REGULAR COUNCIL MEETING
A G E N D A

Revised to Include a New Item #11-a-2-v

JULY 14, 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 HARE

AGENDA ADDITIONS/DELETIONS

* **CONSENT AGENDA**
Those items on the Council Agenda which are considered routine and non-controversial shall be marked with an asterisk (*) and will be acted upon by a single roll call vote of the Council. There will be no separate discussion of these items unless a member of Council so requests, in which event the matter shall be removed from the Consent Agenda and considered a separate item.

* **1. Adoption of Minutes**
- **A. Special Council Meeting of June 9, 2014**
- **B. Regular Council Meeting of June 23, 2014**
- **C. Special Council Meeting of June 25, 2014**

2. Recognition of Service
- **A. John J. Davis - Safety Advisory and Transportation Committee (***June 2008 - May 2014***) and Election Board (***August 2013 - July 2014***)**
- **B. Michael G. Rushe - Legislative, Finance, and Administration Committee (***May 2012 - June 2014***)**

3. **Public Hearing/Final Reading of Proposed Ordinance #2014-08 With Staff Amendment #1 (SA-#1) Amending Appendix B - Zoning**

The First Reading of the Proposed Ordinance was accomplished during the Council meeting of May 27, 2014. Copies are available at the entrance of the Council Chambers.

A. **Proposed Ordinance #2014-08 with Staff Amendment #1 (SA#1) Amending Appendix B - Zoning - Article 3 - District Regulations - Section 10 - Institutional and Office Zone (IO); Section 11 - Neighborhood Commercial Zone (C-1); Section 12 - Limited Commercial Zone (C-1A); Section 13 - Central Commercial Zone (C-2); Section 14 - Limited Central Commercial Zone (C-2A); Section 15 - Service Commercial Zone (C-3); Section 16 - Highway Commercial Zone (C-4); Section 26 - Commercial/Professional Office Development District (C-PO); Article 4 - Zoning Bulk and Parking Regulations; Article 10 - Planning Commission; and Article 12 - Definitions** (Planning Reference: MI-14-10)

* 4. **Dover Human Relations Commission Report - May 13, 2014**

A. **Presentation - DHRC and City of Dover Police Department Interaction (Police Chief Bernat)**
(Commission action not required)

B. **Scheduling of DHRC Workshop**
(The workshop was scheduled for Tuesday, July 8, 2014 at 5:00 p.m.)

C. **Discussion - City Council and DHRC District Orientation Meetings**
(Commission action not required)

D. **Discussion - Member ID Cards**
(Commission action not required)

E. **Update by Chairman Wilson - City Manager Department Head Meeting of April 29, 2014**
(Commission action not required)

F. **Discussion of Future Quarterly Meeting Dates**
(Future meetings had been scheduled for July 22, 2014; October 28, 2014; and January 27, 2015)

G. **Commission Members' Announcements**

* 5. **Safety Advisory and Transportation Committee Report - June 23, 2014**

A. **Concerns Related to Permit Parking In Front of Wesley Pre-School and Education Building**
(Committee recommended that staff be authorized to add three (3) additional permit parking spaces on East Loockerman Street and to provide three (3) parking permits to Wesley Church, with parking in this area to be re-evaluated in October and, in the meantime, to work with the DDP to expand the parking inventory)

B. **Request for Waiver of Public Street Frontage Requirement - Appendix A - Subdivisions, Article VI - Subdivision - General Requirements and Design Standards, Section E - Lots (Dover Mall)**
(Committee recommended approval of the requested waiver, subject to inclusion of the necessary easements listed in the Development Advisory Committee (DAC) Report, as recommended by the Planning Commission)

C. **Update - Dover High School Construction**
(Committee action not required)

* **6. Utility Committee Report - June 23, 2014**

A. Proposed Ordinance #2014-15 Amending Chapter 110 - Utilities, Article III - Water Service, Division 3 - Water Impact Fees, Section 110-207 - Establishment of Equivalent Dwelling Units and Article IV - Sanitary Sewer Service, Division 3 - Wastewater Collection Impact Fees, Section 110-282 - Establishment of Equivalent Dwelling Units (Sponsors: Bonar/Hutchison/Koenig)**(See item #12-A)**

(Committee recommended adoption of Proposed Ordinance #2014-15)

* **7. Legislative, Finance, and Administration Committee Report - June 23, 2014**

A. Presentation - Law Enforcement Against Prohibition (LEAP) (Ken Abraham)

(Committee action not required)

B. Expiration of Downtown Dover Partnership (DDP) Loan Guarantee Extension

(Committee recommended extension of the Downtown Dover Partnership (DDP) loan guarantee with PNC Bank through March 1, 2017, as recommended by staff)

C. Proceeds from Sale of Real Estate

(Committee recommended that the net proceeds from the sale of governmental fund real estate be credited to the Capital Asset Reserve for future capital projects)

D. Proposed Financial Reforms

(Committee action not required)

* **8. Monthly Reports - May 2014**

A. City Assessor's Report
B. City Manager's Report
C. City Planner's Report
D. Controller/Treasurer's Budget Report
E. Economic Development Office Report
F. Fire Chief's Report
G. Police Chief's Report

9. Revaluation Services for the 2015 Assessment

(Staff recommends awarding the proposal for revaluation services to Tyler Technologies for the amount of $93,200, plus any additional overage fees)

10. Authorization to Pay Invoice - Sankofa African Dance Company for African American Festival

* **11. Appointments (Reappointments) - Recommended by Mayor Christiansen**

A. Annual Appointments - One (1) Year Terms to Expire May 11, 2015

(These appointments (reappointments) were deferred during the Annual Meeting of May 12, 2014, until the newly elected Mayor was sworn into office. Mayor Christiansen requests the deferral of his remaining appointments until the meeting of July 28, 2014.)

a-1. Dover Public Library Advisory Commission - Sean M. Lynn (Council Liaison Member)

a-2. Downtown Dover Partnership Board of Directors

a-2-i. Scott D. Koenig - City of Dover Representative
a-2-ii. Ann Marie Townshend - City of Dover Representative
a-2-iii. David L. Bonar - City Council Representative
a-2-iv. Wallace R. Dixon - City Council Representative
a-2-v. Adam M. Perza - City Council Representative

* **11. A. Annual Appointments - One (1) Year Terms to Expire May 11, 2015 (Continued)**

a-3. Election Board - William Garfinkel (At-Large) - Three (3) Year Term to Expire May 2017

a-4. Silver Lake Commission

a-4-i. James Burcham
a-4-ii. Zachary Carter
a-4-iii. David L. Edgell
a-4-iv. Dean Holden
a-4-v. Lyle Allen Jones
a-4-vi. Ann Marie Townshend
a-4-vii. Melanie Tymes

B. Downtown Dover Partnership - John Tinsley - To Fill the Unexpired Term of Gary Patterson - Term to Expire May 2015

C. Ethics Commission - Nancy J. Shevock - Five (5) Year Term to Expire July 2019

D. Historic District Commission - Three (3) Year Terms to Expire July 26, 2017

d-1. C. Terry Jackson, Resident
d-2. Ann Baker Horsey, Professional
d-3. Joseph McDaniel, Business Representative

E. Planning Commission - Three (3) Year Terms to Expire June 1, 2017

e-1. Dr. Bobby Jones - First District
e-2. Col. Robert D. Welsh - First District
e-3. Fred Tolbert - Third District

12. First Reading - Proposed Ordinance #2014-15 with Staff Amendment #1 (SA#1)

The First Reading is offered on the following proposed ordinance. Final action by Council will take place during the Second Reading of the ordinance on July 28, 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 #2014-15 with Staff Amendment #1 (SA#1) Amending Chapter 110 - Utilities, Article III - Water Service, Division 3 - Water Impact Fees, Section 110-207 - Establishment of Equivalent Dwelling Units and Article IV - Sanitary Sewer Service, Division 3 - Wastewater Collection Impact Fees, Section 110-282 - Establishment of Equivalent Dwelling Units (Sponsors: Bonar/Hutchison/Koenig)

13. Council Members' Announcements

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SPECIAL COUNCIL MEETING

Members of Council met in Executive Session on June 9, 2014 at 8:58 p.m. with Council President Bonar presiding. Members present were Mr. Anderson, Mr. Dixon, Mr. Lynn, Mr. Perza, Mr. Slavin, Mrs. Williams, Mr. Hare, and Mr. Hutchison.

Mr. Koenig was also present.

AGENDA ADDITIONS/DELETIONS

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

By unanimous consent, the Executive Session was convened pursuant to 29 Del. C. §10004(b)(9) - Personnel Matters (Follow-Up to Council Appointed Employee Performance Evaluation of December 2, 2013 - City Manager, Scott Koenig).

Meeting recessed at 8:59 p.m.

Mr. Slavin moved to adjourn the Executive Session, seconded by Mrs. Williams and unanimously carried.

Executive Session adjourned at 9:10 p.m.

POTENTIAL ACTION RESULTING FROM THE EXECUTIVE SESSION

Follow-Up to Council Appointed Employee Performance Evaluation of December 2, 2013 - City Manager, Scott Koenig

During the Executive Session, Mr. Koenig provided follow-up information related to his performance evaluation of December 2, 2013.

Mr. Lynn moved to approve a three percent (3%) pay increase for City Manager Scott Koenig effective June 9, 2014. The motion was seconded by Mrs. Williams and carried by a roll call vote of six (6) yes (Anderson, Dixon, Lynn, Williams, Hutchison, and Bonar) and three (3) no (Perza, Slavin, and Hare).

By unanimous consent, the Special Council Meeting adjourned at 9:14 p.m.

TRACI A. McDOWELL
CITY CLERK

All orders, ordinances, and resolutions adopted by City Council during their Special Meeting of June 9, 2014 are hereby approved.

DAVID L. BONAR
COUNCIL PRESIDENT/VICE-MAYOR ACTING

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REGULAR COUNCIL MEETING

The Regular Council Meeting was held on June 23, 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, Mr. Hare, and Mr. Hutchison.

Council staff members present were Police Chief Bernat, Mr. Koenig, Mrs. Townshend, City Solicitor Rodriguez, and Mrs. McDowell. Council staff members absent were Fire Chief Carey and Mrs. Mitchell.

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. Edward Thomas Christian, Jr., 9 Pennwood Drive, read the following statement into the record:

To those Council Members seated to my left, my right and in front of me, to those staff members and city employees seated in front of me and behind me, I say thank you for what you are doing to and for the City and citizens of Dover, Delaware.

I would surmise that most citizens don't realize how much time and effort are required by City Council Members to serve and even more who do not understand the involvement of staff and employees to sustain City operations.

I would state that there is a good mix here - the young, the older, and the in-between. The most challenging and overwhelming factor among you is the factor of being a human being.

I accept the fact that each of you may have an ideology and a personal/political philosophy; however, I trust that each of you has completely open and fully engaging listening ears. We have the past which we are not to live in, but learn from; the future for which we plan, but the present for which we must implement.

It is demanding of the elected officials/politicians, of which I say that there is a difference between the two, very demanding of you in this game of chance. For there are options that if your chips are insufficient, you must surrender your chair, or if sufficient, you remain at the table to continue to play, or you remove yourself from your chair before the next round is played.

I make an effort to listen to special interest individuals, special interest groups, and voting constituents and attempt to understand their requests/demands. You elected officials, because you are much more informed and have a better picture of the affects and effects of your decisions, have a responsibility and by oath of office an obligation to do the right thing for the entire City and not just voting constituents and special interests.

I say to City Council Members, staff, City employees, continue with both hands wide open, flexible fingers, both thumbs up, with a deliberate and safe speed, but with sufficient acceleration as needed to proceed forward.

And again, I say KEEP ON TRUCKING! Thank you!

Mr. Reuben Salters, 109 Bertrand Drive, noted that later in the meeting members would be reconsidering the evaluation of bids for the Dover Park Recreation Center demolition. He requested that members specifically consider the needs of the young people on the east side of the City. He noted that a need remains for more organized activities and recreation for all children of the City. Mr. Salters stated the importance of recreation for young people's development, explaining that these young people are the City's future leaders. He also reminded members that the African American Festival would be held Saturday, June 28, 2014 and encouraged all to attend.

Mr. Roy Sudler, Jr., 353 Rita Wilma Road, stated that members are often made aware of complaints and concerns regarding City issues. He was happy to report that Mrs. Ann Marie Townshend, Director of Planning and Community Development; Mr. William Pepper, Deputy City Solicitor; and Mr. Tim Taraila, Inspector III, did an excellent job addressing a recent concern regarding code enforcement. Mr. Sudler commended and thanked them for their professionalism and punctuality in handling the situation.

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

AGENDA ADDITIONS/DELETIONS

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

Mr. Hutchison moved for approval of the consent agenda as presented, seconded by Mr. Dixon and carried by a unanimous roll call vote.

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF JUNE 9, 2014

The Minutes of the Regular Council Meeting of June 9, 2014 were unanimously approved by motion of Mr. Hutchison, seconded by Mr. Dixon and bore the written approval of Council President/Vice-Mayor Acting Bonar.

PROCLAMATION - CIVIL RIGHTS ACT OF 1964 COMMEMORATION DAY

The City Clerk read the following Proclamation into the record:

WHEREAS, *the Civil Rights Act of 1964 was landmark legislation in the United States that outlawed discrimination based on race, color, religion, sex, or national origin, and July 2, 2014 will mark the 50th anniversary of the signing of this historic Act; and*

WHEREAS, *the Dover Public Library was selected as one of a limited number of institutions nationwide to be awarded a "Created Equal: America's Civil Rights Struggle" grant, which was offered through the "Bridging Cultures" initiative of the National Endowment for the Humanities through its partnership with the Gilder Lehrman Institute of American History; and*

WHEREAS, *to commemorate the signing of the Civil Rights Act, the Dover Public Library, in partnership with the Dover Human Relations Commission and Delaware State University, will offer a series of documentaries recounting the stories of courageous individuals who challenged the social and legal status quo of deeply rooted institutions, from slavery to segregation, to open doors of opportunity for Americans. The series will begin with a viewing of "The Freedom Riders" at the Schwartz Center on July 2, 2014 at 7:00 p.m. and three additional films will be offered at the Dover Public Library during the months of July, August, and September, 2014, with all films to be followed by discussions with civil rights activists or scholars.*

NOW, THEREFORE, I, DAVID L. BONAR, VICE-MAYOR OF THE CITY OF DOVER, DELAWARE *do hereby proclaim July 2, 2014 as* ***CIVIL RIGHTS ACT OF 1964 COMMEMORATION DAY*** *and encourage all residents to participate in the events being offered, educate themselves on the history of civil rights in the United States, and reflect on the ideals of freedom and equality that have helped to bridge cultural and racial division.*

Council President/Vice-Mayor Acting Bonar presented the Proclamation to Ms. Michelle Hughes, Head of Adult Services, Dover Public Library; Mr. Cecil Wilson, Chair of the Dover Human Relations Commission; and Mr. Calvin Christopher, State Human Relations Commission.

Ms. Hughes encouraged the public to participate in the events scheduled for July 2, 2014 to commemorate this important, historic event.

Mr. Wilson thanked Mrs. Margie Cyr, Dover Public Library Director, and the entire staff of the Dover Public Library for promoting such a very strong commemoration of the Civil Rights Act. He noted the importance of everyone's support, explaining that people often tend to elaborate on the past and, in doing so, forget about the future. Mr. Wilson felt that the City of Dover has a very strong future and would continue to move ahead in a positive way.

Quoting a statement that he heard the previous day, Mr. Christopher stated: "Rosa sat, so Martin could march, so Obama could run, so we can fly." He noted that the only way to "fly" is to embrace, commemorate, and continue with this 50-year celebration and do what is right and just. Mr. Christopher thanked the City for including the State in the celebration and continuing with the commemoration.

PUBLIC HEARING - VIOLATION OF DANGEROUS BUILDING ORDINANCE - 238 NORTH NEW STREET - OWNED BY JOHN AND SOLEDAD SULLIVAN

A public hearing was duly advertised for this time and place to consider a violation of the Dangerous Building Ordinance at 238 North New Street, owned by John and Soledad Sullivan. Mrs. Ann Marie Townshend, Director of Planning and Community Development, stated that the property consisted of a two (2) story, wood-framed, single-family home. The house had been vacant

since May 9, 2012, and was registered with the City as a vacant building. On June 22, 2011, the home was condemned by staff due to numerous code violations and the failure of the owner to have a state-certified electrical inspection completed. The home was ordered boarded in July of 2011.

Mrs. Townshend provided a chronological history and presentation on the condition of the house located at 238 North New Street ***(Exhibit #1)***.

Staff recommended that City Council: 1) declare this building and all accessory structures on this property dangerous; 2) order the property repaired or demolished by July 23, 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.

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

Mr. Hare moved that the structure located at 238 North New Street be declared a dangerous building and subject to demolition, as recommended by staff. The motion was seconded by Mr. Hutchison and carried by a unanimous roll call vote.

PUBLIC HEARING - VIOLATION OF THE DANGEROUS BUILDING ORDINANCE - 640 NIMITZ ROAD - OWNED BY DEUTSCHE BANK NATIONAL TRUST C/O COUNTRYWIDE HOME LOAN

A public hearing was duly advertised for this time and place to consider a violation of the Dangerous Building Ordinance at 640 Nimitz Road, owned by Deutsche Bank National Trust c/o Countrywide Home Loan. Mrs. Ann Marie Townshend, Director of Planning and Community Development, stated that the property consisted of a two (2) story, wood-framed, single-family home. The house had been vacant since May 8, 2013, and was currently registered with the City as a vacant building. On May 6, 2014, City staff condemned the home due to a fire that occurred earlier that morning. The home was ordered boarded, which was completed on May 15, 2014 by a City contractor. Currently the home was still vacant, with no utilities and numerous outstanding code violations.

Mrs. Townshend provided a chronological history and presentation on the condition of the house located at 640 Nimitz Road ***(Exhibit #2)***.

Staff recommended that City Council: 1) declare this building and all accessory structures on this property dangerous; 2) order the property repaired or demolished by July 23, 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.

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

Responding to Mrs. Williams, Mrs. Townshend stated that the Deutsche Bank National Trust had not responded to the City and noted that this particular bank had not been responsive regarding any vacant buildings.

In response to Mr. Perza, Mrs. Townshend confirmed that the photos included in the presentation reflected the current status of the property.

Mr. Perza moved that the structure located at 640 Nimitz Road be declared a dangerous building and subject to demolition, as recommended by staff. The motion was seconded by Mrs. Williams and carried by a unanimous roll call vote.

UTILITY COMMITTEE REPORT - JUNE 9, 2014

The Utility Committee met on June 9, 2014 with Chairwoman Williams presiding.

Annual Engineering Consultant's Report on the Operation and Maintenance of the Electric System - Fiscal Year 2013

Mrs. Donna Mitchell, Controller/Treasurer, reviewed the conclusions of the Annual Engineering Consultant's Report on the Operation and Maintenance of the Electric System - Fiscal Year 2013.

Referring to Table 4-2: Annual Revenues and Sales Ratios on Page 4-4, Mr. Blakeman noted that revenues were $99,513,156 in FY 2011 and $88,331,196 in FY 2013, and he expressed concern about this $11M reduction in revenue. He indicated that the forecast for the current year was approximately $76M, which would be another $12M reduction, and inquired if this would be a continuing trend. Mrs. Mitchell explained that this was the result of decreases in the power supply cost and that the City had reduced rates in the last two (2) years by approximately 20%. She noted that higher-priced hedges in earlier years had now ended and noted that rates were based on rate studies performed by Burns & McDonnell that took into consideration the cost of services.

Referencing Table 4-2, Mr. Blakeman also observed that the residential rate was reduced from $0.1479/kWh to $0.1400 over a three (3) year period, which he felt was a small reduction compared to the reduction in non-residential rates, which had decreased by one (1) cent or more during this period. He questioned if customers were reaping the benefit of more efficient operation of the system. Mrs. Mitchell explained that the rates were based on allocations determined by the cost of service. She stated that residential use accounts for more of the cost of service, noting that nearly all of the distribution is to residential users.

Mrs. Williams noted that the historic tenacity of the Electric Fund was beginning to wane a bit and that the City would probably make up the difference in the Water Fund.

The Committee recommended acceptance of the report as presented.

(City Clerk's Office Note: Following the meeting, it was determined that the Annual Engineering Consultant's Report on the Operation and Maintenance of the Electric System Fiscal Year 2013 did not include updated information. Mrs. Donna Mitchell, Controller/ Treasurer, subsequently provided a revised report.)

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

TEA/NAES Report (*April*)

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

Referring to the Power Supply Summary on Page 1, Mr. Scott Koenig, City Manager, explained that overall power supply costs for April 2014 were $267,987 under budget and that this was one (1) of the few times that the City had been under budget for this component of the power cost. He reminded members that the City had experienced difficulty with some of the PJM charges earlier in the fiscal year; however, these charges had now stabilized. In January 2014, the City spent considerably more on the cost of power than anticipated during the budget preparation; however, it was hoped that these costs would track relatively well entering into the FY 15 budget. Prior to this year, there were a number of extremely high cost hedges and the City's actual costs for power supply had tracked consistently below the budget. Mr. Koenig noted that the budget for the current year had been revised and was tracking much "tighter."

In reference to the April 2014 Power Supply Sources on Page 2 of the report, Mr. Koenig explained that hedge purchases accounted for 79% of the load, the City was in the spot market or day ahead market for 17%, and the Dover Sun Park provided 4% of the City's power. Referring to the YTD Variance Report, Page 12, he noted that Total - Utilities Cost reflected that these costs exceeded the target by $6,774,576, which was related to very high PJM charges in January. However, he noted that this was allowed for in the budget and staff believed that these costs would be under control in FY 15.

Referring to the Capital Improvement Projects (CIP), Page 23, Mr. Koenig stated that NAES seemed to be progressing well through the projects, and noted that the spring outage was complete. He stated that work had been performed on the turbines which involved extra costs associated with their inspection and eventual replacement in the PJM; however, all units were available for operation after the spring outage and were expected to produce when necessary for the PJM.

Mr. Blakeman questioned why the actual Hedged Cost and Unhedged Costs ($/MWh) reflected on Page 2 varied from the budgeted costs, since these costs should be known when the budget is developed. Responding, Mr. Koenig explained that the City's program states that the City should be 80% hedged on July 1, 2014 for FY 2015; therefore, the cost of 80% of the projected power load should be known. The other 20% is purchased from the market or is related to the Dover Sun Park. At the beginning of the fiscal year, these costs are relatively known. But the hedge position for the out-years is less than 80% because the City does not get up to full 80% hedge until it is coming into the power year. Mr. Koenig explained that the total budget includes the amounts anticipated for the unhedged costs.

Mrs. Mitchell further explained that the variance between the $55.67 budgeted hedged cost and the actual hedged cost of $47.91 was the result of the unhedged portion of the power supply and reflected cost reductions in the market. She stated that staff would research the variance in the unhedged energy cost between the budgeted amount of $38.93 and the actual amount of $6.10.

Mrs. Williams noted that it was difficult for civilian and elected officials to understand hedged funds and requested that a workshop be provided to members on this topic. She stated her preference that this meeting be scheduled for late in the afternoon (approximately 3:00 p.m. or 4:00 p.m.).

Mr. Koenig noted that the City's contact for The Energy Authority meets with staff each month on a Thursday and suggested that a workshop could be scheduled to follow this monthly meeting.

The Committee recommended acceptance of the report.

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

Updates

Garrison Oak Technical Park Project Updates

Mr. Scott Koenig provided updates on the Garrison Oak Technical Park projects, as follows:

City Infrastructure

Mr. Koenig stated that City infrastructure contracts were underway at the Garrison Oak Technology Park. A-Del Construction Company had been doing a significant amount of earthwork associated with stormwater management as it ties into the White Oak Tax Ditch. George & Lynch, Inc. was constructing the force main, had done the directional bore underneath Route 1 as well as some additional directional bores under the White Oak Tax Ditch, and was in the process of connecting various components of the force main. He indicated that a field construction issue had arisen adjacent to Baytree and the contractor was working to ensure that the force main could fit between other utilities. Mr. Koenig stated that excavation work for the wet

well at the pump station was expected to begin shortly. Delivery of some of the stormwater structures had begun. Staff had been working with Chicago Bridge and Iron (CB&I), who would be constructing the water tower, and a mobilization date would be established with this contractor.

Calpine Energy Center

Mr. Koenig informed members that a number of deliveries were occurring every day to the Calpine Energy Center. The first unit at the Energy Center was well underway, and much of the outside of the unit had been assembled, although a good deal of related piping had yet to be completed. The right-of-way was being cleared of trees for the contractors to run a radial line from the Energy Center back to the 230kV Cartanza Substation. It was Mr. Koenig's understanding that pole line construction would begin in the next 30 to 60 days and that a good deal of work was taking place at the back of the substation to make necessary improvements for the connection to the grid.

Mr. Koenig advised members that a significant amount of activity was taking place at the Garrison Oak Technical Park, including a "kickoff ceremony" that was held in the last 30 days for the Uzin Utz manufacturing facility, which will be constructed on the west side of the Garrison Farm. Approximately 300 construction workers were expected to be associated with the Garrison Energy Center and approximately 30-40 (or more) construction workers with the Uzin Utz property once the steel assembly occurs. Once up and running, City contracts related to infrastructure improvements would involve approximately 20-50 workers, depending on the particular trades that are underway.

Mr. Koenig stated that the only contracts that had not been let so far had to do with the relocation of the 69kV electric line on the roadway, and those were expected to be bid out shortly and would be brought forward to Council. This line would start on the east side of the property and involve pole adjustment across the frontage of the Garrison property.

Mr. Koenig stated that activities were converging on the date of June 1, 2015, when Calpine expected to be operational in the PJM, and the Uzin Utz facility was tracking along the same lines. It was hoped that the infrastructure and all City projects would be substantially complete by December 31, 2014. Testing for Calpine would occur in February or March 2015, and this date would be in line with the time that the City expected to have staff on line at the Water Treatment Plant to help buffer the impact on the City's system. Philip Utz, from Uzin Utz, indicated that he hoped to have the outside of the facility constructed by the end of the year and to put equipment in early next year, with the expectation that manufacturing operations would begin in the June timeframe. Mr. Koenig stated that the projects all seemed to be tracking correctly and staff was actively marketing the balance of the property. He expressed that, from a marketing standpoint, interest had increased now that there was construction activity and infrastructure, and staff was hopeful that one (1) or two (2) additional tenants would be realized this year.

Responding to Mr. Blakeman regarding the status of the gas pipeline, Mr. Koenig stated his understanding that line construction was on track, and almost all of the pipe in the area from Leipsic Road going back behind Dover Downs was in place and had been tested. It was his recollection from a conference call with Calpine, that the pipeline was approximately half complete. The right-of-way along the back of Wild Meadows had been cleared, and it was Mr. Koenig's belief that the line had been dug through this area, but he was unsure if it had yet reached the Calpine property. He stated that this project was moving very smoothly. He stated that his office had not received complaints from residents or motorists. After driving through Wild Meadows a couple of times, he felt that the visual impact of the clearing was not as intense as he anticipated and some trees were left between the houses and the actual right-of-way as a buffer.

In response to Mr. Hutchison, Mr. Koenig stated that the target completion date for the gas line was the end of 2014, if not sooner, and that the lateral line would be 16 inches in diameter.

Dover Sun Park

Members reviewed the Electric Revenue Fund FY14 White Oak Solar Park Incremental Cost.

Progress Update on Purchase Power Agreement

Mr. Scott Koenig, City Manager, advised members that Mr. Kirk Betts, the City's Utility Attorney, had been working with a specific contact at Calpine to bring forward a purchase power agreement. A number of iterations had gone back and forth to determine the economic value of power going forward. Mr. Betts was not prepared to bring information forward at this time, and it was hoped that he would be closer to obtaining a number that he believed should be brought forward to Council in this regard within the coming weeks. Discussions were continuing about closing the gap between what the City believed was reasonable and what Calpine believed was reasonable. Mr. Koenig indicated that a draft agreement would come before Council, likely in Executive Session since this would be a legal matter, and would be voted upon in a public session.

Responding to Mr. Blakeman, Mr. Koenig stated that staff had not participated in negotiations to this point, and that Mr. Betts and the "number crunchers" from The Energy Authority (TEA) had been passing numbers back and forth. He stated that it was likely that he, Mrs. Mitchell, Mr. Betts, and other key individuals would be included. Mr. Blakeman suggested that if there was someone on staff who would be dealing with this matter on a daily basis, this staff member should be included in negotiations as well.

In response to Mrs. Williams, Mrs. Mitchell stated that $100,000 was budgeted in the Electric Fund budget for RFP and contract negotiations in FY 14 and $100,000 in FY 15 because the City was also negotiating with NAES.

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

REVENUE REPORT UPDATE

Mr. Scott Koenig, City Manager, reviewed the Revenue Report as of May 31, 2014.

Mr. Hare moved for acceptance of the Revenue Report as of May 31, 2014, seconded by Mr. Dixon and unanimously carried.

2014 SPECIAL MAYORAL ELECTION RESULTS

Mrs. Traci McDowell, City Clerk, reported the results of the 2014 Special Mayoral Election held on June 17, 2014, as certified by the Election Board, as follows:

MAYOR	
Chevis R. Anderson	101 (6.02%)
David L. Anderson	534 (31.82%)
Robin R. Christiansen	**658 (39.21%)**
R. Jefferson Reed	197 (11.74%)
James P. Webster	188 (11.20%)
Total District Votes Cast	1,678 (7.37%)
Total Registered Voters	22,779

Mr. Hare moved for approval of the Election Results as reported by the City Clerk. The motion was seconded by Mr. Slavin and unanimously carried.

OPPOSITION TO TRANSPORTATION SECRETARY'S PROPOSAL TO CUT $1M FROM MUNICIPAL STREET AID

Council President Bonar advised members that it was announced in the State's budget hearings before the Joint Finance Committee that the Transportation Secretary had submitted a proposal to cut $1M from Municipal Street Aid. He requested authorization to send a letter to relay the City's opposition to the proposal.

Mr. Lynn moved to authorize the Council President to send a letter in opposition to the Transportation Secretary's proposal to cut $1M from Municipal Street Aid. The motion was seconded by Mr. Slavin and carried by a unanimous roll call vote.

FINAL READING - PROPOSED ORDINANCES

The First Reading of the following proposed ordinances was accomplished during the Council Meeting of June 9, 2014.

Mrs. Williams moved that the Final Readings of the proposed ordinances be acknowledged by title only, seconded by Mr. Anderson and unanimously carried.

Proposed Ordinance #2014-16 Amending Appendix E - Commercial and Industrial Building Redevelopment

As a sponsor of Proposed Ordinance #2014-16, Mr. Anderson explained that the proposed amendment would extend the sunset provision for the tax abatement, impact fee waiver, and building permit waiver incentives for three (3) years, noting that these provisions had proven to be beneficial and an important part of the City's economic development.

Mr. Anderson moved for adoption of the proposed ordinance, seconded by Mr. Slavin, and by a unanimous roll call vote, Council adopted Ordinance #2014-16, as follows:

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

That Appendix E - Commercial and Industrial Building Redevelopment, Article VI - Severability and Effective Dates, Section 2 - Effective Dates of the Dover Code be amended to read as follows:

Section 2. Effective dates.

This ordinance became effective April 15, 2012. The provisions of this ordinance shall no longer apply after December 31, 2018.

ADOPTED: JUNE 23, 2014

Proposed Ordinance #2014-17 - FY2014/15 City of Dover Budget Ordinances

Mr. Scott Koenig, City Manager, advised members that Proposed Ordinance #2014-17, FY2014/15 City of Dover Budget Ordinances, identified the FY2015 spending plan for the City of Dover, which included approximately $136M across all funds. He noted that the proposed ordinance had been revised to reflect action from the budget hearing of June 11, 2014 and, as requested by City Council, included the transfer of $10M from the Electric Fund to the General Fund. He stated that it also included an additional appropriation, in the amount of $100,000, to the Parkland Reserve Fund for funds to be used for a future recreation facility, and reminded members that an additional $80,000 was included in the Capital Plan related to a potential recreation facility that was identified during the budget process. The $100,000 required an adjustment to the Street Program; therefore, the total for the Street Program for FY2015 would be $900,000.

As presented, Mr. Koenig stated that there was no tax increase in the proposed budget; however, there remained a $1.25 increase in the water customer charge, a $1.25 increase in the sewer customer charge, and a .45¢ increase in the ground water inflow/infiltration charge (increase from $1.05 to $1.50 per 1,000 gallons on the monthly bill). He stated that there were no proposed changes to the electric rates within the electric service territory for the City of Dover.

Mr. Hare moved for adoption of Ordinance #2014-17 *(Exhibit #3)*, seconded by Mr. Dixon and carried by a roll call vote of six (6) yes (Anderson, Dixon, Lynn, Hare, Hutchison, and Bonar) and three (3) no (Perza, Slavin, and Williams).

RECONSIDERATION OF EVALUATION OF BIDS - DOVER PARK RECREATION CENTER DEMOLITION

During their Regular Meeting of June 9, 2014, City Council considered the evaluation of bids for the demolition of the Dover Park Recreation Center. Staff recommended awarding the contract to Delaware Mulch and Stone in the amount of $35,600. The motion to approve staff's recommendation failed by a roll call vote of five (5) no (Anderson, Dixon, Lynn, Slavin, and Bonar) and four (4) yes (Perza, Williams, Hare, and Hutchison).

Council President Bonar advised members that Mr. Anderson had requested the reconsideration of this matter.

Mr. Anderson moved for the reconsideration of the demolition of the Dover Park Recreation Center, as recommended by staff, conditioned upon the published issuance of an architectural Request for Proposals (RFP) for a replacement building by December 31, 2014 which shall contain basketball courts and that staff be instructed to target July of 2015 for bids for a replacement facility. The motion was seconded by Mr. Dixon.

Mr. Lynn relayed concern that an RFP would not be definitive and suggested that the motion be amended to include a commitment that "ground be broken" in calendar year 2015. Responding, Mr. Anderson stated that, although he had no objections, the motion would require bids to be let in July 2015, which would include the next budget cycle and would provide the City two (2) budget cycles to adjust, as well as time for a study.

Mr. Anderson agreed to amend the motion to include the requirement for a groundbreaking sometime in 2015, as did the seconder, Mr. Dixon.

Responding to Mr. Koenig's concerns, Mr. Anderson confirmed that the motion included authorization for staff to move forward with the bid for the demolition prior to the RFP for a replacement building. He stated that the motion simply included the condition that the RFP be done by December 31, 2014 and explained that the reason for providing that much time was his hope that there would be preliminary reports from the Recreational Needs Assessment by the end of September. Since staff had until the end of the year to issue the RFP, he felt that this would give staff ample time to react.

Mr. Perza expressed his opinion that members may be getting "ahead of themselves," explaining that the Recreational Needs Assessment, which would be conducted to determine what should be done to improve the Dover Park as well as all other parks in the City, would not be completed for another six (6) months. He noted that the results of the assessment may not justify the City spending funds on a building at the Dover Park. If the City were to move forward by putting out RFPs and groundbreaking requirements before obtaining the results of the assessment and allowing the public to comment, it was his opinion that City Council would be depriving the City of the entire function of taking public comment. Mr. Perza reminded members that six (6) to nine (9) months of time had been spent on meeting with engineers, contractors, environmental specialists, and staff of the Parks and Planning Departments for the sole purpose of determining whether the building at the Dover Park was worth salvaging. He felt that the building could be salvaged if the City's resources were

not limited and if the City wanted to spend $300,000 on the rehabilitation of the building, before determining what should be done with it, this could be done; however, the Parks, Recreation, and Community Enhancement Committee unanimously determined, on three (3) different occasions, that this would not be a wise use of resources. Mr. Perza stated that the specific question addressed by the Committee was whether spending money on the rehabilitation of the building at the Dover Park was a smart use of taxpayers' dollars, and doing so was rejected by the Committee three (3) times. City Council finally approved the removal of the building, which brought the City to the point of determining what needed to be done next. Mr. Perza stated that City Council could not determine what to do next because Council had no input yet from the public or from the survey that the Planning Department had been working on for six (6) months, with six (6) months remaining for its conclusion. Therefore, he stated that if City Council made a decision now without this input, there would be no point in having the Planning Department continue to work on the survey and, being "tight" on staff, he suggested that members terminate the study and allow staff to reallocate resources for other uses at this point.

Mr. Perza indicated his concern that members were getting confused between the purposes of what was being considered. He stated that the questions were "is the City removing the building" and "how much money is the City spending on it." He reminded members that the answer to the question "is the City removing the building" had already been decided by the City, and the answer to the question "how much money is the City spending on it" was "the least amount possible," which was the point of staff's recommendation to spend $30,000 for its demolition, which was the question before City Council at this time. He explained that what the City does to replace the building is a question that would come up later, at a different time, after input from the public. If the motion were approved, he stated that members of City Council would basically be creating a situation whereby the City knows better than the public and had not taken the time to solicit public comments.

Mrs. Williams suggested that members recall what happened when the City decided not to listen to the public regarding Schutte Park, noting that half of Council was not re-elected because they did not want to take this issue to referendum, did not want to follow the referendum results, and did not want the people to speak. She relayed her total concurrence with Mr. Perza and urged members to obtain public input regarding the issue.

Mr. Slavin relayed confusion as to what the path forward would be on a replacement building at Dover Park. He understood that the Recreational Needs Assessment would continue and be done by the end of the calendar year. Responding, Mrs. Townshend indicated her hope that the assessment would be completed by October/November. Elaborating, Mr. Perza stated that members of City Council should be made aware of the results of the assessment, which would indicate what the citizens want at the Dover Park, in approximately six (6) months.

Noting that the motion included a solution that would include basketball courts, Mr. Slavin indicated his understanding that the Needs Assessment was to determine what functions would be placed on the site. In addition, he understood that the motion included an RFP for architectural and design fees for a design, which would take the City to construction documents, to be done within a six (6) month period, with bids for construction to be received by July 2015, and the groundbreaking by the end of calendar year 2015. Mr. Slavin indicated his feeling that this was a highly compressed schedule

for this type of project and, although he appreciated all the work that had been done, once the building was demolished, the urgency of creating a solution for the recreational needs of the children on the east side of the City would be eliminated. He noted that this type of situation had occurred in the past, reminding members that, several years ago, it was suggested that the City not issue a demolition permit for the old Capital Office Supply building for the purpose of a new hotel to be erected until the building permit was issued for the new hotel, otherwise, it would result in a "hole in the ground" in the downtown area. He stated that, close to 15 years later, the City had a vacant lot, which had since been redeveloped into something pleasant, but was a "hole in the ground" for several years. He reiterated his fear that if the City demolished the building at the Dover Park, the urgency to take action would be lost and the City would lose its ability to take any further action at the site.

Mr. Anderson stated that he reviewed past minutes and was reminded that there had been much public testimony regarding this matter at the Committee meetings in October and November 2013, February 2014, and at other times. He stated that, based on this testimony, it was clear that the public desired a facility at Dover Park and actually opposed the demolition of the current building. However, he realized that the facility was no longer useful in its current condition and had effectively been demolished. He agreed that the public had scepticism regarding this issue and concurred with Mr. Hare's previous suggestions that the City should consider alternatives for providing a structure that would be inexpensive but effective, since young people are not concerned with grand designs and a multimillion dollar building but rather adequate facilities that continue regardless of weather and provide year-round recreation. He welcomed members to make amendments to the motion.

Responding to Mr. Hare, Mrs. Townshend stated that there would be no significant costs for the City if the building remained, explaining that the alarm system had been disconnected and there were no utilities associated with the building. There would simply be costs associated for periodic policing of the area. After speaking with the residents near the Dover Park, Mr. Hare stated that it was their desire for some type of facility to be provided; however, it was also their desire for that particular building to be demolished, explaining that they indicated that they do not feel safe going out after a certain time due to the people that were being attracted to the site. He stated that, in addition to basketball courts, the residents had indicated a desire for a skate park at the site. Whether the building was standing or not would not change people's minds about whether or not the City should provide some type of recreation facility. Mr. Hare reiterated that although the residents adjacent to Dover Park would like some type of recreation facility, it was their desire for the current structure to be demolished due to the elements the building attracts. He indicated his support for the demolition of the structure now, expressing his opinion that it would only promote action to be taken quicker. He stated that he did not believe there was a need to delay the demolition of the building any longer.

Mr. Lynn stated that the fact that members were having such a conversation was a testament that the impetus for any movement in Dover Park was the continued existence of the building; therefore, he would not support any move that would demolish the building without concrete plans to take some other action at Dover Park. He noted that the children on the east side of Dover were in need of recreational activities and that it was unconscionable to believe the children should cross Route 13, by bicycle or foot, to get to Schutte Park and, since it would put the youth who reside on the east side

of Dover in danger, he could not support such a concept. If the City were to make a firm commitment to build a new facility or provide other recreational facilities for the east side of Dover, as suggested by the motion, he would support the idea. However, he felt that the comments and concerns of Mr. Slavin were legitimate. Mr. Lynn did not feel there was a need to hurry the demolition of the building and that the mere fact that the building existed meant that it continued to exist on the City's radar and would continue to spur this type of discussion. He also relayed concern with the manpower element in the Planning Department, noting that staff could not provide a firm date of October for the completion of the Needs Assessment. Mr. Lynn stated that the hesitation with which those questions were answered gave him some concern.

Referring to funding, Mr. Slavin questioned the amount of money that would remain for the architectural and engineering costs after the demolition. Responding, Mr. Koenig explained that the monies used for demolition were held in a separate account; therefore, $80,000 in the Capital Plan and $100,000 in the Parkland Reserve Fund (a total of $180,000) was provided for in the FY2015 budget in association with a new facility. Mr. Slavin stated his concern that typically construction costs are six (6) to seven (7) times the architectural and engineering costs; therefore, $180,000 would not be enough for a new building. As a result, staff would either need to request an appropriation for the project in mid-fiscal year or include it in the next fiscal year's budget. Based on the difficulty experienced by members of Council in the last six (6) weeks in approving a budget with new expenses, he was concerned that staff would not obtain Council's support for the requested appropriation.

In reviewing the motion, Mrs. Townshend stated that if an RFP was let in late December 2014, proposals would not be brought before City Council to award a contract until sometime in February 2015. By the time the architect does their work and the City begins to go through the process, she stated that there would be no way that the groundbreaking could occur as stipulated. She stated that it would be impossible for the City to go to construction in calendar year 2015. With regard to costs, Mrs. Townshend stressed that if a facility were constructed, there would not only be capital costs but also operational costs. Based on experience, she stated that the City did not currently have the staff to effectively and safely run two (2) facilities, which is why it was imperative for staff to be placed at one (1) location. It was not safe to have a recreation center staffed by one (1) person, which would occur if there were two (2) locations, with a staff of five (5). As a result, she stated that as members discuss what type of facility is desired and the capital costs involved, there also must be a discussion regarding the impact on the operating budget, since two (2) separate locations could not be accommodated with the five (5) employees the City currently had in that Department.

Mr. Perza indicated that the procedures that the City has in place were designed to address all issues including staffing needs, funding, etc. Realistically, he felt that it would be two (2) years before construction could begin. By going outside of the process and basically amending the procedure by modifying what was going to occur to obtain a result, he felt that the City would be locking itself into unknown consequences. With regard to Mr. Lynn's previous comment regarding the "unconscionableness" of residents having to make their way from one end of the City to the other for recreation, Mr. Perza stated that, as a representative of south Dover (Woodbrook, Mayfair, Crossgates, etc.), residents in this area did not have any recreational facilities (buildings); however,

basketball courts, soccer fields, and softball/baseball fields were made available. He did not feel it was "unconscionable" that individuals could play in the parks provided, explaining that nowhere was a park required to have a $100,000, $200,000, or $300,000 building in order to be accepted as a park in the City. For whatever reasons, he stated that the City built Schutte Park several years ago, which became the central park for the City; however, the neighborhoods within the City still had their own parks, and a building was not required in order for residents to play in and enjoy them. He indicated that Dover Park was a park that currently did not effectively have a building, but noted that a building was not necessary for individuals to enjoy the park.

Responding to Mr. Hutchison regarding the City's costs per year for providing recreation in the City of Dover, Mrs. Townshend stated that the operating budget was a little more than $600,000. Referring to the Needs Assessment, Mr. Hutchison stated the importance of including the schools, YMCA, churches, Boys and Girls Club, etc. in order to obtain an understanding of what was provided in the City, explaining that there were other options in addition to constructing a building. He indicated that when the City built Schutte Park, it was built for all residents of the City and he could not support making any financial commitment to constructing another building; however, he felt that the current structure needed to be demolished. Mr. Hutchison stated that City Council members should not take action that would commit to the construction of a building without having a study or comprehensive understanding of the needs of the community. It was his feeling that the City was acting like the Federal Government - spending money it did not have.

Mr. Hare stated that, as indicated by staff, it would be two (2) years before any construction could begin. In the meantime, he suggested that transportation (buses) be provided for residents to be picked up at the Dover Park and transported to Schutte Park if they are interested in programs there. If members of City Council wished to delay the demolition at this time, he stated that when they do decide to demolish the building, any costs over the $35,600 (current low bid), should come out of City Council's salary and budget. Elaborating, he stated that if it costs an additional $15,000 to demolish the building in a year, year and a half, or two (2) years, each member of Council should be responsible for that cost.

Mrs. Williams expressed her frustration in hearing about doing something in the future. She advised members that the City currently, in conjunction with Aid in Dover, the organization that she is associated with, has a program that has been in operation for the last year that provides basketball for kids who are at risk. She stated that the participants are from all over the City and are provided transportation. Rather than talking about what is going to happen, she suggested the possibility of expanding a service that was already being provided; however, she stated that it could not be expanded without budgeting additional funds. If members chose to leave the building erected, she stated that the City would be sponsoring recreation - buying and selling drugs, noting that this was the type of activity currently taking place behind the building.

Mr. Dixon stated his concern that the City includes a fee for children to participate in recreation activities, explaining that many parents do not have money to pay these fees. It was his feeling that the City was in need of another facility and noted that even if the City provided transportation, children might miss their rides.

Mr. Anderson stated appreciation for the discussion and indicated that it was the result of there being a forgotten part of the City. He indicated his openness to amending the motion and explained that although there were target dates, he did not mean for there to be any obligation and that if the target dates could not be met, staff could submit a request to establish new dates.

Mr. Anderson indicated his desire to amend the motion to reflect the requirement for a groundbreaking sometime in 2016, rather than 2015, and there was no objection by the seconder, Mr. Dixon.

In response to Mr. Slavin, Council President Bonar suggested that the maker of the motion and the seconder withdraw the motion and that the motion be restated.

Mr. Anderson withdrew the motion to amend, as did the seconder, Mr. Dixon.

Mr. Anderson withdrew the main motion, as did the seconder, Mr. Dixon.

For clarification, Council President Bonar announced that there was no motion on the floor at this time.

Mr. Anderson moved for the reconsideration of the demolition of the Dover Park Recreation Center, as recommended by staff, conditioned upon the issuance of an architectural Request for Proposals (RFP) for a replacement building to be published by December 31, 2014 and that staff be instructed to target bids in FY2015 with a goal for a groundbreaking by the end of 2016. The motion was seconded by Mr. Lynn.

Mr. Perza requested that the question be divided in order for separate votes to be taken on the issue of demolition of the current building and the construction of a new building.

Mr. Perza moved to divide the motion to consider two (2) issues: 1) the reconsideration of the demolition of the Dover Park Recreation Center, as recommended by staff; and 2) the condition for the issuance of an architectural Request for Proposals (RFP) for a replacement building to be published by December 31, 2014 and that staff be instructed to target bids in FY2015 with a goal for a groundbreaking by the end of 2016. The motion was seconded by Mrs. Williams.

With objections to the motion to divide, Mr. Lynn reminded the City Solicitor that this was a motion for reconsideration and that allowing Mr. Perza to amend the motion would be effectively allowing him to go beyond the scope of the motion for reconsideration, explaining that Mr. Perza voted on the failing side of the original motion for reconsideration. Accordingly, he could not be in a position to go forward on a motion for reconsideration because he was not on the prevailing side. Therefore, Mr. Lynn stated that the motion to divide effectively would allow Mr. Perza to revisit the motion for reconsideration, which Mr. Perza did not have standing to do and, as a result, such a motion would be procedurally improper.

Council President Bonar announced that the City Solicitor concurred with Mr. Lynn; therefore, he would present the motion as stated by Mr. Anderson and seconded by Mr. Lynn.

Responding to Mr. Hare, Mrs. Townshend expressed her belief that the goal for a groundbreaking to occur by the end of calendar year 2016 was an acceptable time frame, provided that funding was available for the construction of a building.

Mr. Hare questioned the results of approving the motion, explaining that as stated, if an RFP were let and the lowest bid indicated a cost of $2.5M for a building, then the City must follow through since the motion would require groundbreaking by the end of 2016. Responding, Mr. Anderson explained that the dates included in the motion were target dates and, noting that this project required a process, he stated that at any time during this process if it were proven not to be the direction desired, Council would have the ability not to fund the construction of a building and make a motion to redirect staff concerning this matter. He assured members that the motion would provide staff the framework with the intent of City Council, as stated at this time.

Responding to Mrs. Williams, Council President Bonar indicated that the motion before City Council was for the reconsideration of the evaluation of bids for the Dover Park Recreation Center demolition.

In response to the explanation provided to Mrs. Williams by Council President Bonar, Mr. Anderson questioned if the Chair had elected to divide the question.

At the request of Mr. Slavin and there being no objections, Council President Bonar declared a five (5) minute recess.

Meeting recessed at 8:37 p.m. and reconvened at 8:46 p.m.

Mr. Anderson moved for the reconsideration of staff's recommendation to award the demolition contract to Delaware Mulch and Stone in the amount of $35,600, seconded by Mr. Slavin.

In the interest of compromise and development of a solution, Mr. Slavin explained that the first issue was to agree to the demolition of the building at the Dover Park Recreation Center in the interest of public safety. In addition, a second component, in the form of a subsequent motion, would be for the RFP process to be "out on the street" in December and completed by May 2015 so that Council would have a budget estimate for whatever solution the architect determined in that design process. He suggested that a third component/motion would stipulate that, with the City currently dedicating $180,000 to this solution, it would be necessary for the costs for the architectural design, approximately $50,000-$60,000, to be paid from the $180,000 and that if the next sitting Council that adopts the next budget determines that the solution for Dover Park is too expensive, the balance of those funds would be dedicated to Dover Park and a recreation solution, whether that be programmatic or capital.

On a call for the question by Mrs. Williams, the motion for the reconsideration of staff's recommendation to award the demolition contract to Delaware Mulch and Stone in the amount of $35,600 was approved by a roll call vote of eight (8) yes (Anderson, Dixon, Perza, Slavin, Williams, Hare, Hutchison, and Bonar) and one (1) no (Lynn).

Mr. Slavin moved that the City let out a Request for Proposals (RFP) for architectural design services for a replacement building at Dover Park, that these design services would commence after the Recreational Needs Assessment is complete, and that a budget estimate for a solution be provided by May 1, 2015. The motion was seconded by Mr. Dixon.

In response to Mr. Anderson, Mrs. Townshend reminded members that when staff was directed to conduct a Needs Assessment, it was to be completed by the end of the year and that there was a three (3) month difference between October and December. She felt that this time would be necessary to complete the Needs Assessment. It was her feeling that having the December deadline for the Needs Assessment would provide ample time to hire the architectural engineer and provide a budget estimate by the May 1, 2015 date.

Responding to Mr. Perza, Mrs. Townshend stated that the survey would continue to be a City-wide Recreational Needs Assessment, regardless of the action taken by members this evening; however, there would be very specific targeted pieces in regard to how to deal with Dover Park and the building needs.

At the request of Mrs. Williams, Mr. Slavin stated that approval of the motion would confirm that the City would be spending funds on the architectural design services. For further clarification, he stated that if the Needs Assessment indicated that there was not a need for the replacement of the building but rather other amenities in that park, that would be the direction for the architectural design to follow.

The motion that the City let out a Request for Proposals (RFP) for architectural design services for a replacement building at Dover Park, that these design services would commence after the Recreational Needs Assessment is complete, and that a budget estimate for a solution be provided by May 1, 2015 was carried by a roll call vote of seven (7) yes (Anderson, Dixon, Lynn, Slavin, Williams, Hare, and Bonar) and two (2) no (Perza and Hutchison).

Mr. Slavin moved that the total funds currently allocated for the Dover Park solution in the amount of $180,000 will be used to pay for the architectural design fees and that the balance of those funds will be dedicated to improvements at Dover Park, whether they be program or capital improvements, whether or not the next Council chooses to accept the recommendations of the architect. The motion was seconded by Mr. Lynn.

Mrs. Townshend explained that there was $100,000 in the Parkland Reserve, which can be used only for capital and $80,000 in the Capital Plan; therefore, these funds could not be used for programming unless the funds were transferred by City Council. Responding, Mr. Slavin stated that Council would adhere to those restrictions.

The motion that the total funds currently allocated for the Dover Park solution in the amount of $180,000 will be used to pay for the architectural design fees and that the balance of those funds will be dedicated to improvements at Dover Park whether they be program or capital improvements, whether or not the next Council chooses to accept the recommendations of the architect was carried by a roll call vote of six (6) yes (Anderson, Dixon, Lynn, Slavin, Hare, and Bonar) and three (3) no (Perza, Williams and Hutchison).

COUNCIL MEMBERS' ANNOUNCEMENTS

On behalf of all members of Council, Council President Bonar wished Mr. Hutchison a happy belated birthday (June 20th) and Mr. Hare a happy early birthday (July 6th).

Council President Bonar also reminded members that the African American Festival would be held this Saturday, June 28, 2014.

At the request of Mr. Anderson, Mrs. Townshend announced that on Thursday, June 26th, from 4:00 p.m. to 7:00 p.m. at the Dover Public Library, a Public Workshop would be held on the Bicycle and Pedestrian Plan currently underway as a joint effort of the Dover/Kent County MPO and the City of Dover.

On behalf of the City, Mr. Perza relayed appreciation to the Norfolk Southern Railroad for holding the public Whistle Stop Train Ride from Harrington to Newark early in the day, to address public safety. He felt the event was a very informative, well put together program, and an enjoyable time.

Mr. Anderson reminded members that the Delaware League of Local Governments meeting was scheduled for this Thursday, beginning at 5:00 p.m. for the social hour, noting that at 6:00 p.m. there would be a special event that he could not publicly announce at this time.

Mr. Anderson stated that, in addition to the African American Festival which is always held on the fourth Saturday in the month of June, the Independence Day celebration would be held on July 4th and that he looked forward to sharing that time with the community.

Mr. Slavin recognized the work of the City Clerk's Office in conducting the City-wide election this past week, as well as the poll workers who assisted with this election.

Council President Bonar stated that the new Mayor would assume his responsibilities on Wednesday evening and that serving as the Vice-Mayor Acting, he realized that there was a lot more involved with the responsibilities of the Mayor. He noted that he met with all personnel of the Dover Police Department and relayed appreciation for their work, encouraging them to continue their work, and assured them that they had the full support of City Council. Mr. Bonar recognized that former Mayor Carey and his wife were in attendance and welcomed them. Regardless of information that was printed in the newspaper, he stated that Mayor Carey contributed 50 years of service to the community and the City will now move on from this point forward.

Mr. Hare also commended the work of the City Clerk's Office.

Council President Bonar reminded everyone that there would be a Special City Council Meeting scheduled for Wednesday, June 25, 2014, when the new Mayor, Robin R. Christiansen, would be sworn in.

By unanimous consent, the meeting adjourned at 9:01 p.m.

TRACI A. McDOWELL
CITY CLERK

All orders, ordinances, and resolutions adopted by City Council during their Regular Meeting of June 23, 2014, are hereby approved.

DAVID L. BONAR
VICE-MAYOR ACTING

/TM/jg
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Exhibits
Exhibit #1 - Presentation - Violation of Dangerous Building Ordinance - 238 North New Street
Exhibit #2 - Presentation - Violation of Dangerous Building Ordinance - 640 Nimitz Road
Exhibit #3 - Ordinance #2014-17 - FY2014/15 City of Dover Budget Ordinances

Violation of Dangerous Building Ordinance 238 N New St

Planning & Inspections Department

Dover, Delaware

June 23, 2014

EXHIBIT #1
Regular Council Meeting of 6/23/2014

238 N New St
Case History

- 29 code enforcement cases since 2005
  - Exterior code violations – dilapidated fence
  - Junked cars – failure to obtain building permits
  - Numerous grass violations – parking on the grass
- The utilities were terminated on June 23, 2011
- Registered as vacant by the city on March 9, 2012
- Condemned by City Staff on June 22, 2011 due to no active utilities, open code violations, unlocked doors and subjects gaining entry to the property.
- Source of neighbor complaints – prostitution and drug activities.

Outstanding Charges

- $1,7500.00 in unpaid vacant building registration fees

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

(5) *Unfit for habitation.*

(9) *General welfare.*

(10) *Code violations.*

(12) *Unoccupied buildings.*


06/20/2014 09:00


06/20/2014 09:00


06/20/2014 09:01


06/20/2014 09:03


06/20/2014 09:02


06/20/2014 09:03


06/20/2014 09:03


06/20/2014 09:03


06/20/2014 09:04


06/20/2014 09:05


06/20/2014 09:06


06/20/2014 09:06


Dan
SUBWAY
06/20/2014 09:06


06/20/2014 09:08


06/20/2014 09:08

Recommended Council Action

- Declare this building and all accessory structures on this property dangerous.
- Order the property repaired or demolished by **July 23, 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.

Violation of Dangerous Building Ordinance 640 Nimitz Rd

Planning & Inspections Department

Dover, Delaware

June 23, 2014

EXHIBIT #2
Regular Council Meeting of 6/23/2014

640 Nimitz Rd
Case History

- 19 code enforcement cases since 2006
  - Exterior code violations / junked - unregistered vehicles
  - Numerous violations of tall grass and weeds
- The utilities were terminated on January 6, 2013
- Registered as vacant by the city on June 6, 2013
- Condemned by City Staff on May 6, 2014 due to the amount of structural damaged caused by a fire.
- Source of neighbor complaints
- Outstanding Charges
  - $550.00 in unpaid registration fees & code citations
  - $555.00 fee to have the structure boarded
  - $3,240.98 in unpaid utilities

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

(4) *Fire damage, etc.*

(5) *Unfit for habitation.*

(9) *General welfare.*

(10) *Code violations.*

(12) *Unoccupied buildings.*


640
Dow
BLUECOR P/P


640
DOW
BLUECOR P/P
NOTICE
DANGER






Dow
BLUECOR P/P





















Recommended Council Action

- Declare this building and all accessory structures on this property dangerous.
- Order the property repaired or demolished by **July 23, 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.

CITY OF DOVER ORDINANCE # 2014-17

2014-2015 BUDGET ORDINANCES

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Forty Two Million Two Hundred Forty Three Thousand Nine Hundred dollars ($42,243,900) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

GENERAL FUND
REVENUES AND BUDGET FOR 2014-2015

	2013/14 REVISED	2014/15 BUDGET
BEGINNING BALANCE	$ 4,219,800	$ 3,393,000
REVENUES		
FINES AND POLICE REVENUE	573,900	629,300
INVESTMENT INCOME	40,000	40,000
LIBRARY REVENUES	70,500	71,600
KENT COUNTY BOOK REIMBURSEMENT	460,000	450,000
BUSINESS LICENSES	1,460,000	1,460,000
PERMITS AND OTHER LICENSES	1,332,500	1,354,200
MISCELLANEOUS CHARGES	53,100	53,900
POLICE EXTRA DUTY	650,000	659,500
PROPERTY TAXES	11,046,000	11,049,200
BID REVENUE	49,500	50,000
RECREATION REVENUE	148,800	148,800
FRANCHISE FEE	636,000	636,000
SANITATION FEES	2,595,600	2,595,600
RENT REVENUE - GARRISON FARM	118,500	101,400
COURT OF CHANCERY FEES	1,002,200	1,023,000
REVENUES SUBTOTAL	20,236,600	20,322,500
INTERFUND SERVICE RECEIPTS		
INTRAFUND SERVICE RECEIPTS WATER/WASTEWATER	1,360,300	1,354,900
INTRAFUND SERVICE RECEIPTS ELECTRIC	3,572,700	3,508,100
INTERFUND SERVICE RECEIPTS SUBTOTAL	4,933,000	4,863,000
GRANTS		
POLICE RELATED	126,800	124,000
POLICE PENSION GRANT	500,000	500,000
GREEN ENERGY GRANT	98,500	98,500
MISCELLANEOUS GRANTS	25,000	25,000
GRANTS SUBTOTAL	750,300	747,500
TRANSFERS FROM		
TRANSFER TAX	1,393,000	1,250,000
MUNICIPAL STREET AID	663,900	663,900
CIVIL TRAFFIC PENALTIES	368,400	500,000
WATER/WASTEWATER	500,000	500,000
ELECTRIC	8,000,000	10,000,000
OTHER RESERVES INCLUDING CONTINGENCY	32,000	4,000
CONTINGENCY FUND	250,000	-
TRANSFERS FROM SUBTOTAL	11,207,300	12,917,900
TOTAL REVENUES	37,127,200	38,850,900
TOTALS	**$ 41,347,000**	**$ 42,243,900**

2014-2015 BUDGET ORDINANCES - CONTINUED

GENERAL FUND - EXPENDITURES AND BUDGET BALANCE FOR 2014-2015

DEPARTMENT EXPENSES	2013/14 REVISED	2014/15 BUDGET
CITY CLERK	$ 371,700	$ 383,200
COUNCIL	107,800	106,600
TAX ASSESSOR	208,400	309,500
FIRE	741,600	716,100
GROUNDS MAINTENANCE	1,160,700	1,123,800
LIBRARY	1,336,900	1,393,100
RECREATION	717,200	706,400
LIFE SAFETY	491,400	504,800
CODE INFORCEMENT	432,300	418,400
PLANNING	422,600	444,100
INSPECTIONS	695,200	602,100
ECONOMIC DEVELOPMENT	215,200	223,000
POLICE	14,346,800	13,986,100
POLICE EXTRA DUTY	776,800	712,500
STREETS	660,300	665,100
SANITATION	2,253,500	2,248,000
CITY MANAGER	460,000	592,500
INFORMATION TECHNOLOGY	740,000	728,700
FINANCE	980,000	947,100
PUBLIC SERVICES - ADMINISTRATION	513,100	514,800
FACILITIES MANAGEMENT	689,100	677,800
PUBLIC WORKS - ENGINEERING	-	192,600
PROCUREMENT & INVENTORY	559,400	535,600
FLEET MAINTENANCE	770,900	776,700
CUSTOMER SERVICES	1,232,200	1,040,300
HUMAN RESOURCES	393,100	379,700
MAYOR	83,300	74,900
DEPARTMENT SUBTOTALS	31,359,500	31,003,500
OTHER EXPENSES		
DEBT SERVICE	557,300	708,600
CONTRIBUTION TO DDP	162,400	70,000
MISCELLANEOUS GRANT RELATED EXPENSES	25,000	25,000
INSURANCE	658,900	724,800
RETIREES HEALTH CARE	1,636,500	1,636,500
OTHER EMPLOYMENT EXPENSES	10,700	500,000
PENSION UNFUNDED LIABILITY	121,000	-
POLICE PENSION FUND - STATE GRANT	500,000	500,000
POLICE PENSION FUND - UNFUNDED LIABILITY	689,400	655,000
UNCOLLECTIBLES - TRASH AND OTHER	10,000	50,000
STREET LIGHTS	774,500	774,500
OTHER EXPENSE SUBTOTAL	5,145,700	5,644,400
TRANSFERS		
TRANSFER TO CAPITAL FUND - PROJECTS	1,448,800	2,196,000
TRANSFERS SUBTOTAL	1,448,800	2,196,000
TOTAL EXPENDITURES	37,954,000	38,843,900
CURRENT YEAR BALANCE	3,393,000	3,400,000
TOTALS	**$ 41,347,000**	**$ 42,243,900**

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

ADOPTED: JUNE 23, 2014

2014-2015 BUDGET ORDINANCES - CONTINUED

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Six Million Forty Five Thousand Five Hundred dollars ($6,045,500) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

GOVERNMENTAL CAPITAL PROJECTS FUND
REVENUES AND BUDGET FOR 2014-2015

REVENUES

	2013/14 REVISED	2014/15 BUDGET
BEGINNING BALANCE	$ 3,058,300	$ 117,100
REVENUES		
STATE GRANTS - OTHER	15,000	153,000
BOND PROCEEDS - STREET PROGRAM	-	2,661,100
LEASE PURCHASE OF FIRE AND POLICE EQUIPT	-	918,300
CONTRACTOR CONTRIBUTIONS	264,800	-
TRANSFER FROM GENERAL FUND FOR PROJECTS	1,448,800	2,196,000
TRANSFER FROM PARKLAND RESERVE	80,000	-
TRANSFER FROM MUNICIPAL STREET AID CAPITAL GRANT	251,200	-
TRANSFER FROM COMMUNITY TRANSPORTATION GRANT	60,500	-
SUBTOTAL PROJECT RECEIPTS	2,120,300	5,928,400
STATE GRANTS - LIBRARY	150,000	-
LIBRARY CAPITAL PLEDGES	5,000	-
TOTAL REVENUES	2,275,300	5,928,400
TOTAL BEGINNING BALANCE AND REVENUES	**$ 5,333,600**	**$ 6,045,500**

EXPENSE SUMMARY

DEPARTMENT EXPENSES	2013/14 REVISED	2014/15 BUDGET
FIRE	$ 238,500	$ 827,300
GROUNDS MAINTENANCE	50,100	68,100
LIBRARY	446,500	-
RECREATION	172,000	146,000
CODE ENFORCEMENT	30,900	-
POLICE	342,400	499,100
STREETS	1,524,600	1,370,300
STREETS GARRISON FARM INFRASTRUCTURE	1,936,100	2,586,100
SANITATION	395,600	256,500
INFORMATION TECHNOLOGY	7,000	-
FACILITIES MAINTENANCE	17,800	-
PROCUREMENT & INVENTORY	55,000	-
DEPARTMENT SUBTOTAL	5,216,500	5,753,400
BOND/LOAN ISSUANCE COST	-	75,000
TRANSFER TO PARKLAND RESERVE	-	100,000
CURRENT YEAR BALANCE	117,100	117,100
TOTALS	**$ 5,333,600**	**$ 5,945,500**

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

ADOPTED: JUNE 23, 2014

GENERAL FUND CONTINGENCY
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Four Hundred Sixty Seven Thousand Nine Hundred dollars ($467,900) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2013/14 REVISED	2014/15 BUDGET
BEGINNING BALANCE	$ 734,000	$ 466,000
INTEREST EARNED	3,000	1,900
TOTALS	**$ 737,000**	**$ 467,900**

EXPENSE SUMMARY

	2013/14 REVISED	2014/15 BUDGET
TRANSFER TO OPERATING ACCOUNT	$ 271,000	$ -
CARRY FORWARD TO NEXT YEAR	466,000	467,900
TOTALS	**$ 737,000**	**$ 467,900**

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

ADOPTED: JUNE 23, 2014

GENERAL CAPITAL ASSET RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Five Hundred Twelve Thousand Three Hundred dollars ($512,300) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2013/14 REVISED	2014/15 BUDGET
BEGINNING BALANCE	$ 507,300	$ 509,800
RECEIPTS		
INTEREST EARNINGS	2,500	2,500
TOTAL RECEIPTS	2,500	2,500
TOTALS	**$ 509,800**	**$ 512,300**

EXPENSE SUMMARY

	2013/14 REVISED	2014/15 BUDGET
CARRY FORWARD TO NEXT YEAR	$ 509,800	$ 512,300
TOTALS	**$ 509,800**	**$ 512,300**

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

ADOPTED: JUNE 23, 2014

2014-2015 BUDGET ORDINANCES - CONTINUED

PARKLAND/RECREATION RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Three Hundred Four Thousand Eight Hundred Dollars ($304,800) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

OPERATING REVENUES

	2013/14 REVISED	2014/15 BUDGET
PRIOR YEAR BALANCE	$ 202,900	$ 203,800
GENERAL FUND APPROPRIATION	-	100,000
INTEREST INCOME	900	1,000
TOTALS	**$ 203,800**	**$ 304,800**

OPERATING EXPENSES

	2013/14 REVISED	2014/15 BUDGET
CURRENT YEAR BALANCE	203,800	304,800
TOTALS	**$ 203,800**	**$ 304,800**

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

ADOPTED: JUNE 23, 2014

MUNICIPAL STREET AID FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Six Hundred Sixty Four Thousand dollars ($664,000) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2013/14 REVISED	2014/15 BUDGET
BEGINNING BALANCE	$ 251,500	$ 100
STATE GRANT - OPERATIONS	663,900	663,900
TOTALS	**$ 915,400**	**$ 664,000**

BUDGET SUMMARY

	2013/14 REVISED	2014/15 BUDGET
TRANSFER TO GENERAL FUND - OPERATIONS	$ 664,100	$ 663,900
TRANSFER TO GENERAL FUND - CAPITAL	251,200	-
CURRENT YEAR BALANCE	100	100
TOTALS	**$ 915,400**	**$ 664,000**

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

ADOPTED: JUNE 23, 2014

2014-2015 BUDGET ORDINANCES - CONTINUED

WATER/WASTEWATER FUND
REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Fifteen Million Two Hundred Fifteen Thousand Three Hundred dollars ($15,215,300) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

	2013/14 REVISED	2014/15 BUDGET
BEGINNING BALANCE - WATER	$ 732,700	$ 658,400
BEGINNING BALANCE - WASTEWATER	441,400	(98,500)
BEGINNING BALANCE - KCSA	(17,300)	155,000
TOTAL BEGINNING BALANCES	1,156,800	714,900
BASE REVENUE		
WATER FEES	4,396,000	4,616,400
WASTEWATER FEES	3,529,000	3,706,800
WASTEWATER ADJUSTMENT FEES	2,900,000	2,902,600
GROUNDWATER INFLOW ADJUSTMENT	1,302,300	1,862,500
WATER TANK SPACE LEASING	321,200	331,900
SEWER IMPACT FEES	237,900	427,900
WATER IMPACT FEES	262,700	472,700
INTEREST - WATER	3,900	9,000
INTEREST - WASTEWATER	6,100	14,000
MISCELLANEOUS SERVICE FEE	64,400	156,600
TOTAL REVENUES	13,023,500	14,500,400
TOTAL BEGINNING BALANCES AND REVENUES	**$ 14,180,300**	**$ 15,215,300**

2014-2015 BUDGET ORDINANCES - CONTINUED

	2013/14 REVISED	2014/15 BUDGET
DIRECT EXPENSES		
ENGINEERING & INSPECTION	$ 499,000	$ 500,900
WATER CONSTRUCTION	340,800	252,500
WATER DEPARTMENT	474,700	485,300
WATER TREATMENT PLANT	1,495,200	1,576,900
WASTEWATER DEPARTMENT	885,700	974,100
DIRECT EXPENDITURE SUBTOTAL	3,695,400	3,789,700
OTHER EXPENSES		
DEBT SERVICE - WATER	403,800	534,100
DEBT SERVICE - WASTEWATER	603,400	617,900
RETIREES HEALTH CARE	200,000	200,000
OTHER EMPLOYMENT EXPENSES	10,800	17,700
KENT COUNTY TREATMENT CHARGE	4,030,000	3,655,000
INTRAFUND SERVICE FEES	1,458,800	1,354,900
OTHER EXPENSES SUBTOTAL	6,706,800	6,379,600
TRANSFER TO		
GENERAL FUND FROM WATER	250,000	250,000
GENERAL FUND FROM WASTEWATER	250,000	250,000
WATER IMP AND EXT	1,233,200	1,200,000
WASTEWATER IMP AND EXT	1,330,000	1,800,000
TRANSFER TO SUBTOTAL	3,063,200	3,500,000
TOTAL EXPENSES	13,465,400	13,669,300
CURRENT YEAR BALANCES		
CURRENT YEAR BALANCE WATER	658,400	1,020,100
CURRENT YEAR BALANCE WASTEWATER	(98,500)	(739,200)
CURRENT YEAR BALANCE KCSA	155,000	1,265,100
CURRENT YEAR BALANCE SUBTOTALS	714,900	1,546,000
TOTAL CURRENT YEAR BALANCES AND EXPENSES	**$ 14,180,300**	**$ 15,215,300**

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

ADOPTED: JUNE 23, 2014

2014-2015 BUDGET ORDINANCES - CONTINUED

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

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

The amount hereinafter named aggregating Six Million Four Hundred Twenty One Thousand Eight Hundred dollars ($6,421,800) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2013/14 REVISED	2014/15 BUDGET
PRIOR YEAR BALANCE - WATER	$ 4,473,800	$ 1,021,200
PRIOR YEAR BALANCE - WASTEWATER	2,807,000	1,060,000
TOTAL BEGINNING BALANCES	7,280,800	2,081,200
RECEIPTS		
BOND PROCEEDS - WATER - 2013 ISSUE	3,000,000	-
BOND PROCEEDS - WASTEWATER - 2013 ISSUE	1,067,900	-
STATE LOAN-WASTEWATER 2011 ISSUE	62,000	-
ARBITRAGE REBATE - IRS REFUND	66,000	-
TRANS FROM OPERATING FUND FOR WATER	1,233,200	1,200,000
TRANS FROM OPERATING FUND FOR WASTEWATER	1,330,000	1,800,000
TRANSFER FROM WASTEWATER IMPACT FEE RESERVE	1,000,000	1,315,600
INTEREST INCOME	25,000	25,000
TOTAL RECEIPTS	7,784,100	4,340,600
TOTALS	**$ 15,064,900**	**$ 6,421,800**

CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

EXPENSE SUMMARY

EXPENSES	2013/14 REVISED	2014/15 BUDGET
WATER	$ 7,641,300	$ 1,336,900
WASTEWATER	5,252,400	3,277,200
WATER TREATMENT PLANT	-	38,100
WATER CONSTRUCTION	90,000	-
TOTAL EXPENSES	12,983,700	4,652,200
CURRENT YEAR BALANCE - WATER	1,021,200	858,700
CURRENT YEAR BALANCE - WASTEWATER	1,060,000	910,900
CURRENT YEAR BALANCE SUBTOTALS	2,081,200	1,769,600
TOTALS	**$ 15,064,900**	**$ 6,421,800**

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

ADOPTED: JUNE 23, 2014

2014-2015 BUDGET ORDINANCES - CONTINUED

WATER/WASTEWATER CAPITAL ASSET RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating One Million Forty Four Thousand Three Hundred Dollars ($1,044,300) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2013/14 REVISED	2014/15 BUDGET
BEGINNING BALANCE - WATER	$ 505,400	$ 514,000
BEGINNING BALANCE - WASTEWATER	504,300	512,900
TOTAL BEGINNING BALANCES	1,009,700	1,026,900
RECEIPTS		
INTEREST EARNINGS - WATER	8,600	8,700
INTEREST EARNINGS - WASTEWATER	8,600	8,700
TOTAL RECEIPTS	17,200	17,400
TOTALS	**$ 1,026,900**	**$ 1,044,300**

EXPENSE SUMMARY

	2013/14 REVISED	2014/15 BUDGET
CURRENT YEAR BALANCE - WATER	$ 514,000	$ 522,700
CURRENT YEAR BALANCE - WASTEWATER	512,900	521,600
CURRENT YEAR BALANCE SUBTOTALS	1,026,900	1,044,300
TOTALS	**$ 1,026,900**	**$ 1,044,300**

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

ADOPTED: JUNE 23, 2014

2014-2015 BUDGET ORDINANCES - CONTINUED

WATER/WASTEWATER IMPACT FEE RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Three Million Seventy One Thousand Eight Hundred Dollars ($3,071,800) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2013/14 REVISED	2014/15 BUDGET
BEGINNING BALANCE - WATER	$ 197,100	$ 200,500
BEGINNING BALANCE - WASTEWATER	3,756,100	2,820,000
TOTAL BEGINNING BALANCES	3,953,200	3,020,500
RECEIPTS		
INTEREST EARNINGS - WATER	3,400	3,400
INTEREST EARNINGS - WASTEWATER	63,900	47,900
TOTAL RECEIPTS	67,300	51,300
TOTALS	**$ 4,020,500**	**$ 3,071,800**

EXPENSE SUMMARY

	2013/14 REVISED	2014/15 BUDGET
TRANSFER TO I & E FUND FROM WASTEWATER IMPACT FEES	$ 1,000,000	$ 1,315,600
CURRENT YEAR BALANCE - WATER	200,500	203,900
CURRENT YEAR BALANCE - WASTEWATER	2,820,000	1,552,300
CURRENT YEAR BALANCE SUBTOTALS	3,020,500	1,756,200
TOTALS	**$ 4,020,500**	**$ 3,071,800**

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

ADOPTED: JUNE 23, 2014

WATER/WASTEWATER CONTINGENCY RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Three Hundred Two Thousand Five Hundred dollars ($302,500) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2013/14 REVISED	2014/15 BUDGET
BEGINNING BALANCE - WATER	$ 104,100	$ 105,900
BEGINNING BALANCE - WASTEWATER	188,300	191,500
TOTAL BEGINNING BALANCES	292,400	297,400
RECEIPTS		
INTEREST EARNINGS	5,000	5,100
TOTAL RECEIPTS	5,000	5,100
TOTALS	**$ 297,400**	**$ 302,500**

BUDGET SUMMARY

	2013/14 REVISED	2014/15 BUDGET
CURRENT YEAR BALANCE - WATER	105,900	107,700
CURRENT YEAR BALANCE - WASTEWATER	191,500	194,800
CURRENT YEAR BALANCE SUBTOTALS	297,400	302,500
TOTAL EXPENSES AND CURRENT YEAR BALANCES	**$ 297,400**	**$ 302,500**

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

ADOPTED: JUNE 23, 2014

ELECTRIC REVENUE FUND
REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Ninety One Million Five Hundred Sixty Thousand One Hundred dollars ($91,560,100) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

	2013/14 REVISED	2014/15 BUDGET
BEGINNING BALANCE	$ 6,620,900	$ 9,253,600
BASE REVENUE		
DIRECT SALES TO CUSTOMER	78,971,700	78,043,000
UTILITY TAX	1,312,300	1,296,900
MISCELLANEOUS REVENUE	579,100	624,600
RENT REVENUE	180,000	200,000
GREEN ENERGY	130,000	130,000
INTEREST EARNINGS	12,000	12,000
TRANSFER FROM RATE STABILIZATION	7,000,000	2,000,000
INTRAFUND SERVICE RECEIPTS WATER/WASTEWATER	98,500	-
TOTAL REVENUES	88,283,600	82,306,500
TOTALS	**$ 94,904,500**	**$ 91,560,100**

ELECTRIC REVENUE FUND - CONTINUED
REVENUES AND BUDGET FOR 2014-2015

EXPENSES	2013/14 REVISED	2014/15 BUDGET
POWER SUPPLY	$ 26,458,900	$ 21,823,000
SOLAR ENERGY	1,729,200	2,067,600
SOLAR RENEWAL ENERGY CREDITS	352,600	378,600
POWER SUPPLY MANAGEMENT	996,000	996,000
PJM CHARGES - ENERGY	17,274,000	11,499,800
PJM CHARGES - TRANSMISSION & FEES	7,420,000	7,234,100
CAPACITY CHARGES	15,614,100	9,958,900
SUB-TOTAL POWER SUPPLY	69,844,800	53,958,000
PLANT OPERATIONS	5,791,600	6,141,100
GENERATIONS FUELS	1,603,800	1,611,100
PJM SPOT MARKET ENERGY	(1,004,500)	(2,232,800)
PJM CREDITS	(5,314,800)	(486,700)
CAPACITY CREDITS	(15,079,800)	(8,881,500)
GENERATION SUBTOTAL	(14,003,700)	(3,848,800)
POWER SUPPLY & GENERATION SUBTOTAL	55,841,100	50,109,200
DIRECT EXPENDITURES		
TRANSMISSION/DISTRIBUTION	3,776,300	4,028,700
ELECTRICAL ENGINEERING	1,285,300	1,370,900
ADMINISTRATION	628,400	636,600
METER READING	273,800	267,600
SYSTEMS OPERATIONS	675,800	686,300
DIRECT EXPENDITURE SUBTOTALS	6,639,600	6,990,100
OTHER EXPENSES:		
UTILITY TAX	1,312,300	1,296,900
ALLOW FOR UNCOLLECTIBLES	200,000	200,000
CONTRACTUAL SERVICES	100,000	246,800
RETIREES HEALTH CARE	513,300	513,300
OTHER EMPLOYMENT EXPENSES	125,700	54,200
OPEB UNFUNDED LIABILITY	975,700	1,009,800
GREEN ENERGY PAYMENT TO DEMEC	130,000	130,000
INTRAFUND SERVICE FEES	3,572,700	3,508,100
INTEREST ON DEPOSITS	20,000	20,000
INVENTORY WRITE OFFS	-	175,000
DEBT SERVICE	3,301,900	3,297,000
OTHER EXPENSES SUBTOTAL	10,251,600	10,451,100
TRANSFER TO		
IMPROVEMENT & EXTENSION	4,918,600	4,750,000
GENERAL FUND	8,000,000	10,000,000
TRANSFER TO SUBTOTAL	12,918,600	14,750,000
TOTAL EXPENSES	85,650,900	82,300,400
CURRENT YEAR BALANCE	9,253,600	9,259,700
TOTALS	**$ 94,904,500**	**$ 91,560,100**

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

ADOPTED: JUNE 23, 2014

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

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Eight Million Three Hundred Eighty Seven Thousand dollars ($8,387,000) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2013/14 REVISED	2014/15 BUDGET
BEGINNING BALANCE	$ 3,868,500	$ 3,362,200
RECEIPTS		
TRANSFER FROM ELECTRIC	4,918,600	4,750,000
GENERAL SERVICE BILLING	440,000	250,000
INTEREST EARNINGS	25,200	24,800
TOTAL RECEIPTS	5,383,800	5,024,800
TOTALS	**$ 9,252,300**	**$ 8,387,000**

EXPENSE SUMMARY

EXPENSES	2013/14 REVISED	2014/15 BUDGET
ELECTRIC GENERATION	$ 2,130,000	$ 2,240,000
TRANSMISSION AND DISTRIBUTION	1,144,600	1,061,700
ELECTRICAL ENGINEERING	2,615,500	1,663,100
TOTAL EXPENSES	5,890,100	4,964,800
CURRENT YEAR BALANCE	3,362,200	3,422,200
TOTALS	**$ 9,252,300**	**$ 8,387,000**

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

ADOPTED: JUNE 23, 2014

ELECTRIC UTILITY CONTINGENCY RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Eight Hundred Twenty Six Thousand dollars ($826,000) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2013/14 REVISED	2014/15 BUDGET
BEGINNING BALANCE	$ 814,200	$ 820,100
RECEIPTS		
INTEREST EARNINGS	5,900	5,900
TOTAL RECEIPTS	5,900	5,900
TOTALS	**$ 820,100**	**$ 826,000**

EXPENSE SUMMARY

	2013/14 REVISED	2014/15 BUDGET
CURRENT YEAR BALANCE	820,100	826,000
TOTALS	**$ 820,100**	**$ 826,000**

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

ADOPTED: JUNE 23, 2014

ELECTRIC UTILITY DEPRECIATION RESERVE
SOURCES AND USE OF FUNDS FOR 2014-2015

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

The amount hereinafter named aggregating Nine Million Nine Hundred Ninety Eight Thousand Two Hundred dollars ($9,998,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2013/14 REVISED	2014/15 BUDGET
BEGINNING BALANCE	$ 9,855,700	$ 9,898,000
INTEREST EARNINGS	42,300	100,200
TOTALS	**$ 9,898,000**	**$ 9,998,200**

BUDGET SUMMARY

	2013/14 REVISED	2014/15 BUDGET
CURRENT YEAR BALANCE	9,898,000	9,998,200
TOTALS	**$ 9,898,000**	**$ 9,998,200**

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

ADOPTED: JUNE 23, 2014

2014-2015 BUDGET ORDINANCES - CONTINUED

ELECTRIC UTILITY FUTURE CAPACITY RESERVE
SOURCES AND USE OF FUNDS FOR 2014-2015

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

The amount hereinafter named aggregating Ten Million One Hundred Forty Eight Thousand Seven Hundred dollars ($10,148,700) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2013/14 REVISED	2014/15 BUDGET
BEGINNING BALANCE	$ 10,004,200	$ 10,076,200
INTEREST EARNINGS	72,000	72,500
TOTALS	**$ 10,076,200**	**$ 10,148,700**

BUDGET SUMMARY

	2013/14 REVISED	2014/15 BUDGET
CURRENT YEAR BALANCE	10,076,200	10,148,700
TOTALS	**$ 10,076,200**	**$ 10,148,700**

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

ADOPTED: JUNE 23, 2014

ELECTRIC UTILITY INSURANCE STABILIZATION RESERVE
SOURCES AND USE OF FUNDS FOR 2014-2015

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

The amount hereinafter named aggregating Seven Hundred Forty Three Thousand Six Hundred dollars ($743,600) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2013/14 REVISED	2014/15 BUDGET
BEGINNING BALANCE	$ 733,000	$ 738,300
INTEREST EARNINGS	5,300	5,300
TOTALS	**$ 738,300**	**$ 743,600**

BUDGET SUMMARY

	2013/14 REVISED	2014/15 BUDGET
CURRENT YEAR BALANCE	738,300	743,600
TOTALS	**$ 738,300**	**$ 743,600**

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

ADOPTED: JUNE 23, 2014

ELECTRIC UTILITY RATE STABILIZATION RESERVE
SOURCES AND USE OF FUNDS FOR 2014-2015

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

The amount hereinafter named aggregating Ten Million Five Hundred Eighty Three Thousand dollars ($10,583,000) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

CASH RECEIPTS

	2013/14 REVISED	2014/15 BUDGET
BEGINNING BALANCE	$ 17,382,100	$ 10,507,300
INTEREST EARNINGS	125,200	75,700
TOTALS	**$ 17,507,300**	**$ 10,583,000**

BUDGET SUMMARY

	2013/14 REVISED	2014/15 BUDGET
TRANSFER TO ELECTRIC FUND	$ 7,000,000	$ 2,000,000
CURRENT YEAR BALANCE	10,507,300	8,583,000
TOTALS	**$ 17,507,300**	**$ 10,583,000**

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

ADOPTED: JUNE 23, 2014

WORKERS COMPENSATION FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating One Million Six Hundred Thirty Six Thousand One Hundred dollars ($1,636,100) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

OPERATING REVENUES

	2013/14 REVISED	2014/15 BUDGET
PRIOR YEAR BALANCE	$ 1,267,800	$ 1,135,000
INTEREST INCOME	10,600	10,600
PREMIUM FROM CITY	490,700	490,500
MISCELLANEOUS REVENUE	3,100	-
TOTALS	**$ 1,772,200**	**$ 1,636,100**

OPERATING EXPENSES

	2013/14 REVISED	2014/15 BUDGET
PROGRAM EXPENSES/SUPPLIES - CLAIMS	$ 450,000	$ 450,000
INSURANCE	92,600	92,600
BANK FEES	600	600
STATE OF DEL - SELF INSURANCE TAX	37,000	37,000
CONTRACTUAL SERVICES	57,000	57,000
TOTAL EXPENSES	637,200	637,200
CURRENT YEAR BALANCE	1,135,000	998,900
TOTALS	**$ 1,772,200**	**$ 1,636,100**

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

ADOPTED: JUNE 23, 2014

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

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

The amount hereinafter named aggregating Five Hundred Seventy Nine Thousand Four Hundred dollars ($579,400) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

OPERATING REVENUES

	2013/14 REVISED	2014/15 BUDGET
PRIOR YEAR BALANCE	$ 209,200	$ 78,900
GRANTS REVENUE - DELDOT	1,387,600	500,000
INTEREST INCOME	500	500
TOTALS	**$ 1,597,300**	**$ 579,400**

OPERATING EXPENSES

	2013/14 REVISED	2014/15 BUDGET
PROGRAM EXP. GRANT RELATED	$ 1,395,100	$ 500,000
PROGRAM EXP. CITY APPROPRIATED	62,800	-
OPERATING TRANSFERS OUT - GENERAL CAPITAL PROJECTS FUND	60,500	-
CURRENT YEAR BALANCE	78,900	79,400
TOTALS	**$ 1,597,300**	**$ 579,400**

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

ADOPTED: JUNE 23, 2014

2014-2015 BUDGET ORDINANCES - CONTINUED

LIBRARY GRANT FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Two Hundred Ninety One Thousand Four Hundred dollars ($291,400) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

OPERATING REVENUES

	2013/14 REVISED	2014/15 BUDGET
BEGINNING BALANCE	$ 27,800	$ 17,300
STATE GRANT	274,100	274,100
FEDERAL GRANT	2,500	-
TOTALS	**$ 304,400**	**$ 291,400**

OPERATING EXPENSES

	2013/14 REVISED	2014/15 BUDGET
PROGRAM EXPENSES/SUPPLIES	$ 4,700	$ 2,000
OFFICE SUPPLIES	24,000	24,000
PRINTING/DUPLICATING	8,900	8,900
POSTAGE	28,000	28,000
BOOKS	128,900	128,900
FURNITURE	74,000	74,000
AUDIO VISUAL SUPPLIES	100	100
TRAINING/CONF/FOOD/TRAV	3,500	3,500
OFFICE EQUIPMENT/REPAIRS & MAINT	2,000	2,000
COMPUTER HARDWARE	-	2,700
OTHER EQUIP - PURCHASE	10,500	-
SUBTOTAL EXPENSES STATE GRANTS	284,600	274,100
PROGRAM EXPENSES/SUPPLIES	2,500	-
SUBTOTAL EXPENSES FEDERAL GRANTS	2,500	-
CURRENT YEAR BALANCE	17,300	17,300
TOTALS	**$ 304,400**	**$ 291,400**

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

ADOPTED: JUNE 23, 2014

2014-2015 BUDGET ORDINANCES - CONTINUED

POLICE GRANTS FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2014-2015

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

The amount hereinafter named aggregating Four Hundred Sixteen Thousand Two Hundred dollars ($416,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

	OPERATING EXPENSES		
		2013/14 REVISED	**2014/15 BUDGET**
BEGINNING BALANCE		$ 175,200	$ 77,200
STATE AND FEDERAL GRANTS		390,500	339,000
TOTALS		**$ 565,700**	**$ 416,200**

	OPERATING EXPENSES	
	2013/14 REVISED	**2014/15 BUDGET**
POLICE EQUIPT & PROG SUPP	224,700	156,000
TECHNOLOGY EQUIPMENT	60,000	50,000
CELL PHONE CHARGES	15,000	15,000
TRAINING	36,000	32,000
AUDIT FEES	1,000	1,000
CONTRACTUAL SERVICES	-	6,000
SUBTOTAL EXPENSES	336,700	260,000
OPERATING TRANSFERS-OUT	151,800	124,000
SUBTOTAL FINANCING USES	151,800	124,000
CURRENT YEAR BALANCE	77,200	32,200
TOTALS	**$ 565,700**	**$ 416,200**

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

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

ADOPTED: JUNE 23, 2014

SPECIAL COUNCIL MEETING

A Special Council Meeting was held on June 25, 2014 at 7:30 p.m. with Council President Bonar presiding. Members present were Mr. Anderson, Mr. Dixon, Mr. Lynn, Mr. Perza, Mr. Slavin, Mrs. Williams, Mr. Hare, and Mr. Hutchison.

Council staff members present were Police Chief Bernat, Mr. Koenig, Mrs. Townshend, and Ms. Devine. Council staff members absent were Mrs. Mitchell, Fire Chief Carey, City Solicitor Rodriguez, and Mrs. McDowell.

Mr. Bonar noted that Robin R. Christiansen had served the City well over the years and expressed his pleasure in welcoming him back as Mayor, noting that this would be a new chapter for the City. The invocation was given by Vy. Reverend James S. Lentini, V.F., followed by the Pledge of Allegiance.

AGENDA ADDITIONS/DELETIONS

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

Oath of Office Administered by The Honorable Kenneth S. Clark, Jr., Judge, Court of Common Pleas

The Honorable Kenneth S. Clark, Jr., Judge of the Court of Common Pleas, administered the Oath of Office to Robin R. Christiansen.

Mr. Bonar congratulated Mayor Christiansen and commented on their history of working together, along with Mr. Hutchison, and expressed his appreciation for the service so many give to the City. He stated his pleasure at having Mayor Christiansen in office and noted that he was looking forward to working together with the Mayor's Office for the betterment of the City. Mr. Bonar also acknowledged that the campaign had been "tough" but noted that, once the election is over, everyone works as a team.

Photographs (Mayor and Council)

There being no objections, Council President Bonar declared that the meeting would recess for photographs of the Mayor and members of City Council.

Meeting recessed at 7:38 p.m.

By unanimous consent, the meeting was reconvened at 7:45 p.m.

Mayor Christiansen recognized his mother in the audience, stating that without her and his father, he would not be where he is today. He indicated that he had learned a lot from his parents, noting in particular their motto of "service to others" which he had passed on to his children, hoping that they would do the same. Mayor Christiansen stated that he moved to Dover from Philadelphia when he was a child and fell in love with the City, and it was this love affair with the City that motivated him to return to serve in office. In closing, Mayor Christiansen again applauded his mother, stating that all that he is or ever will be was because of her.

Mr. Lynn addressed Mayor Christiansen, reflecting fondly on time that their respective families had shared together. Mr. Lynn thanked Mayor Christiansen, stating that he would be coming into an office that had a cloud over it that was not his doing. He expressed his hope that, as Mayor of the City of Dover, Mr. Christiansen would be able to bring honor, integrity, and service back to the office and his confidence, having known him his entire life, that he would be able to do so.

Mr. Slavin congratulated Mayor Christiansen and welcomed him back to the City. He recounted a conversation he had with his father-in-law on the evening preceding the election as they shared some thoughts on the various candidates. Mr. Slavin pointed out Councilman David Anderson's service to his country, as well as to the City, and his father-in-law commented that there were two (2) true patriots running in this race, Mr. Robin R. Christiansen and Mr. David L. Anderson. He stated that this was a good way to summarize the candidates, noting that his father-in-law had known Mr. Christiansen for a long time and that he had been a patriot to the City for many years. Mr. Slavin thanked Mayor Christiansen and all of the candidates who ran in the race, stating that it was a race marked by its civility, and he expressed his hope to continue that course as everyone works together for the City.

Mrs. Williams welcomed Mayor Christiansen, noting a job well done.

Mr. Hare welcomed Mayor Christiansen, noting his history of working with Mr. Christiansen in the 1990s.

Mr. Hutchison welcomed Mayor Christiansen and stated that he was confident that, with the Mayor's leadership and the participation of staff and the citizens of Dover, everyone working together could move the City forward in meeting the challenges that lie ahead. Responding, Mayor Christiansen thanked Mr. Hutchison and expressed his belief that the City will do great things with everyone working together and following the City's motto of "Community Excellence through Quality Service." Mr. Christiansen expressed his hope to make this next year one of the greatest.

Mr. Dixon stated that, although he was a newcomer to the City, as former City Chaplain, he was familiar with Mayor Christiansen's contributions to the City and thanked him for being on board.

Mr. Perza welcomed Mayor Christiansen, congratulated him on his election, and wished him success in accomplishing all of his goals.

Mr. Anderson congratulated Mayor Christiansen, stating that he was looking forward to working with him for the betterment of the City. Mr. Anderson said that he was familiar with the work Mayor Christiansen had done and recognized his wealth of experience and the value that he would bring to the City.

Council President Bonar welcomed the Kent County Levy Court Commissioners who were present, Mr. Terry Pepper, At-Large Commissioner, and Mr. Allan Angel, Third District Commissioner, as well Mrs. Nancy Wagner, former State Representative and active member in the community.

Mayor Christiansen thanked his wife, children, cousins, and all of his family for attending the meeting.

By unanimous consent, the meeting adjourned at 7:52 p.m.

DENISE L. DEVINE
ASSISTANT CITY CLERK

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

ROBIN R. CHRISTIANSEN
MAYOR

/DD
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PETITION TO AMEND ZONING ORDINANCE TEXT

Report to the
Dover City Council
July 14, 2014

Proposed Change: Amendments to the *Zoning Ordinance*, Article 3 Sections 10-16 and 26 pertaining to District Regulations, Article 4 Sections 4.14 and 4.15 pertaining to Bulk and Parking Regulations, Article 10 Section 2 pertaining to Site Development Plan approval, and Article 12 Definitions. The proposed ordinance revisions are the result of numerous consultations with the business and real estate community to simplify zones, generalize certain use categories, and provide more flexibility in site design.

Summary of Amendment: The City Planner has been meeting with a group of representatives of the business and real estate community convened by the Central Delaware Chamber of Commerce since late 2012 to review the commercial, office and industrial zones in the City in an effort to simplify the zones, create more generalized use categories, provide more flexibility in site design by adjusting bulk standards, and make the zones more business friendly. The proposed ordinance reflects the proposed changes to *Zoning Ordinance* as a result of this effort. The changes include revisions to Article 3- District Regulations, Article 4- Zoning Bulk and Parking Regulations, Article 10- Planning Commission, and Article 12- Definitions. The proposed changes to Article 10 would increase the thresholds for projects that require Planning Commission review. For building additions, Planning Commission review would be required for additions of more than 15% of the floor area.

Staff Amendment #1 clarifies some of the language and makes some technical corrections to the ordinance.

Planning Commission Recommendation: Following a public hearing before the Planning Commission on June 16, 2014, where one member of the public spoke in favor of the proposed amendments, the Planning Commission voted unanimously to recommend approval of the ordinance, including Staff Amendment #1, to City Council. An excerpt of the draft minutes from the Planning Commission meeting is attached.

Ordinance Number: 2014-08

File Number: MI-14-10

Excerpt from DRAFT Minutes of the Planning Commission Meeting of June 16, 2014

4) MI-14-10 Text Amendment: Revisions to Commercial and Office Zones – Public Hearing Review for Recommendation to City Council on Text Amendments to the *Zoning Ordinance*, Article 3 Sections 10-16 and 26 pertaining to District Regulations, Article 4 Sections 4.14 and 4.15 pertaining to Bulk and Parking Regulations, Article 10 Section 2 pertaining to Site Development Plan approval, and Article 12 Definitions. The proposed ordinance revisions are the result of numerous consultations with the business and real estate community to simplify zones, generalize certain use categories, and provide more flexibility in site design. Ordinance #2014-08. *The Parks Recreation and Community Enhancement Committee reviewed the Proposed Text Amendment on April 28 and May 12, 2014. The first Reading of this Proposed Text Amendment was completed by City Council on May 27, 2014. The Proposed Text Amendment is available on the City's website www.cityofdover.com under the "Government" heading, link to "Ordinances, Resolutions and Tributes" or you may contact the Planning Office for a copy of the Proposed Text Amendment.*

Representatives: None

Mrs. Townshend stated this is a series of amendments to all of the Commercial and Office Zones within the *Zoning Ordinance*, minus the Recreational and Commercial Zone and the Shopping Center Zones. The ordinance came about through a series of meetings. About two years ago, Planning Staff brought forward amendments to the Sign Regulations that were amended in conjunction with the business community. This is the next phase of their working relationship through the Chamber with the real estate and business community. They have been meeting about these zones since the end of 2012. They have gone through all of the Commercial and Office Zones; both the uses and the bulk standards with a fine tooth comb. There have been a number of things that they have tried to do in this review. They are trying to make the categories more general and use specific. One example that she typically uses is currently the C-3 (Service Commercial Zone) allows bowling alleys. That's great but what about laser tag or an indoor batting cage? Something that would be another type of indoor amusement or recreational facility but it's not a bowling alley. They used broader language. Where a lot of zones refer back to others (ex. C-1A (Limited Commercial Zone) refers back to C-1 (Neighborhood Commercial Zone), C-2A (Limited Central Commercial Zone) refers back to C-1A (Limited Commercial Zone) which refers back to C-1(Neighborhood Commercial Zone), there is a lot of flipping through the Code when trying to figure out what can be done in a certain zone. What they have done is made sure that they capture all of those uses rather than just referring to the other zones so that the *Zoning Ordinance* is easier to read. In doing that, they also tried to make sure that there's a better separation between what can be done in C-1 (Neighborhood Commercial Zone) versus what can be done in C-1A (Limited Commercial Zone), versus what can be done in C-2A (Limited Central Commercial Zone); seeing those as kind of progressive starting from C-1 (Neighborhood Commercial Zone) to C-2A (Limited Central Commercial Zone) which is less than Highway Commercial but a little more intense than C-1 (Neighborhood Commercial Zone) or C-1A (Limited Commercial Zone). They tried to really break out that progression of what's prohibited and what's permitted in each zone so that there is a continuum of zones. Her experience is that there is not a lot of difference between C-1A (Limited Commercial Zone) and C-2A (Limited Central Commercial Zone) right now. It really struck her when they looked at the Comprehensive Plan Amendment proposal by Mr. Ashburn that they couldn't put a zoning classification if someone wanted to do commercial there. There was no zoning classification that would allow some sort of commercial activity and retail activity but also prohibit gas pumps. They fixed this issue where C-1 (Neighborhood Commercial Zone) and C-1A (Limited Commercial Zone) expressly prohibit gas pumps. C-2A (Limited Central Commercial Zone) is how it is now, where someone would be able to get gas pumps as a conditional use similar to the way Wawa and Royal Farms was done.

In terms of the Bulk Standards, they have tried to relax the Bulk Standards to allow property owners and their design staff to come up with a design that works for the site and isnt based on setbacks. They pulled the setbacks back to what was really needed to adequately buffer the property from another property so that is doesn't cause people to design in a building envelope that might not make as much sense as if they had more flexibility on the site.

The next piece was changing the threshold for what comes to Planning Commission versus what can be done administratively. The Commissioners have an amendment (Staff Amendment #1) on their desks. In terms of the changing of the thresholds, she would specifically look at the amendments because Mr. Perza, who is a member of the Parks Recreation and Community Enhancement Committee and a member of City Council, was concerned that the wording in the ordinance as proposed could be confusing. Coming out of the First Reading, they worked to break that out. What is proposed now is new structures of 5,000 square feet or greater would come to the Planning Commission; currently it's 3,000 square feet. Additions to existing structures that constitute 15% or more of the existing floor area and are greater than 5,000 square feet in new floor area would come to the Planning Commission. Impervious cover additions don't change and disturbance adjacent to residential would increase from 1,500 square feet to 2,500 square feet. In terms of additions to existing structures, the example she uses is Proctor and Gamble. They have an 800,000 square foot facility. It gives more flexibility where the proportionality of it is so small at 3,000 square feet or 5,000 square feet they have to come to the Planning Commission. They are referring to 1% of their floor area or less. The idea is that it would come to the Planning Commission when it reaches a proportion of the existing square footage that would be noticed. With any Administrative Site Plan, if there is something that makes staff uncomfortable it can be brought before the Planning Commission; this is already in the Ordinance. The idea is that some of these very large facilities that are doing something minuscule in comparison to what they have there could really go through an administrative process.

The last piece of this Text Amendment is adding some definitions of things that are currently not in the *Zoning Ordinance* (ex. personal service establishments, place of public assembly, restaurant, retail, service establishment, vocational training). They also added definitions for transitional housing and emergency shelters which are not addressed in this ordinance but at some point they do look to bring forward an ordinance under other circumstances that would help to address these because emergency shelter and transitional housing are kind of absent from the *Zoning Ordinance* in terms of how they are supposed to deal with them. They want to make sure that it's clear that those facilities are permitted and in which zones they would be permitted in. That's a different ordinance for a different day but since they were working on definitions they added these definitions.

Removing the words "and outdoor sales areas" from line 33 just acknowledges that they are working in a zone that does not allow retail so they don't need to talk about outdoor sales areas. Line 95: they had taken out the allowance of fuel pumps as a conditional use in the C-1A (Limited Commercial Zone) but they thought that since they were prohibiting other motor vehicle uses they should make it clear that fuel pumps would also be prohibited in that zone. Amendment (item) 3 refers to C-2 (Central Commercial Zone) which is the Downtown zone which again the idea is that fuel pumps shouldn't be right on Loockerman Street in that C-2 (Central Commercial Zone) area. Amendment (item) 4 removed the language where it refers to another zone and adds that language into it. There is also a correction to the definition of retail because the definition that was in there could in theory, prohibit something like a Sam's Club because it says directly to the ultimate consumer or persons without a resale license and at some of the box stores, things are resold. This was just more to clarify retail is where someone is selling to a consumer; it's not a wholesale facility.

The one issue that did come up among the Planning Staff and she wasn't able to figure out how or if they needed to do an amendment, was the issue of parking in the C-1 (Neighborhood Commercial Zone), C-1A (Limited Commercial Zone) and C-2 (Central Commercial Zone). It used to be that there was no parking requirement at all in the C-2 (Central Commercial Zones). In 2007, they added 1/2 space per 300 square feet for new construction. A lot of the discussion in the *Dover Transit Center Neighborhood Plan* talks about not requiring parking as a site by site basis but pushing toward large public parking facilities. The idea is that they should not necessarily require flat surface parking in their Downtown. With the C-1 (Neighborhood Commercial Zones) and C-1A (Limited Commercial Zones), these are Neighborhood Commercial facilities so what they are proposing at this point is taking the parking requirement out. There is language in Article 10 of the *Zoning Ordinance* as it relates to Site Plans that states, "In considering and acting upon Site Development Plans, the public health safety and welfare, the comfort and convenience of the public in general and of residents in the immediate neighborhood in particular shall be taken into consideration. Appropriate conditions and safe guards may be prescribed as may be required that the results of approval may to the maximum extent possible. Further, the expressed intent of this ordinance and accomplishment of the following objectives in particular." She thinks that the discretion is in the *Zoning Ordinance* for the Planning Commission. If a C-1 (Neighborhood Commercial Zone) site came to the Commission to build something new and they knew that there was a parking issue in the area, it could be dealt with based on the language in the Code. For instance, the Grocery Basket is an area that the residential areas could propose and go through the application process for C-1 (Neighborhood Commercial Zone). If there was a neighborhood store like that where the intent is really to get your neighbors to walk to the corner store but there is a parking requirement it could make it out of character with that area. The idea is by eliminating it, it could be dealt with on a case-by-case basis. If there's public testimony that there are concerns or if it's in an area where there is no on-street parking and there is no way that it would work or there is no public parking, it could be added as a condition. From a market standpoint, any business owner is going to want to make sure whether the parking is on their site, on the street or at a lot down the road that people can conveniently access their stores. The idea is that it allows the discretion but doesn't lock them into a parking requirement that could be out of character with the surrounding area.

Mrs. Townshend stated that Mr. Scott Kidner, Mr. Phil McGinnis and Mr. Tom Burns are here this evening. They have worked with her along with Ms. Judy Diego, Mr. Connie Malmberg, Mr. John Paradee, Mr. Keith Kooker and Mr. Bob MacLeish. They have all been very helpful in helping to move this forward and have been reasonable when she has stood her ground on things that she did not think things were necessarily an improvement of the ordinance. She has worked on the amendments to the ordinance very vigorously with these people and she is comfortable, not that they can anticipate all unintended consequences but she thinks that it does set things up to be more streamlined, easier to understand and to allow the property owner and their designer flexibility to do something that works for a site.

Colonel Welsh stated that this is something that he thinks is long overdue. It simplifies the process, streamlines the process and makes it a whole lot easier for the business community to get things done. He commended those who worked on this project for their work as well as the Planning Staff for their hard work in getting this done. Hopefully, this is going to make it easier for everybody including the Planning Commission.

Mr. Holden stated that he agreed with Colonel Welsh's comments. He thinks that these are good changes that are going to help our community.

Mr. Cregar questioned if the change in the square footage would cause any issues for Planning Staff? Responding to Mr. Cregar, Mrs. Townshend stated no. Staff has brought things forward to the Planning Commission before that they thought didn't need to be seen by the Commission.

Mr. Cregar further questioned if the Jolly Joe's application from tonight would have been handled administratively? Responding to Mr. Cregar, Mrs. Townshend stated that it could have been. Under the proposed changes to the C-1 (Neighborhood Commercial Zone), the liquor store wouldn't be permitted but it is legal non-conforming. But yes, something like that would not have to come to the Planning Commission.

Mr. Holt stated that it was long overdue.

Dr. Jones questioned if the Jolly Joe's application was handled by Staff, does that mean there is no public hearing? Responding to Dr. Jones, Mrs. Townshend stated yes, for an Administrative Plan there is no public hearing.

Mr. Holden questioned if the application was handled administratively but the applicant is asking for curb or fencing waivers? Responding to Mr. Holden, Mrs. Townshend stated that the waivers would have to come to the Planning Commission. Staff has seen a few of those applications before where otherwise they wouldn't need to come before the Planning Commission.

Colonel Welsh opened the public hearing.

Mr. Phil McGinnis – 555 East Loockerman Street Dover DE 19901

Mr. McGinnis stated that on behalf of his colleagues present tonight and those who didn't bother to come out this evening he wants to thank everyone for the consideration of these changes. Mrs. Townshend is correct, they being gentlemen they didn't wrestle her to the floor when they felt strongly on issues that they wanted to change. They reached amicable consensus and arm wrestled. Certainly, they approve the changes; they want to be on the record as supporting the changes. It isn't much of a public hearing when there is no public here. He thinks that these changes to these districts sort of move them towards smart growth development. It adds some great changes; they will be the envy of the League of Local Governments with these changes. He whole heartedly asks the Commission to support them unanimously.

Mr. Cregar stated that it seemed like Dr. Jones had some reservation earlier. He questioned if she got answered what she needed answered? Responding to Mr. Cregar, Dr. Jones stated that there was an answer to her questions. Take a project that is going to go into a residential facility or very near residential.

Mrs. Townshend stated that if something is adjacent to residential that threshold is lowered to 2,500 square feet of disturbance. It could be a small building but if they are added parking and the parking area and the building add up to 2,500 square feet that's a pretty low threshold. If it's adjacent to residential, they have a lower threshold to get to Planning Commission for that reason. One thing that it does in the C-2 (Central Commercial Zone), which is the Downtown zone, is that personal service establishments and offices would no longer be conditional uses. Things like Janaid's, Bee Hive Salon, EZ Pass, Joe Petrosky's request for offices in the Loockerman Exchange would be allowed. The idea of that is that it's really the form over the function. Mr. McGinnis talked about moving towards smart growth. She doesn't think they are ready for a form based code where it's more about the building representation to the street and more on subjective standards. The idea with the form based code is that they are not as worried about what's happening in the buildings as long as they're not incompatible with what the character of the area is. They are looking at how the buildings present themselves. So whether it's an office behind that wall or a salon or restaurant isn't as important as what that wall looks like.

Colonel Welsh closed the public hearing.

Mrs. Townshend stated that the Commission should probably do a separate motion on the amendment (Staff Amendment #1) and then a motion on the ordinance unless they want to do the ordinance with the amendment (Staff Amendment #1).

Colonel Welsh stated to do the amendment (Staff Amendment #1) with the ordinance because it is all part of the package.

Mr. Cregar questioned if they were satisfied with the parking question? Responding to Mr. Cregar, Mrs. Townshend stated that she can live with it. Again, she can't sit here and tell the Commission won't at some point have an unintended consequence but she does believe that there is flexibility in the *Zoning Ordinance* that they can deal with the issue.

Mr. Cregar further questioned if at some point Staff questions something could it come to the Planning Commission for review? Responding to Mr. Cregar, Mrs. Townshend stated yes. Any Administrative Site Plan can be referred to the Planning Commission.

Ms. Still moved to recommend approval to City Council for MI-14-10 Text Amendment: Revisions to Commercial and Office Zones as listed in the agenda and inclusive of Staff Amendment #1, seconded by Mr. Holt and the motion carried by roll call vote 9-0 Mr. Holden voting yes, as per the discussion and due to the fact that these changes are going to help streamline some processes and applications within our community. Mr. Cregar voting yes, this provides us with a better and improved process for these business and institutional office zones. Mr. Tolbert voting yes, this change does facilitate a user friendly approach to their work and it's something that was very much needed. Mr. Holt voting yes, the amendment to the Commercial and Office Zones will help to streamline the operations for the Planning Commission. Mr. Baldwin voting yes, based on the information provided this evening and to help streamline the process. Dr. Jones voting yes, in concurrence with the previous comments supporting the changes. Ms. Still voting yes, in concurrence with all the reasons cited previously. Mr. Ambruso voting yes, based on all the comments previously stated. Colonel Welsh voting yes, for reasons that have been previously stated and once again thanking Mrs. Townshend, Planning Staff, Mr. McGinnis, Mr. Burns and everybody on the business side who participated in this; a win-win for the city and for the business community.

CITY OF DOVER
PROPOSED ORDINANCE #2014-08 WITH SA#1
(Staff Amendments Indicated in Yellow Highlight)

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

That Appendix B – Zoning, Article 3 – District Regulations, Section 10 – Institutional and Office Zone (IO) be amended by deleting it in its entirety and inserting in lieu thereof the following:

Section 10. Institutional and office zone (IO).

10.1 *Uses permitted*. In an institutional and office zone (IO), no building or premises shall be used, and no building or part of a building shall be erected, which is arranged, intended, or designed to be used, in whole or in part, for any purpose, except the following:

(a) **Business, professional, or governmental offices.**
(b) **Banks.**
(c) **Research, design, and development laboratories.**
(d) **Public and institutional uses including hospitals, medical clinics, libraries, police stations, courthouses, transit centers, schools, colleges, universities, places of public assembly, philanthropic and charitable institutions, parks, playgrounds, public indoor recreation centers, athletic fields.**
(e) **Public utility rights-of-way and structures necessary to serve areas within the city.**
(f) **Day care centers, provided they are established in accordance with all applicable state regulations pertaining to child care and provided that they are established and maintained in accordance with article 5, section 14 of this ordinance.**
(g) **Emergency shelters and transitional housing.**

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

(a) **Firearm ranges, prisons, and correctional facilities.**
(b) **Public incinerators.**
(c) **Hotels and restaurants.**

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

(a) **Clinics, cafeterias, and recreational facilities.**
(b) **Motor vehicle storage and repair facilities accessory to a public or institutional use.**
(c) **Restaurants that are on a campus and intended to support users of the campus.**

10.4 *Uses prohibited*. The following uses are prohibited:

Draft

(a) **Landfills, dumps.**

10.5 *Enclosed buildings.* All permitted uses and all storage accessory thereto, other than off-street parking, shall be carried on in buildings fully enclosed on all sides, except for outdoor eating areas associated with restaurants and outdoor sales areas approved by the city planner.

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

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

BE IT FURTHER ORDAINED:

That Appendix B – Zoning, Article 3 – District Regulations, Section 11 – Neighborhood Commercial Zone (C-1) be amended by deleting it in its entirety and inserting in lieu thereof the following:

Section 11. Neighborhood commercial zone (C-1).

11.1 *Uses permitted.* In a neighborhood commercial zone (C-1), no building or premises shall be used, and no building or part of a building shall be erected, which is arranged, intended, or designed to be used, in whole or in part, for any purpose, except the following:

(a) **Retail stores.**
(b) **Personal service establishments.**
(c) **Service establishments.**
(d) **Restaurants.**
(e) **One family residences, including attached and semi-detached dwellings, complying with the bulk standards of the RG-1 (General Residence) zone.**
(f) **Apartments and multi-family dwellings.**

11.2 *Uses prohibited*. The following uses are prohibited:

(a) **Fuel pumps; motor vehicle storage, sales, or repairs.**
(b) **Drive-throughs.**
(c) **Liquor stores.**
(d) **Fire arm sales**
(e) **Tobacco shops.**

11.3 *Enclosed buildings.* All permitted uses and all storage accessory thereto, other than off-street parking, shall be carried on in buildings fully enclosed on all sides, except for outdoor eating areas associated with restaurants and outdoor sales areas approved by the city planner.

Draft

11.4 *Floor area.* The total floor area in any one establishment shall not exceed 2,500 square feet.

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

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

BE IT FURTHER ORDAINED:

That Appendix B – Zoning, Article 3 – District Regulations, Section 12 – Limited Commercial Zone (C-1A) be amended by deleting it in its entirety and inserting in lieu thereof the following:

Section 12. Limited commercial zone (C-1A)

12.1 *Uses permitted*. In a limited commercial zone (C-1A), no building or premises shall be used, and no building or part of a building shall be erected, which is arranged, intended, or designed to be used, in whole or in part, for any purpose, except the following:

(a) **Retail stores.**
(b) **Personal service establishments.**
(c) **Service establishments.**
(d) **Restaurants.**
(e) **Business, professional, and governmental offices.**
(f) **One family residences, including attached and semi-detached dwellings, complying with the bulk standards of the RG-1 (General Residence) zone.**
(g) **Apartments and multi-family dwellings.**

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

(a) **Drive-throughs accessory to a permitted use.**

12.3 *Uses prohibited*. The following uses are prohibited:

(a) **Fuel pumps and Motor vehicle storage, sales, or repairs.**

12.4 *Enclosed buildings*. All permitted uses and all storage accessory thereto, other than off-street parking, shall be carried on in buildings fully enclosed on all sides, except for outdoor eating areas associated with restaurants and outdoor sales areas approved by the city planner.

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

Draft

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

BE IT FURTHER ORDAINED:

That Appendix B – Zoning, Article 3 – District Regulations, Section 13 – Central Commercial Zone (C-2) be amended by deleting it in its entirety and inserting in lieu thereof the following:

Section 13. Central commercial zone (C-2).

13.1 *Uses permitted.* In a central commercial zone (C-2), no building or premises shall be used, and no building or part of a building shall be erected, which is arranged, intended, or designed to be used, in whole or in part, for any purpose, except the following:

(a) **Retail stores.**
(b) **Restaurants.**
(c) **Hotels, including bed and breakfast inns.**
(d) **Art galleries and studios.**
(e) **Service establishments.**
(f) **Personal service establishments.**
(g) **Business, professional, and government offices.**
(h) **Apartments and multi-family dwellings, provided that no dwelling units shall be permitted in the first floor on the street frontage of Loockerman Street.**

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

(a) Parking lots and parking structures as a principal use.
(b) Places of public assembly.
(c) Manufacturing, assembling, converting, altering, finishing, cleaning, or any other processing of products where goods so produced or processed are to be sold at retail exclusively on the premises, provided that:
  (1) An area fully concealed from any street and equal to not more than 20 percent of the area devoted to retail sales shall be so used;
  (2) Electrical power not to exceed a total of five rated horsepower, and steam pressure not in excess of 60 pounds of pressure per square inch shall be used exclusively;
  (3) Not more than four (4) employees are engaged in such production or processing.

13.3 *Uses prohibited.* The following uses are prohibited:

(a) Fuel pumps and motor vehicle storage, sales, or repairs.

Draft

13.34 *Enclosed buildings*. All permitted uses and all storage accessory thereto, other than off-street parking, shall be carried on in buildings fully enclosed on all sides, except for outdoor eating areas associated with restaurants and outdoor sales areas approved by the city planner.

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

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

BE IT FURTHER ORDAINED:

That Appendix B – Zoning, Article 3 – District Regulations, Section 14 – Limited Central Commercial Zone (C-2A) be amended by deleting it in its entirety and inserting in lieu thereof the following:

Section 14. Limited central commercial zone (C-2A).

14.1 *Uses permitted.* In a limited central commercial zone (C-2A), no building or premises shall be used, and no building or part of a building shall be erected, which is arranged, intended, or designed to be used, in whole or in part, for any purpose, except the following:

(a) **Retail stores.**
(b) **Business, professional or governmental offices.**
(c) **Personal service establishments.**
(d) **Restaurants.**
(e) **Service establishments.**
(f) **Hotels.**
(g) **Places of public assembly.**
(h) **Drive-throughs.**
(i) **One (1) family residences, including attached and semi-detached dwellings, complying with the bulk standards of the RG-1 (General Residence) zone.**
(j) **Apartments and multi-family dwellings.**

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

(a) Parking lots and parking structures as a principal use on suitably landscaped lots.
(b) Fuel pumps accessory to a permitted use.

14.3 *Enclosed buildings*. All permitted uses and all storage accessory thereto, other than off-street parking, shall be carried on in buildings fully enclosed on all sides, except for outdoor eating areas associated with restaurants and outdoor sales areas approved by the city planner.

Draft

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

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

BE IT FURTHER ORDAINED:

That Appendix B – Zoning, Article 3 – District Regulations, Section 15 – Service Commercial Zone (C-3) be amended by deleting it in its entirety and inserting in lieu thereof the following:

Section 15. Service commercial zone (C-3).

15.1 *Uses permitted*. In a service commercial zone (C-3), no building or premises shall be used, and no building or part of a building shall be erected, which is arranged, intended, or designed to be used, in whole or in part, for any purpose, except the following:

(a) Service establishments.
(b) Personal service establishments.
(c) Business, professional or governmental offices.
(d) Retail uses accessory to a permitted use.
(e) Drive-throughs accessory to a permitted use.
(f) Wholesale, storage, and warehousing establishments.
(g) Indoor recreation and amusement establishments.
(h) Motor vehicle, boat, or farm equipment sales or service, subject to the following regulations:
    (1) The minimum lot size for such establishments shall be 20,000 square feet, and the minimum street frontage shall be 150 feet.
    (2) Entrance and exit driveways shall have an unrestricted width of not less than 16 feet, shall be located not nearer than ten feet from any property line and shall be so laid out as to avoid the necessity of any vehicle leaving the property to back out across any public right-of-way or portion thereof.
    (3) Vehicle lifts or pits, dismantled and disabled automobiles and all parts or supplies shall be located within a building enclosed on all sides.
    (4) All service or repair of motor vehicles, other than such minor servicing as change of tires or sale of gasoline or oil, shall be conducted in a building fully enclosed on all sides. This requirement shall not be construed to mean that the doors to any repair shop must be kept closed at all times.
    (5) The storage of gasoline or flammable oils in bulk shall be located fully underground in accordance with applicable provisions of the National Fire Protection Association Code.
    (6) No fuel pumps shall be located nearer than 15 feet to any street line.
    (7) Fuel pumps shall not be permitted closer than 100 feet from a property line of any school, day care, church, hospital, nursing home, or place of public assembly designed for the simultaneous use and occupancy by more than 100 persons.

Draft

(i) Manufacturing, assembling, converting, altering, finishing, cleaning or any other processing of products for sale on or off the premises, provided that not more than 25 persons shall be engaged in such activity; and provided further, that any such use shall be subject to the performance standards procedure as set forth in article 5, section 8.

(j) Mini-storage facilities, subject to the following regulations:

(1) No unit shall be placed within 30 feet of a residential property line.

(2) No outside storage, except for recreational vehicles, boats, or personal automobiles when parked in specifically approved locations. Parking for these vehicles shall not count toward the required parking set forth in subsection (e) below.

(3) No individual unit may be used for retail, garage sale or any other commercial activities.

(4) No storage of flammable, explosive, corrosive or other hazardous products may occur in the individual unit.

(5) Parking must be provided at a ratio of one (1) space for each 25 rental units, plus a minimum of three (3) spaces for an office outside of the enclosure.

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

(a) Crematory, subject to the following requirements:

(1) The building lot line upon which a crematory is to be established shall be located at least 100 feet from any residential zone.

(2) Where adjacent to residential zones, all landscape buffers shall be required. The buffer shall consist of a landscape screen no less than six and one half (6½) feet high. All landscaping shall be properly maintained throughout the life of the use on lot.

(3) Loading operations shall be conducted within a completely enclosed building. Location of loading doors shall be at the side or rear of the building.

(4) The crematory shall comply with the Delaware Incinerator Regulations. A copy of the approved air pollution permit issued by the State of Delaware Department of Natural Resources and Environmental Control shall accompany the application for a certificate of occupancy.

15.3 *Enclosed buildings*. All permitted uses and all storage accessory thereto, other than off-street parking, shall be carried on in buildings fully enclosed on all sides, except for outdoor eating areas associated with restaurants and outdoor sales areas approved by the city planner.

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

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

Draft

BE IT FURTHER ORDAINED:

That Appendix B – Zoning, Article 3 – District Regulations, Section 16 – Highway Commercial Zone (C-4) be amended by deleting it in its entirety and inserting in lieu thereof the following:

Section 16. Highway commercial zone (C-4).

16.1 *Uses permitted.* In a highway commercial zone (C-4), no building or premises shall be used, and no building or part of a building shall be erected, which is arranged, intended, or designed to be used, in whole or in part, for any purpose, except the following:

(a) Retail stores.
(b) Business, professional or governmental offices.
(c) Restaurants.
(d) Personal service establishments.
(e) Service establishments.
(f) Hotels and motels.
(g) Places of public assembly.
(h) Bus terminal.
(i) Wholesale, storage, warehousing, and distribution establishments.
(j) Indoor or outdoor recreation and amusement establishments.
(k) Hospitals and medical centers.
(l) Drive-throughs.
(m) Motor vehicle, boat, or farm equipment sales or service:
    (1) The minimum lot size for such establishments shall be 20,000 square feet, and the minimum street frontage shall be 150 feet.
    (2) Entrance and exit driveways shall have an unrestricted width of not less than 16 feet, shall be located not nearer than ten feet from any property line and shall be so laid out as to avoid the necessity of any vehicle leaving the property to back out across any public right-of-way or portion thereof.
    (3) Vehicle lifts or pits, dismantled and disabled automobiles, and all parts or supplies shall be located within a building enclosed on all sides.
    (4) All service or repair of motor vehicles, other than such minor servicing as change of tires or sale of gasoline or oil, shall be conducted in a building fully enclosed on all sides. This requirement shall not be construed to mean that the doors to any repair shop must be kept closed at all times.
    (5) The storage of gasoline or flammable oils in bulk shall be located fully underground in accordance with applicable provisions of the National Fire Protection Association Code.
    (6) No fuel pumps shall be located nearer than 15 feet to any street line.
    (7) Fuel pumps shall not be permitted closer than 100 feet from a property line of any school, day care, church, hospital, nursing home, or place of public assembly designed for the simultaneous use and occupancy by more than 100 persons.
(n) Manufacturing, assembling, converting, altering, finishing, cleaning, or any other processing of products for sale on or off the premises, provided that not more than 25 persons shall be engaged in such activity; and provided further, that any such use shall be subject to the performance standards procedure as set forth in article 5, section 8.

Draft

(o) Mini-storage facilities, subject to the following regulations:
(1) No unit shall be placed within 30 feet of a residential property line.
(2) No outside storage, except for recreational vehicles, boats, or personal automobiles when completely parked in specifically approved locations. Parking for these vehicles shall not count toward the required parking set forth in subsection (e) below.
(3) No individual unit may be used for retail, garage sale, or any other commercial activities.
(4) No storage of flammable, explosive, corrosive, or other hazardous products may occur in the individual unit.
(5) Parking must be provided at a ratio of one (1) space for each 25 rental units, plus a minimum of three (3) spaces for an office
(p) Adult entertainment establishments, subject to the provisions stated in article 5, section 13.

16.2 *Conditional uses.* The following uses are permitted, conditional upon the approval of the planning commission in accordance with the procedures and subject to the general conditions set forth in article 10, section 1:
(a) Apartments and multi-family dwellings.
(b) Crematory, subject to the following requirements:
(1) The building lot line upon which a crematory is to be established shall be located at least 100 feet from any residential zone.
(2) Where adjacent to residential zones, all landscape buffers shall be required. The buffer shall consist of a landscape screen no less than six and one half (6½) feet high. All landscaping shall be properly maintained throughout the life of the use on lot.
(3) Loading operations shall be conducted within a completely enclosed building. Location of loading doors shall be at the side or rear of the building.
(4) The crematory shall comply with the Delaware Incinerator Regulations. A copy of the approved air pollution permit issued by the State of Delaware Department of Natural Resources and Environmental Control shall accompany the application for a certificate of occupancy.

16.3 *Enclosed buildings*. All permitted uses and all storage accessory thereto, other than off-street parking, shall be carried on in buildings fully enclosed on all sides, except for outdoor eating areas associated with restaurants and outdoor sales areas approved by the city planner.

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

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

Draft

BE IT FURTHER ORDAINED:

That Appendix B – Zoning, Article 3 – District Regulations, Section 26 – Commercial/Professional Office Development District be amended by deleting it in its entirety and inserting in lieu thereof the following:

Section 26. Commercial and professional office zone (C-PO).

26.1 *Uses permitted.* In a commercial and professional office zone (C-PO), no building or premises shall be used, and no building or part of a building shall be erected, which is arranged, intended, or designed to be used, in whole or in part, for any purpose, except the following:

(a) Business, professional or governmental offices.
(b) Banks.
(c) Medical laboratories.
(d) Drive-in facilities accessory to any permitted use.

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

(a) Conditional uses accessory to permitted uses on the same lot:
    (1) Cafeteria.
    (2) Restaurant.
    (3) Barbershop/beauty shop.
    (4) Copy center.
    (5) Office supply.
    (6) Retail store.
    (7) Newsstand.
    (8) Spa and health club.
    (9) Associated laboratories (other than those affiliated with permitted medical uses).
(b) Residential uses as follows:
    (1) Apartments and multifamily residences, provided at least two off-street parking spaces shall be provided in the area for each unit.
    (2) One (1) family residences subject to the requirements of the RG-1 (General Residence) zone.

26.3 *Enclosed buildings*. All permitted uses and all storage accessory thereto, other than off-street parking, shall be carried on in buildings fully enclosed on all sides, except for outdoor eating areas associated with restaurants and outdoor sales areas approved by the city planner.

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

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

Draft

BE IT FURTHER ORDAINED:

That Appendix B – Zoning, Article 4 – Zoning Bulk and Parking Regulations, Sections 4.14 and 4.15 be amended by deleting the text shown in red bold strikethrough and inserting the text shown in blue bold italics as follows:

Section 4.14. [C-1, C-1A, C-2, C-2A zones.]

Bulk and parking regulations for neighborhood commercial (C-1), limited commercial (C-1A), central commercial (C-2), and limited commercial (C-2A) zones are as follows:

	C-1	C-1A	C-2	C-2A
Minimum required:				
Lot area ***(sq. ft.)***	***2,500***			
Lot width (ft.)	~~**35**~~	~~**100**~~ ***25***	~~**0**~~	~~**50**~~
Lot depth (ft.)	~~**100**~~	~~**75**~~	70	100
Front yard (ft.)	25	25	0	15
Side yard (ft.)	None required, but ~~**10**~~ ***5*** feet min. if provided	~~**15**~~ ***None required, but 5 feet min. if provided***	~~**Same as C-1**~~ ***None required, but 5 feet min. if provided***	~~**Same as C-1**~~ ***None required, but 5 feet min. if provided***
Rear yard (ft.)	~~**20**~~ ***15***	15	20 above ground floor. At ground floor, 5 ft. required	**Same as C-2** ***20 above ground floor. At ground floor, 5 ft. required.***
Side or rear yards which adjoin a residential zone (ft.)	~~**25**~~ ***15***	~~**25**~~***15***	~~**25**~~ ***15***	25
Off-street parking				
Per 300 sq. ft. floor area or	~~**2**~~	~~**1½**~~	~~**½ for new construction**~~	1
Per employee (whichever is greater)	~~**0**~~	~~**1**~~	~~**0**~~	1
Maximum permitted:				
Building height				
Stories	2	2	6	6
Feet	30	30	~~**60**~~ ***75***	~~**60**~~ ***75***
Floor area ratio	~~**0.5**~~ ***1.0***	~~**0.35**~~ ***1.5***	4.0	4.0

Section 4.15. [C-3, C-4, R-C, IO zones.]

Bulk and parking regulations for service commercial (C-3), highway commercial (C-4), recreation and commercial (RC), ~~**and**~~ institutional and office (IO), ***and commercial and professional office (C-PO)*** zones are as follows:

	C-3	C-4	RC	IO	***C-PO***
Minimum required:					
Lot area			5 acres	***10,000 sq. ft.***	***5,000 sq. ft.***
Lot width (ft.)	100	150 ~~**per building**~~	250	~~**50**~~ ***100***	***50***
Lot depth (ft.)	100	150	400	100	***100***
Front yard (ft.)	~~**25**~~ ***20***	~~**30**~~ ***20***	30	~~**20**~~ ***10***	***10***

Draft

Side yard (ft.)	~~20~~ *15*	~~25~~ *15*	50	10	*5*
Rear yard (ft.)	10	10 or equal to bldg. height	50	15 ~~or equal to bldg. height~~	*15*
Side or rear yards which adjoin a residence zone (ft.)	30	30	100	30	*25*
Off-street parking					
Per 300 sq. ft. floor area or	1	1~~½~~	1	1	*1*
Per employee (whichever is greater)	1	1		~~1~~	
Maximum permitted:					
Building height					
Stories	~~2~~ *6*	~~4~~ *6*	10	10	*3*
Feet	~~30~~ *75*	~~45~~ *75*	130	~~130~~ *150*	*45*
Floor area ratio	~~0.5~~ *4.0*	~~2.0~~ *4.0*	4.0	~~4.0~~ *6.0*	*2.0*
~~Lot coverage~~	~~0.5~~	~~2.0~~	~~4.0~~	~~4.0~~	
Lot coverage				85%	*75%*

BE IT FURTHER ORDAINED:

That Appendix B – Zoning, Article 10 – Planning Commission, Section 2 - Site Development Plan Approval, be amended by deleting the text shown in red bold strikethrough and inserting the text shown in blue bold italics as follows:

Section 2. - Site development plan approval.

2.1 *Required.* Site development plan approval shall be required for the erection or enlargement of all structures and the establishment of any use for which site development plan approval is required by this ordinance. Site development plan shall be required according to the following criteria:

2.11 Planning commission site plan review. Site development plans shall be subject to review and approval by the planning commission if they meet the following thresholds:

(a) **New structures.** Site plans for new structures **and building additions** of **3**5,000 square feet or greater in floor area; or

(b) Additions to existing structures. Site plans for additions to existing structures that (1) constitute 15 percent or more of the existing floor area, and (2) new floor area is greater than 5,000 square feet; or

(**B**c) **Impervious surface additions.** Site plans with a total of 5,000 square feet or greater of new or added impervious surface, including new structures or building additions; or

(**C**d) **Adjacent to residential.** Nonresidential site plans with site disturbance greater than **1**2,500 square feet and adjacent to residential uses or residential zones.

2.12 *Site development master plan.* Site development master plans shall be subject to review and approval by the planning commission in accordance with subsection 2.44.

Draft

2.13 *Zoning review.* For site development plans involving construction of a single-family detached, single-family attached, or single-family semidetached dwelling; an accessory structure; or a nonresidential change of use for which no building addition or increase in impervious cover is proposed, the city planner or his designee may approve the site development plan in conjunction with building permit review.

2.14 *Administrative site plan.* All site development plans that do not meet the thresholds for zoning review in accordance with subsection 2.13 or planning commission site plan review in accordance with subsection 2.11 shall be reviewed as administrative site development plans.

BE IT FURTHER ORDAINED:

That Appendix B – Zoning, Article 12 – Definitions be amended by adding the following definitions in the appropriate alphabetical order:

Apartment: A dwelling unit, within a building with other uses and/or dwelling units, that is intended for use as a residence by an individual or a single family.

Dwelling, multi-family: (see "dwelling, multiple" **-** A building, or portion thereof, containing more than two dwelling units)

Emergency shelter: A facility providing temporary housing to homeless or transient persons in a dormitory style setting; such facility may also provide or facilitate other social services including counseling and vocational training.

Personal Service Establishment: Establishments primarily engaged in providing individual services generally related to personal needs, such as a hair salon.

Place of Public Assembly: Establishments where the principal use is for the gathering of persons for activities such as civic, social, or religious functions, including but not limited to night clubs, theaters, civic halls, and places of worship.

Retail: The selling of goods, wares, or merchandise directly to the **ultimate** consumer **or persons without a resale license**.

Restaurant: An establishment in which the principal use is preparation and sale of food and beverages.

Service Establishment: Any establishment whose primary activity is the provision of assistance, as opposed to products, to individuals, business, industry, government, and other enterprises.

Transitional housing: A residential facility developed in a one-family dwelling unit that is established to provide transition from homelessness to permanent housing, and generally integrated with other social services and counseling programs to assist in the transition to self-sufficiency through acquisition of stable income and permanent housing.

Vocational Training: A specialized instructional establishment that provides on-site training of business, commercial, and/or trade skills. Incidental instructional services in conjunction with another primary use shall not be considered vocational training.

ADOPTED: *

(SPONSORS: HARE, BONAR)

Draft

Actions History

July 14, 2014 - Public Hearing/Final Reading Scheduled at Council

May 27, 2014 - First Reading at Council

May 12, 2014 - Considered by Parks, Recreation, and Community Enhancement Committee

April 14, 2014 - Deferred by the Parks, Recreation, and Community Enhancement Committee

Draft

SPECIAL DOVER HUMAN RELATIONS COMMISSION MEETING

A Special Dover Human Relations Commission (DHRC) meeting was held on May 13, 2014 at 5:35 p.m. with Chairman Wilson presiding. Members present were Mr. McGiffin (arrived at 5:48 p.m.), Mrs. Sadusky, Ms. Smith, Ms. Stewart (arrived at 6:14), Mr. Roach, and Mr. Ruane. Ms. Hicks and Mr. Henderson were absent.

AGENDA ADDITIONS/DELETIONS

Mr. Roach moved for approval of the agenda as presented, seconded by Mrs. Sadusky and unanimously carried.

Presentation - DHRC and City of Dover Police Department Interaction *(Police Chief Bernat)*

City of Dover Police Chief Paul Bernat advised members that the Dover Police Department was involved in many facets of the Dover community. He stated that the Department was active in 49 homeowner associations/neighborhood watch groups and could provide neighborhood crime statistics and crime prevention tips to these groups. He noted that the Department had become increasingly involved in social media by issuing news releases, participating in Facebook and Twitter, and maintaining its own website (www.doverpolice.org), and was in the process of implementing a new phone application that would push out news feeds and allow the Department to receive anonymous tips through text messaging. Chief Bernat explained that the Police Department offers personal and workplace safety talks, as well as bicycle safety programs for five (5) to 12-year-olds. Officers visit day care centers, preschools, and elementary schools, interacting with children through their "Meet a Police Officer" Program, and also attend block parties. They provide drug awareness and education through the Gang Resistance Education and Training (GREAT) program for fifth graders at William Henry Middle School. He stated that the Police Department has a very successful Crime-Free Multi-Housing Program (CHMHP), which brings together property managers, residents, and police officers with the goal of promoting crime-free housing, and this program had resulted in a 90% decrease in calls for service in one (1) City neighborhood when first implemented. Chief Bernat explained that the Police Department's Sex Offender Management Unit was very active, managing more than 200 sex offenders within the City and conducting quarterly, semi-annual, and annual checks of offenders at various tier levels. In coordination with the Modern Maturity Center, the Department also participates in an "Are You Okay" program to check on homebound residents who do not respond to pre-programmed phone calls.

Chief Bernat explained that the functions he had described were predominantly performed by the Department's Community Policing Unit; however, as the recently appointed Chief of Police, it was his goal to expand this focus and to make the entire Dover Police Department a Community Police Department. He noted the importance of building rapport within the community through the development of trust and understanding, and by proving the Department's ability to help. He expressed his opinion that if the Police Department adopted the philosophy of community policing, which promotes community, government, and police partnerships; proactive problem solving; and community engagement to address crime and community issues, the City of Dover would be a better place. Chief Bernat stated that a good community policing officer is a good manager, relates well with the public, and is a good problem solver. He stated that every police officer should have these characteristics and that he intended for all Dover officers to be trained in this regard. Noting the diversity of the City's population, he stated that the Police Department could benefit from diversity training.

Chief Bernat informed members that he was promoted to the position of Chief of Police on April 4, 2014, and that during the month of April 2014, police detectives handled a total of 191 cases and cleared 185, resulting in a clearance rate of 96.9%. Seven (7) burglaries were investigated and four (4) were cleared, which represented a 57% clearance rate. Five (5) robberies were investigated and all were cleared. He emphasized that the City's police force was extremely busy and working hard to make Dover a safer place to live and visit. He noted that a police force of 93 officers was currently authorized and 92 were serving. He stated that a Police Academy was scheduled for September 2014 and it was hoped that the open position would be filled at that time.

Responding to Ms. Smith regarding the current perceptions of the community regarding the Dover Police Department, Chief Bernat advised members that within the past six (6) months there had been allegations of police brutality from the community. He indicated that while serving as Deputy Chief, all use of force reports came across his desk, and if he felt there were "issues," he would launch a formal investigation or seek video of the incident. Chief Bernat explained that checks and balances are in place and when an officer uses force, a use of force report is required. The report is checked by a sergeant, reviewed by a lieutenant and captain, and finally approved by a major. In regard to the particular allegations of brutality that were brought forward, he indicated that video related to one (1) incident revealed that the allegation was not supported; however, in another case, something did occur and action was taken.

In response to Ms. Smith's inquiry with respect to the Chief's vision regarding how the gap between the police and the community could be bridged, Chief Bernat stated his intention to be accessible and hear from the citizens, noting that having community support would empower the Police Department and vice versa. He indicated that he had met with many community members who had expressed their support. Noting that Deputy Chief Marvin Mailey was currently attending a meeting in downtown Dover, Chief Bernat stated that it was his intention to meet with business people in that area. He planned to stress to police offers that they should introduce themselves to others when walking through communities and let people know how to contact them. It was his hope that officers would act in a manner similar to the Chief of Police during their 12-hour tours, becoming familiar with their assigned areas and using crime mapping and the Regional Analysis and Information Sharing (RAIDS) Online tool. He stated that having an analyst in the Department would be helpful; however, this was not in the Department's budget. He advised members that he would be devoting the next three (3) years to accomplishing his goals.

Mr. Roach stated that he had spoken with some individuals who felt that there was a disconnect between patrol officers and the community. He stressed the importance of not regarding those who reach out to shake a police officer's hand as criminals, noting that officers would need the community's support in order to protect and serve them. He stated his appreciation of the previous Drug Awareness and Resistance Education (DARE) program, which allowed officers to be known by children in the community. He inquired what Chief Bernat would do to change the negative connotations that many young children have of police officers.

Responding, Chief Bernat stated that he had recently spoken to members of the public who expressed appreciation for the former Police Athletic League (PAL) football program; however, federal funding for this program had "dried up." He indicated that he had recently received information that $72,000

in federal competitive grant opportunity funding was available through Project Safe Neighborhood (PSN). He spoke with Mrs. Ann Marie Townshend, Director of Planning and Community Development, regarding this grant and his lieutenant called Delaware State University to see if their facilities could be used in this regard. It was their hope that, by partnering together, activities such as flag football, basketball, etc., could be offered. Chief Bernat noted that other ideas had also been discussed, such as taking underprivileged kids to baseball/basketball games to build trust.

Noting that hate crimes are one (1) of the concerns that are sometimes addressed by human relations commissions, Mr. Ruane inquired if hate crimes presented a challenge in Dover. Responding, Chief Bernat stated that hate crimes were not on the forefront of problems in the community and that the only related issue that he recalled was a "nasty flyer" that had been distributed approximately two (2) years prior, and the Police Department was unable to find who had issued it. He was unable to recall a "true, horrible" hate crime.

Mr. Ruane requested that the members of the DHRC be provided the list of 49 homeowners associations that Chief Bernat had referenced previously and suggested that this list be compared with information maintained by the City Clerk's Office regarding homeowners associations. Responding, Chief Bernat stated that the Community Policing Unit prepares a quarterly report which includes a list of all associations, community concerns and what has been done to combat the problems, and he would be happy to share this information with members.

In response to Mr. Ruane regarding the effectiveness of neighborhood watch programs, Chief Bernat stated that these groups empower neighbors by explaining what to look for, helping to set up phone trees and email chains, and holding regular meetings. He mentioned that the Police Department's social media staff member was very active with these associations and helps them to establish their own blogs for communication.

Mr. Roach stated that several people had indicated to him that there was an alleged hanging/suicide at Silver Lake one (1) or two (2) years ago and the City had not communicated with them regarding the resolution or outcome of this matter. Responding, Chief Bernat stated that former Police Chief James Hosfelt was very involved with this matter and that he had met with community leaders regarding the incident, who were completely satisfied with the outcome.

Mr. Wilson expressed appreciation to Chief Bernat for the information provided.

Scheduling of DHRC Workshop

Mr. Ruane advised members that Mr. Wilson had requested him to facilitate a strategic planning workshop for commissioners to establish specific objectives and ways of implementing goals, determine time frames, and develop ways to measure results. The purpose of the workshop would be to ensure that all members are "on the same page" by developing a mission statement and a vision of where the commissioners see the DHRC going. Mr. Ruane indicated that he hoped to send a related outline for members to review.

By unanimous consent, members scheduled the workshop for Tuesday, July 8, 2014 from 5:00 p.m. to 7:00 p.m.

Discussion - City Council and DHRC District Orientation Meetings

Mr. Wilson encouraged members to meet with their corresponding City Council district representatives to share information and possibly alleviate problems. He requested members to obtain contact information for their respective City Council representatives from the City Clerk's Office, schedule meetings, and email him to let him know that such meetings had taken place.

Discussion - Member ID Cards

Mr. Wilson advised members that it was very important that they obtain and present their DHRC identification when working in the community. He suggested that members be provided a few business cards and asked the City Clerk's Office for assistance in this regard.

Update by Chairman Wilson - City Manager Department Head Meeting of April 29, 2014

Mr. Wilson stated that he attended the City Manager Department Head meeting on April 29, 2014, since he felt that it was important that the DHRC establish a relationship with City departments and get to know the people who run the City and what they do. He advised department heads that the DHRC was seeking their input to be included in their strategic plan and requested them to inform the DHRC how they could help to alleviate staff's concerns. Mr. Wilson stated that the Public Works Department had indicated that the DHRC could do a lot of work for them. Mr. Wilson reminded members that everything that the DHRC does should be positive.

Responding to Ms. Smith regarding input received from department heads, Mr. Wilson explained that the purpose of his attending the meeting was to introduce himself and the DHRC to staff and request their input. He indicated that he was now awaiting their responses.

Discussion of Future Quarterly Meeting Dates

Mr. Wilson reminded members that future meetings had been scheduled for July 22, 2014; October 28, 2014; and January 27, 2015. He expressed his hope that the DHRC Strategic Plan would be in place by July 22, 2014.

Commission Members' Announcements

Mr. Roach suggested that it would be helpful to obtain information regarding some of the complaints previously received by the DHRC, noting that this would be helpful in developing goals for the future. Responding, Mr. Wilson stated that previous meeting minutes would reveal these actions and were available on the City's website.

Mr. Ruane stated his recollection that the DHRC had previously completed a survey with the assistance of a former member associated with Delaware State University. Responding, Mrs. McDowell stated that she was not aware of such a survey but that the City Clerk's Office could research this further. *(City Clerk's Office Note: DHRC meeting minutes reveal that the DHRC conducted a survey between 2003 and 2004, the results of which were briefly discussed during the DHRC meeting of September 22, 2004; however, official results of the survey were not provided to the City Clerk's Office.)*

In response to Mr. Ruane regarding the relationship between the State Human Relations Commission (SHRC) and the DHRC, and whether the SHRC would provide members with information on matters in Dover that the State might be involved in, Mr. Wilson stated he had attended a SHRC meeting during the previous week, was in communication with the Chair and Director of the SHRC, and had another meeting scheduled to meet with them. They were pleased and excited about the newly organized DHRC and would be working with the Dover Commission. Mr. Wilson stated that he hoped that there would be a good connection between the SHRC and the DHRC and that they would consult regarding the development of a complaint form. He indicated that he would like to see the SHRC participate in the upcoming workshop in case there were questions at the State level. It was his understanding that the DHRC was the only municipal human relations commission in the State of Delaware.

Mr. McGiffin moved for adjournment, seconded by Mr. McGiffin and unanimously carried.

Meeting adjourned at 6:20 p.m.

Cecil C. Wilson
Chairman

CCW/TM/js/dd
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SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

The Safety Advisory and Transportation Committee Meeting was held on June 23, 2014 at 4:00 p.m. with Chairman Hutchison presiding. Members present were Mr. Dixon, Mr. Perza (arrived at 4:12 p.m. and departed at 4:22 p.m.), and Mr. Keller.

AGENDA ADDITIONS/DELETIONS

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

Concerns Related to Permit Parking in Front of Wesley Pre-School and Education Building

During the Committee meeting of May 12, 2014, members considered concerns of the tenants of the Wesley Church Education Building and the Wesley Pre-School regarding the allocation of permit parking in the "A-Street Lot", which was previously free two (2) hour parking. After much discussion, the Committee remanded the matter back to staff to meet with Wesley Church to consider the needs and assessments that need to be factored in regarding the Church, its school, and its mission and that staff be authorized to proceed with intermediate permit spot adjustments.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reviewed a map of the Public Parking Plan - A-Street Lot ***(Attachment #1)***, explaining that the lot consists of 20 parking spaces: 13 designated for permit parking, six (6) for two (2) hour free parking, and one (1) for handicapped parking; and four (4) additional two (2) hour free parallel spots on the Loockerman Street side of the median. She reminded members that the original plan was to designate 13 parallel parking spaces on Loockerman Street between State and Federal Streets as permit parking, noting that there were on-street parking spaces further west on Loockerman Street adjacent to the building owned by Barros, McNamara, Malkiewicz, and Taylor, P.A. and that five (5) to eight (8) of the permit spaces could be shifted to that area. However, she stated that Barros, McNamara, Malkiewicz, and Taylor were not in favor of such a plan, explaining that their parking permit area had changed several times during the past few years. Originally, it was located in the parking lot where the new Dover Public Library is now situated, then moved to the North Street Parking Lot, then to Bradford Street, and then to their current location in front of the Wesley Education Building. It was her sense that the law firm was also concerned that no one had included them in the discussions of parking changes.

Mrs. Townshend stated that she had met with Mr. Dave Casto, Chair of Trustees, Wesley United Methodist Church (UMC), and discussed the possibility of adding three (3) more permit parking spaces to be located on Loockerman Street, on the southeast corner of State and Loockerman Streets, and to allow Wesley UMC to have three (3) additional permits, which would result in a total of 16 permit parking spaces, all to be considered A-Street Lot permits. She stated that she had attempted to contact Mr. Malkiewicz's office regarding this possibility but was unsuccessful; however, she assured members that she would be meeting with them later in the week.

Mrs. Townshend explained that the allocation of these parking areas would be "a temporary fix" through the end of the calendar year and recommended that the City request that the Downtown Dover Partnership (DDP) find additional parking spaces to add to the inventory by expanding or

leasing parking lots. She stated that the City could then absorb the permit parking spaces back into the main inventory and allow the A-Street Lot to become public, on-street parking, as it had been in the past.

Responding to Mr. Hutchison, Mrs. Townshend stated that Barros, McNamara, Malkiewicez, and Taylor, P.A. had 13 parking permits and, after talking with Mr. Casto, she felt that the three (3) parking permits would be sufficient for the Church.

Mr. Mike Malkiewicz, Barros, McNamara, Malkiewicz, and Taylor, P.A., 2 W. Loockerman Street, indicated that his paralegal had always handled parking permits for the law firm and he was aware that the City had contacted the firm last week; however, he had not discussed that conversation with his paralegal. He stated that several changes had been made to their permit parking over the last few years and it was their understanding that the last designation was to be permanent, which was relayed to the employees of the firm. Mr. Malkiewicz advised members that there were safety issues involved, explaining that several employees work late in the evening, after dark, and that the street lights were not in operation for a period of time. He requested that the City make no changes to the current parking permits provided for his law firm, noting that the current location was convenient and provided safety, and asked that Wesley Church's needs also be accommodated. Mr. Malkiewicz noted that he had observed that there were several available parking spots on the southeast corner of State and Loockerman Streets that are vacant during the day.

Mr. Casto reminded members that several programs operate out of Wesley Church's Education Building, including the Capital School District's Student Transition to Adult Readiness (STAR) program, The Arc of Delaware program, a clothing closet, Wesley Preschool, etc. He stated that three (3) permit parking spaces would help temporarily until the matter could be resolved, particularly since there will be another program from the Church's District Office moving into the Education Building. He noted that the church had lost 13 spots that they previously had access to.

In response to Mr. Hutchison regarding the possibility of resolving the problem at this time rather than having to make another change in January, Mr. Scott Koenig, City Manager, explained the need to react to changing parking conditions downtown. He did not feel confident that the City could provide a solution at this time that would guarantee that changes would not have to be made on January 1st, unless all involved were pleased with the temporary solution, in which case City Council could request that no further changes be made. Mr. Koenig stated that any additional parking lots or leased parking was likely to be developed west of State Street, since that is where private lots are located that might be available. He explained that staff's proposal was always meant to be temporary and that staff had been working on a reasonable solution; however, he did not feel that all businesses would be able to park exactly where they hoped. Mr. Koenig stated that the building of a central garage was being considered by the DDP. He indicated that staff would continue to move forward with the anticipation that the parking proposal would be a temporary solution, unless, once school begins in September, the businesses affected were to approach the City and indicate that their parking situation and concerns had been resolved.

Mrs. Townshend reminded members that the problem originated in December 2013 when permit sales began for 2014 and it was determined that there were not enough spaces available to renew all the permits. Staff had to act relatively quickly to accommodate long-term permit holders and did not have time to consider leasing other areas.

Mr. Dixon moved to recommend that staff be authorized to add three (3) additional permit parking spaces on East Loockerman Street and to provide three (3) parking permits to Wesley Church, with parking in this area to be re-evaluated in October and, in the meantime, to work with the DDP to expand the parking inventory. The motion was seconded by Mr. Keller and carried by a vote of three (3) yes (Hutchison, Dixon, and Keller) and one (1) no (Perza).

Request for Waiver of Public Street Frontage Requirement - Appendix A - Subdivisions, Article VI - Subdivision - General Requirements and Design Standards, Section E - Lots (Dover Mall)

During the Committee meeting of May 27, 2014, members considered a request of Simon Property Group, owner of the Dover Mall, L.P. at 1365 North DuPont Highway, for a waiver of the public street frontage requirement. The owner proposed to create three (3) parcels of land from the existing 149.3225+/- acre parcel of the Dover Mall. The property is zoned SC-3 (Regional Shopping Center Zone), and a portion is subject to the SWPOZ (Source Water Protection Overlay Zone) Tier 3 – Excellent Recharge Area and is located on the east side of North DuPont Highway and south of but not adjacent to Rustic Lane. Members were advised that the Planning Commission recommended approval of the requested waiver, subject to inclusion of the necessary easements listed in the Development Advisory Committee Report. The Committee noted that the applicant was not present, and deferred action on the request until the applicant could be present to answer questions.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, stated that, as proposed, Lots 1 and 2 would not have frontage on a public street; therefore, in order to create lots, without frontage on a public street, which is required by the Zoning Ordinance, a waiver by City Council would be required in accordance with Appendix A - Subdivisions, Article VI - Subdivision - General Requirements and Design Standards, Section E - Lots.

Responding to Mr. Hutchison, Mrs. Townshend stated that Lot 1 would consist of 53.1704 acres and Lot 2 would consist of 30.7046 acres, and that both lots were owned by the Dover Mall.

Mr. John Paradee, Prickett, Jones, & Elliott, emphasized for the record that the owners were not proposing any residential use as part of this project.

Mr. Gregg Moore, Becker Morgan Group, explained that the plan was to create the two (2) lots to allow consideration of development options. The current proposal was to develop approximately 289,000 sq. ft. of retail expansion in the areas to the rear of the Dover Mall property. He assured members that these subdivisions would be for commercial entities, which would be allowable by the zoning code. Mr. Moore stated that two (2) other lots in the area were previously created through the same type of action by former members of City Council, and explained that these lots were

currently occupied by Boscov's and JCPenney and do not have road frontage. It was his feeling that those requests were approved because the loop road around the Dover Mall is effectively a public access way for the Mall and is protected by easements of the owners that allow that roadway to be maintained as a public access way. Mr. Moore stated that the two (2) new lots would gain a portion of their access from the loop road and approval of the request would not set a precedent, since the precedent had already been set by allowing the Boscov's and JCPenney stores.

Responding to Mr. Keller, Mr. Moore stated that the City would not incur costs for providing public utilities, explaining that sewer options had been discussed with the City and installation of sewers would be developer driven. He advised members that the actual details of the sewer would be shown on any development plan submitted; however, at the City's urging, the studies had been conducted to ensure that there would be no issues with providing sewer to the parcels. Mr. Moore reiterated that all costs involved with the project would be assumed by the developer.

Mr. Keller moved to recommend approval of the requested waiver, subject to inclusion of the necessary easements listed in the DAC Report, as recommended by the Planning Commission. The motion was seconded by Mr. Dixon and unanimously carried.

Update - Dover High School Construction

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that she had written a letter to the Capital School District (CSD), to make sure that construction of the new Dover High School was proceeding quickly and that there was a clear plan to complete all work by the time school starts. Since that letter was sent, she stated that several meetings had been held, including a meeting between the CSD and the Delaware Department of Transportation (DelDOT) regarding the east entrance, west entrance, sidewalks, and High-Intensity Activated CrossWalK (HAWK) signal. Mrs. Townshend stated that the day following that meeting, there was a meeting with CSD and EDiS staff. She also attended an on-site meeting to coordinate the activities of the sidewalk project and the east entrance with the contractors, which was very productive. DelDOT had indicated that each of these projects was equally important and needed to be completed before school starts; therefore, all parties involved need to work together.

Mrs. Townshend stated that the Dover High monthly coordination meeting was held and that the CSD was working with the Delaware Department of Natural Resources and Environmental Control (DNREC) on a "punch list" in regard to sediment and stormwater. Mrs. Townshend indicated that the building was in good shape and the site was coming together and, although there was a lot more work to be done, she had been provided with construction schedules and was being included in updates. In addition, she stated that she and Dr. Michael Thomas, CSD Superintendent, were having a weekly phone conversation so that if any issues arise, they can be resolved immediately. It was her belief that construction would be completed before school is scheduled to open, although she indicated that "it will be close."

Mr. Keller commended Mrs. Townshend for the thorough job she had done regarding this project.

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

Meeting adjourned at 4:33 p.m.

James L. Hutchison, Sr.
Chairman

JLH/JS/jg/dd/tm
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Attachment
Attachment #1 - Map - A-Street Lot Public Parking Plan

PROPOSED BUILDING
46,000 S.F. TOTAL
2 STORY
F.F. EL. 22.00'

PROPOSED GREEN ROOF
ON ELLIPSE

DOVER PUBLIC
LIBRARY

LOOCKERMAN STREET

FEDERAL STREET

NORTH STREET

FREE 2 HR
3

PERMIT
13

FREE 2 HR
3

A STREET LOT:
TOTAL PARKING SPACES: 20
PERMITS PARKING: 13 SPACES
2 HOUR PARKING: 6 SPACES
ADA PARKING: 1 SPACE

ATTACHMENT #1
SA&T Committee Meeting of 06-23-2014

DOWNTOWN DOVER PARTNERSHIP

PUBLIC PARKING PLAN - A STREET LOT

FEBRUARY 2014

NORTH

PARKING PERMITS CAN BE PURCHASED AT THE CITY OF DOVER, DEPARTMENT OF PLANNING AND INSPECTIONS LOCATED IN CITY HALL AT 15 LOOCKERMAN WAY.

***A LIMITED NUMBER OF PERMITS ARE AVAILABLE AND THE CITY OF DOVER CAN NOT GUARANTEE THE AVAILABILITY OF PARKING PERMITS FOR ANY CITY LOTS.**

UTILITY COMMITTEE

The Utility Committee Meeting was held on June 23, 2014 at 5:02 p.m. with Councilman Perza presiding in the absence of Chairwoman Williams (arrived at 5:06 p.m.). Members present were Mr. Slavin, Mr. Blakeman, and Mr. Snaman. Members of Council present were Mr. Dixon and Mr. Hutchison.

AGENDA ADDITIONS/DELETIONS

By unanimous consent, the agenda was approved as presented.

Proposed Ordinance #2014-15 Amending Chapter 110 - Utilities, Article III - Water Service, Division 3 - Water Impact Fees, Section 110-207 - Establishment of Equivalent Dwelling Units and Article IV - Sanitary Sewer Service, Division 3 - Wastewater Collection Impact Fees, Section 110-282 - Establishment of Equivalent Dwelling Units

Mr. Scott Koenig, City Manager, reviewed Proposed Ordinance #2014-15, which would amend Chapter 110 - Utilities, Article III - Water Service, Division 3 - Water Impact Fees, Section 110-207 - Establishment of Equivalent Dwelling Units and Article IV - Sanitary Sewer Service, Division 3 - Wastewater Collection Impact Fees, Section 110-282 - Establishment of Equivalent Dwelling Units. He advised members that Chapter 110 - Utilities, Articles III and IV currently have a maximum cap of 100 Equivalent Dwelling Units (EDUs) per certificate of occupancy. Mr. Koenig stated that the maximum cap was intended to encourage business expansion; however, the existing prescriptive cap had placed the City at a negotiating disadvantage in recent situations, such as the Garrison Energy Center (Calpine).

Mr. Koenig explained that the proposed amendment would remove the current impact fee cap of 100 EDUs per certificate of occupancy. Additionally the proposed amendment would provide City Council with the ability to reduce the maximum number of EDUs for large development projects; however, the applicant must demonstrate their economic benefit to the City before City Council will reduce the maximum number of EDUs to as low as 100 EDUs.

Mr. Koenig indicated that the amendment would provide the City leverage in negotiating with businesses. As an example, he stated that the water system for the Garrison Energy Center (Calpine) included an elevated storage tank, at a cost of $4.2M, and additional infrastructure improvements. With the current impact fees, Calpine will contribute approximately $210,000 for this project; however, if the caps had been negotiated, he stated that the City may have been able to recover the total $4.2M.

Mr. Koenig stated that, to his recollection, the maximum caps were instituted when the City was considering the expansion of Proctor & Gamble, which would have resulted in a multi-million dollar impact fee. He stated that at that time no system improvements, such as a water tower, pump station, etc., were required of the City; the expansion would have resulted only in an impact on the system.

Responding to Mr. Perza, Mr. Koenig indicated his anticipation that the proposed amendment would result in additional revenues for the City since it would provide the City more leverage to collect a higher fee than currently prescribed by Code. Mr. Koenig stated that the proposed amendment would not affect the current block under construction for the Calpine project since permits had

already been issued. He advised members that, under the current Code, if a second block were constructed by Calpine, EDUs would be capped at 100 and if there were any costs for the system upgrade, the City would bear those costs.

In response to Mr. Blakeman, Mr. Koenig stated that the caps were initially instituted for economic development reasons.

Staff recommended adoption of the proposed ordinance.

Mr. Blakeman moved to recommend adoption of Proposed Ordinance #2014-15, as recommended by staff, seconded by Mr. Slavin and unanimously carried.

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

Meeting adjourned at 5:10 p.m.

Adam M. Perza
Acting Chair

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LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee meeting was held on June 23, 2014, at 6:00 p.m. with Chairman Slavin presiding. Members present were Mr. Anderson (arrived at 6:04 p.m.), Mr. Hare (arrived at 6:05 p.m.), Mr. Shevock, and Mr. Sudler. Members of Council present were Mr. Dixon, Mr. Hutchison, and Mrs. Williams.

AGENDA ADDITIONS/DELETIONS

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

Presentation - Law Enforcement Against Prohibition (LEAP) (Ken Abraham)

Mr. Ken Abraham, 430 Kings Highway, Apt. 414, addressed members regarding drug policies and laws. He advised members that he is a member of the Speakers Bureau for Law Enforcement Against Prohibition (LEAP) and that he enjoyed working as a prosecutor for approximately 10 years in Dover, then moved to Florida, went into business, and returned to Dover. He stated that approximately seven (7) years ago he lost everything to drugs, despite having had the best parents and a wonderful childhood. Since he could not change the past, he stated that he was trying to turn the negative in his life into a positive, noting that it was a learning experience. He stated that, in addition to starting a non-profit organization eight (8) months ago, he gives presentations to rotary clubs, youth groups, etc., as well as individuals such legislators and ministers.

Mr. Abraham indicated his understanding that City Council does not set or control drug policy; however, he wanted members to be made aware of the issues and suggested that the City adopt a resolution encouraging State legislators to change the drug laws to some extent. As an example, he suggested that legislators could be encouraged to adopt medical marijuana and to legalize marijuana. Mr. Abraham encouraged members to read the "After Prohibition" brochure issued by LEAP, explaining that it addresses many issues, problems, concerns, and questions. He stated that the material indicated quite emphatically that both addiction and crime decrease when drugs are legalized or decriminalized, contrary to the belief held by most that addiction and crime will increase if these changes are made. Referring to Colorado's experiment with marijuana, which he stated had proven to be a great success, he indicated that, although there are problems with the legalization/decriminalization of drugs, the benefits far outweigh the problems. He stated that Colorado was making a substantial amount of tax revenue and crime and addiction rates had decreased.

Mr. Abraham advised members that the illicit drug market was approximately a $300 billion per year business and questioned if this business, with the whirlpool of crime that swirls around it, should be run by drug kingpins, thugs, and hoodlums or if the State should legalize, regulate, and tax drugs. He reminded members that the country started prohibition with alcohol and it did not take long to realize that this was a mistake. It was Mr. Abraham's belief that alcohol did not create Al Capone; prohibition created Al Capone, just as the prohibition of drugs in America creates a whirlpool of crime. He stated that, according to studies, 84%-90% of all crime is drug related and over 90% of property crimes are drug related (theft for the purpose of purchasing drugs). Mr. Abraham expressed his belief that changing the laws to legalize and regulate drugs would decrease those percentages substantially.

Mr. Abraham explained that regulation simply means responsible people making responsible decisions and that in Colorado children were not standing in line to buy drugs. He stated that LEAP's position was that all drugs should be decriminalized, legalized, regulated, and taxed; that there is a difference between hard and soft drugs; and a different approach should be taken for each. Mr. Abraham stated that the bottom line is that drug addiction is a health problem and that more and more individuals are realizing that addicts should be treated rather than locked up in prisons.

As a former prosecutor, Mr. Abraham stated that he had seen crime victims every day and explained that when addicts are treated, future crime victims are prevented, the recidivism rate is reduced, and the revolving door to prison is slowed down. As mentioned in the material provided, he stressed the importance of advertising, explaining that any legalization and regulation of drugs needed to be accompanied by advertising of the dangers of drugs. Referring to the situation in Colorado, he stated that it was expected that the State would gain $150M in tax revenue and $40M was planned to be spent on rehabilitation centers, treatment, and an advertisement campaign warning about the dangers of drugs. He noted that the use of cigarettes by teens between the ages of 12 to 17 was cut in half from 2002 through 2012 due to advertising of the dangers of cigarettes.

Noting that most of what had been addressed was beyond the scope of City Council, Mr. Anderson questioned what could be done to encourage rehabilitation on a local level and if any barriers were known. Responding, Mr. Abraham stated that he was not aware of any barriers, such as zoning issues. He felt that there was a need to increase public awareness of the need for treatment and rally those that have the funds and means to provide effective treatment.

In response to Mr. Sudler, Mr. Abraham stated that he was not aware of any statistical analysis or comparison relating to the implementation of such a program in an area similar in size to Dover, Delaware. However, he stated that the general principles and results are the same wherever there had been a change in policy implemented and did not feel that the size of the area would make a difference. Regarding the difference in the results based on "hard" and "soft" drugs, Mr. Abraham stated that in those jurisdictions that have legalized all drugs, including "hard" drugs, the results have been the same - a decrease in addiction rates, a reduction in health problems, and a decreased crime rate. He advised members that an agency known as DrugFree.org, in New York, recently took over the Montana Meth Project, which dramatically reduced methamphetamine use, drug lab busts, trips to the emergency room, etc. in about eight (8) states. Advertisements for the Montana Meth Project include real people who tell their stories of the effects of drugs on them.

Mr. Abraham advised members that DrugFree.org will develop an advertising campaign for any jurisdiction. He explained that there are two (2) groups of people: those who do not use drugs and those that do, and that the advertising works differently for those groups. For those who do not use drugs, the advertising dramatically reduces the number of people who are inclined to use drugs. Advertising treatment dramatically reduces the number of people already using drugs, once the policies are changed in criminal law. Mr. Abraham stated that the information provides facts regarding the effects that drugs have on human brains, explaining that these sinister drugs release

a chemical in the brain that gives pleasure and is released to such an extent that, as described by a psycho-forensic evaluator with the public defender's office, the brain is "hijacked" by overwhelming one's sense of judgement, moral values, awareness of right and wrong, etc. It just makes the user want more of the drugs.

The Committee took no action regarding this matter.

Expiration of Downtown Dover Partnership (DDP) Loan Guarantee Extension

During their Regular Meeting of June 10, 2013, members of City Council approved an extension of the Downtown Dover Partnership (DDP) loan guarantee for a period of one (1) year effective July 1, 2013 on the loan between PNC Bank and the DDP.

Mr. Scott Koenig, City Manager, reviewed information prepared by Mrs. Donna Mitchell, Controller/Treasurer, regarding the DDP's negotiation of new terms for the PNC Loan collateralized by real estate on Governors Avenue (former "Acme" Property). He reminded members that City Council had provided the City's guarantee on the loan since March 2008 and that the guarantee was extended for one year, effective July 1, 2013. He stated that the approximate dollar amount of the loan was $1.3M.

Mr. Koenig stated that in the renegotiations of this loan by Mr. Gerald Street, representative of the DDP, it was hoped that, at some point, the City could be released from the loan; however, due to the current economic conditions, PNC requested the continuation of the City's guarantee through the term of the loan. He indicated that the reason for this request was due to: 1) the loan to value (LTV) of greater than 80%; and 2) the marketability of the "Acme" property, value, strength of tenants, and lease stream. The bank had agreed to extend the "Acme" loan to March 1, 2017 and begin amortizing the loan based on a 20-year amortization. Mr. Koenig stated that the loan included a 3.75% interest rate. PNC will require a principal and interest payment, and at the end of the initial term, PNC would renegotiate the interest rate over the balance of the loan term.

Staff recommended approval of the extension of the Downtown Dover Partnership loan guarantee with PNC Bank through March 1, 2017.

Responding to Mr. Hare, Mr. Koenig stated that the initial amount of the loan in 2008 was $1.3M and that payments had been made only on interest since that time. He stated that for the next three (3) years, principal and interest payments would be made based on a 3.75% interest rate.

In response to Mr. Shevock, Mr. Koenig stated that the DDP would make the payment to PNC from monies collected by the DDP from the leasing tenants. He stated that the guarantee appears on the City's balance sheet as a potential debt; however, this debt would be incurred only if the note were called and the DDP exhausted their funds. He stated that it would continue to be reflected as a commitment of the City as it had been since 2008.

Noting that only interest was paid on the loan, Mrs. Williams questioned the use of monies collected from the tenants. Responding, Mr. Gregg Moore, President, DDP, stated that the tenants at the Acme site had been making their payments to the DDP and that those monies had been used by the DDP to make interest payments to PNC. Since an interest-only loan was negotiated, all additional proceeds were used for other downtown projects. He stated that the DDP had been actively marketing the site and that its sale would allow for the loan to be paid in full. However, he assured members that enough rent was coming from the two (2) tenants to cover the principal and interest payments. He stated that this payment had been included in the DDP budget which was provided to City Council.

Responding to Mr. Sudler regarding the DDP's top two (2) priority projects for which these additional funds were used, Mr. Moore indicated that, in accordance with the current terms of the loan, the DDP was not required to make any principal payment; therefore, only interest payments were made. Since the DDP was actively in the market to sell the property and had a full price sales contract (which did not go through), the DDP's position was to use the least amount of money required and use any additional funds for other purposes in the downtown area, such as First Friday, Farmer's Market, or marketing for other downtown functions. He stated that the monies were not provided to any given project and that there were not two (2) particular projects that accessed those funds. He explained that the proceeds were used by the DDP for their overall mission, which is to improve the culture and revitalize the downtown area; therefore, all six (6) of the DDP's committees and missions draw from the additional monies. He noted that marketing the downtown is something that each of the committees includes in their budget; therefore, this would probably be the biggest use of those funds.

Mr. Anderson moved to recommend extension of the Downtown Dover Partnership (DDP) loan guarantee with PNC Bank through March 1, 2017, as recommended by staff, seconded by Mr. Hare and unanimously carried.

Proceeds from Sale of Real Estate

Mr. Scott Koenig, City Manager, reviewed information prepared by Mrs. Donna Mitchell, Controller/Treasurer, regarding proceeds from the sale of real estate. Mr. Koenig reminded members that City Council approved the sale of Garrison Oak Technical Park Lot 12 (10.684 acres) for $1,000 per acre, in accordance with the City's economic development goals. He stated that the City's net proceeds from the sale of Lot 12 were $10,623, explaining that the contract sales price was $10,864, less the seller settlement charges of $241. He stated that the City's current Real Estate Disposition Policy does not specify to which account the net proceeds should be credited; therefore, staff recommended that the credit be applied to the Capital Asset Reserve and that a formal policy be developed for future transactions.

Mr. Koenig noted that, in accordance with Generally Accepted Accounting Principles (GAAP), accounting for this transaction will require the recordation of a $44,140.65 loss on the sale of the fixed asset since the City was awarded a $2M grant from the State of Delaware for the purchase of

the Garrison Oak Technical Park and the City subsequently resold the property at a dollar value that was less than the per acre value of the original transaction. The City recorded the purchase of the land (381.8425 acres) at $1,933,277.16, or $5,063.02 per acre.

In response to Mr. Shevock, Mr. Koenig stated that the grant was awarded 10 or more years ago; therefore, he did not anticipate that the State would request that the grant monies be refunded.

Responding to Mr. Anderson regarding whether the City intended to sell or lease lots at the Technology Park, Mr. Koenig stated that there was currently a lease for the Garrison Energy Center tract and that the Solar Park also had a lease. He stated that negotiations for the sale or lease of the property would be dependent upon the needs of the organization that is interested in a tract. It was his opinion that it would be best for the City to sell the properties to avoid long-term liability or maintenance, should the property be abandoned. He stated that the current leases were made prior to his tenure as City Manager and that most discussions now involved the potential sale of properties.

Mr. Hare questioned if anyone was actively marketing the Garrison Oak Technical Park. Responding, Mr. Koenig stated that it is known locally that the property is for sale; however, no funds had been used for marketing the property, nor had advertisements been placed in the *Wall Street Journal*. He assured members that the State Economic Development Office was aware of properties for sale at the site, and stated his belief that funds included in the City's Economic Development Office's budget for advertisement were limited.

Mr. Slavin suggested that the Economic Development Director and/or the Mayor could better advise members with regard to the marketing of the Garrison Oak Technical Park.

Mr. Hutchison stated that the City had a very strong working relationship with the State of Delaware and Kent County Economic Development Offices, as well as the congressional leadership team. As a result, in terms of advertising, it was well known that the Garrison Park was for sale. He stated that if the City were to continue to be in the economic development business, members needed to realize that in order to be successful, there would be a need to make concessions, as that is what economic development does. He explained that if the City wanted jobs and opportunities, it would be necessary to make concessions and if that was not desired, the City should get out of the economic development business.

Mr. Hare stated that, although the State may be marketing the property, he felt that the City should take a more aggressive approach in marketing not only the Garrison Oak property but the entire City of Dover.

Mr. Hare moved to recommend approval of staff's recommendation that the net proceeds from the sale of governmental fund real estate be credited to the Capital Asset Reserve for future capital projects. The motion was seconded by Mr. Anderson and unanimously carried.

Proposed Financial Reforms

Mr. Slavin reminded members that during the June 11, 2014 Budget Hearings, 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.

Responding to Mr. Anderson, Mr. Slavin stated 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.

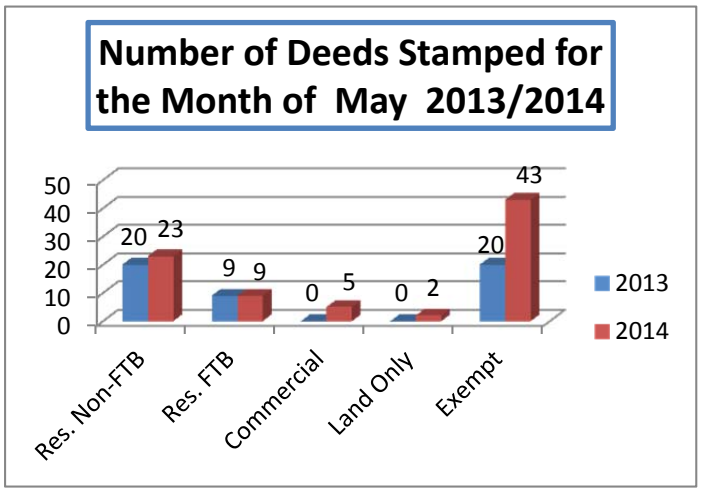
By unanimous consent, the meeting adjourned at 6:32 p.m.

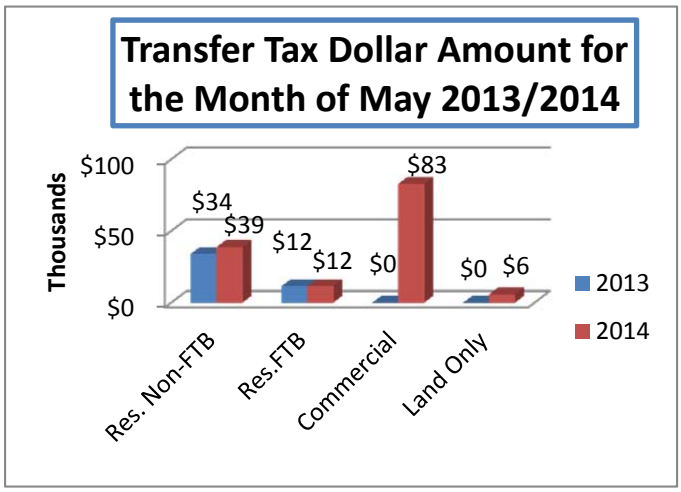
Timothy A. Slavin
Chairman

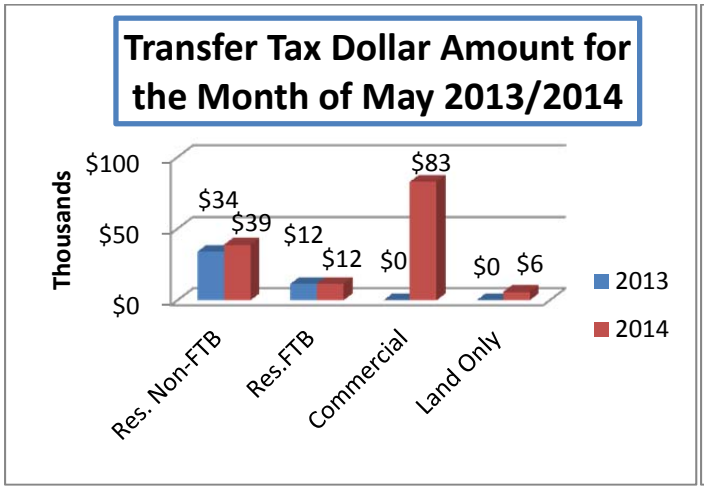
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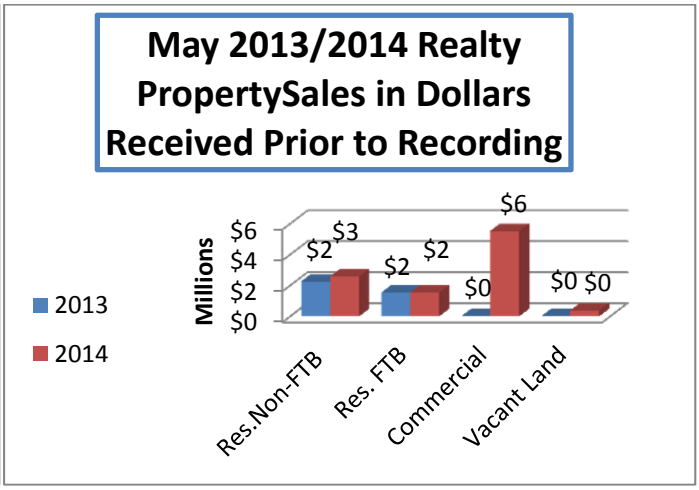
Monthly Report
May 2014

Office of City Assessor









Major Updates

	March - 14	April - 14	May - 14
Assessment Change	$2,672,600	-$28,000	$243,800

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
17	$2,772,700	$2,544,322	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

Appeals

- Appeal Hearings have been completed (see attached spread sheet)

CITY OF DOVER
SALES RATIO REPORT

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
ED05-067.09-01-37.00	20B	R10	165 MERION RD	1	3	1977	1	1866	C+	GD	191,700	22-MAY-14	159,000	
ED05-067.15-01-15.00	17B	R10	76 VILLAGE DR	1	13	1974	2	1484	C-	GD	110,600	15-MAY-14	112,000	
ED05-067.15-03-49.00	2A	R10	35 VIRGINIA AVE	1	16	1991	1	1422	C	AV	128,400	17-MAY-14	100,000	
ED05-067.15-04-60.00	11	R10	895 SCHOOLHOUSE LN	1	5	1965	2	1972	C	AV	157,600	09-MAY-14	211,000	
ED05-067.18-03-05.00	17	R10	11 FREEDOM PL	1	3	1983	1	1935	B-	AV	184,000	27-MAY-14	187,000	
ED05-067.20-02-27.00	11A	R10	324 COLUMBIA AVE	1	3	1939	1	1765	C+	AV	171,200	02-MAY-14	105,000	
ED05-068.10-03-39.00	13	R10	827 CARVEL DR	1	14	1964	1	1120	C	AV	151,000	09-MAY-14	129,000	
ED05-068.15-05-17.00	25A	R10	205 TEA PARTY TRL		13	2012	2	1580	B+	AV	185,200	06-MAY-14	154,900	
ED05-068.17-01-65.00	8	R10	41 WASHINGTON ST	1	1	1928	2	1430	C+	GD	129,600	15-MAY-14	101,422	
ED05-076.05-02-47.00	16D	R10	5 BRIARWOOD CT	1	5	1987	2	2133	C+	AV	182,100	23-MAY-14	180,000	
ED05-076.10-02-01.00	11C	R10	101 MIFFLIN RD	1	16	1963	1	1766	C+	AV	140,100	23-MAY-14	147,500	
ED05-076.10-03-44.00	16A	R10	1402 WOODMILL DR	1	8	1991	2	1445	C+	AV	139,700	23-MAY-14	138,000	
ED05-076.11-02-35.00	16	R10	1162 S FARMVIEW DR	1	5	1988	2	1916	C+	AV	172,100	11-MAY-14	165,000	
ED05-076.13-05-19.00	25	R10	48 WESTOVER DR	1	5	2001	2	2802	B-	AV	199,400	08-MAY-14	205,000	
LC05-058.17-03-20.00	1	R10	21 WELCH DR	1	11	1988	1	1080	D	AV	90,700	01-MAY-14	70,000	
LC05-068.00-01-12.00	21	R10	2068 WHITE OAK RD	1	14	1998	1	1512	C	FR	158,200	13-MAY-14	169,500	
LC05-068.08-01-06.00	3A	R10	101 MOURNING DOVE LN	1	9	1990	2	2887	B+	VG	281,100	23-MAY-14	210,000	

Residential Appeal

Name	PIN #	Property Address#	Amount	Reque. Amount	Values after Appeal
NEIL FREDERICK A & DAWN F	LC05-058.18-02-010.521-000	521 WEAVER DR	$119,600	na	119,600
SCHMIDT ROBERT H & MARGARET	LC05-058.18-02-01.149	149 MAUREEN PL	$126,400		126,400
BRAKSATOR THOMAS A & BARBARA N	LC05-058.14-01-01.309	309 PERSIMMON CIR W	$107,400	$80,000	107,400
ALEXITCH JEAN A	ED05-077.06-01-71.00	412 E LOOCKERMAN ST	$323,100	$250,000	323,100
			$676,500		676,500

Commercial Appeal

Name	PIN#	Property Address#	Amount	Reque. Amount	Values after Appeal
CONMAL PROPERTIES LLC	ED05-077.09-04-18.00	6 W LOOCKERMAN ST	$2,274,300		1,669,100
CONMAL PROPERTIES LLC	ED05-077.09-04-20.00	8 W LOOCKERMAN ST	$1,021,800		749,900
RAUER ANDREAS	ED05-086.00-02-07.00	.67 AC OLD RUDNICK LN	$304,100	$255,000	255,000
RAUER ALICE	ED05-086.00-02-07.01	16 OLD RUDNICK LN	$984,000	**$745,000**	**764,400**
MARVIN F. POER AND COMPANY	ED05-077.10-01-55.00	21 S LITTLE CREEK RD	$1,746,100	$1,247,000	1,746,100
			$6,330,300		5,184,500

Exempt Request

Name	PIN#	Property Address #	Amount	Reque. Amount	
RECTOR WARDENS & VESTRYMEN OF CHRIST EPISCOPAL CHURCH	ED05-077.09-05-45.00	509 S STATE ST	$48,700	$0	0
YMCA	ED05-067.18-02-01.00	825 KENTON RD	$0	$0	0
CENTRAL DE HABITAT FOR HUMANITY	ED05-076.10-02-58.00	70 MIFFLIN RD	$0	$0	0
CENTRAL DE HABITAT FOR HUMANITY	ED05-076.08-05-72.00	41 S QUEEN ST	$23,200	$0	0
BIBLE CHURCH OF GOD, INC	ED05-068.14-03-55.00	1202-1204 WHITE OAK RD	$192,300	$0	0
BIBLE CHURCH OF GOD, INC	ED05-068.14-03-56.00	LAND SPRUANCE RD EXT	$4,200	$0	0
VILLAGE OF CANNON MILL HOA INC.		Open Spaces	991,300		0
CENTRAL DE HABITAT FOR HUMANITY	LC05-068.10-01-20.00	511 SCHOONER WAY	135,200	0	0
MILFORD HOUSING DEVELOPMENT CORP	ED05-067.18-01-47.00	1361-1383 WALKER RD	0	0	0
MILFORD HOUSING DEVELOPMENT CORP	ED05-067.18-01-66.01	1357 REAR WALKER RD	0	0	0
			$1,394,900		

Stipulations

Name	Pin#	Property Address #	Amount	Reque. Amount	
JOSEPH TAYLOR EBONIE	LC05-058.18-01-54.00	108 SUSAN PL	$120,000	$82,000	88,900
SOLIMAN A SOLIMAN	ED05-077.09-05-24.00	309 S STATE ST	$200,000	$175,000	186,000
THOROUGHGOOD LORRAINE C & THOROUGHGOOD MARGARET	ED05-067.13-01-47.00	271 CARNOUSTIE RD	$279,200	$259,000	268,100
			$17,402,600		**$12,265,000**

Residential Appeal Values before Appeal	$676,500
Residential Appeal Values after Appeal	$676,500
Difference	$0
Commercial Appeal Values before Appeal	$6,330,300
Commercial Appeal Values after Appeal	$5,184,500
Difference	$1,145,800
Total Amount for Exemptions	$1,394,900
Values before Stipulation	$599,200
Values after Stipulation	$543,000
Difference	$56,200

CITY MANAGER'S MONTHLY REPORT



MAY 2014

Monthly Highlights

Customer Services

- In the month of May, we processed 3,363 credit card payments for the month totaling $664,058.81.

Human Resources

- Continued contract negotiations.

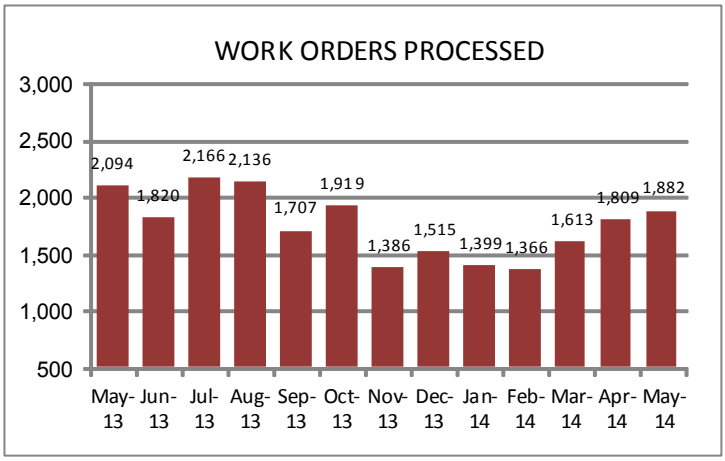
Library

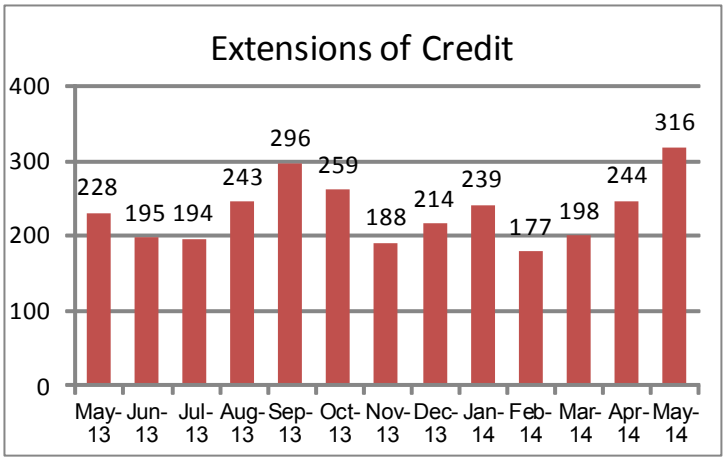
- 493 attended 56 programs for adults.
- 436 attended 12 programs for teens.
- 458 attended 17 programs for children.
- 29 volunteers completed 328 hours of service.
- 135 attended 37 programs/classes coordinated through the Job Center.

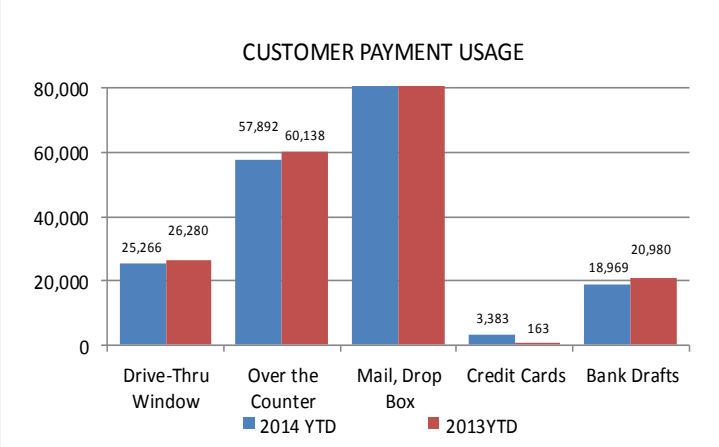
Public Works

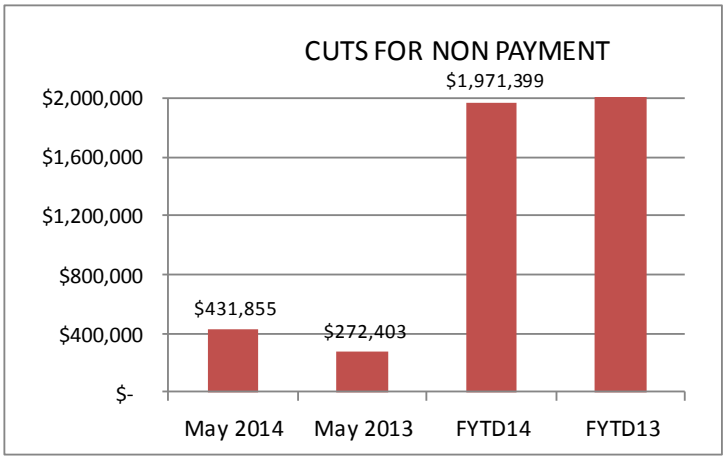
- Working on CIP and additional funding for future street program and other projects.

CUSTOMER SERVICES









Major Program Updates	May 2014	May 2013	Difference	FY 2014 Year-to-Date	FY 2013 Year-to-Date
Number of Customers Served	21,233	21,632	(399)	232,419	252,720
Final Bills	696	780	(84)	6,993	6,901
Estimated Bills	177	159	18	1,883	1,745
Penalties Posted	$ 18,793	$ 19,482	(688)	$ 215,053	$ 214,527
Extensions of Credit - Amount Extended	$ 95,197	$ 99,350	(4,153)	$ 844,522	$ 904,657
Balance Transfers	$ 11,945	$ 7,290	4,655	$ 62,751	$ 42,256
Utility Collections	$ 26,596	$ 20,446	6,149	$ 272,787	$ 250,494
Special Assessments	$ -	$ -	-	$ -	$ 659
Miscellaneous Billings	$ 32,149	$ 178,607	(146,458)	$ 1,246,978	$ 1,382,118
CNP through Disconnect Collars	$ 14	$ 28	(14)	202	340
Court Cases	-	-	-	-	-
Tamperings	-	-	-	4	18
Taxes Levied (includes carry forward)	$ 250,968	$ 329,929	(78,960)	$ 10,914,236	$ 10,921,443
Billing Adjustments	$ (16)	$ 142	(158)	$ 27,727	$ 2,416
Total Taxes Collected	$ 28,305	$ 41,884	(13,579)	$ 10,719,316	$ 10,631,124
Taxes Outstanding	$ 222,647	$ 287,903	(65,255)	$ 222,647	$ 287,903
Payments in Lieu	$ -	$ -	-	$ -	$ 45,000
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%	-	99.8%	99.8%

HUMAN RESOURCES

Category	May 13	June 13	July 13	August 13	Sept 13	Oct 13	Nov 13	Dec 13	Jan 14	Feb 14	Mar 14	April 14	May 14	Total
Caucasian*	283	282	281	279	283	284	285	287	288	288	290	289	290	N/A
Minorities*	53	53	54	54	54	56	55	56	57	57	58	58	58	N/A
Hired	3	1	2	2	7	4	1	3	5	1	3	0	1	33
Terminated/ Resigned/ Retired/Other	8	2	1	3	2	1	1	0	3	1	0	1	0	23
Transferred/ Promoted	1	0	2	0	4	1	0	0	1	0	3	0	1	13
Jobs Posted	5	8	5	5	3	2	0	2	4	4	3	3	2	46
Workers Comp. Injuries	4	3	4	3	7	2	2	1	5	2	2	0	1	36
Workers Comp. Hours	28	0	119	62	384	110	48	120	116	0	128	125	51	1291
Insurance Claims	3	7	4	6	2	2	1	4	5	2	4	4	6	50

Full-time Employees: 331 Part-time Employees: 17 (4 Pitts Center, 1 Recreation, 11 Library, 1 Customer Service)

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

Position Hired: Accountant II

Retired/Transferred/Promoted: Motor Equipment Operator II to Building Craftsperson I

Positions Posted: Inspector III (Fire Marshal), Utility Maintenance Mechanic I

Unfilled/Open Positions by Department*

Unfilled/Open Positions By Department	June 13	July 13	August 13	Sept 13	Oct 13	Nov 13	Dec 13	Jan 14	Feb 14	Mar 14	April 14	May 14
Electric	4	4	4	4	5	5	5	5	5	5	5	5
Public Works	22	20	20	16	15	15	14	13	13	13	13	11
Police	1	2	3	3	1	1	1	0	1	0	1	1
All Other Departments	6.5	6.5	6.5	6	7.5	6.5	5	6	5	5	5	4
Totals	33.5	32.5	33.5	29	28.5	27.5	25	24	24	23	24	21

**Not used for Budgeting Purposes*

The following has been updated to reflected the Fiscal 2013-14 Budget

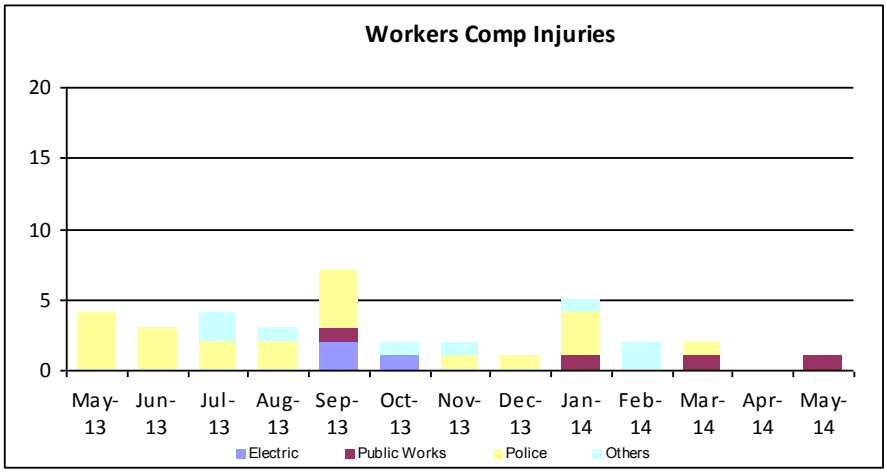
Electric: Electric Director, Electrical Engineer, (3) Lineman 1st Class

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

Police: Police Officer

All Other Departments: (2) Library Assistant (part-time), Storekeeper Buyer I, Fire Dispatcher, Assistant Finance Director

HUMAN RESOURCES
continued



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

Turnover Statistics

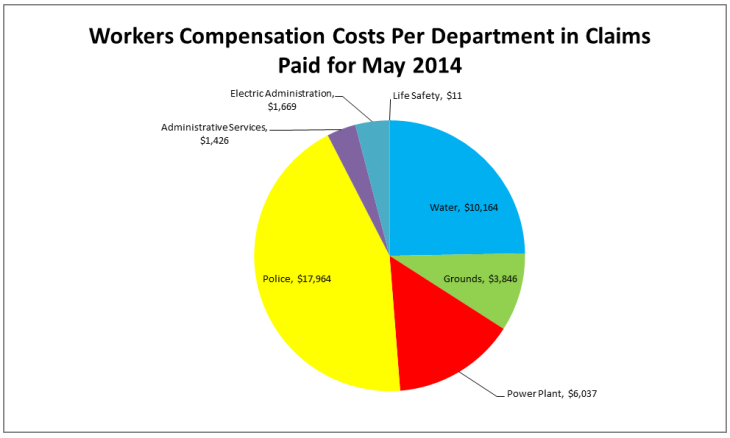
	2010	2011	2012*	2013 *	2014
Total Turnover %	5.57	6.75	11.00	10.91	1.44
Termination Turnover %	0.27	1.08	0.29	1.47	0
Resignation Turnover %	2.12	4.05	5.21	5.01	.58
Retirement Turnover %	3.18	1.62	5.50	4.42	.87

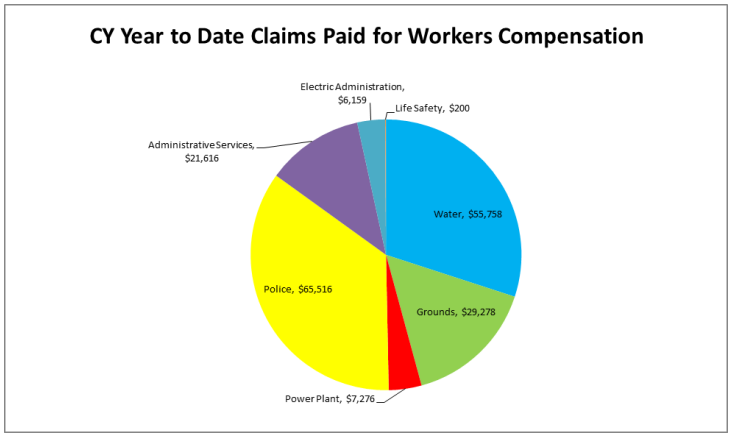
* Healthcare cost sharing implemented
** Healthcare cost sharing implemented for DOE

Average Employees

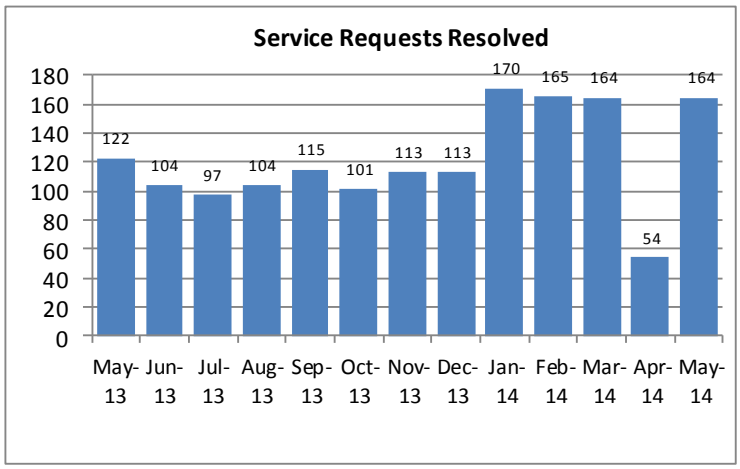
	2010	2011	2012*	2013*	2014
Total Number of Employees Separating from Service	21	25	38	37	5
Average Number of Full-time Employees	362	356	333	325	330
Average Number of Part-time Employees	16	15	12	14	16

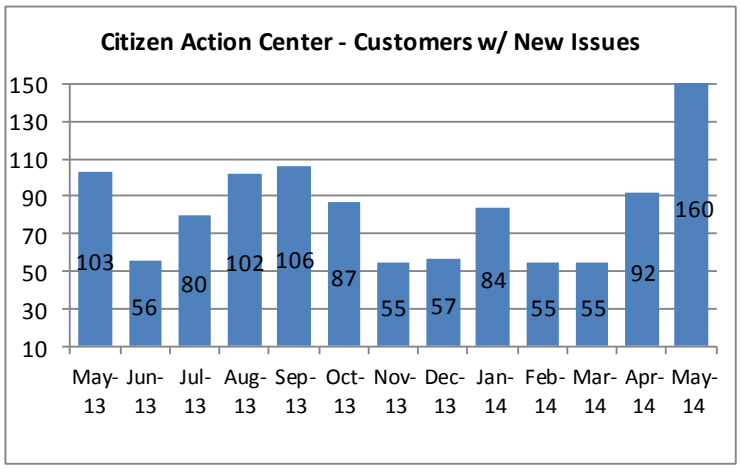
* Healthcare cost sharing implemented

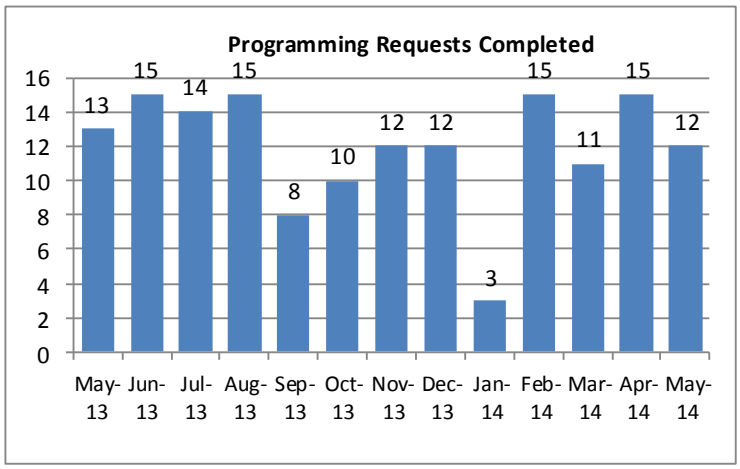


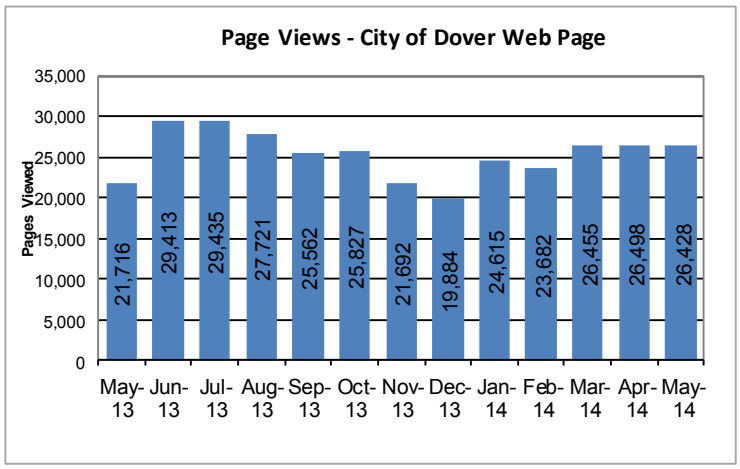


INFORMATION TECHNOLOGY





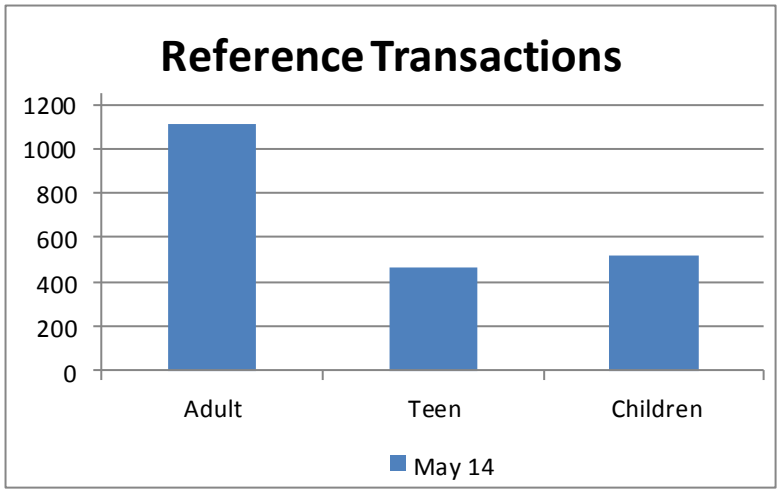




Performance Indicators	Current Month	Last Month	Same Month Last Year
iSeries Availability	100%	100%	100%
Server Availability	100%	100%	100%
AS/400 Connections *(concurrent/authorized users)*	N/A	N/A	N/A
PCs Supported	364	364	352
Scheduled PCs Replaced	-	-	-
Servers Supported	19	19	15
People Trained	14	28	19

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

LIBRARY



Adults – 1112 Teens – 465 Children – 517

Circulation	May 14		FYTD 14		May 13		FYTD 13
Dover residents	19,382		232,211		19,434		208,338
Ebooks	1,636		15,546		1,101		10,500
Kent residents*	13,965		165,432		14,750		162,466
Non-county residents	2,198		26,055		2,425		23,285
Registrations							
Dover residents	320		4,050		364		3,921
Kent residents*	35		729		70		1,305
Non-county residents	5		78		9		119
Other							
Visiting Patrons	26,434		294,715		24,940		288,553
Meeting Room Usage	1,739		20,849		2,425		12,820
Photocopier Usage	1,270		12,780		1,789		14,733
Computer Printing Usage	3,133		28,766		3,175		23,208
Computer Users	4,641		51,539		4,973		44,871
Wireless Computer Users	1,501		14,796		1,112		5,569
Holds (Total)	6,384		68,235		6,476		65,183

***Breakout of Kent County Residential Statistics**

Circulation	Registrations
Harrington: 146	Harrington: 1
Milford: 134	Milford: 1
Smyrna: 1,007	Smyrna: 2
Outside City Limits: 12,678	Outside City Limits: 31

Total Registered Users: (Card Holders)

City: 23,392 Kent County: 12,679 Outside Kent County: 973

Other Points of Interest:

Inter/Interlibrary: 59 items loaned out
39 items borrowed

Technical services: 1,853 items added
1,051 items deleted

Volunteers: 328 hours of service completed

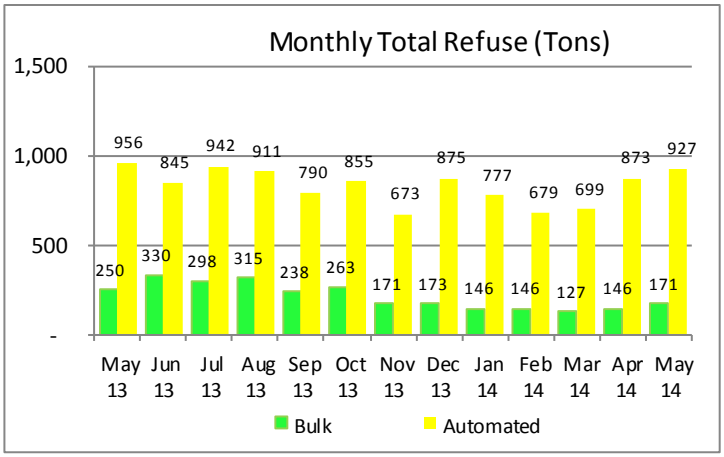
PUBLIC WORKS

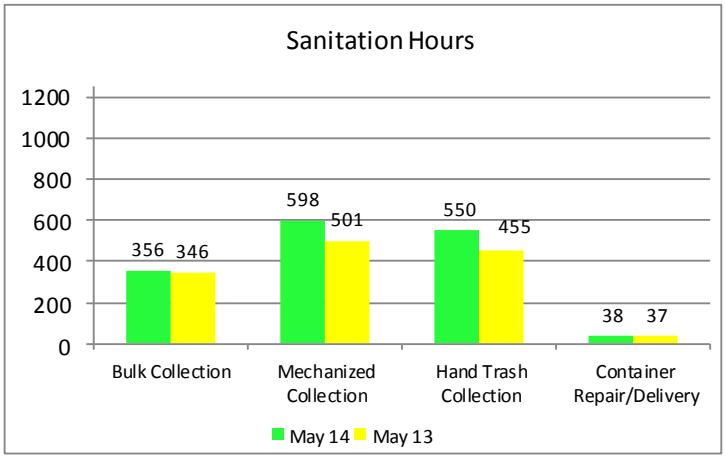
Administration

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





	MAY 2014	FYTD 14	MAY 2013	FYTD 13
Trips to DSWA Sandtown Landfill	192	2,060	219	1,766
Total Tonnage to DSWA	1,098.46	10,398	1,206.10	8,663
90-Gallon Containers Delivered	26	209	30	250
300-Gallon Containers Delivered	8	28	2	27
Total Man Hours-containers Delivered	38	349	37	411

CURBSIDE RECYCLING STATS	TOTAL # OF HOUSEHOLDS COLLECTED	TOTAL # OF ACCOUNTS	WEIGHT/LBS.	AVE. LBS.
May 2014	17,848	8,924	311,740	17.47

PUBLIC WORKS
continued

Streets	MAY 2014	FYTD 14	MAY 2013	FYTD 13
Signed Installed	39	475	42	258
Signs Repaired	17	171	12	100
Curbs Painted Yellow (feet)	8,335	20,965	12,683	33,161
New Post Installed	9	74	0	35
Storm Catch Basins Repaired	4	23	0	1
Storm Catch Basin Repairing (Hrs.)	39	166	0	1
Storm Catch Basins Cleaned	3	305	0	6,266
Storm Catch Basins Cleaning (Hrs.)	3	167	0	1,064
Hot Mix Patching (Tons)	0	1	0	236
Hot Mix Patching (Hrs.)	0	0	0	283
Cold Mix Patching Hrs.)	8	266	0	523
Concrete Work (Hrs)	60	296	0	273
Concrete Patching (Cubic Yards)	0	27	0	0
Ditch Work (Hrs).	0	99	0	122
Street and Alley Maintenance (Hrs)	160	754	74	1,410
Street Sweeping (Miles)	1,558	9,214	1,480	11,368
Street Sweeping (Cubic Yards)	390	2,262	384	2,768
Leaves Collected (Cubic Yards)	0	8,676	0	14,527
Leaf Collection (Miles)	0	4,796	0	5,979

Grounds

Total Work Orders = 9	General = 7	Arborist = 6

Arborist Crew	MAY 2014	MAY 2013
Trees Trimmed	8	14
Trees Removed	6	1
Stumps Removed	4	0

- Mowed grass a good portion of the month
- Pulled 2 trees out of Silver Lake
- Pulled vines from tree at Silver Lake
- Injected Elm trees

Beautification Crew

- Dig up tulips from beds
- Tilled up flower beds
- Planted flower beds

Mowing Crew

- Mowed grass at various city locations
- 26 hours of spraying of poison ivy and weeds

PUBLIC WORKS
continued

Geographic Information Systems (GIS)

- Created and printed various posters for Economic Development Office, Mayor's Office, Public Works and Dover Public Library.
- Travelled to Bridgeville, DE for the Delmarva GIS Conference.
- Created Miss Utility maps for Karins Engineering.
- Coded the 45,000 record Voter List for the Mayor's special election.
- 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, Tax Assessor's Office, Planning & Inspections and the City Manager's Office.
- Trained Staff on the updates to the ArcGIS System and ArcGIS Online.

Fleet and Facilities Management

Fleet Maintenance

PM Work Orders Completed: **16**
Other Work Orders: **46**
Total Work Orders**: 62**
PM Hours: **80.0**

Number of Tire Repairs: **7**
Repair Hours: **111.0**
Fabrication Hours: **4.0**

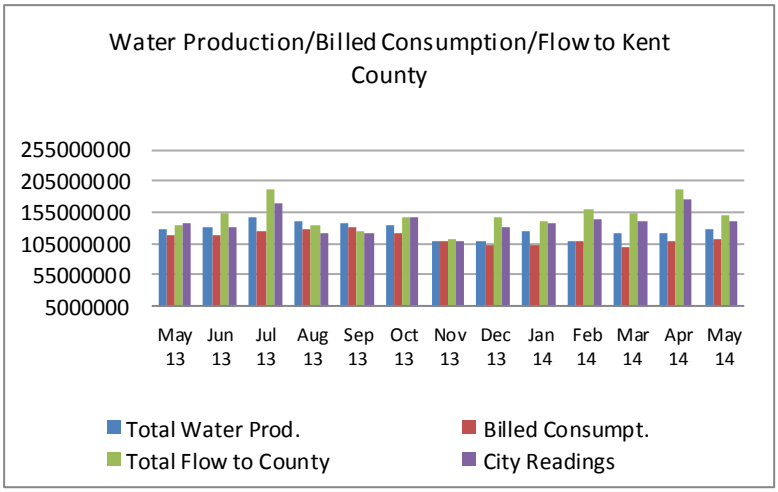
Number of Road Repairs: **4**
Road Repair Hours: **4.5**
Misc. Hours: **5.0**

Major Program Updates

MEASURE	APRIL 2014	APRIL 2013	DIFFERENCE
Scheduled Preventative Maintenance appointments being kept *(Quantity and Percentage)*	16 out of 29 55.17 %	17 out of 29 58.62 %	**- 3.45 %**
Facilities Management			
Routine work orders completed within 5 days *(Quantity and Percentage)*	29 out of 29 100 %	22 out of 24 91.67 %	**8.33 %**
Emergency work orders completed within 2 days *(Quantity and Percentage)*	1 out of 1 100 %	2 out of 2 100 %	**0 %**

PUBLIC WORKS continued

Water/Wastewater



ENGINEERING SUMMARY

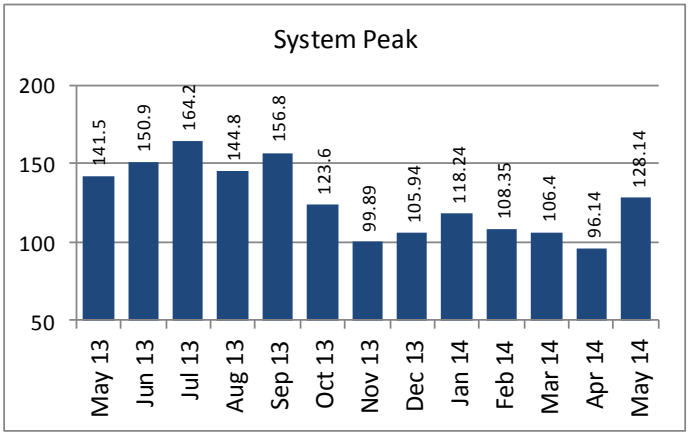
Major Program Updates	MAY 2014	MAY 2013	DIFF	FY14 YTD	FY13
State and Federal Violations	0 violations	0 violations	-	-	-
Water Quality Complaints	5	1	+4	103	112
Plan Review Completed Within 30 days of Submission	9 plans 100%	5 plans 100%	+4	89	82

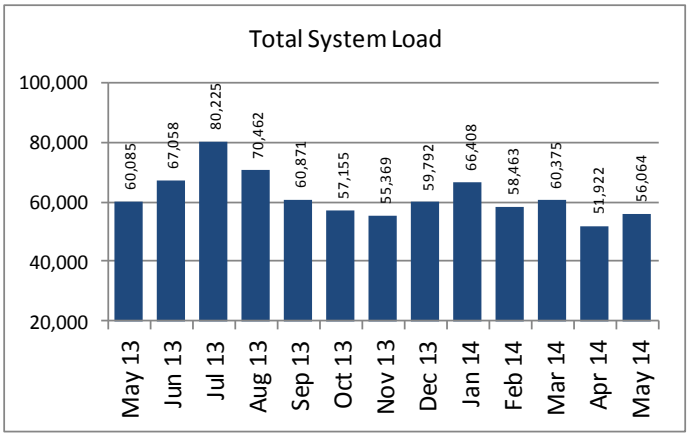
OPERATIONAL SUMMARY

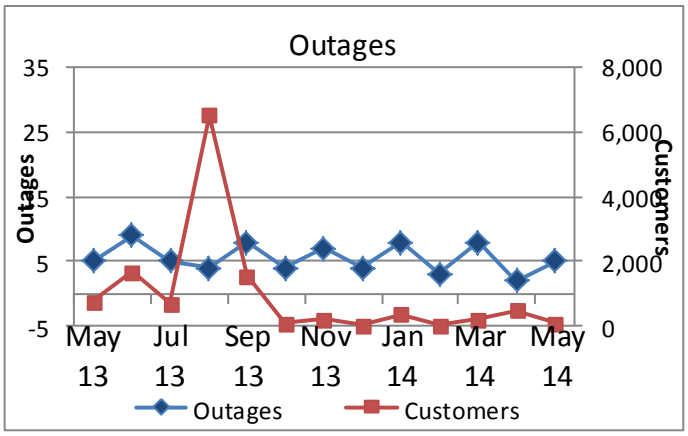
Task	MAY 14	MAY 13	CURRENT FY
Water Production - Daily Average	4,148,839	4,176,710	1,388,899,000
Average Field Response Time (goal is <30 minutes)	16.84	20.08	17.24
Water Mains Repaired	1	2	5
Water Service Lines Repaired	4	2	11
Wastewater Mains Repaired	0	0	0
Wastewater Service Lines Repaired	0	2	3
Sewer Lines Flushed - linear feet	178,134	185,475,000	1,208,931
Sewer Mains Videoed -linear feet	0	5,974	19,733
Total Fire Hydrants in Service	1,818	1,806	1,818
Total Water Meters in City Distribution System	14,212	14,115	14,212

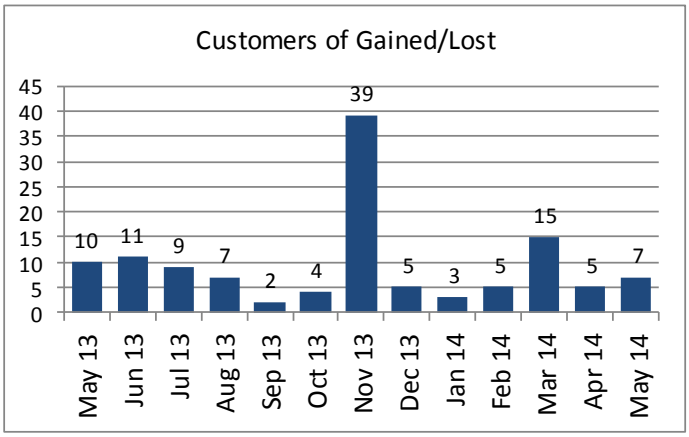
PUBLIC UTILITIES

Electric









Outages: 5 Customers: 97

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 14 YTD	FY 13	FY 12
67.75	50.74	39.44

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**
4	36	29.4 Minutes	28.3 Minutes

PROGRAM UPDATES	MAY 14	MAY 13	FY14 YTD
Tree Trimming	330	127	2361
Number of Oil Releases	1	0	11
Lost Time Accidents – All Electric Utility Divisions	0	0	2
New Services	7	10	103
Major Goals Completed in the Past Two Months			
N/A			

City Planner's Monthly Report

Planning, Inspections & Recreation

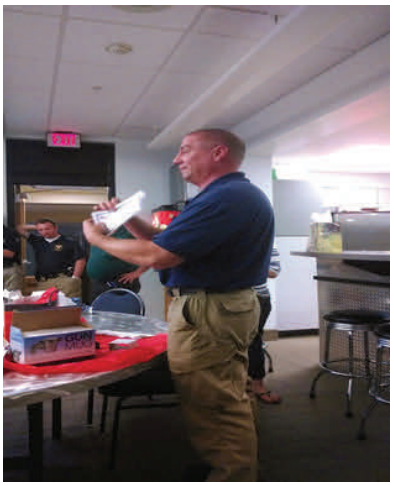
MAY 2014



Planning, Inspections & Recreation Highlights

- **Healthy Community Award -** Dover was one of the five towns taking home the 2014 Recognition for Community Health Promotion. The City of Dover made significant steps to promote health in our community. The recognition is sponsored by the Governor's Council on Health Promotion and Disease Prevention and the Delaware Coalition for Healthy Eating and Active Living (DE HEAL).
- **Dover Days -** The 81st annual Dover Days festival saw approximately 50,000 attendees over the 3 day event. Sherwanda Rachal-Speaks worked with the Kent County Tourism office closely covering all logistics for the festival.
- **Bike To Work Day -** Sixteen bike riders participated in our 2nd Annual Bike to Work day although the weather did not cooperate. Look forward to more great Bike to Work month events in May 2015!
- **Spring Summer Performing Arts Series On The Green -** Kicking off this season with Miss Delaware, we hosted 50 at the Dover Public Library as inclement weather set in. A special thank you goes out to our Gold Sponsor: Eden Hill Medical Group and our Silver Sponsors: Calpine, PNC Bank and the YMCA.

- On May 15, 2014 Tracey Harvey attended Homeownership Training at the New Penn Financial Office.
- On May 16, 2014 Dave Truax retired from the City of Dover after 18 years of service.
- On May 27, 2014 Tracey Harvey attended Dover First Start Homeownership Training at the NCALL Office.



Planning, Inspections & Recreation Revenue

Revenue Stream	FY '14 Budget		FY '14 Actual	
Business License	$1,460,000	$	1,448,742	99%
Trailer License	$20,500	$	21,559	105%
Building Permits	$400,000	$	570,838	143%
Cert. of Occupancy	$9,000	$	4,910	55%
Public Occupancy	$10,000	$	9,699	97%
Lodging House	$14,000	$	14,574	104%
Plumbing/Heating/Air	$75,000	$	63,603	85%
Sprinkler	$25,000	$	22,286	89%
Rental Inspection Fee	$345,000	$	349,818	101%
Miscellaneous	$20,000	$	42,681	213%
Fire Protection Fees	$31,000	$	31,940	103%
Vacant Building Reg.	$60,000	$	144,750	241%
Total P&I Revenue	**$2,469,500**	**$**	**2,725,400**	110%
Recreation	$133,000		$135,960	102%

LOOKING FORWARD …..

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

- ***Community Craft Show /Yard Sale on June 7, 2014.***
- ***African American Festival***
- ***NASCAR Race***
- ***Firefly Festival***
- ***Summer Camps***
- ***Bicycle and Pedestrian Plans Workshop***

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 May 2014, Planning Staff was involved with review of 99 Permits and 3 Certificates of Occupancy permits (2014 calendar year total of 328 Permits and COs compared to 368 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 participating in planning planning and development design of Garrison Oak Technical Park, the pending updates to the FIRM Maps (Flood Insurance Rate maps) issued by FEMA for flood plains, and research for future ordinance amendments.

  Planning Staff attended the Delaware Population Consortium meeting on May 29, 2014 to discuss contract for development of the yearly population projections. It is expected that a cost sharing formula will be developed for all member agencies to assist in funding the development of the yearly projections beginning in 2015. The Delaware Population Consortium provides 30-year population and employment projections for the State, counties, and selected municipalities including the City of Dover.

- A proposed package of Text Amendments to the Commercial, Office, and Institutional zoning districts was again discussed with the Parks, Recreation and Community Enhancement Committee of City Council on May 12, 2014. The series of Amendments began the formal review process with the Frist Reading at City Council on May 27, 2014 and was referred to the Planning Commission for review in June.

Update to Floodplain Regulations



A series of text amendments to the City's Floodplain Regulations to be in compliance with FEMA's regulations for the National Flood Insurance Program (NFIP) have been developed by staff with additional technical assistance is provided by DNREC and their flood ordinance consultant. The Ordinance #2014-09 is proposed to amend the *Dover Code of Ordinances*, Chapter 50 – Floods and other related chapters. After presentation to the Legislative Finance and Administration Committee of City Council, the First Reading was conducted by City Council on May 27, 2014 with final action scheduled for June 9, 2014. This review and update of the City's Floodplain Regulations is required as new FIRM Maps (Flood Insurance Rate maps) will become effective in July 2014.

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

Construction activities related to site improvements and the building construction activities continue at the new Dover High School project site along with the associated inspections of the building and site. A special meeting with eh Fire Marshal's Office was held May 21st regarding outstanding fire protection items and how to authorize furniture move-in. The monthly coordination meeting on the project was held on May 22, 2014. The sidewalk improvement project for the north side of Route 8 and the HAWK are in the bid process at DelDOT. An additional coordination meeting will be necessary for the pending start of construction of the East Entrance, HAWK signal, and sidewalk project. Information on each agency's requirements for compliance in order to allow furniture move-in, in order to issue a Temporary Certificate of Occupancy, and to issue a Final Certificate of Occupancy continue to be discussed.

Construction Activity

- Planning Staff attended the groundbreaking ceremony for the Uzin Utz Manufacturing facility to be constructed at 200 Garrison Oak Drive (Lot 12 of the Garrison Oak Technical Park). The project is completing the Final Site Plan (S-13-20) process and the Building Permit application has been filed in anticipation of a June construction start.
- The Planning Staff continues to participate in weekly coordination conference calls with Calpine regarding the Garrison Energy Center project at 450 Garrison Oak Drive (Lot 7 of the Garrison Oak Technical Park). The 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 May 21, 2014. The next Planning Commission meeting is scheduled for June 16, 2014.

- **S-14-11 Site Improvements at 6 South State Street—** Recommended conditional approval of the Site Plan and Architectural Review Certification for site improvements and development of off-street parking as associated with the building's conversion to office space. The approval includes Staff and DAC comments, approval for the northernmost parking space, the curbing waiver and the waiver for parking reduction to sixteen (16) spaces.
- **SB-14-01 Dover Mall at 1365 N. DuPont Highway: Minor Subdivision Plan—**Recommended conditional approval of the Minor Subdivision Plan and that recommendation of approval to be forwarded to City Council for a waiver of the requirements for lot frontage on a public street. Conditions of approval include requiring the necessary easements listed in the DAC report to be in place for the two parcels of land.
- **SB-14-02 Lands of Union A.M.E. Church at 222 West Reed Street -** Recommended conditional approval of the Minor Subdivision to create new parcels of land.
- **SB-14-03 Lands of Robert & Kathleen Dunn at 276 Troon Road -** Moved to defer action on application SB-14-03 until next month so that legal counsel can be obtained.
- **US-14-01 Dover High School at One Dover High Drive—**Recommended conditional approval of Dover High School Unified Comprehensive Signage Plan for the new high school at One Dover High Drive as submitted including freestanding signage, directional signs, and building signs.

Board of Adjustment

The Board of Adjustment met on May 21, 2014. The next regular scheduled meeting of the Board of Adjustment is scheduled for June 18, 2014. The following applications were considered:

- **V-14-06 Application involving subdividing property into two parcels front and rear at 328 N. DuPont Highway–**Moved that application V-14-06 be deferred until next month in order to have exact measurements and dimensions for the overhand of both buildings and any changes.

Historic District Commission

The Historic District Commission did not meet in May. The next Historic District Commission meeting is scheduled for June 19, 2014.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

- ***CDBG FY13 Projects***

Contracts for FY13 projects have been executed and projects are underway.

- ***Homeownership Assistance Program***

Three (3) first-time homebuyers were provided downpayment assistance to purchase affordable housing in the City of Dover.

- ***MHDC Homeowner Rehabilitation Program***

CDBG funds will be used to rehabilitate owner occupied homes in the City of Dover found in violation of the City's housing code. Five (5) homes have been completed.

- ***Dover Interfaith Mission to the Homeless***

CDBG funds will be used for operations costs for the shelter.

- ***MHDC Emergency Home Repair Project***

CDBG funds will be used to assist very low income homeowners with emergency repairs to eliminate severe housing conditions that constitute health and safety hazards. Seven (7) homes have been completed.

- ***NCALL Research***

CDBG funds will be utilized for foreclosure prevention and pre-purchase homeownership counseling services for up to ten (10) Dover residents.

- ***Elizabeth W. Murphey School***

CDBG funds will be used for minor renovations for one of the facilities that services children that are at risk for homelessness. Replacement of the windows has been completed.

- ***Neighborhood Stabilization Program (NSP)***

The City was awarded $1,426,740 for the acquisition and rehab of foreclosed properties to be sold to qualifying families. A total of $2,080,554 including program income has been expended on the acquisition and renovations for eleven (11) properties. Ten (10) properties have been sold, and one is a rental that serves persons with disabilities. Ten (10) first-time homebuyers have purchased homes through the NSP Settlement Assistance Program.

218 Ann Avenue (sold)
343 Mimosa Avenue (sold)
907 Woodcrest Avenue (sold)
1430 S. Hancock (group home rental)
1415 S. Hancock (sold)
337 N. Governors Avenue (sold)
254 Green Blade Drive (sold)
302 Stone Brook Place (sold)
11 Westover Drive (sold)
110 Thames Drive (sold)
4 Bennington Street (sold)

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 & a privacy fence.
- *27 N. New Street*—Home has been demolished.
- *814 Maple Parkway*—A lien search was ordered for the property. The in-ground pool has been condemned as an unsafe structure and will be taking forward to Council as a dangerous structure. On April 14, 2014 Council approved staff's recommendation to have the pool demolished. The owners were given until May 14, 2014 to have the pool demolished, or the City would proceed with demolition. Demolition is scheduled for June.
- *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.
- *39 N. New Street*—The home has been demolished by the owners of the property.
- *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. An asbestos survey is scheduled for June and bid specs have been placed on the City website.
- *640 Nimitz Rd*—15 day notice sent to owners to repair or demolish the structure by June 8, 2014.
- *238 N New St*—15 day notice sent to owners to repair or demolish the structure by June 8, 2014.
- *803 Westview Terrace*—A lien search has been ordered for the property.
- *231 Mifflin Rd*—A lien search has been ordered for the property.

- *Vacant Buildings*—During the month of May, twenty-four (24) additional buildings were registered as vacant, and $10,750.00 in vacant building registration fees were collected.

Code Enforcement Activity—MAY

Case Type	# cases current month	# cases YTD	% staff initiated current month	% staff initiated YTD
No valid Rental Permit	8	137	50%	96%
No valid Building Permit	7	27	75%	78%
Tall grass and weeds	312	409	88%	90%
Unregistered vehicle	5	19	100%	95%
Abandoned vehicle	8	48	75%	85%
Annual Housing Inspection	4	226	100%	93%
Property Maintenance – Exterior	85	281	76%	74%
Electric Termination	67	147	99%	99%
Dover Code of Ordinances	50	255	54%	71%
Zoning	3	41	100%	78%
Total Cases	**549**	**1590**		
Total # of Inspections For Month	**411**			



238 N. New Street

Fire Marshal's Office, Building Inspections & Licensing Summary

LIFE SAFETY				
Inspections	**MAY 14**	**FYTD 14**	**MAY 13**	**FYTD 13**
Annual Fire/Life Safety Inspections	15	162	46	307
Fire/Code/DCO Complaints	10	168	67	383
Inspection Deficiencies from AFI	18	261	35	135
C/O & Acceptance Tests	4	15	0	46
Administrative Walk Thru	13	-	-	-
Accidental	$0	$1,127,000	$0	$96,450.00
Incendiary	$100,000	$100,00	$0	$16,100.00
Undetermined	$45,000	$65,000	$15,000	$91,000.00
PERMITTING AND LICENSING				
Permits Issued	**MAY 14**	**FYTD 14**	**MAY 13**	**FYTD 13**
Administrative Permit	5	10	2	25
Building Addition/Renovation Permits	34	135	36	293
Building Permits	20	63	25	143
Demolition Permits	9	22	6	50
Fence Permits	20	37	14	91
Fire Prevention Permits	7	29	7	104
Mechanical Permits	21	134	26	270
Plumbing Permits	18	111	43	322
Sign Permits	29	93	19	231
Swimming Pool Permits	4	5	2	4
Business Licenses	103	114	119	1180
Merchant Licenses	3	15	3	275
Contractor Licenses	36	156	36	771
Lodging House Licenses	0	44	1	52
Mobile Homes	3	23	1	233
Public Occupancy	16	310	16	363
Rental Dwelling	35	2862	54	3054
BUILDING INSPECTIONS				
Inspections	**MAY 14**	**FYTD 14**	**MAY 13**	**FYTD 13**
Building	276	1009	269	3,140
Plumbing/Mechanical	316	1303	310	3,255
Certificate of Occupancy	3	39	10	91

Fire Marshal's Office—At a Glance

Large Loss Fire Investigation at
640 Nimitz Road on 05/06/14

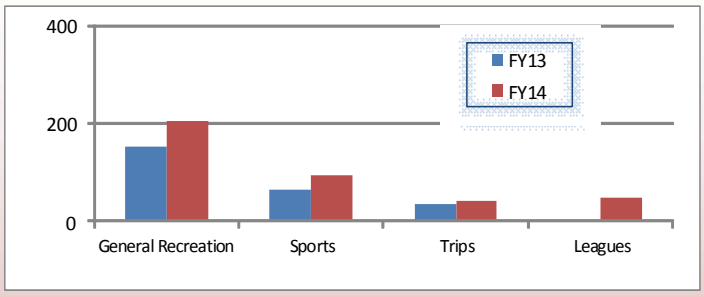


Recreation Division

City of Dover Parks & Recreation

Enrollment Summary

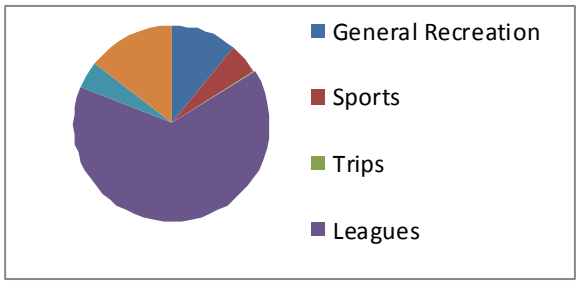
May 2013 verses May 2014

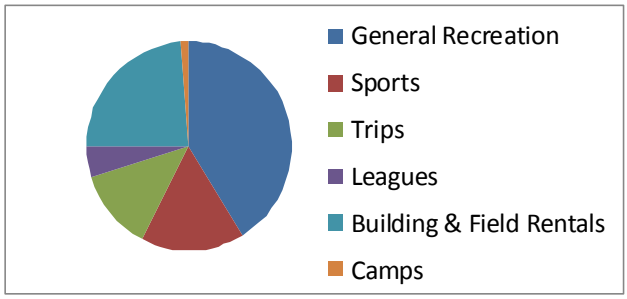




Category	FY13	FY14
General Recreation	148	148
Sports	69	87
Trips	35	45
Leagues	#'s are still	coming in
Camps	26	26

Revenue Breakdown: May 2013 verses May 2014





General Recreation	**$2,762**
Sports	**$1220**
Camps	**$3,605**
Trips	**$70**
Leagues	**$16,250**
Building & Field Rentals	**$1,130**

General Recreation	**$2,326.50**
Sports	**$1225**
Trips	**$375**
Leagues	**$13,005**
Building & Field Rentals	**$1,585**
Camps	**$1,920**



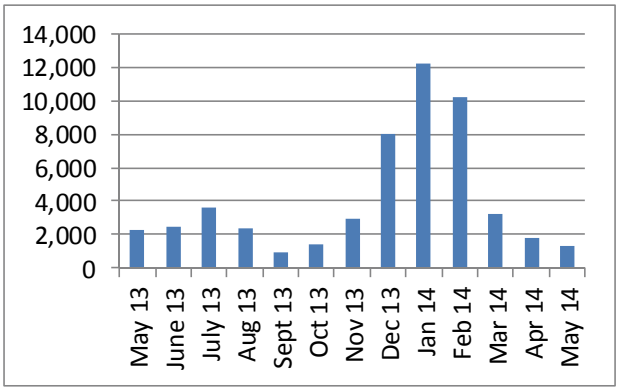




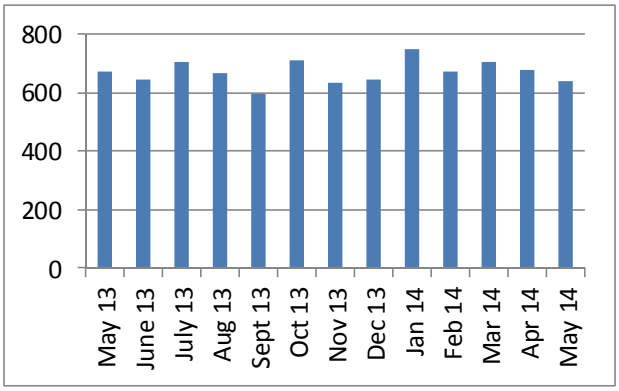


John W. Pitts Recreation Center – MAY 2014

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	MAY 14		FYTD 14		MAY 13		FYTD 13
Open Gym	533.5		4,707		551.5		5,190.25
Fitness Classes	41.5		576.5		55.5		530.25
Leagues	30		840		15		739
Camps	0		587.5		0		81.5
Sports Classes	10.5		214.25		17		185
Meetings & Rentals	16		292.5		28.5		326.5
Enrichment Classes	6		68.5		5.5		57.5
Total Facility Usage Hours	637.5		7,389.75		673		7,110

Daily Program Attendance**	MAY 14		FYTD 14		MAY 13		FYTD 13
Total	1,286		47,150		2,298		46,727
Open Gym	386		4,961		860		7,725
Fitness Classes	275		3,660		355		3,440
Leagues	350		27,627		325		26,383
Camps	0		1,438		0		369
Sports Classes	126		2,239		104		1,493
Meetings & Rentals	144		7,064		649		6,121
Enrichment Classes	5		161		5		115

Since our opening in late April 2008, we have had 319,369 guests at the John W. Pitts Recreation Center.

May Open Gym Registrations and Packages Sold

Packages Sold:	March.	MTD	YTD	FYTD
Daily:	21	$63	350	$1,050
Individual Quarterly:	2	$30	23	$345
Individual Annual:	0	$ 0	1	$ 50
Family Quarterly:	0	$ 0	6	$180
Family Annual:	0	$0	2	$200
Revenue:		**$93**		**$1,825**

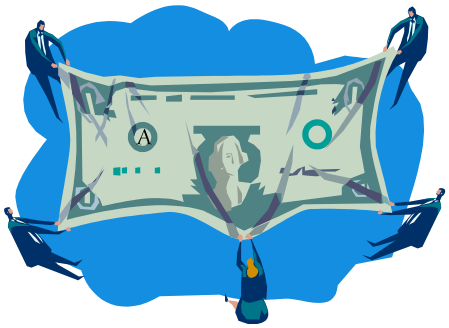


CITY OF DOVER
FINANCE AND PROCUREMENT & INVENTORY DEPARTMENTS
MAY 2014 - MONTHLY BUDGET REPORTS















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

CITY OF DOVER
ACTIVITY REPORTS
May 2014

FINANCE DEPARTMENT ACTIVITY LEVELS

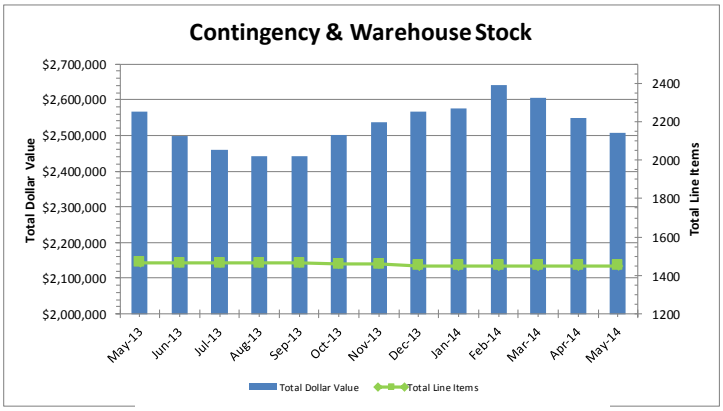
	FY13 YTD			FY14 YTD		
BANK TRENDS						
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	4,651			5,363		
Total Amount of All Deposits	$ 125,822,461			$ 106,847,869		
PAYROLL						
	Hours	%	Amount	Hours	%	Amount
Gross wages per registers	**697,236**	**100.0%**	**$ 16,554,626**	**689,387**	**100.0%**	**$ 16,041,866**
Wages and Hours Worked						
Regular	583,897	83.7%	$ 12,940,001	577,701	83.8%	$ 12,446,931
All over time	30,515	4.4%	$ 1,334,274	29,832	4.3%	$ 1,190,589
Other Paid or Unpaid Wages and Hours						
Vacation	35,505	5.1%	$ 919,112	35,207	5.1%	$ 915,071
Sick	16,575	2.4%	$ 413,877	14,399	2.1%	$ 364,648
Terminal Leave - Retiree Vacation/Sick Payout	16,613	2.4%	$ 480,164	10,927	1.6%	$ 348,596
Comp Time	6,828	1.0%	$ 192,487	7,059	1.0%	$ 198,144
Personal	1,455	0.2%	$ 40,895	1,249	0.2%	$ 35,485
Leave Without Pay	4,397	0.6%	$ -	3,889	0.6%	$ -
Other (description below)	1,452	0.2%	$ 233,816	9,127	1.3%	$ 542,368

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

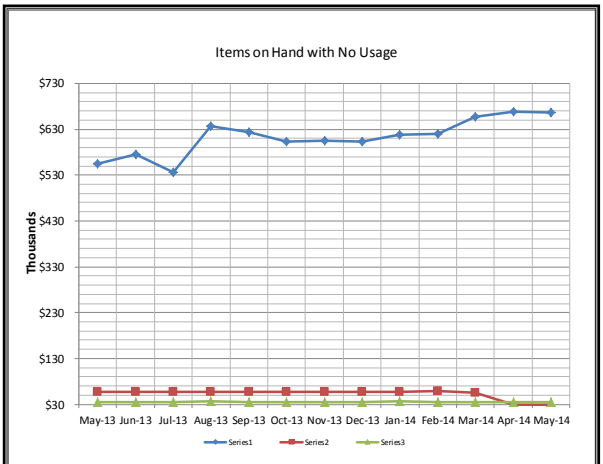
Other Activity						
Number of Pay Periods	21			21		
Number of Payroll Checks & Direct Deposits Issued	7,616			7,563		
Number of Pension Checks Issued	2,478			2,563		
Total Pension Benefits Paid - Defined Benefit Plan	$ 4,100,437			$ 4,313,502		

ACCOUNTS PAYABLE						
Number of Check Vouchers	5,090			5,032		
Number of EFT Vouchers	1,843			1,742		
Vouchers Dollar Amount Disbursed	$ 73,416,527			$ 69,355,572		

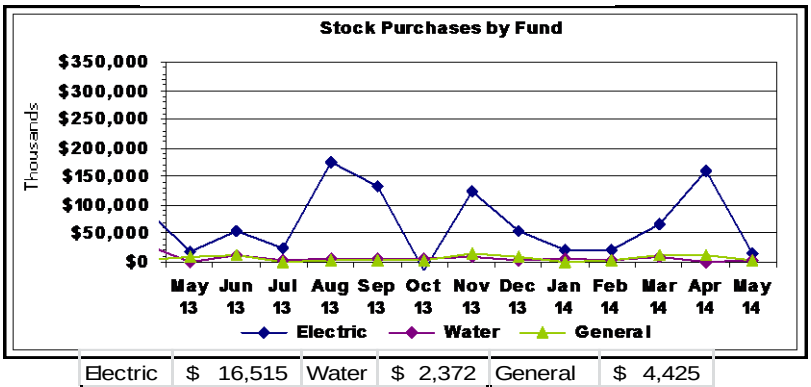
PROCUREMENT & INVENTORY ACTIVITY LEVELS



Value: $2,632,067.94 Line Items: 1,456



Electric:	$665,896	Water:	$29,993	General:	$34,190



Electric	$ 16,515	Water	$ 2,372	General	$ 4,425

	Unleaded:	10,769.6	gallons
	Diesel:	6,854.8	gallons
	Total Cost:	$ 53,994	

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

	Budget	Revised Budget	YTD	Balance
Beginning Balance	$ 3,455,200	$ 4,219,800	$ -	$ 4,219,800
Revenues				
Court of Chancery Fees	863,200	1,002,200	858,120	144,080
Fines & Police Revenues	1,316,000	1,223,900	909,798	314,102
Franchise Fees	606,200	636,000	477,754	158,246
Grants	623,500	623,500	570,961	52,539
Intrafund Services	4,454,300	4,933,000	3,925,167	1,007,833
Library & Recreation Revenues	599,600	679,300	628,670	50,630
Licenses & Permits	2,627,500	2,792,500	2,949,091	(156,591)
Property Taxes (Includes BID Revenue) (1)	11,169,500	11,095,500	11,105,593	(10,093)
Miscellaneous Revenues	138,300	93,100	76,563	16,537
Sanitation Revenues	2,676,500	2,595,600	2,380,400	215,200
Garrison Farm Rent Revenue	118,500	118,500	92,956	25,544
Transfers-In from Special Funds & Utilities				
Municipal Street Aid Fund	527,400	663,900	497,955	165,945
Civil Traffic Penalties	600,000	368,400	259,654	108,746
Transfer Taxes	1,315,500	1,393,000	1,455,403	(62,403)
Verizon, Contingency and CI Reserves	32,000	32,000	271,000	(239,000)
Police Grants	110,000	126,800	63,365	63,435
Water/Wastewater Fund	500,000	500,000	500,000	-
Electric Fund	8,000,000	8,000,000	8,000,000	-
Total Revenues	36,278,000	36,877,200	35,022,450	1,854,750
Total Beginning Balance & Revenues	**$ 39,733,200**	**$ 41,097,000**	**$ 35,022,450**	**$ 6,074,550**
Expenditures				
City Clerk & Council	$ 442,200	$ 479,500	$ 415,662	$ 63,838
Mayor, City Manager & Human Resources	874,900	936,400	875,779	60,621
Police & Police Extra Duty	14,331,800	14,873,600	13,081,309	1,792,291
Public Services	4,131,800	4,587,600	3,846,312	741,288
Procurement & Inventory, Facilities Mgmt., Vehicle Maint.	1,870,900	2,019,400	1,760,067	259,333
Planning & Inspections	2,045,600	2,267,400	2,007,344	260,056
Finance, Info Tech & Customer Services	2,676,400	2,952,200	2,586,244	365,956
Library & Recreation	2,038,600	2,054,100	1,786,462	267,638
Fire Department	692,100	741,600	636,977	104,623
Assessor	198,300	208,400	191,629	16,771
Contribution to DDP	162,400	162,400	121,800	40,600
Miscellaneous Grant Expense	25,000	25,000	-	25,000
Other Employment Expenses	400,000	-	-	0
Insurance	658,900	658,900	655,998	2,902
OPEB - Retiree's Health Care Contribution	1,636,500	1,636,500	1,636,500	0
Police Pension Trust Contribution - State Grant	500,000	500,000	471,461	28,539
Appropriation to Employee Pension Fund - Unfunded Liability	1,159,100	121,000	121,000	0
Appropriation to Police Pension Fund	307,400	689,400	689,400	-
Street Lights	836,000	774,500	709,064	65,436
Debt Service	557,300	557,300	552,051	5,249
Provision for Uncollectible	10,000	10,000	10,000	-
Transfers Out				
Capital Projects Fund	1,278,300	1,448,800	1,448,800	-
Total Expenditures	36,833,500	37,704,000	33,603,859	4,100,141
Budget Balance - Working Capital	2,899,700	3,393,000	-	3,393,000
Total Budget Balance & Expenditures	**$ 39,733,200**	**$ 41,097,000**	**$ 33,603,859**	**$ 7,493,141**
Reserve Balances				
Contingency	$ 723,600	$ 467,900	$ 467,057	

(1) Property Taxes are the taxes billed and not cash received. The outstanding receivable balance as of 5/31/14 is $220,926 as compared to $287,606 in May 2013.

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

	Budget	Revised Budget	YTD	Balance
Beginning Balance - Water	$ 770,800	$ 732,700	$ -	$ 732,700
Beginning Balance - Wastewater	$ 412,600	$ 441,400	$ -	$ 441,400
Beginning Balance - Kent County Treatment	$ 141,600	$ (17,300)	$ -	$ (17,300)
	1,325,000	1,156,800	-	1,156,800
Revenues				
Water Fees	4,730,700	4,396,000	4,044,453	351,547
Wastewater Fees	3,642,700	3,529,000	3,250,721	278,279
Kent County Treatment Fees	2,980,300	2,900,000	2,673,452	226,548
Ground Water Inflow Adjustment	1,324,600	1,302,300	1,200,936	101,364
Water Tank Leases	333,800	321,200	304,965	16,235
Miscellaneous Service Fee	105,100	64,400	59,934	4,466
Impact Fees - Water	357,000	262,700	237,515	25,185
Impact Fees - Wastewater	323,000	237,900	216,922	20,978
Total Revenues	13,797,200	13,023,500	11,988,898	1,034,602
Total Beginning Balance & Revenues	**$ 15,122,200**	**$ 14,180,300**	**$ 11,988,898**	**$ 2,191,402**
Expenses				
Water/Wastewater Operating Divisions				
Engineering & Inspection	$ 664,400	$ 499,000	$ 399,735	$ 99,265
Water	433,900	474,700	447,634	27,066
Water Treatment Plant	1,501,800	1,495,200	1,255,135	240,065
Wastewater	945,100	885,700	777,254	108,446
Construction	351,400	340,800	322,015	18,785
Kent County Treatment	3,524,800	4,030,000	3,515,570	514,430
Intrafund Service Fees	1,233,400	1,458,800	1,133,580	325,220
Pension Unfunded Liability	339,400	-	-	-
OPEB - Retiree's Health Care Contributions	200,000	200,000	200,000	-
Debt Service	1,019,500	1,007,200	1,117,186	(109,986)
Other Employment Expenses	25,000	10,800	-	10,800
Transfers Out				
General Fund	500,000	500,000	500,000	-
Water I & E Fund	1,200,000	1,233,200	1,233,200	-
Wastewater I & E Fund	1,330,000	1,330,000	1,330,000	-
Total Expenses	13,268,700	13,465,400	12,231,309	1,234,091
Budget Balances				
Budget Balance - Working Capital - Water	1,056,400	658,400	-	658,400
Budget Balance - Working Capital - WW	797,100	(98,500)	-	(98,500)
Budget Balance-Working Capital - KSA	-	155,000	-	155,000
Total Budget Balances	1,853,500	714,900	-	714,900
Total Budget Balances & Expenses	**$ 15,122,200**	**$ 14,180,300**	**$ 12,231,309**	**$ 1,948,991**
Reserve Balances				
Contingency-Water	$ 105,600	$ 105,900	$ 104,691	
Contingency-Wastewater	$ 191,500	$ 191,500	$ 189,309	
Impact Fee Reserve - Sewer	NO BUDGET	$ 2,820,000	$ 2,775,174	
Impact Fee Reserve - Water	NO BUDGET	$ 200,500	$ 200,088	
Bond Coverage Ratio (Covenant 1.20)	3.99	3.10	3.68	

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

	Budget	Revised Budget	YTD	Balance
Beginning Balance	$ 7,152,400	$ 6,620,900	$ -	$ 6,620,900
Revenues				
Sales to Customers	76,286,700	78,971,700	70,671,494	8,300,206
Utility Tax	1,492,200	1,312,300	1,149,613	162,687
Weyandt Hall Rents	251,000	180,000	146,895	33,105
Miscellaneous Revenues	737,800	709,100	665,857	43,243
Interest Earned	119,400	12,000	(3,195)	15,195
Transfer from Rate Stabilization	4,000,000	7,000,000	7,000,000	-
Intrafund Service Receipts Water/Wastewater	98,500	98,500	94,158	4,342
Total Revenues	82,985,600	88,283,600	79,724,822	8,558,778
Total Beginning Balance & Revenues	**$ 90,138,000**	**$ 94,904,500**	**$ 79,724,822**	**$ 15,179,678**
Expenses				
Power Supply & Generation				
Hedged Energy	$ 23,832,000	$ 26,458,900	$ 26,569,813	$ (110,913)
Power Supply Management	996,000	996,000	913,000	83,000
Capacity Charges	15,787,200	15,614,100	14,721,538	892,562
Dover Sun Park Energy	1,565,800	1,729,200	1,380,541	348,659
Solar Renewal Energy Credits	300,000	352,600	251,667	100,933
PJM Charges - Energy	12,812,900	17,274,000	14,402,128	2,871,872
PJM Charges - Transmission & Fees	4,740,000	7,420,000	6,966,116	453,884
Total Power Supply	60,033,900	69,844,800	65,204,803	4,639,997
Plant Operations	6,015,800	5,791,600	4,588,887	1,202,713
Generation Fuels	-	1,603,800	2,354,893	(751,093)
Capacity Credits	(15,079,800)	(15,079,800)	(14,363,125)	(716,675)
PJM Spot Market Energy	(230,500)	(1,004,500)	(802,303)	(202,197)
PJM Credits	(397,000)	(5,314,800)	(5,708,446)	393,646
Total Generation	(9,691,500)	(14,003,700)	(13,930,094)	(73,606)
Total Power Supply & Plant	50,342,400	55,841,100	51,274,709	4,566,391
Electric Operating Divisions:				
Transmission/Distribution	3,302,500	3,776,300	3,468,926	307,374
Electrical Engineering	1,192,200	1,285,300	1,178,141	107,159
Administration	597,000	628,400	482,178	146,222
Meter Reading	220,300	273,800	262,730	11,070
Systems Operations	543,600	675,800	684,588	(8,788)
Intrafund Services	3,319,400	3,572,700	2,885,746	686,954
Utility Tax	1,492,200	1,312,300	1,149,613	162,687
OPEB Trust Contribution - Unfunded Liability	975,700	975,700	975,700	-
OPEB - Retirees Health Care Contribution	513,300	513,300	513,300	-
Pension Trust Contribution - Unfunded liability	1,314,200	-	-	-
Interest on Deposits	27,000	20,000	19,185	815
Green Energy Payment to DEMEC	135,800	130,000	117,529	12,471
Accounts Receivable Write-Offs	200,000	200,000	200,000	-
Other Employee Expenses	150,000	125,700	-	125,700
Contractual Services RFP's	100,000	100,000	22,194	77,806
Debt Service	3,301,900	3,301,900	3,116,090	185,810
Transfers Out:				
General Fund	8,000,000	8,000,000	8,000,000	-
Electric Improvement & Extension Fund	5,448,600	4,918,600	4,918,600	-
Total Expenses	81,176,100	85,650,900	79,269,229	6,381,671
Budget Balance - Working Capital	8,961,900	9,253,600	-	9,253,600
Total Budget Balance & Expenses	**$ 90,138,000**	**$ 94,904,500**	**$ 79,269,229**	**$ 15,635,271**
Reserve Balances				
Contingency Reserve	$ 826,500	$ 820,100	$ 818,787	
Insurance Reserve	$ 739,000	$ 738,300	$ 737,140	
Rate Stabilization Reserve	$ 13,644,000	$ 10,507,300	$ 10,461,306	
Bond Coverage Ratio (Covenant 1.25)	1.97	3.43	0.49	
Megawatt Hours Sold & Purchased				
Sales to Customers MWh (excluding Street Light MWh)	712,675	712,675	654,476	
Sales per MWh	$ 107.04	$ 110.81	$ 107.98	
Purchased/Generated MWh	725,818	725,818	695,744	
All In MWh Supply & Generation	$ 69.36	$ 76.94	$ 73.70	

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

	Budget	Revised Budget	YTD	Balance
Beginning Balance - Projects	$ 241,200	$ 2,801,800	$ -	$ 2,801,800
Beginning Balance - Library	$ (74,700)	$ 256,500	$ -	$ 256,500
Revenues				
State Grant - Other	15,000	15,000	-	15,000
Interest Earnings	-	-	13,411	(13,411)
Income from Sale of Assets	-	-	17,315	(17,315)
Transfer from Community Transportation Fund	-	60,500	60,500	-
Transfer from General Fund for Projects	1,278,300	1,448,800	1,448,800	-
Contractor Contributions	-	264,800	264,765	35
Transfer from Parkland Reserve	95,000	80,000	-	80,000
MSA Capital Contribution	-	251,200	-	251,200
Subtotal Revenues	1,388,300	2,120,300	1,804,791	315,509
State Grant - Library	-	150,000	142,887	7,113
Library Capital Pledges	-	5,000	8,250	(3,250)
Subtotal Library Project Receipts	-	155,000	151,137	3,863
Total Revenues	1,388,300	2,275,300	1,955,928	319,372
Total Beginning Balance & Revenue	**$ 1,554,800**	**$ 5,333,600**	**$ 1,955,928**	**$ 3,377,672**
Expenditures				
Fire	$ 238,500	$ 238,500	$ 238,515	$ (15)
Grounds Maintenance	50,100	50,100	30,249	19,851
Library	-	446,500	85,411	361,089
Recreation	95,000	172,000	-	172,000
Code Enforcement	30,000	30,900	16,751	14,149
Police	257,300	342,400	276,785	65,615
Streets	251,500	3,460,700	959,502	2,501,198
Sanitation	402,100	395,600	387,504	8,096
Information Technology	7,000	7,000	-	7,000
Facilities Management	17,800	17,800	17,795	5
Procurement & Inventory	55,000	55,000	-	55,000
Total Expenditures	1,404,300	5,216,500	2,012,512	3,203,988
Budget Balance - Projects	150,500	117,100	-	117,100
Total Budget Balance & Expenditures	**$ 1,554,800**	**$ 5,333,600**	**$ 2,012,512**	**$ 3,321,088**
Reserve Balances				
Capital Asset Replacement Reserve	$ 512,000	$ 509,800	$ 510,143	
Parkland/Recreation	$ 110,000	$ 203,800	$ 204,049	

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

	Budget	Revised Budget	YTD	Balance
Beginning Balance - Water	$ 1,620,000	$ 4,473,800	$ -	$ 4,473,800
Beginning Balance - Wastewater	$ 660,900	$ 2,807,000	$ -	$ 2,807,000
Revenues				
Bond Proceeds - Water	-	3,000,000	3,000,000	-
Bond Proceeds - Wastewater	-	1,067,900	1,005,960	61,940
State Loan-Wastewater 2011	-	62,000	62,000	-
Arbitrage Rebate - IRS Refund	-	66,000	68,614	(2,614)
Income from Sale of Assets	-	-	4,343	(4,343)
Interest Earned	25,000	25,000	52,420	(27,420)
Transfer from Operating Fund for Water	1,200,000	1,233,200	1,233,200	-
Transfer from Operating Fund for Wastewater	1,330,000	1,330,000	1,330,000	-
Transfer from Impact Fee Reserve - Water	390,000	-	-	-
Transfer from Impact Fee Reserve - Wastewater	-	1,000,000	1,000,000	-
Total Revenues	2,945,000	7,784,100	7,756,537	27,563
Total Beginning Balance & Revenues	**$ 5,225,900**	**$ 15,064,900**	**$ 7,756,537**	**$ 7,308,363**
Expenses				
Water	$ 1,476,800	$ 7,641,300	$ 1,098,298	$ 6,543,002
Wastewater	1,251,000	5,252,400	393,482	4,858,918
Water Construction	90,000	90,000	89,500	500
Total Expenses	2,817,800	12,983,700	1,581,280	11,402,420
Budget Balance - Working Capital - Water	1,655,700	1,021,200	-	1,021,200
Budget Balance - Working Capital - Wastewater	752,400	1,060,000	-	1,060,000
Total Budget Balances	2,408,100	2,081,200	-	2,081,200
Total Budget Balances & Expenses	**$ 5,225,900**	**$ 15,064,900**	**$ 1,581,280**	**$ 13,483,620**
Reserve Balances				
Capital Asset Replacement - Water	$ 513,000	$ 514,000	$ 508,267	
Capital Asset Replacement - Wastewater	$ 512,300	$ 512,900	$ 507,104	

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

	Budget	Revised Budget	YTD	Balance
Beginning Balance	$ 3,091,000	$ 3,868,500	$ -	$ 3,868,500
Revenues				
Interest Earnings	25,200	25,200	7,801	17,399
Transfer from Electric Revenue Fund	5,448,600	4,918,600	4,918,600	-
General Service Billing	440,000	440,000	250,238	189,762
Total Revenues	5,913,800	5,383,800	5,191,078	192,722
Total Beginning Balance & Revenues	**$ 9,004,800**	**$ 9,252,300**	**$ 5,191,078**	**$ 4,061,222**
Expenses				
Electric Generation	$ 2,117,800	$ 2,130,000	$ 1,152,419	$ 977,581
Transmission/Distribution	1,100,000	1,144,600	465,596	679,004
Electrical Engineering	2,405,800	2,615,500	1,045,245	1,570,255
Total Expenses	5,623,600	5,890,100	2,663,260	3,226,840
Budget Balance - Working Capital	3,381,200	3,362,200	-	3,362,200
Total Budget Balance & Expenses	**$ 9,004,800**	**$ 9,252,300**	**$ 2,663,260**	**$ 6,589,040**
Reserve Balances				
Depreciation Reserve	$ 9,977,100	$ 9,898,000	$ 9,910,789	
Future Capacity Reserve	$ 10,131,400	$ 10,076,200	$ 10,060,105	

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

	Budget	Revised Budget	YTD	Balance
Beginning Balance	$ -	$ 209,200	$ -	$ 209,200
Revenues				
Grants Revenue	500,000	1,387,600	468,278	919,322
Interest Earned	500	500	295	205
Total Revenues	500,500	1,388,100	468,573	919,527
Total Beginning Balance & Revenues	**$ 500,500**	**$ 1,597,300**	**$ 468,573**	**$ 1,128,727**
Expenses				
Program Expenses - Del Dot	$ 500,000	$ 1,395,100	$ 941,217	$ 453,883
Program Expenses - City appropriated	-	62,800	62,800	-
Transfer to Capital Project Fund	-	60,500	60,500	-
Total Expenses	500,000	1,518,400	1,064,517	453,883
Budget Balance - Working Capital	500	78,900	-	78,900
Total Budget Balances & Expenses	**$ 500,500**	**$ 1,597,300**	**$ 1,064,517**	**$ 532,783**

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

	Budget	Revised Budget	YTD	Balance
Beginning Balance	$ 100	$ 175,200	$ -	$ 175,200
Revenues				
Grants Received	413,000	390,500	228,328	162,172
Interest Earned	-	-	736	(736)
Total Revenues	413,000	390,500	229,064	161,436
Total Beginning Balance & Revenues	**$ 413,100**	**$ 565,700**	**$ 229,064**	**$ 336,636**
Expenses				
Program Expenses/Supplies	$ 191,000	$ 249,000	$ 128,003	$ 120,997
Computer Hardware	60,000	58,700	17,875	40,825
Telephone/Fax	15,000	15,000	14,902	98
Training/Conference/Food/Travel	36,000	32,000	-	32,000
Consulting/Audit Fees	1,000	1,000	-	1,000
Contractual services	-	6,000	3,887	2,113
Operating Transfers - Out	110,000	126,800	63,365	63,435
Total Expenses	413,000	488,500	228,032	260,468
Budget Balance - Working Capital	100	77,200	-	77,200
Total Budget Balances & Expenses	**$ 413,100**	**$ 565,700**	**$ 228,032**	**$ 337,668**

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

	Budget	Revised Budget	YTD	Balance
Beginning Balance	$ -	$ 27,800	$ -	$ 27,800
Revenues				
Grants Received	270,100	276,600	279,138	(2,538)
Total Revenues	270,100	276,600	279,138	(2,538)
Total Beginning Balance & Revenues	**$ 270,100**	**$ 304,400**	**$ 279,138**	**$ 25,262**
Expenses				
Program Expenses/Supplies-State Grants	$ 28,000	$ 28,000	$ 12,263	$ 15,737
Program Expenses/Supplies-Federal Grants	-	-	2,500	(2,500)
Office Supplies	24,000	24,000	19,911	4,089
Printing/Duplicating	8,900	8,900	6,376	2,524
Postage	100	100	33	67
Books	124,900	124,900	89,947	34,953
Furniture	4,700	4,700	4,297	403
Audio Visual Supplies	74,000	74,000	56,102	17,898
Training/Conference/Food/Travel	3,500	3,500	1,666	1,834
Office Equipment/Repairs & Maintenance	2,000	2,000	3,213	(1,213)
Total Expenses	270,100	270,100	196,308	73,792
Budget Balance - Working Capital	-	34,300	-	34,300
Total Budget Balances & Expenses	**$ 270,100**	**$ 304,400**	**$ 196,308**	**$ 108,092**

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

	Budget	Revised Budget	YTD	Balance
Beginning Balance	$ -	$ -	$ -	$ -
Revenues				
Grants Received	31,800	34,000	19,155	14,845
Total Revenues	31,800	34,000	19,155	14,845
Total Beginning Balance & Revenues	**$ 31,800**	**$ 34,000**	**$ 19,155**	**$ 14,845**
Expenses				
Contractual Services	$ 31,800	$ 34,000	$ 19,155	$ 14,845
Budget Balance - Working Capital	-	-	-	-
Total Budget Balances & Expenses	**$ 31,800**	**$ 34,000**	**$ 19,155**	**$ 14,845**

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

	Budget	Revised Budget	YTD	Balance
Beginning Balance	$ -	$ 4,800	$ -	$ 4,800
Revenues				
Grants Received	244,800	244,800	323,025	(78,225)
Total Revenues	244,800	244,800	323,025	(78,225)
Total Beginning Balance & Revenues	**$ 244,800**	**$ 249,600**	**$ 323,025**	**$ (73,425)**
Expenses				
Current Year Closing Cost/Down Payment Program	$ 40,000	$ 40,000	$ 50,000	$ (10,000)
Current year Dover Interfaith Ministry	27,500	27,500	34,286	(6,786)
Current Year MHDC Emergency Home Repair	40,000	40,000	48,187	(8,187)
Current Year Elizabeth W Murphy School	39,700	39,700	38,574	1,126
Current Year NCALL Research Inc.	8,900	8,900	4,500	4,400
Current Year Milford Housing H/O Rehabilitation	39,700	39,700	62,245	(22,545)
Current Year Salaries	49,000	49,000	20,892	28,108
NSP Expense	-	-	78,716	(78,716)
Total Expenses	244,800	244,800	337,400	(92,600)
Budget Balance - Working Capital	-	4,800	-	4,800
Total Budget Balances & Expenses	**$ 244,800**	**$ 249,600**	**$ 337,400**	**$ (87,800)**

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

	Budget	Revised Budget	YTD	Balance
Beginning Balance	$ -	$ 41,000	$ -	$ 41,000
Revenues				
Grants Received	55,630	36,900	37,167	(267)
Recreation Revenue	33,000	33,000	28,727	4,273
Total Revenues	88,630	69,900	65,894	4,006
Total Beginning Balance & Revenues	**$ 88,630**	**$ 110,900**	**$ 65,894**	**$ 45,006**
Expenses				
Temporary Help/Benefits	$ 33,000	$ 54,000	$ 19,212	$ 34,788
Program Expenses/Supplies	55,630	36,900	23,545	13,355
Total Expenses	88,630	90,900	42,757	48,143
Budget Balance - Working Capital	-	20,000	-	20,000
Total Budget Balances & Expenses	**$ 88,630**	**$ 110,900**	**$ 42,757**	**$ 68,143**

Monthly Report

May 2014

Economic Development Office

2014_5 Economic Development

- Weekly Calpine Conference Call
- Set-up tour of E-ZPass for Senator Carper
- Met with Cameron Llewellyn, Gregg Moore and Lauren Tinsley to discuss role of Merchants Committee in DDP
- Attended DDP Parking Committee Meeting
- Met with manager of E-ZPass to discuss building issues
- Met with DEDO to discuss groundbreaking procedures for Uzin Utz
- Provided K with Economic Development information for Mayor's State of the City Address
- Scheduled a visit for Congressman Carney at Kraft Foods
- Conference Call with Gregg Moore, Scott Koenig and Philipp Utz regarding Kent Conservation District issues
- Attended State of Delaware Bond Bill Committee meeting regarding Delaware State University Convocation Center
- Attended DEED meeting
- Met with Secretary O'Mara and executives from the Data Center regarding potential alternative site in Dover
- Conference call with Tom England regarding potential economic development article on Dover
- Attended Chamber of Commerce Board Meeting
- Attended Leads Group Meeting and made presentation on economic development issues
- Met with Public Works regarding parking for Uzin Utz groundbreaking; also made arrangements to have the area cleared for the groundbreaking
- Attended Kent County Tourism Board Meeting
- Provided incentive package to Family Dollar
- Conference call with Brian Honish regarding Data Center
- Discussed LEI requirements with Gerry Buckworth for refinancing Acme
- Applied for LEI number and provided it to PNC Bank
- Attended Uzin Utz groundbreaking
- Met with PNC's appraiser and provided lease information regarding the Acme building
- Reviewed the lease with NCALL attorney for the Inner City Cultural League
- Met with Barb DeHaven, DEDO Business Development Manager, regarding New Market Tax Credits
- Attended Mike Harrington's business group and made presentation on economic development initiatives and provided a Downtown Dover Partnership update

Measures:

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

	2011-2012 Actual	**2012-2013 Actual**	**2013 - 2014 Projected**
Results	<10% unemployment rate in June 2012 8.2% - US Rate 6.8 % - DE Rate 8.6% - City of Dover Rate June 2012 – Actual	< 10% unemployment rate in June 2013 7.6% - US Rate 7.3% - DE Rate 9.8% - City of Dover Rate June 2013 Actual	<10% unemployment rate in June 2014 7.5 % - US Rate 6.8 % - DE Rate 7.8% - City of Dover Rate April 2014 Actual

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

	2011-2012 Actual	**2012-2013 Actual**	**2013 - 2014 Projected**
Results	≥20 contacts with potential small businesses; **10 contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover **9 Contacts YTD**	≥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; **17 Contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover **8 Contacts YTD**

2014-05 Downtown Dover Partnership

- Provided technical assistance to six (6) 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 twenty-three (23) hours of Technical Assistance to merchants located in the Downtown Business Corridor
- Coordinated and implemented logistics (permits, parade registrations, equipment set-up, etc.) for the First Friday Event held on May 2
- Coordinated media (newspaper announcements), website and social media press releases of series of Special Events which occurred during May ’13 in downtown Dover
- Coordinated ceremony and logistics of Independent Resources Grand Opening on May 1st
- Coordinated ceremony and logistics of National Mental Health Month Proclamation in collaboration with The Center for Mental Wellness held on May
- Coordinated ceremony and logistics of Shear Dreams Grand Opening on May
- Coordinated ceremony and logistics of Celebrity Vintage Clothing Grand Opening on May 2
- Disseminated to the downtown merchants and network partners information on the 2014 Health & Employment Fair sponsored by NCALL held on May 10
- Attended the Downtown Dover Merchant’s Meeting on May 13

- Attended the Delaware Downtown Quarterly Idea Exchange for Managers on May 6 to discuss the Pop Up Project' 14
- Obtained the State Application Identifier (SAI) from Delaware Intergovernmental Review Process Department to be submitted to the USDA as part of our Rural Business Enterprise Grant submitted for consideration for funding on April 18th
- Updated Downtown Dover FY 2015 Events and Activities Calendar
- Continued working with Chair of the DDP Organization Committee on the development of the yearly Fund Raising Program
- Continued working with the Colonial Rotary Club on obtaining the necessary permits from the City needed to conduct scheduled June 14th Dover Mile and Colonial 5k Races
- Continued working with the DDP Merchant Committee on the development of the new Downtown Merchant's Brochure' 14
- Continued working in collaboration with the Delmarva Black Chamber of Commerce – Capacity Building Committee in the dissemination of the "Small Business Development Survey" to minority merchants in the downtown Dover Business District Phase II
- Completed Design Phase of new Parking Lot Directional Banner Project with Parking Committee
- Attended and participated as a network partner in the monthly Kent County Open for Business workshop on May 8
- Continued working with the Promotion/Marketing – First Friday Sub Committee on the development of new graphic materials for the First Friday events
- Continued working with NCALL and the Steering Committee on the logistics and facilitation of the Community Open House Sessions held May 2 -10 for the Restoring Central Dover Project
- In collaboration with the City's GIS Office developed a map identifying all DDP properties located in the Business Improvement District as requested by the City Manager
- Continued working with the DDP Merchant's Committee on the development (Event Insurance Coverage) of the OktDoverFest Event scheduled for October 18
- Continued working with the DDP Promotion/Marketing- Farmers' Market Sub Committee on the development (logistics at Loockerman Way Plaza) of the Farmers' Market scheduled for June 18

MONTHLY REPORT

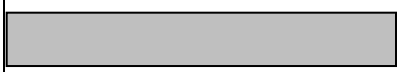
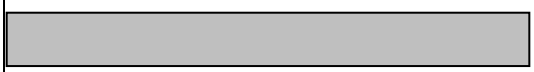


May 2014

Alarms by Month of Year

Dover Fire Department

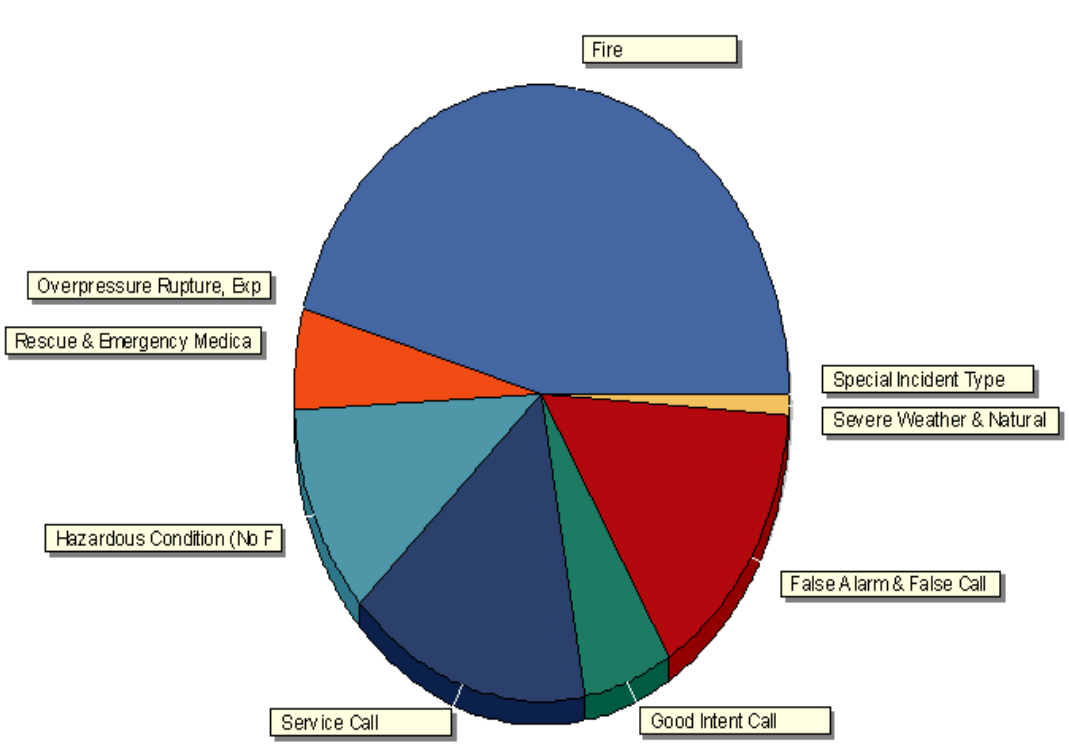
Time Period From 05/01/2013 to 05/31/2014

Month		Totals
January		134
Febuary		85
March		92
April		77
May		187
June		87
July		93
August		93
September		85
October		101
November		72
December		96
	No Date	0
	Total Calls	1,202

Manpower Hours by Sitation Found

Date Range: From 05/01/2014 to 05/31/2014

Dover Fire Department



Incident Type Report (Summary)

Dover Fire Department

Date Range: From 05/01/2014 to 05/31/2014

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
1 Fire					
100 Fire, other		1	1.12%	$0	0.00%
111 Building fire		1	1.12%	$0	0.00%
113 Cooking fire, confined to container		1	1.12%	$0	0.00%
114 Chimney or flue fire, confined to chimney or flue		1	1.12%	$0	0.00%
130 Mobile property (vehicle) fire, other		2	2.25%	$0	0.00%
131 Passenger vehicle fire		2	2.25%	$0	0.00%
132 Road freight or transport vehicle fire		1	1.12%	$0	0.00%
142 Brush or brush-and-grass mixture fire		1	1.12%	$0	0.00%
154 Dumpster or other outside trash receptacle fire		1	1.12%	$0	0.00%
173 Cultivated trees or nursery stock fire		1	1.12%	$0	0.00%
	Totals	12	13.48%	$0	0.00%
2 Overpressure Rupture, Explosion, Overheat(no fire)					
	Totals	0	0.00%	$0	0.00%
3 Rescue & Emergency Medical Service Incident					
311 Medical assist, assist EMS crew		3	3.37%	$0	0.00%
320 Emergency medical service incident, other		1	1.12%	$0	0.00%
322 Motor vehicle accident with injuries		1	1.12%	$0	0.00%
352 Extrication of victim(s) from vehicle		2	2.25%	$0	0.00%
353 Removal of victim(s) from stalled elevator		1	1.12%	$0	0.00%
	Totals	8	8.99%	$0	0.00%
4 Hazardous Condition (No Fire)					
400 Hazardous condition, other		1	1.12%	$0	0.00%
410 Combustible/flammable gas/liquid condition, other		1	1.12%	$0	0.00%
411 Gasoline or other flammable liquid spill		1	1.12%	$0	0.00%
412 Gas leak (natural gas or LPG)		1	1.12%	$0	0.00%
413 Oil or other combustible liquid spill		1	1.12%	$0	0.00%
440 Electrical wiring/equipment problem, other		3	3.37%	$0	0.00%
445 Arcing, shorted electrical equipment		2	2.25%	$0	0.00%
471 Explosive, bomb removal (for bomb scare, use 721)		1	1.12%	$0	0.00%
	Totals	11	12.36%	$0	0.00%
5 Service Call					
510 Person in distress, other		2	2.25%	$0	0.00%
550 Public service assistance, other		2	2.25%	$0	0.00%
551 Assist police or other governmental agency		2	2.25%	$0	0.00%
553 Public service		1	1.12%	$0	0.00%
555 Defective elevator, no occupants		1	1.12%	$0	0.00%
571 Cover assignment, standby, moveup		3	3.37%	$0	0.00%
	Totals	11	12.36%	$0	0.00%
6 Good Intent Call					
600 Good intent call, other		8	8.99%	$0	0.00%
611 Dispatched & canceled en route		2	2.25%	$0	0.00%
631 Authorized controlled burning		4	4.49%	$0	0.00%
650 Steam, other gas mistaken for smoke, other		1	1.12%	$0	0.00%
671 HazMat release investigation w/no HazMat		1	1.12%	$0	0.00%
	Totals	16	17.98%	$0	0.00%

Incident Type Report (Summary)

Dover Fire Department

Date Range: From 05/01/2014 to 05/31/2014

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
7 False Alarm & False Call					
700 False alarm or false call, other		13	14.61%	$0	0.00%
710 Malicious, mischievous false call, other		2	2.25%	$0	0.00%
730 System malfunction, other		6	6.74%	$0	0.00%
733 Smoke detector activation due to malfunction		2	2.25%	$0	0.00%
740 Unintentional transmission of alarm, other		4	4.49%	$0	0.00%
743 Smoke detector activation, no fire - unintentional		2	2.25%	$0	0.00%
745 Alarm system activation, no fire - unintentional		1	1.12%	$0	0.00%
	Totals	30	33.71%	$0	0.00%
8 Severe Weather & Natural Disaster					
815 Severe weather or natural disaster standby		1	1.12%	$0	0.00%
	Totals	1	1.12%	$0	0.00%
9 Special Incident Type					
	Totals	0	0.00%	$0	0.00%
	Totals	89		$0	

FY 12-13 City Funded Account Balance Sheet

ACCOUNT	BUDGET	SPENT	BALANCE
Apparatus Repairs & Maintenance	$ 67,000.00	$ 94,597.78	**$ (27,597.78)**
Building Maintenace Supplies	$ 1,650.00	$ 213.15	$ 1,436.85
Contractual Services	$ 16,587.00		$ 16,587.00
Electricity	$ 51,820.00	$ 30,710.56	$ 21,109.44
Gasoline	$ 19,050.00	$ 19,044.94	$ 5.06
Heating Expenses- Gas	$ 20,000.00	$ 14,292.29	$ 5,707.71
Medical Supplies	$ 700.00	$ 118.18	$ 581.82
Office Supplies	$ 2,500.00	$ 1,446.66	$ 1,053.34
Other Equipment Repairs	$ 4,000.00	$ 1,746.39	$ 2,253.61
Program Expenses	$ 36,630.00	$ 36,765.91	**$ (135.91)**
Radio Repairs	$ 2,000.00	$ 1,992.73	$ 7.27
Safety & Security	$ 2,150.00	$ 582.90	$ 1,567.10
Small Tools	$ 4,800.00	$ 5,432.48	$ (632.48)
Telephone	$ 13,340.00	$ 6,378.17	$ 6,961.83
Training & Travel	$ 8,815.00	$ 12,019.68	$ (3,204.68)
Uniforms & Firefighting Gear	$ 27,100.00	$ 12,011.05	$ 15,088.95
Water/ Sewer	$ 3,150.00	$ 2,636.72	$ 513.28

Balance as of: 05/31/14

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

	Type	Date	Num	Name	Memo	Split	Amount	Balance
Ordinary Income/Expense								
Income								
City Quarterly Deposit								
	Deposit	05/02/2014	0234063		4th quarter deposit	City Fund ...	70,325.00	70,325.00
Total City Quarterly Deposit							70,325.00	70,325.00
Total Income							70,325.00	70,325.00
Expense								
Apparatus Repairs & Maintenance								
	Check	05/11/2014	1089	Atlantic Emergency Solutions	Invoice-MOR4346MOP	City Fund ...	261.25	261.25
	Check	05/11/2014	1089	Atlantic Emergency Solutions	Invoice-MOR4307MORA	City Fund ...	924.82	1,186.07
	Check	05/11/2014	1089	Atlantic Emergency Solutions	Invoice-MOR4195MOP	City Fund ...	972.04	2,158.11
	Check	05/11/2014	1089	Atlantic Emergency Solutions	Invoice-MOR4128MOP	City Fund ...	1,379.80	3,537.91
	Check	05/11/2014	1091	Dover Automotive	Invoice- 639577	City Fund ...	368.72	3,906.63
	Check	05/11/2014	1091	Dover Automotive	Invoice- 641780	City Fund ...	96.53	4,003.16
	Check	05/11/2014	1092	Kunkel Auto Supply	Invoice- 056443310- Wiper blades	City Fund ...	55.80	4,058.96
	Check	05/11/2014	1092	Kunkel Auto Supply	Invoice- 056443415- Battery	City Fund ...	9.54	4,068.50
	Check	05/17/2014	1100	Municipal Emergency Services	Invoice-00519753_SNV	City Fund ...	1,557.40	5,625.90
	Check	05/25/2014	1104	Delaware Tire	Invoice- 225578- Car 16 tire	City Fund ...	232.90	5,858.80
	Check	05/25/2014	1105	Kunkel Auto Supply	Invoice # 56443310	City Fund ...	27.90	5,886.70
	Check	05/25/2014	1105	Kunkel Auto Supply	Invoice # 56443415	City Fund ...	4.77	5,891.47
	Check	05/25/2014	1105	Kunkel Auto Supply	Invoice # 56444501	City Fund ...	20.97	5,912.44
	Check	05/25/2014	1105	Kunkel Auto Supply	Invoice # 56444604	City Fund ...	122.16	6,034.60
Total Apparatus Repairs & Maintenance							6,034.60	6,034.60
Electricity								
	Check	05/17/2014	1099	City of Dover Utility	Acct # 44255-31966	City Fund ...	470.79	470.79
Total Electricity							470.79	470.79
Gasoline								
	Check	05/25/2014	1103	City of Dover	April unleaded fuel charges	City Fund ...	328.43	328.43
	Check	05/25/2014	1103	City of Dover	April Bio-Diesel fuel charges	City Fund ...	1,092.43	1,420.86
Total Gasoline							1,420.86	1,420.86

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

	Type	Date	Num	Name	Memo	Split	Amount	Balance
Heating Expenses- Gas								
	Check	05/11/2014	1090	Chesapeake Utilities	Station 2 from 03/26 to 04/25	City Fund A	160.41	160.41
	Check	05/17/2014	1098	Chesapeake Utilities	Station 1 from 04/02 to 05/06	City Fund A	780.11	940.52
Total Heating Expenses- Gas							940.52	940.52
Medical Supplies & Physicals								
	Check	05/11/2014	1094	Southeastern Emergency Equipme	Invoice- 523493	City Fund A	118.18	118.18
Total Medical Supplies & Physicals							118.18	118.18
Office Supplies								
	Check	05/11/2014	1096	Dell	Invoice # XJDDX47C8	City Fund A	69.98	69.98
	Check	05/17/2014	1101	Staples	Office supplies, toner	City Fund A	102.47	172.45
	Check	05/25/2014	1103	City of Dover	April postage charges	City Fund A	48.19	220.64
Total Office Supplies							220.64	220.64
Program Expenses								
	Check	05/11/2014	1095	Witmer Public Safety	Invoice- 1544267	City Fund A	609.19	609.19
Total Program Expenses							609.19	609.19
Telephone								
	Check	05/02/2014	1084	Chief Technologies, LLC	monthly fees	City Fund A	342.00	342.00
	Check	05/02/2014	1087	Verizon Wireless	Wireless service from 02/21 to 03/20	City Fund A	300.20	642.20
	Check	05/02/2014	1088	Verizon Wireless	Wireless service from 03/21 to 04/20	City Fund A	300.20	942.40
	Check	05/25/2014	1103	City of Dover	April Verizon charges	City Fund A	273.47	1,215.87
	Check	05/25/2014	1103	City of Dover	April Cavalier charges	City Fund A	24.89	1,240.76
Total Telephone							1,240.76	1,240.76
Training & Travel Expenses								
	Check	05/02/2014	1085	Delaware State Fire School	Invoice # 14-2571	City Fund A	425.00	425.00
	Check	05/02/2014	1085	Delaware State Fire School	Invoice # 14-2656	City Fund A	25.00	450.00
	Check	05/02/2014	1086	Priority Dispatch Corporation	Invoice # 98889- EFD Q Certifaction	City Fund A	595.00	1,045.00
	Check	05/17/2014	1102	Delaware State Fire School	EVO & basic F/F skills	City Fund A	775.00	1,820.00

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

	Type	Date	Num	Name	Memo	Split	Amount	Balance
Total Training & Travel Expenses							1,820.00	1,820.00
Uniforms								
	Check	05/11/2014	1093	Municipal Emergency Services	Invoice-00516330_SNV	City Fund /	80.00	80.00
	Check	05/11/2014	1093	Municipal Emergency Services	Invoice- 00516329_SNV	City Fund /	1,466.94	1,546.94
	Check	05/25/2014	1106	Southeastern Emergency Equipme	Invoice- 526605- F/F gloves	City Fund /	110.54	1,657.48
Total Uniforms							1,657.48	1,657.48
Water/Sewer								
	Check	05/11/2014	1097	Sharp Water Culligan	Statement- 141-3441	City Fund /	189.00	189.00
	Check	05/17/2014	1099	City of Dover Utility	Acct # 44253-31964	City Fund /	20.58	209.58
Total Water/Sewer							209.58	209.58
Total Expense							14,742.60	14,742.60
Net Ordinary Income							55,582.40	55,582.40
Net Income							**55,582.40**	**55,582.40**









MAY 2014



Dover Police Department

Monthly Report

To

Mayor and City Council

"To Protect and Serve"

May 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

June 27, 2014

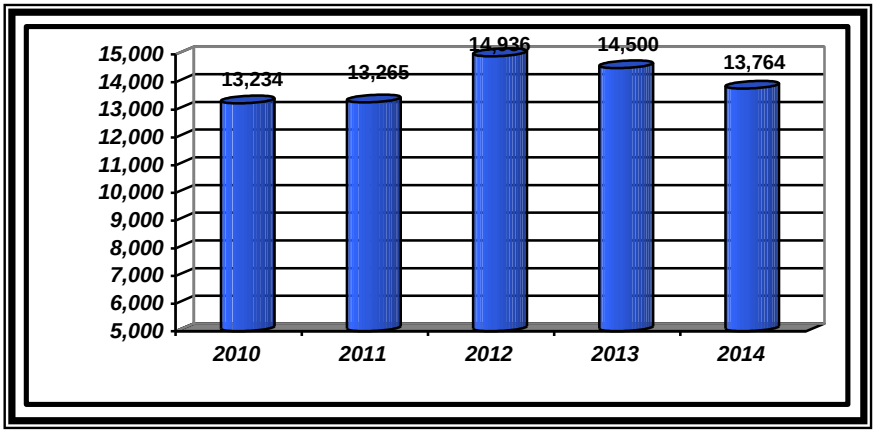
Honorable David L. Bonar, Mayor
Members of Dover City Council
City Hall
Dover, DE 19901

Mayor Bonar and Council Members:

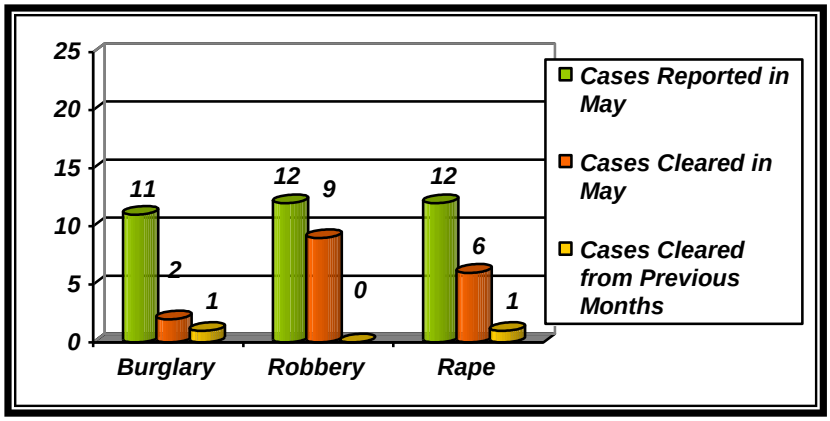
The following is the monthly report for Dover Police Department activities for the month of May 2014:

COMPLAINTS

Total complaints received through May 31st, numbered 13,764. This is a decrease of 736 complaints over the same time period last year.



CRIMINAL INVESTIGATIONS

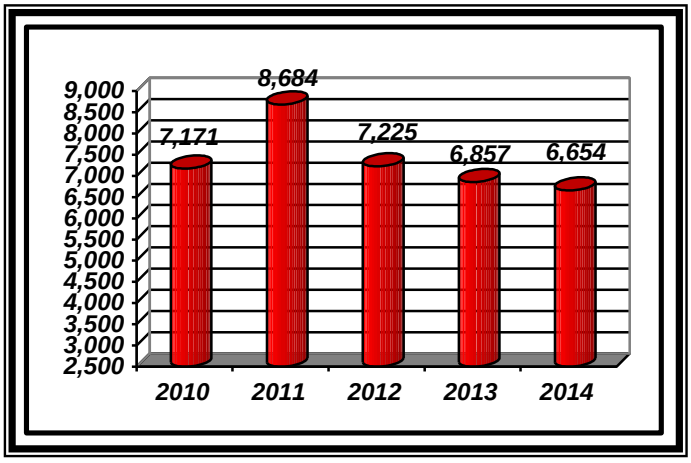


COMMUNITY POLICING/QUALITY OF LIFE SECTION

ENFORCEMENT ACTION	Contacts
ABANDONED VEHICLES	5
ALCOHOL VIOLATIONS/DUI'S	16
ASSIST OTHER	0
WARRANTS ON FILE	0
BIKE ON SIDEWALK	1
CITY PARK VIOLATIONS	0
CRIMINAL ARRESTS	10
DRUG RELATED ARRESTS	4
LOUD MUSIC	2
MISCELLANEOUS VIOLATIONS	26
PARKING VIOLATIONS	19
PEDDLER	0
MEETINGS	130
PROSTITUTION	0
COLLECTION OF DELINQUENT DCO'S	14
WANTED CHECKS/CPC'S	24
TRAFFIC ARRESTS	18
WARNINGS	4
FUGITIVE	5
TOTAL CONTACTS	**278**

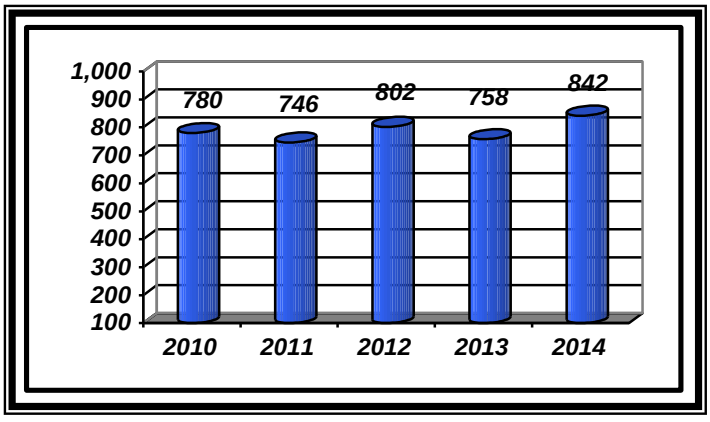
TRAFFIC ARRESTS

The department issued 6,654 traffic citations through this reporting period. This is a decrease of 203 citations over the number issued during the same period last year.

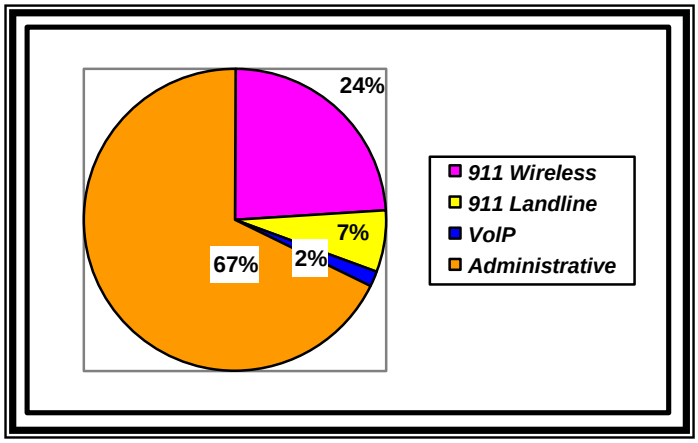


TRAFFIC CRASHES

Through May 31st, Dover Police investigated 842 traffic crashes. This is an increase of 84 crashes investigated during the same period last year.



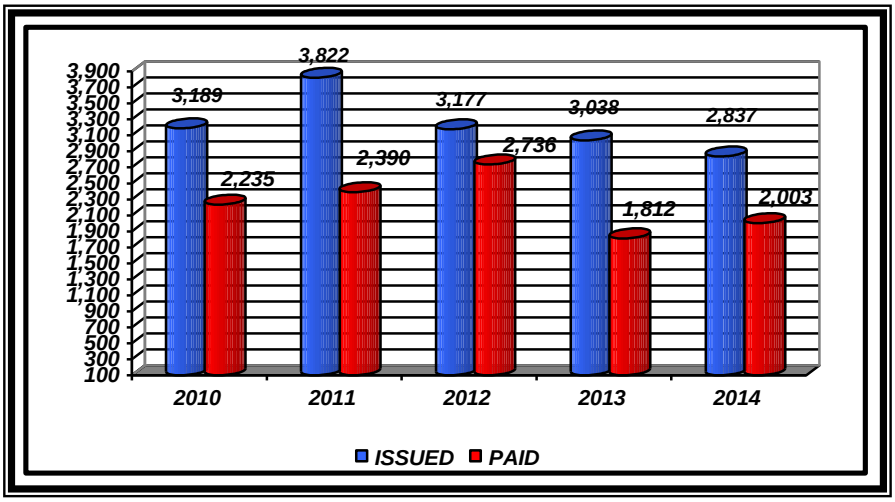
911 CENTER



During the month of May, the Dover Police Department handled a total of 10,817 calls averaging 349 calls per day. Dispatchers handled 2,858 calls on the 911 wireless lines, 667 calls on the 911 landlines, and 196 calls on the Voice Over Internet Protocol lines, the remaining 7,096 were administrative calls.

CITY ORDINANCE SUMMONS

*Through May 31st, we issued 2,837 City ordinance summons, a decrease of 201 summonses over the same period last year. *Note: Of those summonses issued in May, 21 DCO's were issued for handicapped parking violations, 4 for fire lane parking violations, 46 for false alarms (0, for 1-2, 35, for 3-5 alarms, 6, for 6-9 alarms, 4, for 10-15 alarms, and 1, for 16 or more alarms) and 8 for noise violations (4 for vehicle violations and 4 for residence violations).*



Please visit our new 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.:** 10
DEPARTMENT OF ORIGIN: Tax Assessor	**DATE SUBMITTED**: 7/14/2014
PREPARED BY: City Assessor, Cheryl A. Russell	
SUBJECT: Revaluation Services for the 2015 Assessment	
REFERENCE: N/A	
RELATED PROJECT:N/A	
APPROVALS: City Manager, Controller	
EXHIBITS: #1) Cost Proposal	
EXPENDITURE REQUIRED: $93,200	**AMOUNT BUDGETED**: $108,000
FUNDING SOURCE (Dept./Page in CIP & Budget): Assessor/Page 263 Acct #110-1300-513.30-31	
IMETABLE: Contract will be signed following Council approval. Project to begin immediately; ending by Spring 2015.	
RECOMMENDED ACTION: Staff recommends awarding the Proposal for Revaluation Services to Tyler Technologies for the amount of $93,200, plus any additional overage fees. (see Price and Billing Summary – attached)	

BACKGROUND AND ANALYSIS

The purpose of this City-wide revaluation is to maintain value equity and uniformity of real property values in the City of Dover. This revaluation fulfills our obligation pursuant to Chapter 102, Section 102-1 of the City Code to have a reassessment conducted by an outside mass appraisal company for 2015. Specifically:

Sec. 102-1. Valuation and assessment.

Section 47 of the Charter provides that an impartial valuation and assessment of all real property within the city may be conducted by the city assessor or assessors. The council may also direct that in lieu of the assessment and valuation by the city assessor, a reassessment and revaluation may be done by the assessor or assessors or an outside mass appraisal company or a consortium of appraisers chosen by the council.

Commencing with the year 2010 and every fifth year thereafter, unless otherwise directed, the revaluation and reassessment of all real property may be conducted, under the supervision of the assessor or in conjunction with the assessor, by an outside mass appraisal company or a consortium of appraisers chosen by the council. The mass appraisal company or consortium of appraisers shall be licensed to conduct business in the State of Delaware and the City of Dover and shall employ appraisers who are licensed by the Delaware Division of Professional Regulations. All property shall be valued as to its status; as of its ownership; as of its current market value as of the January 1 assessment date and shall reflect fair market value.

A request for Proposal was advertised and sent to nine revaluation companies. Tyler Technologies is the only vendor who has responded to our request. Tyler Technologies has helped conduct City-wide revaluations in the past and the Assessor's office is currently utilizing software from Tyler Technologies.

The proposal by Tyler Technologies states that they will conduct a City-wide revaluation; wherein they will utilize our existing information. All properties have been visited by City of Dover Staff to reduce the cost of the City-wide revaluation; and all permits are current. Due to this effort, Tyler will not have fieldwork associated with this project; which is reflected in both the price and the duration of the proposed project. The City of Dover will be responsible for all printing and mailings; which is also reflected in the price of the project. Tyler Technologies will conduct informal hearings and five (5) days of support before the City of Dover Board of Assessment Appeals. Additional support beyond the five (5) days will cost additional money.

A monthly Status Report will be supplied to the Assessor's Office from Tyler Technologies, which will be provided to the City Council via the Assessor's Office Monthly Report, for your review.

The original BID was for $125,300, which included their involvement with mailing and printing. After a cost analysis was completed, the cost of printing and mailing the documents ourselves was a cost savings of approximately $17,300. Additional monies were requested in the Assessor budget (110-1300-513.20-23) for the extra printing and mailing costs associated with this project of $14,800.

Cost Proposal

Tyler Technologies, Inc. shall provide the services and products contained in this proposal for the sum of **ONE HUNDRED TWENTY-FIVE THOUSAND THREE HUNDRED DOLLARS ($125,300.00)** further described as follows:

Revaluation Project Services: **$ 125,300.00**

Invoices shall be submitted on or about the first of each calendar month for the progress of project activities completed during the preceding month. Tyler's first invoice will be issued in the month following project commencement.

The chart below lists billable project activities with their proportionate value of the total contract fee. Tyler shall include a schedule of the percentage of each activity completed with each request for payment. Informal Hearings and five (5) days of support before the City's Board of Assessment Appeals are included in Tyler's base price. In the chart below, we have included a per diem price for any litigation support beyond the Informal Hearings and five (5) days of Board of Assessment Appeal.

Please note Tyler also included an optional deduction in the event the City would wish to handle all printing and mailing associated with the project.

Activity	Percent	Fee
Project Bonding & Commencement	10.0%	$12,530
Data mailers	12.5%	$15,663
Residential Valuation	30.0%	$37,590
Commercial/Industrial Valuation	20.0%	$25,060
Desktop Field Review of Values - Residential	10.0%	$12,530
Desktop Field Review of Values - Commercial/Industrial	5.0%	$6,264
Mail Change of Assessment Notices/Informals	12.5%	$15,663
Total	**100.0%**	**$125,300**
Options:		
Litigation Support beyond 5 days, per diem,		$950
City handles all printing and mailings, deduct		-$32,100

ACTION FORM

PROCEEDING: City Council
DEPARTMENT OF ORIGIN: Parks & Recreation **DATE SUBMITTED**: July 9, 2014
PREPARED BY: Ann Marie Townshend, AICP, Director of Planning and Community Development
SUBJECT: Invoice from Sankofa African Dance Company for African American Festival
REFERENCE: N/A
RELATED PROJECT: N/A
APPROVALS: Scott D. Koenig, P.E., City Manager
EXHIBITS:
EXPENDITURE REQUIRED: $1,500 **AMOUNT BUDGETED**: **FUNDING SOURCE (Dept./Page in CIP & Budget)**: $15,000 budgeted, of which $12,634.74 has been spent.
TIMETABLE: N/A
RECOMMENDED ACTION: Staff believes that City Council should determine if this invoice should be paid with city funds.

BACKGROUND AND ANALYSIS

The FY 2014 City of Dover Budget includes $15,000 for the African American Festival. This funding is in the Parks and Recreation budget. The direction from City Council was that rather than paying the lump sum to the Inner City Cultural League, the City would pay invoices to service providers directly. Two scheduled entertainment acts did not show up to the festival this year, and their scheduled times were filled by the Sankofa African Dance Company. This organization is separate but affiliated with the Inner City Cultural League. In the past, the City has not paid the Sankofa African Dance Company for performances at the festival. The Company performed two scheduled performances during the festival without charge. The Sankofa African Dance Company has submitted an invoice to the City for payment during the two time slots for which they were not initially scheduled. Staff believes that City Council authorization is necessary prior to paying the invoice, as the organization was not under contract to perform and has not been paid in the past for performances during the African American Festival.

PERFORMANCE CONTRACT 102

SANKOFA AFRICAN DANCE COMPANY
54 S. Kirkwood Street
Dover, DE 19904

INVOICE # 102

July 8, 2014

This substitute contract prepared as an agreement between Sankofa African Dance Company and The African American Festival "Positively Dover" Leslie Carter (302 698 9273.) Sankofa performed two "African Ballet"sets as required by The African American Festival Committee (Replacing two performing artists who did not show for scheduled performances at 2:00 pm and at 5:30 pm Saturday, June 28, 2014 required by written contracts. Copies of contracts that were not honored are on file with the Parks and Recreation Department of the City of Dover. The Sankofa African Dance Company performed in a professional manner and was well received by the audiences. The length of each performance was approximately one hour.

Purchaser/African American Festival Contact Person: Leslie Carter 302 698 7126

Location of performance: Legislative Mall and Martin Luther King Boulevard Dover, DE 19901.

Date and Time:

Saturday June 28, 2014
Time of 1st performance 2:00 pm
Time of 2nd Performance 5:15 pm

Specifications:
Sankofa arrived at the performance site at 2:15 pm.

Purchaser is requested to provide water for 24 performers.

The cost for performance #1 @ 2:00 pm is $750.00
The cost for performance #2 @ 5:15 pm is $750.00
The total cost for two performances is $1,500.00

Listed also are two obligations that were incurred by the festival committee.

Make payment to:

Sankofa African Dance Company
109 Bertrand Drive
Dover, DE 19904

Tax ID# 43 2106496 Telephone 302 241 5813

Please sign at the X and return one copy to Sankofa.

Purchaser:

African American Festival
Name of Purchaser of Services

Leslie T. Carter, Chair

Date 7/7/2014

Leslie Carter, Chairman 302 698 7126
54 S. Kirkwood Street
Dover, DE 19904
Phone 302 883 2180

Artists:
Sankofa African Dance Company

Date 7/7/14

Reuben Salters,
109 Bertrand Drive
302 241 5813
Dover, DE 19904

CITY OF DOVER PROPOSED ORDINANCE #2014-15 WITH SA#1
(Staff Amendments Indicated in Green Text)

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

That Chapter 110 - Utilities, Article III - Water Service, Division 3 - Water Impact Fees, Section 110-207 - Establishment of Equivalent Dwelling Units of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

Sec. 110-207. Establishment of equivalent dwelling units.

(a) *Determination for residential dwellings*. Whenever by ordinance or by contract the city imposes or assesses water charges or fees on the basis of EDUs, an EDU shall be determined in the same manner as wastewater collection charges or fees and as defined in the most recent impact fee ordinance adopted by Kent County Levy Court. An EDU for a residential dwelling shall be determined as follows:

(1) Houses, dwellings, mobile homes and apartments with one kitchen and one or more baths and bedrooms separate from the kitchen .....1.0 EDU

(2) Efficiency unit or cottage having a living space in one room and having one bath .....1.0 EDU

(3) Dwelling with one kitchen and one or more baths and bedrooms separate from the kitchen and attached to other dwellings or structures .....1.0 EDU

(b) *Determination for nonresidential establishments*. Whenever by ordinance or by contract the city imposes or assesses water charges or fees on the basis of EDUs, the number of EDUs to be charged shall be determined in the same manner as wastewater collection charges or fees and using the appropriate specific assessment as defined in the most recent impact fee ordinance adopted by Kent County Levy Court. When users propose water usage under circumstances other than the specific assessments defined by the county, the city's impact fee shall be calculated by the city engineer based on flow in GPD. In such cases where the impact fee is calculated by flow, each EDU shall be equal to 250 GPD.

(c) *Minimum assignment*. A minimum of one EDU will be assigned to each establishment connecting to the system. No fractional parts of EDUs will be assigned. The number of EDUs shall be rounded up to the nearest whole number of EDUs.

(d) *No assignment*. If an establishment does not have any physical facilities which result in a water demand on the city's water system, then the number of EDUs assigned to it shall be zero.

(e) *Maximum assignment*. ~~**The city shall in no case charge an impact fee based on more than 100 EDUs per certificate of occupancy.**~~ ~~For large development projects that have a significant impact on the City and/or the utility, City Council may consider a maximum assignment of EDUs per certificate of occupancy or project. A large development project is any project or connection that will contribute in excess of 100 EDUs. In these cases, City Council may reduce the number of assigned EDUs to as low as 100 EDUs. Any request that will contribute less than~~

Draft

~~100 EDUs cannot be considered a large development project and therefore would not be eligible for consideration of a reduction.~~ **For projects that have a significant impact on the City's Utility, City Council may consider a maximum assignment of EDUs. A project will be considered to have a significant impact if it will contribute in excess of 100 EDUs. In these cases, City Council may reduce the number of assigned EDUs to as low as 100 EDUs if an economic benefit to the City of Dover is demonstrated. Any request that will contribute less than 100 EDUs will not be eligible for a reduction. Maximum assignment of EDUs in excess of 100 EDUs will only apply to projects or connections with building permits issued after July 28, 2014. Any project with a building permit issued prior to July 28, 2014 will be subject to a maximum assignment of no more than 100 EDUs.**

BE IT FURTHER ORDAINED:

That Chapter 110 - Utilities, Article IV - Sanitary Sewer Service, Division 3 - Wastewater Collection Impact Fees, Section 110-282 - Establishment of Equivalent Dwelling Units of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

Sec. 110-282. Establishment of equivalent dwelling units.

(a) *Determination for residential dwellings*. Whenever by ordinance or by contract the city imposes or assesses wastewater collection and transmission charges or fees on the basis of EDUs, an EDU shall be determined as defined in the most recent impact fee ordinance adopted by the Levy Court of the county. An EDU for a residential dwelling shall be determined as follows:

(1) Houses, dwellings, mobile homes and apartments with one kitchen and one or more baths and bedrooms separate from the kitchen .....1.0 EDU

(2) Efficiency unit or cottage having a living space in one room and having one bath .....1.0 EDU

(3) Dwelling with one kitchen and one or more baths and bedrooms separate from the kitchen and attached to other dwellings or structures .....1.0 EDU

(b) *Determination for nonresidential establishments*. Whenever the city imposes or assesses wastewater collection and transmission charges or fees on the basis of EDUs, the number of EDUs to be charged shall be determined using the appropriate specific assessment as defined in the most recent impact fee ordinance adopted by the Levy Court of the county. When users propose to discharge wastewater under circumstances other than the specific assessments defined by the county, the city's impact fee shall be calculated by the city engineer based on flow in GPD. In such cases where the impact fee is calculated by flow, each EDU shall be equal to 300 GPD.

(c) *Minimum assignment*. A minimum of one EDU will be assigned to each establishment connecting to the system. No fractional parts of EDUs will be assigned. The number of EDUs shall be rounded up to the nearest whole number of EDUs.

(d) *No assignment*. If an establishment does not have any physical facilities which have a load producing an effect on the city's wastewater collection and transmission system, then the number of EDUs assigned to it shall be zero.

Draft

(e) *Maximum assignment*. ~~**The city shall in no case charge an impact fee based on more than 100 EDUs per certificate of occupancy.** For large development projects that have a significant impact on the City and/or the utility, City Council may consider a maximum assignment of EDUs per certificate of occupancy or project. A large development project is any project or connection that will contribute in excess of 100 EDUs. In these cases, City Council may reduce the number of assigned EDUs to as low as 100 EDUs. Any request that will contribute less than 100 EDUs cannot be considered a large development project and therefore would not be eligible for consideration of a reduction.~~ **For projects that have a significant impact on the City's Utility, City Council may consider a maximum assignment of EDUs. A project will be considered to have a significant impact if it will contribute in excess of 100 EDUs. In these cases, City Council may reduce the number of assigned EDUs to as low as 100 EDUs if an economic benefit to the City of Dover is demonstrated. Any request that will contribute less than 100 EDUs will not be eligible for a reduction. Maximum assignment of EDUs in excess of 100 EDUs will only apply to projects or connections with building permits issued after July 28, 2014. Any project with a building permit issued prior to July 28, 2014 will be subject to a maximum assignment of no more than 100 EDUs.**

ADOPTED: *

S:\ORDINANCES\2014\DRAFT\Ordinance #2014-15 Amending Ch 110-Utilities, Art III-Water Service, Div 3-Water Impact Fees & Art IV-Sanitary Sewer, Div 3-Wastewater Collection Impact Fees-First Reading.wpd

SYNOPSIS

The proposed amendment would remove the current impact fee cap of 100 EDUs per certificate of occupancy. Developers of projects equal to or in excess of 100 EDU's that can demonstrate their economic benefit to the City of Dover may request City Council to reduce the number of assigned EDUs to as low as 100 EDUs. This amendment would be applied to projects with building permits issued after July 28, 2014. Projects with building permits issued prior to July 28, 2014 would be subject to the prior cap of 100 EDU's.

(SPONSORS: BONAR, HUTCHISON, AND KOENIG)

Actions History

07/14/2014 - Scheduled for First Reading at Council

06/23/2014 - Introduced at Utility Committee

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