ANNUAL COUNCIL MEETING
A G E N D A

REVISED BY EXPANDING THE TITLE OF AGENDA ITEM #3

MAY 12, 2014 - 7:30 P.M.

CITY HALL COUNCIL CHAMBERS
15 LOOCKERMAN PLAZA
DOVER, DELAWARE

INVOCATION BY REVEREND THEODORE HENDERSON

PLEDGE OF ALLEGIANCE LED BY COUNCILMAN LYNN

AGENDA ADDITIONS/DELETIONS

* **CONSENT AGENDA**

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

* 1. **Adoption of Minutes - Regular Council Meeting of April 28, 2014**

2. **Proclamations**
   - **A. Community Action Month**
   - **B. Public Works Week**

3. **Repealing, Rescinding, or Amending Resolution No. 2014-07 Appointing the Vice-Mayor as Mayor Until the Mayor's Position is Filled and Ratifying Action Already Taken**

4. **Election of Council President/Vice-Mayor**

5. **Proposed Resolution No. 2014-10 Appointing the Vice-Mayor as Mayor until the Mayor's Position is Filled**

6. **Public Hearing/Final Reading of Proposed Ordinances Amending Appendix B - Zoning, Article 3 - District Regulations**

   The First Reading of the proposed ordinances was accomplished during the Council meeting of March 24, 2014. Copies are available at the entrance of the Council Chambers.

   - **A. #2014-05 With Planning Commission Amendment #1 (PC#1) Amending Section 2 - General Residence Zones (RG-1 and RG-2), Subsection 2.4 - Conditional Uses**

   - **B. #2014-06 With Planning Commission Amendment #1 (PC#1) Amending Section 17 - Shopping Center Development (Permitted Uses)**

7. Authorization to Execute Settlement Agreements Related to Employee Grievances

8. State of the City Message

* **9. Monthly Reports - March 2014**
- **A. City Assessor's Report**
- **B. City Manager's Report**
- **C. City Planner's Report**
- **D. Controller/Treasurer's Budget Report**
- **E. Fire Chief's Report**
- **F. Police Chief's Report** *(February and March)*

* **10. Quarterly Review of Capital Investment Plan (CIP) (January, February, and March)**

11. 2014/15 Staff Appointments - City Council
- **A. City Assessor**
- **B. Building Inspector**
- **C. City Clerk**
- **D. Assistant City Clerk**
- **E. Controller/Treasurer**
- **F. Assistant Finance Director**
- **G. Assistant Treasurers**
- **H. Interim Fire Marshal**
- **I. City Planner**
- **J. City Solicitor**
- **K. Deputy City Solicitor**

12. 2014/15 Committee Appointments - Council President
- **A. Legislative, Finance, and Administration Committee**
- **B. Parks, Recreation, and Community Enhancement Committee**
- **C. Safety Advisory and Transportation Committee**
- **D. Utility Committee**
- **E. Compensation Commission**
- **F. Construction Code Appeals Committee**
- **G. Other Post-Employment Benefits (OPEB) Trust Fund Board**
- **H. Retirement Committee - General Employee Pension Plan**
- **I. Retirement Committee - Police Pension Plan**

13. Miscellaneous Appointments - Council President
- **A. Chamber of Commerce & Greater Dover Committee Liaison Members**
- **B. City/County Liaison Committee**
- **C. Kent County Tourism**
- **D. Central Delaware Economic Development Council (CDEDC) Liaison Member**

14. Committee Appointments - Mayor
- **A. Dover 4th of July Celebration Committee**
- **B. Dover Public Library Advisory Commission**
- **C. Downtown Dover Partnership Board of Directors**
- **D. Election Board**
- **E. Property Maintenance Board of Appeals**
- **F. Silver Lake Commission**

* **15. Proposed Resolutions**

A. Resolution No. 2014-08 Approving the 2014 Community Development Block Grant Action Plan

(Staff recommends adoption of the Resolution)

B. Resolution No. 2014-09 Authorizing Signatures for Banking Services on Behalf of the City of Dover, Delaware - Controller/Treasurer and Assistant Treasurers

(Staff recommends adoption of the Resolution)

16. Evaluation of Bids - VanSant Capacity Improvement Equipment Supply Procurement

(Based upon the evaluation prepared by consultant, McHale Performance, the City Manager and Controller recommend awarding the contract to Mee Industries, Inc. for $294,435.00 for Option 2. NAES will perform the remaining work at a cost of $113,306, bringing the total cost of this portion of the project in at $407,741)

17. Evaluation of Proposals - Wellhead Redevelopment Program Contract

(This item was deferred by City Council on April 28, 2014)(Staff recommends awarding a three (3) year agreement, with the City option of two (2), one (1) year extensions, for the Wellhead Redevelopment Multiyear Contract to A.C. Schultes of Delaware, Inc. as per the pricing included in the bid submittal)

18. Council Members' Announcements

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REGULAR COUNCIL MEETING

The Regular Council Meeting was held on April 28, 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, Mrs. Mitchell, Mr. Koenig, Mrs. Townshend, Second Assistant Fire Chief Mark Hall, Deputy City Solicitor Pepper, and Mrs. McDowell.

OPEN FORUM

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

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

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. Hare moved for approval of the consent agenda as presented, seconded by Mrs. Williams and carried by a unanimous roll call vote.

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF APRIL 14, 2014

The Minutes of the Regular Council Meeting of April 14, 2014 were unanimously approved by motion of Mr. Hare, seconded by Mrs. Williams and bore the written approval of Mayor Carey.

CORRESPONDENCE FROM MAYOR CARLETON E. CAREY, SR.

Members received a letter from Mayor Carleton E. Carey, Sr., dated April 25, 2014, announcing his official resignation as Mayor of the City of Dover to be effective Monday, April 28, 2014 at 8:00 a.m., which was read into the record by Council President Bonar, as follows:

"Dear Mrs. McDowell,

After 22 years of service in city government (five years as a civilian on the Utility Committee, ten years on City Council, and almost seven years as Mayor of the City of Dover) I have decided it is time to retire.

I would like to thank all the employees of the City of Dover for all the great work that they do every day. What they do for our citizens is very commendable and they should be recognized for all their hard work.

It has been a pleasure, an honor and privilege to work with the men and women of the Dover Police Department. The Dover Police Department is #1 in the country as far as I am concerned. With all their outstanding work they do to protect the citizens.

One of the greatest awards that they received is the Accreditation with Excellence A ward from the Commission on Accreditation for Law Enforcement Agencies (CALEA). This is the highest award that a Police Department can receive. The Dover Police Department is 1 of 35 agencies nationwide to receive this prestigious award.

To all the committee members for the City of Dover, I thank you from the bottom of my heart for all that you have done volunteering to make this city a greater place for our families to live.

To the citizens of Dover, it has been an honor to serve you over my last 22 years and I want to thank you for all the support that I have received over the years.

With this letter, this is my official resignation as Mayor of the City of Dover. My last official day will be Monday, April 28, 2014 at 8:00 a.m.

Sincerely,

Carleton E. Carey, Sr.
Mayor of the City of Dover"

On behalf of the City Council, Council President Bonar indicated that the letter of resignation would be accepted with saddened hearts. He extended Mayor Carey good wishes in his retirement.

PROPOSED RESOLUTION NO. 2014-07 - APPOINTMENT OF MAYOR AND COUNCIL PRESIDENT

In accordance with Section 15 of the City Charter, since Mayor Carleton E. Carey, Sr. submitted his resignation as Mayor of the City of Dover, to be effective April 28, 2014, and the mayoral term of office will expire on May 11, 2015, members were provided proposed Resolution No. 2014-07, for the appointment of Mayor and Council President for their consideration.

Mrs. Traci McDowell, City Clerk, read Proposed Resolution No. 2014-07 - Appointment of Mayor and Council President into the record.

Mr. Hutchison moved for adoption of Resolution No. 2014-07, seconded by Mr. Dixon.

Noting the close proximity of the Annual Meeting scheduled for May 12, 2014, when the Council President would be elected by members of City Council, Mr. Anderson noted the provision in the Resolution for an Acting Mayor. He questioned if there should be a delay in consideration of the adoption of the Resolution until after the Annual Meeting.

Responding, Deputy City Solicitor Pepper stated that this would be the decision of City Council. He explained that there would be a benefit to delaying the action until after the Annual Meeting; however, he noted that the City Charter does not envision having a vacancy in the office of the Mayor, even if it is just for two (2) weeks.

Since the Charter does require the election of a Council President during the Annual Meeting, Mr. Anderson questioned if the Resolution would become null and void after two (2) weeks and if it would need to be reaffirmed after the Annual Meeting. He felt that delaying action on the Proposed Resolution until after the Annual Meeting would eliminate any possible questions or conflicts. Responding, Deputy City Solicitor explained that by adoption of the Proposed Resolution, Council President Bonar would serve as Mayor until such time that a new Mayor is elected and sworn into office. He indicated that whether this action is taken now or in two (2) weeks is a decision for City Council.

In response to Mr. Anderson's concerns regarding the committee appointments typically made by the Council President at the Annual Meeting, Deputy City Solicitor Pepper reminded members that there had been a longstanding precedent, which had been repeated multiple times, for the Council President appointments to be delayed for at least one (1) meeting. As such, he assured members that those appointments could be delayed, as well as the selection of the Council President, until this unusual interim period concluded with the election of a Mayor.

Mr. Hare questioned the possibility of delaying the Annual Meeting until such time as a new Mayor is sworn into office or making the Resolution effective until the Annual Council Meeting. He indicated that if a new Council President were elected at the Annual Meeting, adoption of a new Resolution would be required.

Responding to Mr. Slavin, Deputy City Solicitor Pepper indicated that although the City Charter specifies the date for the Annual Meeting, members would not be prohibited from delaying certain considerations that are scheduled for that meeting, particularly in light of these highly unusual circumstances.

Council President Bonar indicated that if the Proposed Resolution were adopted, as Mayor, he would not be voting during the Annual Meeting. For informational purposes, he advised members that in discussing these matters with Mrs. Williams, they had both agreed that the membership of the Council Committees would remain until the 2015 Annual Meeting.

In response to Mrs. Williams, Deputy City Solicitor Pepper indicated that Councilman Bonar could not be elected as Council President at the Annual Meeting since, with the adoption of the Proposed Resolution, he would not then be a member of City Council; however, he felt that members could defer the election of a Council President until such time that a new Mayor is elected and sworn into Office.

Mr. Perza suggested that members take action regarding the Proposed Resolution at this time, and in two (2) weeks, during the Annual Meeting, if members wish to take additional action, this could be considered at that time.

On a call for the question by Mr. Perza, Council, by a roll call vote of eight (8) yes (Dixon, Lynn, Perza, Slavin, Williams, Hare, Hutchison, and Bonar), and one (1) no (Anderson), adopted Resolution No. 2014-07, as follows:

A RESOLUTION APPOINTING THE VICE-MAYOR AS MAYOR UNTIL THE MAYOR'S POSITION IS FILLED

WHEREAS, Mayor Carleton E. Carey, Sr. whose term expires May 11, 2015, submitted his resignation as Mayor of the City of Dover effective April 28, 2014; and

WHEREAS, in accordance with Sec. 13 of the Charter, a special election to fill the vacancy is required no sooner than thirty (30) days from the date of vacancy and no later than (60) days after the date of vacancy; and

WHEREAS, in accordance with the provisions of Sec. 15 of the Charter, the Mayor's absence will be extended, in which case Council shall pass a resolution appointing the Vice-Mayor as Mayor until the Mayor's position is filled in accordance with Sec. 13, which resolution shall provide that the Vice-Mayor shall have the right to approve council action in accordance with Sec.10 hereof, in which case the Vice-Mayor shall lose his/her vote as Council person until further action is taken by Council.

NOW THEREFORE IT BE RESOLVED by Council of the City of Dover and in Council, met:

1. Council President and Vice-Mayor David L. Bonar shall serve as Mayor until the Mayor's position is filled, in accordance with the provisions of Sec. 13 of the Charter, due to the extended absence and resignation of Mayor Carleton E. Carey, Sr. and during this period of time David L. Bonar, acting as Mayor, shall have the right to approve or disapprove Council action in accordance with the provision of Sec. 10 of the Charter, in which case he shall lose his right to vote as Councilperson until further action is taken by Council. Upon the election and installation of a new Mayor, Vice-Mayor David L. Bonar shall return to his position as Vice-Mayor and shall regain his vote as Councilperson.

2. In accordance with Sec. 9 of the Charter, Beverly C. Williams, the senior member of Council, in terms of length of service, shall assume the duties of Council President and is hereby appointed as acting Vice Mayor and Council President.

ADOPTED: APRIL 28, 2014

Councilman Bonar relinquished his seat as Council President to serve as Mayor, and Council President Williams presided during the remainder of the meeting.

PROPOSED TRIBUTE - NO. 2014-02 - MILLARD F. BIDDLE

Mrs. Traci McDowell, City Clerk, read a proposed Tribute expressing sympathy and condolences upon the passing of Millard F. Biddle.

By motion of Mr. Hare, seconded by Mr. Lynn, Council unanimously adopted Tribute No. 2014-02, as follows:

A TRIBUTE EXPRESSING SYMPATHY AND CONDOLENCES UPON THE PASSING OF MILLARD F. BIDDLE:

WHEREAS, the Mayor and Council of the City of Dover have been greatly saddened by the death of Millard F. Biddle, former Councilman and businessman in the City, who passed away on March 31, 2014; and

WHEREAS, Millard F. Biddle served as Councilman of the First District from February 9, 1953 to February 11, 1957 and, during his tenure as Councilman, heard tax assessment appeals; served on the Building Commission, Hearing Committee, Fire Committee, Tree Commission, and Election Board; and dedicated his time and attention to the important functions of the City, helping to resolve the complex problems encountered; and

WHEREAS, Millard F. Biddle lived a long and productive professional life in Dover, beginning his career delivering milk via horse and buggy for local dairies, subsequently selling insurance for Prudential Insurance; owning and operating Biddle's Market in the downtown Dover area; being employed as a salesman for Delaware Candy and Tobacco Company; and serving as a property assessor for Kent County for 20 years; and

WHEREAS, Millard F. Biddle contributed greatly to the Dover community by supporting his wife, Hattye Mae Biddle, who co-founded, co-owned and directed The Little School; dedicated his time and energy to volunteer work, including service on the leadership board of People's Church of Dover and as a tour guide at the Johnson Victrola Museum; and was an enthusiastic promoter of Delaware tourism; and the City of Dover has sustained a great loss in the death of Millard F. Biddle.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council extend their deepest sympathy and condolences to the family and friends of Millard F. Biddle, and hope that they will be consoled by the memories of his exemplary life and commendable achievements.

BE IT FURTHER RESOLVED that the Mayor and Council direct the City Clerk to place this Tribute in the permanent records of the City of Dover in recognition of the many contributions graciously given to the community by former Councilman Millard F. Biddle.

ADOPTED: APRIL 28, 2014

Mayor Bonar presented the Tribute to Mrs. Nancy Jo Lambertson (daughter of Millard F. Biddle). He stated that a City of Dover flag would be presented by the Dover Police Department Honor Guard during Mr. Biddle's memorial service.

Mrs. Lambertson noted that many of her father's family and friends were present in appreciation of the Tribute. She stated that her father, if present, would have been distributing either a Dover or Delaware pin, which he did often due to his love of the City and State in which he resided.

PUBLIC HEARING - VIOLATION OF THE DANGEROUS BUILDING ORDINANCE - 39 NORTH NEW STREET - ERIN L. COOPER

During their Regular Meeting of April 14, 2014, members deferred the public hearing and consideration of a violation of the Dangerous Building Ordinance at 39 North New Street, owned by Erin L. Cooper. At that time, members were advised that staff had received a request from the property owner to defer the public hearing because she was unable to attend the meeting that evening. She had also indicated that she was in the process of securing bids from various contractors to demolish the structure or to re-occupy it as an improved structure.

Due to a conflict of interest, Mr. Lynn requested to be disqualified from the consideration of this matter.

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. She advised members that there were numerous code violations found during a housing inspection that occurred on August 14, 2012 and that, to date, none of the code violations had been brought into compliance. On April 9, 2013, she stated that a fire occurred within the home, causing fire damage and additional code violations. As such, the home was condemned as unfit for human occupancy. Since then, the home had been registered as a vacant building. Currently the structure was still unoccupied, with no active utility services and in a serious state of disrepair. Mrs. Townshend provided a chronological history and presentation on the conditions of the house located at 39 North New Street ***(Exhibit #1)***.

Mrs. Townshend noted that Riggs Builders had submitted plans for the demolition of the structure on April 25, 2014, with a start date of June 4, 2014; however, they had subcontracted for the asbestos abatement. Once the final paperwork is received regarding the asbestos abatement, she stated that the demolition permit could be issued. Mrs. Townshend advised members that staff had been in contact with the owner and that she was aware that this matter was being considered at this time. She stated that although the property owner was moving forward with the demolition of the structure, it is often Council's action on these types of violations that keeps the owners moving forward.

Staff recommended that City Council: 1) declare this building and all accessory structures on this property dangerous; 2) order the property demolished by June 4, 2014 by the owner or equity owner at their own risk; 3) order the Building Inspector to cause the demolition of the structures if not completed by the owner within 10 days of the date established by City Council; and 4) order the City Manager with the assistance of the City Solicitor to cause the cost of demolition to be charged against the land on which the building exists as a municipal lien or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a suit at law against the owner. Mrs. Townshend noted that the action form included in Council's packet requested that the property be demolished by May 28, 2014 which was incorrect, explaining that this date should be June 4, 2014, as indicated in the presentation provided to members.

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

Mr. Hare moved that the structure located at 39 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 (Lynn abstaining).

PUBLIC HEARING - VIOLATION OF THE DANGEROUS BUILDING ORDINANCE - 12 NORTH NEW STREET - EH POOLED INVESTMENTS, LP

A public hearing was duly advertised for this time and place to consider a violation of the Dangerous Building Ordinance at 12 North New Street, owned by EH Pooled Investments, LP. 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. She advised members that the structure was registered as a vacant building on November 5, 2012 and on April 12, 2013, a fire occurred within the home, causing fire damage and numerous code violations. As such, the home was condemned as unfit for human occupancy and boarded. Currently, the structure was still unoccupied, with no active utility services and in a serious state of disrepair. Mrs. Townshend provided a chronological history and presentation on the conditions of the house located at 12 North New Street ***(Exhibit #2)***.

Mrs. Townshend noted that, currently, only $42,000 remained in the City's budget for demolitions; however, she felt confident that there would be enough funds to cover any costs involved, particularly since the demolition and associated costs at 39 North New Street, as previously discussed, were being assumed by the owner.

Mrs. Townshend advised members that, during the previous week, she spoke with an individual who indicated that they had a contract to purchase the property. She stated that this individual was provided a list of the outstanding charges against the property. In addition, Mrs. Townshend stated that this property was once a single-family home that was converted to a two (2) family structure, which is no longer permitted. She noted that if any renovation were done to the property, restoration to a single-family use would be required. Mrs. Townshend assured members that the individual interested in its purchase was made aware of this and also of their ability to go before the Board of Adjustment for further consideration. She was not aware if this information had an effect on this individual's interest in purchasing the property.

Staff recommended that City Council: 1) declare this building and all accessory structures on this property dangerous; 2) order the property to be repaired or demolished by May 28, 2014 by the owner or equity owner at their own risk; 3) order the Building Inspector to cause the demolition of the structures if not completed by the owner within 10 days of the date established by City Council; 4) order the City Manager with the assistance of the City Solicitor to cause the cost of demolition to be charged against the land on which the building exists as a municipal lien or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a suit at law against the owner.

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

Mr. Hutchison moved that the structure located at 12 North New Street be declared a dangerous building and subject to demolition, as recommended by staff. The motion was seconded by Mr. Hare and carried by a unanimous roll call vote.

SETTING OF DATES FOR SPECIAL ELECTION

In accordance with Section 13 of the City Charter, a Special Election must be held to fill the vacancy created by the resignation of Mayor Carleton E. Carey, Sr., since the vacancy created is in excess of six (6) months in duration. This position is for the Mayor's seat with a term that expires May 11, 2015.

The following dates were submitted for Council consideration and approval relative to the Special Election:

Date of Election - Tuesday, June 17, 2014
The earliest the election can be held is May 29, 2014 and the latest it can be held is June 27, 2014.

Filing Petitions - April 29, 2014 through May 20, 2014 at 4:30 p.m.
This time frame allows four (4) weeks for filing of petitions and almost four (4) weeks for campaigning and absentee voting.

Voter Registration Close - June 3, 2014
Voter registration (for the Special Election) shall close on June 3, 2014. The State will continue to accept voter registration applications during this time.

Oath of Office - Special City Council Meeting of June 25, 2014
June 25, 2014 is the soonest that the Oath of Office can be administered.

Members were advised that the Elk's Lodge had been contacted and had tentatively reserved their facility as the polling place for the Special Election. Newspaper notices for the filing petition dates had been prepared so that they could be advertised immediately following the Council's approval of the dates.

Mr. Hutchison expressed the importance for those interested in running for the Office of the Mayor to understand that this is a full-time position and that the duties and responsibilities include oversight of the Police Department. He noted that on May 12, 2014, the Legislative, Finance, and Administration Committee would be reviewing the Mayor's duties and responsibilities as they relate to the Police Department and the possibility of this Department becoming the responsibility of the City Manager. He felt it was important for anyone who has an interest in running to be made aware that there may be a change in the Mayor's duties and responsibilities.

Mr. Hare moved for approval of the proposed dates, as recommended by staff, seconded by Mr. Dixon and unanimously carried.

DOVER HUMAN RELATIONS COMMISSION (DHRC) REPORT - MARCH 25, 2014

The Dover Human Relations Commission (DHRC) met on March 25, 2014.

Introduction of New Members

Mrs. Traci McDowell, City Clerk, requested that members perform self-introductions.

Mrs. Lynne Sadusky stated that she has been a resident of Dover for most of her life (since third grade), works as a substitute teacher, and has spent most of the previous 20 years raising her seven (7) children. She noted that she has served as a volunteer at the James T. Vaughn Correctional Center for close to seven (7) years and in the school system, which has provided her insight regarding the needs of the community.

Mr. Theodore Henderson informed members that he served in the military for 25 years, arriving in Dover in July 1995. He also indicated that he was the current pastor of Dover Christian Church, that he has three (3) grown children and has been married for 37 years.

Ms. Jane Hicks stated that she is a retired coach from Delaware State University and is currently the administrative assistant for men and women's basketball, volleyball, and soccer at the University. She also indicated that she is the former director of a national sports program for disadvantaged and low-income families in the community. She noted that she is a wife, mother of two (2), and has one (1) grandson.

Mr. Kenneth Roach advised members that he has lived in Delaware his entire life, apart from four (4) years away while attending college. He indicated that he has worked with children at the Boys and Girls Club at Simon Circle since the age of 14. When he returned from Bowie State University he obtained a job at Brenford Residential Treatment Center and moved into the field of child protective services with the Division of Family Services, where he served for five (5) years. Mr. Roach stated that he was currently employed at Booker T. Washington Elementary School as a family crisis therapist and volunteers with many organizations, including Delta Sigma Theta Sorority, Inc. He also performs community service for his fraternity, Phi Beta Sigma Fraternity, Inc. He expressed his love for the City of Dover, his community, and for children.

Ms. Courtney Stewart explained that she moved to Dover in 2000 to attend Wesley College, where she obtained Bachelor's and Master's degrees. Following graduation, she began working for the Department of Natural Resources and Environmental Control (DNREC) and held a number of positions within the State of Delaware. She currently works for the General Assembly in the Controller General's Office. She also teaches classes at the Dover Young Men's Christian Association (YMCA) and is active in the YMCA "Girls on the Run" program for girls aged eight (8) to 11,

which teaches self-confidence and life lessons while incorporating a running component in the program. She noted that she was also an adjunct instructor for Wilmington University.

Mr. James McGiffin advised members that he formerly served for almost five (5) years as a member of City Council representing the Third District. He stated that he is a lawyer and has worked for the Community Legal Aid Society for most of his career and performed most of that work in Dover. He has worked in Dover since 1987 and lived in the City since 1988.

Mr. Eugene Ruane stated that he grew up in Baltimore and moved to Dover in 1972. He is married and the father of three (3) grown children. He was an employee of the State of Delaware government for approximately 20 years before retiring and then served on City Council for ten years, representing the Second District. He resides in the Crossgates area.

Mr. Cecil Wilson stated that he had lived in Dover since graduating from Delaware State College in 1963 and had been active in the community under the auspices of the National Association for the Advancement of Colored People (NAACP). He is a former teacher, principal, associate principal, and adjunct professor at Wilmington University and Delaware State University. He explained that the NAACP had been responsible for bringing the City into a "more representative" status and he was very proud of this and stated his pleasure at being involved with the DHRC.

On behalf of the Mayor and Council, Mrs. McDowell thanked all members for volunteering to serve.

Election of Commission Chair

Mrs. McDowell explained that the Chair of the DHRC would work closely with City Clerk's Office staff to set meeting agendas, monitor follow-up actions, and conduct meetings in an orderly fashion.

Mr. McGiffin stated that he had observed Mr. Wilson for a long period of time and was aware of some of his accomplishments in the City. He expressed his opinion that Mr. Wilson was a very impressive individual with a tremendous set of skills and knowledge.

The Commission voted unanimously to elected Mr. Wilson as Chair of the DHRC.

Mr. Henderson expressed his feeling that Mr. McGiffin was very eloquent, wise, and experienced and felt that the diversity provided by having Mr. Wilson and Mr. McGiffin working together would be "human relations personified."

The Commission voted unanimously to elected Mr. McGiffin as Vice Chair of the DHRC.

Overview of Commission Purpose, Powers, and Duties

Ms. Denise Devine, Assistant City Clerk, advised members that the City Clerk's Office was excited to work with members to help fulfill the purpose of the Dover Human Relations Commission (DHRC). She reminded members that regulations for the Human Relations Commission are addressed in Chapter 58 - Human Relations, of the Dover Code and reviewed a presentation entitled, "Human Relations Commission - Overview of Commission Purpose, Powers, and Duties - March 25, 2014.

Referring to the powers and duties of the DHRC, Section 58-36 (1) - Recommendations of the Dover Code, Ms. Devine noted that recommendations are essential for the Commission to function. Since the Commission serves as an advisory board to City Council and makes recommendations for action to Council, communication with members of council is imperative. She noted that Section 58-33 (I) - Reports states that the Commission shall report to City Council on a quarterly basis regarding its affairs, and to accomplish this, following each Commission meeting, the meeting minutes would be scheduled for consideration by Council.

With regard to Section 58-36 (4) - Complaints, Ms. Devine noted that the City Clerk's Office maintains a log of all complaints received in order to determine whether each complaint is within the jurisdiction of the Commission, corresponds with the complainant, and ensures that each complaint is resolved. She advised members that any complaints received by a commissioner should be forwarded to the City Clerk's Office.

Referencing Section 58-36 (7) - Other Functions, Ms. Devine indicated that the Commission shall do all other acts and deeds necessary and proper to carry out and effectively accomplish the objections, functions and service contemplated by the provisions of Chapter 58 - Human Relations, Article II. Human Relations Commission. However; the Commission's functions are limited by Section 58-33 (e), which states that the Commission shall not involve itself in activities or functions already assigned by law or decree to other governmental bodies. Ms. Devine cited an example that occurred in 2013 when the DHRC received a complaint alleging unfair housing practices against the Dover Housing Authority and Colonial Investment Public Housing Program. Since this type of complaint falls under the jurisdiction of the Delaware State Human Relations Commission, Delaware Department of Justice Consumer Protection Unit, and the U.S. Department of Housing and Urban Development, the complaint was forwarded to these agencies and the Commission was unable to discuss the matter.

Ms. Devine noted that all meetings shall be held at City Hall and in accordance with the Laws of Delaware regarding the Freedom of Information Act (FOIA) and City of Dover procedures. The Commission will distribute its agendas and minutes through the City Clerk's Office. She stated that the City Clerk's Office would work with the

Commission Chair to develop future meeting agendas, but encouraged all members to feel free to contact the Clerk's Office with any recommendations for agenda items. Ms. Devine noted that meeting agendas, packets, and minutes are made available on the City's website, that members would receive an email each time they are posted, and that Human Relations Commissions agendas and packets would also be mailed to members prior to each meeting.

Ms. Devine explained that all proceedings of the Commission must take place in accordance with FOIA and that FOIA's intent is to ensure that all public business is conducted openly and publicly and to ensure transparency; therefore, all meetings of the Commission must be properly publicized. All meeting agendas must be posted on the City's website at least seven (7) days in advance of the meeting unless an emergency meeting is necessary for the immediate preservation of the public peace, health, or safety. She cautioned members that FOIA dictates that all meetings of the Commission are to be held publicly, which means that a quorum of members should not gather unless they are attending a meeting that has been properly publicized. Ms. Devine informed members that FOIA also prohibits "serial meetings," which is when a majority of members develop a collective agreement on an action item through direct personal communication, either by telephone, intermediaries, email, or other technology, etc. She advised members that a public meeting with a quorum in attendance is the only arena for making commission decisions. To help avoid serial meetings, Ms. Devine stated that members would be blind copied on all DHRC email correspondence from the City of Dover. She stressed the importance of complying with all FOIA regulations.

Ms. Devine indicated that, in addition to quarterly reports, the Commission shall provide an annual report of its accomplishments and a summary of its recommendations to the Mayor and City Council and that the annual report is typically presented to City Council during the month of January each year. She suggested that members review Chapter 58 - Human Relations, Article II. Human Relations Commission of the Dover Code and contact the City Clerk's Office with any related questions.

Mr. Wilson requested a copy of the information reviewed by Ms. Devine.

Recission of By-Laws

Ms. Denise Devine, Assistant City Clerk, advised members that the Dover Human Relations Commission (DHRC) had been regulated in the past by both its by-laws (adopted on September 6, 2002 and amended December 15, 2004) and Chapter 58 of the Dover Code, which establishes and regulates the purpose, organization, power, and duties, etc. of the Human Relations Commission. She noted that differences between Chapter 58 and the by-laws had led to miscommunication in the past.

Ms. Devine stated that Chapter 58 does not require the creation of by-laws; therefore, in an effort to improve communication and provide one (1) set of regulations, staff recommended rescission of the by-laws.

Ms. Devine explained that if DHRC members wished to incorporate any of the content of the by-laws into the Code, staff could assist in preparing a proposed ordinance for consideration by the Legislative, Finance, and Administration Committee and City Council.

Mr. Wilson suggested that members review the various subcommittees of the DHRC and think about their own expertise when considering committee service.

Mr. Ruane noted that staff suggested "starting all over" by considering how many committees there would be and what their mode of operation would be. He stated that the by-laws had been in place for ten years and suggested that some of the areas may be redundant. He indicated that one (1) suggestion was to rescind the current by-laws, which would provide members the option to create their own by-laws.

Mr. Wilson noted that the members currently serving on the DHRC were serving as district representatives; therefore, he felt that it would be appropriate to start over with new by-laws and also to review the DHRC intake form.

Mr. McGiffin questioned if the DHRC had the authority to create new by-laws if the current by-laws were rescinded. Responding, Mrs. McDowell stated that she did not believe that there would be anything to prohibit creation of new by-laws.

Mr. McGiffin expressed his understanding that the Commission did not have the express authority to create by-laws but that it was implied that the DHRC could create a mode of operating by by-laws. Mrs. McDowell stated that she could obtain a legal opinion on this matter, if members so desired.

Mr. McGiffin stated that he did not wish to rescind the by-laws only to discover the DHRC would be stuck operating strictly by the terms of the Code without the ability to "flesh out" other things that they must do.

Mrs. McDowell stated that she could do obtain an opinion the following day, if members so desired. She stated that she did receive a legal opinion stating that there was nothing prohibiting members from rescinding the existing by-laws. It was her recollection that previous members of the DHRC did not come forward and ask permission to create the current by-laws.

Mr. McGiffin moved to rescind the by-laws of the DHRC, seconded by Mr. Ruane.

Mr. Henderson stated that he felt uncomfortable getting rid of the by-laws as he had not yet read them. He inquired if staff wanted the by-laws rescinded because Chapter 58 provided all the mandate that was needed. Responding, Ms. Devine confirmed that staff's recommendation was to rescind the by-laws since Chapter 58 provided all the mandate that was needed and having two (2) sets of rules had caused confusion in the past. She noted that staff typically referred to the Code and that changes had been made to the by-laws without staff's knowledge. It was staff's desire to ensure that the DHRC, staff, and the public were working with the same set of rules and regulations.

Mr. Henderson inquired about the origin of the by-laws. In response, Mr. Ruane explained that Council established the DHRC by ordinance and, as it evolved over a number of years, the DHRC developed its own by-laws. He felt that by-laws would provide essential guidance for the operation of the organization; however, he stressed the importance of not including anything in the by-laws that would contradict the ordinance. He felt that the idea of starting over would allow the DHRC to develop a set of by-laws that everyone could be happy with, including staff, legal advisors, and City Council. After reading the by-laws, it was his impression that they included very detailed prescriptions on how to do business and he was unsure if the DHRC would continue to operate in the same way. He referenced the provisions regarding a large number of committees, noting that there were now only nine (9) members versus the previous number of 21, and that they would be meeting quarterly; therefore, he believed that fewer committees would be needed.

Mr. McGiffin stated that, to some degree, the Code functions as by-laws and lays out the kinds of things that by-laws address, although by-laws frequently address additional items. He felt that the existing by-laws went far beyond Code provisions. He felt that the Code provided a basis to begin, and he suggested that if members felt that additional rules were needed at some point, they could be developed at that time. He stated his concurrence with Mr. Ruane that it may be appropriate to "start from scratch."

Mr. Roach concurred, noting that the Commission previously had 21 members and that this number had been reduced. He expressed his desire to start the Commission fresh and go in a new direction to fulfill the duty of the Commission. He felt that it would not be appropriate to use the old by-laws.

The Commission voted unanimously to rescinded the existing by-laws of the DHRC.

Scheduling of Future Meeting Dates for 2014

In regard to the scheduling of future meetings, Mr. Wilson stated that after going through all of the material, he felt that it would be necessary to hold additional meetings between the quarterly meetings to consider reorganizing in order to over forward.

Members discussed their preferences in regard to the schedule for future quarterly meeting dates.

Mrs. McDowell indicated that the Council Chambers was available on Tuesday evenings, and suggested that members consider scheduling the quarterly meetings for July, October, and January, which would provide an opportunity for members to review the DHRC Annual Report in January prior to submission to City Council.

The Commission voted unanimously to schedule the quarterly meetings for the fourth Tuesday in July, October, and January (July 22, 2014; October 28, 2014, and January 27, 2015) at 4:30 p.m.

Mr. Wilson allowed members the opportunity to express additional comments.

Mr. Henderson expressed a desire to attend meetings "with both ears open and [his] mouth shut" and learn as much as he could.

Mr. Roach congratulated Mr. Wilson and Mr. McGiffin upon being elected Chair and Vice Chair, respectively, and expressed appreciation for their taking on these responsibilities.

Ms. Stewart stated that she looked forward to working with the DHRC to help make the City of Dover better.

Mr. McGiffin expressed his feeling that the first job of the Commission was to "figure out what is going on" and indicated that he was looking forward to this.

Mr. Ruane stated that he had made some inquiries in the community since he was contacted to consider serving on the DHRC and got the impression that "we were doing pretty good." He expressed his opinion that Dover had done a good job in promoting diversity and community relations and that he felt optimistic. He indicated that he was curious about each member's feelings about the state of the City in terms of community relations. Mr. Ruane stated that it would be beneficial to get to know one another better across cross-cultural, religious divides and expressed the need to reach out and ask other groups what they thought the DHRC should do. He noted that the DHRC was created in a moment of tension and expressed his belief that the City had moved beyond that time to a moment of opportunity today.

Mr. Wilson concurred with Mr. Ruane's comments. He indicated that the DHRC members should start with their respective Council district representatives, who should be attuned to the needs of all people, and noted that neighborhood watches, neighborhood organizations, and people in general could also provide input. Mr. Wilson stated that once committees were formulated and members decide what

they want to give to the commission as commissioners, the DHRC could move forward.

He noted that issues connected with race, employment, those who are re-entering society after imprisonment, and the homeless situation were affecting Dover and the entire nation. Mr. Wilson thanked members for electing him Chair.

Councilman Lynn stated that he had been involved in the process of reforming the DHRC and stated his pride in looking around the room and seeing the faces present. He felt that the members were a "fantastic cast of characters" and indicated that he could not wait to see what members will bring to the table.

Councilman Dixon also expressed his excitement and gratitude regarding the service of the new members and asked members to contact him if he could be of any assistance.

By consent agenda, Mr. Hare moved for acceptance of the DHRC Report, seconded by Mrs. Williams and carried by a unanimous roll call vote.

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE REPORT - APRIL 14, 2014

The Parks, Recreation, and Community Enhancement Committee met on April 14, 2014 with Chairman Dixon presiding.

Proposed Ordinance #2014-08 - 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

Mrs. Dawn Melson-Williams, Principal Planner, explained that she was presenting this item in the absence of Mrs. Ann Marie Townshend, Director of Planning and Community Development. She advised members that Mrs. Townshend had been attending meetings with representatives of the business and real estate communities, convened by the Central Delaware Chamber of Commerce (CDCC), 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. Mrs. Melson-Williams indicated that, as a result of this effort, Proposed Ordinance #2014-08 reflected proposed changes to Article 3 - District Regulations, Article 4 - Zoning Bulk and Parking Regulations, Article 10- Planning Commission, and Article 12- Definitions of the Zoning Ordinance. Mrs. Melson-Williams

explained that Article 3 - District Regulations, provided descriptions of each zoning district and informed members that the proposed amendments would affect eight (8) districts. She noted that Article 10 - Planning Commission, was a procedural section of the Zoning Ordinance dealing with the processes of applications that come under review by the Planning Commission. Mrs. Melson-Williams advised members that the proposed changes to Article 10 would increase the thresholds for projects that require Planning Commission review and that Planning Commission review would be required for building additions of more than 15% of the floor area. She also indicated that additional definitions were proposed for incorporation in Article 12 - Definitions.

Staff recommended adoption of Proposed Ordinance #2014-08.

Mrs. Melson-Williams noted that she had not been involved in the process of drafting the ordinance and, therefore, suggested that the Committee may wish to consider deferring the matter until Mrs. Townshend was available to answer additional questions.

Mr. Hutchison questioned whether the proposed amendments had been completely reviewed by staff. Responding, Mrs. Melson-Williams indicated that Mrs. Townshend had worked on the amendments with the City Clerk's Office and that it was her understanding that the City Solicitor had given the amendments a cursory review. Mrs. Melson-Williams advised members that the CDCC and members of the Kent County Association of Realtors were part of the working group involved in reviewing the Code with Mrs. Townshend and helped create the proposed amendments. Mrs. Melson-Williams explained that she was not in attendance at the meetings of the working group; therefore, she was not certain who was present during those meetings.

In response to Mr. Hutchison regarding the purpose of the proposed changes, Mrs. Melson-Williams advised members that the amendments were designed to make the code easier to understand, clarify items that may have been outdated in terms of language, and include some changes to the processes that were intended to benefit the business and commercial entities in the City in regard to development and redevelopment of properties in downtown Dover and City-wide.

Responding to Mr. Dixon regarding possible effects of the proposed ordinance on liquor stores, Mrs. Melson-Williams stated that if the proposed amendments were adopted, existing businesses would be "grandfathered" and would be permitted to remain even if they did not fit the criteria of the new zoning. However, if such businesses were to cease operations for a period of one (1) year, they could not be re-established if they did not meet the new criteria. In response to Mr. Dixon's concerns regarding drugs and alcohol, particularly liquor stores, in the vicinity of schools and churches, Mrs. Melson-Williams indicated that the Neighborhood Commercial Zone (C-1) prohibits the establishment of liquor stores in these areas.

In response to Mr. Perza regarding the outreach efforts that had been made to inform the community about the proposed ordinance, Mrs. Melson-Williams stated that she was not certain to what extent outreach had been extended to the general business community, but it was her belief that Mrs. Townshend gave a presentation about the amendments to the downtown merchants. Mrs. Melson-Williams also mentioned that information had been distributed by the CDCC and other members of the working group, but was unsure to what degree. She reminded members that in order for the text amendments to be adopted, they would be subject to public hearings before the Planning Commission and City Council and that publication of a legal notice in the newspaper was required, although a direct mailing to property owners was not.

Noting that some of the proposed changes to simplify the code, broaden the requirements for additions, and bring the language up to date appeared to be beneficial, Mr. Perza expressed his opinion that the proposed ordinance needed additional clarification and corrections to the language before bringing it before Council. In reference to public hearings, Mr. Perza expressed his feeling that when changes are made that pertain to residential areas, citizens tend to express more concerns than commercial property owners. He felt that before bringing the ordinance before Council and the public, the language should be easier to understand. As an example, Mr. Perza noted that Article 10 - Planning Commission, Section 2 - Site Development plan approval, Subsection 2.11(a) - Planning Commission Site Plan Review could be improved. Responding, Mrs. Melson-Williams suggested dividing Section 2.11(a) into two (2) statements, one (1) applying to new structures and another to building additions.

Responding to Mr. Perza regarding the process by which the ordinance was developed, Mrs. Melson-Williams advised members that the changes were tracked by City staff as a result of the discussions of the working group, noting that the proposed ordinance was a result of several drafts. She noted that in some cases entire sections were re-written while other sections were only edited.

Mr. Phil McGinnis, McGinnis Commercial Real Estate Company, 555 Loockerman Street, advised members that he was a member of the working group, along with Ms. Judy Diogo, President, CDCC; Mr. Tom Burns, Burns and Ellis Realty; Mr. Conny Malmberg, Young, Malmberg and Howard; Mr. John Paradee, Prickett, Jones and Elliott; Mr. Bob MacLeish, Lighthouse Construction; Mr. Keith Cooker, Landmark Engineering; and Mr. Scott Kidner, CS Kidner Associates. Mr. McGinnis stated that a few other individuals participated as well, which provided a good mix of knowledgeable business people who were familiar with the Code. Mr. McGinnis stated that Mrs. Townshend initiated the meeting process and that the group went through the Code word for word, page by page, working to make the language more current and applicable to the needs of the City in terms of permitted uses and classifying things more generally to remove the need for interpretation. In terms of the building expansion issue, Mr. McGinnis shared his view that the larger employers

in Dover who want to expand should not be required to come before the Planning Commission for changes that are minor in comparison to their vast size. He also stated that the proposed amendments were intended to incorporate smart growth concepts into the Zoning Ordinance, such as adding residential uses in some of the commercial districts, especially the neighborhood districts, so that people could live and work in the same general vicinity.

Responding to Mr. Hutchison's inquiry as to whether the properties could be converted from residences to apartments under the proposed changes, Mr. McGinnis stated that the residential districts were not reviewed; therefore, he was not certain whether homes could be converted from single-family residential to multi-family residential under the new ordinance, although he noted that there were a number of other districts where that was permitted. Mr. McGinnis stated that a meeting with the Downtown Dover Partnership (DDP) to discuss the ordinance was discussed but was unsure when that meeting would occur. He explained that the proposed changes were fairly technical and would likely seem transparent to the typical business person; therefore, it did not seem to be a high priority that every business owner attend a meeting to examine the ordinance. Mr. McGinnis advised members that Ms. Diogo had been advertising the proposed changes through the CDCC to make the community aware.

In response to Mr. Perza's concerns regarding the possible perception of smaller business owners that the changes were being made to benefit big businesses, Mr. McGinnis stated that the working group made vigorous efforts to make it easier for people to open up small businesses. He noted that the changes would eliminate the requirement for business owners to wait sixty (60) or ninety (90) days to go through a public hearing for conditional use approval.

Responding to Mr. Perza regarding the process for finalizing the ordinance, Mrs. Melson-Williams advised members that the Committee could exercise its option to refer the item back to staff to make the noted changes, clean up the language and bring it back to the Committee to make a recommendation to Council, or the Committee could move it forward to Council by way of the Committee Report at the time of the First Reading and cite the suggested changes as part of the recommendation to Council.

The Committee recommended that Proposed Ordinance #2014-08 be referred back to staff for a final read through to make recommended changes and clarify language, and returned to the Parks, Recreation, and Community Enhancement Committee on May 12, 2014.

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

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

UTILITY COMMITTEE REPORT - APRIL 14, 2014

The Utility Committee met on April 14, 2014 with Councilman Perza presiding in the absence of Chairwoman Williams.

Proposed Amendments to the Retail Customer Demand Response Program

Mr. Scott Koenig, City Manager, informed members that he was contacted by Mr. Scott Lynch, Energy Services Manager, Delaware Municipal Electric Corporation, Inc. (DEMEC) regarding the City's Demand Response Program (DRP). Mr. Lynch requested the City to clarify whether or not energy efficiency was included in the City's DRP. Mr. Koenig indicated that, in recent months, there had been renewed interest in adding energy efficiency to the DRP, and DEMEC and the City supported this concept. Mr. Koenig stated that Mr. Kirk Betts, Betts & Holt, LLP., the City's power supply attorney, suggested the incorporation of language that makes it clear that energy efficiency is a component of the DRP. Mr. Koenig stated that staff supported this change, as it was believed that this would help in the long-term management of the City's load.

Based on Mr. Betts' opinion, staff recommended that the second paragraph of the portion of the City of Dover Rates & Tariffs that applies to Retail Customer Demand Response be amended to read as follows:

Dover or its authorized designee may allow a Customer to bid DR into PJM's ancillary services market for energy imbalance, energy efficiency, spinning reserves, supplemental reserves, reactive power and voltage control, or regulation and frequency response ancillary services, subject to the same terms and conditions.

Responding to Mr. Perza regarding potential fiscal detriment to the City if the amendment were adopted, Mr. Koenig stated that there would be no direct detriment. He indicated that if less energy were used, the City would sell less energy; however, the intent was for the system to be more efficient, which would be a better use of power in the long run.

In response to Mr. Perza regarding the need for countersignatures if the amendment were approved by Council, Mr. Koenig stated that signatures would not be necessary. He explained that the City would merely change the tariff and send the amended tariff to DEMEC, which would provide clear direction going forward.

The Committee recommended that the second paragraph of the City of Dover Rates & Tariffs - Retail Customer Demand Response be amended, as recommended by staff.

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

TEA/NAES Report *(February)*

The TEA/NAES Monthly Report for February 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.

In reviewing the Executive Summary on Page 1 of the report, Mr. Scott Koenig, City Manager, noted that the graph entitled "Power Supply Costs FY2013-14" tracked power supply costs and reflected that January and February were very expensive months for the City. He noted that the cost for energy alone was $64.95/MWh versus a budgeted energy cost of $49.42 per hour. Mr. Koenig stated that the City had been tracking high, explaining that costs had exceeded the amounts anticipated in the budget and that staff was working diligently to get those items under control going forward. Referring to the Variance Report on Page 10, he noted that the budgeted cost of services for February 2014 was $65.35 per MWh, and the actual cost was $77.84 per MWh. The Year to Date (YTD) Variance Report on Page 12 showed that actual costs for power supply were running approximately $10.5M above anticipated cost. Mr. Koenig advised members that electric revenues were approximately $5M higher to date this fiscal year; therefore, some of this cost is offset. He noted a deficit of approximately $6.7M for the total utilities cost and assured members that staff was working to bring these costs under control.

Mr. Koenig informed members that, from a budgetary standpoint, staff was having to transfer additional funds from the rate stabilization reserve to balance the cost of energy and that this would be reflected in the revised budgets that he and Mrs. Donna Mitchell, Controller/Treasurer, would be bringing forward for consideration. He indicated that staff was hopeful that these costs would become controlled over the next few months. Mr. Koenig stated that it appeared that the high reactive services charges that the City experienced earlier this year were now more in control, but the February overall costs "hit the City hard."

Referring to the Supply Variance on Page 2 of the report, Mr. Blakeman questioned the reason for the large difference between budgeted and actual figures for Solar Energy Cost ($/MWh), noting that there should be no fuel cost associated with solar power. He reminded members that the City had purchased less solar power than was budgeted. Responding, Mr. Koenig stated his belief that The Energy Authority (TEA) had not received a final copy of information related to the solar cost and that updated costs were not included in this forecast. He noted that the contract with LS Power in regard to solar energy was very specific on the escalators going forward; therefore, the only real difference that should be reflected is whether the City sold more or less power than the budgeted amount.

Mrs. Mitchell explained that the annual escalator was not included in the budget for FY14 but would be included in the revised budget.

The Committee recommended acceptance of the report.

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

Garrison Oak Technical Park Project Updates

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

City Infrastructure

Mr. Koenig stated that Mr. Jason Lyon, Water/Wastewater Manager, had been working with contractors to line up project starting dates and several coordination meetings had been held. Staff was anticipating earthmoving and stormwater construction to begin within the next few weeks. Mr. Koenig noted that the subaqueous land permits for the crossing of the tax ditch had all been submitted and reviewed and a meeting was scheduled with Becker Morgan Group for April 15, 2014 to review the results, so it was expected that permits would be completed shortly. He stated that obtaining permits was the final component necessary before construction.

Calpine Energy Center

Mr. Koenig stated that the Calpine project was progressing. He explained that there had been an issue regarding the construction road back to the energy block; however, as of April 14, 2014, the final authorization had been signed to allow for Calpine's contractor to maintain this road at their expense with the necessary waivers in place to do so. It was expected that this work would begin shortly. Mr. Koenig noted that the Garrison Energy Center was on track and weekly coordination meetings were being held on Monday mornings to identify any outstanding items. He stated that Delmarva Power and Light (DP&L) was beginning work on clearing the alignment from the Garrison Energy Center back to the 230kV tie; therefore, associated tree cutting and earthwork may have started or would shortly. Mr. Koenig believed that the City had all of the necessary easements for the alignments for the radial line, as well as the lay-down areas and cross-access issues associated with DP&L for the industrial park.

Mr. Koenig advised members that it was believed that the land transfer of Lot 12 to Uzin Utz was very near completion and that construction was anticipated to begin later in April or early in May. He stated that all of the projects were tracking to match up with the dates provided and staff was hopeful and expectant that all infrastructure would be complete by the end of calendar year 2014, with the possible exception of the final coat of paving. He indicated that the operation of the energy block was slated for June of 2015, with testing of the facility to occur in early 2015.

Mr. Blakeman questioned if the transmission line would extend across and up or out of the back side of the plant. Responding, Mr. Koenig stated that it would extend out the back way, south to Lot 6 and then east; it would not come all the way down White Oak Road until past the Harmon Farm.

Dover Sun Park

Mr. Koenig reviewed information regarding the Electric Revenue Fund, FY 14 - White Oak Solar Park Incremental Cost, noting that the fiscal year-to-date (YTD) incremental Sun Park cost was $173,582. He explained that this was the amount of extra money paid by the City for the power coming from the solar block; however, this was necessary to meet the City's renewable energy requirements.

Mr. Blakeman inquired if any problems had been expressed by LS Power in regard to the effects of construction at the site on their solar panels, Mr. Koenig stated that a lot of concern had been expressed previously; however, he had not heard anything recently from LS Power. It was his belief that the period had passed when the largest amount of dust was being generated at the site and that LS Power was able to work out compensation for those inconveniences.

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

QUARTERLY REVENUE REPORT

Members were provided the Revenue Report as of March 2014.

By consent agenda, Mr. Hare moved for acceptance of the Quarterly Revenue Report as of March 2014, seconded by Mrs. Williams and carried by a unanimous roll call vote.

SEMI-ANNUAL INSPECTION BY CITY MANAGER - ROBBINS HOSE COMPANY

In accordance with Section 46-43 of the City Code, the City Manager, Mr. Scott Koenig, met with the Fire Chief to discuss fire company issues. Mr. Koenig submitted a memorandum outlining the items discussed and noted that the Robbins Hose Company continued to provide an outstanding level of service to the City of Dover and the unincorporated areas of the fire district.

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

EVALUATION OF PROPOSALS - WELLHEAD REDEVELOPMENT PROGRAM CONTRACT

Mr. Scott Koenig, City Manager, reminded members that the Department of Public Works maintains multi-year contracts with potential contractors to ensure adherence to the bidding rules. These contracts are priced as a "time, equipment, and material" contract and may exceed $25,000 annually. He explained that the contract will provide for the rehabilitation and repair of twenty (20) production

wells in an effort to maintain operations and/or increase the yield of each well as it relates to the permitted allocation. The recommended contractor will perform flow testing of each well and provide a report detailing testing results as well as recommendations. Upon reviewing information provided by the contractor, the City of Dover will plan for and/or schedule further repairs as needed based upon the prices provided.

Mr. Koenig advised members that a Request for Proposal (RFP) was advertised according to the City purchasing policy and that only one (1) contractor submitted a qualified proposal, A.C. Schultes of Delaware, Inc. He assured members that the proposals were evaluated using the following criteria: demonstrated experience with similar projects including a history of achieving highest and best results among its peers; cost; previous projects in the City of Dover; and availability to perform duties. Staff reviewed the proposal from A.C. Schultes and concluded that the pricing was fair and the proposal was complete. The proposal submitted by A.C. Schultes of Delaware, Inc included a 10% annual escalation. Details, including pricing, regarding the proposal submitted by A.C. Schultes of Delaware, Inc. were provided to members for their review.

Staff recommended awarding a three (3) year agreement, with the City option of two (2), one (1) year extensions, for the Wellhead Redevelopment Multi-Year Contract to A.C. Schultes of Delaware, Inc., as per the pricing included in the bid proposal.

Responding to Mr. Slavin, Mr. Koenig stated that he was not aware of any other City contract where the contractor had included a 10% escalator. He noted that the escalator is for time and labor only and not materials.

In response to Mr. Perza, Mr. Koenig stated that Council could grant a one (1) year contract to be rebid next year; however, he stated that this was specialty work and, unfortunately, there are not many contractors that perform the work required, explaining that in previous years, there were three (3) or four (4) in the area and that now there is only one (1) such contractor.

Mr. Lynn moved to approve staff's recommendation, specifically contingent upon their waiver of the 10% escalator, seconded by Mr. Perza.

Mr. Hare indicated that he would understand a 3%-4% escalator; however, he felt that 10% was high.

After much discussion, Mr. Koenig suggested that members defer action to allow him the opportunity to discuss the concerns of members with the contractor to determine if they would be willing to eliminate or change the annual escalator.

Mr. Lynn moved to defer action on the consideration of the Wellhead Redevelopment Program Contract, seconded by Mr. Perza and unanimously carried.

AUTHORIZATION TO EXTEND RECYCLING CONTRACT - INLAND WASTE SOLUTIONS, LLC (INLAND SERVICE CORPORATION)

Mr. Scott Koenig, City Manager, advised members that the City of Dover currently utilizes Inland Waste Solutions, LLC (Inland Service Corporation) as the City's recycling service provider to complement the City's in house menu of sanitation services. Overall the company had provided quality service over the past four (4) years, with particular improvement due to management and operational changes over the past year in particular. He stated staff's understanding that the provider was willing to extend current prices for the next three (3) years as they were recently awarded the sanitation services contract with Kent County.

Staff recommended granting a three (3) year contract extension to Inland Waste Solutions, Inc. to provide recycling services at the current rate of $1.21 per unit.

Responding to Mr. Anderson, Mr. Koenig explained that the County had a combined rate (they do not separate out the recycling services) and, as such, the County's rate was not attainable.

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

PROPOSED RESOLUTION NO. 2014-05 OPPOSING HOUSE BILL 230 (THE "MODEL FAMILY FINANCIAL PROTECTION ACT")

Members were provided Proposed Resolution No. 2014-05 which opposed House Bill 230 (the "Model Family Financial Protection Act") for their review and consideration. Deputy City Solicitor Pepper indicated his concern that certain provisions of House Bill 230, as written, would seriously impact the City's ability to collect property taxes and other lienable items. He stated that the threat of an involuntary sale of property to collect the debt would be withdrawn and that the only involuntary sale of a property would be a mortgage foreclosure. He did not feel that House Bill 230 would be in the best interest of any local governments within the State. Deputy Solicitor Pepper advised members that the City took 58 properties into the monition process this year, since they were two (2) or more years delinquent in property taxes, and only ten (10) of those properties were being taken to sale (noting that this sale was scheduled for the following day). He indicated that this equated to the City having a very high rate of collection and that this rate of collection would drop precipitously if the City did not have the ability to use the monition method to collect City property taxes, water, sewer, trash, and other similar lienable items.

In response to Mr. Anderson, Deputy City Solicitor Pepper stated that when a monition is filed, in accordance with the Dover Code, $110 is added to the account to cover the necessary filing fee and preparation of the monition pleadings. He stated that if the writ states that the Sheriff will sell it, an additional $250 is added to the account pursuant to the Dover Code.

Mr. Lynn felt that rather than submitting general opposition to the entire legislation, the City should oppose its application to municipal governments. He explained that he supported House Bill 230 and that it was critical for consumer protection from financial or business entities that unilaterally change contracts in mid-stream. The Bill would mandate that contracts involving financial services

be in writing; prohibit forum selection clauses; prohibit collection of consumer debt by any party not in possession of the actual, original contract; give consumers an opportunity to settle debts; and provide for the protection of the debtor and their family. As a result, Mr. Lynn stated that he would be opposed to proposed Resolution No. 2014-05 opposing House Bill 230 since it was broad opposition by Council to the entire legislation; however, he would support an opposition of House Bill 230 in its application to municipal governments.

Mr. Lynn moved for adoption of Resolution No. 2014-05, opposing only those sections of House Bill 230 relative to municipal governments, and with particularity that City Council does not oppose House Bill 230 in its entirety, only those applications which are adverse to municipal governments. The motion was seconded by Mr. Anderson.

Responding to Mr. Perza, Deputy City Solicitor Pepper stated that the proposed Resolution includes the City's objection to House Bill 230 due to the monition method of sale, which is authorized in accordance with Delaware Code, Title 9, Chapter 87, Subchapter II. He explained that the proposed Resolution opposed the Bill as introduced and sought to have an amendment to exempt municipal governments.

At the request of Council President Williams, Deputy City Solicitor Pepper explained that a monition sale is a method by which taxes, primarily, as well as other items that are added to the tax bill, can be collected in an expeditious form. It is somewhat a summary proceeding similar to a mortgage foreclosure whereby there are very limited defenses, noting that payment was the only defense that he was aware of.

In response to Mr. Perza, Mr. Lynn explained that his amendment was to specifically state that the City did not oppose the legislation with a "broad brush," but rather opposed it only insofar as its application to municipal government. He expressed his opinion that the proposed Resolution did not include this opposition specifically.

Without objection, Mr. Anderson read that portion of the proposed Resolution with which there was concern, as follows: "Now, Therefore, Be it Resolved that the Mayor and Council of the City of Dover stand in opposition to House Bill 230 as introduced" and stated that the City's concern was only with the one (1) section of House Bill 230. He explained that the issue was to ensure that someone lobbying in regard to the legislation could not "cherry pick" it and indicate that City Council opposed the legislation as a whole. It was his opinion that the amendment would allow for more clarity.

On a call for the question by Mr. Slavin, Council, by a roll call vote of seven (7) yes (Anderson, Dixon, Lynn, Slavin, Hare, Hutchison, and Williams) and one (1) no (Perza), adopted Resolution No. 2014-05, as amended to oppose only those sections of House Bill 230 relative to municipal governments, and with particularity that City Council does not oppose House Bill 230 in its entirety, only those applications which are adverse to municipal governments, as follows:

A RESOLUTION OPPOSING PORTIONS OF HOUSE BILL 230, WHICH WOULD AMEND TITLE 6 OF THE DELAWARE CODE BY INSERTING CHAPTER 24D - FAMILY FINANCIAL PROTECTION ACT

WHEREAS, on January 23, 2014, House Bill 230, referred to by title as the "Model Family Financial Protection Act," was introduced in the Delaware House of Representatives and assigned to the House Economic Development/Banking/Insurance/Commerce Committee for review and recommendation; and

WHEREAS, this broadly-written and complex legislation may be intended to achieve valid and worthy goals of protecting consumers from unreasonable and wanton acts by creditors and collection agencies that result in financial burdens and hardships; however, certain provisions of House Bill 230, as written, may disrupt and/or prevent legitimate, reasonable, and well established debt collection processes; and

WHEREAS, Delaware Code, Title 9, Chapter 87, Subchapter II, in conjunction with the Charter of the City of Dover, establishes a monition method of sale to reasonably and equitably collect delinquent property taxes owed to the City of Dover, upon which the City Government depends to cover significant costs associated with the provision of general government services; and

WHEREAS, the Mayor and Council of the City of Dover believe that House Bill 230, if enacted as written, may threaten, disrupt, or otherwise prevent the City Government from pursuing the collection of monies owed to the City of Dover.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the City of Dover do not oppose House Bill 230 in its entirety but stand in opposition to those applications of House Bill 230, as introduced, which are adverse to municipal governments.

BE IT FURTHER RESOLVED that the Mayor and Council of the City of Dover respectfully request that any further consideration of House Bill 230 by the General Assembly include an Amendment that would have the effect of exempting municipal governments from any effects of the legislation.

ADOPTED: APRIL 28, 2014

LETTER OF SUPPORT FOR SENATE BILL 191 - DOWNTOWN DEVELOPMENT DISTRICTS ACT

Members were provided a proposed letter of support for Senate Bill 191, the Downtown Development Districts Act. Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that a part of Governor Markell's State of the State Address this past winter talked about a downtown development district proposal he planned to put forward, which had now been introduced as Senate Bill 191. She explained that the legislation would establish a program for designating downtown development districts competitively selected at the State level. In the first round, which will occur shortly after July 2014, there will be one (1) downtown

development district in each county, with subsequent additions. The Governor's budget also provides for $7M that would be spent in these downtown development districts, which would consist of public dollars that would match up to 20% of a project.

Mrs. Townshend stated that the Governor's Office had requested that the City of Dover support the proposed legislation and noted that the Senate's Community Affairs Committee would be holding a hearing on Wednesday, April 30, 2014. She indicated that the Governor's Office wanted the letter of support to share with the General Assembly as it goes through the process.

Responding to Mr. Perza, Mrs. Townshend stated no knowledge regarding the source of the $7M funding; however, it was her understanding that there was no direct correlation with the gas tax, since those funds were specifically for transportation projects. Mr. Perza relayed his concern that members of City Council might inadvertently be part of a tax increase at a different level beyond the City's control and be held responsible by supporting the legislation. Responding, Mrs. Townshend explained that the legislation itself creates the downtown development district program and designation process, which has no costs associated, and that the budget would include the costs. She assured members that the funding was not a part of Senate Bill 191 and that the funding would be provided through the State's budget.

Mr. Slavin noted that grants had been identified in the legislation as an incentive, including the use of historic district preservation tax credits which are already authorized for a 10-year period; therefore, these funds were already budgeted.

Mr. Lynn moved for approval of staff's recommendation to send the letter of support for Senate Bill 191 - Downtown Development Districts Act, seconded by Mr. Hare.

In reviewing the legislation, Mr. Anderson indicated his concerns with the future funding, explaining his understanding that a block of funds had been earmarked which was currently being considered for allocation rather than a tax increase; however, there was no knowledge of how future monies would be obtained. Although he had concerns, he felt that the City should support the legislation for receipt of the funds that were currently available, particularly since the legislation, as currently written, did not create any future obligation.

Mr. Perza relayed his concern that the legislation would be used as leverage to support a property tax increase; therefore, he did not feel that City Council should support the legislation.

Mr. Hare stated his opinion that the legislation would prove to be beneficial to the City, to be provided to local businesses and for local projects to develop the downtown areas throughout the State.

The motion to approve of staff's recommendation to send the letter of support for Senate Bill 191 - Downtown Development Districts Act was carried by a roll call vote of seven (7) yes (Anderson, Dixon, Lynn, Slavin, Hare, Hutchison, and Williams) and one (1) no (Perza).

INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS (IBEW) LABOR CONTRACT TENTATIVE AGREEMENT

Mr. Glenn Mandalas, Baird Mandalas Brockstedt, LLC, advised members that he served as the lead negotiator on behalf of the City of Dover for the labor agreement with the International Brotherhood of Electrical Workers (IBEW). He noted that the IBEW Contract expired June 30, 2013 and that they had been working on an agreement through negotiations, mediation, and arbitration. The primary goal for the City had been to change the trajectory of the City's long-term liabilities and post-employment benefits. He stated that the contract being presented to members for their consideration seeks to meet these primary goals, and highlighted some of the objectives included in the contract, as follows: a four (4) year agreement with no wage increase in the first year of the contract; in the second year of the contract, there will be a 3.25% general wage increase, and in the last two (2) years, there will be a 3% wage increase in each year; a 15% healthcare contribution paid by current, active employees and new employees hired on or after July 1, 2014 will be contributing at 20%; in retirement, for healthcare, current employees will maintain the status quo; however, new hires will contribute 20% towards healthcare premiums in retirement. He stated that there are many other less significant elements to the contract that were provided to members during the executive session held earlier in the evening.

Mr. Mandalas advised members that City staff, particularly the City Manager, Controller/Treasurer, and Human Resources Manager, had been dedicated to working towards this goal and commended them for their work during this process. He recommended approval of the Labor Contract with IBEW, as presented.

Mr. Hare moved for approval of the Labor Contract with IBEW, as presented, seconded by Mr. Slavin and carried by a unanimous roll call vote.

FINAL READING - PROPOSED ORDINANCE #2014-07

The First Reading of Proposed Ordinance #2014-07 was accomplished during the Council Meeting of April 14, 2014.

Mr. Hare moved that the Final Reading of Proposed Ordinance #2014-07 be acknowledged by title only, seconded by Mr. Dixon and unanimously carried.

Creating a new Chapter 52 - Freedom of Information Act Related to Public Records Access and Amending Appendix F - Fees and Fines

Mr. Hutchison moved for adoption of the Proposed Ordinance, seconded by Mr. Lynn, and by a unanimous roll call vote, Council adopted Ordinance #2014-07 *(Exhibit #3)*.

COUNCIL MEMBERS' ANNOUNCEMENTS

Referring to Proposed Resolution No. 2014-05, Mr. Hutchison suggested that City staff contact the Delaware League of Local Governments for their support as well.

Mayor Bonar thanked City staff, particularly the City Clerk's Office, for their assistance during this past week. He also expressed appreciation to Police Chief Bernat and relayed his support of the Police Department. Mayor Bonar stated his willingness to listen to suggestions and thanked members of Council for their support in the past and looked forward to continued support in the future.

Mr. Hare advised members that the City Manager's assistant, Ms. Yvonne Martine, was nominated and selected as Administrative Professional of the Year by the Central Delaware Chamber of Commerce and urged members to commend her on a job well done.

Mayor Bonar reminded everyone that the Dover Days Festival would be held on Saturday, May 3, 2014, the parade would begin at 9:00 a.m., and that there would be a lot of festivities for all to enjoy.

By unanimous consent, the meeting adjourned at 8:50 p.m.

TRACI A. McDOWELL
CITY CLERK

All orders, ordinances, and resolutions adopted by City Council during their Regular Meeting of April 28, 2014, are hereby approved.

DAVID L. BONAR
MAYOR

/TM/jg
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Exhibits:
Exhibit #1 - Presentation - Violation of Dangerous Building Ordinance - 39 North New Street
Exhibit #2 - Presentation - Violation of Dangerous Building Ordinance - 12 North New Street
Exhibit #3 - Ordinance No. 2014-07 - Creating a New Chapter 52 - Freedom of Information Act Related to Public Records Access and Amending Appendix F - Fees and Fines

Violation of Dangerous Building Ordinance 39 North New Street

Planning & Inspections Department

Dover, Delaware

April 28, 2014

EXHIBIT #1
Regular Council Meeting of 4/28/2014

39 North New St
Case History

- Property was vacated on October 2, 2012, and electric service was disconnected
- The rear of the structure was damaged by fire on March 31, 2013 and condemned by City staff on April 9, 2013
- Property was registered as a Vacant Building by property owner on April 16, 2013
  - Fee exempted due to demolition permit application
- Demolition Permit was submitted on April 16, 2013
  - Withdrawn October 16, 2013 by staff
- Riggs Builders submitted plans for the demolition of the structure on April 25th, with a start date of June 4, 2014.

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

- (4) *Fire Damage*
- (5) *Unfit for habitation*
- (9) *General welfare.*
- (12) *Unoccupied Buildings.*


39










AIR WICK










39
04/10/2014 10:28


04/10/2014 10:29


04/10/2014 10:30

Recommended Council Action

- Declare this building and all accessory structures and equipment on this property dangerous.
- Order the demolition of the property to begin by **June 4, 2014** by the owner or equity owner at their own risk.
- Order the Building Inspector to cause the demolition of the structures if not completed by the owner **within 10 days of the date established by City Council**.
- Order the City Manager with the assistance of the City Solicitor to cause the cost of 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 12 N New Street

Planning & Inspections Department

Dover, Delaware

April 28, 2014

EXHIBIT #2
Regular Council Meeting of 4/28/2014

12 N New St
Case History

- 14 code enforcement cases since 2002
  - Exterior code violations / abandoned vehicles
  - Closing of a vacant building
  - Annual housing inspections
- Registered as vacant by the city on November 5, 2012
- Boarded and re-secured several times by the City since November 5, 2012.
- Condemned by City Staff on April 12, 2013 due to a fire that occurred on April 11, 2013.
- The grass on the property has been ordered cut by the City on two separate occasions.

12 N New St
Case History

- Source of neighbor complaints
- Water was ordered disconnected on February 5, 2014 after it was found that the water usage for January was 111,300 gallons, indicating an interior water leak.
- Outstanding charges
  - $780.00 in vacant building fees, grass citations & lawn cuttings.
  - $1,473.28 in utility fees.

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

(4) *Fire damage*

(5) *Unfit for habitation.*

(9) *General welfare.*

(10) *Code violations.*

(12) *Unoccupied buildings.*














Plumbing
Fixtures







Recommended Council Action

- Declare this property, including the accessory structure, dangerous.
- Order the property repaired or demolished by **May 28, 2014** by the owner or equity owner at their own risk.
- Order the Building Inspector to cause the repair or demolition of the property 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 property 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 #2014-07

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

That the City of Dover Code of Ordinances be amended by striking *Chapters 51-53 Reserved* and inserting *Chapter 51-Reserved and Chapter 53-Reserved.*

BE IT FURTHER ORDAINED:

That the Dover Code of Ordinances be amended by creating a new Chapter 52 - Freedom of Information Act Related to Public Records Access, to read as follows:

Chapter 52 - Freedom of Information Act Related to Public Records Access

Sec. 52-1. Definitions

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

City means the City of Dover.

FOIA means 29 Del. C. Chapter 100, the State of Delaware Freedom of Information Act.

FOIA Coordinator means the City Clerk for the City of Dover or his/her designee.

FOIA request or *Request* means a request to inspect or copy public records pursuant to 29 Del. C. §10003.

Public record means information of any kind that is owned, made, used, retained, received, produced, composed, drafted, or otherwise compiled or collected by any public body, relating in any way to public business, or in any way of public interest, or in any way related to public purposes, regardless of the physical form or characteristic by which such information is stored, recorded, or reproduced, except those records deemed not public under 29 Del. C. §10002(l).

Sec. 52-2. Adoption of Policy Related to Public Records Access.

The City Council shall adopt, implement, and promulgate a Freedom of Information Act (FOIA) policy for addressing requests for public records. Except as otherwise provided in this chapter, the City of Dover FOIA policy shall be consistent with the Delaware Freedom of Information Act, Title 29, Chapter 100 of the Delaware Code. A copy of the City's policy shall be maintained in the office of the city clerk.

Sec. 52-3. Fees for Responding to FOIA Requests.

Fee assessment and payment procedures related to FOIA requests shall be as provided for in Appendix F - Fees and Fines.

BE IT FURTHER ORDAINED:

That Appendix F - Fees and Fines, be amended by inserting text as follows:

Chapter 52 - Freedom of Information Act Related to Public Records Access			
Sec. 52-3 - Fees for Responding to FOIA Requests.			
Administrative Fees		First 30 minutes of staff time	No charge
		Staff time in excess of 30 minutes	Hourly salary plus overhead rate of the lowest paid staff member capable of performing the service. Billed in 15-minute increments.
Production Fees	Photocopies	Fees for printing the first 10 standard-sized black and white or the first 5 color copies (single sided)	Waived
		Standard-sized (8.5" by 11", 8.5" by 14", or 11" by 17") black and white copies	$0.25 per sheet (each side)
		Standard-sized (8.5" by 11", 8.5" by 14", or 11" by 17") color copies	$0.50 per sheet (each side)
		Oversized copies (larger than 11" by 17")	$30.00 per sheet (each side)
	Electronically generated records	Files provided via PDF (via email)	No charge
		CD or DVD (including case)	$2.00
		Other Electronic Storage Costs	Material cost to generate records
Other Costs	Other costs associated with filling the request, such as postage, are the responsibility of the requestor. If the City does not have the resources or equipment to duplicate requested records, the City, at its discretion, may arrange to have records duplicated by an outside contractor. In this instance, the requestor will be liable for payment of these costs.		

Fee Waivers	The FOIA Coordinator or designee shall have the authority to determine if a fee for a FOIA request shall be waived and the following criteria shall be used to render such a decision: 1) The public record is already available in duplicate form (extra copies). 2) The request for public record is made by an individual who is entitled to information under the FOIA and who submits an affidavit, provided by the City upon request, which shall state that the individual is then receiving public assistance or, if not receiving public assistance, stating facts showing inability to pay the cost because of indigence. A person shall be considered indigent if that person's income level is at or below the federal poverty level, as established by the Bureau of the Census. 3) No written request will be required or charges levied for requests to review specific documents which are required by ordinance to be made available to the public by the City Clerk.
Payment	Payment of fees related to FOIA requests will be due prior to any related service being performed. Full payment of all final costs incurred must be received prior to the retrieval and release of information.

ADOPTED: APRIL 28, 2014

SYNOPSIS

The Delaware Freedom of Information Act (FOIA) states that all public bodies shall implement and promulgate a policy for addressing requests made under FOIA and that fees charged in responding to requests for public records must adhere to those set forth in the Delaware FOIA, unless otherwise set forth in the Delaware Code or any applicable code of a municipal public body. The ordinance would mandate that the City adopt a FOIA policy and would codify the fees charged by the City in relation to FOIA requests.

(SPONSORS: HARE, MCDOWELL)

Actions History

April 28, 2014 - Final Reading/Adoption at City Council
April 14, 2014 - First Reading at City Council
March 24, 2014 - Considered at the Legislative, Finance, and Administration Committee

PROCLAMATION

WHEREAS, *Community Action Agencies were created when the Economic Opportunity Act of 1964 was signed into law and, currently, there are approximately one thousand such agencies serving the underprivileged in the United States; and*

WHEREAS*, First State Community Action Agency has been committed to working with individuals and communities to overcome the challenges of unemployment, homelessness, substandard living conditions, and hunger in Delaware since 1965; and*

WHEREAS, *First State Community Action Agency has made an essential contribution to individuals and families in Delaware by providing innovative and cost-effective programs that enable them to improve their lives and living conditions; and*

WHEREAS, *Delaware and the entire country must continue to promote economic security and ensure that all citizens are able to live with dignity by providing support and opportunities for those in need of assistance.*

NOW, THEREFORE, I, DAVID L. BONAR, MAYOR OF THE CITY OF DOVER, DELAWARE, *do hereby proclaim May 2014 as*

COMMUNITY ACTION MONTH

in the City of Dover in recognition of the hard work and dedication of First State Community Action Agency.

_____

Mayor

PROCLAMATION

WHEREAS, *public works services are an integral part of our community and citizens' everyday lives, and the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as facilities management, fleet maintenance, grounds and parks maintenance, solid waste collection and recycling, street and stormwater management, water production, and water and wastewater operations and maintenance; and*

WHEREAS, *the health, safety, and comfort of this community greatly depend on these facilities and services and the quality and effectiveness of these facilities and services, as well as their engineering, construction, and inspection, are vitally dependent upon the efforts and efficiency of the qualified and dedicated personnel of the Department of Public Works; and*

WHEREAS, *The American Public Works Association 2014 National Public Works Week theme "Building for Today, Planning for Tomorrow" represents the classic idea of stewardship embodied by the profession of public works and the professionals that practice it. Focusing on the communities; "building" points out the day to day aspect of public works that is quality of life, while "planning" references the sustainable practices that ensure the quality of life for future generations.*

NOW, THEREFORE, I, DAVID L. BONAR, MAYOR OF THE CITY OF DOVER, DELAWARE, *do hereby proclaim May 18th – 24th, 2014 as*

Public Works Week

in the City of Dover and urge all citizens and organizations to learn more about the details involved in providing public services and to recognize the contributions that our dedicated public works employees make every day to our health, safety, comfort, and quality of life.

_____

Mayor

City of Dover

MAYOR AND COUNCIL

COUNCIL RESOLUTION NO. 2014-07

A RESOLUTION APPOINTING THE VICE-MAYOR AS MAYOR UNTIL THE MAYOR'S POSITION IS FILLED

WHEREAS, Mayor Carleton E. Carey, Sr. whose term expires May 11, 2015, submitted his resignation as Mayor of the City of Dover effective April 28, 2014; and

WHEREAS, in accordance with Sec. 13 of the Charter, a special election to fill the vacancy is required no sooner than thirty (30) days from the date of vacancy and no later than (60) days after the date of vacancy; and

WHEREAS, in accordance with the provisions of Sec. 15 of the Charter, the Mayor's absence will be extended, in which case Council shall pass a resolution appointing the Vice-Mayor as Mayor until the Mayor's position is filled in accordance with Sec. 13, which resolution shall provide that the Vice-Mayor shall have the right to approve council action in accordance with Sec.10 hereof, in which case the Vice-Mayor shall lose his/her vote as Council person until further action is taken by Council.

NOW THEREFORE IT BE RESOLVED by Council of the City of Dover and in Council, met:

1. Council President and Vice-Mayor David L. Bonar shall serve as Mayor until the Mayor's position is filled, in accordance with the provisions of Sec. 13 of the Charter, due to the extended absence and resignation of Mayor Carleton E. Carey, Sr. and during this period of time David L. Bonar, acting as Mayor, shall have the right to approve or disapprove Council action in accordance with the provision of Sec. 10 of the Charter, in which case he shall lose his right to vote as Councilperson until further action is taken by Council. Upon the election and installation of a new Mayor, Vice-Mayor David L. Bonar shall return to his position as Vice-Mayor and shall regain his vote as Councilperson.

2. In accordance with Sec. 9 of the Charter, Beverly C. Williams, the senior member of Council, in terms of length of service, shall assume the duties of Council President and is hereby appointed as acting Vice Mayor and Council President.

ADOPTED: APRIL 28, 2014

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DAVID L. BONAR
MAYOR

BEVERLY C. WILLIAMS
COUNCIL PRESIDENT/VICE-MAYOR
ACTING

Actions History:
April 28, 2014 - Introduced at City Council

City of Dover

MAYOR AND COUNCIL

COUNCIL RESOLUTION NO. 2014-10

A RESOLUTION APPOINTING THE VICE-MAYOR AS MAYOR UNTIL THE MAYOR'S POSITION IS FILLED

WHEREAS, on April 28, 2014, City Council adopted Resolution No. 2014-07, which, in accordance with the City of Dover Charter, Section 15-Council President/Vice-Mayor, Duties of, appointed Council President and Vice-Mayor David L. Bonar as Mayor to fill the vacancy left by the resignation of Mayor Carleton E. Carey, Sr.; and

WHEREAS, upon adoption of Resolution No. 2014-07, in accordance with Section 9-Meetings of Mayor and Council - Generally, of the Charter, Beverly C. Williams, the longest serving councilmember, assumed the duties of Council President and was appointed acting Vice-Mayor and Council President; and

WHEREAS, on May 12, 2014, City Council rescinded Resolution No. 2014-07, thereby leaving a vacancy in the office of Mayor, extending to June 25, 2014 when a duly elected Mayor will be sworn into office; and

WHEREAS, in accordance with the provisions of Section 15 of the Charter, the Mayor's absence will be extended, in which case Council shall pass a resolution appointing the Vice-Mayor as Mayor until the Mayor's position is filled in accordance with Section 13-Vacancies; Forfeiture of Office; Filling of Vacancies, which resolution shall provide that the Vice-Mayor shall have the right to approve or disapprove council action in accordance with Section 10-Meetings of Mayor and Council - Procedure, hereof, in which case the Vice-Mayor shall lose his/her vote as Councilperson until further action is taken by Council.

NOW THEREFORE BE IT RESOLVED by Council of the City of Dover and in Council, met:

1. Council President and Vice-Mayor_____shall serve as Mayor until the Mayor's position is filled, in accordance with the provisions of Section 13 of the Charter, due to the extended absence of the Mayor, and during this period of time_____, acting as Mayor, shall have the right to approve or disapprove Council action in accordance with the provision of Section 10 of the Charter, in which case they shall lose their right to vote as Councilperson. Upon the election and installation of a new Mayor, Vice-Mayor_____shall return to their position as Council President and Vice-Mayor and shall regain their vote as Councilperson.

2. In accordance with Section 9 of the Charter,_____, the senior member of Council, in terms of length of service, shall assume the duties of Council President and is hereby appointed as acting Vice-Mayor and Council President.

ADOPTED: *

S:\RESOLUTIONS-PROCLAMATIONS-TRIBUTES\2014\Draft\Resolution No. 2014-10 Appointing the Vice-Mayor as Mayor until the Mayor's Position Is Filled.wpd

MAYOR

COUNCIL PRESIDENT/VICE-MAYOR ACTING

Actions History: May 12, 2014 - Scheduled for Introduction at City Council

PETITION TO AMEND ZONING ORDINANCE TEXT

Report to the
Dover City Council
May 12, 2014

Proposed Change:	Amendment to *Zoning Ordinance*, Article 3 –District Regulations, Section 2 – General Residence Zones (RG-1 and RG-2), to add a new conditional use.
Summary of Amendment:	The proposed amendment was sponsored by members of City Council in response to a constituent request. The amendment would add allow for professional offices as a conditional use within the General Residence Zones on State Street and Governors Avenue between Mary and Water Streets and on the entirety of Route 8. Maps are provided as an attachment to this report to show what parcels currently meet the criteria to be considered for professional offices under the proposed amendment.
Ordinance Number:	2014-05
File Number:	MI-14-02
Recommendation of the Planning Commission:	Following a Public Hearing on April 21, 2014 where on member of the public spoke in favor of the text amendment, the Planning Commission recommended that City Council adopt the proposed ordinance with the following amendments: 1. Reduce the maximum number of employees from six to four. 2. Limit the applicability of the proposed ordinance to Route 8 only.

Excerpt from the DRAFT Planning Commission Minutes of April 21, 2014:

MI-14-02 Text Amendment: Revisions to Conditional Uses in RG-1/RG-2 – Public Hearing and Review for Recommendation to City Council on a Text Amendment to the Zoning Ordinance, Article 3 Section 2 General Residence Zones (RG-1 and RG-2) relating to conditional uses. The proposed ordinance re-designates subsection (d) as subsection (e), and inserts a new subsection (d) that allows professional offices as a Conditional Use within the General Residence Zone on State Street and Governors Avenue between Water Street and Mary Street and on Route 8 subject to a series of restrictions. Ordinance #2014-05. *(Applicant Request and City Council Sponsors: Bonar, Hutchison, Lynn)*

Mrs. Townshend stated that this was a proposed Text Amendment to the *Zoning Ordinance*, Article 3 Section 2 which is the General Residence Zones (RG-1 and RG-2). The Commission members will recall several months ago there was a Rezoning request brought forward to rezone a property on Division Street to RGO. Based on the public feedback that was received at that meeting, the applicant withdrew his Rezoning request and agreed to work with staff on Conditional Use language for the *Zoning Ordinance* that would allow a professional office under very strict criteria within the General Residence Zones (RG-1 and RG-2). This specific amendment has been sponsored by three members of City Council. What this would do is allow professional offices as a Conditional Use within the General Residence Zones (RG-1 and RG-2) on State Street and Governors Avenue between Mary Street and Water Street and on the entirety of Route 8. Staff has provided maps as attachments to the Report that shows specifically where this would apply to; the properties zoned RG-1 or RG-2 that are within that defined geographic area. This did go through the Parks Recreation and Community Enhancement Committee so the meeting minutes from that Committee are also provided. There was discussion of this proposal by members of the public at the open forum prior to the City Council meeting on March 24, 2014 which those comments are provided in the packet as well.

Mr. John Paradee and Mr. Rhett Ruggerio did work very closely with the neighbors who came forward at the prior Public Hearing to make sure that the language reflected that delicate balance. They want a strike between making the older Victorian homes more useable and getting more investment in those houses while also protecting the residential character of the neighborhood. The Ordinance before the Commission this evening encompasses that. It specifically states that the office operations shall be conducted in a manner as to maintain the residential character of the surrounding neighborhood; so it needs to look like a residence from the outside. There's a distancing requirement of two hundred fifty (250) feet so there couldn't be two locations within two hundred fifty (250) feet of each other. No display of goods or products visible from the street. No exterior affects such as noise, traffic, odor, dust and smoke or gas fumes. Those are things that are required for any home based business already in the *Zoning Ordinance*. There is a minimum of two (2) off-street parking spaces but a maximum of four (4) spaces. There is also the idea of screening the parking; limiting the number of employees to six (6) and limiting the hours of operation. These would be the starting point and then with any specific application the Planning Commission could, based on the public comment that is brought forward, apply conditions as appropriate. This strikes that balance of being sensitive to the residential character of the communities but also realizing that they are in transitional areas where they have historic homes that they want to make sure are preserved and sometimes professional offices have more means to do that.

Mr. Holt stated that he remembered when this came up before. He thinks that this will make their jobs easier because the applicant would already know what's expected of him. Responding to Mr. Holt, Mrs. Townshend stated that it definitely sets the bar pretty high at the starting point.

If there are other things that come up that the Commission needs to address, they could add additional requirements.

Mr. Holt stated that they applicant would come before them and already have this background and know what the requirements were. Responding to Mr. Holt, Mrs. Townshend stated yes, the applicant wouldn't make it before the Planning Commission if they didn't meet all of the requirements to begin with.

Mr. Cregar questioned where the number of six (6) employees came from during the research of the area? Responding to Mr. Cregar, Mrs. Townshend stated that it was a number that would allow someone to have a viable business without it becoming excessive. It seemed to be a comfortable number for both the applicants bringing it forward and the residents involved in the process.

Mr. Cregar stated that the reason he asked was because they are only allowing a maximum of four (4) off-street parking spaces; so they won't be able to park their own employees. Responding to Mr. Cregar, Mrs. Townshend stated that with some of the professional offices they have people that aren't there every day. There might be a total of six (6) employees but they won't be there all at the same time. Typically, these are areas where there is on-street parking as well as people within walking distance. The concern of the residents is that they don't end up with paved backyards to accommodate parking.

Mr. Cregar stated that he gets the Division Street properties but he is questioning the State Street and Governors Avenue properties. Responding to Mr. Cregar, Mrs. Townshend stated that in looking at the maps that are provided, on State Street south of Mary Street there is nothing magical about it. One of the people who spoke at the open forum had suggested that it be brought all the way up to Washington Street where the (RG-1) General Residence Zone starts to phase out. That could certainly be amended but the idea is that there is already a lot of (RGO) General Residence and Office Zone on State Street and there is a pretty mixed-use area with the college on both Governors Avenue and State Street. There is mixed-use area already so they are not in the heart of a residential community. For instance, if they went to Delaware Avenue they would be in a much more solidly residential community.

Mr. Tolbert opened the public hearing.

Mr. Rhett Ruggerio – 109 East Division Street, Dover DE 19901

Mr. Ruggerio stated that he owned 109 East Division Street. As Mrs. Townshend mentioned, they have been working with the residents in the neighborhood for the last 6-7 months to discuss some of their concerns and to ensure them that the property will be conducted in the manner that they would want to see it in. Back in September when he came before the Planning Commission for the Rezoning, they had asked for the application to be withdrawn so that they could meet with the neighbors which they did through a series of meetings and also email correspondences back and forth. He thanked Mrs. Townshend for working closely with them on this; she has sort of been the buffer between the two parties.

Mr. Cregar questioned how many employees he had for his operation? Responding to Mr. Cregar, Mrs. Ruggerio stated that he has three (3) including himself.

Mr. Tolbert closed the public hearing.

Ms. Still questioned the signage in the draft. Would the one sign still be subject further to sign regulations for the property itself as far as placement? Responding to Ms. Still, Mrs. Townshend stated yes, but it also couldn't exceed six (6) square feet.

Mr. Cregar stated that he would like for the Commission to consider reducing the number of employees to four (4) because of the maximum off-street parking to be set at four (4). He thinks that they should correspond. He thinks they should be able to park their own employees in that professional situation. He would recommend that the Commission amend this Ordinance to provide a maximum of four (4) employees so that they are able to be parked in the off-street situation.

Mr. Cregar questioned if when discussed prior, were there any concerns addressed about the State Street and Governors Avenue pieces of this as part of the area to allow for this? Responding to Mr. Cregar, Mrs. Townshend stated that if they look at the comments made at the open forum the people who spoke were residents and/or property owners on State Street. They didn't specifically oppose it or support it.

Mr. Cregar stated that the owners of the tea house on State Street live at their location too as well as the owners of the bed and breakfast. Responding to Mr. Cregar, Mrs. Townshend stated that in looking at and listening to their comments, it strikes her that there were at least some concerns but the larger concerns seemed to be with the apartments that already exist. The Code no longer allows that conversion. In the case of Tea for Two, some of the concerns that were brought up were related to parking. There have been times where there have been buses that have brought people to this location. She thinks with the appropriate controls there will be less of an issue. The distancing is important also because one of the big problems is if you lose a block you never get it back but if you intersperse it keeps that character.

Mr. Holden stated that he agrees with Mr. Cregar to reduce the number of employees to four (4). He thinks that they are setting themselves up for a bad situation by saying they can have six (6) employees but they can only park four (4). He wanted to applaud Mr. Ruggerio's efforts with the neighborhood and he thinks that Mr. Ruggerio has done a very good job. This is what should happen in these cases. Outside of those instances, he is concerned over the breath of the coverage of this on State Street and Governors Avenue and then all the way out Route 8 in both directions. A lot of those properties on Governors Avenue are tiny properties so it concerns him because it makes sense in one instance but he doesn't know that they've thought through it to see if it's going to make sense in these other areas. Responding to Mr. Holden, Mrs. Townshend stated that they are still limited to lot coverage. If the applicant can't provide their parking and can't get it done within their lot coverage then they won't get to that Conditional Use. On Governors Avenue in particular in addition to the already existing presence of the college, there are a lot of properties along Governors Avenue that are in various states of disrepair. Her thought was that this gives another option for someone to invest. On Governors Avenue in particular, staff has had a really hard time enforcing the student housing requirements. A lot of the properties on Governors Avenue were already used as student housing when the student housing requirements went into effect so staff hasn't been able to resolve that issue. On Governors Avenue, they already have an arterial street so there is already a certain expectation of traffic and there are properties where it could actually benefit the area to have somebody make that type of investment. From Mr. Ruggerio's perspective, Division Street was what he was looking at. She looked at the arterial streets where there is already some transition State Street, Governors Avenue and Division Street are arterial streets under the sign regulations. Governors Avenue could be removed if it doesn't make sense.

Mr. Cregar questioned if this could be something that was looked at as Division Street only and then see what happens? He has concerns about how this moved out. Responding to Mr. Cregar, Mrs. Townshend stated that she has no objections to that.

Mr. Holden stated that one side of Governors Avenue has an alley; one side doesn't have an alley. This is the same on a portion of State Street so the question becomes how you get four (4) parking spaces into an area like this. Responding to Mr. Holden, Mrs. Townshend stated that if the applicant couldn't physically do it then they wouldn't get approval for the Conditional Use.

Mr. Holden questioned if there was a big driver for this zone in those areas? He understands the driver along Division Street and it makes a little more sense. Why grab these other areas as well? The issues along Governors Avenue with regard to student housing, he understands those but he doesn't know that this necessarily seems like a great carrot to entice better activity there. Responding to Mr. Holden, Mrs. Townshend stated that in terms of State Street this is area where there are a number of the older houses that have been on the market. She has gotten questions from time to time about having a professional office in this location so this was her rationale for including State Street. She was trying to think of it in a broader sense. If it gives the Commission more comfort to pull it back to Route 8, she would have no problem with that.

Mr. Cregar moved to recommend approval to City Council for MI-14-02 Text Amendment: Revisions to Conditional Uses in RG-1/RG-2 to include reducing the number of employees to four (4) and to change the boundaries to be Route 8 only, seconded by Ms. Still and the motion was unanimously carried 6-0 with Dr. Jones, Mr. Ambruso and Colonel Welsh absent.

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: 04/09/14

CITY OF DOVER FIRE MARSHAL

APPLICATION: Revisions to Conditional Uses in RG-1/RG-2

FILE #: MI-14-02 REVIEWING AGENCY: City of Dover, Office of the Fire Marshal

CONTACT PERSON: Jason Osika, Deputy Fire Marshal PHONE #: (302) 736-4457

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

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

CITY AND STATE CODE REQUIREMENTS:

Any gas fired HVAC equipment must be equipped with emergency cut off switches remotely located.

Address numbers of at least 12 inches in height must be placed on the street side of the building visible from the street. Label all suites

Any natural or LP gas bottles, meters, values, regulators, etc., must have impact protection.

Full building and fire plan review is required.

Building cannot be occupied or construction or renovations started until completion of building and fire plan review.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

Any change of use will need building and fire plan review and approval

ADVISORY COMMENTS TO THE APPLICANT:

After any application has been approved by the Planning Commission, the applicant has a maximum of thirty (30) days to appeal to the Code Board of Appeals Committee.

All comments from this office, approved by the Planning Commission are at the expense of the owner/applicant.

The City of Dover uses the 2012 NFPA Life Safety Code, 2009 IBC, latest editions of all other NFPA Codes and the 2012 Delaware State Fire Prevention Regulations.

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

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: APRIL 2, 2014

CITY OF DOVER
Electric &
Public Works
Departments

APPLICATION: **TEXT AMENDMENT: REVISIONS TO CONDITIONAL USES IN RG-1/RG-1**

FILE #: **MI-14-02**

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

CONTACT PERSON: **Aren Wright - Electric**
Jason A. Lyon – Public Works

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

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

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

CITY AND STATE CODE REQUIREMENTS

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

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

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

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

1. None

ADVISORY COMMENTS TO THE APPLICANT

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

1. None.

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

EXCERPTS FROM DRAFT MEETING MINTUES OF THE DOVER CITY COUNCIL MEETING OF MARCH 24, 2014

FROM PAGE 1 and PAGE 2

REGULAR COUNCIL MEETING

The Regular Council Meeting was held on March 24, 2014 at 7:30 p.m. with Council President Bonar presiding. Council members present were Mr. Anderson, Mr. Dixon, Mr. Perza, Mr. Slavin, Mrs. Williams, Mr. Hare, and Mr. Hutchison. Mr. Lynn was absent.

Council staff members present were Police Chief Hosfelt, Mrs. Mitchell, Mr. Koenig, Mrs. Townshend, Fire Chief Carey, City Solicitor Rodriguez, and Mrs. McDowell. Mayor Carey was also present.

OPEN FORUM

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

Mr. EShed Alston, 406 Arnold Court, stated that his family name, Alston, is Swedish in origin and that there is a rural marker designated "Alston Branch" en route to Smyrna. He advised members that he recently attended a Federal District Court hearing for a case involving dog fighting and cruelty to animals charges against Mr. Hazzard. He reminded members that last year, he and Professor Jahi Issa were threatened with a pit bull dog. They attempted to use the same prosecutory authority on their behalf but to no avail. Mr. Alston expressed his belief that there is a status arrangement in the State of Delaware whereby a black dog has better civil rights than a black man. He explained that the State of Delaware will prosecute when a black litigant, in this case, Mr. Hazzard, uses a black dog as an instrument of crime. However, a black dog was used by a Caucasian as an instrument of crime against himself and Dr. Issa, and no action had been taken as of one (1) year later. Mr. Alston stated that the goal should be for everyone to have a cohesive understanding for the betterment of the entire community. He stated that limitations should not be placed on a citizen's right to be heard but rather on the government. It was his opinion that the state that had existed the longest, Delaware, had changed the least in this regard.

Mr. Joseph D'Urso, 305 N. State Street, relayed concerns regarding Proposed Ordinance #2014-05, which would allow professional offices as a conditional use within the General Residence Zones on State Street and Governors Avenue between Water Street and Mary Street, and on Route 8 in its entirety. He stated that he, his family, and neighbors were most concerned about safety issues. Mr. D'Urso also expressed concern regarding the proposed boundaries, explaining that his property is located between Mary Street and Hazel Street and that the proposed ordinance extends to Mary Street. He requested that consideration be given to extending the boundary to Washington Street to bring it into conformity with the present RG-1 zoning classification. *(City Clerk's Office Note: Proposed Ordinance #2014-05 was scheduled for consideration during the latter part of the meeting.)*

Ms. Yvonne Hall, 228 N. State Street, stated that she was not opposed to Proposed Ordinance #2014-05; however, she requested reassurance that there would not be changes to the appearance of the City's Victorian/Historic District. She advised members that she, along with several other neighbors, wanted to be sure that there would not be additional apartments, explaining that there had been several issues involving those apartments currently established in the area. Ms. Hall noted that there were 21 homes along North State Street that currently have an RG-1 zoning
classification and that these homeowners desire assurance that there will not be a lot of changes that would affect their neighborhood. She indicated that the property owners along North State Street are not currently provided safety and the area is not quiet or trash free. Ms. Hall explained that these residents were requesting assurance of ample parking if businesses are permitted, since there was currently a lack of parking. *(City Clerk's Office Note: Proposed Ordinance #2014-05 was scheduled for consideration during the latter part of the meeting.)*

Mrs. Nancy Gardner, 213 N. State Street, stated that she and her husband had been residents for 40 years and had seen all types of changes during that time - some for the better and others for the worse. She felt that if the changes were made as stipulated in Proposed Ordinance #2014-05, then the City must enforce them equitably. She noted that she resided between two (2) buildings, one (1) of which was converted from single-family to multi-rental, and had not observed equitable attention to either historic district requirements or the law/spirit under which the historic district was created. Mrs. Gardner indicated that she had observed substantial violations of building codes, etc., and realized that the City works extremely hard in code enforcement in those neighborhoods that have more difficulty. She stated that it had become apparent that she and her husband should live in a one
(1) floor dwelling; however, selling their home, which is located between two (2) buildings that are non-conforming and continuously becoming more non-conforming, would be difficult and frustrating. In addition, Mrs. Gardner suggested that residents be notified of any proposed amendments through the media, such as the local newspapers, rather than being dependent upon neighbors. *(City Clerk's Office Note: Proposed Ordinance #2014-05 was scheduled for consideration during the latter part of the meeting.)*

Responding, Mrs. Ann Marie Townshend, Director of Planning and Community Development, explained that Proposed Ordinance #2014-05, which amends the Zoning Code, would have a First Reading, public hearings before both the Planning Commission and City Council, and a Final Reading prior to adoption. She noted that the public hearings would be advertised in the newspaper. Mrs. Townshend offered to meet with anyone with questions prior to these public hearings if the matter was referred beyond a First Reading.

At the request of Mr. Slavin, Mrs. Townshend explained that the process for consideration of a zoning text amendment involves two (2) months of meetings prior to any final action being taken.

Ms. Paula Kinsey, 224 N. State Street, reminded members that, two (2) years ago, members of City Council authorized her to open "Tea for Two" at 224 N. State Street. She indicated that it had been very successful and had served thousands of people from all over the State of Delaware. For years, she had heard that Dover needed "something" and suggested that "Tea for Two" should be only a beginning and that other such improvements should continue along State

Street. Ms. Kinsey stated that Wesley College had beautiful office buildings and business localities on State Street. However, she felt that the area around The Green was deteriorating rather than improving, noting that the buildings were in disrepair and appearing more commercialized. She advised members that properties along State Street continued to deteriorate, with buildings becoming fire hazards, etc., and felt that the City should review the area for possible improvements.

The invocation was given by Councilman Perza, followed by the Pledge of Allegiance.

EXCERPTS FROM PAGE 8 and PAGES 9-12

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE REPORT - MARCH 10, 2014

The Parks, Recreation, and Community En ancement Committee met on March 10, 2014 with Chairman Dixon presiding.

Proposed Ordinances Amending Appendix B - Zoning, Article 3 - District Regulations

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that the proposed ordinances amending Appendix B - Zoning, Article 3 - District Regulations, were being presented at the request of Mr. John Paradee, on behalf of his clients, and that the required sponsorship from members of City Council had been obtained.

#2014-05 Amending Section 2 - General Residence Zones (RG-1 and RG-2), Subsection 2.4 - Conditional Uses (Sponsors: Bonar, Hutchison, and Lynn)

Mrs. Townshend explained that Proposed Ordinance #2014-05 would amend Section 2 - General Residence Zones (RG-1 and RG-2), Subsection 2.4 - Conditional Uses by allowing professional offices as a conditional use within the General Residence Zone on State Street and Governors Avenue between Water Street and Mary Street, and on Route 8 in its entirety. The proposed ordinance includes provisions that would protect the character of the residential area and would allow professional offices as a conditional use, subject to a public hearing and review by the Planning Commission.

Staff recommended adoption of Proposed Ordinance #2014-05.

Responding to Mr. Hutchison, Mrs. Townshend stated that most of the properties along State Street and Governors Avenue would be subject to the proposed amendment. She noted that the Wesley College properties are not zoned General Residence. She indicated that the proposed amendment would primarily affect the older Victorian homes along State and Division Streets; however, it was her estimation that there was not a large number of such properties.

In response to Mr. Perza regarding feedback from members of the residential communities along State Street, Governors Avenue, or Route 8 regarding this proposal, Mrs. Townshend stated that Mr. Rhett Ruggerio, the property owner who requested the proposed amendment, in conjunction with his attorney, Mr. John Paradee, met and worked very closely with the neighbors of his property (north of Division Street - Delaware Avenue, Pennsylvania Avenue, Maple Avenue, etc.) to address any concerns they may have had. Mrs Townsend reminded members that Mr. Ruggerio originally requested a rezoning; however, due to the large variety of uses allowed in the General Residence and Office (RGO) zone and not allowed in the General Residence Zone, the residents seemed more comfortable with the conditional use approach within the residential zone. She noted that owners were having difficulty selling older Victorian homes along State and Division Streets and that the proposed amendment would assure that the properties are maintained.

Mrs. Townshend explained that the process would require an application for each property to the Planning Commission and would provide required public notices and public hearings, etc. She confirmed that there were parking requirements which would be regulated through the permit process.

The Committee recommended adoption of Proposed Ordinance #2014-05, as recommended by staff.

During the Council Meeting of March 24, 2014, members considered the Proposed Ordinance.

Mr. Anderson moved for approval of the Committee's recommendation, seconded by Mr. Hutchison.

Mr. Slavin noted that the proposed amendment was initiated after a single rezoning request for property located on Division Street did not receive support. He questioned why this matter was now being presented for all properties along Division Street and some property along State Street. Responding, Mrs. Townshend explained that the individual rezoning request, for property located on Division Street, was for a zoning classification of General Residence and Office (RG-O). She indicated that the neighboring residents were very concerned with the array of uses permitted in the RG-O zoning classification, which could include apartments. During the public hearing before the Planning Commission, these concerned residents indicated that they were not in opposition to an office but were in opposition to the other permitted uses within the RG-O zoning classification. At that point, she indicated that there was discussion regarding the possibility of creating a very narrowly defined conditional use that would allow professional offices with proper distancing requirements within the RG-1 and RG-2 zones along those major roads, rather than changing the zoning of the property, which would allow uses that would be considered objectionable.

Referring to the off-street parking requirements for offices, Mr. Slavin stated that this would require traffic to flow through the alleyways of North State Street (both east and west alleys) near many of the properties along Division and State Streets. Confirming, Mrs. Townshend stated

that a minimum of two (2) parking spaces would be required for off-street parking, which is the same requirement

for a residence, and a maximum of four (4) parking spaces; therefore, these requirements would limit the size of any type of office establishment. As a resident who lives along one (1) of those alleys, Mr. Slavin relayed his concern that these alleys are not engineered for additional traffic.

In response to Mrs. Williams, Mrs. Townshend explained that, if the ordinance were adopted, a conditional use application would be required for any professional office to be established in the area. As a result, information relevant to a specific property would be submitted and public notice would be provided that would include a mailing to property owners within 200 feet, a legal ad in the newspaper, and posting at the property. At that point, residents would be given the opportunity to express their concerns. She concurred that there may be properties that cannot feasibly provide the specific requirements, but there are others than can. She reminded members that with a conditional use application, these types of issues and requirements are reviewed by the Planning Commission on an individual basis. Mrs. Townshend indicated that there had been instances where a request for a conditional use had been granted and the property owners/tenants had violated the conditions of the conditional use. When the City becomes aware of violations, staff documents them and then presents them to the Planning Commission for consideration of revoking the conditional use.

Referring to concerns relayed during the Open Forum regarding the potential effect of the proposed amendment on the Historic District and being aware that the City's Victorian District, which encompasses portions of North State Street, is on the National Register of Historic Places, Mr. Slavin requested clarification regarding the City's Historic District. Responding, Mrs. Townshend stated that the City's Historic District includes properties on State Street to Delaware Avenue; therefore, the proposed amendments would not affect properties within the City's Historic District. As a result, any conditional use application would go only before the Planning Commission for their review and would not require a review by the Historic District Commission, unless the City were to change the Historic District boundaries.

The motion to approve the Committee's recommendation for adoption of Proposed Ordinance #2014-05 was unanimously carried. *(The First Reading of Proposed Ordinance #2014-05 will take place during the latter part of the meeting.)*

The Parks, Recreation, and Community Enhancement Committee Meeting was held on March 10, 2014, at 3:31 p.m. with Chairman Dixon presiding Members present were Mr. Hutchison, Mr. Perza, Mr. Caldwell, and Mrs. Horsey (arrived at 3:33 pm).

Proposed Ordinances Amending Appendix B - Zoning, Article 3 - District Regulations

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that the proposed ordinances amending Appendix B - Zoning, Article 3 - District Regulations, were being presented at the request of Mr. John Paradee, on behalf of his clients, and that the required sponsorship from members of City Council had been obtained.

#2014-05 Amending Section 2 - General Residence Zones (RG-1 and RG-2), Subsection 2.4 - Conditional Uses (Sponsors: Bonar, Hutchison, and Lynn)

Mrs. Townshend explained that Proposed Ordinance #2014-05 would amend Section 2 - General Residence Zones (RG-1 and RG-2), Subsection 2.4 - Conditional Uses by allowing professional offices as a conditional use within the General Residence Zone on State Street and Governors Avenue between Water Street and Mary Street, and on Route 8 in its entirety. The proposed ordinance includes provisions that would protect the character of the residential area and would allow professional offices as a conditional use, subject to a public hearing and review by the Planning Commission.

Staff recommended adoption of Proposed Ordinance #2014-05.

Responding to Mr. Hutchison, Mrs. Townshend stated that most of the properties along State Street and Governors Avenue would be subject to the proposed amendment. She noted that the Wesley College properties are not zoned General Residence. She indicated that the proposed amendment would primarily affect the older Victorian homes along State and Division Streets; however, it was her estimation that there was not a large number of such properties.

In response to Mr. Perza regarding feedback from members of the residential communities along State Street, Governors Avenue, or Route 8 regarding this proposal, Mrs. Townshend stated that Mr. Rhett Ruggerio, the property owner who requested the proposed amendment, in conjunction with his attorney, Mr. John Paradee, met and worked very closely with the neighbors of his property (north of Division Street - Delaware Avenue, Pennsylvania Avenue, Maple Avenue, etc.) to address any concerns they may have had. Mrs Townsend reminded members that Mr. Ruggerio originally requested a rezoning; however, due to the large variety of uses allowed in the General Residence and Office (RGO) zone and not allowed in the General Residence Zone, the residents seemed more comfortable with the conditional use approach within the residential zone. She noted that owners were having difficulty selling older Victorian homes along State and Division Streets and that the proposed amendment would assure that the properties are maintained.

Mrs. Townshend explained that the process would require an application for each property to the Planning Commission and would provide required public notices and public hearings, etc. She confirmed that there were parking requirements which would be regulated through the permit process.

Mr. Hutchison moved to recommend adoption of Proposed Ordinance #2014-05, as recommended by staff, seconded by Mrs. Horsey and unanimously carried.

CITY OF DOVER
PROPOSED ORDINANCE #2014-05 WITH PC#1
(Planning Commission 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 2 - General residence zones (RG-1 and RG-2), Subsection 2.4 - Conditional Uses, of the Dover Code be amended by re-designating existing subsection (d) as subsection (e), and inserting a new subsection (d) to read as follows:

(d) Professional offices may be permitted on **State Street and Governors Avenue between Water Street and Mary Street, and on** Route 8 **in its entirety**, subject to the following restrictions:

i. The office operations shall be conducted in such a manner as to maintain the residential character of the surrounding neighborhood, and no changes or improvements shall be made to the premises which might preclude utilization of the premises for residential purposes in the future.
ii. There shall be no other professional office located in the same zoning district within 250 feet of the premises.
iii. No display of products or goods shall be visible from the street.
iv. There shall be no exterior effects such as noise, traffic, odor, dust, smoke, gas, fumes, radiation, or electromagnetic interference.
v. A minimum of two (2) off-street parking spaces shall be required.
vi. No more than four (4) off-street parking spaces shall be permitted. Furthermore, all off-street spaces shall be visually screened from adjacent residential uses, to the greatest extent possible, by employing a landscape screen no less than six and one half (6½) feet high, which landscape screen shall be properly maintained throughout the duration of the professional office use on the subject premises.
vii. Signage shall be limited to one (1) sign, not to exceed six (6) square feet in area. No sign may be illuminated.
viii. The hours of operation shall not commence prior to 6:00 a.m. and shall cease no later than 8:00 p.m., with no more than **six (6)** **four (4)** employees engaged in the operations upon the premises at any given time.
ix. The Planning Commission shall have the authority to impose such additional conditions and restrictions as may be necessary or appropriate to protect the general health, safety, and welfare of the residents of surrounding properties.

ADOPTED: *

S:\ORDINANCES\2014\DRAFT\Ordinance #2014-05 Amending Appendix B - Zoning, Article 3 - District Regulations, Section 2 - General Residence w PC#1-Final Reading.wpd

SYNOPSIS

The proposed ordinance would allow professional offices as a conditional use within the General Residence Zone on **State Street and Governors Avenue between Water Street and Mary Street, and on** Route 8 in its entirety, subject to a series of restrictions. Under the proposed ordinance, the establishment of such an office would be subject to conditional use approval, which includes a public hearing before the Planning Commission.

(SPONSORS: BONAR, HUTCHISON, AND LYNN)

Actions History

05/12/2014 - Scheduled for Public Hearing/Final Reading at Council
03/24/2014 - First Reading Held at Council
03/10/2014 - Introduced at Parks, Recreation, and Community Enhancement Committee

Draft

PETITION TO AMEND ZONING ORDINANCE TEXT

Report to the
Dover City Council
May 12, 2014

Proposed Change: Amendment to *Zoning Ordinance*, Article 3 – District Regulations, Section 17 – Shopping Center Development (SC-1, SC-2 and SC-3), to add a new use to the SC-2 (Community Shopping Center) zone and add to add a new use to the SC-3 (Regional Shopping Center) zone.

Summary of Amendment: The proposed amendment was sponsored by members of City Council in response to constituent requests. There are two pieces of this amendment:

1. The addition of "light motor vehicle service" as an accessory use to a permitted use with certain restrictions in the SC-2 Zone.

   Properties within the City that are zoned SC-2 include Greentree Shopping Center, Gateway West, Bay Court Plaza, Edgehill Shopping Center, Center at Dover (Kohl's, AC Moore, etc.), North Dover Shopping Center (Acme, TJ Maxx, etc.), Dover Mart, Home Depot, former Berry Van Lines property at Leipsic Road and Route 13, Delaware State University property at southwest corner of College Road and Route 13, and Carroll's Corner.

2. The addition of apartments as part of a mixed use development, in accordance with specified bulk standards, in the SC-3 Zone.

   Properties within the City that are zoned SC-3 include Dover Mall and Blue Hen Corporate Center.

Comments: At the March 10, 2014 meeting of the Parks, Recreation and Community Enhancement Committee, the Committee heard public testimony in opposition to the proposed amendment to the SC-3 Zone. A copy of the Committee meeting minutes is attached, along with the draft City Council minutes from March 24, 2014 where the proposed ordinance was discussed on the floor of City Council.

Ordinance Number: 2014-06

File Number: MI-14-03

Recommendation of the Planning Commission: Following a Public Hearing on April 12, 2014, where one member of the public spoke in favor of amending the proposed ordinance, the Planning Commission recommended that City Council adopt the proposed ordinance including an amendment to strike lines 7-18 relating to the SC-3 Zone.

Excerpt from the DRAFT Planning Commission Meeting of April 21, 2014:

MI-14-03 Text Amendment: Revisions to Uses in Shopping Center Development Zones – Public Hearing and Review for Recommendation to City Council on Text Amendments to the *Zoning Ordinance*, Article 3 Section 17 Shopping Center Development (SC-1, SC-2 and SC-3). The proposed ordinance adds light motor vehicle service as an accessory use in the SC-2 zone subject to conditions. The proposed ordinance would permit apartments and multi-family dwellings as part of a mixed-use development in the SC-3 zone. Ordinance #2014-06. *(Applicant Requests and City Council Sponsors: Bonar, Hare, Lynn)*

Mrs. Townshend stated that this is a text amendment that so far has had an interesting journey to the Planning Commission. The applicant Mr. Paradee brought this amendment forward on behalf of an applicant. What he brought forward was related specifically to the (SC-3) Regional Shopping Center Zone. There are two properties in the City that are zoned (SC-3) Regional Shopping Center Zone and that is Blue Hen Mall and the Dover Mall. The amendment that was brought forward in that regard was to allow apartments as part of a mixed-use development. Mr. Barry Anstine who is the managing partner of Greentree Shopping Center had also approached her on a separate matter about making an amendment to the (SC-2) Community Shopping Center Zone. That amendment would be to add the addition in the permitted uses of light motor vehicle service with very strict conditions to the (SC-2) Community Shopping Center Zone. Properties within that zone include Greentree Shopping Center, Gateway West, Bay Court Plaza, Edgehill Shopping Center, The Center at Dover, North Dover Shopping Center, Dover Mart, Home Depot, the former Berry Van Lines property, Delaware State University property at College Road and Route 13 on the south side just north of the Ag Museum, and Carroll's Corner.

When this went to the Parks, Recreation and Community Enhancement Committee on March 10, 2014 the emphasis was really the change brought forward by the applicant related to the (SC-3) Regional Shopping Center Zone. The packets contain the minutes from this meeting. They did have opposition from Mr. Dennis McGlynn of Dover Downs and Dover International Speedway to that specific amendment which was the addition of the residential use within the (SC-3) Regional Shopping Center Zone. Following that testimony, the Parks, Recreation and Community Enhancement Committee recommended in opposition to the ordinance. When it went forward from Committee to City Council, it went with an unfavorable recommendation. It was not on Consent Agenda since it did not receive a favorable recommendation and what is on the desk of the Commission members is a letter that Mr. Anstine sent her on behalf of Greentree Properties requesting to City Council that the (SC-2) Community Shopping Center Zone portion go forward and that they amend it to take out the (SC-3) Regional Shopping Center Zone component. When the amendment went through City Council and was discussed there was no action on the Committee's recommendation. It was a 4-4 vote and there needs to be five votes from Council to do anything. There was no recommendation by City Council and

then the First Reading was done. There was an expectation on the part of staff that they were going to amend the Ordinance when they did the First Reading but they didn't. What is now in front of the Commission members is the amendment to the (SC-3) Regional Shopping Center Zone to allow the residential use and the amendment to the (SC-2) Community Shopping Center Zone to allow with tight conditions, light automotive use accessory to another permitted use within the (SC-2) Community Shopping Center Zone. Mr. Anstine's letter states that he was looking at an AAA Car Care Center that would be an accessory to the AAA Office. This use would currently not be permitted in the (SC-2) Community Shopping Center Zone.

Mr. Tolbert opened a public hearing.

Mr. John Paradee – 11 N. State Street Dover DE 19901

Mr. Paradee stated that he was an attorney with the law firm of Prickett, Jones and Elliott in Dover. He is here on behalf of Western Development Corporation which is one of the principal owners of the Dover Mall. He commended Mrs. Townshend for reciting the history. He thinks he can save all of them a lot of trouble because in their due diligence, one of the things they did was sit down with Dover Downs asking if they would have any objections to them making this Text Amendment in order to allow them the opportunity to pursue residential development (specifically apartments) behind the Dover Mall. Dover Downs was very clear that they were opposed to this happening; they were gracious enough to talk to him about several different alternatives but at the end of the day it was concluded that Dover Downs could not live with that Text Amendment. The applicant has withdrawn their request for residential development behind the Dover Mall. They do have a pending Subdivision application but at this point in time they are seeking only big box commercial retail. He respectfully submitted that the easiest thing to do since these two concepts were merged into one concept and are now adjoined at the hip is to unjoin them. He suggests that the Commission members amend the proposed Ordinance by striking the section that would have amended the (SC-3) Regional Shopping Center Zone district to allow residential development so that the balance of the Ordinance which is only for the (SC-2) Community Shopping Center Zone district would remain intact and the Ordinance could move forward without them messing up Mr. Anstine's proposal.

Mr. Tolbert closed the public hearing.

Mr. Cregar questioned the Report talking about diligent oversight to make sure that they are not creating a problem. Responding to Mr. Cregar, Mrs. Townshend stated that the key things are that all work would have to happen inside the building. In other zones that allow vehicle service, only light work can happen outside of the building. Staff ends up fighting with people about whats light. The other piece is that they would not be allowed to store vehicles. They wouldn't be able to have a collection of vehicles accumulating in the parking lot. Staff would have the ability for enforcement because it would state in the Ordinance that vehicles cannot be stored on site. She made sure that the issues that staff is having with a number of automotive places in town would be addressed in order to have the controls to affectively enforce in the future.

Mr. Cregar questioned if they were talking about oil changes, etc.? Responding to Mr. Cregar, Mrs. Townshend stated yes.

Mr. Cregar further questioned if there were other regulations that come into play with this situation especially since it's an enclosed building? Responding to Mr. Cregar, Mrs. Townshend stated yes.

Mr. Cregar questioned if these would be part on the Fire Marshal's regulations? Responding to Mr. Cregar, Mrs. Townshend stated that there would be Building and Fire Codes that relate to automobile service.

Mr. Cregar stated that Jiffy Lube ends up being all inside but that's a general commercial operation. Responding to Mr. Cregar, Mrs. Townshend stated that's zoned (C-4) Highway Commercial which would allow any degree of automobile service. The other type of place that would have the same type of activity would be a Pep Boys, where you can pull in and get tires but there aren't vehicles in various states of disrepair.

Mr. Cregar stated that he knows Mr. Anstine would not allow that type of business at his location but they need to look at the big picture. Responding to Mr. Cregar, Mrs. Townshend stated that her concern wasn't that something bad would take place in Greentree Shopping Center; it was that the ordinance would be written so that this wouldn't take place anywhere in the city.

Mrs. Townshend stated that in terms of a motion, if Commission members would like to do what Mr. Paradee has recommended they would be able to recommend approval of the Ordinance with an amendment to strike lines 7-18 which strikes everything related to the (SC-3) Regional Shopping Center Zone.

Mr. Cregar moved to recommend approval to City Council for MI-14-03 Text Amendment: Revisions to Uses in Shopping Center Development Zones for the proposed ordinance to add light motor vehicle service as an accessory use in the (SC-2) Commercial Shopping Center Zone subject to conditions and with an amendment to strike lines 7-18 related to (SC-3) Regional Shopping Center Zone, seconded by Ms. Still and the motion was unanimously carried 6-0 with Dr. Jones, Mr. Ambruso and Colonel Welsh absent.

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: 04/09/14

CITY OF DOVER FIRE MARSHAL

APPLICATION: Revisions to Uses in Shopping Center Development Zones

FILE #: MI-14-03 REVIEWING AGENCY: City of Dover, Office of the Fire Marshal

CONTACT PERSON: Jason Osika, Deputy Fire Marshal PHONE #: (302) 736-4457

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

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

CITY AND STATE CODE REQUIREMENTS:

Any gas fired HVAC equipment must be equipped with emergency cut off switches remotely located.

Address numbers of at least 12 inches in height must be placed on the street side of the building visible from the street. Label all suites

Any natural or LP gas bottles, meters, values, regulators, etc., must have impact protection.

Full building and fire plan review is required.

Building cannot be occupied or construction or renovations started until completion of building and fire plan review.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

Any change of use will need building and fire plan review and approval

ADVISORY COMMENTS TO THE APPLICANT:

After any application has been approved by the Planning Commission, the applicant has a maximum of thirty (30) days to appeal to the Code Board of Appeals Committee.

All comments from this office, approved by the Planning Commission are at the expense of the owner/applicant.

The City of Dover uses the 2012 NFPA Life Safety Code, 2009 IBC, latest editions of all other NFPA Codes and the 2012 Delaware State Fire Prevention Regulations.

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

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: APRIL 2, 2014

CITY OF DOVER
Electric &
Public Works
Departments

APPLICATION: **TEXT AMENDMENT: REVISIONS TO USES SHOPPING CENTER DEVELOPMENT ZONES**

FILE #: **MI-14-03**

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

CONTACT PERSON: **Aren Wright - Electric**
Jason A. Lyon – Public Works

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

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

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

CITY AND STATE CODE REQUIREMENTS

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

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

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

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

1. None

ADVISORY COMMENTS TO THE APPLICANT

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

1. None.

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

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: April 2, 2014

D E L D O T

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APPLICATION: Text Amendment: Revisions to Uses In Shopping Center Development Zones

FILE#: MI-14-03 REVIEWING AGENCY: DelDOT

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

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

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

CITY & STATE CODE REQUIREMENTS:

1. The department has no comments.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

ADVISORY COMMENTS TO THE APPLICANT:

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

EXCERPTS FROM DRAFT MEETING MINTUES OF THE DOVER CITY COUNCIL MEETING OF MARCH 24, 2014

FROM PAGE 1

REGULAR COUNCIL MEETING

The Regular Council Meeting was held on March 24, 2014 at 7:30 p.m. with Council President Bonar presiding. Council members present were Mr. Anderson, Mr. Dixon, Mr. Perza, Mr. Slavin, Mrs. Williams, Mr. Hare, and Mr. Hutchison. Mr. Lynn was absent.

Council staff members present were Police Chief Hosfelt, Mrs. Mitchell, Mr. Koenig, Mrs. Townshend, Fire Chief Carey, City Solicitor Rodriguez, and Mrs. McDowell. Mayor Carey was also present.

EXCERPTS FROM PAGE 8 and PAGES 13-15

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE REPORT - MARCH 10, 2014

The Parks, Recreation, and Community Enhancement Committee met on March 10, 2014 with Chairman Dixon presiding.

Proposed Ordinances Amending Appendix B - Zoning, Article 3 - District Regulations

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that the proposed ordinances amending Appendix B - Zoning, Article 3 - District Regulations, were being presented at the request of Mr. John Paradee, on behalf of his clients, and that the required sponsorship from members of City Council had been obtained.

#2014-06 Amending Section 17 - Shopping Center Development (Permitted Uses) (Sponsors: Bonar, Hare, and Lynn)

Mrs. Townshend explained that Proposed Ordinance #2014-06 amending Section 17 - Shopping Center Development (Permitted Uses) would allow apartments and multi-family residential uses within mixed use developments as permitted uses within the SC-3 (Regional Shopping Center) Zone. She explained that there are two (2) properties in the City with the SC-3 Regional Shopping Zone classification, the Dover Mall and the Blue Hen Mall, and that the request for the ordinance amendment was submitted on behalf of the Dover Mall.

Mrs. Townshend advised members that the proposed ordinance also included an amendment to the SC-2 (Community Shopping Center) Zone to allow light automobile maintenance, provided that vehicles not be stored on the site and that all work take place within an enclosed building. She indicated that this request was

submitted by the owner of the Greentree Shopping Center and that other properties

in the City with an SC-2 zoning classification that would be affected by the amendment include the North Dover Shopping Center, Value City Shopping Center, Dover Mart Shopping Center, and Metro Shopping Center.

Staff recommended adoption of Proposed Ordinance #2014-06.

Responding to Mr. Perza regarding possible environmental concerns, Mrs. Townshend stated that staff realizes that some properties are not well managed and to assure such instances are not allowed, the permitted use would be for light maintenance, entirely within a building (no maintenance done on outside of building), etc. She explained that the City would have to keep a close watch to assure that no fluids are being discharged inappropriately. Mrs. Townshend stated that if a business was not being operated properly, the City would be authorized to close the business and intermediately, the business would be notified of the violation, then fined, and if compliance was not obtained, the City would issue a provisional order. If compliance was not met at that time, she stated that the business would then be closed. She advised members that fines for commercial properties start at $50 and technically, the City can fine up to $1,000 per day.

In response to Mr. Hutchison, Mrs. Townshend assured members that compatibility issues with the adjacent properties are considered in reviewing application requests for a permitted use.

Mr. Denis McGlynn, Chief Executive Officer (CEO) of Dover Downs and Dover Motor Sports, advised members that the Dover Downs property is adjacent to the Dover Mall, where the proposed project would be located. He met with representatives of the Dover Mall to explain the concerns of Dover Downs, not with the subdivision or additional expansion of commercial use on the site, but with the addition of residential properties to the site. He explained that their concern was that the residential properties would only add enemies to the Speedway and this proposed residential development would be closer to Dover Downs than other existing residential areas. Allowing such a project would make a lot of residents unhappy due to the NASCAR races, NASCAR testing done throughout the summer, the Monster Racing experience that operates 60 days per year, the Firefly Music Festival, etc. He admitted that Dover Downs and Dover Motor Sports operations create noise and traffic on a regular basis and stated that it was not their desire to make life more difficult for all. Mr. McGlynn noted that the Comprehensive Plan assigned the SC-3 zoning classification for the Dover Mall property for a reason and he believed that one (1) of those reasons was due to the existence of Dover Downs.

The Committee recommended denial of Proposed Ordinance #2014-06 due to encroachment issues with Dover Downs.

During the Council Meeting, at the request of Chairman Dixon, Mrs. Townshend briefed members on the proposed ordinance and Committee's recommendation. She explained that there were two (2) issues to be considered, as follows: 1) amendments to the Shopping Center Zoning Classification (SC-3) which would allow apartments and multi-family dwellings if made a part of a mixed use development and assigned some of the bulk standards relative to the height of the buildings, which did not receive favorable recommendation by the Committee due to the testimony shared during the Committee meeting; and 2) amendments to the Shopping Center Zoning Classifications (SC-1, SC-2, and SC-3) which would allow for light motor vehicle service accessory to a permitted use.

Mrs. Townshend referred to a letter, dated March 24, 2014, submitted by Mr. Barry Anstine, Managing Member of the JBP Greentree Properties, LLC, developers and owners of the Greentree Village Center ***(Exhibit #2)***, noting that Proposed Ordinance #2014-06 included amendments to the SC-3 Zone regarding apartments and multi-family dwellings that may not have the support for further consideration. Rather than not taking further action on the entire ordinance, she stated that Mr. Anstine requested that the City move forward with considering Proposed Ordinance #2014-06 and striking any uses in the SC-3 Zone that members did not wish to pursue at this time. As indicated in Mr. Anstine's letter, she explained that the Greentree Village Center had been in discussions with Mid-Atlantic AAA regarding the possibility of developing a Car Care Center in the vacant building previously occupied by Blockbuster. The AAA Car Care Center would offer automotive services, such as tire, battery, and wiper blade replacements, with the anticipation that car owners would wait while services are completed.

In response to Mr. Slavin, Mrs. Townshend indicated that without an amendment, the owners of the Greentree Village Center would not be permitted to request a conditional use for the property.

Mr. Hutchison stated that since he is a Board Member of AAA, he would abstain from voting on the issue.

Responding to Mrs. Williams, Mrs. Townshend explained that building renovations to the former Blockbuster building would be required to accommodate the desires of the owners of the Greentree Village Center to establish a AAA Car Care Center. She assured members that the owners would be required to submit building plans that would require fire code, building code, and zoning review by the City. Although the proposed amendment would not automatically allow such a business, it would provide the opportunity to establish such a business as a conditional use.

Mr. Hare felt that an amendment to the SC-2 Zoning Classification could possibly cultivate the establishment of businesses in the City of Dover. He concurred with the concerns relative to the proposed amendments to the SC-3 Zoning Classification that would allow apartments and multi-family dwellings and questioned why there would be an interest in residing in such close proximity to either the Dover Mall or Dover Downs.

In response to Mr. Hare, Mrs. Townshend clarified that the elimination of the proposed amendments to the SC-3 Zoning Classification that would allow apartments and multi-family dwellings would require striking Lines #7-18 of the proposed ordinance. If the amendment were approved, the First

Reading and referral of the proposed ordinance, scheduled for the latter part of the meeting (Agenda Item #10B), would include the proposed ordinance as amended (striking Lines #7-18).

Mr. Slavin moved for approval of the Committee's recommendation for denial of Proposed Ordinance #2014-06 due to encroachment issues with Dover Downs, seconded by Mrs. Williams.

Mr. Anderson felt that the proposed ordinance could add value to the City and that making certain amendments could alleviate some legitimate concerns. He suggested that members approve the proposed ordinance, with amendments, to be referred and allow for its consideration and public input. It was his feeling that the City too often shackles businesses and that denying the consideration of the proposed amendment would deny more jobs and people's rights to use their property. He suggested stipulating that such use would not adversely affect adjacent property owners.

Responding to Mr. Perza, Mrs. Townshend explained that if the Committee's recommendation were approved, the proposed ordinance would not move forward for a First Reading and referral (in essence, Agenda Item #10-B would automatically be eliminated for consideration). In order for a First Reading and further consideration and public testimony of Proposed Ordinance #2014-06, members of City Council would need to vote in opposition to the motion to approve the Committee's recommendation.

The motion for approval of the Committee's recommendation unanimously failed. *(The First Reading of Proposed Ordinance #2014-06 will take place during the latter part of the meeting.)*

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE MEETING OF MARCH 10, 2014 **Excerpt from PAGE 3 and 4**

The Parks, Recreation, and Community Enhancement Committee Meeting was held on March 10, 2014, at 3:31 p.m. with Chairman Dixon presiding Members present were Mr. Hutchison, Mr. Perza, Mr. Caldwell, and Mrs. Horsey (arrived at 3:33 pm).

Proposed Ordinances Amending Appendix B - Zoning, Article 3 - District Regulations

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that the proposed ordinances amending Appendix B - Zoning, Article 3 - District Regulations, were being presented at the request of Mr. John Paradee, on behalf of his clients, and that the required sponsorship from members of City Council had been obtained.

#2014-06 Amending Section 17 - Shopping Center Development (Permitted Uses) (Sponsors: Bonar, Hare, and Lynn)

Mrs. Townshend explained that Proposed Ordinance #2014-06 amending Section 17 - Shopping Center Development (Permitted Uses) would allow apartments and multi-family residential uses within mixed use developments as permitted uses within the SC-3 (Regional Shopping Center) Zone. She explained that there are two (2) properties in the City with the SC-3 Regional Shopping Zone classification, the Dover Mall and the Blue Hen Mall, and that the request for the ordinance amendment was submitted on behalf of the Dover Mall.

Mrs. Townshend advised members that the proposed ordinance also included an amendment to the SC-2 (Community Shopping Center) Zone to allow light automobile maintenance, provided that vehicles not be stored on the site and that all work take place within an enclosed building. She indicated that this request was submitted by the owner of the Greentree Shopping Center and that other properties in the City with an SC-2 zoning classification that would be affected by the amendment include the North Dover Shopping Center, Value City Shopping Center, Dover Mart Shopping Center, and Metro Shopping Center.

Staff recommended adoption of Proposed Ordinance #2014-06.

Responding to Mr. Perza regarding possible environmental concerns, Mrs. Townshend stated that staff realizes that some properties are not well managed and to assure such instances are not allowed, the permitted use would be for light maintenance, entirely within a building (no maintenance done on outside of building), etc. She explained that the City would have to keep a close watch to assure that no fluids are being discharged inappropriately. Mrs. Townshend stated that if a business was not being operated properly, the City would be authorized to close the business and intermediately, the business would be notified of the violation, then fined, and if compliance was not obtained, the City would issue a provisional order. If compliance was not met at that time, she stated that the business would then be closed. She advised members that fines for commercial properties start at $50 and technically, the City can fine up to $1,000 per day.

In response to Mr. Hutchison, Mrs. Townshend assured members that compatibility issues with the adjacent properties are considered in reviewing application requests for a permitted use.

Mr. Denis McGlynn, Chief Executive Officer (CEO) of Dover Downs and Dover Motor Sports, advised members that the Dover Downs property is adjacent to the Dover Mall, where the proposed project would be located. He met with representatives of the Dover Mall to explain the concerns of Dover Downs, not with the subdivision or additional expansion of commercial use on the site, but with the addition of residential properties to the site. He explained that their concern was that the residential properties would only add enemies to the Speedway and this proposed residential development would be closer to Dover Downs than other existing residential areas. Allowing such a project would make a lot of residents unhappy due to the NASCAR races, NASCAR testing done throughout the summer, the Monster Racing experience that operates 60 days per year, the Firefly Music Festival, etc. He admitted that Dover Downs and Dover Motor Sports operations create noise and traffic on a regular basis and stated that it was not their desire to make life more difficult for all. Mr. McGlynn noted that the Comprehensive Plan assigned the SC-3 zoning classification for the Dover Mall property for a reason and he believed that one (1) of those reasons was due to the existence of Dover Downs.

Mr. Hutchison moved to recommend against adoption of Proposed Ordinance #2014-06 due to to encroachment issues with Dover Downs, seconded by Mr. Perza and unanimously carried.

CITY OF DOVER
PROPOSED ORDINANCE #2014-06 WITH PC#1
(Planning Commission 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 17 - Shopping Center Development [(SC-1, SC-2 and SC-3)], Subsection 17.32 be amended by adding a new paragraph 6 to read as follows:

6. Light motor vehicle service accessory to a permitted use, provided that all work is completed inside a building and that no automobiles are stored outside.

BE IT FURTHER ORDAINED:

That Appendix B - Zoning, Article 3 - District Regulations, Section 17 - Shopping Center Development [(SC-1, SC-2 and SC-3)], Subsection 17.33 be amended by striking the text indicated in red strikeout and inserting the bold, blue text, as follows:

~~17.33 In a regional shopping center (SC-3), [the following are permitted uses:]~~

~~1. All retail, office, personal service, recreational and institutional facilities which can be shown, by market analysis, to be needed, and which will have no adverse effect on adjacent land uses.~~**;**

2. Apartments and multi-family dwellings as part of a mixed-use development, subject to the following requirements:

(a) a maximum building height of six (6) stories or 75 feet, whichever is less; and

(b) a maximum floor area ratio of 3.0.

ADOPTED: *

S:\ORDINANCES\2014\DRAFT\Ordinance #2014-06 Amending Appendix B - Zoning, Article 3 - District Regulations, Section 17 - Shopping Center Development w PC#1-Final Reading w.wpd

SYNOPSIS

The proposed ordinance would permit **light motor vehicle service as an accessory use in the SC-2 zone and apartments and multi-family dwellings as part of a mixed-use development in the regional shopping center (SC-3) zone**.

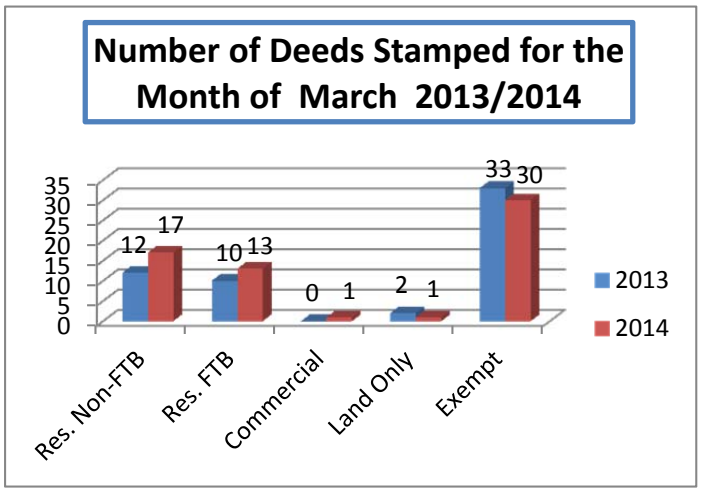
(SPONSORS: BONAR, HARE, AND LYNN)

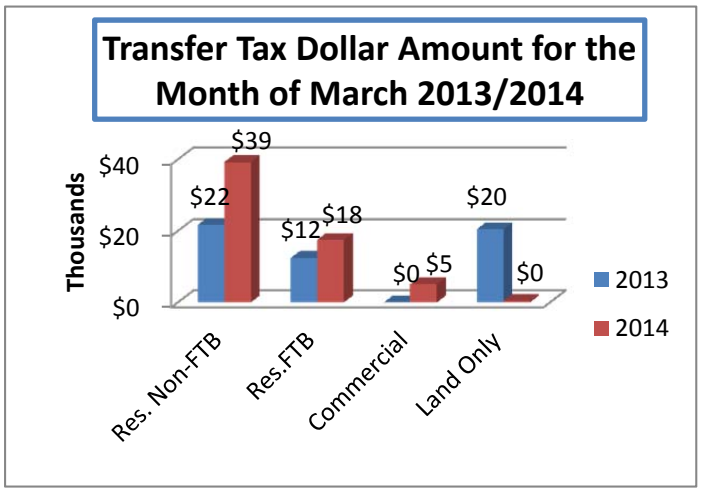
Actions History
05/12/2014 - Scheduled for Public Hearing/Final Reading at Council
03/24/2014 - First Reading Held at Council
03/10/2014 - Introduced at Parks, Recreation, and Community Enhancement Committee

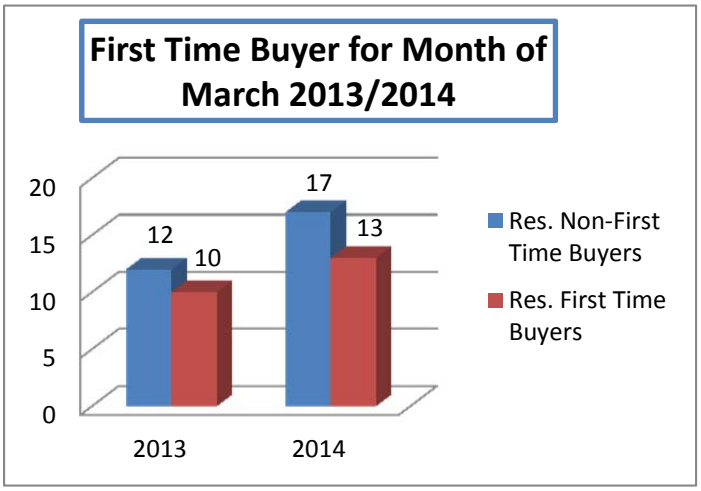
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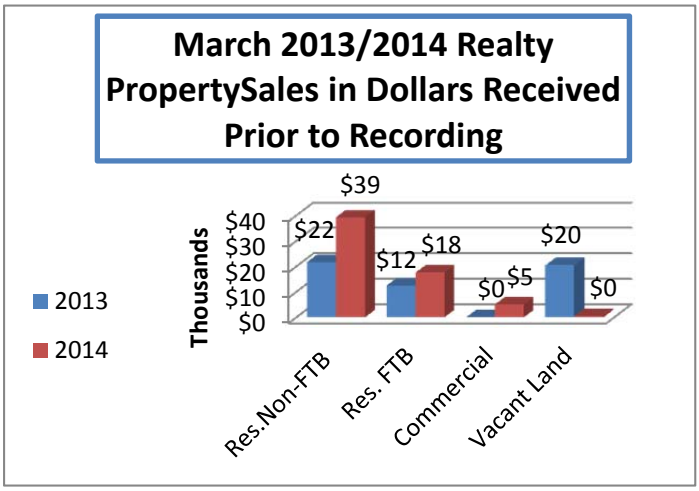
Monthly Report
March 2014

Office of City Assessor









Major Updates

	January - 14	February - 14	March - 14
Assessment Change	**$278,200**	**$630,900**	**$2,672,600**

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
15	**$2,923,600**	**$2,854,638**	**1.02**	**1.02**

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

CITY OF DOVER
SALES RATIO REPORT

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
ED05-056.20-01-12.00	24A	R10	124 MAPLE GLEN DR	1	5	2004	2	3039	B-	AV	228,700	13-MAR-14	272,000	
ED05-057.01-01-01.00	21	R10	5756 W DENNYS RD	1	3	1955	1.5	1365	C	FR	141,600	14-MAR-14	106,000	
ED05-066.02-01-13.00	24A	R10	114 HOBBYHORSE CT		14	2013	1	2156	B+	VG	250,700	07-MAR-14	269,838	
ED05-067.05-01-66.00	26B	R10	11 HEMSTED CT	1	13	1988	2	2380	B+	AV	198,500	04-MAR-14	195,500	
ED05-067.13-02-14.00	20	R10	162 CARNOUSTIE RD	1	6	1973	1	3151	B-	GD	239,000	28-MAR-14	235,000	
ED05-067.15-02-02.00	2A	R10	217 MCKEE RD		14	2013	1	1431	C	AV	159,600	06-MAR-14	157,000	
ED05-067.16-02-02.00	11A	R10	609 FAIRVIEW AVE	1	3	1948	1.5	1593	C+	AV	180,700	31-MAR-14	130,000	
ED05-067.17-02-28.00	22	R10	19 SHINNECOCK RD	1	5	1999	2	2480	B+	VG	296,900	28-MAR-14	260,000	
ED05-068.10-01-30.00	13	R10	830 MILLER DR	1	5	1969	2	2036	C+	GD	189,600	28-MAR-14	172,000	
ED05-068.10-04-07.00	16L	R10	404 EAST WIND DR	1	5	1991	2	1652	C+	AV	149,700	31-MAR-14	167,500	
ED05-077.06-02-86.00	27	R10	816 E LOOCKERMAN ST	1	3	1956	1	1601	C+	AV	155,600	05-MAR-14	175,000	
ED05-077.09-05-65.00	32A	R10	18 ELM TER	1	1	1925	2	1808	B-	AV	150,200	01-MAR-14	176,000	
ED05-077.14-01-42.00	3A	R10	65 LAUREL DR	1	5	1978	2	2656	C+	GD	266,800	07-MAR-14	225,000	
ED05-085.11-01-52.00	12	R10	120 TURNER DR	1	14	1968	1	1103	C	AV	154,700	18-MAR-14	134,900	
ED05-085.12-01-50.00	12	R10	288 KESSELRING AVE	1	5	1966	2	1500	C+	AV	161,300	04-MAR-14	178,900	

CITY MANAGER'S MONTHLY REPORT



MARCH 2014

Monthly Highlights

Customer Services

- In the month of March, we processed 3,595 credit card payments for the month totaling $814,937.28.

Human Resources

- Continued contract negotiations.

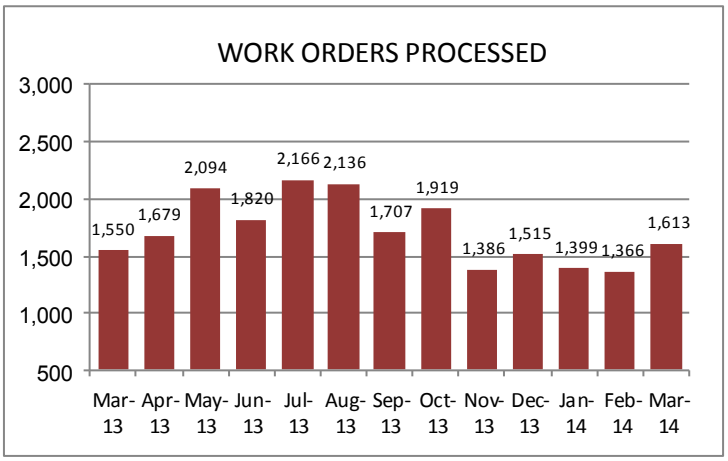
Library

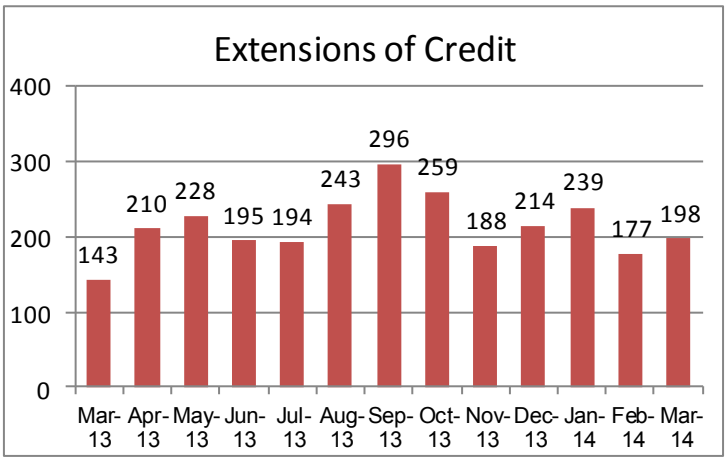
- 828 attended 69 programs for adults.
- 281 attended 14 programs for teens.
- 1,023 attended 38 programs for children.
- 32 volunteers completed 374 hours of service.
- 441 attended 52 programs/classes coordinated through the Job Center.

Public Works

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

CUSTOMER SERVICES





Write-Offs / Electric & Trash Bills

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

The trash write-off for outstanding trash bills with dates ranging mainly from July2010 until September2010. The proposed write-off of $2,396.86 includes $252.84 from accounts that filed bankruptcy. The $2,396.86 is the first write-off for Fiscal 2013 and is $0.47 percent of the revenue ($507,757) for the write-off period. In other words, the City collected 99.53% of all bills for the write-off period. For every $100 of revenue the City billed in the write-off period, $0.47was not collected.

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

Major Program Updates	Mar 2014	Mar 2013	Difference	FY 2014 Year-to-Date	FY 2013 Year-to-Date
Number of Customers Served	20,983	19,700	1,283	191,901	208,100
Final Bills	585	570	15	5,634	5,492
Estimated Bills	188	169	19	1,543	1,429
Penalties Posted	$ 20,207	$ 19,533	674	$ 172,183	$ 175,992
Extensions of Credit - Amount Extended	$ 74,383	$ 57,942	16,441	$ 664,008	$ 717,277
Balance Transfers	$ 5,228	$ 5,013	216	$ 39,714	$ 27,386
Utility Collections	$ 31,308	$ 15,847	15,461	$ 214,486	$ 197,876
Special Assessments	$ -	$ -	-	$ -	$ 659
Miscellaneous Billings	$ 111,752	$ 102,270	9,482	$ 1,203,779	$ 1,102,278
CNP through Disconnect Collars	$ 9	$ 26	(17)	179	280
Court Cases	-	-	-	-	-
Tamperings	2	-	2	2	18
Taxes Levied (includes carry forward)	$ 314,296	$ 415,076	(100,780)	$ 10,916,856	$ 10,919,489
Billing Adjustments	$ 6,453	$ (2,583)	9,036	$ (11,887)	$ (2,047)
Total Taxes Collected	$ 43,670	$ 53,312	(9,642)	$ 10,651,665	$ 10,557,189
Taxes Outstanding	$ 277,078	$ 364,347	(87,268)	$ 277,078	$ 364,347
Payments in Lieu	$ -	$ 10,000	(10,000)	$ -	$ 58,450
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	Mar 13	April 13	May 13	June 13	July 13	August 13	Sept 13	Oct 13	Nov 13	Dec 13	Jan 14	Feb 14	Mar 14	Total
Caucasian*	287	287	283	282	281	279	283	284	285	287	288	288	290	N/A
Minorities*	54	54	53	53	54	54	54	56	55	56	57	57	58	N/A
Hired	0	4	3	1	2	2	7	4	1	3	5	1	3	36
Terminated/ Resigned/ Retired/Other	7	4	8	2	1	3	2	1	1	0	3	1	0	33
Transferred/ Promoted	2	1	1	0	2	0	4	1	0	0	1	0	3	15
Jobs Posted	5	5	5	8	5	5	3	2	0	2	4	4	3	51
Workers Comp. Injuries	2	1	4	3	4	3	7	2	2	1	5	2	2	38
Workers Comp. Hours	259	62	28	0	119	62	384	110	48	120	116	0	128	1436
Insurance Claims	2	2	3	7	4	6	2	2	1	4	5	2	4	44

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.

Positions Hired: (2) Library Clerks – part-time; Police Officer

Transferred/Promoted: (3) Lineman 1st Class to Crew Leader; Line Crew Leader to Line Crew Superintendent

Positions Posted: (2) Library Assistants – part-time; Playground Leaders I & II

Recruitment Information (Positions closed in March)

Position	Total	Female	Male	Unknown	Black	White	Hispanic	Asian/Pacific Islander	American Indian/Alaskan Native	Unknown	In Dover	Out Dover
Electric Director	4	1	3	0	0	4	0	0	0	0	1	3
Fire Dispatcher	36	5	29	2	6	25	1	1	1	2	8	28

Unfilled/Open Positions by Department*

Unfilled/Open Positions By Department	Mar 13	April 13	May 13	June 13	July 13	August 13	Sept 13	Oct 13	Nov 13	Dec 13	Jan 14	Feb 14	Mar 14
Electric	4	4	4	4	4	4	4	5	5	5	5	5	5
Public Works	17	19	22	22	20	20	16	15	15	14	13	13	13
Police	2	1	0	1	2	3	3	1	1	1	0	1	0
All Other Departments	7	7.5	5.5	6.5	6.5	6.5	6	7.5	6.5	5	6	5	5
Totals	30	30.5	31.5	33.5	32.5	33.5	29	28.5	27.5	25	24	24	23

**Not used for Budgeting Purposes*

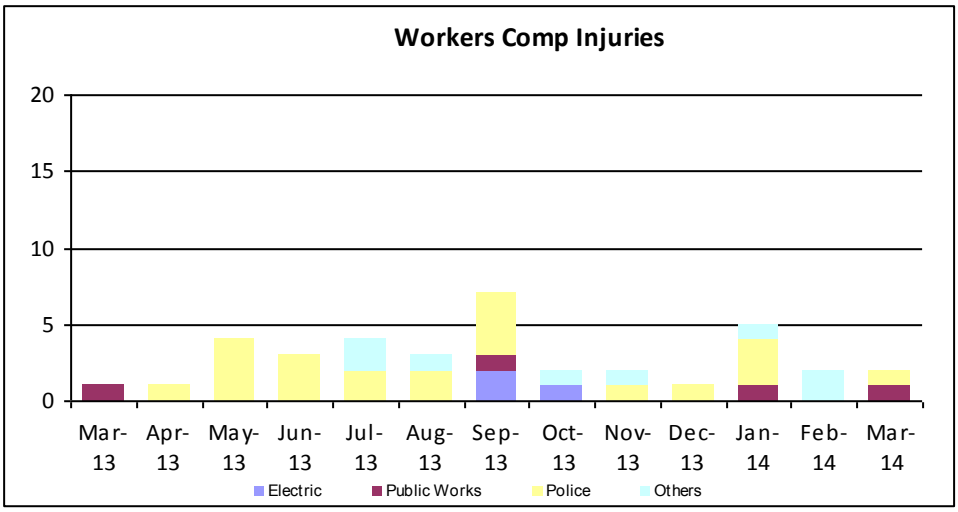
*__**The following has been updated to reflected the Fiscal 2013-14 Budget**__

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

Public Works: Utility Maintenance Mechanic II/Wastewater, Operations -Construction Manager, Building Craftsperson I , 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 l, Utility Construction Worker, Nursery Worker II, Grounds Superintendent

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

HUMAN RESOURCES
continued



Electric: 0 Public Works: 1 Police: 01 All Other Depts.: 0

Turnover Statistics

	2010	2011	2012*	2013 *	2014
Total Turnover %	5.57	6.75	11.00	10.91	1.16
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	.58

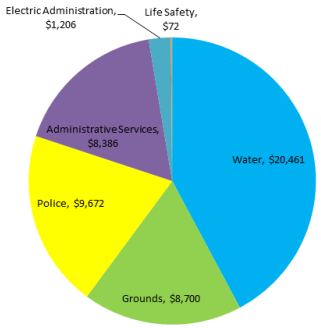
* Healthcare cost sharing implemented
** Healthcare cost sharing implemented for DOE

Average Employees

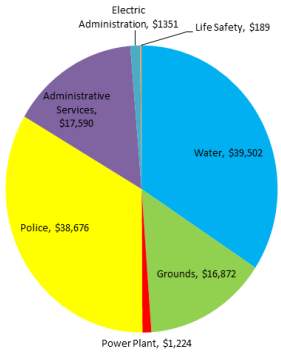
	2010	2011	2012*	2013*	2014
Total Number of Employees Separating from Service	21	25	38	37	4
Average Number of Full-time Employees	362	356	333	325	330
Average Number of Part-time Employees	16	15	12	14	16

* Healthcare cost sharing implemented

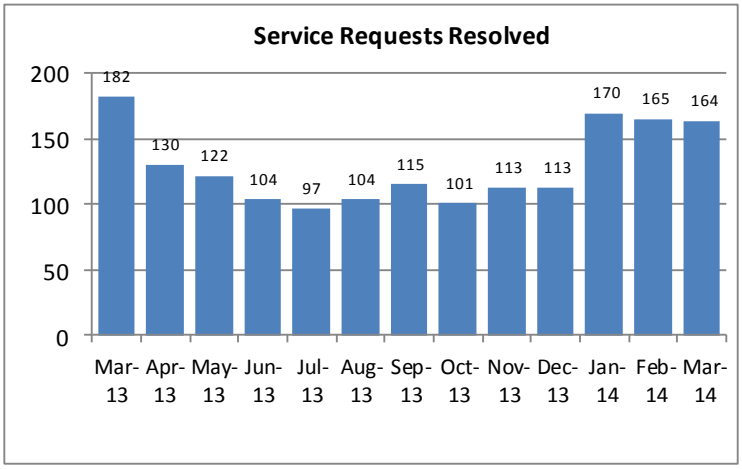
Workers Compensation Costs Per Department in Claims Paid for March 2014

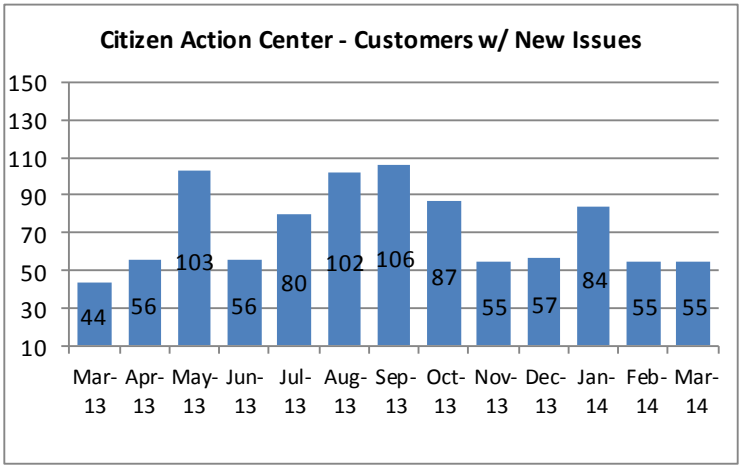


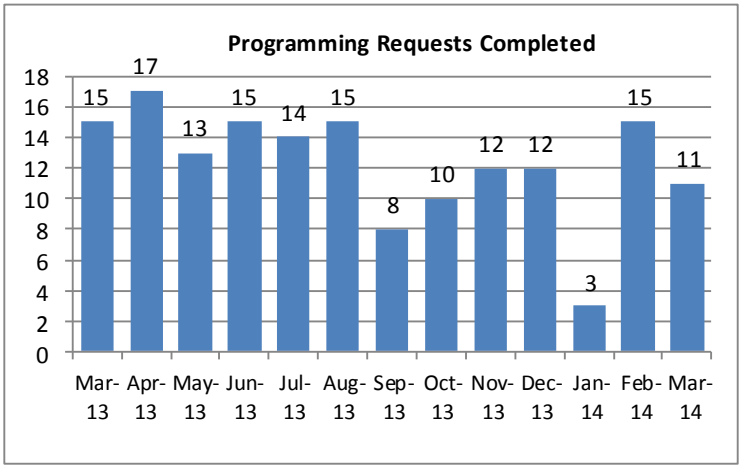
CY Year to Date Claims Paid for Workers Compensation

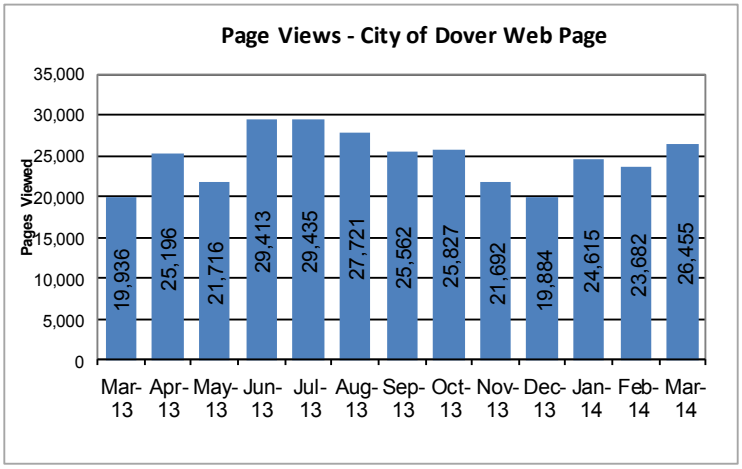


INFORMATION TECHNOLOGY





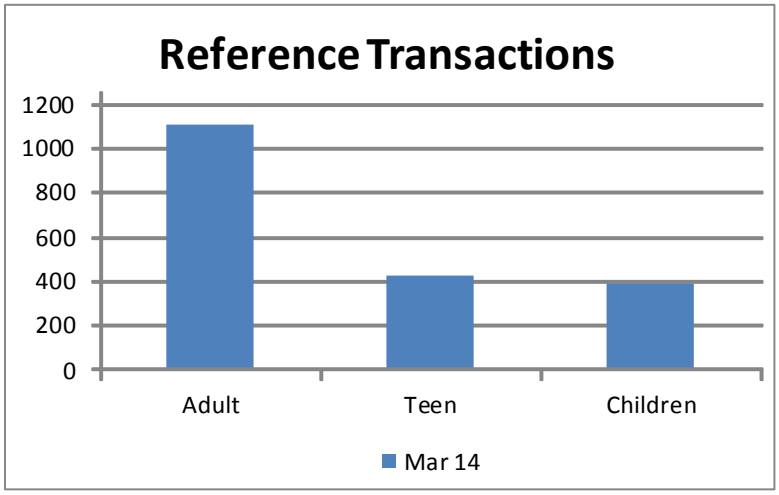




Performance Indicators	Current Month	Last Month	Same Month Last Year
iSeries Availability	100%	100%	100%
Server Availability	100%	100%	100%
AS/400 Connections *(concurrent/authorized users)*	N/A	N/A	N/A
PCs Supported	364	364	352
Scheduled PCs Replaced	-	-	-
Servers Supported	19	19	15
People Trained	14	12	4

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

LIBRARY



Adults – 1102 Teens – 421 Children – 387

Circulation	March 14		FYTD 14		March 13		FYTD 13
Dover residents	20,595		192,935		21,133		169,113
Ebooks	1,518		12,417		1,129		8,387
Kent residents*	14,822		137,208		16,976		130,607
Non-county residents	2,411		21,769		2,127		18,532
Registrations							
Dover residents	368		3,400		333		3,245
Kent residents*	38		661		165		1,105
Non-county residents	5		66		7		98
Other							
Visiting Patrons	28,231		245,738		28,501		241,791
Meeting Room Usage	2,025		17,288		1,588		8,388
Photocopier Usage	1,117		10,261		1,272		11,355
Computer Printing Usage	3,184		22,424		2,779		17,449
Computer Users	4,347		42,262		4,795		35,088
Wireless Computer Users	1,442		11,743				
Holds (Total)	6,513		55,315		6,842		51,603

***Breakout of Kent County Residential Statistics**

Circulation	Registrations
Harrington: 228	Harrington: 1
Milford: 80	Milford: 3
Smyrna: 988	Smyrna: 4
Outside City Limits: 13,526	Outside City Limits: 30

Total Registered Users: (Card Holders)

City: 22,764 Kent County: 12,614 Outside Kent County: 952

Other Points of Interest:

Inter/Interlibrary: 70 items loaned out
46 items borrowed

Technical services: 1,892 items added
577 items deleted

Volunteers: 374 hours of service completed

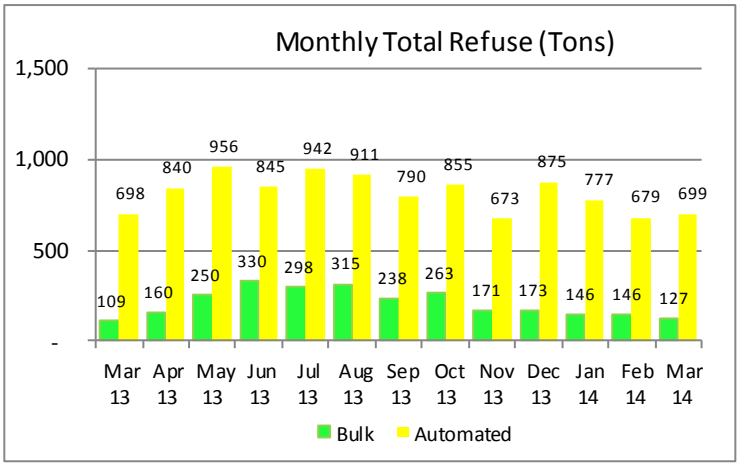
PUBLIC WORKS

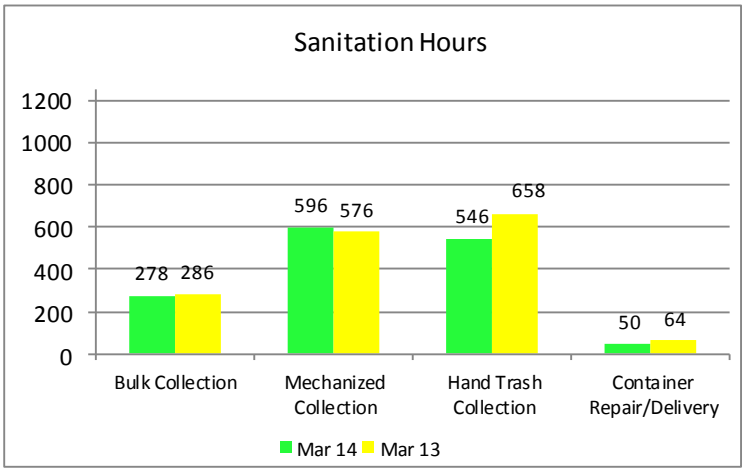
Administration

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	Farthing Woods	Village of Cannon Mill
	Clearview Meadows	

Sanitation





	MARCH 2014	FYTD 14	MARCH 2013	FYTD 13
Trips to DSWA Sandtown Landfill	161	1,841	187	1,554
Total Tonnage to DSWA	806.46	9,087.45	973.82	7,430.59
90-Gallon Containers Delivered	19	171	25	228
300-Gallon Containers Delivered	3	23	0	24
Total Man Hours-containers Delivered	50	326	64	401

CURBSIDE RECYCLING STATS	TOTAL # OF HOUSEHOLDS COLLECTED	TOTAL # OF ACCOUNTS	WEIGHT/LBS.	AVE. LBS.
March 2014	18,475	8,897	238,000	12.88

PUBLIC WORKS
continued

Streets	MARCH 2014	FYTD 14	MARCH 2013	FYTD 13
Signed Installed	85	390	19	207
Signs Repaired	49	137	5	81
Curbs Painted Yellow (feet)	0	1,306	351	5,965
New Post Installed	17	61	6	35
Storm Catch Basins Repaired	2	16	0	1
Storm Catch Basin Repairing (Hrs.)	28	98	0	1
Storm Catch Basins Cleaned	1	292	4,430	6,226
Storm Catch Basins Cleaning (Hrs.)	6	140	360	1,043
Hot Mix Patching (Tons)	0	1	0	236
Hot Mix Patching (Hrs.)	0	0	0	283
Cold Mix Patching Hrs.)	89	217	40	499
Concrete Work (Hrs)	0	236	0	273
Concrete Patching (Cubic Yards)	0	21	0	0
Ditch Work (Hrs).	0	63	16	106
Street and Alley Maintenance (Hrs)	142	572	0	1,336
Street Sweeping (Miles)	810	6,209	1,534	8,682
Street Sweeping (Cubic Yards)	216	1,584	216	1,748
Leaves Collected (Cubic Yards)	0	7,601	0	14,455
Leaf Collection (Miles)	0	3,936	0	5,593

Grounds

Total Work Orders = 2	General = 1	Arborist = 1

Arborist Crew	MARCH 2014	MARCH 2013
Trees Trimmed	5	156
Trees Removed	15	17
Stumps Removed	4	4

- Limed low street trees.
- Completed trimming alleys.
- Removed trees and stumps.

Beautification Crew

- Worked in greenhouse potting plants, planting plugs and watering.
- Assisted crews during snow events.

Mowing Crew

- Assisted Arborist and Beautification Crews.
- Assisted small engine mechanic readying equipment.
- Assisted crews during snow events.

PUBLIC WORKS
continued

Geographic Information Systems (GIS)

- Printed multiple posters for DDP and Economic Development.
- Created multiple Miss Utility maps.
- Created multiple maps for Planning & Inspections.
- Printed multiple posters for the Library.
- Printed map for tree mitigation at Silver Lake Park.
- Printed out Calpine tree mitigation maps.

Fleet and Facilities Management

Fleet Maintenance

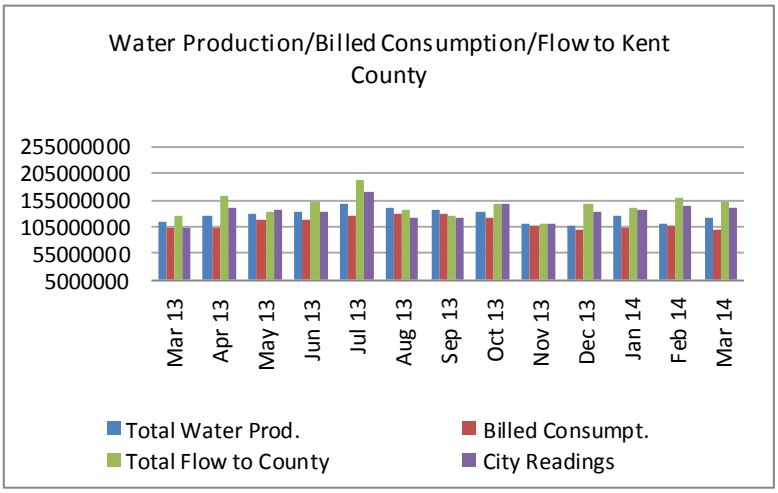
Work Orders: 97

Major Program Updates

MEASURE	MARCH 2014	MARCH 2013	DIFFERENCE
Scheduled Preventative Maintenance appointments being kept *(Quantity and Percentage)*	6 out of 15 40.0 % There were 20 vehicles needing to be jump started and 11 of them were road calls. We must pay close attention to things being left on in vehicles at the end of our shifts to minimize the need for jump starts. If there is an ongoing issue with a vehicle concerning the batteries not holding charge it should be checked into the shop rather than continuing to jump it every day.	31 out of 32 96.88 %	**- 56.88 %**
Facilities Management			
Routine work orders completed within 5 days *(Quantity and Percentage)*	29 out of 29 100 %	23 out of 23 100 %	**0 %**
Emergency work orders completed within 2 days *(Quantity and Percentage)*	1 out of 1 100 %	7 out of 7 100 %	**0 %**

PUBLIC WORKS continued

Water/Wastewater



ENGINEERING SUMMARY

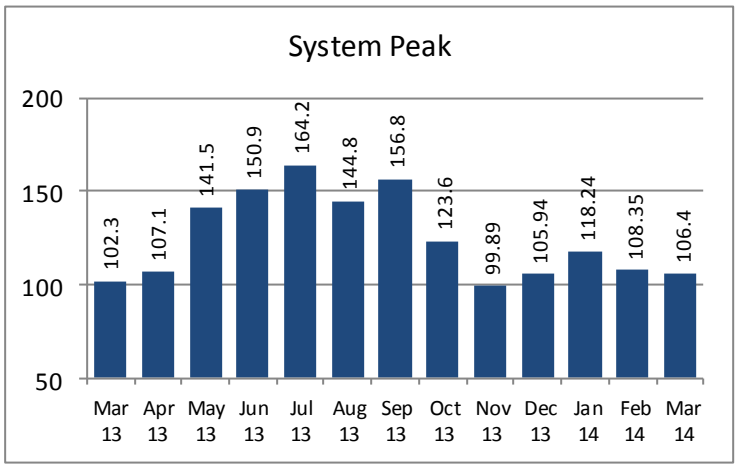
Major Program Updates	MARCH 2014	MARCH 2013	DIFF	FY14 YTD	FY13
State and Federal Violations	0 violations	0 violations	-	-	-
Water Quality Complaints	28	11	+17	97	81
Plan Review Completed Within 30 days of Submission	4 plans 100%	10 plans 100%	-6	66	77

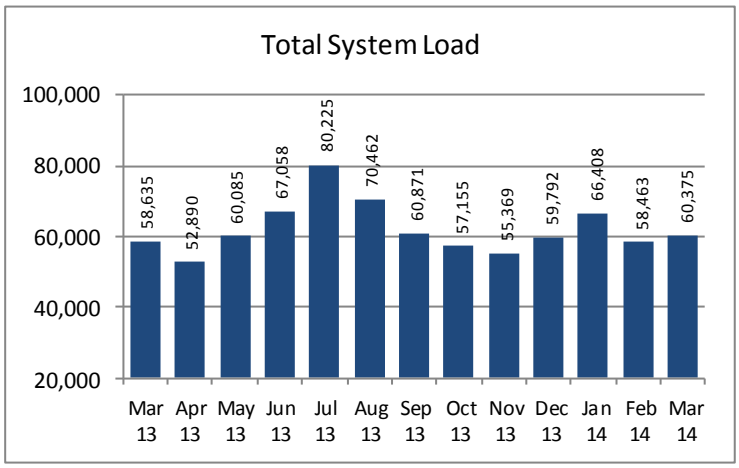
OPERATIONAL SUMMARY

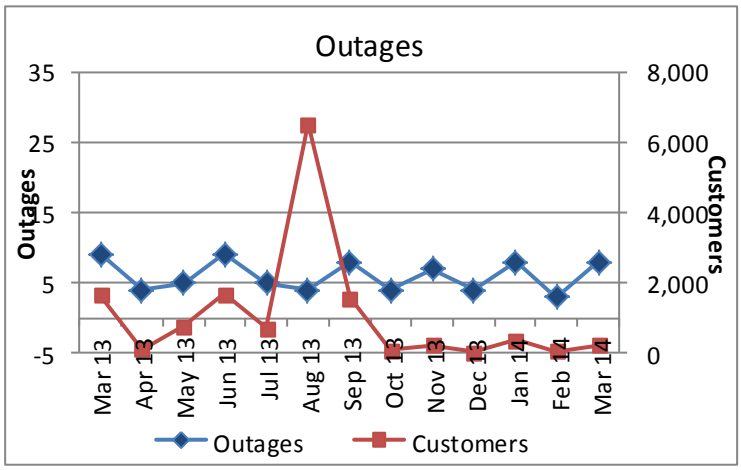
Task	MARCH 14	MARCH 13	CURRENT FY
Water Production - Daily Average	3,969,129	3,692,194	1,137,310,000
Average Field Response Time (goal is <30 minutes)	18.36	19.60	18.10
Water Mains Repaired	0	1	4
Water Service Lines Repaired	0	1	7
Wastewater Mains Repaired	0	0	0
Wastewater Service Lines Repaired	0	2	3
Sewer Lines Flushed - linear feet	51,140	113,199	976,259
Sewer Mains Videoed -linear feet	0	1,297	19,472
Total Fire Hydrants in Service	1,807	1,803	1,807
Total Water Meters in City Distribution System	14,192	14,100	14,192

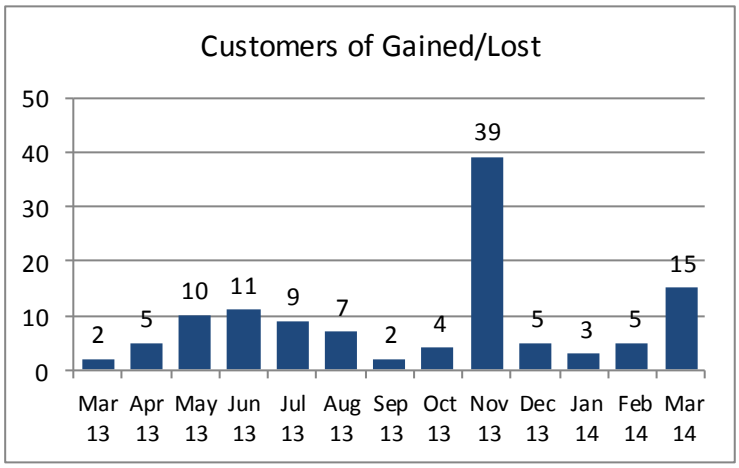
PUBLIC UTILITIES

Electric









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
67.72	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**
6	31	24.0 Minutes	28.17 Minutes

PROGRAM UPDATES	MAR 14	MAR 13	FY14 YTD
Tree Trimming	267	234	2031
Number of Oil Releases	0	1	9
Lost Time Accidents – All Electric Utility Divisions	0	0	1
New Services	15	2	91
Major Goals Completed in the Past Two Months			
N/A			

City Planner's Monthly Report

Planning, Inspections & Recreation

MARCH 2014



Planning, Inspections & Recreation Highlights

- **Youth In Government Day** - Thirty students attended our annual Youth In Government Day representing Dover and Polytech High schools. New this year was Aerial Golf in which students had a blast participating with prizes awarded to 1, 2, and 3rd place. Students from Polytech won in all three (3) categories. The mock council meeting was a huge success, the students enjoyed participating in the various City Council roles.



- **"The Grande"-** Building II located at Doveview Drive continues to be a successful project.
- March 25th was the one year anniversary of the designation of **The Green as a National Monument**.

Personnel and Training Updates

- On March 4, 2014 Greg Akers was a guest lecturer for a "Contracts and Specifications Engineering" class held at Delaware Technical Community College -Terry Campus.
- On March 12, 2014 Maretta Savage-Purnell, Dawn Melson-Williams, Carolyn Courtney, and Peggy O'Brien attended the Delaware Public Archive Records Files Management and Preparation of Records to Transfer to Delaware Public Archives Training held in the City Hall Conference Room.
- On March 17 - 19, 2014 Timothy Mullaney and Jason Osika attended the National Fire Alarm and Signaling Code Training held in Baltimore, Maryland.
- On March 21, 2014 Carolyn Courtney and Bill Cook (Planning Office) attended the Heels and Wheels Bike Summit held by Delaware Recreation & Parks Society, DNREC's Division of Parks & Recreation; DelDOT Planning, the Delaware Bicycle Council, the Dover/Kent County MPO, the Wilmington Area Metropolitan Planning Council and the Nemours Health & Prevention services.
- On March 19-20, 2014 Wayne LaForte (Public Works) and Wayne Voshell attended the National Recreation and Park Association's Certified Playground Safety Inspector training course in Milford. The two day course focused on playground hazard identification and risk management methods.
- On March 26, 2014 Ann Marie Townshend was a guest lecturer at University of Delaware's graduate course on "Land Use and Transportation."

Planning, Inspections & Recreation Revenue

Revenue Stream	FY '14 Budget		FY '14 Actual (YTD)	
Business License	$1,460,000	$	1,442,735	99%
Trailer License	$20,500	$	21,446	105%
Building Permits	$400,000	$	412,205	103%
Cert. of Occupancy	$9,000	$	4,470	50%
Public Occupancy	$10,000	$	9,031	90%
Lodging House	$14,000	$	11,436	82%
Plumbing/Heating/Air	$75,000	$	51,266	68%
Sprinkler	$25,000	$	20,122	80%
Rental Inspection Fee	$345,000	$	330,083	96%
Miscellaneous	$20,000	$	37,015	185%
Fire Protection Fees	$31,000	$	24,350	79%
Vacant Building Reg.	$60,000	$	124,250	207%
Total P&I Revenue	**$2,469,500**	**$**	**2,488,409**	101%
Recreation	$133,000		$94,412	71%

LOOKING FORWARD …..

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

- ***Annual Easter Egg Hunt***
- ***Softball League Season Opens***
- ***Spring Break Sports Camps***

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 March 2014, Planning Staff was involved with review of 57 Permits and 8 Certificates of Occupancy permits (2014 calendar year total of 161 Permits and COs compared to 181 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 for the participating in the 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 related to the commercial zoning classifications.

Final Action was taken by City Council on March 10, 2014 to approve the Comprehensive Plan Amendments 2014 (MI-14-01).The series of addendums to the text of the *Comprehensive Plan* adopted are related to the Central Dover Community Plan with addendum to Chapter 11 – Housing and Community Development Plan and to Transportation Improvement District for the Route 13 and Bay Road Corridors with addendum to Chapter 9 - Transportation Plan. Another request was also received for an amendment to the Map

12-1: Land Development Plan; however, after the Planning Commission hearing on February 18, 2014 this request was withdrawn.

Pending Ordinance Development

Planning Staff continues review of the City's Floodplain Regulations to develop proposed text amendments to be incompliance with FEMA's regulations for the National Flood Insurance Program (NFIP). A Draft Ordinance is in development to amend the *Dover Code of Ordinances*, Chapter 50 – Floods. 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. The monthly coordination meeting on the project was held on March 27, 2014 for update on the construction. DNREC has identified significant compliance issues with erosion and sediment control issues on the project site to be remedied. The sidewalk improvement project for the north side of Route 8 and the HAWK are progressing through the design process at DelDOT. 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 were discussed.

Garrison Energy Center (Master Plan S-12-03/ Phase 1 S-12-17)

The Planning Staff participates 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 approval for the Garrison Energy Center Phase 1 was granted on September 6, 2013 subject to conditions of approval. Construction is underway with Foundation Building Permits for the project continuing to be received for review and inspection.

BOARD AND COMMISSION ACTIVITY

◊ Board of Adjustment

The Board of Adjustment met on March 19, 2014. The next regular scheduled meeting of the Board of Adjustment is scheduled for April 16, 2014. The following applications were considered.

- **V-14-01 Lands of Joe W. Burden –** Appeal denied for the use of the property located at 128 South Queen Street to be used as a rooming house.
- **V-14-05 Lands of Thomas Bugbee and Sherrill Brekke –** Variance approval for a new residential construction within the flood hazard area to build to six (6) foot contour.

◊ Historic District Commission

The Historic District Commission met on March 20, 2014. The next Historic District Commission meeting is scheduled for April 17, 2014. There were no applications. The Historic District Commission received updates on the project and permit activities associated with Architectural Review Certifications in the Historic District.

◊ Planning Commission

The Planning Commission did not meet on March 17, 2014 due to inclement weather. The next Planning Commission meeting is scheduled for April 21, 2014.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

- ***CDBG FY13 Projects***

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

- ***Homeownership Assistance Program***

CDBG funds will be used to provide settlement assistance to assist qualifying families purchase properties 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. Two (2) 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. Two (2) homes have been completed.

- ***NCALL Research***

CDBG funds were used for foreclosure prevention and pre-purchase homeownership counseling services for 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. Nine properties have been sold, one is a lease purchase 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 (lease purchase)

11 Westover Drive (sold)

110 Thames Drive (sold)

4 Bennington Street (sold)

Dangerous Buildings, Vacant Buildings & Demolitions

- *126 N. Ann Avenue* – Renovation work has stopped on the property. Notice was sent to the owner to complete the renovations or the home will be brought forward on the dangerous building priority list to start the demolition of the structure.
- *105 S. Queen Street*—A residential Renovation Permit has been obtained and a re-inspection to the home shows that work continues to be made as finances provide.
- *200 N. West Street*—The owner was granted their request for a use variance by the City Board of Adjustment on January 27th. The owner has advised that they would like to start renovations to the home beginning in early March.
- *101 S. Queen Street* —Demolition of the structure is complete.
- *27 N. New Street*—Home was condemned as unfit for human occupancy with notice going to the owner to make repairs by January 9, 2014, or the structure will be brought forward to Council as a dangerous building. On January 27th, Dover City Council declared the home dangerous and ordered the property owner to either make repairs or have the home demolished by February 27, 2014. No repairs have been made, Staff will proceed with having an asbestos survey done and obtain bids for the demolition.
- *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.
- *830 Maple Parkway*—A lien search has been completed. The management company for the lien holder has been in contact with staff and plans on covering the pool and making it safe.
- *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 and recommend Staff to have it demolished.
- *39 N. New Street*—Notice was sent to the owner to have the home demolished by March 30, 2014 or City Staff will move forward to present the property to City Council on April 14, 2014 with the recommendation to have the structure demolished.

- *Vacant Buildings*—During the month of March, twenty-one (21) additional buildings were registered as vacant, and $6,750.00 in vacant building registration fees were collected.



814 Maple Parkway –Dangerous Pool

Code Enforcement Activity—MARCH

Case Type	# cases current month	# cases YTD	% staff initiated current month	% staff initiated YTD
No valid Rental Permit	2	10	100%	90%
No valid Building Permit	4	8	60%	88%
Tall grass and weeds	2	2	100%	100%
Unregistered vehicle	3	10	100%	90%
Abandoned vehicle	7	27	86%	93%
Annual Housing Inspection	36	154	97%	95%
Property Maintenance – Exterior	74	123	81%	75%
Electric Termination	10	18	100%	100%
Dover Code of Ordinances	44	144	68%	77%
Zoning	8	28	75%	79%
Total Cases	**190**	**526**		
Total # of Inspections For Month	**244**			



39 N. New Street

Fire Marshal's Office, Building Inspections & Licensing Summary

LIFE SAFETY				
Inspections	**MAR 14**	**FYTD 14**	**MAR 13**	**FYTD 13**
Fire Protection Inspections (New & Existing)	33	124	60	238
Fire Code Inspections	4	120	118	218
Inspection Deficiencies	79	188	41	119
Certificate of Occupancy	1	11	3	43
Accidental	$3000	$1,033,000	$90,000	$96,450.00
Incendiary	$0	$0.00	$0.00	$1100.00
Undetermined	$20,000	$0.00	$1,000	$1000.00
PERMITTING AND LICENSING				
Permits Issued	**MAR 14**	**FYTD 14**	**MAR 13**	**FYTD 13**
Administrative Permit	1	2	3	21
Building Addition/Renovation Permits	26	62	24	217
Building Permits	10	31	14	99
Demolition Permits	4	10	4	38
Fence Permits	8	12	7	61
Fire Prevention Permits	5	15	6	85
Mechanical Permits	26	89	22	227
Plumbing Permits	22	67	30	254
Sign Permits	28	53	31	175
Swimming Pool Permits	0	0	0	11
Business Licenses	29	82	32	1020
Merchant Licenses	3	10	2	266
Contractor Licenses	39	92	34	699
Lodging House Licenses	2	29	0	51
Mobile Homes	11	15	0	225
Public Occupancy	17	277	4	333
Rental Dwelling	286	2680	58	2882
BUILDING INSPECTIONS				
Inspections	**MAR 14**	**FYTD 14**	**MAR 13**	**FYTD 13**
Building	250	667	246	2,656
Plumbing/Mechanical	365	940	251	2,764
Certificate of Occupancy	8	31	8	72

Fire Marshal's Office—At a Glance

Number of Fires Requiring FM Response for **March 2014**

3 Accidental

1 Undetermined

0 Incendiary

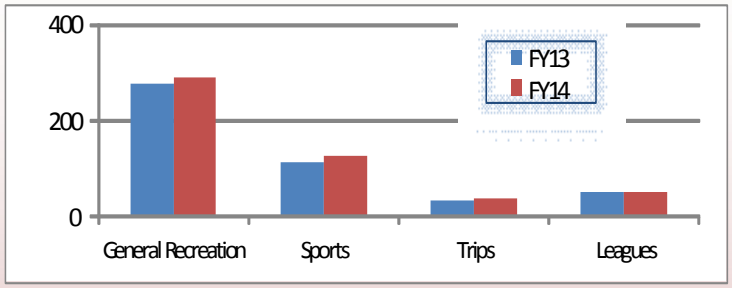
22 hours of investigation time

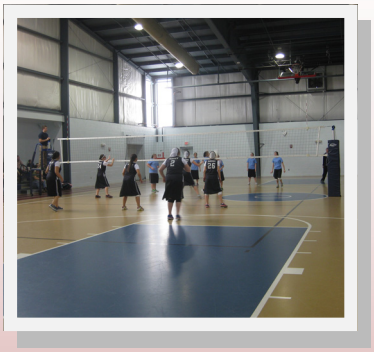
Number of Complaints – 8

Recreation Division

Enrollment Summary

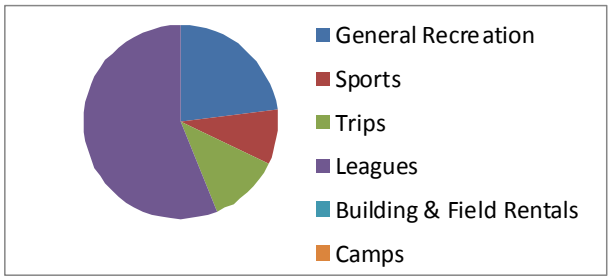
March 2013 verses March 2014

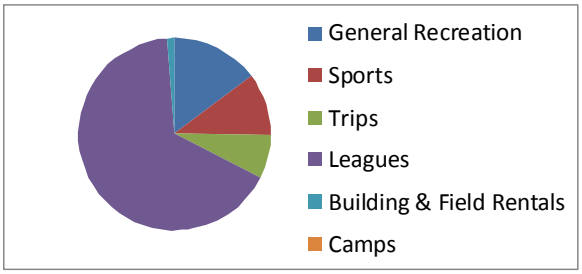




Category	FY13	FY14
General Recreation	275	291
Sports	110	124
Trips	34	36
Leagues	50	48
Camps	Not Offered	Not Offered

Revenue Breakdown: March 2013 verses March 2014





General Recreation	**$2,556.00**
Sports	**$630.00**
Camps	**$520.00**
Trips	**$536.00**
Leagues	**$9,340.00**
Building & Field Rentals	**$2,145.00**

General Recreation	**$4,774.50**
Sports	**$1,340.00**
Trips	**$810.00**
Leagues	**$8,370.00**
Building & Field Rentals	**$2,777.50**
Camps	**$140**



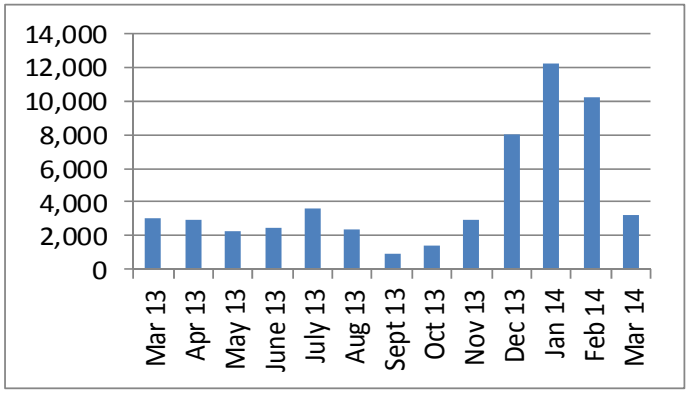




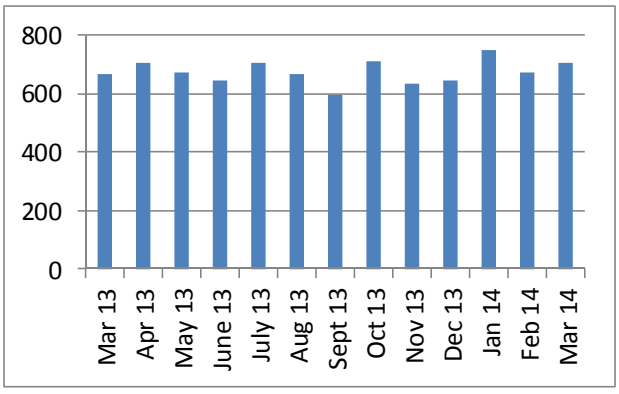


John W. Pitts Recreation Center – MARCH 2014

Total Program Attendance



Facility Usage By The Hour



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

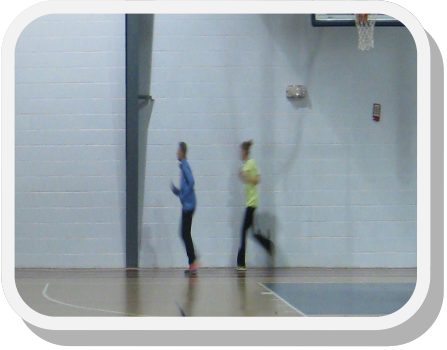
Facility Usage By The Hour	MAR 14		FYTD 14		MAR 13		FYTD 13
Open Gym	474		3,689.5		529.25		4,105
Fitness Classes	75		508		57.5		420.25
Leagues	69		808		45		712
Camps	0		555		0		49
Sports Classes	44.25		189.75		18.5		152
Meetings & Rentals	37.5		261.5		11.5		242.5
Enrichment Classes	3.5		62.5		2		50
Total Facility Usage Hours	703.25		6,074.25		663.75		5,730.75

Daily Program Attendance**	MAR 14		FYTD 14		MAR 13		FYTD 13
Total	3,190		44,101		3,013		43,801
Open Gym	707		4,072		1,280		7,725
Fitness Classes	432		2,959		393		3,058
Leagues	1,195		26,985		1,085		26,128
Camps	0		1,308		0		254
Sports Classes	415		1,852		180		1,288
Meetings & Rentals	426		6,795		65		5,237
Enrichment Classes	15		130		10		111

Since our opening in late April 2008, we have had 316,320 guests at the John W. Pitts Recreation Center.

March Open Gym Registrations and Packages Sold

Packages Sold:	March.	MTD	YTD	FYTD
Daily:	16	$48	305	$935
Individual Quarterly:	2	$30	17	$255
Individual Annual:	0	$ 0	1	$ 50
Family Quarterly:	0	$ 0	6	$180
Family Annual:	0	$ 0	1	$100
Revenue:		**$78**		**$1,520**

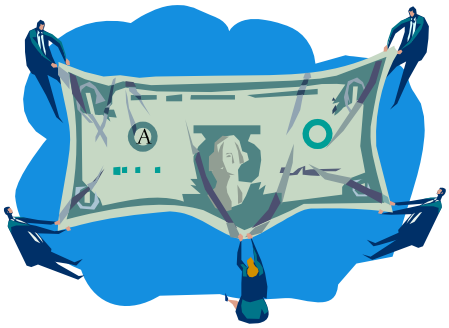


CITY OF DOVER
FINANCE AND PROCUREMENT & INVENTORY DEPARTMENTS
MARCH 2014 - MONTHLY BUDGET REPORTS















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
March 2014

FINANCE DEPARTMENT ACTIVITY LEVELS

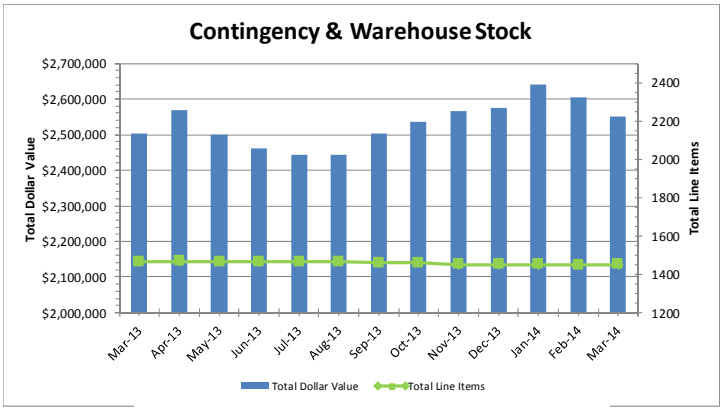
	FY13 YTD			FY14 YTD		
BANK TRENDS						
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	4,123			4,764		
Total Amount of All Deposits	$ 116,142,646			$ 97,739,220		
PAYROLL						
	Hours	%	Amount	Hours	%	Amount
Gross wages per registers	**633,517**	**100.0%**	**$ 15,104,435**	**623,333**	**100.0%**	**$ 14,593,725**
Wages and Hours Worked						
Regular	527,923	83.3%	$ 11,712,687	520,293	83.5%	$ 11,255,932
All over time	28,687	4.5%	$ 1,257,571	27,608	4.4%	$ 1,111,801
Other Paid or Unpaid Wages and Hours						
Vacation	32,884	5.2%	$ 849,700	33,703	5.4%	$ 877,690
Sick	15,279	2.4%	$ 383,828	12,788	2.1%	$ 325,789
Terminal Leave - Retiree Vacation/Sick Payout	15,859	2.5%	$ 466,332	10,727	1.7%	$ 339,954
Comp Time	6,139	1.0%	$ 172,391	6,074	1.0%	$ 169,763
Personal	1,263	0.2%	$ 35,366	1,099	0.2%	$ 31,047
Leave Without Pay	4,129	0.7%	$ -	3,801	0.6%	$ -
Other (description below)	1,356	0.2%	$ 226,560	7,243	1.2%	$ 481,713

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

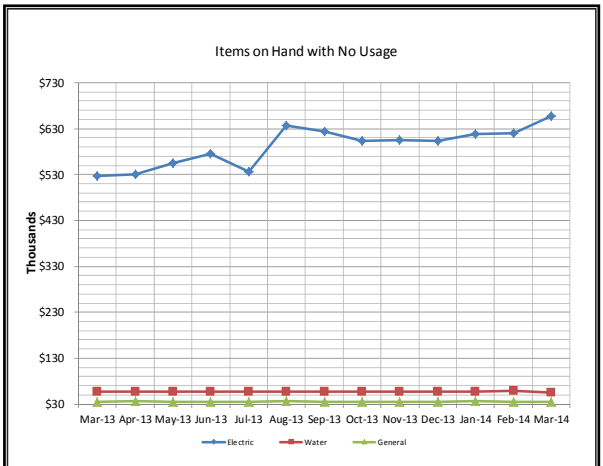
Other Activity		
Number of Pay Periods	19	19
Number of Payroll Checks & Direct Deposits Issued	6,904	6,837
Number of Pension Checks Issued	2,225	2,310
Total Pension Benefits Paid - Defined Benefit Plan	$ 3,680,826	$ 3,881,713

ACCOUNTS PAYABLE		
Number of Check Vouchers	4,623	4,487
Number of EFT Vouchers	1,628	1,508
Vouchers Dollar Amount Disbursed	$ 66,740,094	$ 62,967,845

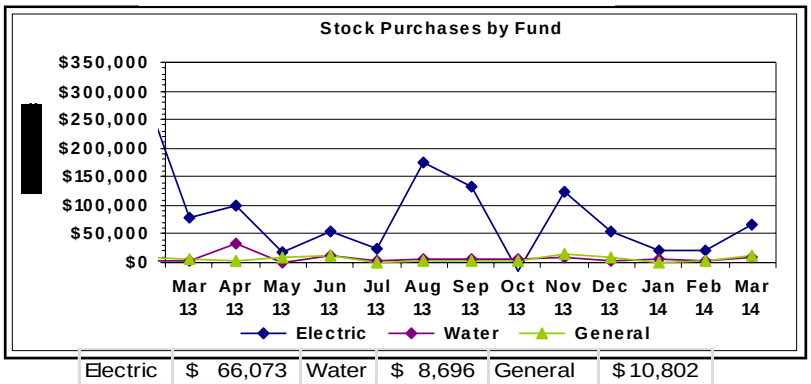
PROCUREMENT & INVENTORY ACTIVITY LEVELS



Value: $2,549,663 Line Items: 1,453



Electric:	$657,425	Water:	$55,016	General:	$34,669



Electric	$ 66,073	Water	$ 8,696	General	$ 10,802

Fuel Use		
Unleaded:	9,917.2	gallons
Diesel:	7,102.1	gallons
Total Cost:	$ 52,119	

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

	Budget	Revised Budget	YTD	Balance	75% Budget
Beginning Balance	$ 3,455,200	$ 4,219,800	$ -	$ 4,219,800	0.0%
Revenues					
Court of Chancery Fees	863,200	863,200	677,420	185,780	78.5%
Fines & Police Revenues	1,316,000	1,316,000	737,456	578,544	56.0%
Franchise Fees	606,200	606,200	320,128	286,072	52.8%
Grants	623,500	623,500	277,626	345,874	44.5%
Intrafund Services	4,454,300	4,454,300	3,126,993	1,327,307	70.2%
Library & Recreation Revenues	599,600	599,600	479,976	119,624	80.0%
Licenses & Permits	2,627,500	2,627,500	2,567,254	60,246	97.7%
Property Taxes (Includes BID Revenue) (1)	11,169,500	11,169,500	11,093,509	75,991	99.3%
Miscellaneous Revenues	138,300	138,300	66,641	71,659	48.2%
Sanitation Revenues	2,676,500	2,676,500	1,947,696	728,804	72.8%
Garrison Farm Rent Revenue	118,500	118,500	78,149	40,351	65.9%
Transfers-In from Special Funds & Utilities					
Municipal Street Aid Fund	527,400	531,100	497,955	33,145	93.8%
Civil Traffic Penalties	600,000	600,000	184,950	415,050	30.8%
Transfer Taxes	1,315,500	1,315,500	778,837	536,663	59.2%
Verizon, Contingency and CI Reserves	32,000	32,000	21,000	11,000	65.6%
Police Grants	110,000	151,800	63,365	88,435	41.7%
Water/Wastewater Fund	500,000	500,000	375,000	125,000	75.0%
Electric Fund	8,000,000	8,000,000	6,000,000	2,000,000	75.0%
Total Revenues	36,278,000	36,323,500	29,293,955	7,029,545	80.6%
Total Beginning Balance & Revenues	**$ 39,733,200**	**$ 40,543,300**	**$ 29,293,955**	**$ 11,249,345**	72.3%
Expenditures					
City Clerk & Council	$ 442,200	$ 445,600	$ 306,566	$ 139,034	68.8%
Mayor, City Manager & Human Resources	874,900	886,800	656,559	230,241	74.0%
Police & Police Extra Duty	14,331,800	14,542,300	10,202,474	4,339,826	70.2%
Public Services	4,131,800	4,192,700	2,824,894	1,367,806	67.4%
Procurement & Inventory, Facilities Mgmt., Vehicle Maint.	1,870,900	1,872,500	1,280,396	592,104	68.4%
Planning & Inspections	2,045,600	2,129,900	1,492,311	637,589	70.1%
Finance, Info Tech & Customer Services	2,676,400	2,694,900	1,848,382	846,518	68.6%
Library & Recreation	2,038,600	1,970,500	1,373,213	597,287	69.7%
Fire Department	692,100	692,100	450,852	241,248	65.1%
Assessor	198,300	198,300	142,650	55,650	71.9%
Contribution to DDP	162,400	162,400	121,800	40,600	75.0%
Miscellaneous Grant Expense	25,000	25,000	-	25,000	0.0%
Other Employment Expenses	400,000	118,800	-	118,800	0.0%
Insurance	658,900	658,900	483,312	175,588	73.4%
OPEB - Retiree's Health Care Contribution	1,636,500	1,636,500	1,227,375	409,125	75.0%
Police Pension Trust Contribution - State Grant	500,000	500,000	276,626	223,374	55.3%
Appropriation to Employee Pension Fund - Unfunded Liability	1,159,100	1,923,700	869,325	1,054,375	45.2%
Appropriation to Police Pension Fund	307,400	307,400	307,400	-	100.0%
Street Lights	836,000	836,000	579,694	256,306	69.3%
Debt Service	557,300	557,300	552,051	5,249	99.1%
Provision for Uncollectible	10,000	10,000	10,000	-	100.0%
Transfers Out					
Capital Projects Fund	1,278,300	1,278,300	958,725	319,575	75.0%
Total Expenditures	36,833,500	37,639,900	25,964,605	11,675,295	69.0%
Budget Balance - Working Capital	2,899,700	2,903,400	-	2,903,400	0.0%
Total Budget Balance & Expenditures	**$ 39,733,200**	**$ 40,543,300**	**$ 25,964,605**	**$ 14,578,695**	64.0%
Reserve Balances					
Contingency	$ 723,600	$ 725,500	$ 715,608		

(1) Property Taxes are the taxes billed and not cash received. The outstanding receivable balance as of 3/31/14 is $275,287 as compared to $362,629 in March 2013.

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

	Budget	Revised Budget	YTD	Balance	75% Budget
Beginning Balance - Water	$ 770,800	$ 732,700	$ -	$ 732,700	0.0%
Beginning Balance - Wastewater	$ 412,600	$ 441,400	$ -	$ 441,400	0.0%
Beginning Balance - Kent County Treatment	$ 141,600	$ (17,300)	$ -	$ (17,300)	0.0%
	1,325,000	1,156,800	-	1,156,800	0.0%
Revenues					
Water Fees	4,730,700	4,730,700	3,329,139	1,401,561	70.4%
Wastewater Fees	3,642,700	3,642,700	2,660,384	982,316	73.0%
Kent County Treatment Fees	2,980,300	2,980,300	2,187,693	792,607	73.4%
Ground Water Inflow Adjustment	1,324,600	1,324,600	982,961	341,639	74.2%
Water Tank Leases	333,800	333,800	210,499	123,301	63.1%
Miscellaneous Service Fee	105,100	82,000	54,826	27,174	66.9%
Impact Fees - Water	357,000	357,000	233,295	123,705	65.3%
Impact Fees - Wastewater	323,000	323,000	211,222	111,778	65.4%
Total Revenues	13,797,200	13,797,200	9,870,019	3,927,181	71.5%
Total Beginning Balance & Revenues	**$ 15,122,200**	**$ 14,954,000**	**$ 9,870,019**	**$ 5,083,981**	66.0%
Expenses					
Water/Wastewater Operating Divisions					
Engineering & Inspection	$ 664,400	$ 634,700	$ 258,292	$ 376,408	40.7%
Water	433,900	436,900	316,362	120,538	72.4%
Water Treatment Plant	1,501,800	1,507,800	993,731	514,069	65.9%
Wastewater	945,100	946,000	601,708	344,292	63.6%
Construction	351,400	352,200	194,480	157,720	55.2%
Kent County Treatment	3,524,800	3,524,800	2,619,342	905,458	74.3%
Intrafund Service Fees	1,233,400	1,233,400	900,988	332,412	73.0%
Pension Unfunded Liability	339,400	339,400	254,550	84,850	75.0%
OPEB - Retiree's Health Care Contributions	200,000	200,000	150,000	50,000	75.0%
Debt Service	1,019,500	1,019,500	813,856	205,644	79.8%
Other Employment Expenses	25,000	10,800	-	10,800	0.0%
Transfers Out					
General Fund	500,000	500,000	375,000	125,000	75.0%
Water I & E Fund	1,200,000	1,233,200	600,000	633,200	48.7%
Wastewater I & E Fund	1,330,000	1,330,000	665,000	665,000	50.0%
Total Expenses	13,268,700	13,268,700	8,743,309	4,525,391	65.9%
Budget Balances					
Budget Balance - Working Capital - Water	1,056,400	1,018,300	-	1,018,300	0.0%
Budget Balance - Working Capital - WW	797,100	825,900	-	825,900	0.0%
Budget Balance-Working Capital - KSA	-	(158,900)	-	(158,900)	0.0%
Total Budget Balances	1,853,500	1,685,300	-	1,685,300	0.0%
Total Budget Balances & Expenses	**$ 15,122,200**	**$ 14,954,000**	**$ 8,743,309**	**$ 6,210,691**	58.5%
Reserve Balances					
Contingency-Water	$ 105,600	$ 106,600	$ 104,480		
Contingency-Wastewater	$ 191,500	$ 190,800	$ 188,927		
Impact Fee Reserve - Sewer	NO BUDGET	NO BUDGET	$ 3,767,547		
Impact Fee Reserve - Water	NO BUDGET	NO BUDGET	$ 199,684		
Bond Coverage Ratio (Covenant 1.20)	3.99	4.03	4.19		

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

	Budget	Revised Budget	YTD	Balance	75% Budget
Beginning Balance	$ 7,152,400	$ 6,620,900	$ -	$ 6,620,900	0.0%
Revenues					
Sales to Customers	76,286,700	76,286,700	59,217,775	17,068,925	77.6%
Utility Tax	1,492,200	1,492,200	958,936	533,264	64.3%
Weyandt Hall Rents	251,000	251,000	105,968	145,032	42.2%
Miscellaneous Revenues	737,800	737,800	529,907	207,893	71.8%
Interest Earned	119,400	119,400	(2,869)	122,269	-2.4%
Transfer from Rate Stabilization	4,000,000	4,000,000	7,000,000	(3,000,000)	175.0%
Intrafund Service Receipts Water/Wastewater	98,500	98,500	72,295	26,205	73.4%
Total Revenues	82,985,600	82,985,600	67,882,012	15,103,588	81.8%
Total Beginning Balance & Revenues	**$ 90,138,000**	**$ 89,606,500**	**$ 67,882,012**	**$ 21,724,488**	75.8%
Expenses					
Power Supply & Generation					
Hedged Energy	$ 23,832,000	$ 23,832,000	$ 22,528,491	$ 1,303,509	94.5%
Power Supply Management	996,000	996,000	747,000	249,000	75.0%
Capacity Charges	15,787,200	15,787,200	12,045,046	3,742,154	76.3%
Dover Sun Park Energy	1,565,800	1,565,800	1,037,904	527,896	66.3%
Solar Renewal Energy Credits	300,000	300,000	201,481	98,519	67.2%
PJM Charges - Energy	12,812,900	12,812,900	14,235,007	(1,422,107)	111.1%
PJM Charges - Transmission & Fees	4,740,000	4,740,000	5,965,825	(1,225,825)	125.9%
Total Power Supply	60,033,900	60,033,900	56,760,754	3,273,146	94.5%
Plant Operations	6,015,800	6,015,800	3,815,834	2,199,966	63.4%
Generation Fuels	-	-	2,202,624	(2,202,624)	0.0%
Capacity Credits	(15,079,800)	(15,079,800)	(11,747,750)	(3,332,050)	77.9%
PJM Spot Market Energy	(230,500)	(230,500)	(708,481)	477,981	307.4%
PJM Credits	(397,000)	(397,000)	(5,546,039)	5,149,039	1397.0%
Total Generation	(9,691,500)	(9,691,500)	(11,983,812)	2,292,312	123.7%
Total Power Supply & Plant	50,342,400	50,342,400	44,776,942	5,565,458	88.9%
Electric Operating Divisions:					
Transmission/Distribution	3,302,500	3,312,200	2,093,076	1,219,124	63.2%
Electrical Engineering	1,192,200	1,194,500	726,139	468,361	60.8%
Administration	597,000	597,800	373,830	223,970	62.5%
Meter Reading	220,300	221,900	159,225	62,675	71.8%
Systems Operations	543,600	553,500	406,327	147,173	73.4%
Intrafund Services	3,319,400	3,319,400	2,298,300	1,021,100	69.2%
Utility Tax	1,492,200	1,492,200	958,936	533,264	64.3%
OPEB - Retirees Health Care Contribution	513,300	513,300	384,975	128,325	75.0%
Pension Trust Contribution - Unfunded liability	1,314,200	1,314,200	985,650	328,550	75.0%
Interest on Deposits	27,000	27,000	15,509	11,491	57.4%
Green Energy Payment to DEMEC	135,800	135,800	98,607	37,193	72.6%
Accounts Receivable Write-Offs	200,000	200,000	200,000	-	100.0%
Other Employee Expenses	150,000	125,700	-	125,700	0.0%
Contractual Services RFP's	100,000	100,000	8,000	92,000	8.0%
Debt Service	3,301,900	3,301,900	2,550,780	751,120	77.3%
Transfers Out:					
General Fund	8,000,000	8,000,000	6,000,000	2,000,000	75.0%
Electric Improvement & Extension Fund	5,448,600	4,918,600	2,724,300	2,194,300	55.4%
Total Expenses	81,176,100	80,646,100	65,492,371	15,153,729	81.2%
Budget Balance - Working Capital	8,961,900	8,960,400	-	8,960,400	0.0%
Total Budget Balance & Expenses	**$ 90,138,000**	**$ 89,606,500**	**$ 65,492,371**	**$ 24,114,129**	73.1%
Reserve Balances					
Contingency Reserve	$ 826,500	$ 826,500	$ 817,133		
Insurance Reserve	$ 739,000	$ 739,000	$ 735,651		
Rate Stabilization Reserve	$ 13,644,000	$ 13,644,000	$ 10,440,171		
Bond Coverage Ratio (Covenant 1.25)	1.97	3.34	0.27		
Megawatt Hours Sold & Purchased					
Sales to Customers MWh (excluding Street Light MWh)	712,675	712,675	548,937		
Sales per MWh	$ 107.04	$ 107.04	$ 107.88		
Purchased/Generated MWh	725,818	725,818	586,334		
All In MWh Supply & Generation	$ 69.36	$ 69.36	$ 76.37		

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

	Budget	Revised Budget	YTD	Balance	75% Budget
Beginning Balance - Projects	$ 241,200	$ 2,801,800	$ -	$ 2,801,800	0.0%
Beginning Balance - Library	$ (74,700)	$ 256,500	$ -	$ 256,500	0.0%
Revenues					
State Grant - Other	15,000	15,000	-	15,000	0.0%
Interest Earnings	-	-	8,421	(8,421)	0.0%
Income from Sale of Assets	-	-	15,664	(15,664)	0.0%
Transfer from Community Transportation Fund	-	60,500	60,500	-	100.0%
Transfer from General Fund for Projects	1,278,300	1,278,300	958,725	319,575	75.0%
Contractor Contributions	-	264,800	264,765	35	100.0%
Transfer from Parkland Reserve	95,000	80,000	-	80,000	0.0%
MSA Capital Contribution	-	251,200	-	251,200	0.0%
Subtotal Revenues	1,388,300	1,949,800	1,308,075	641,725	
State Grant - Library	-	150,000	142,887	7,113	95.3%
Library Capital Pledges	-	5,000	7,500	(2,500)	150.0%
Subtotal Library Project Receipts	-	155,000	150,387	4,613	97.0%
Total Revenues	1,388,300	2,104,800	1,458,462	646,338	69.3%
Total Beginning Balance & Revenue	**$ 1,554,800**	**$ 5,163,100**	**$ 1,458,462**	**$ 3,704,638**	28.2%
Expenditures					
Fire	$ 238,500	$ 238,500	$ 238,515	$ (15)	100.0%
Grounds Maintenance	50,100	50,100	30,249	19,851	60.4%
Library	-	411,500	76,198	335,302	18.5%
Recreation	95,000	95,000	-	95,000	0.0%
Code Enforcement	30,000	30,900	-	30,900	0.0%
Police	257,300	362,400	276,785	85,615	76.4%
Streets	251,500	3,395,700	668,244	2,727,456	19.7%
Sanitation	402,100	402,100	143,536	258,564	35.7%
Information Technology	7,000	7,000	-	7,000	0.0%
Facilities Management	17,800	17,800	17,795	5	100.0%
Procurement & Inventory	55,000	55,000	-	55,000	0.0%
Total Expenditures	1,404,300	5,066,000	1,451,322	3,614,678	28.6%
Budget Balance - Projects	150,500	97,100	-	97,100	0.0%
Total Budget Balance & Expenditures	**$ 1,554,800**	**$ 5,163,100**	**$ 1,451,322**	**$ 3,711,778**	28.1%
Reserve Balances					
Capital Asset Replacement Reserve	$ 512,000	$ 515,300	$ 509,112		
Parkland/Recreation	$ 110,000	$ 125,400	$ 203,725		

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

	Budget	Revised Budget	YTD	Balance	75% Budget
Beginning Balance - Water	$ 1,620,000	$ 4,473,800	$ -	$ 4,473,800	0.0%
Beginning Balance - Wastewater	$ 660,900	$ 2,807,000	$ -	$ 2,807,000	0.0%
Revenues					
Bond Proceeds - Water	-	3,000,000	3,000,000	-	100.0%
Bond Proceeds - Wastewater	-	1,067,900	1,005,960	61,940	94.2%
State Loan-Wastewater 2011	-	62,000	62,000	-	100.0%
Arbitrage Rebate - IRS Refund	-	66,000	68,614	(2,614)	104.0%
Income from Sale of Assets	-	-	4,343	(4,343)	0.0%
Interest Earned	25,000	25,000	27,169	(2,169)	108.7%
Transfer from Operating Fund for Water	1,200,000	1,233,200	600,000	633,200	48.7%
Transfer from Operating Fund for Wastewater	1,330,000	1,330,000	665,000	665,000	50.0%
Transfer from Impact Fee Reserve - Water	390,000	390,000	-	390,000	0.0%
Transfer from Impact Fee Reserve - Wastewater	-	1,000,000	-	1,000,000	0.0%
Total Revenues	2,945,000	8,174,100	5,433,086	2,741,014	66.5%
Total Beginning Balance & Revenues	**$ 5,225,900**	**$ 15,454,900**	**$ 5,433,086**	**$ 10,021,814**	35.2%
Expenses					
Water	$ 1,476,800	$ 7,499,700	$ 860,515	$ 6,639,185	11.5%
Wastewater	1,251,000	5,252,400	278,002	4,974,398	5.3%
Water Construction	90,000	90,000	-	90,000	0.0%
Total Expenses	2,817,800	12,842,100	1,138,517	11,703,583	8.9%
Budget Balance - Working Capital - Water	1,655,700	1,552,800	-	1,552,800	0.0%
Budget Balance - Working Capital - Wastewater	752,400	1,060,000	-	1,060,000	0.0%
Total Budget Balances	2,408,100	2,612,800	-	2,612,800	0.0%
Total Budget Balances & Expenses	**$ 5,225,900**	**$ 15,454,900**	**$ 1,138,517**	**$ 14,316,383**	7.4%
Reserve Balances					
Capital Asset Replacement - Water	$ 513,000	$ 514,000	$ 507,240		
Capital Asset Replacement - Wastewater	$ 512,300	$ 512,900	$ 506,079		

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

	Budget	Revised Budget	YTD	Balance	75% Budget
Beginning Balance	$ 3,091,000	$ 3,980,200	$ -	$ 3,980,200	0.0%
Revenues					
Interest Earnings	25,200	25,200	7,875	17,325	31.3%
Transfer from Electric Revenue Fund	5,448,600	4,918,600	2,724,300	2,194,300	55.4%
General Service Billing	440,000	440,000	182,333	257,667	41.4%
Total Revenues	5,913,800	5,383,800	2,928,947	2,454,853	54.4%
Total Beginning Balance & Revenues	**$ 9,004,800**	**$ 9,364,000**	**$ 2,928,947**	**$ 6,435,053**	31.3%
Expenses					
Electric Generation	$ 2,117,800	$ 2,130,000	$ 727,327	$ 1,402,673	34.1%
Transmission/Distribution	1,100,000	1,144,600	393,747	750,853	34.4%
Electrical Engineering	2,405,800	2,627,500	837,847	1,789,653	31.9%
Total Expenses	5,623,600	5,902,100	1,958,921	3,943,179	33.2%
Budget Balance - Working Capital	3,381,200	3,461,900	13,642	3,448,258	0.4%
Total Budget Balance & Expenses	**$ 9,004,800**	**$ 9,364,000**	**$ 1,972,563**	**$ 7,391,437**	21.1%
Reserve Balances					
Depreciation Reserve	$ 9,977,100	$ 10,003,100	$ 9,890,766		
Future Capacity Reserve	$ 10,131,400	$ 10,145,800	$ 10,039,781		

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

	Budget	Revised Budget	YTD	Balance	75% Budget
Beginning Balance	$ -	$ 209,200	$ -	$ 209,200	0.0%
Revenues					
Grants Revenue	500,000	1,387,600	468,278	919,322	33.7%
Interest Earned	500	500	278	222	55.6%
Total Revenues	500,500	1,388,100	468,556	919,544	33.8%
Total Beginning Balance & Revenues	**$ 500,500**	**$ 1,597,300**	**$ 468,556**	**$ 1,128,744**	29.3%
Expenses					
Program Expenses - Del Dot	$ 500,000	$ 1,395,100	$ 429,024	$ 966,076	30.8%
Program Expenses - City appropriated	-	62,800	62,800	-	100.0%
Transfer to Capital Project Fund	-	60,500	60,500	-	100.0%
Total Expenses	500,000	1,518,400	552,324	966,076	36.4%
Budget Balance - Working Capital	500	78,900	-	78,900	0.0%
Total Budget Balances & Expenses	**$ 500,500**	**$ 1,597,300**	**$ 552,324**	**$ 1,044,976**	34.6%

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

	Budget	Revised Budget	YTD	Balance	75% Budget
Beginning Balance	$ 100	$ 175,200	$ -	$ 175,200	0.0%
Revenues					
Grants Received	413,000	390,500	212,343	178,157	54.4%
Interest Earned	-	-	612	(612)	0.0%
Total Revenues	413,000	390,500	212,955	177,545	54.5%
Total Beginning Balance & Revenues	**$ 413,100**	**$ 565,700**	**$ 212,955**	**$ 352,745**	37.6%
Expenses					
Program Expenses/Supplies	$ 191,000	$ 249,000	$ 116,498	$ 132,502	46.8%
Computer Hardware	60,000	58,700	17,875	40,825	30.5%
Telephone/Fax	15,000	15,000	10,710	4,290	71.4%
Training/Conference/Food/Travel	36,000	32,000	-	32,000	0.0%
Consulting/Audit Fees	1,000	1,000	-	1,000	0.0%
Contractual services	-	6,000	3,887	2,113	64.8%
Operating Transfers - Out	110,000	126,800	63,365	63,435	50.0%
Total Expenses	413,000	488,500	212,335	276,165	43.5%
Budget Balance - Working Capital	100	77,200	-	77,200	0.0%
Total Budget Balances & Expenses	**$ 413,100**	**$ 565,700**	**$ 212,335**	**$ 353,365**	37.5%

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

	Budget	Revised Budget	YTD	Balance	75% Budget
Beginning Balance	$ -	$ 27,800	$ -	$ 27,800	0.0%
Revenues					
Grants Received	270,100	276,600	142,084	134,516	51.4%
Total Revenues	270,100	276,600	142,084	134,516	51.4%
Total Beginning Balance & Revenues	**$ 270,100**	**$ 304,400**	**$ 142,084**	**$ 162,316**	46.7%
Expenses					
Program Expenses/Supplies-State Grants	$ 28,000	$ 28,000	$ 10,041	$ 17,959	35.9%
Program Expenses/Supplies-Federal Grants	-	-	2,500	(2,500)	0.0%
Office Supplies	24,000	24,000	14,885	9,115	62.0%
Printing/Duplicating	8,900	8,900	4,483	4,417	50.4%
Postage	100	100	33	67	33.0%
Books	124,900	124,900	59,039	65,861	47.3%
Furniture	4,700	4,700	4,297	403	91.4%
Audio Visual Supplies	74,000	74,000	43,107	30,893	58.3%
Training/Conference/Food/Travel	3,500	3,500	846	2,654	24.2%
Office Equipment/Repairs & Maintenance	2,000	2,000	1,811	189	90.6%
Total Expenses	270,100	270,100	141,042	129,058	52.2%
Budget Balance - Working Capital	-	34,300	-	34,300	0.0%
Total Budget Balances & Expenses	**$ 270,100**	**$ 304,400**	**$ 141,042**	**$ 163,358**	46.3%

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

	Budget	Revised Budget	YTD	Balance	75% Budget
Beginning Balance	$ -	$ -	$ -	$ -	0.0%
Revenues					
Grants Received	31,800	34,000	6,577	27,423	19.3%
Total Revenues	31,800	34,000	6,577	27,423	19.3%
Total Beginning Balance & Revenues	**$ 31,800**	**$ 34,000**	**$ 6,577**	**$ 27,423**	19.3%
Expenses					
Contractual Services	$ 31,800	$ 34,000	$ 6,577	$ 27,423	19.3%
Budget Balance - Working Capital	-	-	-	-	0.0%
Total Budget Balances & Expenses	**$ 31,800**	**$ 34,000**	**$ 6,577**	**$ 27,423**	19.3%

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

	Budget	Revised Budget	YTD	Balance	75% Budget
Beginning Balance	$ -	$ 4,800	$ -	$ 4,800	0.0%
Revenues					
Grants Received	244,800	244,800	138,006	106,794	56.4%
Total Revenues	244,800	244,800	138,006	106,794	56.4%
Total Beginning Balance & Revenues	**$ 244,800**	**$ 249,600**	**$ 138,006**	**$ 111,594**	55.3%
Expenses					
Current Year Closing Cost/Down Payment Program	$ 40,000	$ 40,000	$ -	$ 40,000	0.0%
Current year Dover Interfaith Ministry	27,500	27,500	18,762	8,738	68.2%
Current Year MHDC Emergency Home Repair	40,000	40,000	12,464	27,536	31.2%
Current Year Elizabeth W Murphy School	39,700	39,700	38,574	1,126	97.2%
Current Year NCALL Research Inc.	8,900	8,900	2,500	6,400	28.1%
Current Year Milford Housing H/O Rehabilitation	39,700	39,700	42,747	(3,047)	107.7%
Current Year Salaries	49,000	49,000	15,070	33,930	30.8%
NSP Expense	-	-	72,283	(72,283)	0.0%
Total Expenses	244,800	244,800	202,400	42,400	82.7%
Budget Balance - Working Capital	-	4,800	-	4,800	0.0%
Total Budget Balances & Expenses	**$ 244,800**	**$ 249,600**	**$ 202,400**	**$ 47,200**	81.1%

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

	Budget	Revised Budget	YTD	Balance	75% Budget
Beginning Balance	$ -	$ 41,000	$ -	$ 41,000	0.0%
Revenues					
Grants Received	55,630	36,900	29,845	7,055	80.9%
Recreation Revenue	33,000	33,000	13,845	19,155	42.0%
Total Revenues	88,630	69,900	43,690	26,210	62.5%
Total Beginning Balance & Revenues	**$ 88,630**	**$ 110,900**	**$ 43,690**	**$ 67,210**	39.4%
Expenses					
Temporary Help/Benefits	$ 33,000	$ 54,000	$ 16,878	$ 37,122	31.3%
Program Expenses/Supplies	55,630	36,900	18,631	18,269	50.5%
Total Expenses	88,630	90,900	35,509	55,391	39.1%
Budget Balance - Working Capital	-	20,000	-	20,000	0.0%
Total Budget Balances & Expenses	**$ 88,630**	**$ 110,900**	**$ 35,509**	**$ 75,391**	32.0%

Monthly Report



APRIL 2014

FY 12-13 City Funded Account Balance Sheet

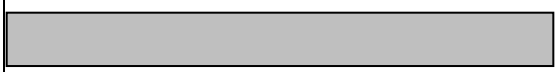
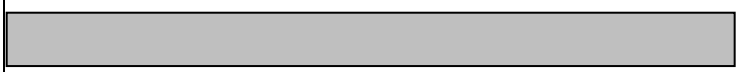
ACCOUNT	BUDGET	SPENT	BALANCE
Apparatus Repairs & Maintenance	$ 67,000.00	$ 81,032.16	$ (14,032.16)
Building Maintenace Supplies	$ 1,650.00	$ 213.15	$ 1,436.85
Contractual Services	$ 16,587.00		$ 16,587.00
Electricity	$ 51,820.00	$ 30,239.77	$ 21,580.23
Gasoline	$ 19,050.00	$ 17,624.08	$ 1,425.92
Heating Expenses- Gas	$ 20,000.00	$ 13,351.77	$ 6,648.23
Medical Supplies	$ 700.00		$ 700.00
Office Supplies	$ 2,500.00	$ 1,226.02	$ 1,273.98
Other Equipment Repairs	$ 4,000.00	$ 1,746.39	$ 2,253.61
Program Expenses	$ 36,630.00	$ 36,156.72	$ 473.28
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	$ 5,137.41	$ 8,202.59
Training & Travel	$ 8,815.00	$ 10,199.68	$ (1,384.68)
Uniforms & Firefighting Gear	$ 27,100.00	$ 10,353.57	$ 16,746.43
Water/ Sewer	$ 3,150.00	$ 2,427.14	$ 722.86

Balance as of: 04/30/14

Alarms by Month of Year

Dover Fire Department

Time Period From 4/30/2013 to 4/30/2014

Month		Totals
January		134
Febuary		85
March		92
April		81
May		98
June		87
July		93
August		93
September		85
October		101
November		72
December		96
	No Date	0
	Total Calls	1,117

Incident Type Report (Summary)

Dover Fire Department

Date Range: From 4/1/2014 to 4/30/2014

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
1 Fire					
111 Building fire		4	5.26%	$0	0.00%
113 Cooking fire, confined to container		9	11.84%	$0	0.00%
131 Passenger vehicle fire		2	2.63%	$0	0.00%
138 Off-road vehicle or heavy equipment fire		1	1.32%	$0	0.00%
140 Natural vegetation fire, other		1	1.32%	$0	0.00%
141 Forest, woods or wildland fire		1	1.32%	$0	0.00%
150 Outside rubbish fire, other		3	3.95%	$0	0.00%
151 Outside rubbish, trash or waste fire		1	1.32%	$0	0.00%
	Totals	22	28.95%	$0	0.00%
2 Overpressure Rupture, Explosion, Overheat(no fire)					
	Totals	0	0.00%	$0	0.00%
3 Rescue & Emergency Medical Service Incident					
300 Rescue, EMS incident, other		2	2.63%	$0	0.00%
311 Medical assist, assist EMS crew		1	1.32%	$0	0.00%
322 Motor vehicle accident with injuries		2	2.63%	$0	0.00%
353 Removal of victim(s) from stalled elevator		1	1.32%	$0	0.00%
	Totals	6	7.89%	$0	0.00%
4 Hazardous Condition (No Fire)					
411 Gasoline or other flammable liquid spill		1	1.32%	$0	0.00%
424 Carbon monoxide incident		1	1.32%	$0	0.00%
430 Radioactive condition, other		1	1.32%	$0	0.00%
440 Electrical wiring/equipment problem, other		1	1.32%	$0	0.00%
442 Overheated motor		1	1.32%	$0	0.00%
444 Power line down		2	2.63%	$0	0.00%
480 Attempted burning, illegal action, other		1	1.32%	$0	0.00%
	Totals	8	10.53%	$0	0.00%
5 Service Call					
531 Smoke or odor removal		1	1.32%	$0	0.00%
555 Defective elevator, no occupants		1	1.32%	$0	0.00%
	Totals	2	2.63%	$0	0.00%
6 Good Intent Call					
600 Good intent call, other		12	15.79%	$0	0.00%
	Totals	12	15.79%	$0	0.00%
7 False Alarm & False Call					
700 False alarm or false call, other		9	11.84%	$0	0.00%
710 Malicious, mischievous false call, other		2	2.63%	$0	0.00%
730 System malfunction, other		2	2.63%	$0	0.00%
733 Smoke detector activation due to malfunction		2	2.63%	$0	0.00%
740 Unintentional transmission of alarm, other		4	5.26%	$0	0.00%
743 Smoke detector activation, no fire - unintentional		2	2.63%	$0	0.00%
745 Alarm system activation, no fire - unintentional		3	3.95%	$0	0.00%
746 Carbon monoxide detector activation, no CO		2	2.63%	$0	0.00%
	Totals	26	34.21%	$0	0.00%
8 Severe Weather & Natural Disaster					

Incident Type Report (Summary)

Dover Fire Department

Date Range: From 4/1/2014 to 4/30/2014

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
	Totals	0	0.00%	$0	0.00%
9 Special Incident Type					
	Totals	0	0.00%	$0	0.00%
	Totals	76		$0	

Incident Run Log

Dover Fire Department

Date Range: From 4/1/2014 to 4/30/2014
Company: All Companies
Sorted by: Date of Incident

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
04/01/2014	30046	2014-000312	20:30	734	CAROL ST		Building fire
04/02/2014	30046	2014-000313	13:47	10	FAIRWAY LAKES DR	G	False alarm or false call, other
04/02/2014	30046	2014-000314	19:32	528	SCHOONER WAY		Unintentional transmission of alarm, other
04/02/2014	30046	2014-000315	21:23	21	WAYNE		Unintentional transmission of alarm, other
04/02/2014	30046	2014-000316	22:42	22	FREEDOM DR		Good intent call, other
04/03/2014	30046	2014-000317	10:44		PARHAVEN DR		Alarm system activation, no fire - unintentional
04/03/2014	30046	2014-000318	19:34	1200	N DUPONT HWY		False alarm or false call, other
04/04/2014	30046	2014-000319	06:55	1137	S STATE ST		Smoke detector activation due to malfunction
04/04/2014	30046	2014-000320	09:55	121	S STATE ST		Alarm system activation, no fire - unintentional
04/04/2014	30046	2014-000321	14:39	30	OLD RUDNICK LA		False alarm or false call, other
04/04/2014	30046	2014-000322	16:56	69	MCDANIEL DR		Outside rubbish fire, other
04/05/2014	30046	2014-000323	01:55	9	PAR HAVEN DR	C	Cooking fire, confined to container
04/05/2014	30046	2014-000324	12:52	32	SCIOTO CT		Good intent call, other
04/05/2014	30046	2014-000325	18:19	387	ACORN LA		Cooking fire, confined to container
04/06/2014	30046	2014-000326	11:30	655	BAY RD		Good intent call, other
04/06/2014	30046	2014-000327	21:48	129	MADISON CT		Outside rubbish fire, other
04/07/2014	30046	2014-000328	02:31	200	BANNING ST	170	False alarm or false call, other
04/09/2014	30046	2014-000329	11:52	400	COURT ST		Defective elevator, no occupants
04/09/2014	30046	2014-000330	16:32	202	PERSIMMON CIR EAST		Electrical wiring/equipment problem, other
04/09/2014	30046	2014-000331	19:29	40	LAUREL DR		Smoke detector activation due to malfunction
04/09/2014	30046	2014-000332	21:34	51	WEBBS LN	J	Unintentional transmission of alarm, other
04/10/2014	30046	2014-000333	00:56	1012	COLLEGE RD	103	Unintentional transmission of alarm, other
04/10/2014	30046	2014-000334	07:39	97	COMMERCE WAY	102	Motor vehicle accident with injuries
04/10/2014	30046	2014-000335	18:00	2735	FORREST AVE		Smoke detector activation, no fire - unintentional
04/10/2014	30046	2014-000336	18:29	725	HORSEPOND RD		Rescue, EMS incident, other
04/10/2014	30046	2014-000337	19:07	236	N GOVERNORS AVE		Attempted burning, illegal action, other
04/11/2014	30046	2014-000338	11:19	1131	N DUPONT HWY		Off-road vehicle or heavy equipment fire
04/11/2014	30046	2014-000339	20:10	1700	N DUPONT HWY BLDG B		Carbon monoxide detector activation, no CO
04/12/2014	30046	2014-000340	09:35	219	CANAL ST		Good intent call, other
04/12/2014	30046	2014-000341	14:22	87	OLD FORGE DR		Forest, woods or wildland fire
04/12/2014	30046	2014-000342	19:14	1137	S STATE ST		Smoke detector activation, no fire - unintentional
04/12/2014	30046	2014-000343	21:51	600	JEFFERIC BLVD		False alarm or false call, other
04/12/2014	30046	2014-000344	23:40	415	COUNTRY DR		Cooking fire, confined to container
04/13/2014	30046	2014-000345	12:39	6	CHATHAM CT		Building fire
04/13/2014	30046	2014-000346	13:15	1016	WYOMING MILL RD		Motor vehicle accident with injuries
04/14/2014	30046	2014-000347	01:50	400	N DUPONT HWY	F	False alarm or false call, other
04/14/2014	30046	2014-000348	15:17	282	S. DUPONT HIGHWAY		Good intent call, other
04/14/2014	30046	2014-000349	20:21	300	HIAWATHA LANE		Outside rubbish, trash or waste fire
04/15/2014	30046	2014-000350	11:15	1200	N DUPONT HWY		Overheated motor
04/15/2014	30046	2014-000351	20:32	1450	FORREST AVE		Passenger vehicle fire
04/16/2014	30046	2014-000352	00:34		N NEW ST & MARY ST		Good intent call, other
04/16/2014	30046	2014-000353	10:37	915	S DUPONT HWY		Carbon monoxide incident
04/16/2014	30046	2014-000354	11:08	720	LAKEWOOD PL		Cooking fire, confined to container
04/16/2014	30046	2014-000355	17:50	167	SAXTON RD		System malfunction, other
04/16/2014	30046	2014-000356	21:58	640	S STATE ST		Radioactive condition, other
04/17/2014	30046	2014-000357	14:17	200	W LOOCKERMAN ST		Cooking fire, confined to container
04/18/2014	30046	2014-000358	07:05	858	WOODCREST DR BLDG F		Cooking fire, confined to container
04/18/2014	30046	2014-000359	10:52	1156	W WALKER ROAD		False alarm or false call, other
04/19/2014	30046	2014-000360	10:39	336	PARADEE DR		
04/19/2014	30046	2014-000361	15:03	216	SOUTH ST		Building fire
04/20/2014	30046	2014-000362	18:06	55	CHATHAM CT		False alarm or false call, other
04/21/2014	30046	2014-000363	00:55	32	ROCKFORD CROSSING		Carbon monoxide detector activation, no CO
04/21/2014	30046	2014-000364	22:29	320	RAYMOND ST		Cooking fire, confined to container
04/22/2014	30046	2014-000365	07:37		WHITEOAK ROAD/SR 1		Passenger vehicle fire
04/22/2014	30046	2014-000366	12:39	103	WOLF CREEK BLVD	4-1	Natural vegetation fire, other
04/22/2014	30046	2014-000367	12:48	97	COMMERCE WAY	105	Gasoline or other flammable liquid spill
04/22/2014	30046	2014-000368	13:24	298	S DUPONT WHY		Good intent call, other
04/23/2014	30046	2014-000369	12:21	56	PAR HAVEN DR	G	System malfunction, other
04/23/2014	30046	2014-000370	14:33	1159	N DUPONT HWY		Good intent call, other

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
04/23/2014	30046	2014-000371	19:11	1679	S STATE ST		Alarm system activation, no fire - unintentional
04/24/2014	30046	2014-000372	13:40		N DUPONT HWY & WHITE OAK RD		Good intent call, other
04/24/2014	30046	2014-000373	14:12	261	N DUPONT HWY	1	Good intent call, other
04/24/2014	30046	2014-000374	16:12	110	GALAXY DR		Good intent call, other
04/24/2014	30046	2014-000375	18:50	725	HORSEPOND RD		Medical assist, assist EMS crew
04/25/2014	30046	2014-000376	11:54	1179	MADISON CT		Cooking fire, confined to container
04/25/2014	30046	2014-000377	13:22	1650	N DUPONT HWY		Outside rubbish fire, other
04/25/2014	30046	2014-000378	15:46	401	DOVE VIEW DR		Removal of victim(s) from stalled elevator
04/25/2014	30046	2014-000379	19:36	35	LOOCKERMAN PLAZA		Malicious, mischievous false call, other
04/26/2014	30046	2014-000380	02:34	2541	FORREST AVE		Power line down
04/26/2014	30046	2014-000381	19:25	1706	N DUPONT HWY		Malicious, mischievous false call, other
04/26/2014	30046	2014-000382	19:52	25	SCIOTO CT		Good intent call, other
04/26/2014	30046	2014-000383	20:12	956	WHATCOAT DR		Smoke or odor removal
04/28/2014	30046	2014-000384	16:48	725	HORSEPOND RD		Rescue, EMS incident, other
04/29/2014	30046	2014-000385	14:27	4128	FORREST AVE		Power line down
04/29/2014	30046	2014-000386	15:06	209	S STATE ST		Building fire
04/29/2014	30046	2014-000387	22:37	1572	N DUPONT HWY		False alarm or false call, other
04/30/2014	30046	2014-000388	07:37	103	PAR HAVEN DR	K	Cooking fire, confined to container

Total Incidents: 77

Incident Vehicle Response

Dover Fire Department

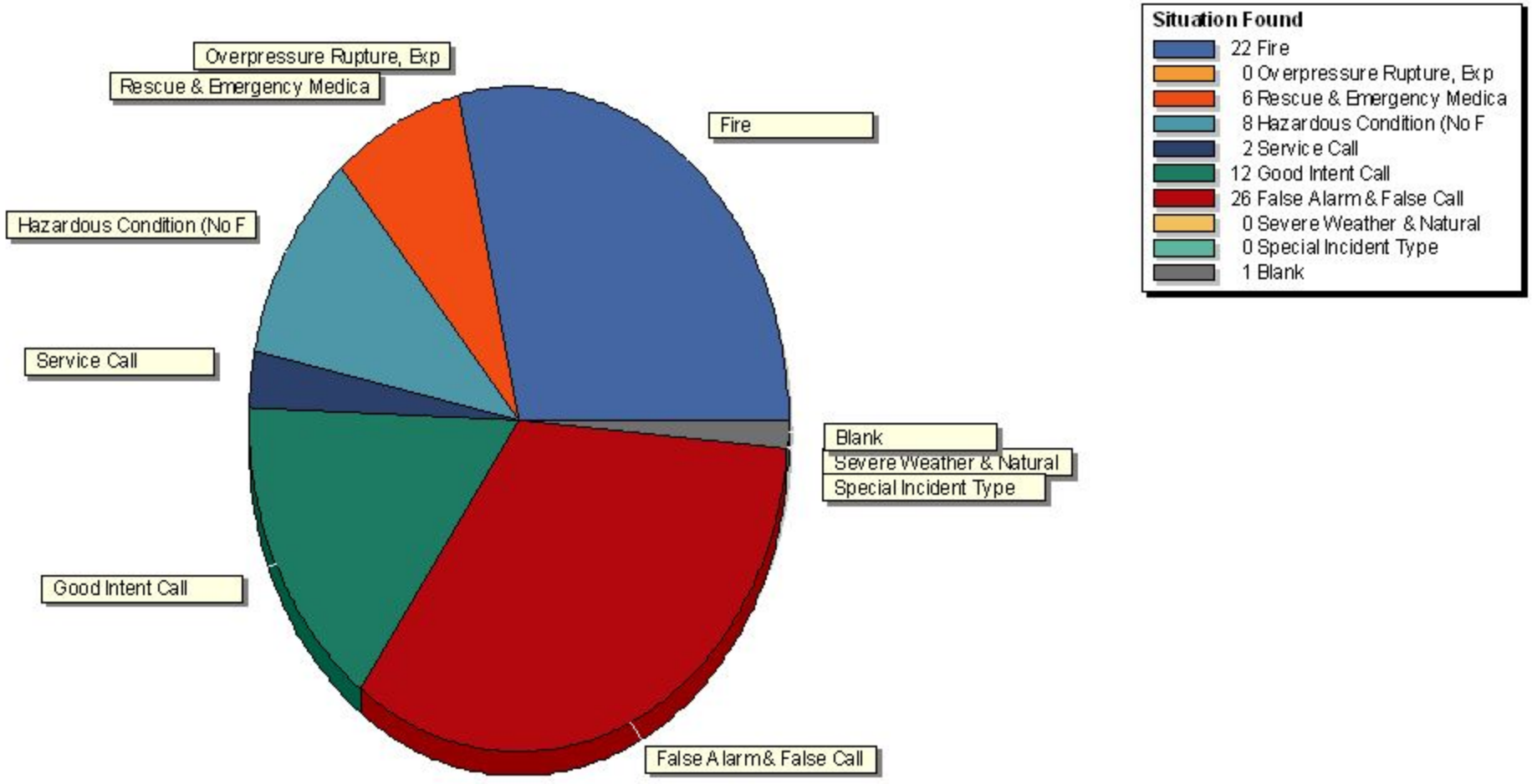
Period From 4/1/2014 to 4/30/2014

Vehicle	Vehicle Response
B9	10
BT	0
CAR 1	11
CAR 2	23
E2	52
E3	38
E4	44
E6	49
E7	15
E8	0
FT	1
L1	47
L2	41
L3	0
R1	37
SO1	0
SO2	0
T1	0
U1	3
U2	0
Total Vehicle Responses	371

Incidents by Situation Found

Dover Fire Department

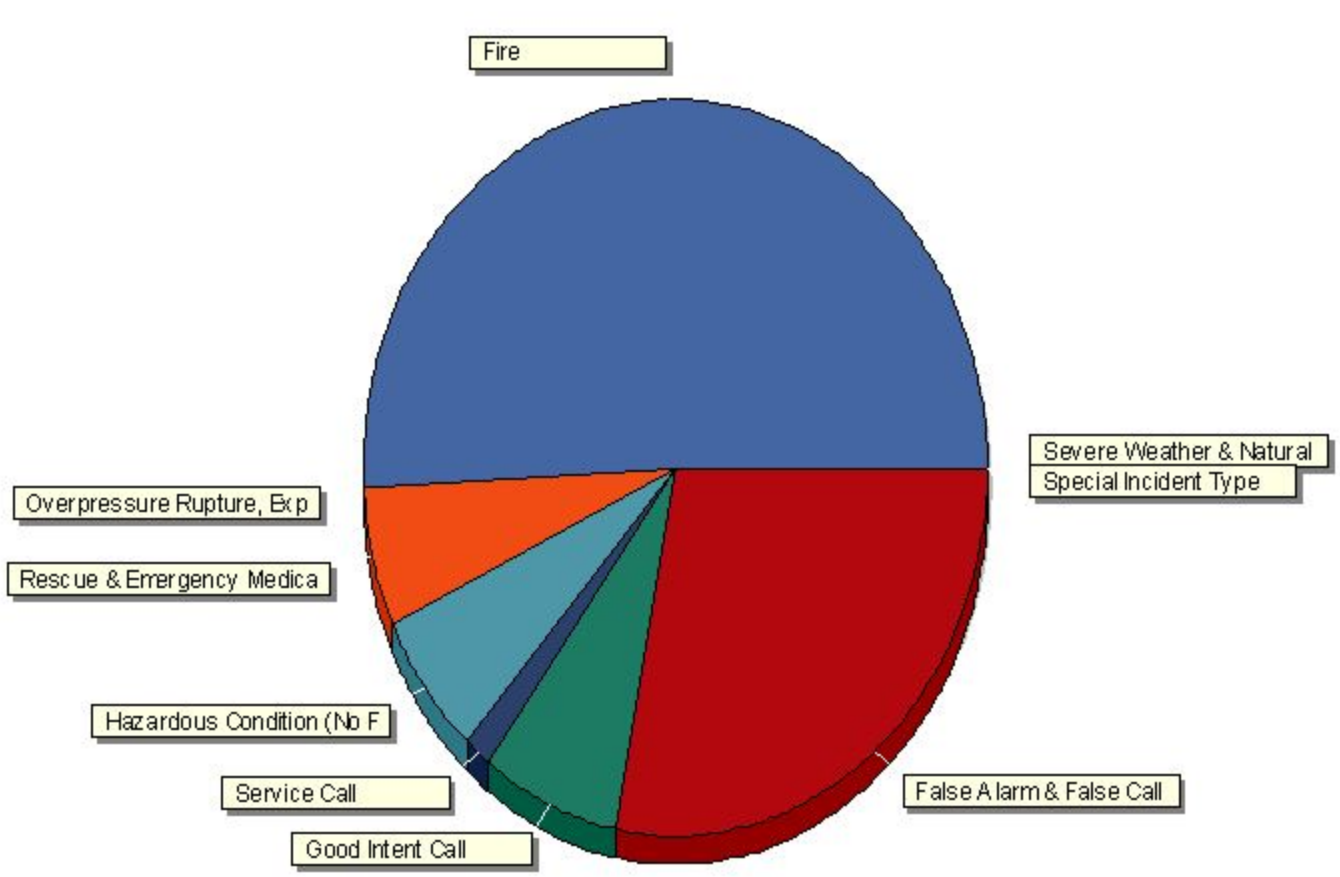
Date Range: From 4/1/2014 to 4/30/2014



Manpower Hours by Sitation Found

Date Range: From 4/1/2014 to 4/30/2014

Dover Fire Department











APRIL 2014



Dover Police Department

Monthly Report

To

Mayor and City Council

"To Protect and Serve"

February 2014

DEPARTMENT OF POLICE

James E. Hosfelt, Jr.
Chief of Police
F.B.I.N.A.

400 South Queen Street
Dover, Delaware 19904
302/736-7111
Fax 302/672-1842

April 14, 2014

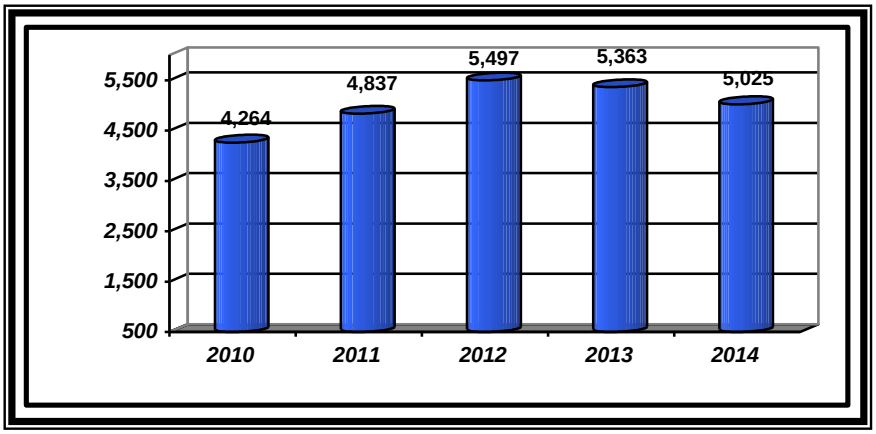
Honorable Carleton E. Carey, Sr., Mayor
Members of Dover City Council
City Hall
Dover, DE 19901

Mayor Carey and Council Members:

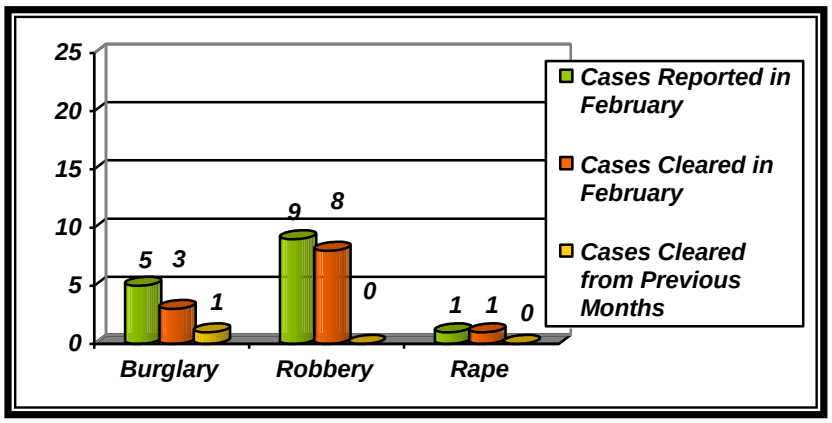
The following is the monthly report for Dover Police Department activities for the month of February 2014:

COMPLAINTS

Total complaints received through February, 28th, numbered 5,025. This is a decrease of 338 complaints over the same time period last year.



CRIMINAL INVESTIGATIONS

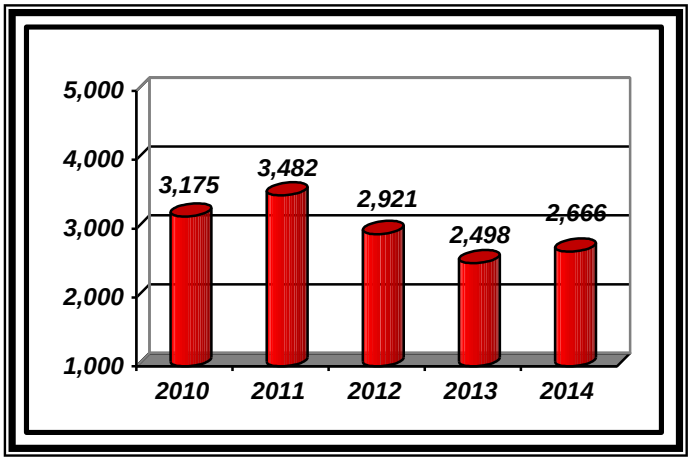


COMMUNITY POLICING/QUALITY OF LIFE SECTION

ENFORCEMENT ACTION	Contacts
ABANDONED VEHICLES	0
ALCOHOL VIOLATIONS/DUI'S	0
ASSIST OTHER	0
WARRANTS ON FILE	0
BIKE ON SIDEWALK	0
CITY PARK VIOLATIONS	0
CRIMINAL ARRESTS	20
DRUG RELATED ARRESTS	5
LOUD MUSIC	0
MISCELLANEOUS VIOLATIONS	1
PARKING VIOLATIONS	8
PEDDLER	0
MEETINGS	122
PROSTITUTION	0
COLLECTION OF DELINQUENT DCO'S	1
WANTED CHECKS/CPC'S	2
TRAFFIC ARRESTS	13
WARNINGS	6
FUGITIVE	5
TOTAL CONTACTS	**183**

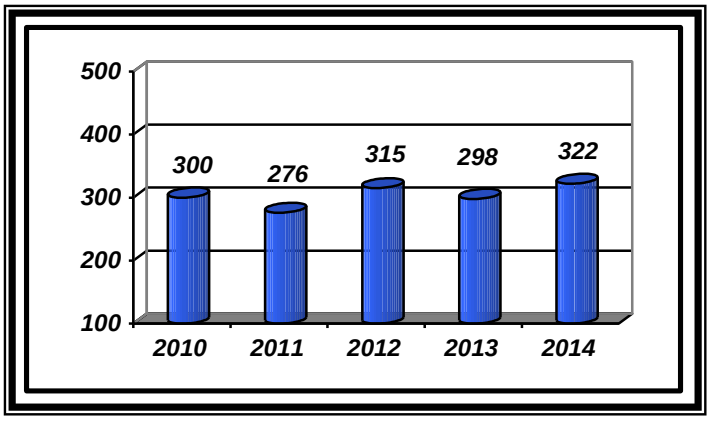
TRAFFIC ARRESTS

The department issued 2,666 traffic citations through this reporting period. This is an increase of 168 citations over the number issued during the same period last year.

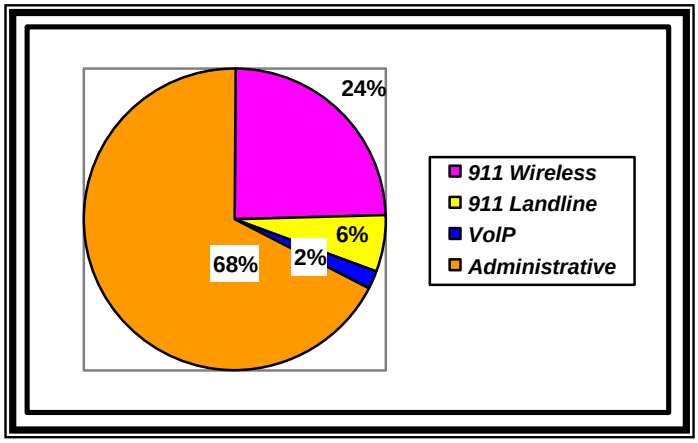


TRAFFIC CRASHES

Through February 28th, Dover Police investigated 322 traffic crashes. This is an increase of 24 crashes investigated during the same period last year.



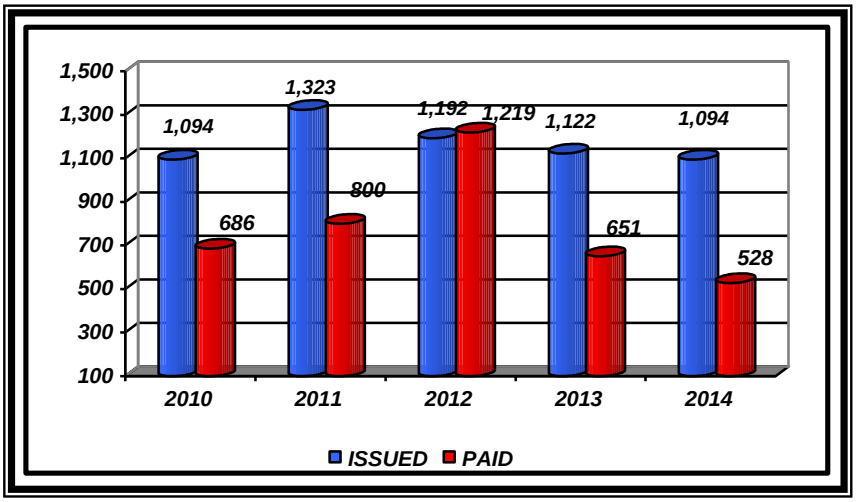
911 CENTER



During the month of February, the Dover Police Department handled a total of 8,832 calls averaging 316 calls per day. Dispatchers handled 2,160 calls on the 911 wireless lines, 543 calls on the 911 landlines, and 163 calls on the Voice Over Internet Protocol lines, the remaining 5,966 were administrative calls.

CITY ORDINANC E SUMMONS

*Through February 28th, we issued 1,094 City ordinance summons, an decrease of 28 summonses over the same period last year. *Note: Of those summonses issued in February, 30 DCO's were issued for handicapped parking violations, 10 for fire lane parking violations, 26 for false alarms (0, for 1-2, 17, for 3-5 alarms, 2, for 6-9 alarms, 1, for 10-15 alarms, and 6 for 16 or more alarms) and 13 for noise violations (2 for vehicle violations and 11 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,

James E. Hosfelt, Jr.
Chief of Police

Dover Police Department

Monthly Report

To

Mayor and City Council

"To Protect and Serve"

March 2014

DEPARTMENT OF POLICE

James E. Hosfelt, Jr.
Chief of Police
F.B.I.N.A.

400 South Queen Street
Dover, Delaware 19904
302/736-7111
Fax 302/672-1842

April 25, 2014

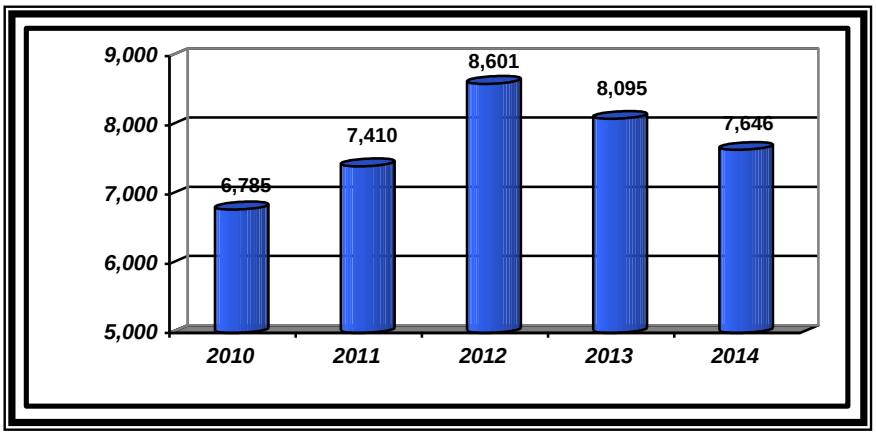
Honorable Carleton E. Carey, Sr., Mayor
Members of Dover City Council
City Hall
Dover, DE 19901

Mayor Carey and Council Members:

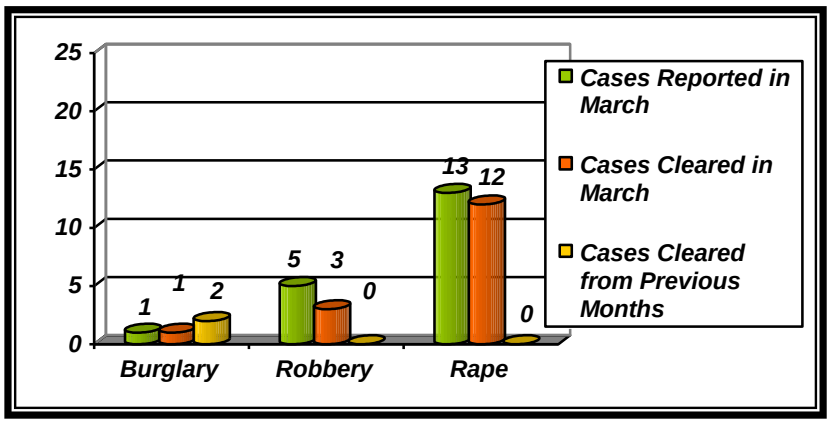
The following is the monthly report for Dover Police Department activities for the month of March 2014:

COMPLAINTS

Total complaints received through March 31st, numbered 7,626. This is a decrease of 449 complaints over the same time period last year.



CRIMINAL INVESTIGATIONS

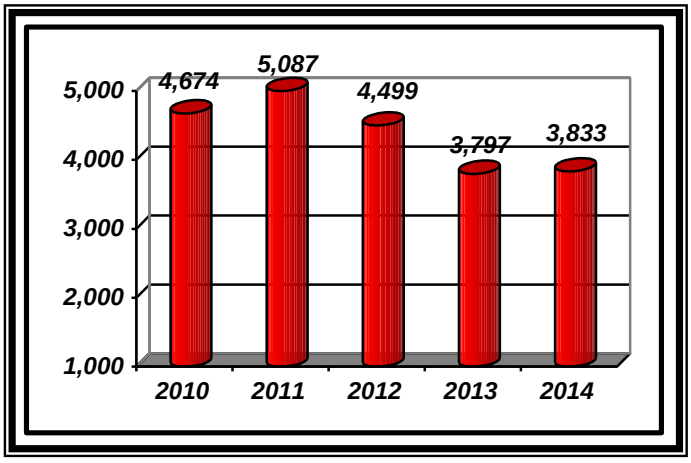


COMMUNITY POLICING/QUALITY OF LIFE SECTION

ENFORCEMENT ACTION	Contacts
ABANDONED VEHICLES	1
ALCOHOL VIOLATIONS/DUI'S	4
ASSIST OTHER	2
WARRANTS ON FILE	0
BIKE ON SIDEWALK	0
CITY PARK VIOLATIONS	0
CRIMINAL ARRESTS	1
DRUG RELATED ARRESTS	4
LOUD MUSIC	0
MISCELLANEOUS VIOLATIONS	7
PARKING VIOLATIONS	27
PEDDLER	0
MEETINGS	140
PROSTITUTION	0
COLLECTION OF DELINQUENT DCO'S	0
WANTED CHECKS/CPC'S	11
TRAFFIC ARRESTS	15
WARNINGS	12
FUGITIVE	4
TOTAL CONTACTS	**228**

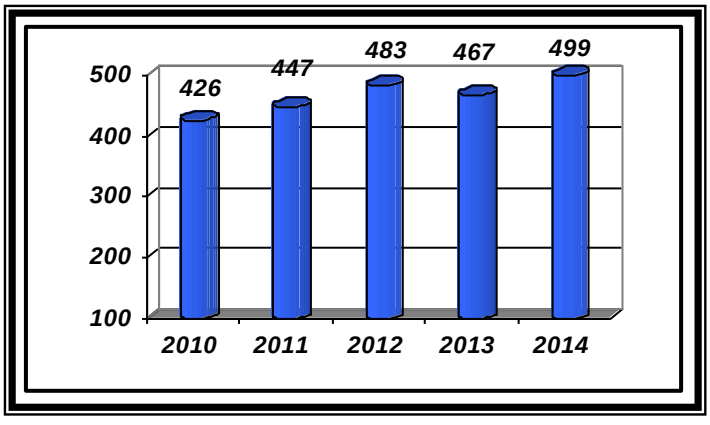
TRAFFIC ARRESTS

The department issued 3,833 traffic citations through this reporting period. This is an increase of 36 citations over the number issued during the same period last year.

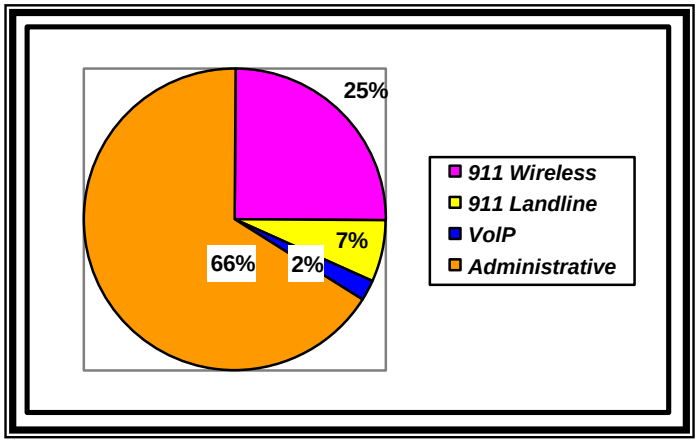


TRAFFIC CRASHES

Through March 31st, Dover Police investigated 499 traffic crashes. This is an increase of 32 crashes investigated during the same period last year.

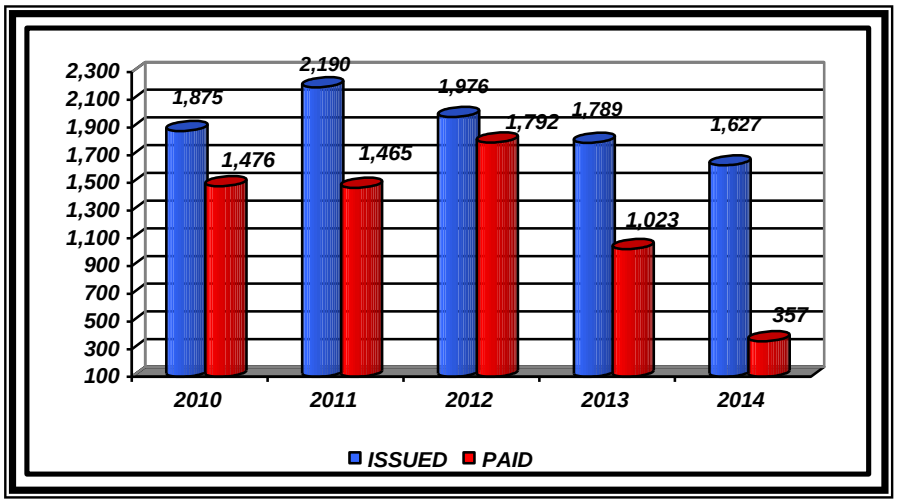


911 CENTER



During the month of March, the Dover Police Department handled a total of 9,320 calls averaging 301 calls per day. Dispatchers handled 2,337 calls on the 911 wireless lines, 614 calls on the 911 landlines, and 215 calls on the Voice Over Internet Protocol lines, the remaining 6,154 were administrative calls.

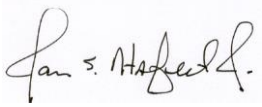
CITY ORDINANC E SUMMONS



*Through March 31st, we issued 1,627 City ordinance summons, a decrease of 162 summonses over the same period last year. *Note: Of those summonses issued in March, 28 DCO's were issued for handicapped parking violations, 3 for fire lane parking violations, 20 for false alarms (0, for 1-2, 15, for 3-5 alarms, 1, for 6-9 alarms, 3, for 10-15 alarms, and 1 for 16 or more alarms) and 12 for noise violations (2 for vehicle violations and 10 for residence violations). Please note, the Records Department had a system crash with the old computer software, any payments received in March that were issued from the old system were not calculated, this is why there is a decrease in the amount received in March. For April, all receipts will be handwritten for payments received for tickets issued from the old system.*

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,



James E. Hosfelt, Jr.
Chief of Police

City of Dover

Capital Investment Plan

Project Tracking Report

Quarterly Report as of March 31, 2014

Points to Remember -

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

Current Year Budget Funding Sources	General	Community Transportation	Water & Wastewater	Electric	Total CIP
Budget Balance	$ 2,961,200	$ 209,200	$ 4,734,000	$ 518,300	$ 8,422,700
Restricted MSA (non Public Safety)	251,200	-	-	-	251,200
Contractor Contributions	264,800	-	-	-	264,800
General Billings for Reimbursement of Expense	-	-	-	440,000	440,000
Debt Financing	-	-	4,129,900	-	4,129,900
Other State/Federal Grants	165,000	-	-	-	165,000
Impact Fee Reserves	-	-	390,000	-	390,000
State Community Transportation Funds	60,500	1,308,700	-	-	1,369,200
Gifts/Donations	5,000	-	-	-	5,000
Transfer from Impact Fee Reserve	-	-	1,000,000	-	1,000,000
Transfer from General Fund	1,278,300	-	-		1,278,300
Transfer from Operating Funds	-	-	2,563,200	4,918,600	7,481,800
Transfer from Parkland Reserve	80,000	-	-	-	80,000
Interest Income	-	500	25,000	25,200	50,700
Total Funding Sources (Unaudited)	$ 5,066,000	$ 1,518,400	$ 12,842,100	$ 5,902,100	$ 25,328,600

City of Dover
General Fund - Major CIP Projects
Quarterly Report as of March 31, 2014

				TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR						
	Project Code	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Current Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Expenses	Budget Balance	% Budget Spent	Status	Comments
1			**FY 2009**												
2	LB0901	M/G/L	New Library Project	$ 18,200,000	$ 20,469,100	$ 20,450,297	$ 18,803	99.9%	$ -	$ 411,500	$ 76,198	$ 335,302	18.5%	Complete	LEED Certification complete in FY 2014
3			**Totals - FY 2009**	$ 18,200,000	$ 20,469,100	$ 20,450,297	$ 18,803	99.9%	$ -	$ 411,500	$ 76,198	$ 335,302	18.5%		
4															
5			**FY 2013**												
6	PR1301		Roof Replacement @ Dover Park	$ 30,000	$ 30,000	$ 6,995	$ 23,005	23.3%	$ -	$ -	$ -	$ -	0.0%	On Hold	Asbestos survey done of building; Future plans for building being evaluated
7	ST1302		Street & Alley Program	-	1,414,500	-	1,414,500	0.0%	-	-	-	-	0.0%	FY 2014	Moved to General Capital Projects Fund
8	ST1304		Garrison Farm Improvements	1,924,000	2,000,000	124,642	1,875,358	6.2%	-	1,936,100	60,705	1,875,395	3.1%	In process	Financed by Future Capacity Reserve
9	ST1405	G	FY 2012 MSA - Capital non-safety	-	265,215	89,722	175,493	33.8%	-	251,200	75,759	175,441	30.2%	In process	Restricted MSA Funding
10															
11			**Totals - FY 2013**	$ 1,954,000	$ 3,709,715	$ 221,359	$ 3,488,356	6.0%	$ -	$ 2,187,300	$ 136,464	$ 2,050,836	6.2%		
12															
13			**FY 2014**												
14	---		Vehicles & Equipment	$ 963,800	$ 963,900	$ 517,723	$ 446,177	53.7%	$ 909,700	$ 963,900	$ 517,723	$ 446,177	53.7%	In process	
15	CS1402		Security Cameras/Fence	55,000	55,000	-	55,000	0.0%	55,000	55,000	-	55,000	0.0%		
16	FR1400		Annual Contribution to Robbins Hose	238,500	238,500	238,515	(15)	100.0%	238,500	238,500	238,515	(15)	100.0%	Complete	Truck Payments
17	IT1400		Server & Backup Solution	7,000	7,000	-	7,000	0.0%	7,000	7,000	-	7,000	0.0%		
18	PD1401		Copier Replacement	10,000	9,100	8,865	235	97.4%	10,000	9,100	8,865	235	97.4%	In process	
19	PD1402		Totaled Vehicle Replacement	20,000	20,000	-	20,000	0.0%	20,000	20,000	-	20,000	0.0%		
20	PR1401		A/C System @ Pitts Center	65,000	65,000	-	65,000	0.0%	65,000	65,000	-	65,000	0.0%		
21	PR1402		Schutte Park Land Improvement	30,000	30,000	-	30,000	0.0%	30,000	30,000	-	30,000	0.0%		
22	ST1402		FY 2014 Concrete Program	70,000	45,500	2,680	42,820	5.9%	70,000	45,500	2,680	42,820	5.9%	In process	Bids going out in February
23	ST1403	B/L	FY 2014 Bonded Street Program	740,000	692,100	335,445	356,655	48.5%	-	692,100	335,445	356,655	48.5%	In process	Approximately 70% complete
24	PD1302		Police Parking Lot	50,000	51,800	-	51,800	0.0%	-	51,800	-	51,800	0.0%		
25	ST1404		Village of Westover IV	264,800	264,800	135,431	129,369	51.1%	-	264,800	135,431	129,369	51.1%		
26	ST1406		Wesley College Infrastructure Reimb	24,500	24,500		24,500	0.0%	-	24,500	-	24,500	0.0%		
27															
28			**Totals - FY 2014**	$ 2,538,600	$ 2,467,200	$ 1,238,659	$ 1,228,541	50.2%	$ 1,405,200	$ 2,467,200	$ 1,238,659	$ 1,228,541	50.2%		
29															
30															
31			**Grand Totals**	$ 22,692,600	$ 26,646,015	$ 21,910,316	$ 4,735,699	82.2%	$ 1,405,200	$ 5,066,000	$ 1,451,322	$ 3,614,678	28.6%		

Legend

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

City of Dover
Community Transportation & General Fund Street Funds - Major CIP Projects (Final)
Quarterly Report as of March 31, 2014

				TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR						
	Project Code	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Current Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Expenses	Budget Balance	% Budget Spent	Status	Comments
1			**FY 2002**												
2	CT0212		South Street paving	$ 80,400	$ 80,400	$ -	$ 80,400	0.0%	$ -	$ 80,400	$ -	$ 80,400	0.0%		Authorization from Legislature to reallocate to South Street and project should finish by end of year
3			**Totals - FY 2002**	$ 80,400	$ 80,400	$ -	$ 80,400	0.0%	$ -	$ 80,400	$ -	$ 80,400	0.0%		
4															
5			**FY 2009**												
6	CT0555		Little League Park paving	$ 11,600	$ 11,600	$ -	$ 11,600	0.0%	$ -	$ -	$ -	$ -	0.0%		Re-program for signage
7			**Totals - FY 2009**	$ 11,600	$ 11,600	$ -	$ 11,600	0.0%	$ -	$ -	$ -	$ -	0.0%		
8															
9			**FY 2007**												
10	CT0708		E. Water Street Brick	$ 65,000	$ 65,000	$ -	$ 65,000	0.0%	$ -	$ -	$ -	$ -	0.0%		Specialty contract needed
11			**Totals - FY 2007**	$ 65,000	$ 65,000	$ -	$ 65,000	0.0%	$ -	$ -	$ -	$ -	0.0%		
12															
13			**FY 2009**												
14	CT0977	M	Schutte Parking Lot	$ 22,000	$ 22,000	$ -	$ 22,000	0.0%	$ -	$ -	$ -	$ -	0.0%		Trying to re-program for Schutte park sidewalk
15			**Totals - FY 2009**	$ 22,000	$ 22,000	$ -	$ 22,000	0.0%	$ -	$ -	$ -	$ -	0.0%		
16															
17			**FY 2012**												
18	CT1201	M	North Street Roundabout	$ 500,000	$ 572,200	$ 228,427	$ 343,773	39.9%	$ -	$ 572,200	$ 228,427	$ 343,773	39.9%	35%	Site work initiated
19	TE0601	M	Lincoln Park Center	900,000	1,423,500	523,277	900,223	36.8%	-	-	-	-	0.0%	Started	On-going
20			**Totals - FY 2012**	$ 1,400,000	$ 1,995,700	$ 751,704	$ 1,243,996	37.7%	$ -	$ 572,200	$ 228,427	$ 343,773	39.9%		
21															
22			**FY 2013**												
23	CT1317		Wesley College Phase I	148,600	119,240	119,240	(0)	100.0%	$ -	$ 79,985	$ 79,985	$ 0	100.0%		Complete awaiting bill
24	MR1301		Transfer to General Fund for Security Cameras	102,400	102,400	102,400	-	100.0%	-	54,200	54,160	40	99.9%		Prior year unused GF Allocation moved to Capital Project Fund.
25	CT1369		Bayard Ave, Orchard Ave & Morris Dr.	130,000	289,378	120,613	168,765	41.7%	-	289,378	120,613	168,765	41.7%		FY 2013 CT agreement
26			**Totals - FY 2013**	$ 381,000	$ 511,018	$ 342,253	$ 168,765	67.0%	$ -	$ 423,563	$ 254,758	$ 168,806	60.1%		
27															
28			**FY 2014**												
29	CTxxxx		Unapplied CT Projects (placeholder)	$ 500,000	$ 500,000	$ -	$ 500,000	0.0%	$ 500,000	$ 373,137	$ -	$ 373,137	0.0%		Future CT Agreements
30	ST1401		American Ave	-	62,800	62,800	-	100.0%	-	62,800	62,800	-	100.0%		Prior year unused GF Allocation
31			Transfer to General Fund	-	6,300	6,340	(40)	100.6%	-	6,300	6,340	(40)	100.6%		Prior year unused GF Allocation.
32			**Totals - FY 2014**	$ 500,000	$ 569,100	$ 69,140	$ 499,960	12.1%	$ 500,000	$ 442,237	$ 69,140	$ 373,097	15.6%		
33															
34			**Grand Totals**	$ 2,460,000	$ 3,254,818	$ 1,163,097	$ 2,091,721	35.7%	$ 500,000	$ 1,518,400	$ 552,324	$ 966,076	36.4%		

Legend
M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is re-budgeted to start over each fiscal year.
C = Project funded by combination of CT Funds and General Fund
B/L = To be financed through bonds or commercial loan.

Water/Wastewater Improvement & Extension Fund - Major CIP Projects
Quarterly Report as of March 31, 2014

				TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR						
	Project Code	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Approved Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Expenses	Budget Balance	% Budget Spent	Status / % Complete	Comments
1			**FY 2008**												
2	WD0804	M	1.0 MG Elevated Water Storage	$ 4,196,600	$ 2,556,000	$ 85,327	$ 2,470,673	3.3%	$ 390,000	$ 2,473,500	$ 2,779	$ 2,470,721	0.1%	3.2%	Design & land purchase underway
3	WD0805	M	Piney Point Well	398,800	1,096,200	1,034,646	61,554	94.4%	-	580,000	518,507	61,493	89.4%	85.0%	Awarded bid JJID Feb. 2013
4			**Totals - FY 2008**	$ 4,595,400	$ 3,652,200	$ 1,119,973	$ 2,532,227	30.7%	$ 390,000	$ 3,053,500	$ 521,286	$ 2,532,214	17.1%		
5															
6			**FY 2009**												
7	WQ0907	SL/O	Rt. 13 Water Main	$ 1,023,700	$ 2,326,000	$ 2,314,772	$ 11,228	99.5%	$ -	$ 152,800	$ 141,577	$ 11,223	92.7%	100.0%	Complete 6/30/13, in Litigation
8															
9			**FY 2010**												
10	WW1010	I	Tar Ditch Interceptor Upgrade	$ 518,200	$ 518,200	$ 50,082	$ 468,118	9.7%	$ -	$ 486,300	$ 18,110	$ 468,190	3.7%	6.2%	Easement request sent to residents
11															
12			**FY 2013**												
13	WW1304	M	Garrison Farm Improvements	$ 1,828,000	$ 3,116,000	$ 243,643	$ 2,872,357	7.8%	$ -	$ 3,116,000	$ 135,481	$ 2,980,519	4.3%	In Process	Project awarded on 1/27, pre construction meeting to follow.
14	WD1302	M	Garrison Farm Storage Tank	1,828,000	4,022,400	345,121	3,677,279	8.6%	-	4,022,400	132,525	3,889,875	3.3%	In Process	Project awarded, 95% design, construction to begin in Spring.
15	II1306		FY 2013 I & I Design	1,000,000	748,900	22,608	726,292	3.0%	-	-	-	-	0.0%		Project designed, re-programmed for out year.
16	II1404		Basin #5 I & I Buck Drive	-	342,000	10,963	331,037	3.2%	-	342,000	10,963	331,037	3.2%	In Process	Project under design, 60% complete.
17	II1309		Dover Downs PS Upgrade	-	16,000	15,864	136	99.2%	-	16,000	15,864	136	99.2%	Complete	Completed by September 2013
18	II1310		Puncheon Run PS Upgrade	-	21,000	20,020	980	95.3%	-	21,000	20,020	980	95.3%	Complete	Completed in July 2013
19			**Totals - FY 2013**	$ 4,656,000	$ 8,266,300	$ 658,218	$ 7,608,082	52.2%	$ -	$ 7,517,400	$ 314,853	$ 7,202,547	4.2%		
20															
21			**FY 2013**												
22	---		Vehicles & Equipment	$ 354,000	$ 153,600	$ 62,890	$ 90,710	40.9%	$ 354,000	$ 153,600	$ 62,890	$ 90,710	40.9%	In Process	All vehicles have been ordered, awaiting delivery #422 (2/6/14)
23	WD1401		Wellhead Redevelopment	75,000	75,000	31,685	43,315	42.2%	75,000	75,000	31,685	43,315	42.2%	In Process	Contractor completed one wellhead redevelopment, started on second.
24	WD1403		Emergency Generators	80,000	60,000	-	60,000	0.0%	80,000	60,000	-	60,000	0.0%	In Process	Generator ordered, delivery late Feb.
25	WW1401		Inflow/Infiltration Removal	1,003,800	406,900	-	406,900	0.0%	1,013,800	406,900	-	406,900	0.0%	In Process	Buck Drive 60% designed
26	TBD		Denny's Road Water Main	-	33,200	-	33,200	0.0%	-	33,200	-	33,200	0.0%	In Process	Design 95% complete, DelDOT to bid out
27	WD1201	I	Pay-As-You-Go Water Station	-	30,200	-	30,200	0.0%	-	30,200	-	30,200	0.0%		Staff finalizing bid documents
28	WD1304		Columbia Well	-	34,800	25	34,775	0.1%	-	34,800	25	34,775	0.1%		no update
29	WQ1402		West Dover Connector	-	11,000	6,637	4,363	60.3%	-	11,000	6,637	4,363	60.3%	In Process	Design continuing, out to bid April 2014
30	WQ1401		Water Quality Improvements	905,000	-	-	-	0.0%	905,000	-	-	-	0.0%		no update
31	WW1204		Baltray Pump Station	-	104,100	-	104,100	0.0%	-	104,100	-	104,100	0.0%	In Process	Design complete. Purchase materials in February 2014
32	WW1205		Dover Brook Pump Station	-	52,800	-	52,800	0.0%	-	52,800	-	52,800	0.0%		Bids due April 15, 2014.
33	WW1206		Brandywine Pump Station	-	368,100	640	367,460	0.2%	-	368,100	640	367,460	0.2%	In Process	Design 95% complete, need to acquire
34	WW1207		McKee PS	-	47,300	-	47,300	0.0%	-	47,300	-	47,300	0.0%		Need to rebid project.
35	WW1301		Hazeltville Rd Interceptor	-	30,000	-	30,000	0.0%	-	30,000	-	30,000	0.0%		Survey to begin in coming weeks.
36	WW1302		Lakeview PS	-	52,000	-	52,000	0.0%	-	52,000	-	52,000	0.0%		Survey to begin in coming weeks.
37	WW1303		Westover PS	-	65,000	-	65,000	0.0%	-	65,000	-	65,000	0.0%		Survey to begin in coming weeks.
38	II1401		Kent Ave. Repair	-	75,000	20,903	54,097	27.9%	-	75,000	20,903	54,097	27.9%	In Process	95% complete
39	II1402		West Dover Connector	-	33,100	19,912	13,188	60.2%	-	33,100	19,912	13,188	60.2%		Design continuing, out to bid April 2014
40			**Totals - FY 2014**	$ 2,417,800	$ 1,632,100	$ 142,692	$ 1,489,408	0.0%	$ 2,427,800	$ 1,632,100	$ 142,692	$ 1,489,408	8.7%		
41															
42			**Grand Totals**	$ 13,211,100	$ 16,394,800	$ 4,285,737	$ 12,109,063	26.1%	$ 2,817,800	$ 12,842,100	$ 1,138,518	$ 11,703,582	8.9%		

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

Electric Improvement & Extension Fund - Major CIP Projects
Quarterly Report as of March 31, 2014

				TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR						
	Project Code	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Current Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Expenses	Budget Balance	% Budget Spent	Status	Comments
1			**FY2012**												
2	EG1212	M	Unit 3 Turbine Inspection/Repair	$ 1,494,000	$ 1,653,536	$ 909,239	$ 744,297	55.0%	$ 1,149,800	$ 1,149,800	$ 405,502	$ 744,298	35.3%	In process	Will complete Spring outage
3	EG1214	M	Industrial WW Discharge System	272,000	272,000	283,767	(11,767)	104.3%	-	8,000	9,418	(1,418)	117.7%	Complete	Expenses are a 100%
4			**Totals - FY 2012**	$ 1,766,000	$ 1,925,536	$ 1,193,006	$ 732,530	62.0%	$ 1,149,800	$ 1,157,800	$ 414,920	$ 742,880	35.8%		
5															
6			**FY 2013**												
7	EE1308	M	Horsepond Substation Upgrade	$ 761,800	$ 761,800	$ 392,345	$ 369,455	51.5%	$ 591,800	$ 1,301,100	$ 361,494	$ 939,606	27.8%	In process	Under Construction
8	EE1312	M	General Scott Switchgear	1,155,000	1,150,000	10,614	1,139,386	0.9%	800,000	55,000	10,614	44,386	19.3%	In process	Under Design
9	EE1314		Capitol Park Upgrade	-	248,000	320,423	(72,423)	129.2%		248,000	220,551	27,449	88.9%	In process	Under Construction
10	EE1330		Morris Estates 1 Upgrade	-	32,600	253,283	(220,683)	776.9%	-	32,600	10,883	21,717	33.4%	In process	Under Construction
11	EG1312		Generator Repairs	-	4,200	-	4,200	0.0%	-	4,200	-	4,200	0.0%	Complete	Expenses are a 100%
12			**Totals - FY 2013**	$ 1,916,800	$ 2,196,600	$ 976,664	$ 1,219,936	44.5%	$ 1,391,800	$ 1,640,900	$ 603,543	$ 1,037,357	36.8%		
13															
14			**FY 2014**												
15	---		Vehicles & Equipment	$ 660,000	$ 704,600	$ 267,939	$ 436,661	38.0%	$ 660,000	$ 704,600	$ 267,939	$ 436,661	38.0%	In Process	Ordered
16	EE1401		Air Condition Replacement Monitors	12,000	12,000	-	12,000	0.0%	12,000	12,000	-	12,000	0.0%		
17	EE1402		Substation Battery Replacement	24,500	24,500	-	24,500	0.0%	24,500	24,500	-	24,500	0.0%	In Process	Under Design
18	EE1403		Distribution Upgrades	400,000	61,000	-	61,000	0.0%	400,000	61,000	-	61,000	0.0%		
19	EE1404		Lighting Improvements	50,000	50,000	46,920	3,080	93.8%	50,000	50,000	46,920	3,080	93.8%	In Process	Under Construction
20	EE1405		Distribution Feeder Replacement Program	277,500	-	-	-	0.0%	277,500	-	-	-	0.0%		
21	EE1406		Distribution Capacitors & Controls	60,000	60,000	29,328	30,672	48.9%	60,000	60,000	29,328	30,672	48.9%	Complete	Complete
22	EE1407		Transmission Line Maintenance Program	75,000	-	-	-	0.0%	75,000	-	-	-	0.0%		
23	EE1408		Substation Switch Replacement	80,000	-	-	-	0.0%	80,000	-	-	-	0.0%		
24	EE1410		Air Mobility Command	-	13,500	31,801	(18,301)	235.6%	-	13,500	31,801	(18,301)	235.6%	In Process	New Design
25	EE1411		Bergald Lane (DAFB)	-	29,000	28,709	291	99.0%	-	28,800	28,709	91	99.7%	Complete	Complete
26	EE1412		Capital City Trail	-	26,500	21,448	5,052	80.9%	-	26,500	21,448	5,052	80.9%	Complete	Complete
27	EE1413		Lebanon 400 Feeder	-	20,000	11,774	8,226	58.9%	-	20,000	11,774	8,226	58.9%	In Process	Material Ordered
28	EE1414		New Developments	600,000	144,000	89	143,911	0.1%	600,000	118,700	89	118,611	0.1%		
29	EE1417		Bayside Drive (Persimmon Tree to White Oak Rd	-	42,300	38,634	3,666	91.3%	-	42,300	38,634	3,666	91.3%	Complete	Complete
30	EE1418		The Grande	-	28,000	10,068	17,932	36.0%	-	28,000	10,068	17,932	36.0%	Complete	Complete
31	EE1419		Home 2 Suites Hotel	-	37,000	38,534	(1,534)	104.1%	-	37,000	38,534	(1,534)	104.1%	In Process	Under Construction
32	EE1421		Richardson Circle Upgrade	-	91,000	36,844	54,156	40.5%	-	91,000	36,844	54,156	40.5%	In Process	Under Construction
33	EE1423		7-Eleven New Service	-	5,800	4,397	1,403	75.8%	-	5,300	4,397	903	83.0%	Complete	Complete
34	EE1424		McKee Run Substation Repairs	-	45,000	-	45,000	0.0%	-	45,000	35,820	9,180	79.6%	In Process	Under Construction
35	EE1425		EZ-Pass Delaware	-	12,000	9,351	2,649	77.9%	-	10,800	9,351	1,449	86.6%	Complete	Complete
36	EE1426		Eden Hill Entrance	-	52,400	8,206	44,194	15.7%	-	52,400	8,206	44,194	15.7%	In Process	Under Construction
37	EE1428		Tidewater General Green	-	34,000	17,248	16,752	50.7%	-	34,000	17,248	16,752	50.7%	In Process	Under Construction
38	EE1429		Clearview Meadows	-	88,000	4,108	83,892	4.7%	-	85,300	4,108	81,192	4.8%		Not Started
39	EE1430		Calpine Equipment Move	-	83,000	31,329	51,671	37.7%	-	83,000	31,329	51,671	37.7%	Complete	Complete
40	EE1431		Generals Green Lighting	-	20,500	3,411	17,089	16.6%	-	20,500	3,411	17,089	16.6%	In Process	Under Construction
41	EE1432		Connective @ 409 Pickering Beach Rd	-	20,200	555	19,645	2.7%	-	20,200	555	19,645	2.7%	In Process	Under Construction
42	EE1433		Chandale Airport	-	-	13,581	(13,581)	0.0%	-	-	13,581	(13,581)	0.0%		
43	EE1434		50 Wolfcreek - Dr. Patel	-	6,100	4,345	1,755	71.2%	-	6,100	4,345	1,755	71.2%	In Process	Under Construction
44	EE1435		Patriot Village	-	29,900	27,563	2,337	92.2%	-	29,900	27,563	2,337	92.2%	In Process	Under Construction
45	EG1402		Unit 3 Cooling Tower Repairs	42,000	42,000	31,575	10,425	75.2%	42,000	42,000	31,575	10,425	75.2%	In Process	Will complete Spring outage - PO for work issued
46	EG1404		McKee Run #3 Aux System Component	116,000	116,000	108,096	7,904	93.2%	116,000	116,000	108,096	7,904	93.2%	In Process	Will complete Spring outage
47	EG1405		VanSant #11 Component Replacement	32,000	32,000	30,588	1,412	95.6%	32,000	32,000	30,588	1,412	95.6%	In Process	Will complete Spring outage
48	EG1406		McKee Run Energy Pipe Replacement	80,000	80,000	3,340	76,660	4.2%	80,000	80,000	3,340	76,660	4.2%	In Process	Will complete Spring outage - PO for work issued
49	EG1407		Metering System Upgrades	25,000	25,000	-	25,000	0.0%	25,000	25,000	-	25,000	0.0%	In Process	Multi-year project - Design to be complete Spring
50	EG1408		McKee/VanSant Safety & Compliance	86,000	86,000	-	86,000	0.0%	86,000	86,000	-	86,000	0.0%	In Process	Will complete in Spring
51	EG1409		McKee Run Natural Gas Valves	65,000	65,000	-	65,000	0.0%	65,000	65,000	-	65,000	0.0%	In Process	Will complete Spring outage
52	EG1413		McKee/VanSant Preserve Structure	42,000	42,000	-	42,000	0.0%	42,000	42,000	-	42,000	0.0%	In Process	Work on hold pending additional funds needed
53	EG1415		McKee Run Units 1 & 2 component Replacemen	105,000	105,000	31,173	73,827	29.7%	105,000	105,000	31,173	73,827	29.7%	In Process	Will Complete spring outage
54	EG1416		VanSant Capacity Increase	250,000	250,000	27,265	222,735	10.9%	250,000	250,000	27,265	222,735	10.9%	In Process	Multi-year project - Design to be complete Spring
55	TBD		GOTP Transmission Line Relocation	-	550,000	-	550,000	0.0%		550,000	-	550,000	0.0%		Unplanned project
56			**Totals - FY 2014**	$ 3,082,000	$ 3,133,300	$ 918,219	$ 2,215,081	0.0%	$ 3,082,000	$ 3,103,400	$ 954,039	$ 2,149,361	30.7%		
57															
58			**Grand Totals**	$ 6,764,800	$ 7,255,436	$ 3,087,889	$ 4,167,547	37.3%	$ 5,623,600	$ 5,902,100	$ 1,972,502	$ 3,929,598	33.4%		

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

City of Dover

2014/15 STAFF APPOINTMENTS - COUNCIL

A. City Assessor.. . . . . Cheryl A. Russell

B. Building Inspector.. . . . . Ann Marie Townshend

C. City Clerk. . . . . Traci A. McDowell

D. Assistant City Clerk. . . . . Denise L. Devine

E. Controller/Treasurer. . . . . Donna S. Mitchell

F. Assistant Finance Director. . . . . Vacant

G. Assistant Treasurers. . . . . Traci A. McDowell and Denise L. Devine

H. Interim Fire Marshal. . . . . Timothy P. Mullaney, Jr.

I. City Planner.. . . . . Ann Marie Townshend

J. City Solicitor.. . . . . Nicholas H. Rodriguez

K. Deputy City Solicitor. . . . . William W. Pepper, Sr.

S:\ANNUAL MEETINGS\2014 Meeting\Annual Meeting-Staff.wpd

Prepared by: City Clerk's Office/tm

City of Dover, Delaware

2014 ACTION PLAN

Prepared by:

City of Dover Planning Office

May 12, 2014

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INTRODUCTION

The 2014 Action Plan is submitted to continue the goals and objectives determined in the five-year Consolidated Plan (2010-2014). The Goals and Objectives focusing on developing and sustaining viable communities and improving low and moderate income persons are addressed in the Consolidated Plan as part of the strategy for addressing the needs of low and moderate income people. The specific goals and objectives are presented in this Action Plan.

Each year the U.S. Department of Housing and Urban Development upon congressional approval allocates to the City of Dover Delaware Community Development Block Grant Program.

Application for Federal Assistance

The following section contains the Application for Federal Assistance from the City of Dover Delaware for the 2014 fiscal year.

CITY OF DOVER FISCAL YEAR 2014 CDBG FEDERAL RESOURCES

City of Dover
Federal Resources
CDBG Action Plan

7/01/14 – 6/30/15
Dover, DE 19901

CDBG FEDERAL RESOURCES AVAILABLE FOR USE:

Estimated CDBG Funds Allocation:	$ 226,472
Anticipated Program Income	8,554
Total:	$ 235,026

OMB Number: 4040-0004
Expiration Date: 8/31/2016

Application for Federal Assistance SF-424

* 1. Type of Submission:	* 2. Type of Application:	* If Revision, select appropriate letter(s):
☐ Preapplication	☐ New	
☒ Application	☒ Continuation	* Other (Specify):
☐ Changed/Corrected Application	☐ Revision	

* 3. Date Received:	4. Applicant Identifier:
	B-14-MC-10-0002

5a. Federal Entity Identifier:	5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:	7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:	City of Dover

* b. Employer/Taxpayer Identification Number (EIN/TIN):	* c. Organizational DUNS:
51-6000092	0770936640000

d. Address:

* Street1:	15 Loockerman Plaza
Street2:	
* City:	Dover
County/Parish:	
* State:	DE: Delaware
Province:	
* Country:	USA: UNITED STATES
* Zip / Postal Code:	19901-7327

e. Organizational Unit:

Department Name:	Division Name:
Planning Department	Planning & Inspections

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:	Mrs.	* First Name:	Tracey
Middle Name:	N		
* Last Name:	Harvey		
Suffix:			

Title:	Planner
Organizational Affiliation:	

* Telephone Number:	(302) 736-7175	Fax Number:	(302) 736-4217
* Email:	tharvey@dover.de.us		

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

U. S. Department of Housing & Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.218

CFDA Title:

Community Development Block Grant

*** 12. Funding Opportunity Number:**

14.218

* Title:

Community Development Block Grant

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Map II-3 low and moderate income areas.pdf | Add Attachment | Delete Attachment | View Attachment

*** 15. Descriptive Title of Applicant's Project:**

2014 City of Dover Action Plan

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: DE-001 * b. Program/Project: At-Lar

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 07/01/2014 * b. End Date: 06/30/2015

18. Estimated Funding ($):

* a. Federal	226,472.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	8,554.00
* g. TOTAL	235,026.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:	Mr.
* First Name:	David
Middle Name:	L
* Last Name:	Bonar
Suffix:	
* Title:	Mayor
* Telephone Number:	(302) 736-7005
Fax Number:	(302) 736-7002
* Email:	dlbassociates@gmail.com
* Signature of Authorized Representative:	
* Date Signed:	

I ACTION PLAN

I.1 BACKGROUND

The Congress of the United States, through the enactment of the "Housing and Community Development Act of 1992, has authorized that Federal funds be allocated to the entitlement community, the City of Dover, Delaware, to support Community Development activities within the boundaries of the City.

I.2 ADMINISTRATION RESPONSIBILITY AND CERTIFICATION

The Mayor and Council has duly adopted as an official act a resolution authorizing Tracey N. Harvey as the official representative of the City of Dover to submit certifications to the Federal Department of Housing and Urban Development that are required by Section 106(d)(2)(c)(iv) of the Housing and Community Development Act of 1974, as amended by the Housing and Community Development Act of 1992. A copy of the certifications can be found in section III titled "Certifications" found on page III-31 in this document.

I.3 AMOUNT OF AVAILABLE FUNDS

The City of Dover is estimating the fiscal year 2014 CDBG fund assignment since the allocation has not been received by HUD at this time. The fiscal year 2014 fund assignment for Dover has been allocated at $226,472.

I.4 PROGRAM DESIGN

The City of Dover CDBG Program has been designed so as:

- To give maximum feasible priority to activities which will benefit low and moderate income persons; or

- To aid in the prevention of slums or neighborhood blight; and to meet other Community Development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health and welfare of the community where other financial resources are not available to meet such needs.

- The funds shall principally benefit persons of low and moderate income in a manner that ensures that not less than 70 percent of such funds are used for activities that benefit low and moderate income persons.

I.5 EXECUTIVE SUMMARY (91.200 (c))

The Consolidated Annual Action Plan (FY2014) is a one year plan mandated by the United States Department of Housing and Urban Development (HUD). The new local regulatory provisions for the five year Consolidated Plan Amendments have been included in this plan. This plan identifies the specific needs concerning affordable housing, homeownership, and housing rehabilitation. The 2014 goals in order of priority are: 1. Provide aid to special needs persons. 2. Preserve the existing housing stock in the City of Dover. 3. Encourage owner occupied housing in low to moderate income areas. 4. Provide safe and livable neighborhoods.

During the 2013 program year, the following activities were accomplished.

- Six (6) low to moderate income families purchased homes through the City's Homeownership Program and ten (10) families through the NSP Homeownership Assistance Program.

- Emergency home repairs were completed on six (6) homes eliminating health and safety hazards.

- CDBG funding were utilized to cover the operations cost for Dover Interfaith Mission to the Homeless.

- Ten (10) first time homebuyers received housing counseling through NCALL Research.

- CDBG funds were provided to the Murphey School for renovations for one of their facilities that services "At Risk Youth".

I.6 CONSULTATION WITH LOCAL HOUSING PROVIDERS AND CITIZEN PARTICIAPNTS

The National Council on Agricultural Life and labor Research Fund, Inc. (NCALL) provides comprehensive homeownership counseling services and technical assistance to non-profits involved with the HOME program, Central Delaware Habitat for Humanity and the City of Dover Homeownership Assistance Program.

There is a network of service providers presently operating in Dover that serve the City's poor. These providers include the State of Delaware Division of Health and Social Services, the State Service Centers, People's Place II and the Dover Interfaith Mission for the Homeless that shelter up to 150 homeless men annually.

Connections Community Support Program is the only permanent supportive housing program for chronically homeless adults located in the City of Dover. This program provides permanent housing and supportive services to ten chronically homeless persons with substance use disorders, offering them immediate access to housing and wrap around services. It is the City's intention to support programs to eliminate significant barriers to affordable housing.

The Elizabeth W. Murphey School services children that are considered homeless under the protection of the McKinney – Vento Act. This agency services 38 teens and young adults for housing and long term care, and services 90 teens and young adults in their day programming.

I.7 MARKET ANALYSIS

Vacant, Abandoned Buildings (91.210 (a))

Currently there are 340 vacant buildings located in the City of Dover, where 326 are suitable for rehabilitation and 14 are beyond repairs and need to be demolished as reported from the City of Dover Inspections Department.

Chronic Homelessness (91.210 (c))

Connections Community Support Program is the only agency in the City of Dover that exclusively services the chronically homeless. Their facility has ten (10) beds in addition to supportive services programs for their clients.

Strategic Plan

Allocation of Investments (91.215(a)(1)

In preparation of the Five-Year Consolidated Plan (2010-2014), two workshops were conducted for the citizens to determine the needs of the community. The top priorities that were determined in the workshops were homelessness and housing needs which the City will continue to support activities city-wide that will service this need.

Specific Objectives (91.215 (a)(4))

Increase the availability of affordable housing

The City will continue to support the Homeownership Assistance Program by providing down payment or settlement assistance to at least six first time homebuyers within the program year to increase affordable housing opportunities for low to moderate income persons on an annual basis.

Improve the quality of owner housing

The City will continue to support the Housing Rehabilitation Program by rehabilitating housing found in violation of the City's code and support the emergency home repair projects to decrease the number of substandard houses in the City of Dover on an annual basis.

End Chronic Homelessness

The City will support agencies that provide facilities and supportive services for the chronically homeless to assist in eliminating barriers to affordable housing during the program year and will continue to the support these agencies when possible.

Improve quality of affordable rental housing

The City will support affordable rental housing projects when possible that will provide affordable housing to low to moderate income persons to assist in increasing affordable housing opportunities for low to moderate income persons. The City will also continue to conduct code enforcement inspections on rental units throughout the City to bring the units up to the City's housing code.

Public housing (91.215(c))

The City has partnered with Dover Housing Authority as part of Senator Carper's Homeownership Initiative to provide affordable housing to low to moderate income persons by purchasing substandard property in the Target Area and rehabbing the properties to be sold to low to moderate income persons. The City has assisted in this project by providing grants to Dover Housing Authority in 2005 and 2006 to renovate two properties in the target area to be sold to low to moderate income persons. The City has also provided settlement assistance to families in this program to purchase affordable housing that has been renovated in the target area.

Homeless (91.215(d) (4)

The City of Dover is involved in several efforts to promote homeownership throughout the City particularly in the Downtown Target Area. The City will review alternatives for zoning amendments that promote the construction or general availability of affordable homeownership opportunities. The City will also support those agencies that provide housing and supportive services for the chronically homeless that will help with the transition to permanent and independent living when possible.

Special Needs (91.215(g))

Handicapped Disabled – Kent Crest Inc. offers residential services for persons with disabilities throughout Delaware. There are three housing options available depending on the needs of the client. Community homes that services up to five people with 24 hour support staff, supported living if the client chooses to live independently, and supportive services available through Kent Crest such as transportation needs and apartment living is also available if the client wants fewer roommates than a group home which also has 24 hour support staff available depending on the needs of the client.

Connections Community Support Program also has affordable rental housing that services up to five persons in Dover with 24 hour support staff that was funded through the City's Neighborhood Stabilization Program.

Persons with AIDS – Since 1999, Delaware State Housing Authority has awarded HOPWA funding to the HIV consortium to provide tenant based rental assistance to people with HIV/AIDS. The program is anticipates providing rental assistance to 30 families with 32 clients on the waiting list in Kent County. Presently, the waiting time for rental assistance is approximately four years.

Substance Abuse – Connections Community Support Program has a facility in the City that services adults that have substance use disorders that receive treatment through their Alcohol and Drug Day Treatment Program. Serenity Place also has a facility that offers a structured alcohol and drug free treatment setting for persons recovering from addiction. Serenity Place offers several individualized treatment plans depending on the needs of the client.

Neighborhood Revitalization (91.215(g))

Currently underway are various projects to continue with the efforts of the revitalization of the Downtown Target Area and surrounding areas around the City. Specific objectives the City has for carrying out these projects include providing a suitable living environment and decent housing. The City of Dover is a stakeholder in the planning process for the Central Dover Planning Initiative to assist with the revitalization plan for the area. NCALL Research Inc. is the lead agency that will implement the plan and received a $90,000 grant from the Wells Fargo Regional Foundation in September 2013 to facilitate this initiative. A part of the initiative will be to improve the existing affordable housing area. The City of Dover awarded a $10,000 grant to NCALL to support this initiative. The City was awarded $1.5 million in Neighborhood Stabilization funding in 2009 to purchase foreclosed and abandoned properties in the highest concentration areas, renovating these properties and selling them at a discount to qualified homebuyers. The City through its NSP partners has purchased eleven properties; has sold nine, one is a lease purchase, and one is a group home that provides affordable rental housing for persons with disabilities.

Recently, several owner occupied homes have been rehabilitated through the City of Dover Housing Repair Program and through Milford Housing's Emergency Home Repair Program who completes emergency repairs on owner occupied homes to eliminate severe safety hazards in the City of Dover. With the completion of these projects, the number of substandard housing has been decreased, and the neighborhoods have become more desirable to live in.

Coordination (91.215(l))

Community Development staff has been identified as a stakeholder and serves as a member of the Interagency Homeless Council to oversee the implementation of the Ten Year Plan to end Chronic Homelessness and educate the community about the need and for advantages of ending chronic homelessness.

The City has developed the following goals to end chronic homelessness over the next six years:

- Revise zoning and subdivision ordinances and procedures to encourage low-cost quality projects.
- Continue to utilize programs to eliminate significant barriers to affordable housing.
- Continue working with the two housing authorities and other housing providers to provide assistance to very low and extremely low income residents.
- Continue working with the Delaware Fair Housing Task Force to ensure fair treatment and fair housing practices are being administered to the City of Dover residents.

I.8 RESOURCES

(A) FEDERAL PROGRAMS

The City of Dover anticipates that it will be pursuing funding opportunities in conjunction with the following federal programs to support the activities specified in this Consolidated Plan:

Affordable Housing Program: Provides subsidy funds for low-income and moderate-income households through number of institutions of the Federal Home Loan Bank Board (FHLBB) for the purchase, construction or rehabilitation of affordable rental or owner occupied housing. Responsible agency: FHLBB.

Community Investment Program: Provides funds through a number of institutions of the Federal Home Loan Bank (FHLBB) for community – oriented mortgage lending, including

home purchase and rehabilitation for both renter and owner occupants, and to finance commercial and economic development activities. Responsible agency: FHLBB.

Lead Based Paint Abatement Program: Provides grants to abate lead-based paint and lead dust in low and moderate-income owner occupied units, and in low-income privately owned rental units. Responsible agency: Department of Housing and Urban Development.

(B) NON-FEDERAL PUBLIC PROGRAMS

1. STATE PROGRAMS

Housing Rehabilitation Loan Program (HRLP): Provides home improvement loans to owner-occupants or landlords interested in moderately rehabilitating existing properties. These loans, up to a maximum amount of $15,000 per unit, are made at 3% interest rate for a term up to ten years. Program is available statewide.

2. LOCAL PROGRAMS

City of Dover Community Development Block Grant (CDBG) Program: This program has been designed to expand housing opportunities and housing choices for low and moderate income persons living in targeted areas of Dover, to protect the public health and welfare of Dover citizens, especially low and moderate income persons by:

1) Preventing or eliminating slums or neighborhood blight.

2) Rehabilitation of substandard owner occupied housing.

3) Funding special needs facilities.

The following is a brief list of the projects previously funded through the City of Dover's CDBG program demonstrating the range of activities covered by the program:

- Emergency repairs were completed on 6 owner occupied homes eliminating health and safety hazards.

- NCALL Research provided housing counseling to 10 first time homebuyers year to date.

- Down payment and settlement assistance was provided to 6 first time homebuyers who were low to moderate income persons during the program year.

- In 2013, there were two owner occupied houses that received housing repairs bringing them in compliance with the City's Housing Code.

Target Block Program The purpose of the target block approach is to concentrate resources available to the public, private, and non-profit sector's for housing programs in a specific area (known as the Target Block). The Target Block consists of one of Dover's oldest working class neighborhoods located in west central Downtown. This concentrated approach is to insure the likelihood of an immediate visual impact and long-term stabilizing effect of each area.

The major element of the Target Block Program will be concentrated home-to-home internal inspections to determine deficiencies which need to be corrected. Substandard housing requiring plumbing and electrical updates to meet Dover's building code, but which is basically sound and suitable for rehabilitation have been targeted. A sufficient number of low and moderate income families must reside in the area.

Inclusionary Zoning: Unlike many communities, Dover has not practiced "exclusionary zoning" were most of the undeveloped land is designated for large lot single family detached homes. To the contrary, The Dover Plan (Dover's Comprehensive Plan) designates a large portion of undeveloped lands for medium density housing, and a smaller but significant portion for high density housing. The land is subsequently zoned accordingly, permitting a range of residential densities and housing types. The most recent *2008 Comprehensive Plan Update* was adopted in February 2009 with amendments in November 2009, March 2011, April 2011, March 2012, and March 2014. The Land Development Plan specifically identifies a range of residential land uses from low density to high density throughout the City. The plan continues to recommend a range of residential densities and focuses specifically on housing in one chapter.

Traditional Neighborhood Design Zone: The ordinance establishing the Traditional Neighborhood Design (TND) was adopted in 2004 allows for the creation of a walkable pedestrian friendly mixed-use neighborhood with residential, commercial, and professional office areas. As the first TND project in the City, the residential area of Eden Hill Farm TND began construction in 2008. To date the residential district includes a total of 77 townhouses and six duplexes. The first office building in the office district completed in 2008 a variety of medical offices, a pharmacy, café and walk-in care center. The general overall master plan for the Eden Hill Farm TND development incorporates a mix of residential types from single family homes to townhouses and the potential for apartments over commercial uses.

Planned Neighborhood Design Option: The Planned Neighborhood Design (PND) encourages superior site design by relaxing bulk standards, requiring more open space and recreational areas, permitting various housing styles in all zones, and providing incentives to mix housing types to encourage less homogeneous development patterns. Accessory apartment associated with single family residences are permitted if certain design criteria are met. Density bonuses for community features (such as neighborhood commercial uses for day care centers) are offered. Although there are no direct requirements for affordable housing or subsidized units, clearly these types of units could easily be accommodated within

these style developments. Four PND developments are currently under construction (Lexington Glen, Clearview Meadows, Village of Cannon Mills and Patriot Village) which propose to offer over 800 new housing units including single family detached, townhouses, duplexes, and apartment units. Stonebrook West and Stonebrook East are PND projects with a mix of unit types yet to start construction. Completed under the provisions of the Senior Citizen Housing Option of the PND, the Luther Village PND (Phase I and Phase II) provides 100 style units for low & very low income persons with 48 apartment units proposed for Phase III of construction. The Village of Maple Dale PND Senior Citizen Housing Option is a townhouse and apartment style condo project adjacent to the golf course; 4 units have been constructed in the townhouse section.

Other Housing Projects: Several housing projects are also under review including Leander Lakes Apartments (240 units) and the redevelopment of Walker Woods (77 apartment units). They will provide housing adjacent to other residential types and near commercial areas. The Blue Hen Apartments Complex consists of 162 apartments. The Bayard Plaza project located in Downtown Dover is a mixed use project with commercial /retail tenant space on the first floor with 48 apartments above.

Proactive Code Enforcement: The City of Dover has adopted the 2009 ICC International Property Maintenance Code (IPMC) as its Housing Code and has four full time Code Enforcement Officers dedicated to enforcing the provisions of the IPMC and other provisions of the Dover Code. The Officers work throughout the City, but has concentrated efforts on the older neighborhoods in west central Dover. Code Enforcement Staff routinely inspect rental dwelling units to ensure that they meet the requirements of the IPMC. Inspections typically include all exterior and interior structural members, heating, plumbing, and venting systems, space requirements, sanitary facilities and exterior property maintenance.

(C) PRIVATE RESOURCES

For-profit Resources

In the for-profit area the major resources for housing will be local lending institutions that are looking for quality housing projects (ownership and rental) to support in conjunction with their requirement to comply with the Community Reinvestment Act (CRA). Several local banking institutions in response to CRA requirements have joined together to form the Delaware Community Investment Council. The Council will provide low-interest loans to non-profits for developing affordable housing. Favorable mortgage lending terms for projects not typically financed that are in areas under-served by local financial institutions will be the primary resource expected.

Non-Profit Resources

There are several non-profit foundations that serve the Dover area and have established housing and housing related services as priorities for their annual or semi-annual grants. Among them are the following:

Delaware Community Foundation
Crystal Trust
Milton and Hattie Kutz Foundation
Gannett Communities Funds

In addition to non-profit foundations there are several non-profit organizations that provide housing or housing related services. For example the National Council on Agricultural Life and Labor Research Fund, Inc. (NCALL) provides comprehensive home ownership counseling services and technical assistance to non-profits involved with the HOME program, Central Delaware Habitat for Humanity and Dover's First Start Home Ownership Down Payment and Settlement Program.

2014 ACTION PLAN GOALS

1. Provide aid to special needs persons

2. Preserve the existing housing stock in the City of Dover

3. Encourage owner occupied housing in low to moderate income areas

4. Provide safe and livable neighborhoods

The following projects provide a recommended funding strategy for the achievement of these goals and objectives in accordance with the purpose and intent of the City of Dover 2010 -2014 Consolidated Plan.

I.9 Proposed Activities to be undertaken

The total estimated grant allotment for Fiscal Year 2014 is $235,026 including program income. Twenty Percent (20%) of the grant will be used for Program Administration to manage the Community Development Block Grant Program.

The following activities are projects that are proposed to be funded by the City of Dover's Community Development Office Community Development Block Grant.

Project 13-1: Homeownership Assistance Program

The City will provide up to $20,000 in settlement assistance to assist low to moderate income persons that are first time homebuyers purchase homes in the City of Dover.

Total Funding $102,767.00

Project 13-2: CDBG Program Administration

CDBG Funds will be used to oversee management, monitoring and coordination of the CDBG program in the City of Dover.

Total Funding $47,005.00

Project 13-3: Dover Interfaith Mission to the Homeless

CDBG funds will be used for operations costs for the building that will include utility, maintenance, and lease cost.

Total Funding $27,500.00

Project 13-4: NCALL Research Inc.

CDBG Funds will be used for pre-purchase homeownership counseling services relevant to Dover residents.

Total Funding $7,754.00

Project 13-5: Elizabeth W. Murphey School

CDBG funds will be used for the roof replacements for nine buildings on the campus that service children that are at risk for homelessness.

Total Funding $50,000.00

Total Funding $235,026.00

I.10 Maps of Dover

The following maps depict the City of Dover, Delaware.

- Map II-1 City of Dover Census Tracts and Block Groups

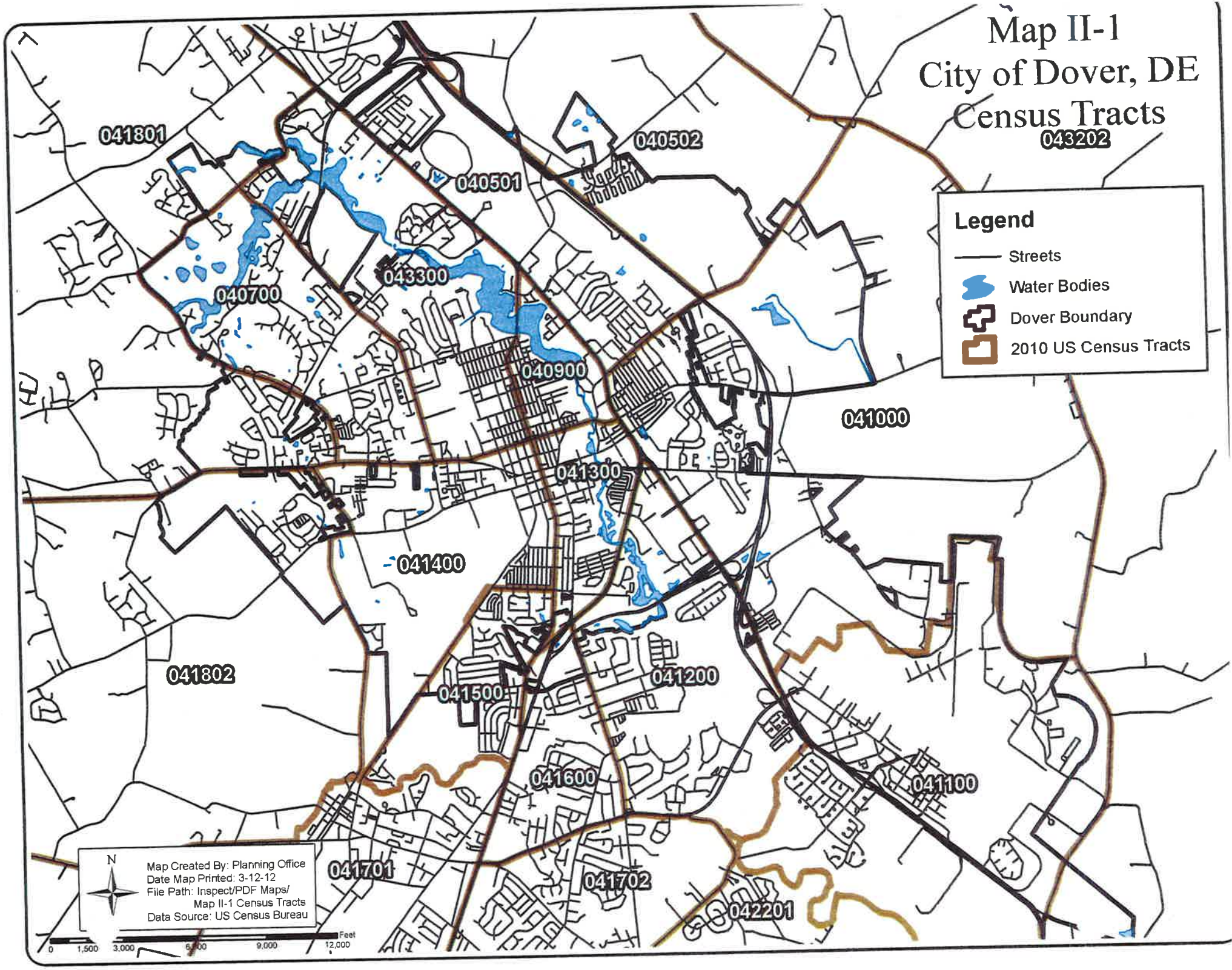
This map shows the various Census Tracts and Census Block Groups of the 2010 Census in the City of Dover area. The Tracts and Blocks are numbered for easy reference to sections of the text which mention specific tract and block numbers. Since the 2000 Census, a number of Census Tracts have been combined into one Census Tract and several have been eliminated.

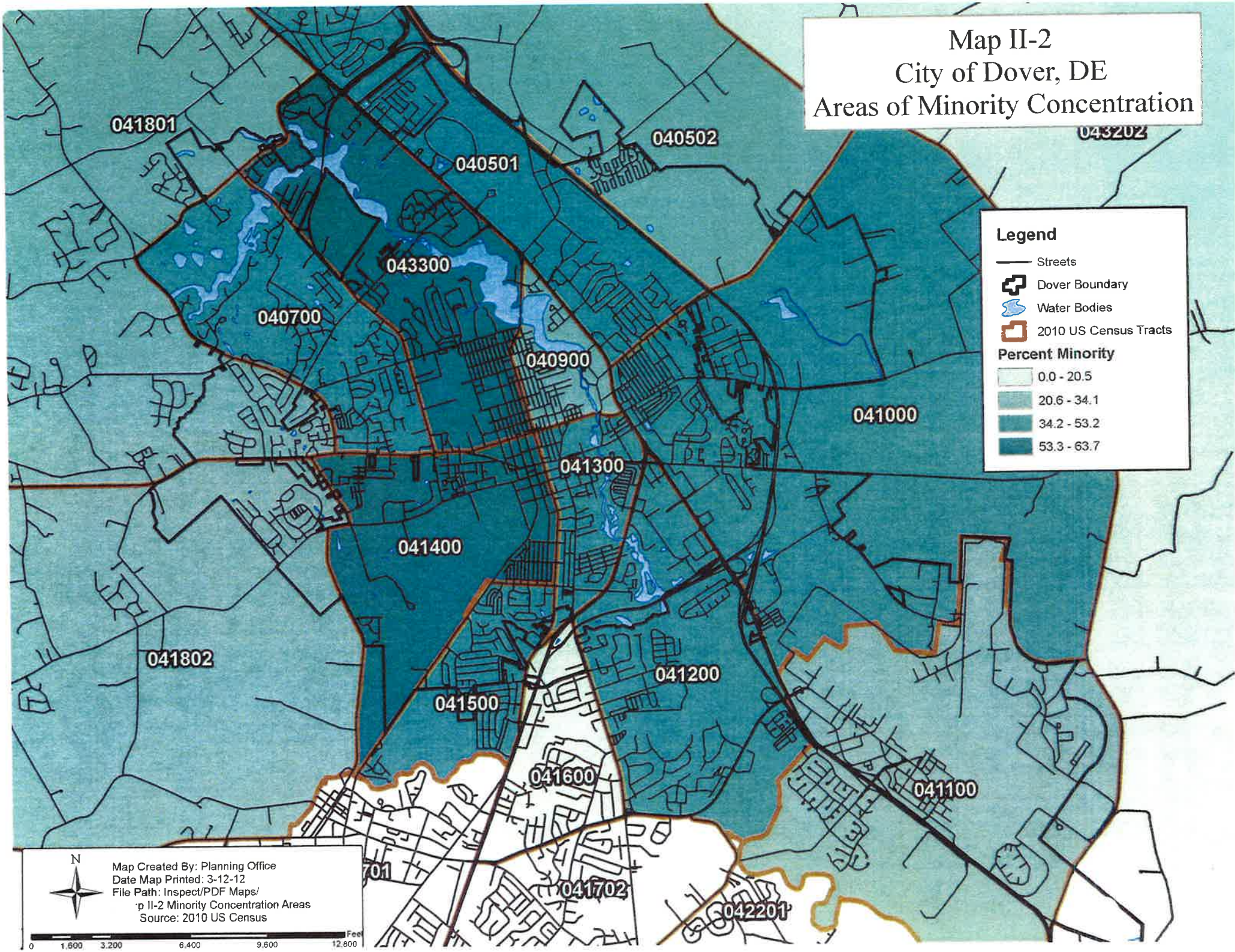
- Map II - 2 City of Dover Areas of Minority Concentration

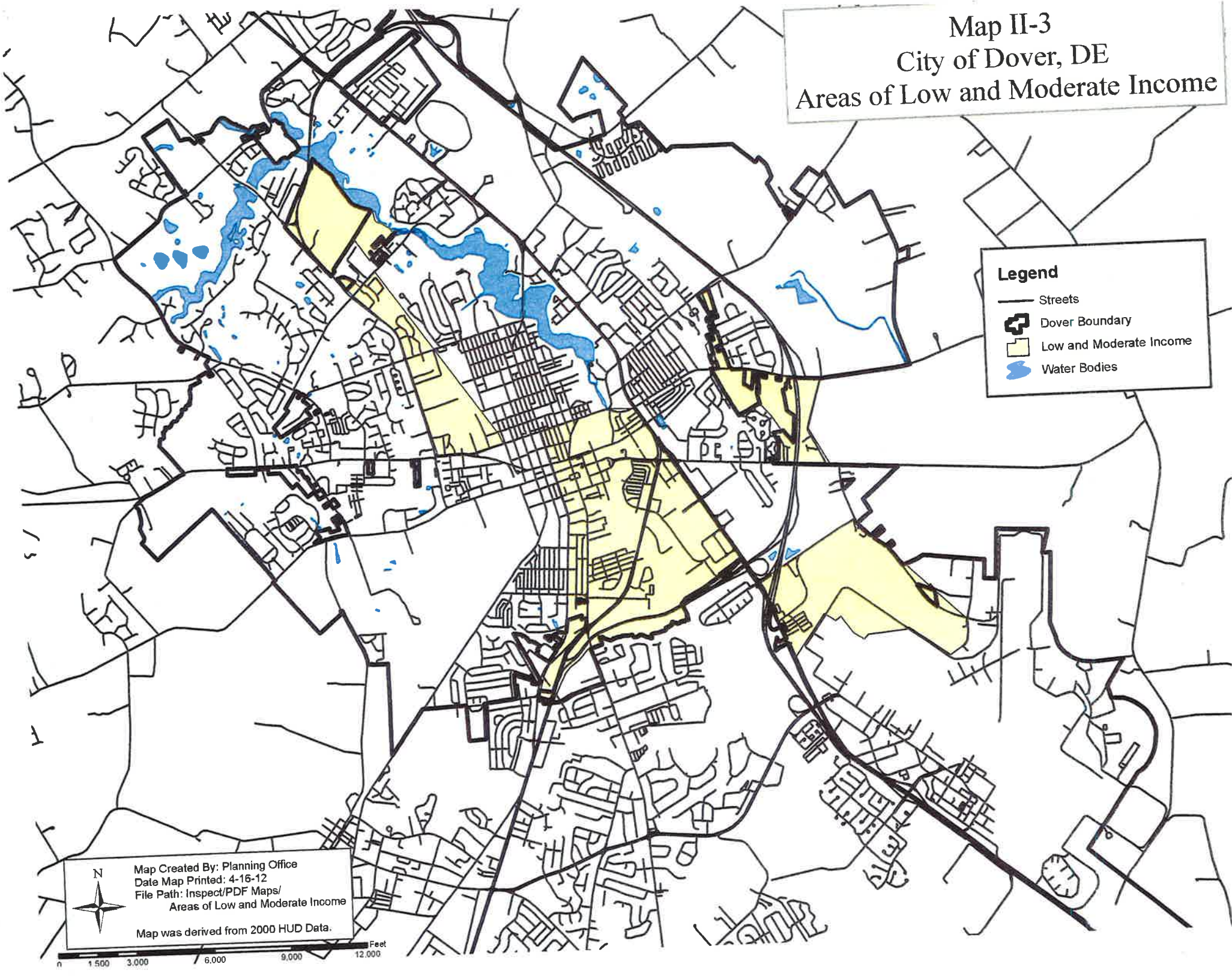
This map shows the areas where minorities are concentrated in the City of Dover based on 2010 Census data. For more information see the City of Dover 2010-2014 Consolidated Plan.

- Map II - 3 City of Dover Low to Moderate Income Areas (LMI)

This map shows Dover's low to moderate income areas, based on the 2000 U.S. Census Block Groups. HUD has designated that for Dover, areas with more than a 51% population of low to moderate income persons qualify for area benefit activities. For more information see the City of Dover 2010 Consolidated Plan. The 2010 Census Data for LMI data will not be available until later in the year.


Map II-1
City of Dover, DE
Census Tracts
Legend
Streets
Water Bodies
Dover Boundary
2010 US Census Tracts
041801
040502
040501
043202
043300
040700
040900
041000
041300
041400
041802
041500
041200
041600
041100
041701
041702
042201
N
Map Created By: Planning Office
Date Map Printed: 3-12-12
File Path: Inspect/PDF Maps/
Map II-1 Census Tracts
Data Source: US Census Bureau
0
1,500
3,000
6,000
9,000
12,000
Feet


Map II-2
City of Dover, DE
Areas of Minority Concentration
Legend
Streets
Dover Boundary
Water Bodies
2010 US Census Tracts
Percent Minority
0.0 - 20.5
20.6 - 34.1
34.2 - 53.2
53.3 - 63.7
041801
040501
040502
043202
043300
040700
040900
041000
041300
041400
041802
041200
041500
041600
041100
041702
042201
N
Map Created By: Planning Office
Date Map Printed: 3-12-12
File Path: Inspect/PDF Maps/
p II-2 Minority Concentration Areas
Source: 2010 US Census
0
1,600
3,200
6,400
9,600
12,800
Feet


Map II-3
City of Dover, DE
Areas of Low and Moderate Income
Legend
Streets
Dover Boundary
Low and Moderate Income
Water Bodies
N
Map Created By: Planning Office
Date Map Printed: 4-16-12
File Path: Inspect/PDF Maps/
Areas of Low and Moderate Income
Map was derived from 2000 HUD Data.
0
1,500
3,000
6,000
9,000
12,000
Feet

II GEOGRAPHIC DISTRIBUTION:

The proposed 2014 projects will service all its clients citywide including public facilities that service special needs clients.

Project 14-1 – Homeownership Assistance Program City Wide

Project 14-2 – CDBG Program Administration City Wide

Project 14-3 – Dover Interfaith Mission to the Homeless City Wide

Project 14-4 – NCALL Research Inc. City Wide

Project 14-5 Elizabeth W. Murphey School 42 Kings Highway, Dover, DE

City of Dover residents City Wide

SERVICE DELIVERY AND MANAGEMENT:

The City of Dover Planning Office will assume overall responsibility for the implementation of the Action Plan. In addition, the Planning Office will directly manage and administer the City of Dover Home Ownership Assistance Program.

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II.1 HOMELESS AND OTHER SPECIAL NEEDS ACTIVITIES:

At the present time, there are six scattered site neighborhood homes in the City of Dover that have been developed by the Alliance for the Mentally Ill in Delaware. These homes provide housing for persons who are chronically mentally ill. The homes have been funded through the HUD Section 202 Program so that the residents pay 30% of their adjusted gross income for rent and utilities. The homes have project based rent subsidies.

The Delaware HIV Consortium's HOPWA (Housing Opportunities for People with AIDS) program is a Consortium that entered into a contract with the Delaware State Housing Authority to provide tenant based rental assistance to people with HIV/AIDS in the State of Delaware. This program is now fully operational statewide. Clients are referred to the program by staff from agencies that provide HIV case management services such as Kent County Counseling Services and the Division of Public Health located in the City of Dover. In Kent County, the program currently provides rental assistance to 22 families within the

State and a four year waiting list of families needing rental housing. Because the demand for the program is greater than can be met, staff encourages all program participants and potential program participants to apply for alternate forms of subsidized housing through such avenues as Dover Housing Authority and the Delaware State Housing Authority.

II.2 LEAD BASED PAINT HAZARD REDUCTION *(91.215 (i))*

Currently, the State of Delaware Department of Public Health enforces lead based paint abatement within the City of Dover. Under the State's program, families with children who have been diagnosed by the Public Health centers with lead poisoning are referred to a State Lead Based Paint Inspector. The inspector then performs the relevant technical analysis of the family's residence. If lead based paint is discovered, abatement is required. The City of Dover Department of Planning and Inspections acts in partnership with the State in assuring that lead paint hazards are reduced or eliminated, and that affected housing units are brought up to code.

The City currently requires lead-based paint testing and interim controls in conjunction with its CDBG rehabilitation program. The City of Dover Department of Planning and Inspections does not have the equipment necessary to accurately identify lead-based paint during housing inspections.

In addition to the activities of the City of Dover and the State of Delaware Department of Public Health, the Dover Housing Authority has been active in lead based paint abatement in the City. The Dover Housing Authority has tested and abated lead-based paint in all its public housing units. The Dover Housing Authority also deals with the lead paint hazards in private rental units through the enforcement of the Housing Quality Standards in conjunction with its Section 8 Rental Certificate/ Rental Voucher Program.

II.3 ANTI-POVERTY STRATEGY *(24 CFR 91.215 (f))*

From 2006 to 2010, the U.S. Census found that approximately 17.2% of Dover's population lived below the poverty level based on 2010 Census data. This percentage was somewhat higher than surrounding areas in Kent County (which had12.5% of the population below poverty level) and higher than the average for the State of Delaware (11%). Clearly, there is a concentration of persons living below the poverty level in Dover.

To address poverty within the City of Dover, a multi-faceted anti-poverty strategy will be described below. This strategy stresses partnership with and the support of other agencies and organizations. Within the City of Dover there are two full service housing authorities, and various social service agencies which need and deserve the city's support. In addition to these service providers, the City of Dover will direct revitalization economic development, and code enforcement efforts at low to moderate income neighborhoods. This will provide quality places for people in these neighborhoods to live and work, and provide them with new and better opportunities to earn a living.

The following are the three main elements of the City of Dover's Anti-Poverty Strategy:

- Highest Priority Given to Funding Proposals which Address or Fight Poverty: The City of Dover Parks, Recreation and Community Enhancement Committee will give the highest priority in the Five Year Plan to proposals which are targeted towards those living in poverty. These proposals must be consistent with one or more of the following Priorities identified in this plan:

  -Economic Development
  -Improve Quality of Housing Stock and Infrastructure
  -Aid to Special Needs Persons

- Support Family Self-Sufficiency Programs and other Resident Initiatives/Counseling Programs at Dover's Housing Authorities: Both the Delaware State Housing Authority and the Dover Housing Authority provide their residents with support and assistance in job training, parenting, counseling, financial management, and other skills. These programs are integrated in the housing programs through the Family Self-Sufficiency Program and/or other Resident Initiatives. It is the position of the City of Dover that these programs provide excellent opportunities for those in public housing to become economically and socially self-sufficient. The City of Dover will provide assistance and support as requested to encourage the continuance of these programs.

- Economic Development: The only way to solve the problem of poverty is to help families earn more money. To do so, there must be an abundant supply of jobs available to low and moderate income persons. It is the strategy of the City to use multiple approaches to job creation.

The Dover Downtown Dover Partnership encourages the development and expansion of businesses in the Downtown area. A special focus should be firms which provide jobs for low to moderate-income persons. Job creation in the Downtown area will serve the dual goals of maintaining and enhancing the older buildings in this historic area, and providing employment in close proximity to a low to moderate income neighborhood.

The Central Delaware Chamber of Commerce encourages the development of new businesses elsewhere in the Dover area. The attraction and retention of new corporations and manufacturing firms to Dover will provide additional jobs for low to moderate-income persons. One opportunity for new business is the Garrison Oak Technology Park.

II.4 FAIR HOUSING

As a condition to receiving federal funds from the Department of Housing and Urban Development, entitlement jurisdictions such as the City of Dover are required to affirmatively further fair housing. As a result, the City collaborated with Delaware State Housing Authority, New Castle County and the City of Wilmington to complete an "Analysis of Impediments to Fair Housing Choice in Delaware". Included in the study is a

Fair Housing Action Plan for the City of Dover which identifies impediments to fair housing choice and recommended strategies for the City to undertake to affirmatively further fair housing. The following is a summary of the progress that the City has achieved during FY 2013.

City of Dover Fair Housing Action Plan Strategies

- **Strengthen partnerships with local lenders that will offer homebuyer education and other incentives to purchase a home in the City** – The City has partnered with 15 lenders that participate in the City's Homeownership Assistance and Neighborhood Stabilization Homeownership Assistance Programs which provides down payment and settlement assistance to qualifying families. The City also continues its working relationship with NCALL who continues to provide housing counseling and foreclosure prevention to Dover residents.

- **Increase homeownership among minorities and low to moderate income persons** Central Delaware Habitat for Humanity recently purchased a foreclosed property through the NSP Program, renovated the home and provided affordable housing to a family that is 50% below the area median income. During the program year, through the Homeownership Assistance Program, 6 low to moderate incomes families have purchased affordable housing, where 4 applicants were minorities. There were 10 families that purchased affordable housing through the NSP Homeownership Assistance Program and 5 families were minorities.

- **Members of protected classes could be more fully represented on City boards and commissions dealing with housing issues** – The Planning Commission has a total of 9 members that serves on the board. There were 2 females appointed in 2013 where 1 is a minority and 2 are African American males that serve on this board. Commission members serve a 3 year term.

- **Encourage landlords that are registered through the City's Rental Dwelling Housing Inspections Program to attend fair housing training** – The City collaborated with the Delaware Department of Justice and the Dover Police Department that sponsored a Crime Free Multi-Housing Training Program for landlords in the fall of 2013 which included Fair Housing Training. The following topics were presented by the Deputy Attorney General for the State of Delaware :

  -The role of the Community Legal Aid Society
  -The definition of Fair Housing
  -What is prohibited under the Fair Housing Act
  -Types of treatment that may be considered discriminatory
  -What properties are covered by Fair Housing Law
  -What is permissible under the Fair Housing Act
  -Issues relating to persons with disabilities

-Remedies for people who encounter discrimination

- **Map the location (Impacted Areas vs. Non Impacted Areas) of all new CDBG and NSP assisted housing projects** - Map II-4 provides an overview of the City's CDBG and NSP affordable housing properties and investments during program year 2013. The housing provisions through the Homeownership Assistance Program and the acquisition and resale of the NSP properties are not primarily located in impacted areas but located throughout the City.

- **Expand incentives for property owners and investors to build new affordable rental and owner units in non-concentrated areas of the City** – Forty-eight (48) affordable housing tax credit units have been constructed that are centrally located in the Downtown Business District that have provided affordable rental housing to low income residents.

- **Identify effective ways to increase home ownership among minorities, residents of LMI census tracts, and LMI residents** – The City of Dover through the NSP Program has developed the NSP Homeownership Down Payment and Settlement Assistance Program that offers a 0% interest loan forgiven after 10 years, with assistance up to $20,000 to qualifying families who purchase foreclosed, vacant or abandoned properties in the city. Ten (10) families have purchased affordable housing through this program.

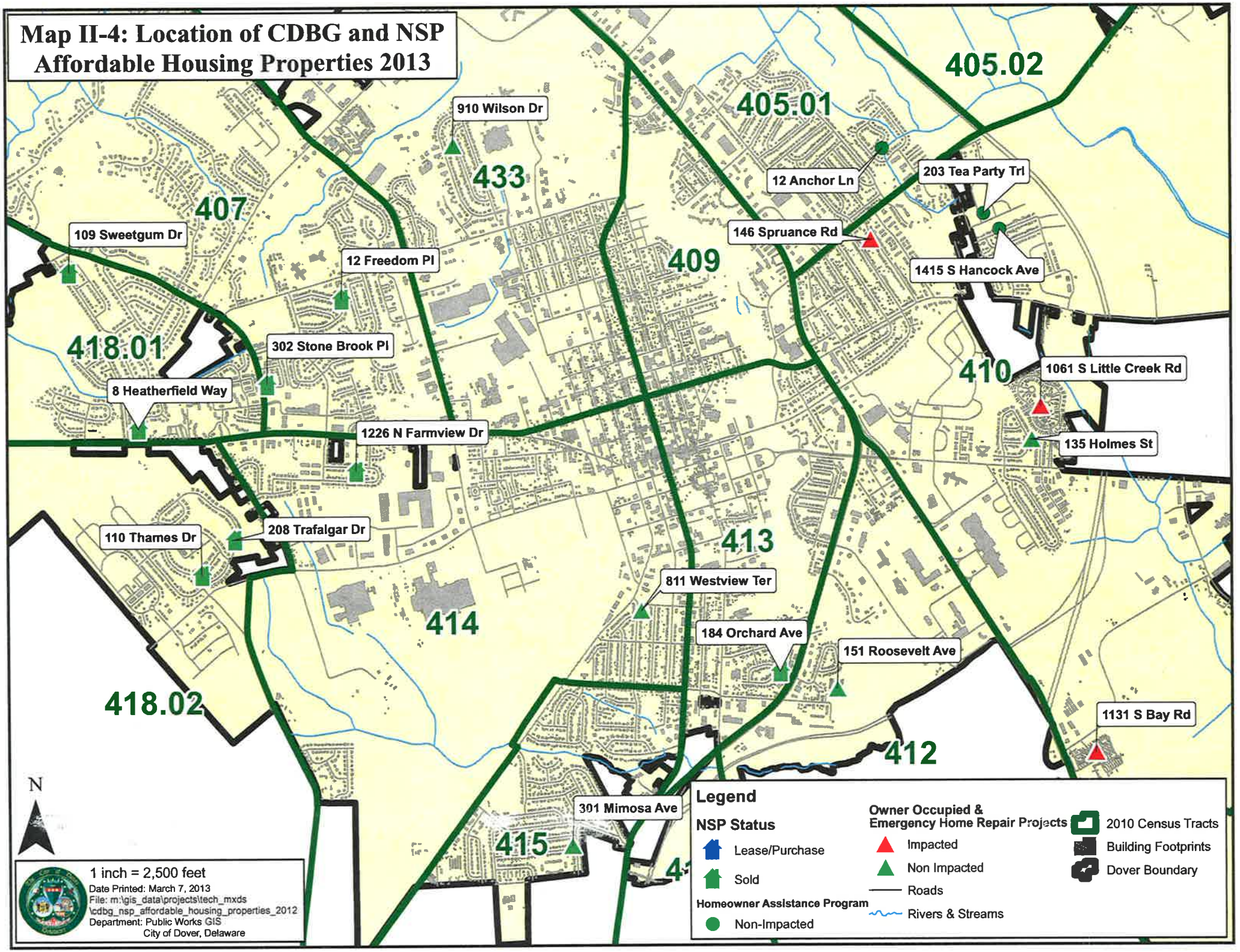
- **Facilitate and promote land use policies and regulations that enable an increase in the supply of affordable rental housing in areas with adequate infrastructure.**
  The City of Dover's Planning Commission granted conditional approval in October 2013 for the redevelopment of the affordable housing rental properties known as Walker Woods to be redeveloped as seventy-seven (77) garden apartments.

  The City of Dover's Planning Commission granted conditional approval in January 2013 for a Minor Subdivision Plan to create two parcels of land for one parcel to be utilized for Transitional Housing by Dover Interfaith Mission for Housing.

- **Collaborate with affordable housing developers to select sites, construct infrastructure, provide financial subsidies, and otherwise support the expansion of affordable housing.**
  The City of Dover is a stakeholder in the planning process for the Central Dover Planning Initiative to assist with the revitalization plan for the area. NCALL Research is the lead agency that will implement the plan and received a $90,000 grant from Wells Fargo in September 2013 to facilitate the initiative. A part of the initiative will be to improve the existing affordable housing in the area. The City of Dover awarded a $10,000 grant to NCALL to support this initiative.

The Dover Housing Authority (DHA) has adopted the Analysis of Impediments for the City of Dover in which strategies and goals were formulated to eliminate the impediments identified for DHA. The following is a summary of goals completed during the program year.

- Increased access to City programs for persons with Limited English Proficiency (LED)
- Provided other language services (i.e. translators, interpreters, etc.) on an as needed basis
- Provided homeownership opportunities to minority households throughout the City through increased employment opportunities, homeownership counseling, and homebuyer education.
- Enforced the City's Section 3 policy to ensure that employment opportunities generated by HUD assistance are directed towards public housing residents and LMI residents
- Increased the supply of accessible affordable housing in the city.
- Applied the minimum set-aside for accessible units and require accessible units in all housing projects.
- Collaborated with Advocacy groups to assists persons with disabilities threatened with evictions.
- Amended DHA policy documents to be in compliance with all applicable federal laws and authorities.
- Amended the Admissions and Continued Occupancy (ACOP) to provide applicants with the opportunity to refuse three units before moving to the bottom of the waiting list.
- Amended the ACOP to include detailed policies for providing access to services for persons with Limited English Proficiency (LED) and a detailed amended pet policy which permits service and/or companion animals for persons with disabilities.
- Amended the Section 8 Administrative Plan to include detailed policies for providing access to services for persons with disabilities.


Map II-4: Location of CDBG and NSP Affordable Housing Properties 2013
405.02
405.01
910 Wilson Dr
433
407
12 Anchor Ln
203 Tea Party Trl
109 Sweetgum Dr
146 Spruance Rd
409
12 Freedom Pl
1415 S Hancock Ave
418.01
302 Stone Brook Pl
410
1061 S Little Creek Rd
8 Heatherfield Way
1226 N Farmview Dr
135 Holmes St
110 Thames Dr
208 Trafalgar Dr
413
811 Westview Ter
414
184 Orchard Ave
151 Roosevelt Ave
418.02
1131 S Bay Rd
412
391 Mimosa Ave
415
N
1 inch = 2,500 feet
Date Printed: March 7, 2013
File: m:\gis_data\projects\tech_mxds
\cdbg_nsp_affordable_housing_properties_2012
Department: Public Works GIS
City of Dover, Delaware
Legend
NSP Status
Lease/Purchase
Sold
Homeowner Assistance Program
Non-Impacted
Owner Occupied &
Emergency Home Repair Projects
Impacted
Non Impacted
Roads
Rivers & Streams
2010 Census Tracts
Building Footprints
Dover Boundary

II.6

HOUSING, HOMELESS AND SPECIAL NEEDS ASSEESSMENT

GENERAL *(24 CFR 91.205 (b))*

The following tables list the housing needs of families that are on the waiting list for subsidized housing based on income, racial composition and the elderly for Dover Housing Authority.

Dover Housing Authority Housing Needs of Families on the Section 8 Waiting List

	# of Families	% of total families
Waiting list total	157	
Extremely low income <=30% AMI	116	74%
Very low income >30% but <=50% AMI	37	24%
Low income >50% but <=80%	4	3%
Families with children	104	66%
Elderly families	1	<1%
Families with Disabilities	21	13%
Race/ethnicity White	7	4%
Race/ethnicity Black	135	85%
Race/ethnicity American Indian	1	<1%
Race/ethnicity (Hispanic)	21	13%
Race/ethnicity Asian	6	4%
Race/ethnicity Pacific Islander	1	<1%
Characteristics by Bedroom Size Public Housing only	N/A	N/A

Source: Dover Housing Authority 2014

Dover Housing Authority Housing Needs of Families on the Public Housing Waiting List

	# of Families	% of total families
Waiting list total	552	
Extremely low income <=30% AMI	438	80%
Very low income >30% but <=50% AMI	84	15%
Low income >50% but <=80%	25	5%
Families with children	358	65%
Elderly families	33	6%
Families with Disabilities	39	7%
Race/ethnicity White	103	18%
Race/ethnicity Black	431	78%
Race/ethnicity American Indian	6	1%
Race/ethnicity Hispanic	28	5%
Race/ethnicity Asian	5	<1%
Characteristics by Bedroom Size		
0BR	101	18%
1BR	74	13%
2BR	189	34%
3BR	144	26%
4BR	44	8%
5BR	2	.36%
5+BR	0	0

Source: Dover Housing Authority 2014

Dover Housing Authority Strategy for Addressing Needs

- Employ effective maintenance and management policies to minimize the number of public housing units off line.
- Reduce turnover time for vacated public housing units.
- Maintain or increase Section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction.
- Undertake measures to ensure access to affordable housing among families assisted by the Public Housing Authority, regardless of unit size required.
- Maintain or increase Section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration.
- Maintain or increase Section 8 lease-up rates effectively screening Section 8 applicants to increase the owner acceptance program

II.7 OUTCOMES AND PERFROMANCE MEASUREMENTS

Grantee Name: **City of Dover**

CPMP Version 2.0

Project Name:	Homeownership Assistance Program			
Description:	**IDIS Project #:**		**UOG Code:**	UOG Code

CDBG funds will be used to provide homeownership assistance to first time homebuyers that are low to moderate income persons.

Location: City wide

Enter location, address, zip codes, census tracks, or other elements that will help to identify the location of the project.

Expected Completion Date:

(mm/dd/yyyy) 06/30/15

Objective Category

- (●) Decent Housing
- ( ) Suitable Living Environment
- ( ) Economic Opportunity

Outcome Categories

- [ ] Availability/Accessibility
- [x] Affordability
- [ ] Sustainability

Priority Need Category

Select one: Owner Occupied Housing

Explanation:

The City's goal is to increase homeownership opportunities in low to moderate income areas and service low to moderate income persons.

Specific Objectives

1. Increase the availability of affordable owner housing
2.
3.

Project-level Accomplishments

04 Households	Proposed	5		04 Households	Proposed		
	Underway				Underway		
	Complete				Complete		
Accompl. Type:	Proposed			Accompl. Type:	Proposed		
	Underway				Underway		
	Complete				Complete		
04 Households	Proposed			Accompl. Type:	Proposed		
	Underway				Underway		
	Complete				Complete		

Proposed Outcome	Performance Measure	Actual Outcome
To increase affordable housing opportunities	5 low income residents will purchase their own home.	

13 Direct Homeownership Assistance 570.201(n)	Matrix Codes
Matrix Codes	Matrix Codes
Matrix Codes	Matrix Codes

Program Year 1

Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.		
	Actual Amount				Actual Amount		
Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.		
	Actual Amount				Actual Amount		
Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units		
	Actual Units				Actual Units		
Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units		
	Actual Units				Actual Units		

Program Year 2	CDBG	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 3	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 4	CDBG	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 5	CDBG	Proposed Amt.	$102,767		Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	

CPMP Version 2.0

Grantee Name: **City of Dover**

Project Name:	Program Administration			
Description:	**IDIS Project #:**		**UOG Code:**	UOG Code

CDBG funds will be used to oversee management, monitoring and coordination of the CDBG program in the City of Dover.

Location: City of Dover

Priority Need Category

Select one: Planning/Administration

Explanation:

Expected Completion Date:
(mm/dd/yyyy) 06/30/15

Objective Category
- ○ Decent Housing
- ○ Suitable Living Environment
- ○ Economic Opportunity

Specific Objectives

Outcome Categories
- ☐ Availability/Accessibility
- ☐ Affordability
- ☐ Sustainability

1
2
3

Project-level Accomplishments

01 People	**Proposed**	1		01 People	**Proposed**		
	Underway				**Underway**		
	Complete				**Complete**		
Accompl. Type:	**Proposed**			Accompl. Type:	**Proposed**		
	Underway				**Underway**		
	Complete				**Complete**		
01 People				Accompl. Type:	**Proposed**		
	Underway				**Underway**		
	Complete				**Complete**		

Proposed Outcome	**Performance Measure**	**Actual Outcome**

31B Administration - grantee | Matrix Codes

Matrix Codes | Matrix Codes

Matrix Codes | Matrix Codes

Program Year 1

Fund Source:	**Proposed Amt.**			Fund Source:	**Proposed Amt.**		
	Actual Amount				**Actual Amount**		
Fund Source:	**Proposed Amt.**			Fund Source:	**Proposed Amt.**		
	Actual Amount				**Actual Amount**		
Accompl. Type:	**Proposed Units**			Accompl. Type:	**Proposed Units**		
	Actual Units				**Actual Units**		
Accompl. Type:	**Proposed Units**			Accompl. Type:	**Proposed Units**		
	Actual Units				**Actual Units**		

Program Year 2	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 3	CDBG	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 4	CDBG	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 5	CDBG	Proposed Amt.	$47,005		Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	

CPMP Version 2.0

Grantee Name: **City of Dover**

Project Name:	Dover Interfaith Mission to the Homeless			
Description:	**IDIS Project #:**		**UOG Code:**	UOG Code

CDBG funds will be used for operating funds for the building that will include utility and lease cost.

Location: Dover

684 Forest Street, Dover, DE

Priority Need Category

Select one: Public Facilities

Explanation:

Expected Completion Date:

(mm/dd/yyyy) 06/30/15

The funding for this project will assist in offsetting additional cost to run the daily operations of the shelter.

Objective Category

- ○ Decent Housing
- ◉ Suitable Living Environment
- ○ Economic Opportunity

Outcome Categories

- ☐ Availability/Accessibility
- ☐ Affordability
- ☑ Sustainability

Specific Objectives

1. End chronic homelessness
2.
3.

Project-level Accomplishments

11 Public Facilities	**Proposed**	####		11 Public Facilities	**Proposed**	
	Underway				**Underway**	
	Complete				**Complete**	
Accompl. Type:	**Proposed**			Accompl. Type:	**Proposed**	
	Underway				**Underway**	
	Complete				**Complete**	
11 Public Facilities	**Proposed**			Accompl. Type:	**Proposed**	
	Underway				**Underway**	
	Complete				**Complete**	

Proposed Outcome	Performance Measure	Actual Outcome
To assist in decreasing homelessness	To provide shelter for up to 150 individuals within a year	

03T Operating Costs of Homeless/AIDS Patients Programs	Matrix Codes
Matrix Codes	Matrix Codes
Matrix Codes	Matrix Codes

Program Year 1

Fund Source:	**Proposed Amt.**			Fund Source:	**Proposed Amt.**	
	Actual Amount				**Actual Amount**	
Fund Source:	**Proposed Amt.**			Fund Source:	**Proposed Amt.**	
	Actual Amount				**Actual Amount**	
Accompl. Type:	**Proposed Units**			Accompl. Type:	**Proposed Units**	
	Actual Units				**Actual Units**	
Accompl. Type:	**Proposed Units**			Accompl. Type:	**Proposed Units**	
	Actual Units				**Actual Units**	

Program Year 2	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 3	CDBG	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 4	CDBG	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 5	CDBG	Proposed Amt.	$27,500		Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	

Grantee Name: **City of Dover**

CPMP Version 2.0

Project Name:	NCALL Research Inc.			
Description:		**IDIS Project #:**	**UOG Code:**	UOG Code

CDBG funds will be used for pre-purchase homeownership counseling services relevant to Dover residents.

Location: city wide

Enter location, address, zip codes, census tracks, or other elements that will help to identify the location of the project.

Priority Need Category

Select one: Public Services

Explanation:

This project will assist in increasing homeowneship opportunities in the City of Dover.

Expected Completion Date:

(mm/dd/yyyy) 06/30/15

Objective Category

- (•) Decent Housing
- ( ) Suitable Living Environment
- ( ) Economic Opportunity

Outcome Categories

- [ ] Availability/Accessibility
- [ ] Affordability
- [x] Sustainability

Specific Objectives

1. Improve the services for low/mod income persons
2.
3.

Project-level Accomplishments

04 Households	**Proposed**	$10.00		04 Households	**Proposed**		
	Underway				**Underway**		
	Complete				**Complete**		
Accompl. Type:	**Proposed**			Accompl. Type:	**Proposed**		
	Underway				**Underway**		
	Complete				**Complete**		
04 Households	**Proposed**			Accompl. Type:	**Proposed**		
	Underway				**Underway**		
	Complete				**Complete**		

Proposed Outcome	Performance Measure	Actual Outcome
To sustain a suitable living environment	Increase homeownership for low-mod persons	

05 Public Services (General) 570.201(e)	Matrix Codes
Matrix Codes	Matrix Codes
Matrix Codes	Matrix Codes

Program Year 1

Fund Source:	**Proposed Amt.**			Fund Source:	**Proposed Amt.**		
	Actual Amount				**Actual Amount**		
Fund Source:	**Proposed Amt.**			Fund Source:	**Proposed Amt.**		
	Actual Amount				**Actual Amount**		
Accompl. Type:	**Proposed Units**			Accompl. Type:	**Proposed Units**		
	Actual Units				**Actual Units**		
Accompl. Type:	**Proposed Units**			Accompl. Type:	**Proposed Units**		
	Actual Units				**Actual Units**		

Program Year 2	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 3	CDBG	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 4	CDBG	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 5	Fund Source:	Proposed Amt.	$7,754		Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	

CPMP Version 2.0

Grantee Name: **City of Dover**

Project Name:	Elizabeth W. Murphey School			
Description:	**IDIS Project #:**		**UOG Code:**	UOG Code

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

Location: historic area

Enter location, address, zip codes, census tracks, or other elements that will help to identify the location of the project.

Priority Need Category

Select one: Public Facilities

Explanation:

This project will improve the quality of housing for low to moderate income persons.

Expected Completion Date:

(mm/dd/yyyy) 06/30/15

Objective Category

- ○ Decent Housing
- ◉ Suitable Living Environment
- ○ Economic Opportunity

Specific Objectives

Outcome Categories

- ☐ Availability/Accessibility
- ☐ Affordability
- ☑ Sustainability

1. Improve quality / increase quantity of public improvements for lower income persons
2.
3.

Project-level Accomplishments

11 Public Facilities	Proposed	9		11 Public Facilities	Proposed		
	Underway				Underway		
	Complete				Complete		
Accompl. Type:	Proposed			Accompl. Type:	Proposed		
	Underway				Underway		
	Complete				Complete		
11 Public Facilities	Proposed			Accompl. Type:	Proposed		
	Underway				Underway		
	Complete				Complete		

Proposed Outcome	Performance Measure	Actual Outcome
to sustain a suitable living environment	To vastly improve the appearance of the facility	

03Q Abused and Neglected Children Facilities 570.201(c)	Matrix Codes
Matrix Codes	Matrix Codes
Matrix Codes	Matrix Codes

Program Year 1

Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.		
	Actual Amount				Actual Amount		
Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.		
	Actual Amount				Actual Amount		
Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units		
	Actual Units				Actual Units		
Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units		
	Actual Units				Actual Units		

Program Year 2	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 3	CDBG	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 4	CDBG	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 5	CDBG	Proposed Amt.	$50,000		Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	

III CERTIFICATIONS

III.1 General Certification

In accordance with the applicable statutes and the regulations governing the Consolidated Plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing - The City of Dover collaborated with Delaware State Housing Authority, New Castle County and the City of Wilmington to complete a statewide" Analysis of Impediments (AI) to Fair Housing Choice in Delaware". This study was finalized in the summer of July 2011 and includes a breakdown of the impediments specifically for Dover in which the city has taken measures to eliminate on an annual basis.

Anti-Discrimination - The grants will be conducted and administered in compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), the Fair Housing Act (42 U.S.C. 3601-3620), the Age Discrimination Act of 1975, Executive Orders 11063, 11625, 12138, 12432 and 12892, Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Americans with Disabilities Act (Title II) and implementing regulations.

Anti-displacement and Relocation Plan - It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, as required under §570.606(b) and Federal implementing regulations; and that it has in effect and is following a residential and displacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, and the relocation requirements of §570.606(c) governing optional relocation assistance under section 105(a)(11) of the Housing and Community Development Act of 1974, as amended;

Drug Free Workplace -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

2. Establishing an ongoing drug-free awareness program to inform employees about

   (a) The dangers of drug abuse in the workplace;

   (b) The grantee's policy of maintaining a drug-free workplace;

   (c) Any available drug counseling, rehabilitation, and employee assistance programs; and

(d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1.

4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -

(a) Abide by the terms of the statement; and

(b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant.

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -

(a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

8. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)
Dover City Hall
15 Loockerman Plaza
Dover, DE 19901

Check ___ if there are workplaces on file that are not identified here; the certification with regard to the drug-free workplace required by 24 CFR part 24, subpart F.

Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

3. It will require that the language of paragraph (n) of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. The jurisdiction is in compliance with restrictions on lobbying required by 24 CFR part 87, together with disclosure forms, if required by that part.

Legal Authority -- It possesses legal authority under State and local law to make grant submissions and to execute a community development and housing programs and the jurisdiction's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the grantee to submit the housing and community development plan and amendments thereto and all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the grantee to act in connection with the submission of the housing and community development plan and to provide such additional information as may be required.

Applicable Laws -- The jurisdiction will comply with the other provisions of the Acts covering programs covered by the HCD plan and with other applicable laws.

Section 3 - The jurisdiction will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u), and implementing regulations at 24 CFR part 135.

/

Signature Date

Title

III.2 Specific CDBG Certifications

The Entitlement Community certifies that:

Use of Funds -- It has developed its HCD plan one-year projected use of funds so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight; (the projected use of funds may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available); except that the aggregate use of CDBG funds received under section 106 of the Housing and Community Development Act of 1974, as amended, and if applicable, under section 108 of the same Act, during program year(s) 2010-2014 (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that not less than 70 percent of such funds are used for activities that benefit such persons during such period;

Community Development Plan -- It has developed a community development plan, for the period specified in the paragraph above, that identifies community development and housing needs and specifies both short and long-term community development objectives that have been developed in accordance with the primary objective and requirements of the Housing and Community Development Act of 1974, as amended;

Special Assessments -- It will not attempt to recover any capital costs of public improvements assisted in whole or in part with funds provided under section 106 of the Housing and Community Development Act of 1974, as amended, or with amounts resulting from a guarantee under section 108 of the same Act by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless:

1. Funds received under section 106 of the Housing and Community Development Act of 1974, as amended, are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than under Title I of that Act; or

2. For purposes of assessing any amount against properties owned and occupied by persons of moderate income, the grantee certifies to the Secretary that it lacks sufficient funds received under section 106 of the

Housing and Community Development Act of 1974, as amended, to comply with the requirements of subparagraph (1) above;

Lead-Based Paint -- Its notification, inspection, testing and abatement procedures concerning lead-based paint will comply with §570.608;

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

_____ _____

Signature Date

_____

Title

City of Dover

MAYOR AND COUNCIL

DRAFT PROPOSED COUNCIL RESOLUTION NO. 2014-08

A RESOLUTION PROPOSING APPROVAL OF THE 2014 COMMUNITY DEVELOPMENT BLOCK GRANT ACTION PLAN.

WHEREAS, the City of Dover is entitled to $226,472 through the United States Department of Housing and Urban Development Community Development Block Grant program; and

WHEREAS, the City of Dover has prepared the 2014 Action Plan, in accordance with the United States Department of Housing and Urban Development guidelines, that serve as the primary planning document for identifying and meeting the housing and community development needs for the low and moderate-income residents of Dover; and

WHEREAS, the City of Dover is in favor of utilizing the Community Development Block Grant funds for the community development purposes in accordance with the National Community Development objectives of benefiting low and moderate income families, eliminating slums and blight, and meeting other community development objectives; and

WHEREAS, the United States Department of Housing and Urban Development requires the City of Dover to submit a Consolidated Plan and an Action Plan for Application for Federal Assistance including the proposed use of funds and including certain certifications and policies to obtain its $226,472 entitlement; and use of $8,554 in program income for eligible activities; and

NOW, THEREFORE BE IT RESOLVED THAT THE MAYOR AND COUNCIL OF THE CITY OF DOVER APPROVE THE 2014 Community Development Block Grant Action Plan and application for Federal Assistance included in the Action Plan, along with certifications and policies attached and authorize its forwarding to the United States Department of Housing and Urban Development for consideration.

ADOPTED: *

DAVID L. BONAR
MAYOR

BEVERLY C. WILLIAMS
COUNCIL PRESIDENT/VICE-MAYOR
ACTING

III.4 SUMMARY OF CITIZEN COMMENTS

NOTICE OF PUBLIC HEARING

In accordance with Federal Regulations governing the City of Dover Community Development Block Grant Program, the City of Dover will hold a public hearing Thursday, April 17, 2014 at 5:00 PM in the City Hall Caucus Room, 15 Loockerman Plaza, Dover, to afford citizens an opportunity to comment on the proposed 2014 Action Plan and projected use of funds. The City will consider any comments or views of citizens received in writing or orally at the public hearing. A summary of these comments or views and summary of any comments or views not accepted and reasons therefore, shall be attached to the plan. Receipt of written comments will close at 5:00 PM on May 2, 2014. This Federally funded program will provide funds to support Community Development activities in eligible communities within the City of Dover. If you have a vision, hearing or physical impairment that requires accommodation either in the reading of this notice or at the public hearing, the City of Dover will provide appropriate assistance, please call the Planning Office at 736-7175 between the hours of 8:00 AM and 4:30 PM. If you have a hearing impairment, the State TDD Relay Center number is 1-800-855-1155 same hours.

EQUAL HOUSING OPPORTUNITY
City of Dover
Planning Office
P.O. Box 475
Dover, DE 19903

There was no one in attendance at the public hearing.

III.6 DEFINITIONS

Certification. A written assertion, based on supporting evidence, that must be kept available for inspection by HUD, by the Inspector General of HUD, and by the public. The assertion shall be deemed to be accurate unless HUD determines otherwise, after inspecting the evidence and providing due notice and opportunity for comment.

Consolidated plan (or "***the plan***"). The document that is submitted to HUD that serves as the planning document (comprehensive housing affordability strategy and community development plan) of the jurisdiction and an application for funding under any of the Community Planning and Development formula grant programs (CDBG, ESG, HOME, or HOPWA), which is prepared in accordance with the process prescribed in this part.

Consortium. An organization of geographically contiguous units of general local government that are acting as a single unit of general local government for purposes of the HOME program (see 24 CFR part 92).

Cost burden. The extent to which gross housing costs, including utility costs, exceed 30 percent of gross income, based on data available from the U.S. Census Bureau.

Emergency shelter. Any facility with overnight sleeping accommodations, the primary purpose of which is to provide temporary shelter for the homeless in general or for specific populations of the homeless.

Extremely low-income family. Family whose income is between 0 and 30 percent of the median income for the area, as determined by HUD with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 30 percent of the median for the area on the basis of HUD's findings that such variations are necessary because of prevailing levels of construction costs or fair market rents, or unusually high or low family incomes.

Homeless family with children. A family composed of the following types of homeless persons: at least one parent or guardian and one child under the age of 18; a pregnant woman; or a person in the process of securing legal custody of a person under the age of 18.

Homeless person. A youth (17 years or younger) not accompanied by an adult (18 years or older) or an adult without children, who is homeless (not imprisoned or otherwise detained pursuant to an Act of Congress or a State law), including the following:

(1) An individual who lacks a fixed, regular, and adequate nighttime residence; and

(2) An individual who has a primary nighttime residence that is:

(i) A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);

(ii) An institution that provides a temporary residence for individuals intended to be institutionalized; or

(iii) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

Homeless subpopulations. Include but are not limited to the following categories of homeless persons: severely mentally ill only, alcohol/drug addicted only, severely mentally ill and alcohol/drug addicted, fleeing domestic violence, youth, and persons with HIV/AIDS.

Jurisdiction. A State or unit of general local government.

Large family. Family of five or more persons.

Lead-based paint hazards. Any condition that causes exposure to lead from lead-contaminated dust, lead-contaminated soil, lead-contaminated paint that is deteriorated or present in accessible surfaces, friction surfaces, or impact surfaces that would result in adverse human health effects as established by the appropriate Federal agency.

Low-income families. Low-income families whose incomes do not exceed 50 percent of the median family income for the area, as determined by HUD with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 50 percent of the median for the area on the basis of HUD's findings that such variations are necessary because of prevailing levels of construction costs or fair market rents, or unusually high or low family incomes.

Middle-income family. Family whose income is between 80 percent and 95 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 95 percent of the median for the area on the basis of HUD's findings that such variations are necessary because of prevailing levels of construction costs or fair market rents, or unusually high or low family incomes. (This corresponds to the term *"moderate income family"* under the CHAS statute, 42 U.S.C. 12705.)

Moderate-income family. Family whose income does not exceed 80 percent of the median income for the area, as determined by HUD with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 80 percent of the median for the area on the basis of HUD's findings that such variations are necessary because of prevailing levels of construction costs or fair market rents, or unusually high or low family incomes.

Overcrowding. For purposes of describing relative housing needs, a housing unit containing more than one person per room, as defined by the U.S. Census Bureau, for which data are made available by the Census Bureau. (See 24 CFR 791.402(b).)

Person with a disability. A person who is determined to:

(1) Have a physical, mental or emotional impairment that:

(i) Is expected to be of long-continued and indefinite duration;

(ii) Substantially impedes his or her ability to live independently; and

(iii) Is of such a nature that the ability could be improved by more suitable housing conditions; or

(2) Have a developmental disability, as defined in section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001-6007); or

(3) Be the surviving member or members of any family that had been living in an assisted unit with the deceased member of the family who had a disability at the time of his or her death.

Poverty level family. Family with an income below the poverty line, as defined by the Office of Management and Budget and revised annually.

Severe cost burden. The extent to which gross housing costs, including utility costs, exceed 50 percent of gross income, based on data available from the U.S. Census Bureau.

State. Any State of the United States and the Commonwealth of Puerto Rico.

Transitional housing. A project that is designed to provide housing and appropriate supportive services to homeless persons to facilitate movement to independent living within 24 months, or a longer period approved by HUD. For purposes of the HOME program, there is no HUD- approved time period for moving to independent living.

Unit of general local government. A city, town, township, county, parish, village, or other general purpose political subdivision of a State; an urban county; and a consortium of such political subdivisions recognized by HUD in accordance with the HOME program (24 CFR part 92) or the CDBG program (24 CFR part 570).

III.7 MONITORING

General Procedures

Monitoring is basically a review of programs, projects, and administrative procedures as an on-going process that is implemented. When a sub-recipient receives notification of a grant award, the process continues through invoices, monthly report submittal, and a site visits including activity closeout.

The monitoring reports are used to determine the process and identify problems. Staff reviews the reports with the sub-recipient and suggests changes and/or modifications as needed. If issues are identified, staff makes specific recommendations for addressing the problems and identifies action that must be taken and a deadline is included in the monitoring letter.

COUNCIL RESOLUTION NO. 2014-09

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

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

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

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

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

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

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

ADOPTED: *

S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\Council-Packets\2014\05-12-2014\ORIGINALS\Resolution No. 2013-09 - Authorizing ControllerTreasurer and Assistant Treasurers to Disburse Funds.wpd

MAYOR	COUNCIL PRESIDENT/VICE-MAYOR ACTING

Actions History:
May 12, 2014 - Scheduled for Introduction at City Council

Draft

ACTION FORM

PROCEEDING: City Council
DEPARTMENT OF ORIGIN: Public Utilities Power Plant (NAES) **DATE SUBMITTED**: 4/28/2014
PREPARED BY: Vincent Scire, Plant Manager
SUBJECT: Evaluation of Bids for VanSant Capacity Increase Equipment –EG1416
REFERENCE: N/A
RELATED PROJECT: N/A
REVIEWED BY: City Manager, Controller/Treasurer
EXHIBITS: N/A
EXPENDITURE REQUIRED: **$294,435.00** **AMOUNT BUDGETED**: $750,000
FUNDING SOURCE (Dept./Page in CIP & Budget): Public Utilities-Electric Generation, VanSant Capacity Increase, CIP EG1416; Overall Project Budget $1,500,000
TIMETABLE: Engineering and material fabrication to start in the 4th quarter of 2014 with equipment delivery and installation to be performed in the 1st and 2nd quarter of 2015. Contract to be awarded upon Council approval.
RECOMMENDED ACTION: Based upon the evaluation prepared by consultant McHale Performance, the City Manager and Controller recommend awarding the contract to Mee Industries, Inc. for $294,435.00 for Option 2. NAES will perform the remaining work at a cost of $113,306 bringing the total cost of this portion of the project in at $407,741.

BACKGROUND AND ANALYSIS

The major part of the VanSant Capacity Increase CIP scope of work is the procurement of an engineered wet compression system and the startup commissioning of that equipment. This proposed contract addresses the engineering design, equipment supply, and installation support activities associated with the wet compression system. This system installation will increase the capacity of the VanSant combustion turbine generator by 6 megawatts from its current rated capacity of 39 megawatts. This contract work represents a significant portion of the work to be performed on this project. The remaining major portion of the scope to include the installation of the system and testing will be managed by NAES using a combination of support personnel and contractors. At this time staff is confident this project will be under budget.

A Request for Proposal package was advertised according to the City purchasing policy and NAES purchasing policy. A mandatory Pre-bid meeting was also advertised and three (3) potential respondents attended this meeting; two (2) bids were received; one (1) declined to bid. The proposals were evaluated using cost, experience, completeness of bid, and guaranteed capacity increase and emissions limits. Of the two bids received, one Bidder (Wood Group) did not provide guarantee of emissions and their bid was deemed to be non- conforming. Only one bidder, Mee Industries, Inc. met criteria for capacity increase and provided an emissions guarantee. That bidder also provided the lowest evaluated bid.

Comparison between suppliers:

Value	Units	Fuel Type	Mee Industries	Wood Group[*1]
Increase in Turbine Net Output	KW	Natural Gas	6900	4841
Increase in Turbine Net Output	KW	Oil	6519	4898
Base Bid- Supply and Install	$	N/A	$461,265	$580,905
Option 1-Supply Only, Installation Managed by NAES[*3]	$	N/A	$274,192	$462,281[*2]
Option 2-Suply Only, Installation Managed by NAES +14% pumping margin[*3]	$	N/A	$294,435	N/A

[*1]Wood Group KW values are comparison values calculated from supplied data as the firm did not supply guarantee values at requested wet compression percentage

[*2]Wood Group Option 1 is an estimated value for the same scope as proposed by Mee Industries

[*3]NAES estimate to complete the installation is $113,306 utilizing contract labor and in-house staff.

SUMMARY COMPARISON-INSTALLATION

	Mee Industries supply and installed by Mee subcontractors	NAES Managed with all Contract labor	NAES managed with Contractor labor and NAES labor	
Mee Indus. Subcontractors	211,423.00	N/A	N/A	
NAES subcontractors-local labor❶		101,386.69	$49,526.69	
NAES plant staff❷			$49,000.00	
15% contingency	31,713.45	15,208.00	$14,779	
Total❸	243,136.45	116,594.69	$113,306	

Notes:

❶ Installation materials are included in this line item and assumes NAES will purchase any field materials

❷NAES labor is a sunk cost and represents opportunity for savings

❸ NAES estimate to perform work using all contractor labor ($116k) is in line with what Wood Group bid, which was $136k

Portland Maine :
(207)8742-802
70 Center Street
Portland, Maine 04101

Redmond, WA:
(425) 883-2058
18378 Redmond Way
Redmond, WA 98052-5012

April 9th 2014

City of Dover Delaware

Wet Compression Upgrade to VanSant Station Turbine

Recommendation for Specialized Equipment Purchase

Three vendors with wet compression experience were invited to submit a detailed proposal for the project to increase the peak output of the GE 6 B turbine by the installation of direct evaporative cooling and downstream wet compression on the existing GE 6B gas turbine generator. The bid request was for a turnkey package to install the new equipment and upgrade existing systems if needed to guarantee an increase in output at the PJM peak coincident ambient conditions while guaranteeing the impact, if any to plant emissions.

Three firms, Wood Group, Mee Industries (Mee) and Caldwell Group attended the pre bid meeting. Caldwell Group elected not bid after the meeting. They did not give a formal response for dropping out but in verbal discussions with the firm's representative, they traditionally are a supplier of this equipment with another firm doing the installation and were not comfortable in a turnkey role.

Thus the two initial proposals received were from Mee and Wood Group. Both have extensive history in installing this technology on turbines with Mee having the longest record and most reported retrofits of GE 6B units. Wood Group has numerous installations although a large number were done as a subcontractor to a major turbine OEM. Both were judged to be competent suppliers.

Of the two interested bidders, only one, Mee was able to supply all of the information requested in the Request for Bids. Wood Group supplied a somewhat detailed proposal that did not address key items, specifically an environmental emissions guarantee and the performance of the equipment at the specified percent overspray. As successful implementa-

tion of the project is directly related to the ability to environmentally permit the equipment, a lack of an emission guarantee invalidates the Wood Group proposal. Wood Group has indicated that they may be able to offer guarantees at a later date subject to unspecified emission testing and negotiations regarding the existing plant. Given the lack of emission guarantees from Wood Group, the proposal was utilized primarily as a check against the complete Mee proposal. As Wood Group did not supply guarantee values at the specified overspray rate, values were calculated at the requested 1.5% overspray from information contained in the Wood Group proposal. A ranking system was not applied to the proposals as realistically only one is judged complete.

The request to bid was sent to the major firms in the wet compression market and no other firms were identified as interested with an adequate resume to submit proposals. Given the incompleteness of the Wood Group Proposal on key points including emission guarantees, the clear and obvious firm to award this project is Mee Industries based on an increased level of performance at a lower cost. The expected performance gain for each firm and the equipment cost are in Table 1. The performance increase is stated when the turbine is operated in peak firing mode while the outside ambient condition match conditions calculated as specified by PJM, the regional grid operator.

Table 1 – Comparison between Suppliers

Value	Units	Fuel Type	Mee Industries	Wood Group *1
Increase in Turbine Net Output	KW	Natural Gas	6910	4841
Increase in Turbine Net Output	KW	Oil	6519	4898
Cost – Base Bid	$	NA	$461,265	$580,905
Cost – Option 1	$	NA	$274,192	$ 462,281 *2
Cost – Option 2	$	NA	$294,435	NA

*1 Wood Group KW values are comparison values calculated from supplied data as the firm did not supply guarantee values at requested wet compression percentage.
*2 Wood Group Option 1 is an estimated value for the same scope as proposed by Mee.

The base bid pricing covers a turnkey project where the vendor supplies and installs all of the equipment and support systems. Wood Group based the proposal on using their own crews and personnel while Mee Fog would be subcontracting the work installation scope.

Their pricing for subcontracted services appeared to include a risk premium as that is not their core competency. The option 1 pricing is for Mee Fog to supply the specialized equipment, design and technical support with NAES using a combination of support personnel and contractors to install the interconnecting piping, electrical, control wiring and civil. It is expected that this will reduce the total project cost. Option 2 is similar proposal that includes some additional spray capacity for the system. This allows on line redundancy of components and offers some additional capability to offset turbine degradation.

Dennis W. Pednault
McHale and Associates

ACTION FORM

PROCEEDING: City Council	**AGENDA ITEM NO.:**
DEPARTMENT OF ORIGIN: Public Works	**DATE SUBMITTED**: 04/17/2014
PREPARED BY: Sharon J. Duca, P.E. – Director of Public Works / City Engineer	
SUBJECT: Evaluation of Proposals - Wellhead Redevelopment Contract	
REFERENCE: NA	
RELATED PROJECT: NA	
APPROVALS: City Manager, Controller	
EXHIBITS: Price Proposal	
EXPENDITURE REQUIRED: NA	**AMOUNT BUDGETED**: $75,000 FY '14
FUNDING SOURCE (Dept./Page in CIP & Budget): Public Works - Water/Wastewater, Wellhead Redevelopment Program, CIP Project Code: WD1401, Account: 417-6800-568.40-31. Historical spending: FY '08 - $99,590; FY '09 - $169,231; FY '10 - $93,168; FY '11 - $59,336; FY '12 - $55,135; FY '13 - $67,675.	
TIMETABLE: Well inspection and testing to start upon Council approval. Preliminary testing is to be performed each year of the contract. All wells will be tested by FY 2016 and additional work will be performed only upon City authorization on an as needed basis.	
RECOMMENDED ACTION: Staff recommends awarding a three (3) year agreement, with the City option of two (2), one (1) year extensions, for the Wellhead Redevelopment Multiyear Contract to A.C. Schultes of Delaware, Inc. as per the pricing included in the bid submittal.	

BACKGROUND AND ANALYSIS

The Department of Public Works maintains multiyear contracts with potential contractors to ensure that the bidding rules are adhered to for any contractors that might be hired to perform work for the Department. These contracts are priced as a "time, equipment, and material" contract and may exceed $25,000 annually. This contract will provide for the rehabilitation and repair of twenty (20) production wells in an effort to maintain operations and/or increase the yield of each well as it relates to the permitted allocation. The recommended contractor will perform flow testing of each well and provide a report detailing testing results as well as recommendations. Upon reviewing information provided by the contractor, the City of Dover will plan for and/or schedule further repairs as needed based upon the prices provided.

A Request for Proposal (RFP) was advertised according to the City purchasing policy by the City's Purchasing Agent under RFP #14-0034PW. One (1) contractor submitted a qualified proposal. The proposals were evaluated using the following criteria: demonstrated experience with similar projects including a history of achieving highest and best results among its peers; cost; previous projects in the City of Dover; and availability to perform duties. Staff reviewed the proposal from A.C. Schultes and concluded that the pricing was fair and the proposal was complete. Originally, A.C. Schultes of Delaware, Inc included a 10% annual escalator, after further discussion they have agreed to reduce the annual escalator to 3.5%.

A.C. Schultes of Delaware, Inc. submitted all of the contractor's qualification information, which included a list of recently completed projects similar in scope, as well as a financial statement that were all found to be adequate. In conclusion, staff recommends awarding a three (3) year agreement, with the City option of two (2), one (1) year extensions, for the Wellhead Redevelopment Multiyear Contract to A.C. Schultes of Delaware, Inc.

A.C. Schultes of Delaware, Inc.
P.O. Box 188 – 16289 Sussex Highway
Bridgeville, Delaware 19933
24 Hour Service
(302) 337-8254
Fax: (302) 337-8234

April 30, 2014

Ms. Sharon Duca, Director
City of Dover
P. O. Box 475
Dover, DE 19901

RE: WELLHEAD REDEVELOPMENT PROGRAM BID
ACSD QUOTE MC#7332

Dear Ms. Duca:

Per our conversation on April 29, 2014, attached is a copy of the revised Wellhead Redevelopment Program Proposal Form. The revised form changes the annual escalator to 3.5% each year.

Thank you for allowing our firm the opportunity to work with you on this project. If I can be of any further assistance, please feel free to contact me via e-mail or at 302-337-8254.

Respectfully,

A.C. SCHULTES OF DELAWARE, INC.

R. Michael Collison

R. Michael Collison
President

RMC/bh

WELLHEAD REDEVELOPMENT PROGRAM
CITY OF DOVER, DELAWARE

PROPOSAL FORM

Date: 3/20/14

Proposal of A.C. SCHULTES OF DE, INC (hereinafter called "PROPOSER"), organized and existing under the laws of the State of Delaware doing business as A CORPORATION *. To the City of Dover (hereinafter called "OWNER").

In compliance with the Invitation to Proposers, PROPOSER hereby proposes to perform all WORK for the Wellhead Redevelopment Program for the City of Dover, RFP No. 14-0034PW, in strict accordance with the SCOPE OF WORK, within the time set forth therein, and at the prices stated below. The PROPOSER has examined and fully understands the scope of work.

The PROPOSER declares that the attached documents therein referred to have been carefully examined and are understood. It is proposed and agreed if the Proposal is accepted to contract with the City of Dover the required work in the manner set forth in the documents.

*Corporation, Partnership, or Individual as applicable.

BIDDER acknowledges receipt of the following ADDENDUM (if applicable):

NONE NONE

The PROPOSER declares that the only person, firm or corporation, or persons, firms or corporations, that has or have any interest in this proposal or in the Contract or Contracts proposed to be taken is or are the undersigned; that this proposal is made without any connection or collusion with any person, firm or corporation, making a proposal for the same work.

The proposer agrees that this proposal shall be good and may not be withdrawn for a period of 90 calendar days after the scheduled closing time for receiving proposals.

Upon receipt of written notice of the acceptance of this proposal, proposer will execute the formal contract attached within 10 days and deliver.

The names and addresses of all members of a firm or the names, addresses, and titles of every officer of a corporation as the case may be, must be given here by the member if the firm or by the officer or agent of the corporation who signs the Proposal.

Respectfully submitted:

_____	A.C. SCHULTES OF DELAWARE, INC.
Signature R. MICHAEL COLLISON	Company Name
PRESIDENT	P.O. BOX 188/16289 SUSSEX HWY, BRIDGEVILLE, DE 19933
Title	Address
3/20/14	52-0736190
Date	Taxpayer ID Number
1989035612	302-337-8254
License Number (if applicable)	Telephone No.

SEAL – (If BID is by a corporation)

If a Partnership, state names and addresses of Partners here:

N/A	N/A
N/A	N/A
N/A	N/A

WELLHEAD REDEVELOPMENT PROGRAM
RFP NO.:14-0034PW
CITY OF DOVER, DELAWARE

PROPOSAL FORM

ITEM 1: Preliminary Testing – *price below*

Work as described in the SCOPE OF WORK, Paragraph C.2. As per the SCOPE OF WORK approximately one-third of the wells are to be inspected in each year of the three (3) year contract period.

ITEM 2: Pump and Pump Equipment Removal, Reinstallation, Final Testing and Sterilization – *price below*

- **ITEM 2A** shall consist of pump and pump equipment removal as described in the SCOPE OF WORK, Paragraph D.1.
- **ITEM 2B** shall consist of pump and pump equipment reinstallation, final testing and sterilization as described in the SCOPE OF WORKS, Paragraphs D.4., D.5., and D.6.
- As per the SCOPE OF WORK these services will be performed, only upon City authorization, on a per well basis.

WELL ID #	ITEM 1 – Price per Well	ITEM 2A – Price per Well	ITEM 2B – Price per Well
1	$900.00	$1,950.00	$2,200.00
2	900.00	1,950.00	2,200.00
3	900.00	1,950.00	2,200.00
4	900.00	1,950.00	2,200.00
6	900.00	1,950.00	2,200.00
7	900.00	1,950.00	2,200.00
8R	900.00	1,950.00	2,200.00
9	900.00	1,950.00	2,200.00
10	900.00	1,950.00	2,200.00
11	900.00	1,950.00	2,200.00
12R	900.00	1,950.00	2,200.00
13R	900.00	1,950.00	2,200.00
14	900.00	1,950.00	2,200.00
15	900.00	1,950.00	2,200.00
PW1A	900.00	1,950.00	2,200.00

PW2	$900.00	$1,950.00	$2,200.00
PW4B	900.00	1,950.00	2,200.00
PW5	900.00	1,950.00	2,200.00
PW6A	900.00	1,950.00	2,200.00
PW8A	900.00	1,950.00	2,200.00

ITEM 3: Camera Inspection of Well Casing and Screen – *price below*

Work as described in the SCOPE OF WORK, Paragraph D.2. As per the SCOPE OF WORK these services will be performed, only upon City authorization, on a per well basis.

- **ITEM 3A** shall consist of all labor, materials, tools, equipment and services necessary to perform a camera inspection as noted above for a well up to sixty (60) feet. Please note that this price shall be held for each of the six (6) shallow wells regardless of deviations that may be incurred.

ITEM 3A Base Price per Well $ 1,100.00

- **ITEM 3B** shall consist of the additional cost per foot for insertion depths of the camera over sixty (60) feet. Please note that this price shall be utilized for the fourteen (14) deep wells only.

ITEM 3B Additional Price per Foot $ 0.00

ITEM 4: Pump / Motor Examination – *price below*

Work as described in the SCOPE OF WORK, Paragraph D.3. As per the SCOPE OF WORK these services will be performed, only upon City authorization, on a per well basis.

ITEM 4 Price per Well $ 350.00

ITEM 5: Hourly Labor Rates – price below

These rates shall be utilized by the PROPOSER in the developing of a cost estimate, final price or the like for any additional work authorized by the City.

JOB TITLE	ITEM 5 – Hourly Rate
Project Manager	$ .00
Field Engineer	.00
Drilling Engineer	.00
Drilling Foreman / Supervisor	195.00
Well Driller	195.00
Well Driller Assistant / Helper	125.00

Pump Installer	$195.00
Electro-Mechanical Technician	95.00
Pump Mechanic	95.00
Motor Mechanic	95.00

ITEM 6: Annual Escalator

The escalator percentages provided below shall be applied to each of the five items above in the year noted.

ITEM 6A 2015 Annual Escalator 3.5 **%**

ITEM 6B 2016 Annual Escalator 3.5 **%**

ITEM 6C 2017 Annual Escalator 3.5 **%**

ITEM 6D 2018 Annual Escalator 3.5 **%**

CHECK THE APPROPRIATE BOXES:

	Yes	No
Local Vendor Preference, Rule 1: Vendor located within the city limits of the City of Dover.		X
Local Vendor Preference, Rule 2: Vendor located within Kent County, Delaware (applicable only if no vendor qualifies under rule 1)		X
Local Vendor Preference, Rule 3: Vendor located within the State of Delaware (applicable only if no vendor qualifies under rules 1 & 2)	X	
Minority Vendor Preference, with authoritative proof of qualification		X
Proposer has attached proper information to satisfy the Statement of Qualification, Section IFP IV.	X	
Proposer has attached proper information to satisfy the Selection Criteria, Section IFP VI.	X	
Insurance Requirements, as outlined in Instructions to Proposers, section III	X	

A.C. SCHULTES OF DELAWARE, INC.
Contractor's Name

PRESIDENT — 3/20/14

Signature — Title — Date

R. MICHAEL COLLISON

END OF SECTION