May. He stated that the potential inclusion of the two (2) phases was not known until the proposals were actually submitted, which occurred after the budget submissions. Mr. Scire indicated that the proposal received for Phase I was approximately $100,000 more than estimated due to the expanded scope of work that was determined through

discovery that took place in the Spring, which was three (3) months after a fair price estimate was provided by a contractor who also conducted an inspection. In essence, he stated that the cost increased as a result of the scope of the work increasing. In order to obtain good budget estimates, he explained the necessity of requesting firm pricing for work with a definite schedule of work to be perform. Mr. Scire indicated that the contingency amounts are set based on the knowledge of the project. In some instances, he stated that a contingency of 20% would initially be set and then as more details are known, the contingency would be reduced, noting that this project has an 8% contingency as a result of receiving firm pricing.

Mr. Blakeman moved to recommend approval of staff's recommendation for the acceptance of the revised CIP and awarding the contract for the McKee Run Unit 3 Cooling Tower Repairs (Project #EG1402) to Evaptech in the amount of $951,000. The motion was seconded by Mr. Snaman.

Mr. Slavin stated that although he will support the recommended action, he relayed his concern regarding CIP Projects being reshuffled after just recently being approved.

The Committee recommended approval of staff's recommendation for the acceptance of the revised CIP and awarding the contract for the McKee Run Unit 3 Cooling Tower Repairs (Project #EG1402) to Evaptech in the amount of $951,000.

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

Quarterly Review of Utility Related Capital Investment Plan (CIP) (Electric and Water/Wastewater) ***(April, May, and June)***

Members were provided a Project Tracking Report, as of June 30, 2014, for the Utility (Electric and Water/Wastewater) Related Capital Investment Plan (CIP). Mr. Scott Koenig, City Manager, advised members that this report is preliminary since the actual project costs and final invoices are still being paid for fiscal year 2014. He noted that staff has made substantial progress this year in cleaning up and closing out several projects as the City becomes more fully staffed. As the final numbers are received, Mr. Koenig stated that many of the projects will be finalized and, as a result, they will be removed from the report.

No action was required by the Committee.

TEA/NAES Report ***(May and June)***

The TEA/NAES Monthly Reports for May and June 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. Blakeman requested that the NAES Report be amended to reflect the current value/cost of capacity in order for it to be tracked over a period of time.

The Committee recommended acceptance of the TEA/NAES Monthly Reports for May and June 2014.

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

Updates
The following updates were provided to members:

Green Energy Funding and Programming
Members were provided details regarding Green Energy Funding and Programming.

National Pollution Discharge Elimination System (NPDES) Municipal Separate Storm Sewer Systems (MS4) Permit
Mr. Scott Koenig, City Manager, advised members that there is no further information to report on the National Pollution Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit.

Garrison Oak Technical Park Project Updates
Due to time constraints, Mr. Scott Koenig, City Manager, indicated that the updates for the Garrison Oak Technical Park Project will be provided to members during their next meeting.

Progress Update on Purchase Power Agreement
Mr. Scott Koenig, City Manager, read a statement provided by Mr. Kirk Betts regarding the Purchase Power Agreement (Calpine Negotiations), as follows:

"Dover's representative, Kirk Betts, has had frequent exchanges with Calpine's power supply representatives to reach an agreement. Currently, they have not reached an agreement that will be acceptable to the City of Dover at this time, but they continue to work toward achieving that goal. Calpine is in a unique position because it has an opportunity to present a very attractive price without competing with others.

The focus of the negotiations has been on securing the right energy product at a price that achieves the City's expressed goals; those twin goals being a price that ensures a competitive price for Dover's customers now and throughout its term, plus a reasonable return to the City for its significant investment in the infrastructure with respect to roads, water, sewer, etc. needed by Calpine to develop the plant.

Among the items being negotiated are: whether a purchase should consist of capacity and energy; whether to purchase a firm load or an option to purchase as needed; whether to purchase just capacity to replace the capacity currently satisfied by

Dover's Units 1 and 2; and whether to purchase more or less than 34 megawatts, and if more, how much extra capacity. The focus currently is on a capacity arrangement for approximately 39 megawatts during a 15 to 20 year term. The negotiations also have addressed escalation, fuel risk, delivery point, and heat rate, which refers to the amount of energy produced from a fixed amount of natural gas.

Mr. Betts has relied on Dover's agent, TEA (The Energy Authority), for capacity and energy pricing models that are used to benchmark the competitiveness of offers, and is working with the Electric Director to bring this to either an agreement that can be recommended to Council or a recommendation to proceed on an alternative path for meeting Dover's energy requirements."

Responding to Mrs. Williams regarding the status of negotiations, Mr. Koenig stated that Calpine has provided the City prices that have not met expectations. He felt confident that Calpine understands the City's position.

Mr. Blakeman stated that during the past few months, there has been information indicating that capacity value is declining over time. Responding, Mr. Koenig stated that the City is taking this into consideration when purchasing long-term capacity. He stated that TEA (The Energy Authority) is conducting all the financial modeling of the options and that the City is considering, in the purchase profile, what capacity is worth in the out years. Mr. Koenig assured members that all issues are taken into consideration when making a decision. He advised members that the concern is that there is no way to predict an exact amount. However, he felt confident that enough information has been obtained to make a decision.

Mrs. Williams questioned the City's ability to include contingencies to assist the City with any cost issues. Responding, Mr. Koenig stated that the City has the ability, as a service provider for utilities, to adjust some of the input costs if the City is not able to get a desired purchase price.

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

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - AUGUST 11, 2014

The Legislative, Finance, and Administration Committee met on August 11, 2014 with Chairman Slavin presiding.

Proposed Financial Reforms - Compensation Policies

Mr. Slavin stated that a tentative American Federation of State, County and Municipal Employees (AFSCME) contract had been presented to City Council for their consideration. Noting that he did not want the proposed compensation policies to interfere with the process, he requested that this matter be deferred until the contract negotiations have concluded.

The Committee deferred the discussion regarding the Proposed Financial Reforms - Compensation Policies.

Automatic Escalator for Building-Related Permit Fees *(Request of Councilman Anderson)*

Mr. Anderson reminded members that there have been recent discussions regarding increasing building permit fees and suggested that staff be directed to consider implementing a COLA every two (2) years. He explained his desire to look forward rather than backwards and his concerns with massive "catch ups" and their effect on the local economy and economic development. Rather than considering such increases whenever presented, he requested that staff look into the feasibility of making such adjustments every couple of years in accordance with the Consumer Price Index (CPI).

Mrs. Townshend reminded members that the business license fees were presented in 2010 with a proposal to institute an annual (or bi-annual) escalator. At that time, City Council chose to approve only a one-time increase. She indicated that the business community expressed much concern regarding the proposal for an automatic increase in the business license fees. Mrs. Townshend advised members that, due to the manner in which building permits are issued, there is already somewhat of an automatic escalator since the value of the permit is based on the value of the construction; therefore, by virtue of prices increasing, which affects the construction value, she stated that it would result in an increase in the permit fees.

Mrs. Townshend advised members that she spoke with the business community regarding the possibility of adjusting the City's plumbing, mechanical, and sign permits to be valued the same way as building permits. For those types of permits, the fees would be tied to the costs of construction rather than the CPI. Regarding business licenses, she stated that it has always been a point of contention for the business community.

The Committee recommended that an automatic escalator for building-related permit fees be referred to staff with their full ability to revise in its entirety to develop recommendations based upon its intent.

Responding to Mrs. Townshend, Mr. Anderson stated that although there is no rush for its completion, he would expect a recommendation to be presented for consideration by the current City Council.

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

Proposed Ordinance - #2014-19 Amending Chapter 98 - Streets, Sidewalks, Storm Sewers and Other Public Places, Article I - In General, Section 98-5 - Duty of Tenants or Owners to Maintain Sidewalks and Landscaped Areas Within the Street Right-of-Way and Appendix F - Fees and Fines

Members were provided Proposed Ordinance - #2014-19 Amending Chapter 98 - Streets, Sidewalks, Storm Sewers and Other Public Places, Article I - In General, Section 98-5 - Duty of Tenants or Owners to Maintain Sidewalks and Landscaped Areas Within the Street Right-of-Way and Appendix F - Fees and Fines of the Dover Code.

Mrs. Ann Marie Townshend advised members that the proposed amendment would prohibit the blowing, sweeping or otherwise discharging of grass clippings to streets, sidewalks, storm drains, and water courses. She stated that in a recent Notice of Violation from DNREC regarding the City's Municipal Separate Storm Sewer System (MS4), the City was cited for grass clippings discharged to the street in the area surrounding the Wesley College fields. She advised members that currently, there are no ordinances that prohibit such discharges. Mrs. Townshend stated that grass clippings blown or swept into the street wash into storm drains and, ultimately, into water bodies such as Silver Lake and the St. Jones River, which hamper water quality because of the added nutrients. In addition, she stated that matted grass clippings blown onto streets diminish neighborhood appearance. The proposed ordinance would assist the City in compliance with MS4 requirements and provide an additional tool in the improvement of our neighborhoods.

Responding to Mr. Shevock, Mrs. Townshend stated that the City Code already prohibits such items from being placed in the street more than the evening prior to trash pickup, explaining that there are certain times during the year the City requests leaves to be brought to the curb to allow the leaf vac to pick them up. She indicated that these items are currently addressed in the Solid Waste section of the Dover Code and would not be affected by the proposed amendment. Mrs. Townshend stated that the blowing of grass into the street is not currently addressed in the Dover Code.

Mrs. Townshend felt confident that if adopted, the City would take action against larger violations and not just those that may have a small amount of grass clippings.

In response to Mayor Christiansen, Mrs. Townshend stated that the manner in which the proposed ordinance is written, the responsibility lies with the tenant or owner of the property; however, she felt confident that if an individual is fined due to the actions of their contractor, they would make sure that such behavior is corrected quickly.

Mr. Slavin relayed his concern that the State Government has an employee who patrols and fines individuals who put grass clippings in the gutter and then cites the City, particularly when that department can take a substantial amount of time processing items needing to be completed. Understanding its importance, he felt that there is an opportunity to explain why individuals should not allow grass clippings into the storm drains. He suggested that the City utilize the media for a positive campaign and questioned the possibility of obtaining grant money for conducting a positive outreach campaign regarding this issue. Responding, Mrs. Townshend suggested that there may be grant monies available through DNREC.

Staff recommended that Proposed Ordinance #2014-19 be forwarded to City Council and scheduled for First Reading on August 25, 2014 and that a Public Hearing and Final Reading be set before City Council on September 8, 2014, at 7:30 p.m.

The Committee recommended adoption of the proposed ordinance.

Mr. Anderson relayed his objections to the proposed amendments, explaining his feeling that it would not be enforceable and that it is an overarching and overreaching of government at all levels.

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

Proposed Ordinance #2014-20 Amending Appendix B - Zoning, Article 10, Section 2 - Site Development Plan Approval

Staff submitted Proposed Ordinance #2014-20 that would amend Appendix B - Zoning, Article 10, Section 2 - Site Plan Development Approval. Mrs. Ann Marie Townshend, Director of Planning and Community Development, reminded members that on July 14, 2014, City Council adopted Ordinance #2014-08, which rewrote the commercial and office zones within the Zoning Ordinance and streamlined processes for zoning administration. One change that helped to streamline processes allows for an existing building expansion up to 15% to be reviewed administratively. In drafting the language, staff did not develop similar language for expansion of impervious cover, although that was the intent. Mrs. Townshend stated that the proposed amendment would correct this omission and allow for an increase of impervious cover up to 15% on a site to be reviewed administratively.

Mrs. Townshend stated that this oversight was discovered after a meeting was held with representatives of Playtex regarding a potential expansion. The proposed ordinance would clarify that site plans which include an increase in impervious cover of 15% and more than 5,000 square feet require Planning Commission review. Under the current language, any site plan proposing an increase of impervious cover of 5,000 square feet or greater is subject to Planning Commission review. Mrs. Townshend assured members that those site plans that include an increase of 15% would be subject to an administrative review and that, although they would not be under the realm of the Planning Commission, it would not affect any Dover Code requirements or any review and requirements of DelDOT, Kent Conservation District, etc.

The Committee recommended adoption of the proposed ordinance.

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

Update - Economic Development

Mr. William Neaton, Director of Economic Development, advised members that his office, on a semi-annual basis, contacts the City's large employers to obtain details regarding their job retention, growth, and shrinkage. This contact is also done in an effort to maintain contact with them to determine if the City could assist in retaining and/or increasing jobs. He explained that, for economic development, job retention is as important as locating a new employer to bring new jobs. Mr. Neaton reviewed the semi-annual report of employment statistics on the City's top employers since July 2013, including December 2013 and July 2014, which he stated was provided to the Parks, Recreation, and Community Enhancement Committee earlier in the day.

Mr. Neaton noted that Bayhealth continues to maintain growth both financially and with employees. He advised members that Bayhealth is currently expanding by building a fourth floor on the existing hospital and that the design of the building allows for Bayhealth to expand to ten (10) stories. Mr. Neaton noted that the third floor that has been serving as a shell space will be used for services and house 36 new beds. He noted that Bayhealth also plans to expand their facility in Milford by eliminating the existing hospital and build in its place a vertical hospital. Construction is anticipated to begin in 2015.

Mr. Neaton advised members that Energizer recently announced that they are closing their plant in Montreal Canada, which has approximately 400 employees, and will be moving those product lines to Dover. He stated that this move will provide approximately 225 - 250 jobs over the next few years. Mr. Neaton stated that Staff has been meeting with representatives of Energizer, as well as the Delaware Economic Development Office, DelDOT, and Kent Conservation District to help streamline this process. He stated that Energizer had planned to export some of their jobs to a plant located in another City and that he and representatives of the Delaware Economic Development Office met with the Vice-President of Energizer in an attempt to retain these jobs in Dover.

Mr. Neaton stated that he, along with the City Manager, met with representative of Kraft Foods in an effort to provide assistance regarding concerns with their electric yard and the need for new transformers.

Mr. Neaton noted that during the past several months, he has taken Congressman Carney to some of the plants in Dover such as Proctor and Gamble and Hirsh Industries. He advised members that last year, Hirsh Industries manufactured almost 1M filing cabinets. Mr. Neaton stated that Congressman Carney was in awe of the real manufacturing jobs that are in the City of Dover.

Mr. Neaton stated that Kent County hosts a Plant Manager's Meeting every two (2) months, which gives the Plant Managers the opportunity to meet on a regular basis and discuss issues and develop solutions in which the City of Dover plays an important role.

Referring to the Garrison Oak Technology Park, Mr. Neaton stated that the site serves as the host of the Garrison Energy Center, the Solar Park, and Uzin Utz. He stated that the Solar Park has been completed for several years and the Garrison Energy Center is moving at a brisk pace. Mr. Neaton noted that they are required to sell energy into the grid by next year and that they hope to be producing power in the spring. Mr. Neaton advised members that the ground breaking for Uzin Utz has taken place, they have laid the foundation for their mixing tower, and that this project is on schedule. He assured members that the City continues to move forward with the infrastructure and that he has made commitments that all infrastructure will be completed before these companies require their use. Regarding the infrastructure, Mr. Neaton indicated that the two (2) retention ponds have been completed, work on the sewer continues, and that the 16 inch gas line has been completed and is currently being tested. He felt confident that the City will have a very saleable property once the infrastructure has been completed.

Mr. Neaton advised members that the downtown area is a vital economic area for the City, noting that there are approximately 90 businesses. He reminded members that EZ Pass opened after the first of the year with 85 employees. Mr. Neaton stated that he has conversations with their Manager and has been assured that they are pleased with their new location downtown and that their parking concerns have been resolved.

Mr. Neaton stated that Family Dollar is locating on Loockerman Street and there are two (2) different restaurants considering locating in the former Loockerman Exchange sometime in the Fall.

Mr. Neaton advised members that the Farmers Market has been a roaring success and, as a result, the vendors have requested that the Market be extended to October. He credited the City's volunteer Market Manager who put in numerous hours to ensure the Market's success.

At the request of Mr. Anderson, Mr. Neaton provided an update on the empty retail spaces. Referring to the former Metro building, he stated that, based on information provided by R&R Commercial Realty, the property was recently sold or is currently under contract for purchase. He stated that there are two (2) tenants that will be utilizing the former Dover Litho building and that he has issued an incentive package for Uno's Restaurant, noting that the building is currently being remodeled and that new tenants are being actively sought. Regarding the status of the former Walmart, Mr. Neaton stated that the site plan is no longer in effect, having expired a few months prior. Mrs. Townshend indicated that it will now be necessary for them to go before the Planning Commission for the renewal of the site plan. Mr. Neaton noted that although they lost a couple of tenants last year, they are actively seeking additional tenants and that they still have the tenant that plans to build a restaurant on the pad site. He stated that the building is owned by the Onyx Group and that they are actively pursuing new tenants.

Responding to Mr. Hare, Mr. Neaton stated that incentive packages are different depending upon location. He noted that there could be abatement of taxes, and that, based on size of the renovation, square footage, and dollar amount, there could be an abatement of a portion of impact and permit fees. He assured members that all such abatements were approved by City Council.

Mr. Hare questioned what businesses indicate are necessary to remain in the City. Responding, Mr. Neaton stated that based on his discussions with the various businesses, most request that the City make it as easy as possible for them to do business, which he feels the City accomplishes by listening and responding to concerns and requests of the businesses and that the City is quick in resolving issues. Having worked with DEMEC on the Demand Response Program for different plants, Mr. Neaton stated that Hirsh Industry recently completed a survey and indicated a concern about utility rates, however, he has not been provided the results of the survey.

Referring to those companies that have elected not to locate to Dover, Mr. Neaton stated that in a recent instance, the business needed a place to do business (at the Garrison Oak Technology Park) sooner than the City could provide it. This has been the only major concern that large perspective businesses have had about coming to Dover, although he felt that utility rates have been a concern throughout the State. Mr. Neaton assured members that job training, job availability, employee availability, etc. has never been an issue for a company to locate to Dover.

Responding to Mr. Hare, Mr. Neaton stated his understanding that the City established the asking price for property at the Garrison Oak Technology Park at $35,000 per acre. Although the City Manager may have authority to approve a price reduction, any further reduction of cost would require Council's approval.

Council President Bonar noted that there is a large parcel located at the corner of State and Water Streets that has been constructed and has not been occupied. He questioned the status of the property and whether there are plans or if there are issues with the City that need to be resolved. Council President Bonar requested staff to determine what action is necessary to encourage tenants. Responding, Mr. Neaton stated that he meets with Mr. Charlie Rodriguez once each month and that, based on his discussions, he thought there was a potential tenant for that building. He assured members that he will get an answer to these questions and provide a written response.

Council President Bonar relayed appreciation for the work done by staff at the Garrison Oak Technical Park. He felt confident that there would be an additional tenant at the site within the next three (3) to six (6) months. Mr. Bonar reiterated that the City of Dover is open for business and thanked the Mayor for his work in this regard. He encouraged all economic development possible for the City and thanked Mr. Neaton for his efforts and interest in the Garrison Oak Technical Park.

Responding to Mr. Anderson, Mr. Neaton stated that there has been no further information regarding the relocation of the Greyhound Station other than, initially, they were going to move to the transit center when construction of a 3-story, 30,000 square foot building was proposed.

Mayor Christiansen thanked Council President Bonar for his comments regarding the efforts made for economic development in the City and assured members that they will continue to forge ahead to bring jobs to Dover, maintain jobs in Dover, etc. He reiterated that the City of Dover is open for business.

No further action was taken by the Committee.

Update - Certified Local Government Application

Mr. Slavin stated that prior to the meeting, he had a conversation with Mrs. Ann Marie Townshend, Director of Planning and Community Development, regarding the City's desire to be a part of the Certified Local Government Program. He stated that due to various issues, the completion of the Certified Local Government Application has been delayed and that staff has indicated that it will be completed by December 31, 2014.

Mrs. Townshend confirmed that it is staff's goal to have the application completed by December 31, 2014; however, she reminded members that there are other major projects required of staff, including the Downtown Development District Project, the Outdoor Recreation Needs Assessment, issues involving the new Dover High School, restoring Central Dover, and working with Playtex.

Mr. Slavin noted that in 2008, when the City published the Comprehensive Plan, there was a comment written indicating that the application would be completed. Since this issue has been before City Council for approximately one (1) year, he felt that staff should be able to have the application completed by December 31, 2014.

Mr. Slavin moved to recommend that staff be directed to have the application completed by December 31, 2014, seconded by Mr. Hare.

Mrs. Townshend noted that it will be necessary for City Council to prioritize projects, explaining that there is a finite amount of staff hours in any given week and that she had previously mentioned very high priority projects that absolutely must be completed this year. Therefore, she respectfully requested that City Council keep in mind that when a deadline is given, it is in context of many other deadlines put on staff.

Responding to Mr. Hare, Mrs. Townshend stated that the application will require staff to put together resumes from Historic District Commission members, response to several questions, etc., explaining that it will require a substantial amount of focus time from staff and, as such, will require an individual staff member to be assigned and dedicated to this project.

Mr. Slavin offered to provide assistance in completing this application.

Mr. Hutchison stated his understanding of the demands of staff due to there being several projects requiring completion. He agreed that City Council should set priorities and that, in fairness, members need to understand staff's dilemma and urgency for the completion of the new Dover High School and the time required of staff for having this accomplished.

Mayor Christiansen also offered to assist staff in conducting research or whatever other action may be required to have this application completed and submitted.

The Committee recommended that staff be directed to have the application completed by December 31, 2014.

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

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

EVALUATION OF BIDS - WHITE OAK FARMS BASIN #5 INFLOW AND INFILTRATION (I&I) REPLACEMENT

Mr. Scott Koenig, City Manager, advised members that the FY 14/15 Budget for the Department of Public Works Wastewater Management Division includes the Inflow and Infiltration (I&I) Removal capital project to correct areas in the sanitary sewer collection system that are deteriorating and allowing groundwater to enter the sanitary sewer system through cracked pipes and/or through poorly sealed joints. Eliminating infiltration into the City's sanitary sewer mains will result in reduced pumping and treatment costs. Issues identified within the wastewater system are to be addressed through the Inflow and Infiltration Capital Improvement Plan (CIP).

During FY 13/14, a Sanitary Sewer Inflow and Infiltration evaluation was conducted by staff on Buck Drive inside the White Oak Farms Development. This area was identified by staff to be examined due to the high level of groundwater identified entering the system, as well as the level of deterioration of pipes in this part of the system. It was recommended that approximately 1,300 linear feet of sewer and six (6) manholes be removed and replaced.

Staff recommended awarding a unit price contract, based upon Bid #14-0049PW for the White Oak Farms Basin #5 Inflow and Infiltration Replacement Project (Buck Drive), to Teal Construction, Inc. in the amount of $378,378.

Mrs. Williams moved for approval of staff's recommendation, seconded by Mr. Lynn and carried by a unanimous roll call vote (Hare absent).

ACCEPTANCE OF PROPOSAL - HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) CONTROL SYSTEMS FOR DOVER PUBLIC LIBRARY

Mr. Scott Koenig, City Manager, advised members that the purpose of this operational level program is to provide planned preventative maintenance services to the Control Systems of the City of Dover Public Library's Heating, Ventilation, and Air Conditioning (HVAC) system. For the first year of the contract, preventative maintenance service visits will occur on a monthly basis. For subsequent years, preventative maintenance service visits will occur quarterly. Each year a control system software subscription is included.

Mr. Koenig stated that it is recommended that this three (3) year contract for planned services to the HVAC Control Systems for the Dover Public Library be awarded to Johnson Controls, Inc., due to the fact that Johnson Controls is the original equipment manufacturer and, therefore, can be the only provider to make the necessary upgrade to subscriptions which are proprietary to Johnson Controls and the Metasys product brand. He noted that the contract is necessary to guarantee the efficient operation of the HVAC system as well as the building. Currently, the system is operating outside of the design parameters due to a lack of preventative maintenance on the system. The City Manager will transfer funds from other operating divisions and/or funds to cover this unbudgeted expense in FY-2015.

Staff recommended awarding the Planned Service Contract for the HVAC Control Systems for the Dover Public Library to the sole vendor, Johnson Controls, Inc., for a three (3) year amount of $32,763.50.

Responding to Mr. Slavin, Mr. Koenig stated that a commissioning agent was associated with the system and, originally, the system was operating within the parameters. He stated that the system was designed and installed correctly; however, it had not been maintained and there had been difficulty achieving accurate temperatures. Mr. Koenig noted that the controls should be adjusted and the software updated. He noted that a building dashboard would monitor the building and provide an alert for any issues.

Responding to Mrs. Williams, Mr. Koenig stated that the total operating cost for the library is $1.4M. He did not believe that this amount was approved as an operating cost at the time the building was commissioned.

Mr. Perza asked if the systems were still under warranty. Mr. Koenig stated that they were beyond the warranty period and the software upgrade and replacement of the inoperable sensors were not covered. He advised members that the system was correctly designed for the facility; however, the control systems need to be operating efficiently for the building to run as designed.

Mr. Perza recalled that, approximately six (6) months ago, the City received funds for the library and those funds were turned over to the Library Foundation. He questioned whether or not this expense could be paid for by the Foundation. Mr. Slavin advised members that those funds went into the Library Endowment.

Noting that the architect and the contractor determined that the system was designed and installed correctly, Mr. Lynn asked when the problem was discovered in relation to the expiration of the warranty. Mr. Koenig stated that the building went into operation in September of 2012 and in the heavy summer months of 2013 there was difficulty cooling the building because the ice was melting before the high temperatures of the day. Unsuccessful attempts to correct the problem, including changing velocities, opening dampers, and making adjustments, continued into the Spring of 2014. Mr. Koenig stated that it was determined that all of the control systems require updating so that the system functions as designed. He stated that it is not related to a defect that is covered under warranty.

Mr. Lynn suggested that the faulty sensors should still be covered under the warranty.

Responding to Mr. Anderson, Mr. Koenig stated that, to his knowledge, the $40,000 Reciprocal Borrowing Fund Special Allocation received from Kent County Levy Court earlier in the evening had not yet been allocated.

Mrs. Williams expressed concern that the company responsible for designing the system held up their determination of the problem for one (1) year when the warranty was nearly expired, although they knew that a necessary control system had not been initially installed.

Responding to Mr. Perza, Mr. Koenig stated that because Johnson Controls, Inc., installed the control system, they should be the sole source because the system is proprietary. He noted that the proposed contract requires them to provide the City with all of the software updates.

Mr. Slavin moved for approval of Staff's recommendation to award the Planned Service Contract for the Heating, Ventilation, and Air Conditioning (HVAC) Control Systems for the Dover Public Library to the sole vendor, Johnson Controls, Inc., for a three (3) year amount of $32,763.50 and to direct staff to explore the possibility of utilizing the Reciprocal Borrowing Fund Special Allocation of $40,000 to cover the expense. The motion was seconded by Mr. Hutchison and carried by a unanimous roll call vote (Hare absent).

APPOINTMENTS RECOMMENDED BY COUNCIL PRESIDENT BONAR - PRESIDENT'S COUNSEL ON PUBLIC/PRIVATE PARTNERSHIPS AND THE FUTURE OF CITY HALL, WEYANDT HALL, FORMER DOVER LIBRARY AND OTHER CITY PROPERTIES

Council President Bonar requested the following appointments to the President's Counsel on Public/Private Partnerships and the Future of City Hall, Weyandt Hall, Former Dover Library and Other City Properties:

James L. Hutchison
Beverly C. Williams (Chair)
Joseph McDaniel
Kevin D. Mitten

By consent agenda, Mr. Slavin moved for approval of the appointments to the President's Counsel on Public/Private Partnerships and the Future of City Hall, Weyandt Hall, Former Dover Library and Other City Properties, as recommended by Council President Bonar. The motion was seconded by Mr. Dixon and carried by a unanimous roll call vote (Hare absent).

FIRST READING - PROPOSED ORDINANCE #2014-19

Council President Bonar reminded the public that copies of the proposed ordinance were available at the entrance of the Council Chambers or could be obtained from the City Clerk's Office. Final action by Council on the proposed ordinances will take place during the Council Meeting of September 8, 2014.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that Proposed Ordinance #2014-19 would make it unlawful to sweep, blow, or otherwise discharge grass clippings into any street, sidewalk, storm drain, or water course. She noted that this ordinance is related to the Department of Natural Resources and Environmental Control (DNREC) Municipal Separate Storm Sewer System (MS4) permit, which the City does not currently comply with. Mrs. Townshend stated that this amendment would help to beautify the community, bring the City closer to compliance with MS4, and assist with water quality.

Responding to Mrs. Williams, Mrs. Townshend stated that the Planning Department would be enforcing egregious violations; not just grass clippings here and there.

Mr. Dixon expressed concern with enforcement of the proposed ordinance and in determining who would be fined, noting that grass clippings can be blown in front of other people's properties.

Mr. Anderson questioned why sidewalks were included in the ordinance. Mrs. Townshend responded that clumps of grass on sidewalks interfere with handicap accessibility.

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

> PROPOSED ORDINANCE #2014-19 AMENDING CHAPTER 98 - STREETS, SIDEWALKS, STORM SEWERS AND OTHER PUBLIC PLACES, ARTICLE I - IN GENERAL, SECTION 98-5 - DUTY OF TENANTS OR OWNERS TO MAINTAIN SIDEWALKS AND LANDSCAPED AREAS WITHIN THE STREET RIGHT-OF-WAY AND APPENDIX F - FEES AND FINES

FIRST READING OF PROPOSED ORDINANCE #2014-18

Council President Bonar reminded the public that copies of the proposed ordinance were available at the entrance of the Council Chambers or can be obtained from the City Clerk's Office. Since the ordinance amends the Zoning Code, a public hearing is required. Staff recommended referral of the amendment to the Planning Commission on September 15, 2014 and that a public hearing take place during the Council Meeting of October 13, 2014 at 7:30 p.m., at which time final action by Council will take place.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that the proposed ordinance would amend the Planned Neighborhood Design to eliminate the 40-foot buffer around the perimeter of developments and to reduce the front and rear setbacks. She noted that a number of subdivisions within the City are currently prohibited from constructing fences, sheds, decks, etc. within the 40-foot perimeter buffer and this amendment would allow for those normal property improvements.

Mr. Slavin moved to refer the amendments and set a public hearing before City Council for October 13, 2014 at 7:30 p.m., as recommended. The motion was 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 Amendments as read by the City Clerk, by title only, as follows:

> PROPOSED ORDINANCE #2014-18 AMENDING APPENDIX B - ZONING, ARTICLE 3 - DISTRICT REGULATIONS, SECTION 24 - PLANNED NEIGHBORHOOD DESIGN OPTION (PND), SUBSECTION 24.62 - BUFFERS; ARTICLE 4 - ZONING BULK AND PARKING REGULATIONS, SUBSECTIONS 4.10 AND 4.11

FIRST READING OF PROPOSED ORDINANCE #2014-20

Council President Bonar reminded the public that copies of the proposed ordinance were available at the entrance of the Council Chambers or could be obtained from the City Clerk's Office. Since the ordinance amends the Zoning Code, a public hearing is required. Staff recommended referral of the amendment to the Planning Commission on September 15, 2014 and that a public hearing take place during the Council Meeting of October 13, 2014 at 7:30 p.m., at which time final action by Council will take place.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that the proposed ordinance would clarify that site plans that include an increase in impervious cover of 15% and more than 5,000 square feet require Planning Commission review. Under the current language, any site plan that proposes an increase of impervious cover of 5,000 square feet or greater is subject to Planning Commission review.

Mr. Hutchison moved to refer the amendments and set a public hearing before City Council for October 13, 2014 at 7:30 p.m., as recommended. The motion was 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 Amendments as read by the City Clerk, by title only, as follows:

> PROPOSED ORDINANCE #2014-20 AMENDING APPENDIX B - ZONING, ARTICLE 10 - PLANNING COMMISSION, SECTION 2 - SITE DEVELOPMENT PLAN APPROVAL

COUNCIL MEMBERS' ANNOUNCEMENTS

There were no Council Members' announcements.

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

Meeting Adjourned at 8:44 P.M.

TRACI A. McDOWELL
CITY CLERK

All orders, ordinances, and resolutions adopted by City Council during their Regular Meeting of August 25, 2014, are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

/TM
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Exhibits
Exhibit #1 - Presentation - Violation of Dangerous Building Ordinance - 231 Mifflin Road
Exhibit #2 - Presentation - Violation of Dangerous Building Ordinance - 803 Westview Terrace

EXHIBIT #1
Regular Council Meeting of 08-25-2014

Violation of Dangerous Building Ordinance 231 Mifflin Rd

Planning & Inspections Department

Dover, Delaware

August 25, 2014

231 Mifflin Rd
Case History

- The home located on this property is abandoned
  - The home was registered as a vacant building on October 20, 2011.
  - Since City Staff started to regularly monitor the property due to its registration as a vacant building, the fence on the property has slowly deteriorated and is no longer able to function as a safety barrier.
- Neighbor Complaints
  - Property has been regular source of citizen complaints since 2011.
- The pool was placarded as an unsafe structure on June 6, 2014.
- Notice has been sent to all lien holders to make all necessary repairs so that the pool is in a safe condition.

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

- (9) *General welfare.*
- (10) *Code violations.*


RAM 1500


DANGER








05/20/2014 14:04


05/20/2014 14:04


05/20/2014 14:04


05/20/2014 14:05

Recommended Council Action

- Declare this in-ground pool & pool pump assembly on this property dangerous .
- Order the property repaired or demolished by **September 25, 2014** by the owner or equity owner at their own risk.
- Order the Building Inspector to cause the repair or 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 repairs or 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.

EXHIBIT #2
Regular Council Meeting of 08-25-2014

Violation of Dangerous Building Ordinance 803 Westview Terrace

Planning & Inspections Department

Dover, Delaware

August 25, 2014

803 Westview Terrace
Case History

- The home located on this property is abandoned
  - The home was registered as a vacant building on March 13, 2013.
- 10 Code Violation Cases Since January of 2013
  - Property has been a regular source of citizen complaints since 2013.
  - Tall grass & weeds
  - Closing of a vacant structure
  - The fence for the property is deteriorated and is no longer able to function as a safety barrier
- The pool was placarded as an unsafe structure on June 6, 2014.
- Notice has been sent to all lien holders to make all necessary repairs so that the pool is in a safe condition.

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

- (9) *General welfare.*
- (10) *Code violations.*


803











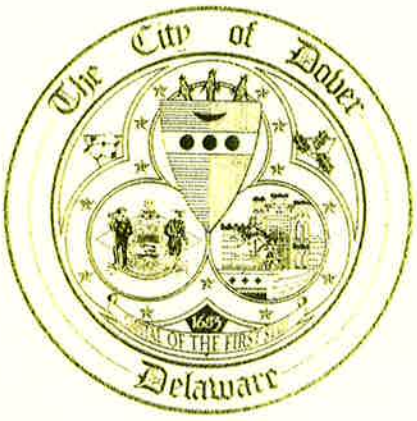






Recommended Council Action

- Declare the in-ground pool on this property dangerous .
- Order the property repaired or demolished by **September 25, 2014** by the owner or equity owner at their own risk.
- Order the Building Inspector to cause the repair or 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 repairs or 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.



CERTIFICATE OF CONGRATULATIONS

This Certificate of Congratulations is presented to

Dr. Michael L. Mattern

for

33 years of devoted service as an Orthopedic Surgeon serving in the Dover area since 1981

We wish you the best with your future endeavors as you enjoy your retirement years.

September 8, 2014

Robin R. Christiansen
Mayor

SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

The Safety Advisory and Transportation Committee Meeting was held on August 25, 2014 at 4:00 p.m. with Chairman Hutchison presiding. Members present were Mr. Dixon, Mr. Keller, and Mr. Truax. Mr. Perza was absent. Councilman Anderson was also present.

AGENDA ADDITIONS/DELETIONS

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

Proposed Ordinance #2014-21 Amending Chapter 46 - Fire Prevention and Protection, Article I - In General, Section 46-4 - Impact Protection of Natural Gas and LP Gas Devices

Mr. Timothy Mullaney, Fire Marshal, advised members that the purpose of the proposed ordinance was to clarify the standards for impact protection surrounding natural gas and liquid propane gas devices and that, currently, the code does not specify the standards, specifically dimensions and color, for bollards installed to protect natural gas and liquid propane gas devices. Mr. Mullaney indicated that formally codifying the standards would reduce the potential for confusion about the requirements.

Responding to Mr. Hutchison, Mr. Mullaney confirmed that the purpose of the amendment was basically "housekeeping" and to provide a clear reference in the Code for those who inquire.

Mr. Dixon moved to recommend adoption of Proposed Ordinance #2014-21, seconded by Mr. Keller and unanimously carried.

Prioritization of City of Dover State Capital Transportation Program (CTP) Projects

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reminded members that City Council develops a list of transportation priorities each year and shares these priorities with the Secretary of Transportation for consideration when the Delaware Department of Transportation (DelDOT) develops the State's Capital Transportation Plan (CTP). She, along with Mr. Scott Koenig, City Manager, reviewed the priorities approved by City Council in September 2013 and recommended that the prior year's ranking be maintained for the coming year, as follows:

1. Garrison Oak Connector Road
2. Construction of Sidewalks within the Walk Zone of the New Dover High School
    a. Mifflin Road
    b. South Side of Route 8 West of Mifflin Road
    c. Kenton Road (must be coupled with Kenton Road Corridor Upgrades)
3. Route 8/Hazlettville Road Connector
4. US Route 13 Sidewalk Construction
5. Crawford Carroll Avenue Extension
6. Kenton Road Corridor Upgrades
7. Loockerman Street/Forest Street Improvements
8. Kings Highway/Route 13 Intersection Improvements
9. US Route 13 Service Road Corridor
10. College Road Corridor Upgrades

Mrs. Townshend advised members that the City was also supportive of projects to improve pedestrian and bicycle friendliness. She stated that The Capital City Trail project was currently under construction, noting that Phase 2 of the project, which is located behind Delaware Public Archives, was being finished and Park Drive would be next. She stated that the Dover/Kent County Metropolitan Planning Organization (MPO) was leading the development of bicycle and pedestrian plans for the City of Dover and that, once these projects were complete, other bicycle and pedestrian priorities would be developed.

Responding to Mr. Hutchison regarding the results of the priority list submitted by the City to DelDOT during the previous year, Mrs. Townshend indicated that the projects recommended by the City for the CTP had not fared well, which is why it would be important to continue to submit them in hopes that they would get the attention needed.

Mr. Dixon moved to recommend approval of the prioritization of City of Dover State Capital Transportation Program (CTP) projects, as presented. The motion was seconded by Mr. Truax and unanimously carried.

Debriefing/Post-Mortem on Firefly Music Festival

Police Chief Paul Bernat reviewed a presentation entitled, "Special Preparation Instructions & Debriefing/Post-Mortem on Firefly Music Festival" and explained that the Police Department meets monthly throughout the year to prepare for this event, anticipating an estimated attendance of 80,000 people. Referring to the grid map, Chief Bernat explained that the festival area had been divided into four (4) zones and the Dover Police Department was responsible for Zones 1, 2, and 4, while the Delaware State Police had jurisdiction over Zone 3.

Chief Bernat stated that the 2013 festival was a three (3) day event and most attendees arrived on Friday, the first day, which created a traffic problem. In 2014, the site opened on Wednesday afternoon to those who had special tickets; however, there was a traffic problem on Thursday until approximately 11:00 a.m. because the officers did not report until 5:00 a.m. and, unexpectedly, attendees began to arrive at 3:00 a.m. Chief Bernat stated that they plan to remedy this problem for the 2015 festival by having traffic control around the clock on the first day.

Chief Bernat informed members that there were 3,378 man hours used throughout the six (6) day period of the festival and that this expense would be paid by Red Frog Events. He reviewed the complaints received pertaining to the festival as well as several issues which will be addressed prior to the 2015 festival. He noted that there was a non-ticketed event held on Saturday night outside the venue, by Miles the Monster, and a fight started which resulted in a couple of arrests. The Police Department suggested that all events be held inside the festival in the future, noting that people who do not purchased tickets "have nothing to lose," whereas people who buy tickets are aware that they could lose the next few days if they are arrested.

Responding to Mr. Keller, Chief Bernat stated that there were approximately six (6) arrests last year, when approximately 55,000 people attended, compared to 80,000 this year, and that the larger population this year contributed to more arrests. Overall, he stated that it was a very successful event.

Responding to Mr. Dixon regarding noise complaints, Chief Bernat noted that some complaints were received; however, he felt that the amount of money that was brought into the City and State economy was "phenomenal."

At Mr. Hutchison's request, Mr. James Hosfelt, Dover International Speedway Security Manager, (and former City of Dover Police Chief), stated that the event could not be held without the help of 14 - 17 law enforcement agencies. Noting the small number of arrests, he stated that Dover Downs considered the festival a success. Mr. Hosfelt advised members that the traffic plan was coordinated by Dover Downs, the Dover Police Department, the State Police, and the Delaware Department of Transportation (DelDOT) to bring cars and campers in from Route 9 and Leipsic Road to park in Lot 18 on Wednesday, which worked very well. He reiterated Chief Bernat's comments about the traffic back-up on Thursday and indicated that, going forward, it had been decided to start 24-hour vehicle parking on Wednesday afternoon. Mr. Hosfelt stated that campers who stay in the campgrounds in that area will be required to stay throughout their visit; there will be no coming and going from the campgrounds.

In response to Mr. Hutchison, Chief Hosfelt stated that next year's event would also be a four (4) day event.

Responding to Mr. Keller about the upcoming "World Championship Punkin Chunkin" at Dover International Speedway, Chief Hosfelt confirmed that the Dover Police Department would be involved in the event and that 20,000 - 25,000 people attended in Sussex County last year. He noted that the event was scheduled for October 24 - 26, 2014.

Councilman Anderson stated that the complaints he received regarding noise from the Firefly Music Festival were related to after-hours events on week nights, and he suggested terminating outdoor events held after midnight on week nights. He indicated that most people had been surprised by how wonderful and unobtrusive the crowds had been and felt that the event had been a big benefit. Mr. Anderson questioned the possibility of bringing the Country Music Festival to Dover International Speedway from Sussex County. Responding, Chief Hosfelt stated that this had not been discussed but expressed his understanding that, unless it were a Red Frog event, the organization that manages the Firefly Music Festival, he did not think that it would happen at Dover Downs.

Mr. Hutchison stated his opinion that no other location in Delaware could handle this type of crowd in this manner and that the success of the event reflected the partnership between the City of Dover and Dover Downs. He expressed his pride that the City of Dover had the confidence to put on such an event and his thanks to all involved.

Update - Dover High School Construction

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that Dover High School was open and had a temporary Certificate of Occupancy. Occupancy was staged to initially allow only teachers to enter and subsequently to allow students who were attending orientation nights. An additional inspection was done to extend the occupancy to include the

Jumpstart Academy for freshman students from August 11 - 12, 2014. Mrs. Townshend stated that on August 20, 2014, staff performed a full site inspection and extended the temporary Certificate of Occupancy to include use of the school. She explained that the athletic facilities had a separate permit, and a temporary Certificate of Occupancy was issued to allow use of the grass multi-purpose fields and the turf competition field, but not the stadium. Mrs. Townshend indicated that the Capital School District had requested an inspection of the stadium for August 27, 2014 and would like to begin using it on August 28, 2014. She stated that the school passed all life safety and building inspections and only the completion of site items remained, including the baseball and softball fields on the east side of the site, as well as clean-up and grading. For the most part, she felt that everything was functioning well.

Mrs. Townshend advised members that on first day of school, August 21, 2014, traffic was "a mess" from approximately 7:00 a.m. to 7:30 a.m. and was backed up beyond Mifflin Road. She stated that she met Mayor Robin Christiansen, Capital School District (CSD) Board members and staff, and Delaware Department of Transportation (DelDOT) employees at the site on August 22, 2014 and there was significant improvement in traffic flow. Mrs. Townshend expressed a need to educate the public, including students and drivers, about the High-Intensity Activated crossWalk (HAWK) signal, as there was some confusion. She indicated that many of the projects that staff had been concerned about, including extension of the sidewalk from Dover High School to Tribbett Street, pedestrian connections to the south, and the east entrance were all complete and the small projects that remained were coming together nicely.

Responding to Mr. Hutchison regarding the reason for the traffic improvements between the first and second days of school, Mrs. Townshend stated her belief that more people drove their children to school on the first so there was larger volume. In addition, she felt that traffic would continue to improve as everyone learns the routine. Mrs. Townshend noted that four (4) motorcycle officers were present on the first day to assist with traffic exiting nearby developments, but it will be difficult to fully assess this traffic situation until after the sidewalk construction is complete. She indicated that safety staff from DelDOT expected to perform traffic counts during the third week of school to see if a full signal was warranted.

In response to Mr. Hutchison regarding the status of traffic earlier in the day, Mrs. Townshend stated that no complaints had been received. She noted that it is difficult to exit from the school's east entrance because vehicles coming out of the west entrance create a steady volume of traffic and that the CSD did not want buses to use the east entrance if they could not enter and exit easily.

Mr. Keller stated that the difficulty with using the east entrance indicated a good reason to have a full-fledged traffic signal at that location.

Mr. Truax asked if the HAWK signal allowed Fire Department and Emergency Medical Services staff to change the light remotely. Mrs. Townshend stated that it did not have that ability because DelDOT indicated that the signal turns red only when there is a pedestrian in the crosswalk. Their concern was that if this were changed remotely and the light changed suddenly, the pedestrian could not safely cross the street. Mr. Truax stated that this would be a concern for emergency vehicles coming from the west toward Bayhealth Kent General and the Dover Fire Department.

Mrs. Townshend expressed her opinion that the HAWK signal was probably less of a concern for emergency vehicles coming from the west than the traffic back-up that may be encountered. She indicated that there would be steady, heavy traffic on Route 8 in this area from approximately 7:05 a.m. until 7:25 a.m., and sporadic use of the HAWK signal from approximately 7:00 a.m. until 7:15 a.m., with similar use in the afternoon. Mrs. Townshend stated that the CSD had discussed having school personnel monitor the area to ensure that all students crossing Route 8 at the HAWK signal were complying.

Mr. Hutchison requested that Mrs. Townshend consult with DelDOT to determine if the HAWK signal could be controlled remotely. He stated that this matter could be discussed further based on that determination.

Responding to Mr. Hutchison, Chief Bernat confirmed that the Police Department was continuing to monitor traffic conditions at the new school. Mr. Hutchison requested that Police Department personnel contact Mrs. Townshend with an update on the morning and afternoon traffic pattern.

Briefing on Delaware Department of Transportation (DelDOT) Projects

Mrs. Ann Marie Townshend, Director of Planning and Community Development, provided updates on DelDOT projects, as follows:

Garrison Oak Connector Road

Mrs. Townshend informed members that the Garrison Oak Connector Road was the City's top transportation priority; however, it was not listed in the State of Delaware Capital Transportation Plan (CTP).

Construction of Sidewalks within the Walk Zone of the New Dover High School

Mrs. Townshend indicated that sidewalks in the vicinity of Dover High School were being completed; however, there was no report from DelDOT regarding sidewalk construction on Mifflin Road or the south side of Route 8.

Route 8/Hazlettville Road Connector

Mrs. Townshend advised members that no funding was shown for this project in the current CTP.

US Route 13 Sidewalk Construction

Mrs. Townshend stated that DelDOT does not currently have any projects in this area, although several sidewalk segments were installed by developers as part of their site plan approval. She advised members that a sidewalk was constructed in front of the former Sheraton Hotel as part of its conversion to dormitories and the charter school at Delaware State University (DSU), and this was extended to the DSU campus through funding from State legislators. She noted that a sidewalk was also being constructed on Route 13 in front of TGI Fridays.

Crawford Carroll Avenue Extension

Mrs. Townshend stated that DelDOT indicated that this project was currently funded for preliminary engineering in FY16 and FY17, although there was no right-of-way or construction funding in the current CTP spending plan.

Kenton Road Corridor Upgrades

Mrs. Townshend stated that this project was currently funded by DelDOT for preliminary engineering in FY16 and FY17, right-of-way acquisition in FY18, and construction in FY19 and FY20.

Kings Highway/Route 13 Intersection Improvements

Mrs. Townshend indicated that DelDOT did not have a project planned in this area; however, developers of the former Playtex site at this location would make improvements as part of their development. Mrs. Townshend explained that the City was working with DelDOT on a Transportation Improvement District (TID) study and that this area would also be addressed in the study.

US Route 13 Service Road Corridor

Mrs. Townshend advised members that DelDOT had no information to report at this time regarding this project; however, it was noted that representatives of The Dover Mall were in discussion with Dover International Speedway regarding the concept of a service road between Rt. 13 and Rt. 1.

Transportation Improvement District

Mrs. Townshend reported that development of a Transportation Improvement District was an ongoing project and that a progress meeting had been scheduled with DelDOT.

Mrs. Townshend indicated that DelDOT provided information on additional projects, as follows:

- Construction for the West Dover Connector would be advertised in September, with construction scheduled to begin around the first of the year.
- Safety improvements were planned for the intersection of Route 8 and Saulsbury Road and would include the addition of through and left-turn lanes on northbound and southbound Saulsbury Road at the intersection, with preliminary engineering to begin early in FY15.
- Improvements were planned for the intersection of Loockerman and Forest Streets, with preliminary engineering in FY17 and FY18, right of way acquisition in FY19, and construction in FY20.

Mrs. Townshend noted that DelDOT was also working on adding a third lane of traffic on US 13 from Lochmeath Way to the Puncheon Run Connector, with preliminary engineering in early FY 15. She noted that this project was outside the City limits but would affect the City.

Responding to Mr. Dixon regarding his concern that Delaware State University (DSU) students were crossing Route 13 through traffic, Mrs. Townshend stated that it was her understanding that there were plans to extend the brick wall in front of DSU to prevent students from accessing the highway in areas where they are not supposed to cross.

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

Meeting adjourned at 4:49 p.m.

James L. Hutchison, Sr.
Chairman

JLH/JS/dd/tm
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LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee meeting was held on August 25, 2014, at 6:13 p.m. with Chairman Slavin presiding. Members present were Mr. Anderson, Mr. Shevock, and Mr. Sudler. Mr. Hare was absent. Members of Council present were Mr. Dixon, Mrs. Williams (arrived at 6:57 p.m.), Mr. Hutchison, and Council President Bonar. Mayor Christiansen was also present.

AGENDA ADDITIONS/DELETIONS

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

Proposed Financial Reforms - Restrictions on Use of Appropriations

During the Committee meeting of June 23, 2014, Mr. Slavin advised members that during the June 11, 2014 Special City Council Meeting - Budget Review he proposed a series of 14 financial reforms to be addressed over the next six (6) to nine (9) months that would assist in shaping the City's Budget for FY 2015/2016. He stated that the proposed reforms were clustered into four (4) separate areas, as follows: 1) public safety; 2) compensation policies; 3) property tax governance; and 4) restrictions on uses of appropriations. He requested that members consider the public safety area first and that staff be requested to review the reforms, develop recommendations, and provide information on any financial gap that may result. He explained that the review would allow members to identify whether there was a need to create policy, ordinances, or Charter changes to implement any changes that may result from those discussions.

Mr. Slavin reviewed the four (4) proposed restrictions on uses of appropriations, as follows: 1) Funds appropriated for personnel expenses shall be restricted to use as personnel expenses; 2) Funds appropriated as capital expenses shall be restricted to use as capital expenses; 3) Funds appropriated as operating expenses shall be restricted to use as operating expenses; and 4) All requests for additional personnel shall be accompanied with a five-year estimate on the costs of such position, including salaries and other employment costs (OECs).

Referring to a memo from Mr. Scott Koenig, City Manager, dated August 20, 2014, outlining his comments regarding the proposals related to restrictions on use of appropriations, Mrs. Donna Mitchell, Controller/Treasurer, noted that the City of Dover was currently following the first three (3) proposals. However, she stated that one (1) example of an exception was when Council approved use of salary savings to increase the demolition budget. Mrs. Mitchell also noted that Mr. Koenig had no objections to the proposal that all requests for additional personnel shall be accompanied with a five-year estimate on the costs of such position, including salaries and OECs.

Referring to her memo dated August 20, 2014, Mrs. Mitchell stated that the City's current Purchasing Policy and Budget Administration - Guidelines for Operating Departments outline where change orders are permitted. She explained that the Purchasing Policy pertains to project budgets and only allows for change orders within the approved budget for the project. If requested change orders are outside the project budget, the request must be approved by City Council.

Mrs. Mitchell stated that the Budget Administration - Guidelines for Operating Departments outline the procedure for internal budget amendments. She noted that this procedure was originally developed by Councilman Robert Ritter based on a procedure used by Kent County Levy Court staff. Mrs. Mitchell stated that the procedure had been modified since its inception, and that in September 2013 she added language stating that "this procedure is not intended to adjust line items for normal operating cost overages, less than $500;" however, she was planning to revise the procedure to remove this language to ensure that staff is proactive in monitoring the budget. She stated that departments have leeway to move money between 20 and 30 series budget line items, so the system is currently set up with a "flag" that allows staff to override the budget when entering a requisition or purchase order. As a consequence, the Finance Department has to monitor overrides to ensure they are within the policy guidelines and follow up to request that budget amendment forms are completed. Mrs. Mitchell explained that she recently tested the system and found that the "flag" could not be set for certain accounts or within a certain range but could only be turned on or off for everything, so she has decided to amend the procedure and turn the "flag" off.

Responding to Mr. Slavin in regard to how to handle salary savings, Mrs. Mitchell reminded members that the City had changed the accounting method for pension allocations. She stated that the City has an Annual Required Contribution (ARC) for its pension liability, and a percentage of payroll is allocated to meet this budgeted pension expense. However, the amount of funds allocated as a percentage of payroll can be affected by attrition; therefore, the funds that come in may not meet the budgeted expense. For this reason, Mrs. Mitchell suggested that any salary savings go toward pension and Other Post-Employment Benefit (OPEB) liabilities.

Mr. Koenig stated that if there were salary savings available and a specific need to address, like the recent demolition budget, he would propose that the matter be presented to City Council to allow members to vote on whether they wanted these savings to go to the unfunded liabilities or be directed to the project.

Mr. Slavin questioned whether each of the four (4) proposals would be at the policy level, noting that City Council has the freedom to override the policies. Responding, Mr. Koenig confirmed that these four (4) proposals would be at the policy level; however, if staff was struggling with something with respect to the policy, the matter would be brought before City Council.

Mr. Sudler questioned whether staff forecasted a huge amount of salary savings with future projects. Responding, Mr. Koenig confirmed that there would only be salary savings if a position were to become vacant and remain unfilled for a certain amount of time, or if staff planned to hire an employee for a full year and was not able to immediately fill the position. He stated that staff tries to budget appropriately for all open and new positions. He reminded members that the budget for retirements was moved from individual departments into a pool, and if there were more retirements than staff anticipated, it could overwhelm that pool. Mr. Koenig stated that staff does not over budget for salaries, and expressed his belief that they have budgeting for salaries down to a science.

Mr. Anderson moved to recommend approval of the proposed financial reforms related to Restrictions on Use of Appropriations, seconded by Mr. Sudler and unanimously carried.

Annual Investment Policy Review

In accordance with Section 14 of the City of Dover Investment Policy, the City Investment Policy is reviewed by the Committee at least once every year and any amendments require the approval of City Council.

Mrs. Mitchell, Controller/Treasurer, advised members that the policy was reviewed by staff and the City's Investment Advisor (Public Financial Management) to determine if any changes were necessary. She reviewed the three (3) revisions recommended by the City's Investment Advisor.

Mrs. Mitchell stated that the reason for the Investment Advisor's recommended change to Section 8.2, Government Agency Securities, was to give the City more diversification. She explained that, currently, the federal government is buying back their own securities in an attempt to keep the market from going volatile, but without these securities, the market is limited. Mrs. Mitchell stated that this proposed change is not for return reasons, it is only to provide the instruments to invest in and diversify the City's portfolio.

Referring to Section 8.4.5, Corporate bonds and debentures, Mrs. Mitchell explained that the Investment Advisor recommended lowering the AA rating to A- by Standard and Poor's or A3 by Moody's. She stated that A- was still investment grade, and the Investment Advisor wanted to maintain investment grade but also be able to get additional high-quality corporate issuers on their approval list. Mrs. Mitchell stated that, for the same reasons, the Investment Advisor also recommended changes to Section 8.8, Municipal Obligations, which would lower the A rating by Standard and Poor's to A- or A to A3 by Moody's.

Staff recommended approval of the submitted changes to the City's Investment Policy.

Mr. Anderson expressed his concern that once the City gets to the bottom level of investment grade, the City could be subject to the volatility of downgrades, noting that an A would get downgraded to A- and staff would still have time to look it over. He questioned if staff had any concern regarding the potential of a downgrade from an A-.

Responding, Mrs. Mitchell stated that this did not cause her any concern because most of these instruments are governmental instruments and she did not foresee a lot of downgrades occurring. However, she agreed that this could happen and that if members had this concern, she did not have a problem with keeping it at A and suggested the possibility of capping the whole policy at A instead of A-.

In response to Mr. Anderson, Mrs. Mitchell clarified that the Moody's rating would be capped at A2.

Mr. Anderson questioned if this change would create any issues with the strategy the Investment Advisor was trying to implement. Responding, Mrs. Mitchell explained that the Investment Advisor would still have the same strategy, but there may be a more limited market available. She expressed her opinion that there was not a large difference between A and A-, or A3 and A2.

Mr. Anderson stated his belief that the instruments would still allow the City to diversify with World Bank, European and African development, etc.

Mrs. Mitchell confirmed Mr. Anderson's statement and noted that she had inquired about getting involved with "bad countries," not knowing if there would be some sentiment about who the instruments are held by, and reported that this would not be a problem.

Mr. Anderson moved to recommend amending the submitted changes to the City of Dover Investment Policy by changing the A- rating to A and the A3 rating to A2, seconded by Mr. Sudler and unanimously carried.

Mr. Anderson moved to recommend approval of the City of Dover Investment Policy, with the proposed Legislative, Finance, and Administration Committee amendments *(Attachment #1)*, seconded by Mr. Sudler 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 Legislative, Finance, and Administration Committee meeting of May 12, 2014, members deferred further discussion of this item until after the 2014 Special Mayoral Election.

Mr. Hutchison reminded members that he served 25 years with the City of Dover Police Department, with five (5) years (1988 to 1992) as Chief of Police, and also served as the City's Mayor from 1994 to 2004. He stated that when he joined the Police Department in 1967, the population of the City of Dover was approximately 12,000 and the Police Department had a total of 24 officers; when he retired in 1992 there were 80 officers, and today there are 93 officers. He stated his observation that the things that had changed the most since he left the Police Department were: 1) the budget, 2) salaries and benefits, and 3) costs. Mr. Hutchison noted that the cost to maintain the Police Department is more than $13M annually and that the total taxes collected by the City of Dover do not cover the total cost of the Police Department. He stated that he believes labor negotiations, contracts, and the complexity of operations have changed the most. Mr. Hutchison expressed his opinion that the City of Dover has the finest Police Department in the State of Delaware, and he was very proud of the Department's operations.

Mr. Hutchison stated that the complexity of the City and the demands placed on the overall operation are increasing, which makes it difficult to maintain and control the City's total operations and costs. He reminded members that the City has a Council-City Manager form of government; however, based on the changes to and the complexity of the current City government, he strongly recommended that members consider changing to a strong City Manager form of government. Mr. Hutchison stated that the city manager proposes the budget and works with the controller/treasurer, mayor, and Council to get the budget approved; however, he noted that the Police Department has the biggest departmental operating budget in City and, currently, the city manager has absolutely no control over the Police Department. Likewise, there are a couple of other

departments that the city manager has no control over; yet, the city manager is held totally responsible for the budget. Mr. Hutchison expressed his opinion that there is a need to change the organizational structure to provide the city manager with more control, so that the City can move forward with better controls in place and better accountability when it comes to financial matters.

Referring to the recent concern regarding the hiring of a new assistant city manager, Mr. Sudler questioned if overseeing the Police Department would overwhelm the City Manager's Office. Responding, Mr. Hutchison stated that it absolutely would not.

Mr. Anderson reminded members that when this matter was previously discussed in 1995, he was representing a public organization and recommended that this issue be placed on the City ballot for a non-binding referendum. He stated that the referendum results at that time indicated that the residents wanted a full-time mayor, and expressed his belief that the recent Special Mayoral Election reaffirmed the desire of the residents. Mr. Anderson stated that the City could definitely make some budgetary adjustments and improvements but that there is a value to having certain issues dealt with by an elected official, especially those issues that affect people most directly, such as the police.

Mayor Christiansen stated that there was no one in the Council Chamber that he had greater respect for than his friend, Mr. Hutchison, who had performed many services for the City of Dover; however, he respectfully disagreed with Mr. Hutchison's comments. Mayor Christiansen reminded members that the City of Dover has a full-time mayor as part of a consent decree with the National Association for the Advancement of Colored People (NAACP). Noting that he served as Council President at the time that the consent decree was developed, he stated that Council was remiss in not assigning the mayor any specific responsibilities in the Code or Charter, other than control of the Police Department because Mayor Hutchison was well aware of the responsibilities of the office.

Mayor Christiansen stated that he was not "ballyhooing" for a job for himself, noting his interest in serving as mayor whether the position was full-time or part-time, but stressed that it was important and incumbent upon Council to continue the full-time position since Dover is a full-time City. Concurring with Mr. Anderson, Mayor Christiansen stated that during the most recent Special Mayoral Election, the citizens of the City reaffirmed this in that all five (5) candidates felt that the City of Dover needs a full-time mayor.

Mayor Christiansen stated that, as outlined in the Charter, the mayor is the conservator of the peace, and it is important that he/she remain responsible for the public safety and well-being of the citizens of Dover, particularly during times of natural and civil emergencies. He expressed the importance of this responsibility being in the hands of an elected official.

Mayor Christiansen stated that the current city manager does an outstanding job. He explained that he had worked with Mr. Scott Koenig, City Manager, for the past two (2) month, consulting on a daily basis regarding issues that are affecting the City, citizens, and employees, and suggested that one (1) of the formal responsibilities of the mayor should be to continue that interaction on a regular

basis. Mayor Christiansen expressed his opinion that a reduction of the mayor's position and diminishing his/her responsibilities would be a step back into the past. He stated that Dover is a growing City and needs a mayor who will have the opportunity to lead the City in its growth and the field of economic development on a full-time basis.

Mayor Christiansen stated his opinion that the mayor should have fiscal responsibility by helping to prepare the Police Department's budget and the overall City budget, as well as accountability when the budget is presented to Council.

Mr. Hutchison stated that he did not think the City should do away with a full-time mayor because the full-time mayor has a tremendous amount of duties and responsibilities to the citizens of Dover. He explained that his recommendation would be to redefine the organizational structure to give the city manager more responsibility over the day-to-day operations of the City.

Referring to the consent decree mentioned by Mayor Christiansen, Mr. Hutchison noted that the City of Dover is a completely different place today, and expressed his opinion that it may be the appropriate time to revisit the consent decree to determine if there is a consensus for change. He stated that he preferred when the mayor presided over Council, noting that it may serve the citizens of Dover to bring the mayor and Council back together, instead of continuing with the current separation.

Mayor Christiansen reminded members that when the mayor presided over Council there were different personalities in office and, at the time, it worked; however, it was now the mayor's responsibility to be chief executive of the City and not part of the legislative process. Mayor Christiansen expressed his opinion that it would be detrimental to allow the mayor to return to the Council Chamber to participate as part of the legislative body, because it would place the mayor's veto in danger, which is one (1) of the safeguards provided to protect the public against actions that may not be in the best interest of the City. Mayor Christiansen stated that it was the responsibility of the legislative body to legislate and appropriate, and it should be the responsibility of the mayor, as chief executive of the City, to assist the city manager and City staff in the daily operations of the City.

Council President Bonar reminded members that he served as a member of City Council in 1982 when it was decided to take the vote away from mayor because of strong personalities. He stated that the City has changed dramatically since that time and, after serving as mayor for a very brief time, he has a better understanding of the day-to-day operations of the City. He explained that the mayor's responsibilities do not only include attending ribbon cuttings and community meetings, but also attending appropriations' discussions at the Delaware Emergency Management Agency (DEMA), fighting and lobbying on behalf of the City to get funds from the General Assembly and various other fund giving organizations, etc. Mr. Bonar stated that although the city manager and various department heads oversee the City on a daily basis, he expressed his opinion that Council needs to develop a job description for the mayor and include it in the City's Code, so everyone understands what the responsibilities entail.

Mr. Bonar stated that it is imperative for the mayor to attend committee and community meetings in order to listen to the input provided as well as provide input. He explained that one (1) of the reasons he appointed the Ad Hoc Financial and Operational Advisory Committee was to study the structure of the City, in order to determine whether or not the City needs to reorganize and make recommendations for consideration by the Legislative, Finance, and Administration Committee.

Mr. Bonar expressed his opinion that an assistant city manager is necessary because the city manager is overwhelmed. He also stated his belief that the responsibilities of the mayor's position would not permit the City to ever reduce the position to part-time.

Mr. Anderson stated that Mr. Hutchison brought up valuable points of discussion. He noted that members previously discussed possible reforms regarding the appointment and confirmation of the chief of police and suggested that the Committee discuss that matter as well. Mr. Anderson stated that there would be value in looking at legislative descriptions and indicated that the Committee should solicit ideas from the current and former mayors and other people in the City.

Mr. Dixon concurred with Council President Bonar's comments, and expressed his opinion that the City should not get rid of the mayor, noting that it was the mayor's responsibility to ensure the safety and peace of the public, and that the mayor is the first person that citizens want to talk to.

Mr. Sudler thanked the City Clerk's Office for providing members with a complete history on this topic. Noting that former City Manager Anthony DePrima had indicated during a previous Council meeting that there was a job description for the mayor, Mr. Sudler inquired, if a job description for the mayor existed or was developed, how the mayor's work would be appraised.

Responding to Mr. Sudler, Mayor Christiansen reiterated that the former Council was remiss in not developing a job description for the mayor because Mayor Hutchison knew what was expected of the position; however, he stated that the City does need to develop specific responsibilities and benchmarks for the mayor to perform to, including bringing jobs to the City through economic development and acting as the conservator of the peace, ambassador and lobbyist. He stated that the public would judge whether the specific duties are fulfilled.

Mr. Wayne Holden, 333 Pennsylvania Avenue, reminded members that he was appointed to serve on the Ad Hoc Financial and Operational Advisory Committee during the Regular Council meeting of November 12, 2013 and was subsequently nominated to serve as Chairman of the Ad Hoc Committee. He stated that the Committee was created to advise City Council as a whole on operations, financial issues, and the organizational structure within the City of Dover. He stated that the Committee was still working and that it may take the balance of this year to look at all of the various aspects.

Mr. Holden advised members that during the first and second Ad Hoc Committee meetings, members discussed the organizational structure of the City and the fact that the City has a strong mayor type of organization. Mr. Holden stated that the organizational structure of the City of Dover reminded him of the Tammany Hall scandal in New York City and related New York Times

caricatures which serve as a classic historical point for the importance of ensuring control and accountability within municipal government. He stated that this type of problem could be prevented if every division of government was accountable to a specific individual who has the knowledge, background, and tenacity to work with the employees and departments to hold them responsible in regard to financial matters as well as the quality of work. Mr. Holden expressed his opinion that the city manager should serve in this capacity for the City of Dover, and noted that members of the Ad Hoc Committee had commended City Manager Koenig for the quality of his work.

Mr. Holden indicated that over time, City Council had gradually taken responsibility from the city manager and placed the accountability elsewhere. For example, Mr. Holden expressed concern that the Finance Department was asked to respond directly to City Council, as opposed to the city manager. He stated that a council is supposed to be a body that sets policy, determines direction, and chooses focus, but does not become involved in the execution of the process to make those things happen because that is the job of the city manager.

Mr. Holden reminded members that responsibility for the Police Department was shifted to the mayor during Crawford Carroll's tenure, when there were less than 30 officers. With more than 90 officers today, he expressed his opinion that the Police Department should be accountable and respond to the city manager. He stated that this was made apparent by the recent experience when the City had to pay more than $300,000 to resolve an error created by former Mayor Carleton Carey, who was not a professional negotiator or used to working with the unions or employees on a regular basis, but was in charge of the Police Department. Mr. Holden stated it is not possible to have overlapping areas of responsibility and expect to have an efficient organization.

Mr. Slavin observed that there appeared to be more that unites than separates members on this issue. He expressed concern regarding how to proceed in order to get to an actionable proposal that City Council could consider. Mr. Slavin suggested that this item be deferred until the Committee's meeting of September 8, 2014.

Mr. Sudler moved to defer further discussion of this item until the Committee meeting of September 8, 2014, seconded by Mr. Shevock.

Mr. Anderson stated that he would not be voting in favor of this motion because he did not believe anything would change between this meeting and the next. He expressed his preference to wait for the recommendations of the Ad Hoc Financial and Operational Advisory Committee.

The motion to defer further discussion of this item until the Committee meeting of September 8, 2014 carried by a vote of three (3) yes (Slavin, Shevock, and Sudler), and one (1) no (Anderson).

Review of New Ordinance/Ordinance Amendment Process

Due to time constraints, Mr. Shevock moved to defer the discussion regarding Review of New Ordinance/Ordinance Amendment Process until the Committee meeting of September 8, 2014, seconded by Mr. Anderson and unanimously carried.

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

Meeting adjourned at 7:02 p.m.

Timothy A. Slavin
Chairman

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Attachment
Attachment #1 - City of Dover Investment Policy, with the proposed Legislative, Finance, and Administration Committee amendments

City of Dover, DE

Investment Policy Statement

Dated ~~August 12, 2013~~ *

(INVESTMENT ADVISOR AMENDMENTS INDICATED IN BLUE, BOLD FONT)
(PROPOSED LF&A COMMITTEE AMENDMENTS INDICATED IN BOLD, GREEN FONT)

1.0 Governing Authority

It is the policy of the City of Dover to invest public funds under its control in a manner that will provide the highest investment return consistent with the maximum safety of principal, while meeting cash flow needs of the City. The investment program shall conform to all state and local statutes governing the investment of public funds.

2.0 Scope

This Investment Policy Statement (the "Policy") applies to all financial assets of the City of Dover for which the City retains direct or indirect daily control. Funds for which the City has retained outside fund manager(s) shall also be governed by this Policy or, in the case of bond proceeds, related governing bond documents.

2.1 Accounts

2.1.1 Cash and Liquidity Accounts: The majority of the City's cash balance available for investment is maintained in the cash and liquidity accounts. These accounts will be managed and invested by investment managers, selected by the City Council through competitive bid, in order to maximize the return to the City while, at the same time, providing for safety of principal and sufficient liquidity for the City to meet its cash needs. The City will manage its short-term investments to ensure sufficient liquidity and prevent their premature sale for the purpose of covering expenditures. Short-term investments should mature at face value in sufficient amounts to meet any liquidity needs.

2.1.2 Reserve Cash (Intermediate) Account: To the extent cash is not expected to be needed on short notice, the City shall invest such funds in the Reserve Cash Account. This fund shall be managed and invested by an investment manager or managers**,** selected by the City Council after a competitive bid, in order to maximize the return on said money to the City while providing for the safety of principal.

All of the City of Dover's funds are accounted for in its Comprehensive Annual Financial Report. Those funds to which this Policy applies include (excluding the Deferred Compensation Plan and Pension Trusts):

2.2 Funds

2.2.1 General Fund
2.2.2 Capital Project Funds
2.2.3 Special Revenue Funds
2.2.4 Enterprise Funds
2.2.5 Internal Service Funds
2.2.6 Any new fund created by the City Council, unless specifically exempted

3.0 Objectives

The primary objectives of the City of Dover's investment activities, in order of importance

shall be:

3.1 Safety

Preservation of principal is the foremost objective of the investment program. To attain this objective, funds shall be diversified among securities of high credit quality and liquidity, so that risk of loss of principal is minimized.

3.2 Liquidity

The City's investments shall be made for such periods as to enable the City to meet all operating requirements that may be scheduled or reasonably anticipated.

3.3 Return on Investments

A goal of the investment program shall be to maximize investment return within the constraints of Sections 3.1 and 3.2.

4.0 Delegation of Authority

Authority to manage the City of Dover's investment program is derived from this Policy, which is approved by City Council, and "Dover Code, PART I, Subpart A, Article II, Section 17" (attachment B) which states in part that "The Controller/Treasurer shall be the custodian of all of the City funds."

The City's Controller/Treasurer shall:

1) Review the this Policy annually and recommend changes, if any, to City Council;
2) Be charged with implementing the Policy, and may delegate authority to make investments to an investment advisor. The Controller/Treasurer shall be responsible for all investment transactions and shall establish controls to regulate the activities of the investment advisor, if any.
3) Ensure that records of the City's investment activities are kept for ten-years.

5.0 Prudence, Ethics and Conflicts of Interest

Any official of the City or investment advisor/manager empowered to make investments on behalf of the City of Dover shall comply with the following:

5.1 "Prudent Person" Rule

Investment decisions shall be made with the judgment and care which persons of reasonable intelligence, under circumstances prevailing at the time the investment is made, would exercise in the management of their own investments assuming that their objectives are those shown in Section 3.0 of this policy.

5.2 Ethics and Conflict of Interest

The delegate authorized to make City investments shall act at all times in an ethical manner, and shall not engage in activity that could impair or be perceived to impair their ability to make impartial investment decisions. They shall disclose to the Mayor and City Council any material interests in financial institutions with which

the City has financial dealings, and which may be related to the performance of the investment program. Employees and officers shall refrain from undertaking personal investment transactions with the same individual(s) with whom business is conducted on behalf of the City.

6.0 Authorized Institutions and Dealers

All broker/dealers that desire to become qualified for investment transactions with the City shall meet the following:

1. Primary dealers and regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule)
2. Capital of at least $25,000,000 or capital of $5,000,000 for firms incorporated in the State of Delaware
3. Registered as a dealer under the Securities Exchange Act of 1934
4. Member of the Financial Industry Regulatory Authority (FINRA)
5. Registered to sell securities in the State of Delaware
6. Engaged in the business of effecting transactions in U.S. government, federal agency, and corporate securities for at least five (5) consecutive years

To the extent the City utilizes the services of an outside Investment Advisor, it shall be the responsibility of the Investment Advisor to maintain an approved list of brokers.

7.0 Safekeeping and Custody

To ensure that securities are deposited in an eligible financial institution prior to the release of funds, all trades of marketable securities will be executed by delivery vs. payment ("DVP").

Further, all securities will be held by an independent third-party custodian, in the name of the City, and evidenced by safekeeping receipts in the City's name. The custodian shall provide daily confirmation of held securities as well as a monthly transactions and holdings report.

8.0 Authorized Investments and Trading of Securities

The Controller/Treasurer or authorized delegate may invest only in the types of securities listed below. The maximum stated maturity of any security shall be limited to 10 years at time of purchase, unless otherwise stated. For Agency mortgage backed securities, the maximum maturity shall be defined as the weighted average life ("WAL"). WAL is a convention that estimates the expected weighted amount of time, in years, for the principal amount of an issue to be fully paid. For this sector, WAL shall be limited to 10 years, measured at the original purchase date, provided by Bloomberg Financial Markets.

8.1 United States Government Securities

Marketable securities issued by the U.S. Government and supported by the full faith and credit of the U. S. Treasury either by statue or an opinion of the attorney general of the United States. Up to 100% of the portfolio may be invested in this

sector.

8.2 Government Agency Securities

Debt securities issued by government-sponsored enterprises ("GSE"), federal agencies, ~~and~~ federal financing banks**, and instrumentalities of the U.S. Government**. Up to 100% of the portfolio may be invested in this sector.

8.3 Certificates of Deposit and Time Deposits

8.3.1 Domestic Institutions: Issued or endorsed by a domestic bank, or a savings and loan association, organized and supervised under the laws of the United States and denominated in U.S. dollars; provided, however, that deposits are fully insured or guaranteed by the Federal Deposit Insurance Corporation ("FDIC").

If not insured by the FDIC:

- The banking institution must have assets of not less than $5 billion; and
- Issuers must have a short-term rating of A-1 by Standard & Poor's and P1 by Moody's and a long-term rating of AA by Standard & Poor's or Aa by Moody's.

The maximum stated maturity of any investment in this sector shall be limited to 5 years at time of purchase. This sector shall not exceed 25% of the total portfolio. No single issuer shall exceed 5% of the City's portfolio.

8.3.2 Delaware-Domiciled Institutions: Issued by or endorsed by any bank or savings association domiciled in the State of Delaware and organized and supervised under federal or State of Delaware banking laws which does not meet the requirements of Section 8.3.1 hereto; provided, however, that:

- For each of the latest two years, the bank or association has had a return on total average assets of 0.50% or greater and an average capital ratio (defined as total equity capital to total assets) of at least 1 to 20, or the instrument is secured as set forth in Section 9, "Collateralization of City Deposits," hereto; and
- Not more than the lesser of $10 million or 25% of an issuer's total equity capital, may be invested in any one issuer. (Investments due to mature in one business day may be excluded from the computation of this percentage.)
- The Board expressly affirms that, consistent with these guidelines, Delaware banks and savings associations should be considered as a source of investment.
- The maximum stated maturity of any investment in this sector shall be limited to 5 years at time of purchase. This sector shall not exceed 20% of the total portfolio. No single issuer shall exceed 5% of the City's portfolio.

8.4 Corporate Debt Instruments

Such instruments include commercial paper bankers' acceptances, and non-convertible senior debt securities (bonds and debentures).

8.4.1 Corporate securities must be denominated/issued in US dollars. Many foreign corporations issue debt/securities in the US market, in US dollars.

8.4.2 No single issuer shall exceed 5% of the City's portfolio.

8.4.3 Commercial Paper shall be limited to a final stated maturity of 270 days. This sector shall not exceed 25% of the total portfolio. Issuers shall be rated at least A-1 by Standard & Poor's and P-1 by Moody's.

8.4.4. Bankers' Acceptances shall be limited to a final maturity of 365 days. This sector shall not exceed 25% of the City's Portfolio. Issuers shall be rated at least A-1 by Standard & Poor's and P1 by Moody's.

8.4.5 Corporate bonds and debentures shall be limited to a final stated maturity of 5 years. This sector shall not exceed 50% of the total portfolio. Issuers shall hold a long-term rating of at least ~~AA~~ **A- A** by S&P or ~~Aa~~ **A3 A2** by Moody's.

8.5 Repurchase Agreements

The underlying collateral shall consist of U.S. government and/or GSE securities provided, however, that:

8.5.1 All repurchase agreements must be governed by a written master repurchase agreement;

8.5.2 Agreements will be entered into only with respect to underlying securities in which the investment manager may otherwise invest as described above, and only with a recognized U.S. Government/broker or a bank which meets the requirements set out under paragraph Section 8.3.1 or 8.3.2 above;

8.5.3 In the case of repurchase collateral held in book-entry form in the Federal Reserve System, all deliveries of securities must be made, for the transfer thereof, through the Federal Reserve book-entry system to the account designated by the investment manager for such purpose. Securities held in certificated form must be delivered to the investment manager or a custodian as directed by the investment manager.

8.5.4 Any collateral employed under this paragraph shall be counted towards the applicable maximum limits set forth within these guidelines for such type of investment, and such collateral shall be valued at market at not less than 103 percent of the maturity value of the agreement and marked-to-the-market as requested by the investment manager.

8.5.5 Repurchase agreements shall be limited to a maximum maturity of 90 days from date of purchase. No single issuer shall exceed 25% of the City's portfolio.

8.6 Registered Investment Companies (Money Market Funds)

No single fund shall exceed 25% of the City's portfolio. Money market funds

shall be rated AAAm by Standard & Poor's. A current prospectus must be obtained before investing in any money market fund, and current holdings reports must be maintained at least each month.

8.7 Mortgage-Backed Securities

Mortgage-backed securities issued by the following: Government National Mortgage Association (GNMA), Federal National Mortgage Association (FNMA) or Federal Home Loan Mortgage Association (FHLMC). This sector shall not exceed 50% of the total portfolio.

8.8 Municipal Obligations

Taxable and tax-exempt securities issued by state and local governments and public authorities in the United States. The maximum stated maturity of any investment in this sector shall be limited to 5 years at time of purchase. This sector shall not exceed 30% of the City's portfolio. No single issuer shall exceed 5% of the City's portfolio. Issuers shall be rated at least "A-"**"A"** by Standard & Poor's ~~and~~ **or** "A**3**"**"A2"** by Moody's. Additionally Issuers in the short term market (under one year) shall be rated at a minimum of "mig-1" or "sp-1" for Moody's and S&P.

8.9 State of Delaware Investments Pool

8.9.1 Delaware Local Government Investment Pool (DELGIP) -The investment in this pool is permitted in relation to the City's cash flow and the guidelines set forth by the State of Delaware. The investment in this pool will not exceed 25% of the total funds available and will be monitored by the City's Finance Department on a monthly basis.

8.9.2 Delaware Local Government Retirement Investment Pool (DELRIP) The investment in this pool is permitted in relation to the City's Post-Retirement Benefits Fund. The investment in this pool will not exceed 25% of the total funds available and will be monitored by the City's Finance Department on a monthly basis.

8.10 Trading Securities

The Controller/Treasurer is hereby authorized to sell securities prior to their stated maturity date in the following circumstances:

1. A security with declining credit may be sold prior to its maturity to minimize loss of principal;
2. A security swap may be executed if it would improve the quality, yield, or target duration of the portfolio;
3. Securities may be sold to provide needed liquidity.

8.11 Internal Control on such transactions

8.11.1 An investment report will be provided to the Council on a quarterly basis.

8.11.2 All investment reporting documents will be provided to the independent auditors.

8.11.3 Investment records will be kept by the City for ten (10) years.

8.11.4 The trading shall not involve any hedge, derivatives and/or borrowing funds for trading purposes.

9.0 Collateralization of City Deposits

If the City deposits funds in any financial institution, those funds will be subject to the following collateralization requirements. The financial institution shall:

9.1 Collateralize the City's daily ledger balance(s) if, for any quarter during the most recent eight quarters the bank has not met both of the following two criteria:
- Return on total average assets of 0.50 percent or greater.
- Average capital ratio (total equity to total assets) of 5.00 percent or greater.

9.2 If either criterion in paragraph 9.1 is not satisfied collateral must be pledged and shall consist of one or more of the following securities:
- U.S. Government securities
- U.S. Government agency securities
- Federal Home Loan Board letters of credit
- State of Delaware securities
- Mortgaged backed securities as referenced in Section 8.7
- Securities of a political subdivision of the State of Delaware with a Moody's rating of "A" or better

9.3 Ensure that the securities pledged as collateral (except for Federal Home Loan Board letters of credit) have a market value equal to or greater than 102 percent of the ledger balance(s) in the account(s) marked to market each day.

9.4 Ensure that securities pledged as collateral are housed at the Federal Reserve Bank or a mutually agreed upon third party depository. (The trust department of the winning vendor will not be acceptable.)

9.5 Provide reports on a monthly basis to the City Finance Department detailing the collateral pledged.

9.6 Provide a Call Report (Consolidated Report of Condition and Income, FFIEC 031) on a quarterly basis to the City Finance Department.

10.0 Policy Considerations

If securities owned by the City are downgraded by either Standard & Poor's or Moody's to a level below the quality required by this Policy, it shall be the City's policy to review the credit situation and make a determination as to whether to sell or retain such securities in the portfolio.

If a security is downgraded two grades below the level required by the Policy, the security shall be sold immediately.

If a security is downgraded one grade below the level required by this Policy and matures

within 6 months, the security may be held to maturity. The Controller/Treasurer may determine to sell the security if it is determined that there is a probability of default prior to maturity.

If a decision is made to retain a downgraded security in the portfolio, its presence in the portfolio will be monitored and reported monthly to the Controller/Treasurer.

11.0 Internal Controls

The Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft, or misuse. The Treasurer shall also establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following:

- Control of collusion
- Separation of transaction authority from accounting and recordkeeping
- Custodial safekeeping
- Prohibition of physical delivery securities
- Clear, written delegation of authority to subordinate staff members
- Written confirmation of transactions for investments and wire transfers

12.0 Performance Standards

The City of Dover's investment decisions shall be made with the objective of obtaining a rate of return commensurate with the investment risk constraints and the cash flow needs. On a quarterly basis, the Controller/Treasurer shall compare the City's portfolio against the

Merrill Lynch 0-5 Year U.S. Treasury Index, in terms of time-weighted total return and average duration for the period under review.

13.0 Reporting

At the end of each calendar quarter, the Controller/Treasurer will submit a report of all quarter-ending investments to the Mayor and City Council. Reports shall include the following:

- Listing of individual securities held as of last day of reporting period, sorted by sector
- Par, market, and amortized cost values of each security
- Coupon, current yield, and final stated maturity date of each security

14.0 Investment Policy Adoption

The City of Dover's investment policy will be adopted by the City Council after review and recommendation of the Legislative and Finance Committee. The policy will be reviewed at least once every year by the Legislative and Finance Committee, which is charged with considering the existing policy and any recommendations to modify the policy. Any modifications to the policy must be approved by the City Council.

(INVESTMENT ADVISOR AMENDMENTS INDICATED IN BLUE, BOLD FONT)
(PROPOSED LF&A COMMITTEE AMENDMENTS INDICATED IN BOLD, GREEN FONT)

LEGEND

1. Original approval by City Council - November 14, 1988
2. Revised policy approved by City Council - March 7, 2005
3. City Council Approved with No Changes – April 14, 2008
4. Revised policy approved by City Council – July 25, 2011
5. Revised policy approved by City Council – August 12, 2013
6. **Revised policy approved by City Council – ***

ATTACHMENT A

GLOSSARY

AGENCIES: Federal agency securities, otherwise known as "Government Sponsored Enterprises."

CERTIFICATE OF DEPOSIT (CD): A time deposit with a specific maturity evidenced by a certificate. Large denomination CD's are typically negotiable.

BANKERS ACCEPTANCE: A short-term credit investment which is created by a non-financial firm and whose payment is guaranteed by a bank.

COLLATERAL: Securities, evidence of deposit or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

COMMERCIAL PAPER: An unsecured obligation issued by a corporation or bank to finance its short-term credit needs. Maturities typically range from one (1) to 270 days.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR): The official annual report for the City of Dover. It includes five combined statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

CORPORATE BONDS: A debt security issued by a corporation based in the United States of America. Such bonds usually have a par value of $1,000, have a term maturity, and are traded on a major exchange.

DEALER: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

DIVERSIFICATION: Dividing investment funds among a variety of securities offering independent returns, in an attempt to limit risk.

FEDERAL CREDIT AGENCIES: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., S&L's, small business firms, students, farmers, farm cooperatives, and exporters.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A federal agency that insures bank deposits, currently up to $250,000 per deposit.

FEDERAL FUNDS RATE: The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

FEDERAL HOME LOAN BANKS (FHLB): The institutions that regulate and lend to savings and loan associations. The Federal Home Loan Banks play a role analogous to that played by the Federal Reserve Banks vis-a-vis member commercial banks.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA): FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted.

FEDERAL RESERVE SYSTEM: The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D.C., 12 regional banks and about 5,700 commercial banks that are members of the system.

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae): Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. Security holder is protected by full faith and credit of the U.S. Government. Ginnie Mae securities are backed by the FHA, VA or FMHM mortgages. The term "passthroughs" is often used to describe Ginnie Mae's.

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

LOCAL GOVERNMENT INVESTMENT POOL (LGIP): The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

MARKET VALUE: The price at which a security is trading and could presumable be purchased or sold.

MATURITY: The date upon which the principal or stated value of an investment becomes due and payable.

MORTGAGE-BACKED SECURITIES (MBS): An investment instrument that represents ownership of, and is backed by, an individual interest in a pool of mortgages such as those issued by Ginnie Mae or Freddie Mac. Principal and interest from the individual mortgages is used to

pay principal and interest on the MBS.

MUNICIPAL NOTES AND BONDS: Securities issued by a state, city, or local government to finance operations or special projects.

PRUDENT PERSON RULE: An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody state--the so-called legal list. In other states the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

QUALIFIED PUBLIC DEPOSITORIES: A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

RATE OF RETURN: A measure of worth, either at security or aggregate portfolio level, over a period of time. There are many return conventions, including but not limited to yield to maturity at cost, yield to maturity at market, yield to worst, time weighted total return, dollar weighted total return.

REPURCHASE AGREEMENT (RP OR REPO): A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agree-ment, and the terms of the agreement are structured to compensate him for this. Dealers use RP extensively to finance their positions. Exception: When the Fed is said to be doing RP, it is lending money, that is, increasing bank reserves.

REVERSE REPURCHASE AGREEMENT: The purchase of a security by a dealer with the agreement to sell it back to the seller at a fixed price at a later date. Typically used by owners of securities to finance short-term needs without having to liquidate the security.

SAFEKEEPING: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

TIME DEPOSITS: A savings account or CD held for a fixed term or with the understanding that the customer can withdraw only by giving advanced notice.

TREASURY BILLS: A short-term (less than one year) non-interest bearing discount security issued by the U.S. Treasury department to finance the national debt. Most bills are issued to

mature in three months, six months, or one year.

TREASURY BOND: Long-term U.S. Treasury securities having initial maturities of more than 10 years.

TREASURY NOTES: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months or one year.

UNIFORM NET CAPITAL RULE: Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1: also called net capital rule and net capital ratio.

Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

VARIABLE RATE MASTER DEMAND NOTES: A floating rate security with initial maturities and indexed rates chosen by the investor. The interest rate is adjusted periodically, usually off a standard such as that prevailing on a Treasury Bill or the prime interest rate.

YIELD: The rate of annual income return on an investment, expressed as a percentage.

INCOME YIELD is obtained by dividing the current dollar income by the current market price for the security.

NET YIELD or YIELD TO MATURITY is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

ATTACHMENT B

Dover, Delaware, Code of Ordinances >> PART I - CHARTER AND RELATED LAWS

PART I - CHARTER AND RELATED LAWS [1]

Subpart A - CHARTER

PREAMBLE [3]

We the people of the City of Dover, under the constitution and laws of the state of Delaware, in order to secure the benefits of local self-government and to provide for an honest and accountable council-manager government, do hereby adopt this charter and confer upon the city the following powers, subject to the following restrictions, and prescribed by the following procedures and governmental structure. By this action, we secure the benefits of home rule and affirm the values of representative democracy, professional management, strong political leadership, citizen participation, and regional cooperation.

ARTICLE I. - POWERS OF THE CITY

ARTICLE II. - MAYOR AND COUNCIL

Sec. 17. - Controller/treasurer.

At the annual meeting the council shall elect a controller/treasurer to hold office until the next annual meeting of the council, or until his/her successor has been duly chosen and qualified, but subject to removal at any time by the council.

The controller/treasurer shall be the custodian of all the city funds and shall deposit them in a banking institution designated by the council.

(Amd. of 7-12-2005 (S.B. 126); Amd. of 7-8-2009 (S.B. 165, § 15))

SPECIAL PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE

The Parks, Recreation, and Community Enhancement Committee Meeting was held on August 26, 2014, at 5:30 p.m. with Chairman Dixon presiding. Members present were Mr. Hutchison, Mr. Anderson (arrived at 5:32 p.m.), Mr. Caldwell, and Mrs. Horsey. Mayor Christiansen was also present.

AGENDA ADDITIONS/DELETIONS

Councilman Hutchison moved for approval of the agenda, seconded by Mrs. Horsey and unanimously carried.

Downtown Development District Boundary

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 and that under this law, the Governor will designate three (3) Downtown Development Districts in the first round of designations, one from each county. Mrs. Townshend explained that development projects within designated districts will be eligible for a 20% rebate for project costs over $25,000 and that Dover is well positioned to submit a successful application for Downtown Development District designation because of the number of redevelopment incentives in place. In addition, Dover has two master plan documents that complement each other in support of revitalizing the downtown area. Mrs. Townshend noted that, within the designated development districts, Dover offers preferential treatment for other State programs, such as the Housing Development Fund and the Delaware Historic Preservation Tax Credit Program, and works with State agencies in this regard.

Referring to the "Proposed Downtown Development District" map previously provided to members, Mrs. Townshend explained that, under the program application guidelines, Downtown Development Districts are limited to 225 acres in size. She noted that Planning Office and Geographical Information Systems (GIS) staff worked together to develop a proposed 220-acre district within the Downtown Redevelopment Target Area defined in code. She stated that once a boundary is determined, staff would compile data based on the determined boundary and complete the Downtown Development District application, noting that the application deadline is November 1, 2014.

Mrs. Townshend advised members that the boundaries were set as shown on the map because the primary purpose of the bill enacted by the General Assembly was to foster private investment in the downtown areas; therefore, boundaries were focused on the downtown areas and would exclude Wesley College, BayHealth Medical Center, and State offices.

Mrs. Townshend stated that applications would be evaluated based on three (3) criteria. The first 50% of the application was based on need and impact, which includes information such as the percentage of properties that are rental or vacant, age of structures, poverty rate, median home value, etc. The second criteria, which is 30% of the application, is the district plan, which would include a combination of the City of Dover Comprehensive Plan, the Transit Center Neighborhood Plan

completed by the Dover/Kent County Metropolitan Planning Organization (MPO) and the Downtown Dover Partnership (DDP), and the Restoring Central Dover Plan. The third criteria, which comprises 20% of the application, includes a summary of local incentives.

Staff recommended that the Committee endorse the proposed Downtown Development District Boundary and recommend that City Council accept the boundary.

Responding to Mr. Hutchison regarding those involved in developing the boundaries, Mrs. Townshend advised members that the planning staff and the City's GIS technician worked together to determine downtown redevelopment target area. She indicated that originally only 175 acres were to be within the boundary; however, based on feedback from Dover and Wilmington, the State increased the boundary to include 225 acres. Mrs. Townshend stated that once the options were established, the City Manager was also consulted to determine the proposed boundary.

In response to Mr. Caldwell regarding local incentives offered by the City, Mrs. Townshend stated that a number of incentives were included in the City's Code, including a waiver of building permit fees, abatement of taxes based on value of improvement for a period of ten years, and a waiver of city's impact fees for multi-story mixed use construction. She indicated that staff had also discussed the possibility of additional County incentives with Kent County.

Responding to Mr. Anderson regarding the boundary in the West and Queen Street areas, Mrs. Townshend explained the boundary line "dips down" at that location to incorporate two (2) parcels that are the proposed location of a transit center and a Transit Center Neighborhood Plan. She explained that it was hoped that a transit center could developed through public/private partnership and that the R.E. Michel site at 550 South Queen Street had the potential for redevelopment.

In response to Mr. Dixon's concerns regarding possible conflicts with the proposed boundary, Mrs. Townshend stated that the Restoring Central Dover Plan would be part of the Downtown Dover Development District and there would be no conflict with National Council on Life and Labor (NCALL) efforts.

Ms. Yvonne Hall, 228 N. State Street, State Street Inn, expressed her feeling that it was embarrassing to her when guests come from out of town or out of the country on the Greyhound bus and are dropped off at an auto transmission business with no covered area and no place to go. She stated that visitors do not realize the distance between the bus stop and their destination. Ms. Hall also inquired as to the types of incentives that are set aside for housing, sharing her opinion that the City needs more home ownership and not rentals.

Responding to Ms. Hall, Mrs. Townshend stated that potential plans are in place for a building at the transit center and that if a public/private partnership could be established to locate a building there, including a ticket sales center, this would resolve the issue. Regarding housing, Mrs. Townshend

advised that incentives are contained within the Restoring Central Dover Initiative, which would assist in promoting home ownership. Mrs. Townshend stated that 75% of housing units in the target area are currently rentals and that one (1) of the incentives of the Positive Development Working Group - Restoring Central Dover Initiative includes tax abatement for owner-occupied housing in the downtown area. In addition, she indicated that the Community Development Block Grant (CDBG) program provides down payment assistance and may be combined with housing rehabilitation efforts as well.

Mayor Christiansen noted that meetings had taken place with the Department of Housing and Urban Development (HUD) regarding allowing Section 8 housing residents to be eligible to become homeowners, noting that 51% of available City housing is owner occupied. Mayor Christiansen stated that Ms. Ami Sebastian-Hauer, Executive Director, Dover Housing Authority, is also involved with the Positive Development Housing Working Group and said they are looking at combining available tools with down payment assistance to promote home ownership.

Mr. Reuben Salters, 109 Bertrand Drive, recalled discussing this topic 25 years ago when he was on Council and shared his opinion that the City needs to hold landlords accountable and responsible for the condition of the houses they rent and enforce the City's Code, which would improve quality of housing. Mr. Salters stated that many rental costs are higher than mortgages and the homes are in poor condition because the landlords are not being held accountable to the standards for maintaining their property. He suggested including lighting, street scape, and parks as vital parts of redevelopment. In addition, Mr. Salters noted that when implementing programs or changes, the City always start east and works to the west and felt the City should start working west and move eastward. Lastly, Mr. Salters shared his belief that the City needs to continue to have a full-time mayor.

Mr. Greg Moore, President, DDP, stated that Mr. Bill Neaton, Executive Director, DDP, also helped to prepare the map outlining the boundary for the Downtown Development District and planned to provide an update to the DDP Board in September. Mr. Moore expressed full support of the outlined boundary.

Ms. Yvonne Hall shared her feeling that DDP meetings should include realtors, who can help people obtain the loans they need for homes, instead of only including developers.

Mr. Hutchison moved to recommend endorsement of the proposed Downtown Development District Boundary as presented, seconded by Mr. Anderson and unanimously carried.

Capital Holiday Celebration (Tree Lighting) Location

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that the purpose of this agenda item was to obtain public input on the City of Dover's Annual Capital Holiday Tree Lighting Celebration. She stated that, historically, the ceremony included Caroling on the Green and the Festival of Lights, which were held on two (2) different nights in two (2) locations. She explained that four (4) years ago, the two (2) events were merged and last year a decision was made to move the tree lighting from in front of City Hall to Loockerman Way Plaza in an effort to incorporate downtown business merchants. Mrs. Townshend stated that a great deal of feedback was

received, some of which was positive and some negative, including concerns about the electric supply, availability of public facilities, the location being closer to local bars, and the desertion of a longstanding tradition. Due to the varied responses and in preparation for this year's ceremony, the Capital Holiday Celebration Committee decided that the best way to determine what the public wanted was to invite the public to comment. Mrs. Townshend noted that, historically, the City partnered with the Central Delaware Chamber of Commerce (CDCC) for the event and felt that this should continue to do so if an agreement could be reached as to the location and how the downtown Dover merchants could be included.

Mr. Thomas Smith, 126 Hampton Drive, stated that in 1988 he was the President of Downtown Dover Business Association, which started the tree lighting ceremony because the downtown merchants wanted to give something back to the City for its support. He informed members that the first tree lighting ceremony was held in front of City Hall and schools brought children to sing, Santa Claus was present, and it was a great family event. Mr. Smith said that over the years some changes were made, including moving to the Wesley Church Fellowship Hall with tables displaying what the area businesses had done. This was not done for the purpose of selling because it was decided not to "push retail" in an effort to keep the event family oriented. Mr. Smith felt it was best to hold the event in front of City Hall.

Mrs. Cindy Christiansen, 714 Carol Street, stated that, as a family tradition, she had attended every tree lighting ceremony, beginning as a child. Last year when she attended with her family, she was unaware the event had moved and was "left wondering" what had happened to the event, along with many others, including dancers scheduled to perform, until they were directed to the location of the ceremony downtown. Mrs. Christiansen stated, with all of the beautiful trees outside of City Hall, that she was very upset to see the tree that was representing the City for the tree lighting ceremony. In addition, Mrs. Christiansen expressed her disappointment at not being able to hear the children singing Christmas carols at the new location, nor could she see them due to the placement of the hot chocolate truck that was blocking the children. She felt that other alternatives could be considered to include the downtown businesses without moving the whole ceremony and suggested having Santa Claus arrive in front of City Hall and go by carriage to his house in the business area, and everyone could follow, singing carols. Mrs. Christiansen implored Council not to break a beautiful tradition, and stated opposition to trying to fix something that wasn't broken. She indicated that many people that came statewide last year left disappointed as a result of the changes that were made to the ceremony.

Mr. Zachery Carter, 248 Mifflin Road, former City of Dover Director of Parks and Recreation, stated that the tree lighting ceremony was a tradition, like many events in Dover, such as the Maypole Dancing on the Green and the Old Dover Days Parade. He noted that the event kicked off the holiday season and provided a family tradition for adults, children, parents, grandparents, and families, to come out and see the trees and lights together. Mr. Carter said the original tree still stands outside of City Hall and shared his feeling that the tradition should continue there.

Mr. Jim Thistlewood, 455 E. Loockerman Street, Wesley Methodist Church and Preschool, stated that, upon finding out about the change in plans for the Christmas Tree Lighting Ceremony, he met with Ms. Tonda Parks, Vice-President of Advertising and Development, Delaware State News, and

Ms. Judy Diogo, President, CDCC. Mr. Thistlewood said that Wesley Church typically participates in the festivities and presents a live nativity and preschool students who sing Christmas carols. Mr. Thistlewood stated that last year they were unable to participate as they had done in the past because they could not move the live nativity and the preschool was not comfortable taking children through the downtown area to the new location. Referring to Mr. Thomas Smith's comments regarding having used the Wesley Church Fellowship Hall in previous years, he suggested that this might be good alternative that would allow businesses an opportunity to show their wares. He felt that the City should keep the tradition of having the ceremony in front of City Hall, which would allow the church and the preschool to continue to participate and contribute to the celebration.

Mr. Reuben Salters, 109 Bertrand Drive, expressed happiness hearing the unanimous voice of the City to get back to tradition of having the tree lighting ceremony in front of City Hall, stating that for 22 years he sang out in the cold, sometimes in the rain, with his family, kids, and grandkids. He always thoroughly enjoyed the event, noting that it was a festive time, and he felt it was important to stick to something that is solid and that everyone agreed upon.

Ms. Tonda Parks stated that she participated on the planning committee for the Capital Holiday Celebration, which was a combined effort of the CDCC, the City of Dover, and the DDP and that she was speaking as a member of this committee. She explained that part of reason the location was changed last year was in response to the businesses in downtown Dover, who expressed the desire to see more pedestrian traffic downtown surrounding the event. As a resident, Ms. Parks said she was offended by Mr. Thistlewood's comment that children were afraid to walk a block away from City Hall and that this prevented them from participating last year. Ms. Parks indicated that another part of the agenda of the Capital Holiday Celebration was to engage the community and make people feel more comfortable and welcome in the downtown area and to build a sense of community and inclusiveness. She stated that people on the west end of the City felt excluded, and the DDP indicated their awareness of this, noting that Dover Days activities did include all of the City. Ms. Parks thanked the Mayor for attending the Downtown Dover Merchants meetings and stated that, based on some of the discussions he presented, the merchants seemed happy with potential relocation back to City Hall. However, they indicated that they would like to see more work done to be more inclusive, incorporating the arrival of Santa at Loockerman Way Plaza and heading east to include the downtown businesses and the entire City.

Ms. Paula Kinsey, owner, Tea for Two, 224 N. State Street, shared her opinion that downtown Dover was utter chaos during the tree lighting ceremony last year, noting issues with electricity, failure of those involved to work well together, and the receipt of negative comments. Ms. Kinsey suggested moving the ceremony to another night for the downtown merchants and continuing to have the ceremony and the lights in front of City Hall in accordance with tradition. Ms. Kinsey also pointed out that the tree lighting ceremony is held on Monday, which is a school night, which makes it difficult for parents to take time to patronize the local businesses. She also suggested that a farmers market type scenario be considered to include the merchants and draw people together.

Mr. Thistlewood echoed Ms. Kinsey's suggestion and suggested having the Christmas Parade on a Saturday, allowing for more time and incorporating local merchants.

Ms. Madison Christiansen, 714 Carol Street, Dover, said she has always gone to the tree lighting and enjoyed the singing and the countdown to the tree lighting, noting a memory of when the lights didn't light on the first try but did seem magical when they lit up on the second try. She indicated that she didn't stay for the tree lighting last year because it wasn't real, it wasn't tradition, and it lost its beauty and magic. She felt that the event felt "fake"and, with all of the things in the world that are materialistic and fake, that it would be nice to look at "something real and magical."

Mr. Harold King, 378 Kentwood Avenue, shared his feeling that there was no better place for the tree lighting ceremony than in front of City Hall. He agreed that last year was fake and had no sense of tradition or Christmas. He said his family looked forward to the ceremony every year but last year they were not interested and cautioned against Capital of the First State losing that sense of tradition. He requested that the ceremony be kept in front of City Hall and not next to a bar down the street.

Mr. Sean Christiansen, 216 N. Caroline Place, said that the Christmas tree lighting ceremony was a family affair based on tradition. He stated that he had been a City resident for 36 years and was a taxpayer and a registered voter. Mr. Christiansen said that he had a special bond with the tree lighting ceremony because used to drive Santa Claus in the fire truck and drop him off at his house when he was in the Dover Fire Department. Mr. Christiansen said that, in 1923, on the grounds of the White House, President Coolidge lit the first National Christmas tree and, 91 years later, that tree still stands. He said that in 1931 workers who were building 30 Rockefeller Plaza in New York decorated a 20-foot tree with cranberries, tin cans, and garlands made out of paper in celebration of Christmas and, 82 years later, the tree still stands and its lighting is the official start to the holiday season. Mr. Christiansen stated he agreed with incorporating downtown Dover and that Mr. Neaton had done a great job with the Home for the Holidays Parade and other events that benefit the downtown merchants; however, he felt that the tree in front of City Hall is the City's tree, the hub of the City, and is where the tree lighting ceremony should continue to be held.

Mr. Christiansen questioned Mrs. Townshend regarding the inadequate electricity last year at the downtown ceremony and the cost involved to ensure adequate electric supply, should they continue having the ceremony at that location. Responding, Mrs. Townshend stated that the cost for electricity was approximately $4,000, assuming no complications, but could soar to $10,000 - $15,000 should they run into any difficulties when boring the lines for the electricity. Mr. Christiansen pointed out that adequate electricity is already available in front of City Hall at no additional expense and asked, for the sake of tradition and for the purpose of being financially responsible, that the ceremony be held in front of City Hall.

Mayor Christiansen thanked Ms. Parks for her presentation and for her efforts concerning the tree lighting ceremony, noting that new things are not always accepted very readily, and recognizing the importance of tradition. In addition, Mayor Christiansen addressed some of the other comments that were made, recognizing the efforts of those who volunteered in the community, and stating that because of those efforts, the City had the ability to expand on the traditional lighting by incorporating the entire length of the business district. Mayor Christiansen challenged the downtown area to hold a window decorating contest to bring people downtown to enjoy the decorations, starting with the tree lighting in front of City Hall.

Mr. Dixon thanked everyone for attending and sharing their thoughts.

Mr. Anderson moved to recommend that the traditional location at City Hall be restored and encouraged the Committee to continue efforts to include the downtown merchants, seconded by Mr. Hutchison and unanimously carried.

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

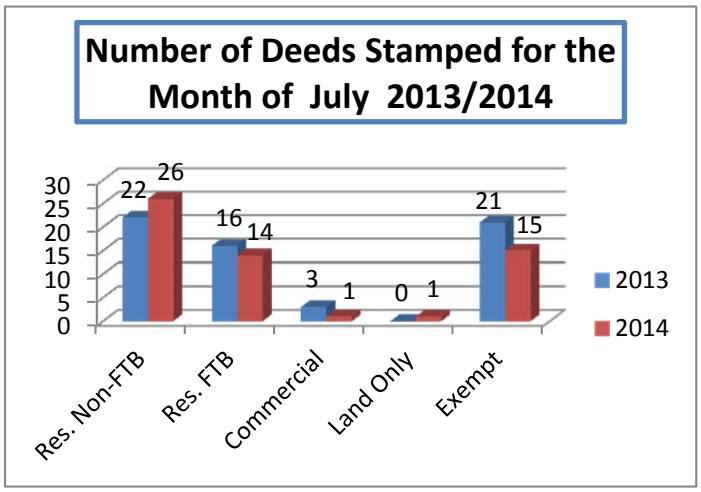
Meeting adjourned at 6:32 p.m.

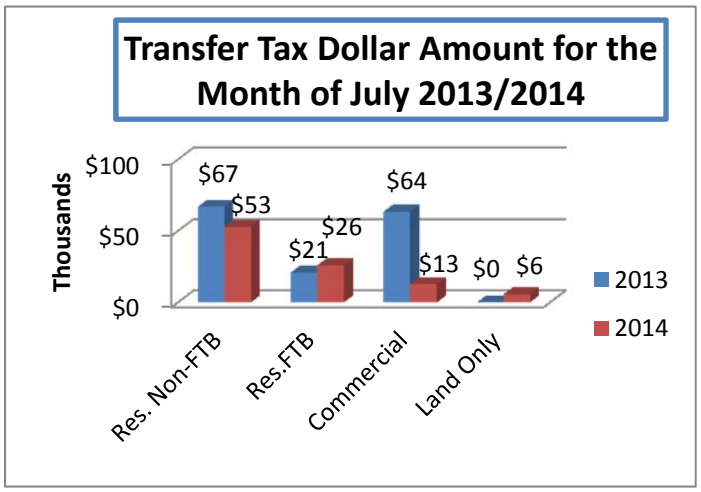
Wallace R. Dixon
Chairman

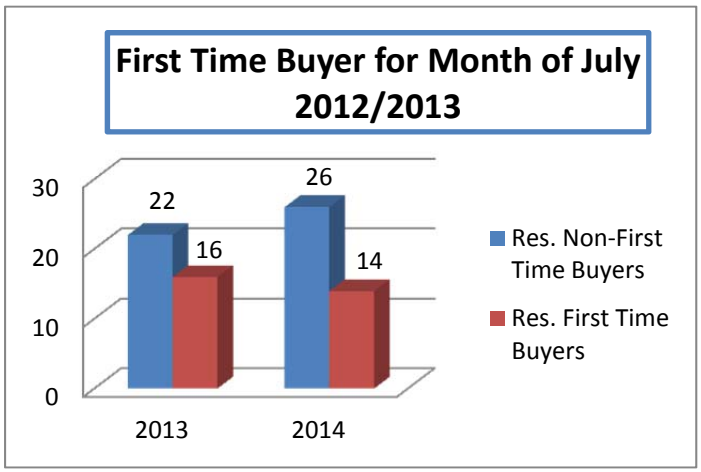
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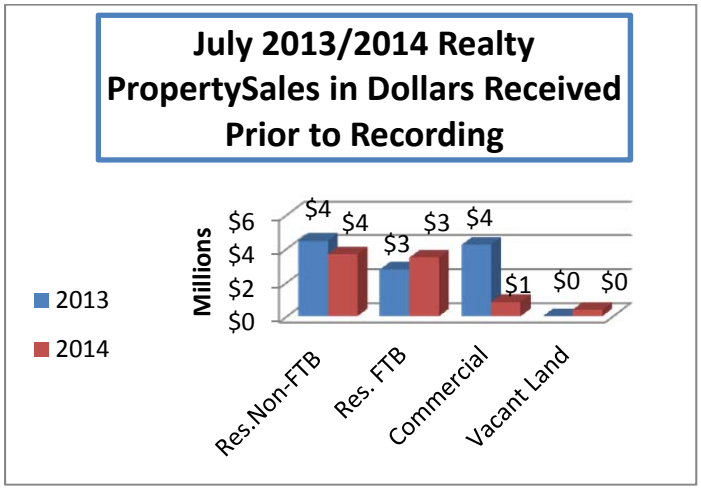
Monthly Report
July 2014

Office of City Assessor









Major Updates

	May - 14	June - 14	July - 14
Assessment Change	$243,800	-$1,532,900	$2,092,500

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
25	$4,083,200	$3,741,600	1.09	1.03

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

- 2013 Tax Bills were generated, printed, sorted and mailed
- Tax payments received

CITY OF DOVER
SALES RATIO REPORT

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
ED05-067.05-02-41.00	26B	R10	106 BRANDYWINE DR	1	5	1989	2	2822	A-	GD	221,500	11-JUL-14	235,000	
ED05-067.09-01-43.00	20B	R10	5 TAM OSHANTER CT	1	16	1976	1	1816	C+	GD	186,300	02-JUL-14	157,000	
ED05-067.15-04-16.00	11	R10	841 WOODCREST DR	1	5	1966	2	2624	C+	AV	183,200	02-JUL-14	179,000	
ED05-067.19-03-18.00	17	R10	735 BICENTENNIAL BLVD	1	3	1987	1	2027	B-	GD	218,600	18-JUL-14	201,000	
ED05-067.20-03-65.00	11B	R10	421 N GOVERNORS AVE	1	14	1952	1	1407	C	AV	195,000	11-JUL-14	169,000	
ED05-068.14-03-39.00	13	R10	234 MACARTHUR DR	1	5	1965	2	1524	C+	GD	151,100	07-JUL-14	135,000	
ED05-068.15-02-03.00	21	R10	1390 OLD WHITEOAK RD	1	14	1963	1	1176	C	AV	156,500	31-JUL-14	137,500	
ED05-068.17-01-05.00	8	R10	505 N STATE ST	1	1	1910	2	3105	A	GD	218,700	15-JUL-14	220,000	
ED05-068.20-01-40.00	25B	R10	215 THORNTON ST	1	13	2007	3	2274	B-	VG	194,100	18-JUL-14	159,900	
ED05-076.06-01-76.00	51	R50	10 GRAND HALL	1	20	1973	1	794	B+	GD	60,600	29-JUL-14	53,900	
ED05-076.06-03-36.00	17A	R10	224 GREEN BLADE DR	1	8	1984	2	1240	C+	AV	145,300	15-JUL-14	130,000	
ED05-076.08-02-50.00	23	R20	208 N NEW ST	2	1	1930	2	1845	D+	AV	56,100	09-JUL-14	45,000	
ED05-076.09-02-81.00	25	R10	403 WORCHESTER DR	1	5	2005	2	2068	C+	AV	193,200	01-JUL-14	171,000	
ED05-076.10-03-05.00	16A	R10	1409 S FARMVIEW DR	1	8	1988	2	1335	C+	AV	136,600	23-JUL-14	105,000	
ED05-076.13-04-40.00	25	R10	117 WESTOVER DR	1	13	2002	2	1364	C+	AV	142,600	15-JUL-14	129,000	
ED05-077.06-01-20.00	8	R10	21 BAYARD AVE	1	3	2007	1.5	2070	B-	GD	235,200	18-JUL-14	275,000	
ED05-077.13-02-39.00	32	R10	803 S STATE ST	1	1	1927	2	1699	B-	AV	138,700	18-JUL-14	145,000	
ED05-077.17-02-36.00	5	R10	900 MONROE TER	1	5	1959	2	2338	C+	AV	189,600	30-JUL-14	160,000	
ED05-077.17-05-04.00	34	R10	81 MORRIS DR	1	14	1952	1	1596	C	AV	157,500	07-JUL-14	117,000	
ED05-077.17-05-61.00	34	R10	19 ROOSEVELT AVE	1	1	1940	2	1874	C+	AV	143,900	31-JUL-14	122,000	
ED05-077.18-01-34.00	32	R10	305 LOTUS ST	1	14	1965	1	1222	C	GD	165,000	31-JUL-14	164,000	
ED05-085.08-02-09.00	12	R10	132 BLUE BEACH DR	1	5	1965	2	1886	C+	AV	179,800	23-JUL-14	166,500	
ED05-085.12-02-87.00	12	R10	302 MOCKINGBIRD AVE	1	5	1969	2	2012	C+	AV	170,100	29-JUL-14	180,000	
LC05-058.18-01-02.00	1	R10	51 KAREN PL	1	11	2007	1	1344	C+	GD	139,100	18-JUL-14	99,900	
LC05-058.18-01-77.00	1	R10	116 BETH PL	1	11	2001	1	1100	D+	AV	104,900	10-JUL-14	84,900	

CITY MANAGER'S MONTHLY REPORT



JULY 2014

Monthly Highlights

Customer Services

- In the month of July, we processed 4,205 credit card payments for the month totaling $990,325.10.

Human Resources

- Continued contract negotiations.

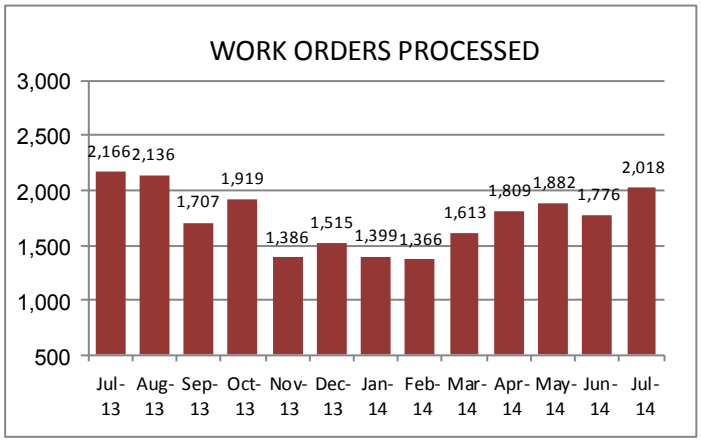
Library

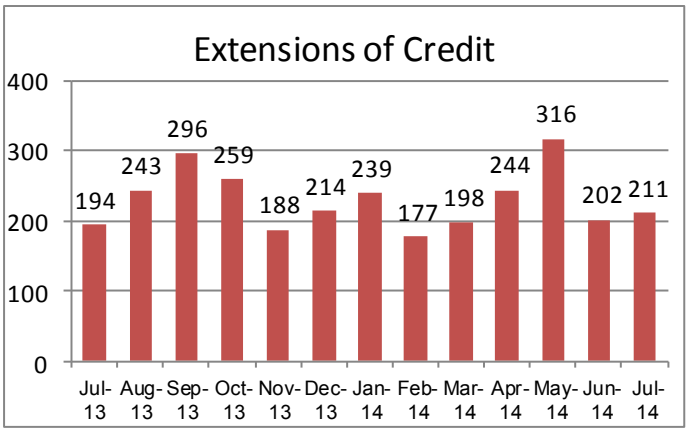
- 708 attended 58 programs for adults.
- 402 attended 16 programs for teens.
- 1,543 attended 60 programs for children.
- 35 volunteers completed 401 hours of service.
- 156 attended 36 programs/classes coordinated through the Job Center.

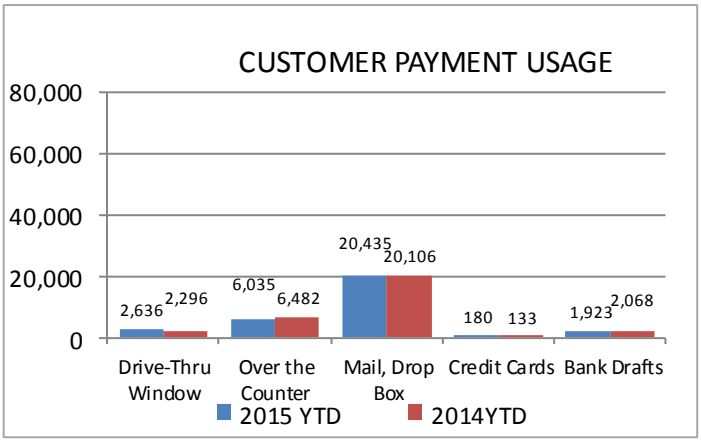
Public Works

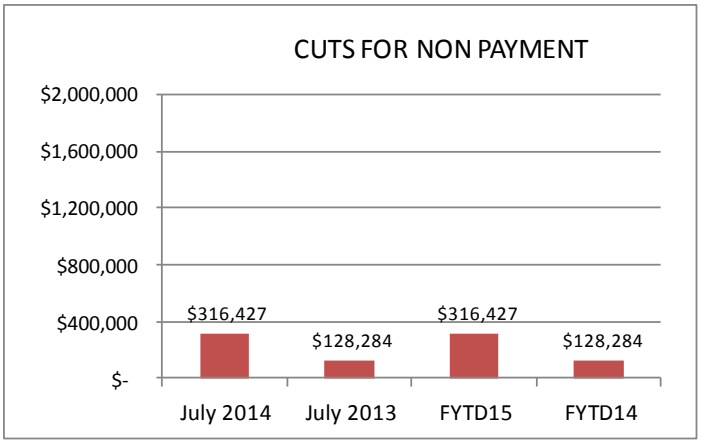
- Working on CIP and additional funding for future street program and other projects.

CUSTOMER SERVICES









Major Program Updates	Jul 2014	Jul 2013	Difference	FY 2015 Year-to-Date	FY 2014 Year-to-Date
Number of Customers Served	28,321	26,752	1,569	28,321	26,752
Final Bills	749	828	(79)	749	828
Estimated Bills	213	162	51	213	162
Penalties Posted	$ 16,242	$ 18,851	(2,608)	$ 16,242	$ 18,851
Extensions of Credit - Amount Extended	$ 54,976	$ 53,784	1,192	$ 54,976	$ 53,784
Balance Transfers	$ 1,051	$ 6,591	(5,541)	$ 1,051	$ 6,591
Utility Collections	$ 6,567	$ 27,634	(21,067)	$ 6,567	$ 27,634
Special Assessments	$ -	$ -	-	$ -	$ -
Miscellaneous Billings	$ -	$ 189,380	(189,380)	$ -	$ 189,380
CNP through Disconnect Collars	-	20	(20)	-	20
Court Cases	-	-	-	-	-
Tamperings	-	-	-	-	-
Taxes Levied	$ 10,914,894	$ 10,886,433	28,461	$ 10,914,894	$ 10,886,433
Billing Adjustments	$ 283,632	$ 3,269	280,363	$ 3,269	$ 3,269
Total Taxes Collected	$ 9,397,419	$ 9,247,343	150,076	$ 9,397,419	$ 9,247,343
Taxes Outstanding	$ 1,801,107	$ 1,642,359	158,748	$ 1,642,359	$ 1,642,359
Payments in Lieu	$ -	$ -	-	$ 27,227	$ 27,227
Billing Accuracy (on schedule billings)	99.0%	99.0%	-	99.0%	99.0%
Bills Published on Schedule	99.0%	99.0%	-	99.9%	99.9%
Meters Read on Schedule	99.9%	99.9%	-	99.9%	99.9%
Customer Satisfaction Rating	99.9%	99.9%	-	99.7%	99.7%
Delinquent Accounts Collected	99.7%	99.7%	-	99.7%	99.7%

HUMAN RESOURCES

Category	July 13	August 13	Sept 13	Oct 13	Nov 13	Dec 13	Jan 14	Feb 14	Mar 14	April 14	May 14	June 14	July 14	Total
Caucasian*	281	279	283	284	285	287	288	288	290	289	290	292	291	N/A
Minorities*	54	54	54	56	55	56	57	57	58	58	58	58	58	N/A
Hired	2	2	7	4	1	3	5	1	3	0	1	3	1	33
Terminated/ Resigned/ Retired/Other	1	3	2	1	1	0	3	1	0	1	0	1	2	16
Transferred/ Promoted	2	0	4	1	0	0	1	0	3	0	1	0	0	12
Jobs Posted	5	5	3	2	0	2	4	4	3	3	2	3	4	40
Workers Comp. Injuries	4	3	7	2	2	1	5	2	2	0	1	1	2	32
Workers Comp. Hours	119	62	384	110	48	120	116	0	128	125	51	130	86	1479
Insurance Claims	4	6	2	2	1	4	5	2	4	4	6	4	0	44

Full-time Employees: 331 Part-time Employees: 18 (4 Pitts Center, 1 Recreation, 12 Library, 1 Customer Service)

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

Position Hired: Electric Director

Retired/Transferred/Promoted: Inspector III/Fire Marshal, retired; Library Page, resigned

Positions Posted: Administrative Assistant, Finance Department; Assistant City Manager, Library Page (part-time), (2) Motor Equipment Operator II, Grounds

Recruitment Information (Positions closed in July)

Position	Total	Female	Male	Unknown	Black	White	Hispanic	Asian/Pacific Islander	American Indian/Alaskan Native	Unknown	In Dover	Out Dover
Nursery Person	7	2	4	1	1	5	0	0	0	1	5	2
Administrative Assistant	258	225	9	24	57	165	10	2	0	24	177	81

Unfilled/Open Positions by Department*

Unfilled/Open Positions By Department	July 13	August 13	Sept 13	Oct 13	Nov 13	Dec 13	Jan 14	Feb 14	Mar 14	April 14	May 14	June 14	July 14
Electric	4	4	4	5	5	5	5	5	5	5	5	5	4
Public Works	20	20	16	15	15	14	13	13	13	13	11	10	11
Police	2	3	3	1	1	1	0	1	0	1	1	1	1
All Other Departments	6.5	6.5	6	7.5	6.5	5	6	5	5	5	4	2.5	4
Totals	32.5	33.5	29	28.5	27.5	25	24	24	23	24	21	18.5	20

**Not used for Budgeting Purposes*

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

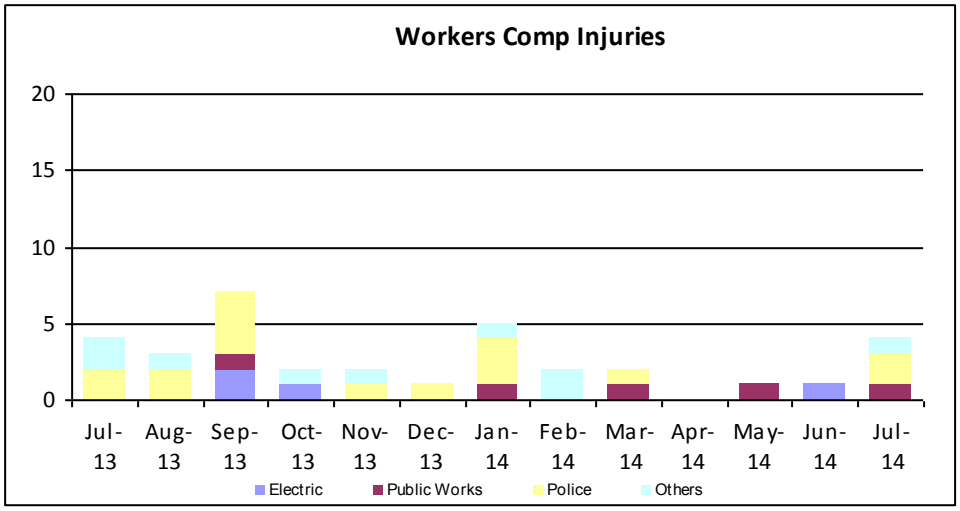
Electric: Electrical Engineer, (3) Lineman 1st Class

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

Police: Police Officer

All Other Departments: Storekeeper Buyer I, part-time; Fire Dispatcher, Assistant Finance Director, Assistant City Manager, Library Page, part-time

HUMAN RESOURCES
continued



Electric: 0 Public Works: 0 Police: 2 All Other Depts.: 2

Turnover Statistics

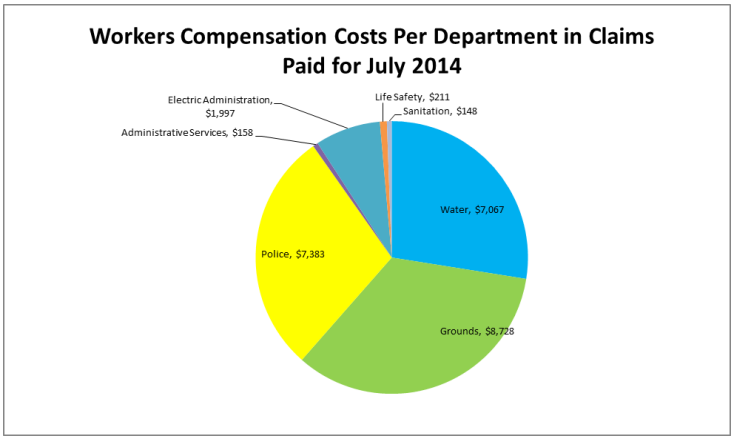
	2010	2011	2012*	2013 *	2014
Total Turnover %	5.57	6.75	11.00	10.91	2.30
Termination Turnover %	0.27	1.08	0.29	1.47	0
Resignation Turnover %	2.12	4.05	5.21	5.01	.86
Retirement Turnover %	3.18	1.62	5.50	4.42	1.44

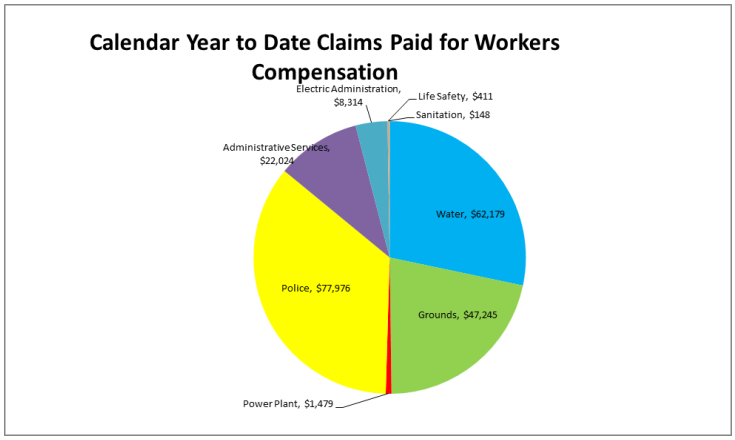
* Healthcare cost sharing implemented
** Healthcare cost sharing implemented for DOE

Average Employees

	2010	2011	2012*	2013*	2014
Total Number of Employees Separating from Service	21	25	38	37	8
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

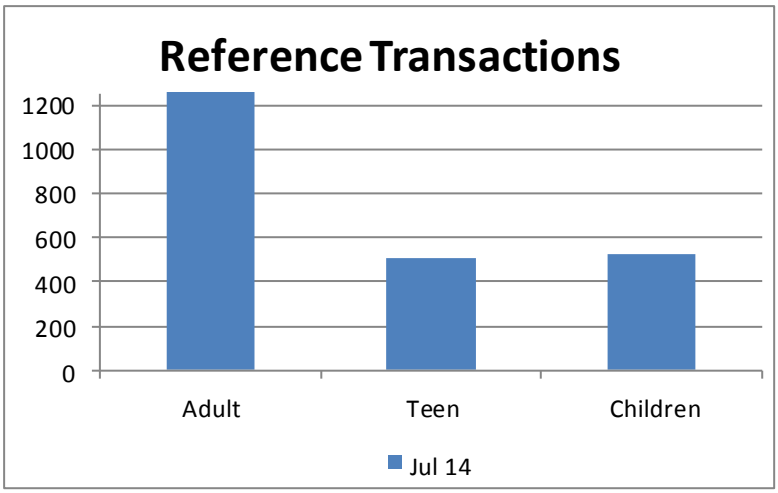




INFORMATION TECHNOLOGY

Information Technology update was not available at the time of submission. The information will be updated in next months report. Please call the City Manager's Office if you have any questions. Thank you.

LIBRARY



Adults – 1,462 Teens – 506 Children – 528

Circulation	July 14		FYTD 15		July 13		FYTD 14
Dover residents	24,177		24,177		23,670		23,670
Ebooks	1,874		1,874		1,237		1,237
Kent residents*	16,886		16,886		19,667		19,667
Non-county residents	2,153		2,153		2,987		2,987
Registrations							
Dover residents	443		443		439		439
Kent residents*	62		62		149		149
Non-county residents	11		11		8		8
Other							
Visiting Patrons	27,119		27,119		28,480		28,480
Meeting Room Usage	1,387		1,387		1,740		1,740
Photocopier Usage	1,188		1,188		1,877		1,877
Computer Printing Usage	2,476		2,476		3,046		3,046
Computer Users	5,243		5,243		5,302		5,302
Wireless Computer Users	1,656		1,656		1,295		1,295
Holds (Total)	7,233		7,233		7,548		7,548

***Breakout of Kent County Residential Statistics**

Circulation	Registrations
Harrington: 240	Harrington: 3
Milford: 173	Milford: 0
Smyrna: 1,276	Smyrna: 16
Outside City Limits: 15,197	Outside City Limits: 43

Total Registered Users: (Card Holders)

City: 24,260 Kent County: 12,778 Outside Kent County: 992

Other Points of Interest:

Inter/Interlibrary: 76 items loaned out
55 items borrowed

Technical services: 1,400 items added
1,295 items deleted

Volunteers: 401 hours of service completed

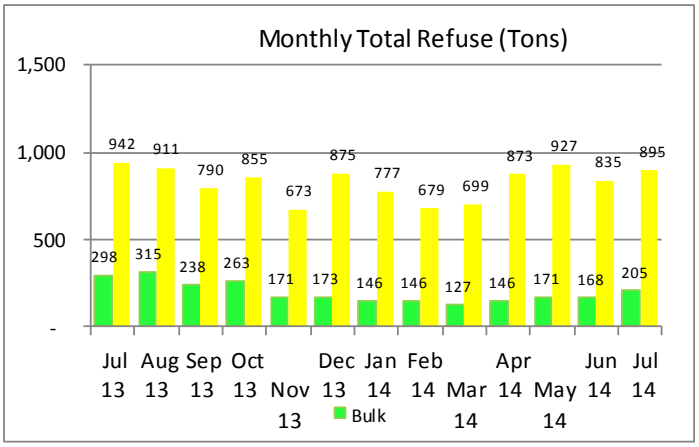
PUBLIC WORKS

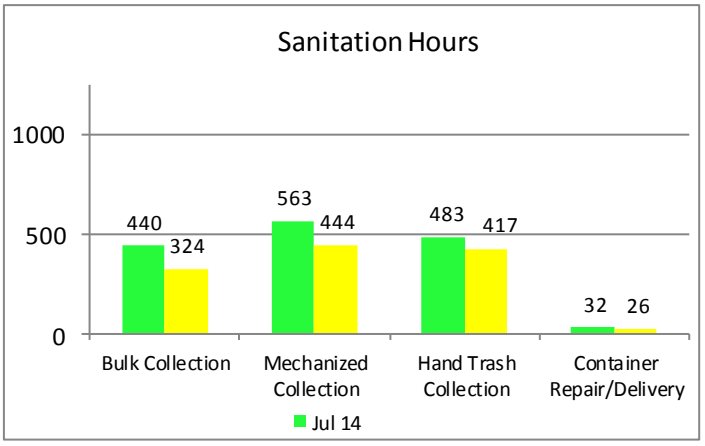
Administration

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





	JULY 14	FYTD 15	JULY 13	FYTD 14
Trips to DSWA Sandtown Landfill	197	197	229	229
Total Tonnage to DSWA	1,100.41	1,100.41	1,240.02	1,240.02
90-Gallon Containers Delivered	23	23	12	12
300-Gallon Containers Delivered	8	8	0	0
Total Man Hours-containers Delivered	32	32	26	26

CURBSIDE RECYCLING STATS	TOTAL # OF HOUSEHOLDS COLLECTED	TOTAL # OF ACCOUNTS	WEIGHT/LBS.	AVE. LBS.
July 2014	20,961	8,946	282,460	13.48

PUBLIC WORKS
continued

Streets	JULY 14	FYTD 15	JULY 13	FYTD 14
Signed Installed	47	47	14	14
Signs Repaired	10	10	6	6
Curbs Painted Yellow (feet)	283	283	30	30
New Post Installed	4	4	7	7
Storm Catch Basins Repaired	0	0	2	2
Storm Catch Basin Repairing (Hrs.)	0	0	1	1
Storm Catch Basins Cleaned	2	2	32	32
Storm Catch Basins Cleaning (Hrs.)	4	4	34	34
Hot Mix Patching (Tons)	0	0	0.50	0.50
Hot Mix Patching (Hrs.)	0	0	0	0
Cold Mix Patching Hrs.)	56	56	2	2
Concrete Work (Hrs)	8	8	116	116
Concrete Patching (Cubic Yards)	0	0	8	8
Ditch Work (Hrs).	0	0	0	0
Street and Alley Maintenance (Hrs)	101	101	96	96
Street Sweeping (Miles)	1,480	1,480	330	330
Street Sweeping (Cubic Yards)	348	348	0	0

Grounds

Total Work Orders = 16	General = 10	Arborist = 6

Arborist Crew	JULY 2014	JULY 2013
Trees Trimmed	30	28
Trees Removed	20	3
Stumps Removed	0	1

- Mowed grass a good portion of the month
- Trimmed multiple trees
- Cut down multiple trees
- Evaluate trees

Beautification Crew

- Weeded and tiled flower beds
- Worked in greenhouse
- Sprayed flower beds
- Watered flower beds and hanging baskets

Mowing Crew

- Mowed grass at various city locations
- 47 house of spraying

Miscellaneous Projects

- Cleaned City parking lots

PUBLIC WORKS
continued

Geographic Information Systems (GIS)

- Created and printed various posters for Economic Development Office, Mayor's Office, Customer Service, Planning Department, Public Works Department and Dover Public Library
- Remarked trees to be planted, missed during the Calpine Tree Mitigation plantings.
- Created and exported various reports for Public Works and Parks and Recreation
- Covered PW Admin phones during absences and during meetings.
- Created and maintained various GIS layers such as Parcels, Rentals, Curbside Recycling, Fleet Maintenance, etc.
- Created and printed various maps for the Public Works, City Clerk's Office, Planning & Inspections and the Economic Development.

Fleet and Facilities Management

Fleet Maintenance

PM Work Orders Completed: **5**
Other Work Orders: **39**
Total Work Orders**: 44**
PM Hours: **20.0**

Number of Tire Repairs: **15**
Repair Hours: **105.5**
Fabrication Hours: **4.0**

Number of Road Repairs: **0**
Road Repair Hours: **0**
Misc. Hours: **4**

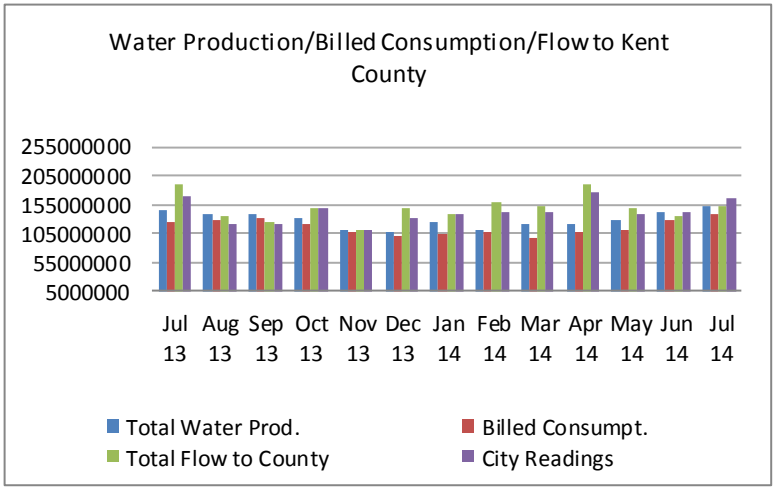
 # Of Scheduled PM's: 24
 # Of Scheduled PM's Completed: 4

Major Program Updates

MEASURE	July 2014	July 2013	DIFFERENCE
Fleet - Scheduled Preventative Maintenance appointments being kept *(Quantity and Percentage)*	4 out of 24 16.67 % Warm weather is here and construction is underway all around the city. That means there is debris and foreign materials all over the roads. Tire repairs are on the rise so be aware and watch for debris in the roads to help prevent flat tires.	7 out of 32 21.88 %	**- 5.21 %**
Facilities Maintenance			
Facilities - Routine work orders completed within 5 days *(Quantity and Percentage)*	27 out of 28 96.43 %	20 out of 23 86.96 %	**+9.47 %**
Facilities - Emergency work orders completed within 2 days *(Quantity and Percentage)*	1 out of 1 100 %	4 out of 4 100 %	**0 %**

PUBLIC WORKS continued

Water/Wastewater



ENGINEERING SUMMARY

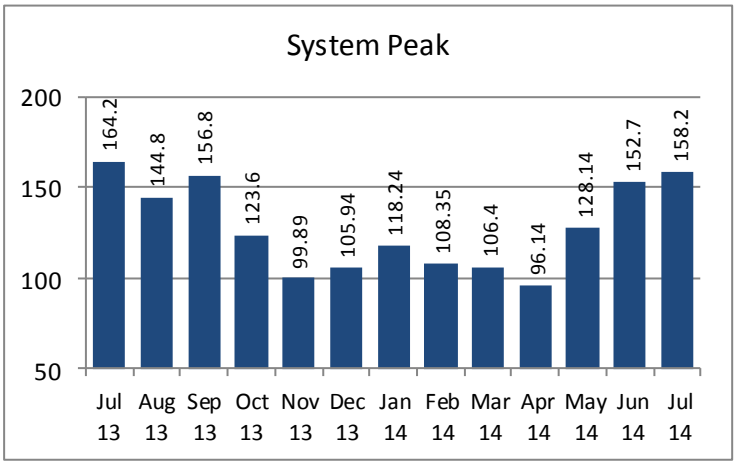
Major Program Updates	JULY 2014	JULY 2013	DIFF	FY15 YTD	FY14
State and Federal Violations	0 violations	0 violations	-	-	-
Water Quality Complaints	14	17	-3	14	17
Plan Review Completed Within 30 days of Submission	11 plans 100%	12 plans 100%	-1	11	12

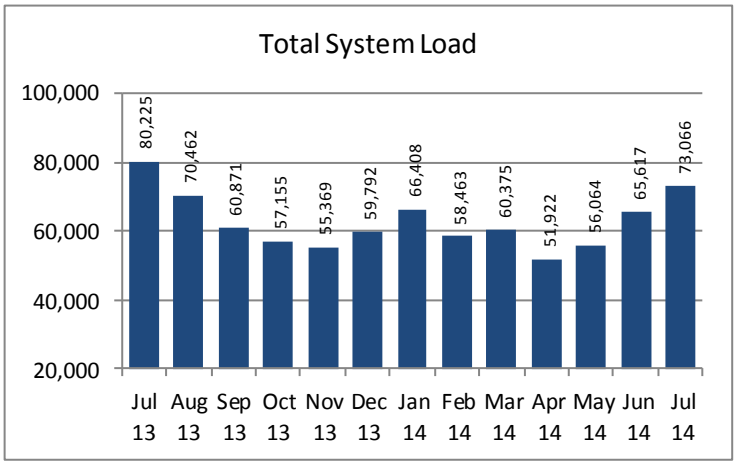
OPERATIONAL SUMMARY

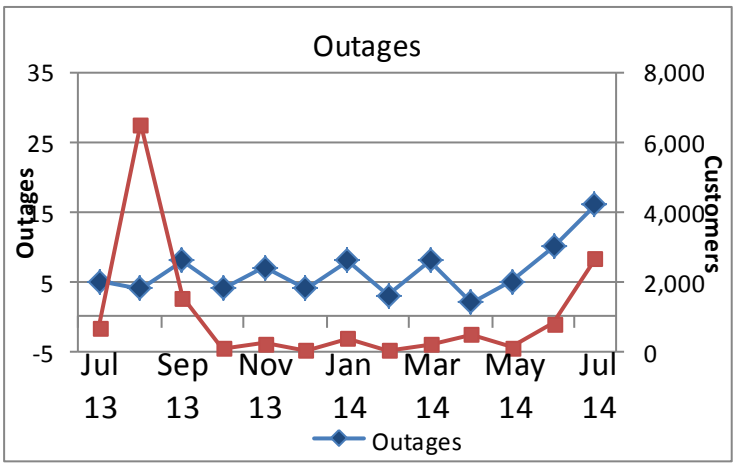
Task	JULY 14	JULY 13	CURRENT FY
Water Production - Daily Average	4,982,645	4,751,226	154,462,000
Average Field Response Time (goal is <30 minutes)	19.00	18.44	19.00
Water Mains Repaired	2	2	2
Water Service Lines Repaired	0	3	0
Wastewater Mains Repaired	1	0	1
Wastewater Service Lines Repaired	0	1	0
Sewer Lines Flushed - linear feet	188,996	92,771	188,996
Sewer Mains Videoed -linear feet	232	8,936	232
Total Fire Hydrants in Service	1,819	1,806	1,819
Total Water Meters in City Distribution System	14,235	14,132	14,235

PUBLIC UTILITIES

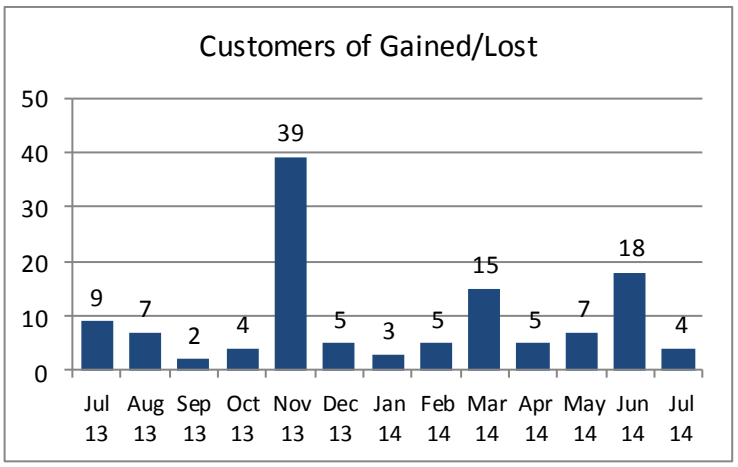
Electric







Outages: 16 Customers: 2,672



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
86.86	67.92	50.74

Controllable Outages *Annual goal is less than 40*		Average Response Time *Goal is less than 30 minutes*	
Month	**Year-to-date**	**Month**	**Year-to-date**
8	8	29.43 Minutes	29.43 Minutes

PROGRAM UPDATES	JULY 15	JULY 14	FY15 YTD
Tree Trimming	337	140	337
Number of Oil Releases	0	0	0
Lost Time Accidents – All Electric Utility Divisions	0	0	0
New Services	4	9	4
Major Goals Completed in the Past Two Months			
Horsepond substation concrete foundations for pole line completed.			

City Planner's Monthly Report

Planning, Inspections & Recreation

JULY 2014

Planning, Inspections & Recreation Highlights

Recreational Needs Assessment Survey - The survey was finalized and distributed for response. We have posted it on the City website, Facebook, and completed a mass email distribution. Hard copies are available at City Hall, Customer Services and the John W. Pitts Recreation Center.



Mallard Pond Park Open House - The Open House was held on July 29th with approximately 25 in attendance. Concerns were raised about having a connected trail system. Residents did express support of the playground equipment installation in a central area of the park.

Spring Summer Performing Arts Series On The Green - July's series hosted Reptile World inside with a crowd of 75, the Island Boyz Band entertained a crowd of 101, The Reunion played to a crowd of 189, Imagine entertained a crowd of 274 and the highlight of the month was the Army Field Band playing to a very pleased crowd of 310. A special thank you goes out to our Gold Sponsor: Eden Hill Medical Group and our Silver Sponsors: Calpine, PNC Bank and the YMCA.

Men's Summer Softball League - Our season ended with the following results: Men's Softball - Southern Division: Vincenzo's Pizzeria, Regular Season Champions and Fastenal, Playoff Champions. Men's Softball - Northern Division: DHV/Winner Automotive, Regular Season Champions.

New Floodplain Maps — As of July 7, 2014 a new series of FIRM Maps (Flood Insurance Rate Maps) became effective for the City of Dover. These official maps depict the location of Special Flood Hazard Areas and the risk premium zones for our community showing Special Flood Hazard Areas (100-year floodplain), flood hazard risk zones and other flood-related information. Several map panels for the City were updated as the result of recent

Job Shadowing— In a effort to learn more about how the City of Dover works, staff has been participating in a Job Shadowing program. Mike McDevitt shadowed Kristen Mullaney (Permitting & Licensing Supervisor) at the Inspections/Front Service Counter on July 15, 2014. Office Assistants from the Inspections Department, Angie Mangan shadowed in the Customer Service Department on July 23, 2014 and Debbie Kruger shadowed in the Customer Service Department on July 24, 2014.

Planning, Inspections & Recreation Revenue

Revenue Stream	FY '15 Budget		FY '15 Actual	
Business License	$1,460,000	$	1,287,907	88%
Trailer License	$23,000	$	10,778	47%
Building Permits	$565,000	$	79,381	14%
Cert. of Occupancy	$6,200	$	520	8%
Public Occupancy	$10,000	$	125	1%
Lodging House	$16,000	$	-	0%
Plumbing/Heating/Air	$75,000	$	3,320	4%
Sprinkler	$35,000	$	1,441	4%
Rental Inspection Fee	$345,000	$	1,007	0%
Miscellaneous	$30,000	$	3,754	13%
Fire Protection Fees	$31,000	$	4,520	15%
Vacant Building Reg.	$60,000	$	42,500	71%
Total P&I Revenue	**$2,656,200**	$	1,435,252.02	54%
Recreation	$148,800	$	9,750	7%

LOOKING FORWARD …..

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

- ***New Dover High School: Building Dedication and Opening of School***
- ***Update on the Recreation Needs Assessment***
- ***Summer Camp Final Results***

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 July 2014, Planning Staff was involved with review of 106 Permits and 12 Certificates of Occupancy permits (2014 calendar year total of 545 Permits and COs compared to 541 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 receiving the new effective FIRM Maps (Flood Insurance Rate maps) issued by FEMA for floodplains, and researching 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. The Planning Office also reviewed the draft guidelines for the Delaware Downtown Development Districts program.

- A series of Text Amendments to the Commercial, Office, and Institutional zoning districts (MI-14-10) known as Ordinance #2014-08 were adopted by City Council on July 14, 2014 as recommended by the Planning Commission in June. The Ordinance including Staff Amendment #1 amended the *Zoning Ordinance*, Article 3, Article 10, and Article 12 to clarify permitted uses and conditional uses in the zoning districts, to streamline the application review processes, and to add definitions.

Update to Floodplain Regulations

A series of text amendments (Ordinance #2014-09) to the City's Floodplain Regulations as adopted by City Council on June 9, 2014 was accepted by FEMA as being in compliance with the regulations of the National Flood Insurance Program (NFIP). This Ordinance amended the *Dover Code of Ordinances*, Chapter 50 – Floods and other related chapters. This review and update of the City's Floodplain Regulations was required as new FIRM Maps (Flood Insurance Rate maps) that became effective in July 7, 2014.

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



Construction activities related to site improvements and the building continue at the new Dover High School project site along with the associated inspections of the building and site. The monthly coordination meeting on the project was held on July 29, 2014 at the school. The sidewalk improvement project for the north side of Route 8 is under construction as is the East Entrance with the installation of the HAWK signal to follow.

The Planning Office completed an inspection associated with the Certificate of Occupancy process on July 24, 2014 and as a result issued a Temporary Certificate of Occupancy with conditions and limitations on the authorized use of the high school building and its immediate environs. With this TCO of 7/24/14 occupancy of the building was limited to move-in and unpacking activities, preparation for school activities and student registration only. The stadium and athletic field areas remained under construction and will be subject to future inspections; use was not authorized of these areas in July. Staff will conduct a series of almost weekly inspections over the next month as the project progresses in order to grant limited authorizations for use.

Construction Activity

- Site construction activities began in July on the Uzin Utz Manufacturing facility at 200 Garrison Oak Drive (Lot 12 of the Garrison Oak Technical Park. The Final Site Plan (S-13-20) approval was issued on June 23, 2014 and review of the Building Permit application #14-477 was completed.
- 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 Final/Final Administrative Site Plan (S-12-17) approval for the Garrison Energy Center Phase 1 was granted on September 6, 2013 subject to conditions of approval and the project construction is well underway.

BOARD AND COMMISSION ACTIVITY

Planning Commission

The Planning Commission met on July 21, 2014. The next Planning Commission meeting is scheduled for August 18, 2014.

- **SB-14-04 Lands of Kalpkish, LLC at 348 North DuPont Highway -** Moved to approve a Minor Subdivision Plan to create two (2) parcels of land from an existing 3.35 acre +/- parcel.

Board of Adjustment

The Board of Adjustment met on July 23, 2014. The next regular scheduled meeting of the Board of Adjustment is scheduled for August 20, 2014. The following applications were considered:

- **V-14-07 Variances at 547 Pennsylvania Avenue—**Consideration of a variance request pertaining to front yard setback. Public hearing was closed and action deferred at the June meeting to allow submission of additional information. In July upon consideration of the additional information, Variance approval was granted by the Board of Adjustment for a reduction of the front yard setback requirement and an increase in lot coverage to allow for the construction of a two (2) car garage on the front of the dwelling.
- **V-14-08 Appeal Application at 1235 South Bay Road—**The Board of Adjustment affirmed the decision of the City Planner regarding interpretation of the Zoning Ordinance Article 6 Section 3.6 that gravel does not qualify as an "other hard, paved, dust free surface" for use as a surfacing material for parking areas.

Historic District Commission

The Historic District Commission did not meet on July 17, 2014. The next Historic District Commission meeting is scheduled for August 21, 2014. During July, City Council appointed Ann Baker Horsey as a new Historic District Commissioner replacing George Fisher who did not seek reappointment.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

CDBG FY14 Projects

The following projects have been approved by HUD for the FY14 fiscal year. The Funding Approval Agreement has been executed by the Mayor for the release of funds and draw downs are estimated to be available by HUD on or before September 1st.

- ***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 downpayment assistance to purchase eligible properties in the City of Dover.

- ***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 nine (9) buildings on the campus that service children that are at risk for homelessness.

- ***Restoring Central Dover Initiative***

Interface Studio, the consultants selected to complete the revitalization plan to restore central Dover are presently working on the Draft Plan. The Draft Plan will include feedback from the recent public meeting and open house, in addition to ideas that will be integrated into the plan by the Steering Committee. Members of the Steering Committee will be assembled into three working groups in order to prioritize the ideas for the plan. The Planning Staff will be part of Positive Development Working Group and will focus on the following topics:

- Strengthen Existing Housing Stock
- Support New Housing and Mixed Use Development
- Work on developing Open Space and Green Infrastructure

Dangerous Buildings, Vacant Buildings & Demolitions

- *200 N. West Street*—The owner was granted their request for a use variance by the City Board of Adjustment on January 27th. Permits have been obtained for renovations and a privacy fence.
- *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.
- *12 N. New Street*—Council approved Staff's recommendation for demolition and gave the owner until May 28, 2014 to demolish the structure or the City would proceed with demolition. Gateway Construction has been awarded the demolition bid contract and the asbestos abatement has begun.
- *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.
- *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.
- *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.
- *231 Mifflin Rd*—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.

- *Vacant Buildings*—During the month of July, twenty-two (22) additional buildings were registered as vacant, and $5,250.00 in vacant building registration fees were collected.



Dover East Estates
Lot 147–
Condemned Home

Code Enforcement Activity—JULY

Case Type	# cases current month	# cases YTD	% staff initiated current month	% staff initiated YTD
No valid Rental Permit	1	141	100%	96%
No valid Building Permit	11	53	75%	75%
Tall grass and weeds	146	658	79%	87%
Unregistered vehicle	1	21	100%	90%
Abandoned vehicle	2	58	100%	78%
Annual Housing Inspection	7	244	57%	71%
Property Maintenance – Exterior	64	373	52%	71%
Electric Termination	18	196	89%	97%
Dover Code of Ordinances	75	394	71%	71%
Zoning	9	63	67%	73%
Total Cases	**334**	**2201**		
Total # of Inspections For Month	**404**			



1370 College Road–
Condemned Home

Fire Marshal's Office, Building Inspections & Licensing Summary

LIFE SAFETY				
Inspections	**JULY 14**	**FYTD 15**	**JULY 13**	**FYTD 14**
Annual Fire/Life Safety Inspections	14	162	11	318
Fire/Code/DCO Complaints	18	168	37	420
Inspection Deficiencies from AFI	52	261	20	155
C/O & Acceptance Tests	8	15	3	49
Administrative Walk Thru	8	-	-	-
Accidental	$20,000	$1,127,000	$1500	$97,950.00
Incendiary	$0	$100,00	$10,000	$26,100.00
Undetermined	$0	$65,000	$15,000	$91,000.00
PERMITTING AND LICENSING				
Permits Issued	**JULY 14**	**FYTD 15**	**JULY 13**	**FYTD 14**
Administrative Permit	2	13	2	2
Building Addition/Renovation Permits	49	228	41	41
Building Permits	23	106	20	20
Demolition Permits	7	40	8	8
Fence Permits	7	63	14	14
Fire Prevention Permits	6	43	11	11
Mechanical Permits	15	171	30	30
Plumbing Permits	24	156	30	30
Sign Permits	24	135	276	276
Swimming Pool Permits	5	14	4	4
Business Licenses	455	1997	783	783
Merchant Licenses	126	323	170	170
Contractor Licenses	275	1112	429	429
Lodging House Licenses	0	44	0	0
Mobile Homes	112	268	125	125
Public Occupancy	10	324	7	7
Rental Dwelling	21	2903	23	23
BUILDING INSPECTIONS				
Inspections	**JULY 14**	**FYTD 15**	**JULY 13**	**FYTD 14**
Building	329	1615	297	297
Plumbing/Mechanical	255	1849	272	272
Certificate of Occupancy	12	24	11	11

Fire Marshal's Office—At a Glance

On July 4th, 2014 the FMO responded to numerous fireworks complaints throughout the City. One response being a large fireworks display at the basketball court at the Village of Westover. Over $1000.00 worth of fireworks was confiscated!

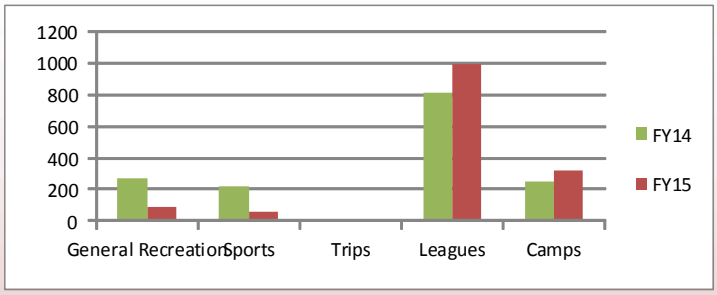


Recreation Division

City of Dover Parks & Recreation

Enrollment Summary

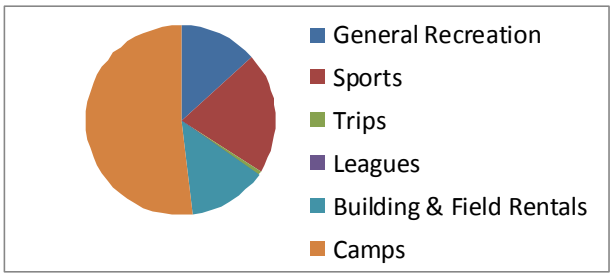
July 2014 verses July 2013

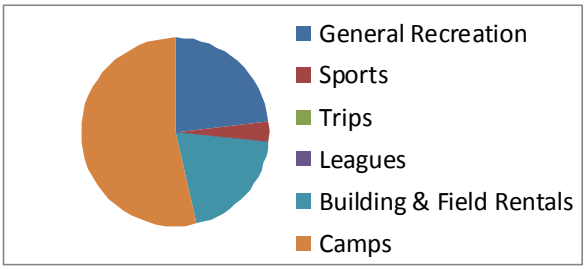




Category	FY14	FY15
General Recreation	271	88
Sports	215	59
Trips	0	0
Leagues	814	992
Camps	247	318

Revenue Breakdown: July 2014 verses July 2013





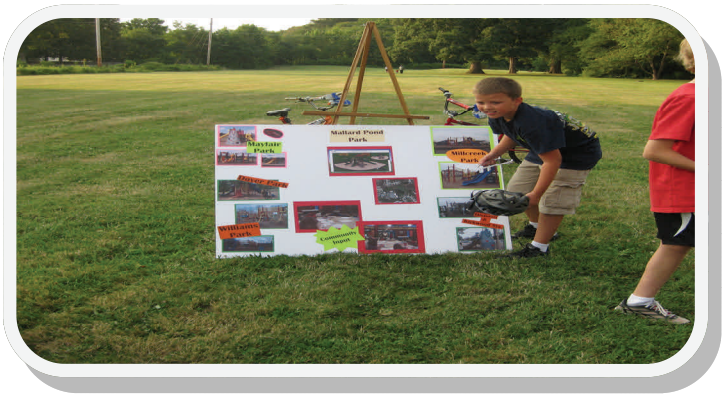
General Recreation	1538.50
Sports	2340.00
Camps	5919.00
Trips	70.00
Leagues	0
Building & Field Rentals	1525.00

General Recreation	3382.50
Sports	500.00
Trips	0
Leagues	0
Building & Field Rentals	2900.00
Camps	7795.00



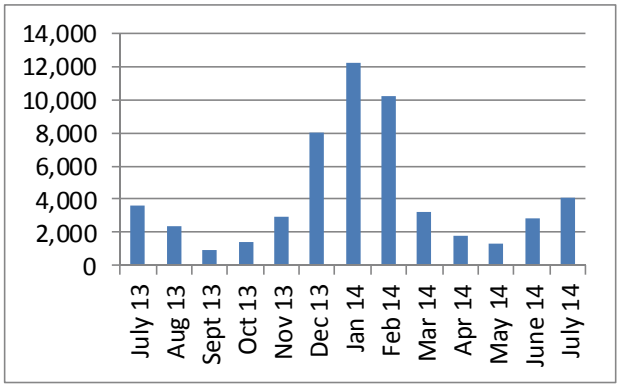




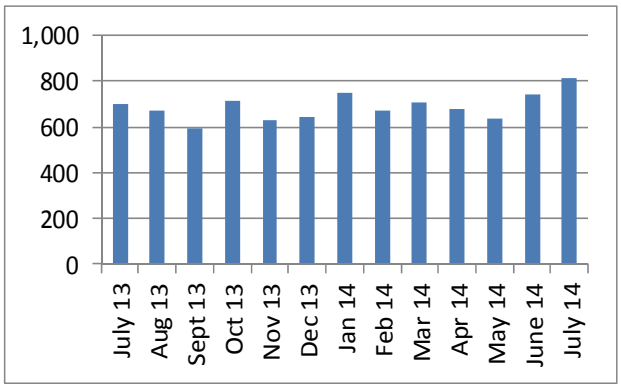


John W. Pitts Recreation Center – JULY 2014

Total Program Attendance



Facility Usage By The Hour



** Program Attendance figures includes daily participants, parents and spectators in the facility.

Facility Usage By The Hour	JULY 14		FYTD 15		JULY 13		FYTD 14
Open Gym	233.5		233.5		219.5		219.5
Fitness Classes	43.75		43.75		44.5		44.5
Leagues	70		70		37		37
Camps	432		432		378		378
Sports Classes	13.5		13.5		12		12
Meetings & Rentals	16.5		16.5		9		9
Enrichment Classes	0		0		2		2
Total Facility Usage Hours	809.25		809.25		702		702

Daily Program Attendance**	JULY 14		FYTD 15		JULY 13		FYTD 14
Total	4,081		4,081		3,653		3,653
Open Gym	260		260		342		342
Fitness Classes	257		257		453		453
Leagues	2,370		2,370		1,593		1,593
Camps	636		636		1,018		1,018
Sports Classes	161		161		83		83
Meetings & Rentals	397		397		159		159
Enrichment Classes	0		0		5		5

Since our opening in late April 2008, we have had 324,830 guests at the John W. Pitts Recreation Center.

July Open Gym Registrations and Packages Sold

Packages Sold:	July.	MTD	YTD	FYTD
Daily:	6	$18	6	$18
Individual Quarterly:	1	$15	1	$15
Individual Annual:	0	0	0	0
Family Quarterly:	0	0	0	0
Family Annual:	0	0	0	0
Revenue:		**$33**		**$33**



Monthly Report

July 2014

Economic Development Office

2014_7 Economic Development

- Weekly Calpine Conference Calls
- Reviewed Capitol Scrap and Chesapeake Supply Brownfield Reports and Invoice
- Reviewed Kent County Tourism Strategic Plan
- Arranged tree removal at the Homeless Shelter with Public Works
- Met with City Manager to discuss farmhouse and outbuilding removal at Garrison Oak Technology Park
- Teleconference with Stu Widom regarding Eastern Shore Natural Gas pipeline
- Set up tour of old library for Henry Mast
- Met with DDP Committee Chairs at Lucy Findlay's to discuss FY2015 Budget
- Attended Studebaker event at Dover Downs
- Discussed Energizer relocation plans with Buff Bruno
- Attended Chamber of Commerce Board Meeting
- Scheduled meeting with Data Center principals
- Met with Mayor Christiansen to discuss economic development issues and initiatives
- Attended DDP Economic Development Committee meeting
- Discussed attendance and presentation with Director of Corporate and International Development at Plant Managers Meeting
- Attended Plant Managers Meeting
- Met with principals of the Data Center, LLC
- Scheduled a follow-up meeting with Data Center and Calpine
- Attended Kent County Tourism Board Meeting
- Attended meeting to discuss OktDoverFest insurance requirements
- Attended meeting with Cloud Geeks to discuss DDP website
- Attended first CEDS meeting at Delaware State University
- Attended meeting with Data Center representatives and Calpine
- Attended Economic Summit Meeting
- Attended meeting with Energizer representatives, City Manager, City Planner, Kent Conservation District, and DELDOT to discuss Playtex expansion
- Discussed Kirby & Holloway redevelopment plans with Jim Gray
- Signed the MOU for Eat, Drink & Buy Art
- Attended Food Innovation District meeting
- Conference call with Dan Ratty and legal counsel from Ferguson Enterprises regarding Board of Adjustment request
- Met with Dr. Casson to discuss progress on Inclusion Study
- Follow-up meeting with City Planner and Playtex representatives to discuss road issues
- Coordinated meeting with Alan Levin, Mayor Christiansen and Vice President of Energizer to discuss retention of 30 jobs in Dover
- Attended Farmers Market and escorted Governor Markell
- Meeting with City Planner to discuss boundaries for Downtown Development District

- Attended DDP Board Meeting

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 6.2 % - US Rate 6.2 % - DE Rate 8.1% - City of Dover Rate July 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; **4 Contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover **2 Contacts YTD**

2014_07 Downtown Dover Partnership

- Provided technical assistance to four (4) prospective small business individuals on overall business development within the Downtown Dover Business District
- Continued providing technical assistance to five (5) prospective small business individuals on locating available space within the downtown district to lease
- Provided twelve (12) 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 July ’14 in downtown Dover
- Attended the Downtown Dover Merchant’s Meeting on July 8th
- Met with Volunteer Market Manager to discuss Logistics, Vendors line up and Market Reports.
- Met and continued working with Jan Crumpley (DDP Marketing Committee) on the development of the new Downtown Merchant’s Shopping Map Brochure’ 14 – Phase III

- Assisted NCALL with the dissemination of information for the Restoring Central Dover Public Meeting held on July 9th
- Attended the Hispanic Heritage Month Planning Meeting
- Attended the Restoring Central Dover Steering Committee Meeting
- Attended the Restoring Central Dover Public meeting held on July 9th
- Assisted the DDP Promotion/Marketing Committee in coordinating Governor Markell's visit to the Farmers Market on July 30th
- Attended the DDP Promotion/Marketing Committee Meeting
- Conference call with Ken Anderson from Delaware Economic Development Office to discuss candidates for Pop-Up Project' 14
- Represented Economic Development Office on tour of the vacant Dover Library for developer Henry Mast
- Conference call with Clay Hammond from the Delmarva Black Chamber to discuss the progress of the Minority Business Survey Project
- Met with Joreen Sykes, Executive Director of the Marcus Ware Foundation to plan the "Remember Our Children – Family Fun Day"
- Conference call with Bill Cook – Planning Department to discuss vacant property listing of buildings in the downtown Dover corridor
- Assisted in the dissemination of information of Grand Opening for Beehive Salon held on July 12th
- Met with Louis Ervin from Communities in Schools to discuss the PHASE Mentoring Initiative

MONTHLY REPORT

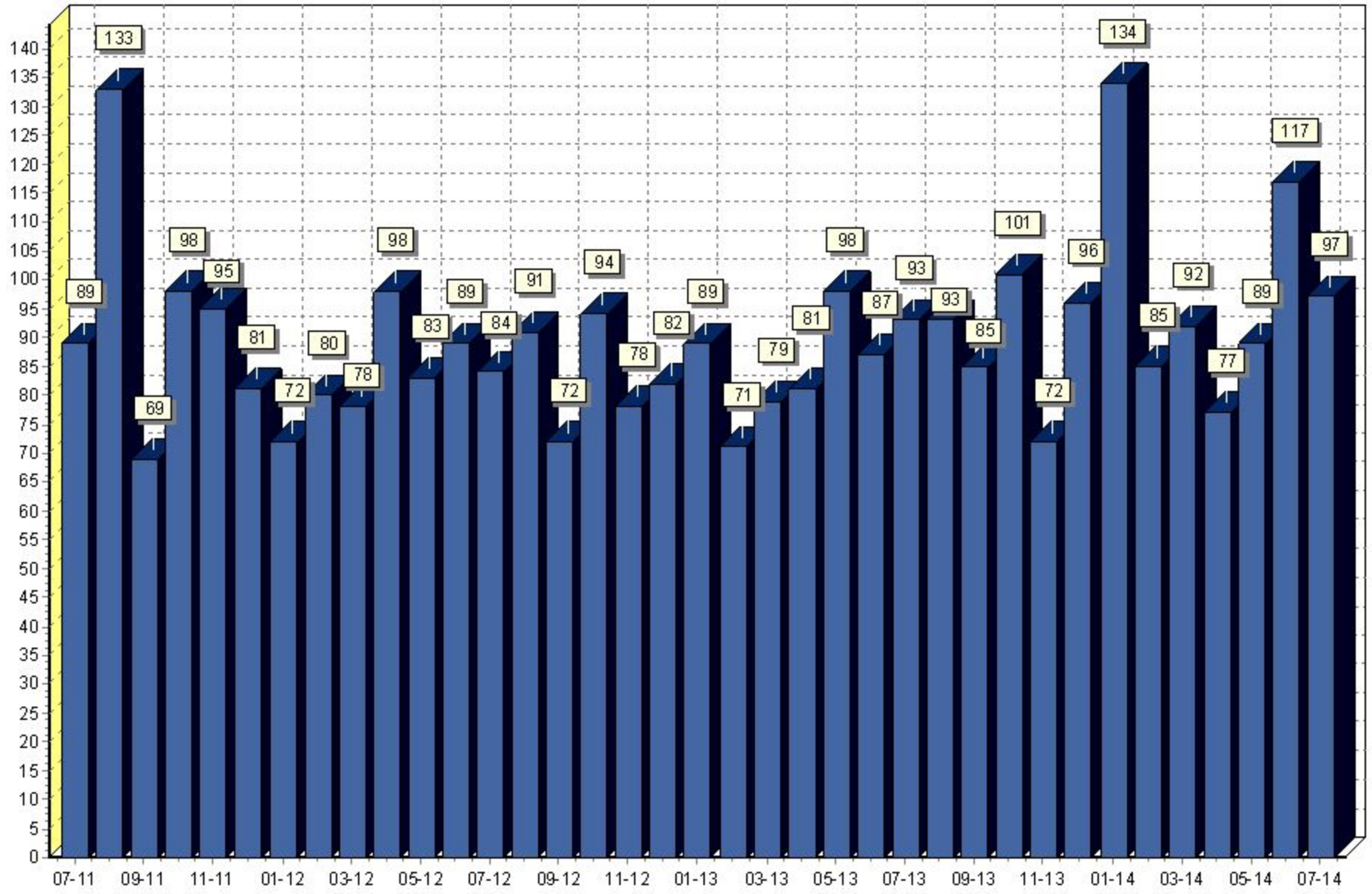


JULY 2014

Alarms by Month of Year

Date Range: From 07/01/2011 to 07/31/2014

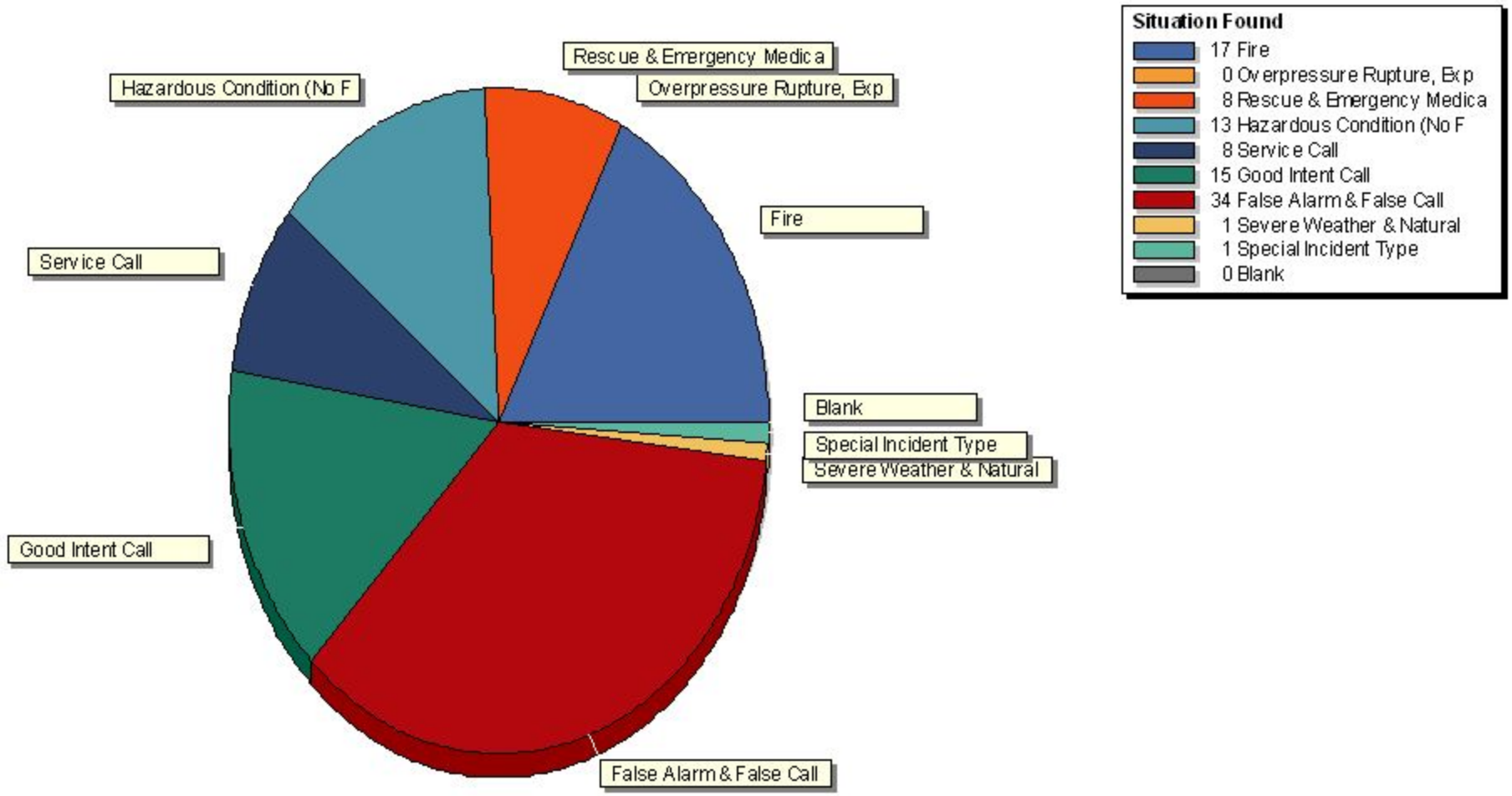
Dover Fire Department



Incidents by Situation Found

Date Range: From 07/01/2014 to 07/31/2014

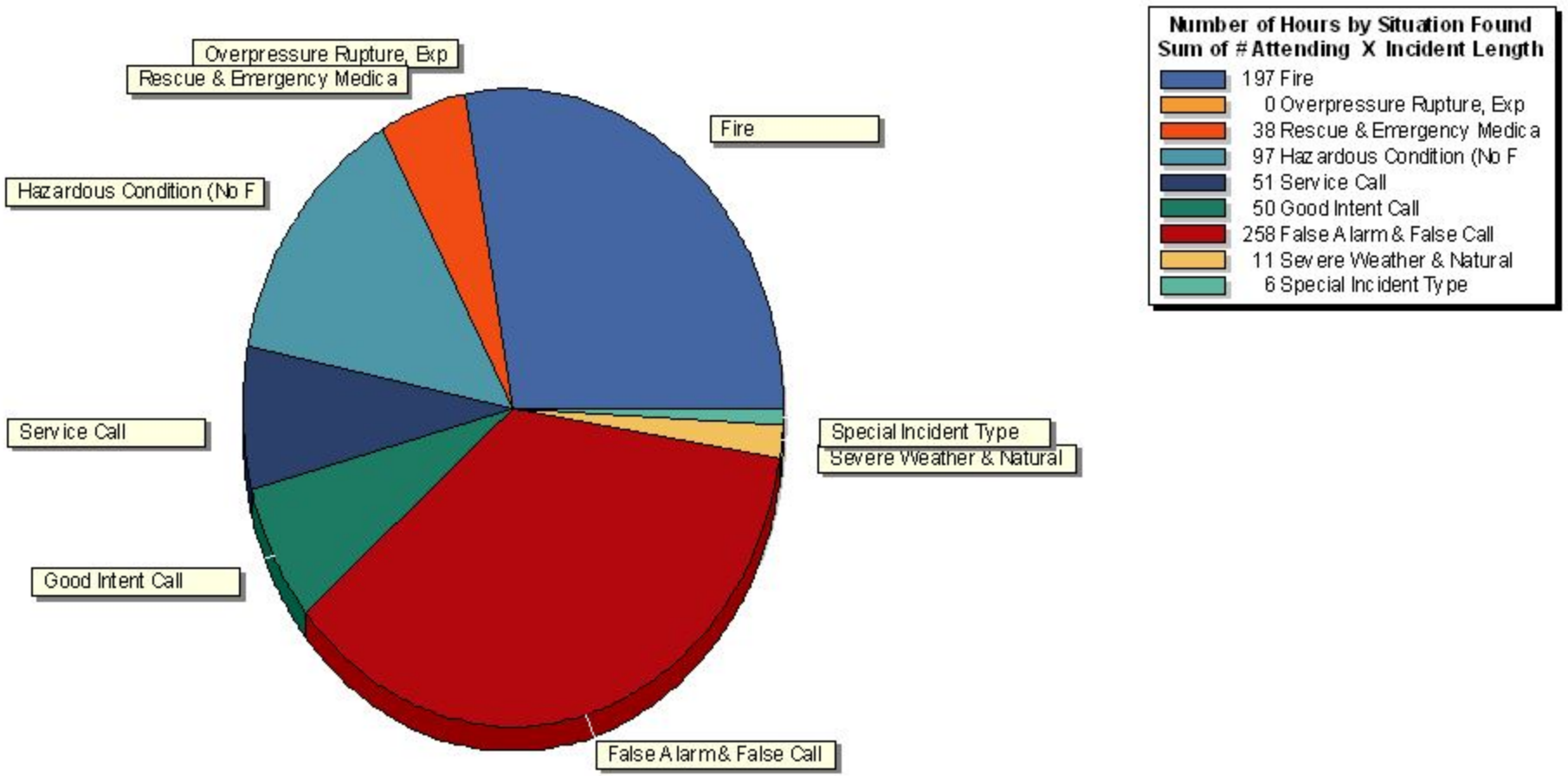
Dover Fire Department



Manpower Hours by Sitation Found

Date Range: From 07/01/2014 to 07/31/2014

Dover Fire Department



NFIRS Response Times

Dover Fire Department

Date Range: From 07/01/2014 to 07/31/2014

Fractile Response Times — **Based on Time of Alarm to Time Arrived on Scene**

Fractile Response (Minutes)	Total Number of Calls	Total Calls	Percent of Calls	Cumulative Percent
0:00 - 0:59		5	5.15	5.15
1:00 - 1:59		5	5.15	10.31
2:00 - 2:59		11	11.34	21.65
3:00 - 3:59		1	1.03	22.68
4:00 - 4:59		12	12.37	35.05
5:00 - 5:59		13	13.40	48.45
6:00 - 6:59		1	1.03	49.48
7:00 - 7:59		17	17.53	67.01
8:00 - 8:59		9	9.28	76.29
9:00 - 9:59		1	1.03	77.32
10:00 - 10:59		9	9.28	86.60
11:00 - 11:59		3	3.09	89.69
12:00 - 12:59		4	4.12	93.81
13:00 - 13:59		4	4.12	97.94
14:00 - 14:59		2	2.06	100.00
15:00 - 15:59		0	0.00	100.00
16:00 - 16:59		0	0.00	100.00
17:00 - 17:59		0	0.00	100.00
18:00 - 18:59		0	0.00	100.00
19:00 - 19:59		0	0.00	100.00
20:00 - 20:59		0	0.00	100.00
21:00 - 21:59		0	0.00	100.00
22:00 - 22:59		0	0.00	100.00
23:00 - 23:59		0	0.00	100.00
24:00 - 24:59		0	0.00	100.00
25:00 - 25:59		0	0.00	100.00
26:00 - 26:59		0	0.00	100.00

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

Type	Num	Name	Memo	Split	Amount	Balance
Ordinary Income/Expense						
Expense						
Apparatus Repairs & Maintenance						
General Journal	LSG 6-3R	Dover Automotive	Reverse of GJE LSG 6-3 -- For CHK 1137 voided on 07/20/2014	City Fund Acco	-6.49	-6.49
Check	1143	Witmer Public Safety	Invoice # 1557200	City Fund Acco	182.40	175.91
Check	1150	M&T Bank	Amazon Mkt Place- metal polish	City Fund Acco	186.90	362.81
Check	1150	M&T Bank	Amazon Mkt. Place- polish	City Fund Acco	145.71	508.52
Check	1150	M&T Bank	Industry Supply- wax	City Fund Acco	94.88	603.40
Total Apparatus Repairs & Maintenance					603.40	603.40
Building Maintenance Supplies						
Check	1150	M&T Bank	Flowers	City Fund Acco	131.25	131.25
Check	1150	M&T Bank	Flowers	City Fund Acco	2.50	133.75
Check	1150	M&T Bank	Flowers	City Fund Acco	90.41	224.16
Total Building Maintenance Supplies					224.16	224.16
Electricity						
Check	1139	City of Dover Utility	Acct # 44343-32052	City Fund Acco	2,252.80	2,252.80
Check	1140	City of Dover Utility	Acct # 44255-31966	City Fund Acco	700.87	2,953.67
Total Electricity					2,953.67	2,953.67
Gasoline						
Check	1145	City of Dover	Unlead fuel for June	City Fund Acco	453.36	453.36
Check	1145	City of Dover	Bio-Diesel for June	City Fund Acco	948.86	1,402.22
Check	1145	City of Dover	End of year true up	City Fund Acco	140.52	1,542.74
Total Gasoline					1,542.74	1,542.74
Heating Expenses- Gas						
Check	1141	Chesapeake Utilities	Station 1 from 06/03 to 07/03	City Fund Acco	69.18	69.18
Total Heating Expenses- Gas					69.18	69.18
Office Supplies						
Check	1145	City of Dover	Postage for June	City Fund Acco	25.68	25.68
Total Office Supplies					25.68	25.68
Program Expenses						
Check	1148	ESI Equipment, Inc.	Holmatro Tool Service Agreement	City Fund Acco	2,082.00	2,082.00
Check	1149	Fail Safe Testing	Fire hose testing	City Fund Acco	4,766.25	6,848.25
Total Program Expenses					6,848.25	6,848.25
Telephone						
Check	1145	City of Dover	Verizon charges for June	City Fund Acco	270.61	270.61
Check	1145	City of Dover	Cavalier charges for June	City Fund Acco	21.24	291.85
Total Telephone					291.85	291.85

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

Type	Num	Name	Memo	Split	Amount	Balance
Training & Travel Expenses						
Check	1144	International Academies	Chris Jacobs- recert for EFD	City Fund Acco	50.00	50.00
Check	1147	Delaware State Fire Sch	EVO- Patrick Smith	City Fund Acco	25.00	75.00
Total Training & Travel Expenses					75.00	75.00
Uniforms						
Check	1142	Municipal Emergency Se	Invoice # 00536972_ANV	City Fund Acco	1,466.94	1,466.94
Check	1146	D.E. Williams	Deputy Chief's shield	City Fund Acco	178.00	1,644.94
Check	1151	Dover Army-Navy Store	Invoice # 21384- Shorts for Admin. Asst.	City Fund Acco	39.95	1,684.89
Total Uniforms					1,684.89	1,684.89
Water/Sewer						
Check	1139	City of Dover Utility	Acct # 44345-32054	City Fund Acco	372.75	372.75
Check	1139	City of Dover Utility	Acct # 44341-32050	City Fund Acco	34.62	407.37
Check	1140	City of Dover Utility	Acct # 44253-31964	City Fund Acco	42.96	450.33
Total Water/Sewer					450.33	450.33
Total Expense					14,769.15	14,769.15
Net Ordinary Income					-14,769.15	-14,769.15
Net Income					**-14,769.15**	**-14,769.15**

FY 14-15 City Funded Account Balance Sheet

ACCOUNT	BUDGET	SPENT	BALANCE
Apparatus Repairs & Maintenance	$ 85,300.00	$ 603.40	$ 84,696.60
Gasoline	$ 20,000.00	$ 1,542.74	$ 18,457.26
Medical Supplies	$ 1,000.00		$ 1,000.00
Other Equipment Repairs	$ 2,000.00		$ 2,000.00
Program Expenses	$ 37,000.00	$ 6,848.25	$ 30,151.75
Radio Repairs	$ 2,000.00		$ 2,000.00
Safety & Security	$ 1,500.00		$ 1,500.00
Small Tools	$ 4,500.00		$ 4,500.00
Uniforms & Firefighting Gear	$ 30,000.00	$ 1,684.89	$ 28,315.11
Building Expenses- Electricity	$ 45,000.00	$ 2,953.67	$ 42,046.33
Building Maintenance Supplies	$ 1,500.00	$ 224.16	$ 1,275.84
Heating Expenses- Gas	$ 16,000.00	$ 69.18	$ 15,930.82
Telephone	$ 10,000.00	$ 291.85	$ 9,708.15
Water & Sewer	$ 3,000.00	$ 450.33	$ 2,549.67
Contractual Services	$ 10,500.00		$ 10,500.00
Training & Travel	$ 10,000.00	$ 75.00	$ 9,925.00
Office Supplies	$ 2,000.00	$25.68	$ 1,974.32
Budget Total	$ 281,300.00		

Dover Police Department

Monthly Report

To

Mayor and City Council

"To Protect and Serve"

July 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

September 8, 2014

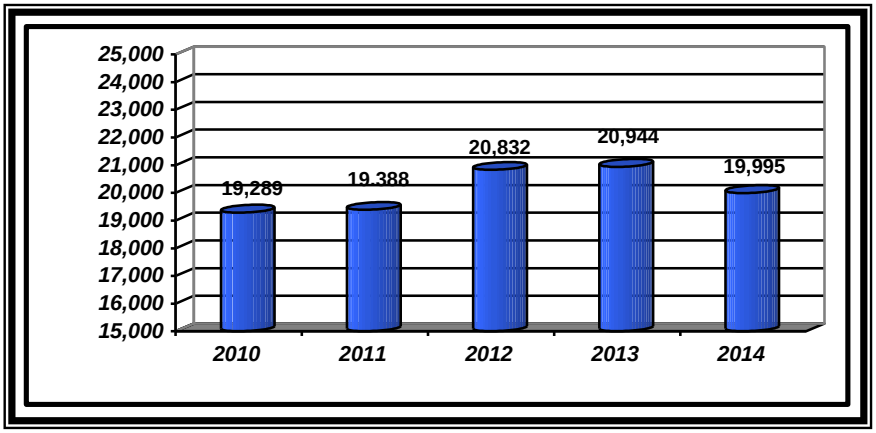
Honorable Robin Christiansen, Mayor
Members of Dover City Council
City Hall
Dover, DE 19901

Mayor Christiansen and Council Members:

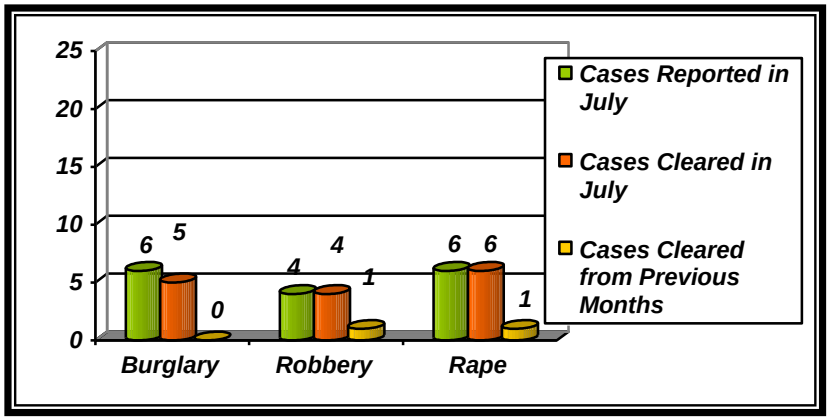
The following is the monthly report for Dover Police Department activities for the month of July 2014:

COMPLAINTS

Total complaints received through July 31st, numbered 19,995. This is a decrease of 949 complaints over the same time period last year.



CRIMINAL INVESTIGATIONS

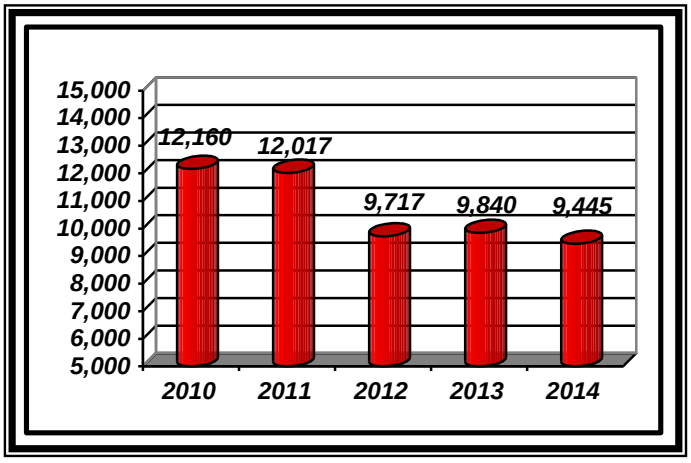


COMMUNITY POLICING/QUALITY OF LIFE SECTION

ENFORCEMENT ACTION	Contacts
ABANDONED VEHICLES	11
ALCOHOL VIOLATIONS/DUI'S	20
ASSIST OTHER	0
WARRANTS ON FILE	1
BIKE ON SIDEWALK	0
CITY PARK VIOLATIONS	2
CRIMINAL ARRESTS	6
DRUG RELATED ARRESTS	0
LOUD MUSIC	0
MISCELLANEOUS VIOLATIONS	37
PARKING VIOLATIONS	15
PEDDLER	2
MEETINGS	158
PROSTITUTION	0
COLLECTION OF DELINQUENT DCO'S	0
WANTED CHECKS/CPC'S	35
TRAFFIC ARRESTS	27
WARNINGS	8
FUGITIVE	3
TOTAL CONTACTS	**325**

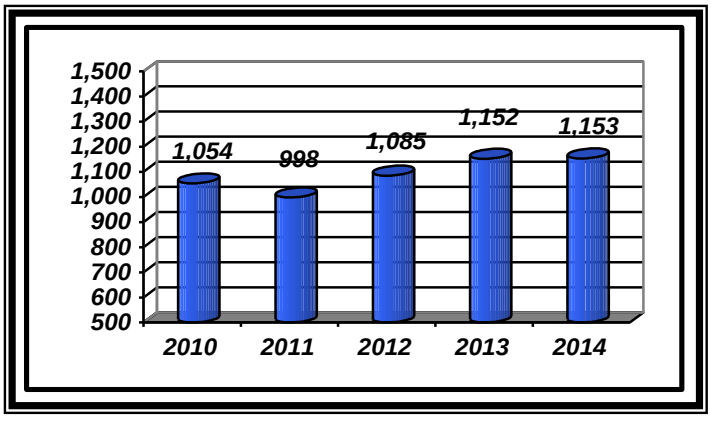
TRAFFIC ARRESTS

The department issued 9,445 traffic citations through this reporting period. This is a decrease of 395 citations over the number issued during the same period last year.

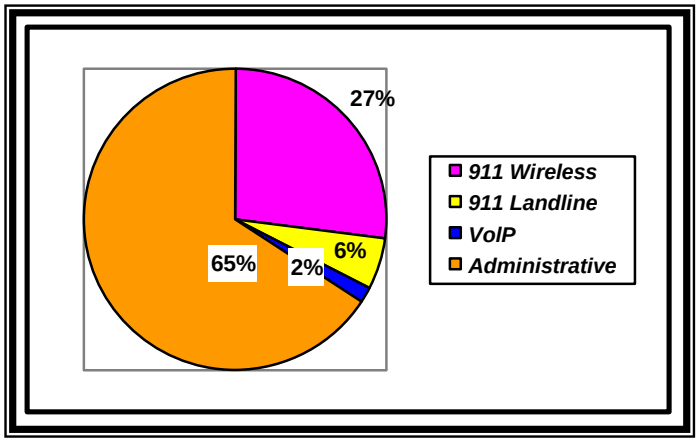


TRAFFIC CRASHES

Through July 31st, Dover Police investigated 1,153 traffic crashes. This is an increase of 1 crash investigated during the same period last year.



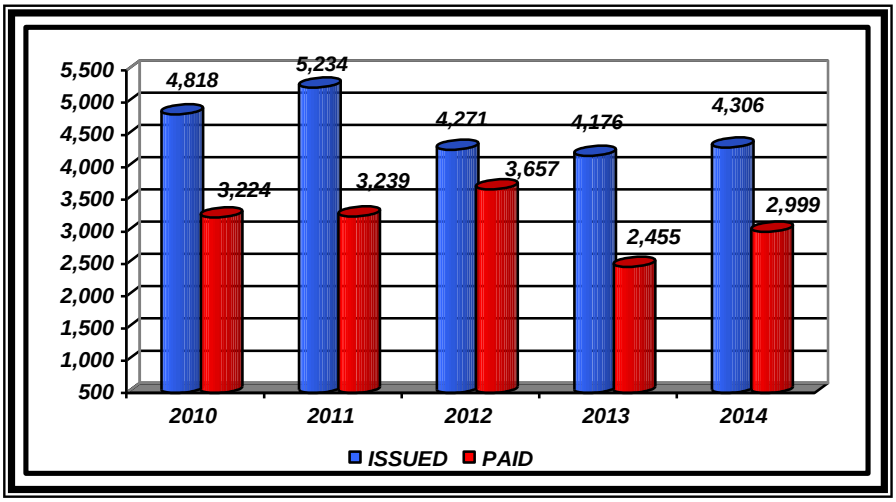
911 CENTER



During the month of July, the Dover Police Department handled a total of 10,134 calls averaging 327 calls per day. Dispatchers handled 2,725 calls on the 911 wireless lines, 577 calls on the 911 landlines, and 158 calls on the Voice Over Internet Protocol lines, the remaining 6,674 were administrative calls.

CITY ORDINANCE SUMMONS

*Through July 31st, we issued 4,306 City ordinance summons, a decrease of 130 summonses over the same period last year. *Note: Of those summonses issued in July, 29 DCO's were issued for handicapped parking violations, 6 for fire lane parking violations, 50 for false alarms (0, for 1-2, 32, for 3-5 alarms, 12, for 6-9 alarms, 3, for 10-15 alarms, and 3, for 16 or more alarms) and 4 for noise violations (2 for vehicle violations and 2 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

ACTION FORM

PROCEEDING: City Council	**AGENDA ITEM NO.:**
DEPARTMENT OF ORIGIN: Public Works	**DATE SUBMITTED**: 08-29-14
PREPARED BY: Sharon Duca, P.E., Public Works Director	
SUBJECT: Route 13 Water Main Replacement Project – DelDOT Invoice Reimbursement	
REFERENCE: CIP – Water Quality Improvements	
RELATED PROJECT: N/A	
APPROVALS: City Manager, Controller	
EXHIBITS: Attachment A – Invoice from DelDOT	
EXPENDITURE REQUIRED: $216,515.74	**AMOUNT BUDGETED**: See Funding Source
FUNDING SOURCE (Dept./Page in CIP & Budget): Department of Public Works – Water Quality Improvements, WQ0907: $152,823.00 & Department of Public Works - FY15 Water Quality Improvements: $527,500.00. Account Number: 417.6900-569.40.31	
TIME TABLE: Invoice will be processed within 30 days of Council approval.	
RECOMMENDED ACTION: Authorize staff to transfer funds in the amount of $63,692.74 from the FY-2015 Water Quality Improvements to complete the project funding necessary to issue a final payment to DelDOT in the amount of $216,515.74 for the paving associated with the U.S. 13 Water Main Replacement Project (Project # WQ0907).	

BACKGROUND AND ANALYSIS

The City of Dover entered into an agreement with the Delaware Department of Transportation on April 27, 2012. The agreement stated that the City of Dover would reimburse DelDOT $141,880 for paving work associated with our water main replacement project, which was between North State Street and Kings Highway within the Route 13 right-of-way. The original agreement was an estimate for the work that was needed for the improvements. The estimate was created by DelDOT personnel.

The actual cost for improvements, which is outlined in Attachment A, was $216,515.74. According to DelDOT, the majority of the price discrepancy derives from under estimating the curb ramps that were required to be upgraded as part of this work. The estimated quantity for the curb ramps was 2,088 square feet, however, the actual improved quantity was 8,300 square feet. Hot mix quantity was also under estimated by DelDOT.

Per the agreement, the City of Dover is responsible to pay final actual costs to complete the project. Staff is obligated to reimburse DelDOT the sum of $216,515.74 for the work associated with the Route 13 Water Main Replacement Project. In order to pay the bill due to DelDOT, staff will use the balance of funds in the project account ($152,823.00) as well as transfer ($63,692.74) from FY-2015 Water Quality Improvements; therefore the remaining funds in FY-2015 Water Quality Improvements will be ($527,500 - $63,692.74) $463,807.26.

DEPARTMENT OF TRANSPORTATION
South I Construction

CONTRACT: T201106202 - Pavement & Rehabilitation, South I-II
LOCATION: Location #6 / (City of Dover WATER MAIN)

GENERAL IMPROVEMENTS: Paving Rt 13SB from North State St to King's Highway (center and left lane)
COMMENTS:

MATERIAL ESTIMATE FOR LOCATION

Item #	Description	Del DOT Actual Cost			
		Quantity	Units	Price	Total
302005	GRADED AGGREGATE BASE COURSE, TYPE B	0	TON	$ 38.00	$ -
302008	GABC, TYPE B, PATCHING	0	CY	$ 50.00	$ -
401502	ASPHALT CEMENT COST ADJUSTMENT (NON BID ITEM)	75	TON	$ (43.34)	$ (3,250.50)
401645	SP, TYPE C HM, 160 GYR, PG 64-22 (CARB)	0	TON	$ 82.00	$ -
401696	ENTRANCE, DRIVE. & INT. STREET PAV SURCHARGE	0	TON	$ 12.00	$ -
401699	QUALITY CONTROL / QUALITY ASSURANCE OF BITUMINOUS CONCRETE (NOT BID ITEM)	0	#N/A	$ -	$ -
401711	SP, TYPE C HM, 160 GYR, PG 76-22 (NON-CARB)	1486.55	TON	$ 82.50	$ 122,640.38
401823	WMA, SUPERPAVE, B.C.B.C., 160 GYRATIONS, PG 64-22, PATCHING	0	TON	$ -	$ -
402000	HMA OR COLD LAID BITUM. CONCRETE (TRM)	5	TON	$ 95.00	$ 475.00
406001	HOT-MIX PATCHING	0	SY-IN	$ 1.00	$ -
406002	HOT-MIX PATCHING, CONCRETE	0	SY-IN	$ 1.90	$ -
705001	P.C.C. SIDEWALK, 4"	0	SF	$ 4.25	$ -
705007	SIDEWALK SURFACE DETECT. WARNING SYSTEM	240	SF	$ 30.00	$ 7,200.00
705008	CURB RAMP, TYPE 1	2088	SF	$ 13.75	$ 28,710.00
705009	CURB RAMP, TYPE 2,3, AND/OR 4	1152	SF	$ 15.00	$ 17,280.00
708060	REPLACE DRAINAGE INLET GRATE(S)	0	#N/A	$ -	$ -
708500	REPLACING CATCH BASIN GRATES	2	EA	$ 200.00	$ 400.00
708061	REPLACE DRAINAGE INLET FRAME(S)	0	#N/A	$ -	$ -
708504	REPLACING CATCH BASIN FRAMES	2	EA	$ 200.00	$ 400.00
710002	ADJUSTING & REPAIRING EXISTING MANHOLE	3	EA	$ 900.00	$ 2,700.00
716502	CONVERT EXISTING CATCH BASING TO DI	0	EA	$ 1,075.00	$ -
732004	TOPSOIL	0	TON	$ 19.50	$ -
734013	PERMANENT GRASS SEEDING, DRY GROUND	0	SF	$ 0.35	$ -
743003	ARROWPANELS, TYPE C	10	EA-DY	$ 34.00	$ 340.00

MATERIAL ESTIMATE FOR LOCATION

Item #	Description	Del DOT Actual Cost			
		Quantity	Units	Price	Total
743004	FURN. & MAINTAIN PORT. CHANGE. MESSAGE SIGN	0	EA-DY	$ 91.75	$ -
743005	FURNISH & MAINTAIN PORTABLE LIGHT ASSEMBLY	15	EA-DY	$ 50.00	$ 750.00
743010	F & M TRUCK-MOUNTED ATTENUATOR, TYPE II	0	EA-DY	$ 165.00	$ -
743057	FLAGGER, KENT COUNTY, FEDERAL	0	HR	$ 41.81	$ -
743066	FLAGGER, KENT COUNTY, FEDERAL, OVERTIME	0	HR	$ 60.62	$ -
744505	ADJT OR REPAIR EXISTING CONDUIT JUNCT. WELL	0	EA	$ 425.00	$ -
746776	LOOP DETECTOR SPLICE	6	EA	$ 103.00	$ 618.00
750000	ADJUST WATER VALVE BOX	12	EA	$ 250.00	$ 3,000.00
758000	REMOVAL EXISTING PCC PAVEMENT, CURB, S/W, ETC.	0	SF	$ 8.00	$ -
760507	PROFILE MILLING, HOT-MIX	25855.56	SY-IN	$ 0.40	$ 10,342.22
762001	SAW CUTTING, HOT-MIX	0	LF	$ 1.60	$ -
762002	SAW CUTTING, CONCRETE, FULL DEPTH	0	LF	$ 3.75	$ -
763621	CONSTRUCTION ENGINEERING, RE-SURFACING	1	LS	$ 1,410.76	$ 1,410.76
763643	MAINTENANCE OF TRAFFIC, ALL INCLUSIVE	1	LS	$ 10,681.48	$ 10,681.48
763646	MAINTENANCE OF TRAFFIC FOR PEDESTRIAN ACCESS	1	LS	$ 1,105.10	$ 1,105.10
748015	PERM. STRIPING, SYMBOL/LEGEND ALKYD-THERMO.	104	SF	$ 3.18	$ 330.72
748019	TEMPORARY MARKINGS, PAINT, 4"	3350	LF	$ 0.17	$ 569.50
748026	TEMPORARY MARKINGS, PAINT, SYMBOL/LEGEND	104	SF	$ 1.59	$ 165.36
748502	RAISED/RECESSED PAVEMENT MARKER	65	EA	$ 24.41	$ 1,586.65
748548	PERM. STRIPING, EPOXY, WHITE/YELLOW, 5"	6750	LF	$ 0.39	$ 2,632.50
	SUB TOTAL :				$ 210,087.17
763000	INITIAL EXPENSE	1	LS	$ 6,428.57	$ 6,428.57
	CE	0		$ -	$ -
	CONTINGENCY	0		$ -	$ -
	TOTAL COST :				$ 216,515.74

AGREEMENT

MISCELLANEOUS STREET PROJECTS

DEPARTMENT OF TRANSPORTATION

STATE OF DELAWARE

This **AGREEMENT** made this 27th day of April 2012, by and between the City of Dover, acting by and through Scott D. Koenig, City Manager (hereinafter referred to as "**CITY**"), as party of the first part, and the State of Delaware Department of Transportation, acting by and through the Coordinator of Pavement Management, (hereinafter referred to as "**DelDOT**"), as party of the second part.

WITNESSETH:

WHEREAS, CITY has a budgeted allocation of One Hundred Forty One Thousand, Eight Hundred Eighty Dollars for the following Pavement Restoration Project:

1.	$141,880	Rt 13 Southbound from North State Street to King's Highway (center and left lane as indicated on the contract documents)

WHEREAS, the purpose of these monies is to provide for improvements to transportation related facilities dedicated to public use in the **CITY,** and

WHEREAS, these restoration improvements fall within the jurisdictional provinces of **CITY** rather than **DelDOT,** and

WHEREAS, the **CITY** utility pavement restoration improvements fall within an existing **DelDOT** contract and both parties find it beneficial to complete final paving construction under the existing **DelDOT** contract.

Now therefore, **CITY** and **DelDOT,** for and in consideration of the mutual covenants hereinafter stipulated to be kept and performed, agree as follows:

SECTION I

CITY will transfer the aforementioned funds to **DelDOT**, for all aspects of design, advertisement and construction of the projects.

SECTION II

CITY and **DelDOT** agrees to the following terms:

A. **DelDOT** is responsible for the maintenance of the roadway improvements which are subject of this agreement.

B. These funds will only be expended for the project previously noted in this agreement. Any changes to the scope of work, location or cost of the project will require an amendment to the agreement.

C. **DelDOT** will maintain accurate records of the expenditure of these funds.

D. **DelDOT** will bill **CITY** on a regular schedule for actual costs incurred to complete project. **CITY** agrees to pay final actual costs.

E. **CITY** may audit expenditures subject to this agreement.

CITY and **DelDOT** agree that this agreement is the entire and complete Agreement between the parties and that no alterations, modifications or amendments of this said Agreement shall be made or deemed valid unless in writing and signed by both parties.

IN WITNESS THEREOF, the parties hereunto have caused this Agreement to be executed in duplicate, the day and year first above written.

DEPARTMENT OF TRANSPORTATION

Approved as to form:

Frederick H. Schranck
Deputy Attorney General

By:

Jennifer Pinkerton, P.E.
Coordinator Pavement Management

CITY OF DOVER

Approved as to form:

Witness

By:

Scott D. Koenig
City Manager

COUNCIL RESOLUTION NO. 2014-11

A RESOLUTION AUTHORIZING SIGNATURES FOR BANKING SERVICES ON BEHALF OF THE CITY OF DOVER, DELAWARE

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

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

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

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

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

Donna S. Mitchell	-	Controller/Treasurer
Lori Peddicord	-	Assistant Controller/Treasurer
Traci A. McDowell	-	Assistant Treasurer
Denise L. Devine	-	Assistant Treasurer

ADOPTED: *

S:\RESOLUTIONS-PROCLAMATIONS-TRIBUTES\2014\Draft\Resolution No. 2014-11 - Authorizing Controller-Treasurer, Assistant Controller-Treasurer, Assistant Treasurer to Disburse Funds.wpd

ROBIN R. CHRISTIANSEN	DAVID L. BONAR
MAYOR	COUNCIL PRESIDENT

Actions History:
September 8, 2014 - Scheduled for Introduction at City Council

Draft

FIRST READING

CITY OF DOVER PROPOSED ORDINANCE #2014-21

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

That Chapter 46 - Fire Prevention and Protection, Article I - In General, Section 46-4 - Impact Protection of Natural Gas and LP Gas Devices of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

Sec. 46-4. Impact protection of natural gas and LP gas devices.

All natural gas and LP gas installations shall be installed per adopted NFPA and International codes, with the following amendments:

(1) *Defined*. The term "impact protection" shall mean any bollards, walls, concrete barriers or other devices, subject to the approval of the fire marshal, used to stop vehicles or equipment in motion.

(2) *When required*. The installation of natural gas and LP gas meters, regulators, valves, and LP gas bottles shall be protected from impact damage by impact protection. Natural gas and LP gas meters, regulators, and valves located inside structures shall have impact protection, except when located in separate protected utility rooms. **The Fire Marshal and/or Chief Building Inspector shall reserve the right to apply this section whenever it is deemed necessary to provide impact protection to address a life or fire hazard.**

~~**(3) *Responsibility*. It shall be the responsibility of the property owner to ensure that natural gas and LP gas meters, regulators, and valves are protected in accordance with these regulations.**~~

(3) *Dimensions of Bollards*. Bollards shall be a minimum of 6 inch diameter filled with concrete. The bollard shall be set into the ground at a depth of at least 36 inches (3ft) embedded in concrete at a minimum of 18 inches surrounding the bollard. The bollards must be a least 48 inches (4ft) in height above the finish grade elevation. Any deviation of the stated requirements must be approved by the Fire Marshal and/or Chief Building Inspector. The above dimensions shall serve as the requirement for installation; however the Fire Marshal and/or Chief Building Inspector shall have the authority to require more stringent dimensions to fit the needs of devices warranting impact protection.

(4) *Color of Bollards*. Bollards should be of the following colors; yellow, amber or orange. All colors shall be of fluorescent or have a reflective coating. Any deviation of the stated requirements must be approved by the Fire Marshal and/Chief Building Inspector.

(5) *Responsibility*. It shall be the responsibility of the property owner and/or contractor for the new installation to ensure that natural gas and LP gas meters, regulators, and valves are protected in accordance with these regulations.

(~~4~~ **6**) *Compliance period*. All new construction projects shall comply with the provisions of this section. All existing multiple dwellings, schools, nursing homes, hospitals, and day care centers shall be protected in accordance with this section. All other existing structures shall be protected when deemed a life or fire hazard by the fire marshal.

(~~5~~ **7**) *Exemptions*. Single-family homes, including townhouses, duplexes, and manufactured housing, except where natural gas and LP gas devices are located directly in front of head-in parking spaces and driveways, and where the fire marshal deems that impact protection is not necessary, shall be exempt from this section.

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ADOPTED: *

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SYNOPSIS

The proposed ordinance clarifies the standards for impact protection surrounding natural gas and liquid propane gas devices. Currently the code does not specify the standards, specifically dimensions and color, for bollards installed to protect natural gas and liquid propane gas devices. The standards in the proposed ordinance are consistent with the direction provided by the Fire Marshal's Office when questioned about impact protection. Formally adopting the standards into code will reduce potential for confusion about requirements.

(SPONSORS: HUTCHISON AND MULLANEY)

Actions History

09/08/2014 - Scheduled for First Reading at City Council

08/25/2014 - Introduced at Safety Advisory and Transportation Committee

Draft

CITY OF DOVER PROPOSED ORDINANCE #2014-19

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

That Chapter 98 - Streets, Sidewalks, Storm Sewers and Other Public Places, Article I - In General, Section 98-5 - Duty of tenants or owners to maintain sidewalks and landscaped areas within the street right-of-way be amended by inserting the bold, blue text, as follows:

Sec. 98-5. Duty of tenants or owners to maintain sidewalks and landscaped areas within the street right-of-way.

(a) It shall be unlawful for the owner or occupant of any premises abutting upon a sidewalk to permit or allow snow or ice to remain thereon for longer than 12 hours of daylight after it has ceased snowing, or to permit debris or other materials to accumulate at any time so that pedestrians may conveniently and safely pass.

(b) It is the responsibility of the owner or occupant of any premises abutting upon a sidewalk to keep the landscaped area between the sidewalk and the curbline, or where no sidewalk exists between the property line and curbline or paved street, maintained in accordance with the standards set forth in chapter 114, article II, pertaining to weeds.

(c) It shall be unlawful to sweep, blow, or otherwise discharge grass clippings into any street, sidewalk, storm drain, or water course.

(d) Violations; penalties

Any person(s) violating any provision of this section shall be fined as provided for in Appendix F—Fees and Fines.

BE IT FURTHER ORDAINED:

That Appendix F - Fees and Fines, be amended by inserting the following:

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

ADOPTED: *

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SYNOPSIS

The amendment would make it unlawful to sweep, blow, or otherwise discharge grass clippings into any street, sidewalk, storm drain, or water course.

(SPONSORS: HARE, KOENIG, AND TOWNSHEND)

Actions History

09/08/2014 - Scheduled for Final Reading at City Council
08/25/2014 - First Reading at City Council
08/11/2014 - Introduced at Legislative, Finance, and Administration Committee

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