REGULAR COUNCIL MEETING
A G E N D A

APRIL 14, 2014 - 7:30 P.M.

CITY HALL COUNCIL CHAMBERS
15 LOOCKERMAN PLAZA
DOVER, DELAWARE

OPEN FORUM - 15 MINUTES PRIOR TO OFFICIAL MEETING (7:15 P.M.)
The "Open Forum" segment is provided to extend the opportunity to the general public to share their questions, thoughts, comments, concerns, and complaints. Discussion of any item appearing on the agenda as a public hearing is prohibited during the Open Forum as an opportunity will be provided during consideration of that item. Citizen comments are limited to three (3) minutes. Council is prohibited from taking action since they are not in official session; however, they may schedule such items as regular agenda items and act upon them in the future.

INVOCATION BY REVEREND THEODORE HENDERSON

PLEDGE OF ALLEGIANCE LED BY COUNCIL PRESIDENT BONAR

AGENDA ADDITIONS/DELETIONS

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

* **1. Adoption of Minutes - Regular Council Meeting of March 24, 2014**

2. Presentation - 2013 Mayor's Prayer Breakfast Contributions
A. People's Place **B. The Shepherd Place**

3. Proclamation - Arbor Day

4. Resolution No. 2014-03 Proposing April 14 - April 25, 2014 as Spring Cleanup Weeks

5. Public Hearings - Violations of the Dangerous Building Ordinance
A. Property located at 814 Maple Parkway, Owned by Frank E. Jones and Others
(Staff recommends: 1. Declaring this in-ground pool and pump house on this property dangerous; 2. Ordering the property demolished by May 14, 2014 by the owner or equity owner at their own risk; 3. Ordering 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. Ordering 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 structure exists as a municipal lien or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a suit at law against the owner.)

5. Public Hearings - Violations of the Dangerous Building Ordinance (Continued)

B. Property located at 39 North New Street, Owned by Erin L. Cooper

(Staff recommends: 1. Declaring this building and all accessory structures on this property dangerous; 2. Ordering the property demolished by May 14, 2014 by the owner or equity owner at their own risk; 3. Ordering 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. Ordering 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.)

6. Presentation - Fire Department 2013 Annual Report

* **7. Safety Advisory and Transportation Committee Report - March 24, 2014**

A. Dover/Kent County Metropolitan Planning Organization (MPO) Delaware State University (DSU) Pedestrian Counts Summary Report (December 2013)

(Committee action not required)

B. Transportation Improvement District (TID) - Review of Draft Agreement and District Boundaries

(Committee recommended approval of the draft Agreement Regarding Dover US Route 13/Bay Road Corridor Transportation Improvement District and the map of the proposed district boundaries, subject to review by the Deputy City Solicitor)

C. Update - Dover High School Construction

(Committee action not required)

* **8. Utility Committee Report - March 24, 2014**

A. Delaware Mutual Aid and Assistance Agreement for Intrastate Water/Wastewater Agency Response Network (DEWARN)

(Committee recommended authorizing the City Manager to execute the DEWARN agreement)

* **9. Legislative, Finance, and Administration Committee Report - March 24, 2014**

A. Proposed Amendments to the City of Dover Freedom of Information Act (FOIA) Policy and Proposed Ordinance #2014-07 - Creating a new Chapter 52 - Freedom of Information Act Related to Public Records Access and Amending Appendix F - Fees and Fines (See Item #14-A)

(Committee recommended approval of the proposed amendments to the FOIA Policy and adoption of Proposed Ordinance #2014-07)

B. Financial Forecast Updates

(Committee action not required)

* **10. Monthly Reports - February 2014**

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

11. The Grande: Planned Neighborhood Design - Senior Citizen Housing Option Concept Plan (General Sketch Plan)

(City Council shall determine whether or not the proposed project known as The Grande: Planned Neighborhood Design - Senior Citizen Housing Option is of such a design and type that warrants further review by the Planning Commission. Staff recommends forwarding the plan to the Planning Commission for review.)

12. Evaluation of Bids - Generator Maintenance Contract

(Staff recommends awarding a three (3) year contract with the option for two (2) one (1) year extensions to Roy's Electric, Inc. as per the bid submitted in response to ITB #14-0027PW.)

13. Proposed Resolution No. 2014-04 In Support of a Delaware Land and Water Conservation Trust Fund Grant Application for Schutte Park Improvements - Phase 1

(Staff recommends adoption of Resolution No. 2014-04)

14. <u>First Reading - Proposed Ordinance #2014-07</u>

The First Reading is offered on the following proposed ordinance. Final action by Council will take place during the Second Reading of the ordinance on April 28, 2014. Copies of all proposed ordinances are available at the entrance of the Council Chambers or can be obtained from the City Clerk's Office.

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

(Legislative, Finance, and Administration Committee)

15. Council Members' Announcements

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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.

AGENDA ADDITIONS/DELETIONS

Council President Bonar requested the addition of Item #2 a-5 - Recognition of Service - Dover Human Relations Commission - Dawn Allen-Pyne (October 2008 through February 2014).

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

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

ADOPTION OF MINUTES - COUNCIL RETREAT OF JANUARY 31, 2014

The Minutes of the Council Retreat of January 31, 2014 were unanimously approved by motion of Mr. Slavin, seconded by Mrs. Williams and bore the written approval of Mayor Carey.

ADOPTION OF MINUTES - SPECIAL COUNCIL MEETING OF MARCH 10, 2014

The Minutes of the Special Council Meeting of March 10, 2014 were unanimously approved by motion of Mr. Slavin, seconded by Mrs. Williams and bore the written approval of Mayor Carey.

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF MARCH 10, 2014

The Minutes of the Regular Council Meeting of March 10, 2014 were unanimously approved by motion of Mr. Slavin, seconded by Mrs. Williams and bore the written approval of Mayor Carey.

PRESENTATIONS - RECOGNITION OF SERVICE - DOVER HUMAN RELATIONS COMMISSION

Mayor Carey made presentations to members of the Dover Human Relations Commission in recognition of their years service, as follows:

Justina Brewington (January 2012 through February 2014)

Mayor Carey read the following Certificate of Appreciation into the record:

CERTIFICATE OF APPRECIATION
Presented to

Justina Brewington

for her service as a member of the
Dover Human Relations Commission

January 2012 - February 2014

Your public service, selflessness, and talents
have increased the quality of life for the residents of the City of Dover

March 24, 2014

Ms. Brewington indicated that it had been an interesting journey for her to serve and, although she loved helping people, she stated that she was "not into politics." She stated that serving on the Commission had been a learning experience and wished the current and future members all the best in their service.

Linda Hackett (January 2012 through February 2014)
Mayor Carey read the following Certificate of Appreciation into the record:

CERTIFICATE OF APPRECIATION
Presented to

Linda D. Hackett

for her service as a member of the
Dover Human Relations Commission

January 2012 - February 2014

Your public service, selflessness, and talents
have increased the quality of life for the residents of the City of Dover

March 24, 2014

Dr. Hackett relayed appreciation for the recognition and gratitude for the jobs performed by all the City's elected officials. She expressed her enjoyment in serving as a member of the Commission and she wished she had the opportunity to work more closely with Council in order to become better acquainted.

Faye White (November 2011 through February 2014)
Mayor Carey read the following Certificate of Appreciation into the record:

CERTIFICATE OF APPRECIATION
Presented to

Faye D. White

for her service as a member of the
Dover Human Relations Commission

November 2011 - February 2014

Your public service, selflessness, and talents
have increased the quality of life for the residents of the City of Dover

March 24, 2014

Ms. White thanked the Mayor and members of City Council for giving her the opportunity to serve as a member of the Dover Human Relations Commission, relayed appreciation for allowing her to continue her political career (as she had served in Philadelphia for 33 years), and stated that she looked forward to working with them again in the future.

Roy Sudler, Jr. (July 2004 through February 2014)

Mayor Carey presented Mr. Sudler with a Dover Cup in appreciation for the years of service provided as a member of the Dover Human Relations Commission.

Mr. Sudler relayed appreciation to the Mayor and members of City Council, particularly the Mayor, for having the confidence in him to lead the Commission and participate in a very humbling way. He stated that his service had provided him professional growth and development and he looked forward to utilizing his knowledge in his new position with the State Human Relations Commission.

Dawn Allen-Pyne (October 2008 through February 2014)

Mayor Carey presented Ms. Dawn Allen-Pyne with a Dover Cup in appreciation for the years of service provided as a member of the Dover Human Relations Commission.

Ms. Allen-Pyne thanked the Mayor and members of City Council for allowing her the opportunity to serve the community.

PRESENTATION - AWARDS BY DOWNTOWN DOVER PARTNERSHIP - ST. PATRICK'S DAY PARADE

Mr. Bill Neaton, Economic Development Manager, along with Mayor Carey, presented awards for the 20th Annual St. Patrick's Day Parade, as follows:

Category	Recipient
Pot O' Gold Award - Anything with Wheels	Little Creek Fire Company
Rainbow Award - Car Clubs Only	Lone Wolf Outlaw Cruisers
Blarney Award - Best Mascot	Delaware State Newshounds
The Green Machine Award - Best Float	Dover Interfaith Mission for Housing
Aran Award - Best Animal (Large)	United We Ride
- Best Animal (Small)	Diamond Chihuahuas
Harp Award - Best Musical Group	Stacks Entertainment Featuring Local Recording Artists JQ
Emerald Isle Award - Most Authentic Irish Theme	Emmalee Young, Alisa Claycomb & Ashlynn Phillips (Irish Dancers)
Leprechaun Award - Best Brigade/Marching Unit	436th Air Wing & 373rd Training Group - DAFB
McNamara Award - Best HS Marching Band	Dover High School Senators Marching Band "The Pride of the Capital"
Best Adult Marching Band	DTCC Hammerin' Hawks
Mary Fitzpatrick Award (Best Overall)	Dover High School Senators Marching Bank "The Pride of the Capital"

Mayor Carey thanked parade participants and noted that the event was well attended by the public.

Concurring, Mr. Neaton advised members that the parade could not have been held without the great volunteers for the Downtown Dover Partnership and recognized the parade coordinator, Mr. Gary Chaffee, who also serves as the coordinator for the Home for the Holidays parade.

Mr. Chaffee relayed his appreciation for the recognition and enjoyment in serving as a coordinator for these events.

PROCLAMATION - EARTH HOUR (MARCH 29, 2014 - 8:30 P.M. TO 9:30 P.M.)

The City Clerk read the following Proclamation into the record:

WHEREAS, Earth Hour was initiated eight years ago when participants were encouraged to turn out their lights for one hour to show their support for climate change, and more than 2.2 million individuals and 2,000 businesses chose to do so; and

WHEREAS, since that time, the Earth Hour movement has expanded to symbolize the global pursuit of a better, healthier world. Last year, Earth Hour reached over 2.8 billion people in more than 7,000 cities and towns across 154 countries; and

WHEREAS, Earth Hour encourages individuals, businesses, and governments to become accountable for their ecological footprint by communicating ideas and exchanging resources that provide real solutions to environmental challenges; and

WHEREAS, the City of Dover encourages residents to make a commitment beyond the hour by continuing to recycle, switching to energy efficient light bulbs, and making conscious decisions to change the way we live to better our community; and

WHEREAS, your participation in Earth Hour shows a commitment to protect the one thing that unites us all – the planet.

NOW, THEREFORE, I, CARLETON E. CAREY, SR., Mayor of the City of Dover, Delaware, do hereby support the observation of Earth Hour in the City of Dover, Delaware, on March 29, 2014, and encourage residents and businesses to participate by turning out non-essential lights from 8:30 to 9:30 p.m.

PRESENTATION - POLICE DEPARTMENT 2013 ANNUAL REPORT

Police Chief James Hosfelt reviewed a Power Point presentation (***Exhibit #1***) depicting highlights of the 2013 Annual Report for the Dover Police Department. Referring to crime clearance rates for the detective section of the Police Department, Chief Hosfelt noted a difference between the information provided in the presentation and the Annual Report pertaining to the Dover Police Department percentages and the national percentages. He explained that there is a limited number of ways to report a cleared crime to the national database. For example, the City of Dover Police Department may clear a crime through means where the victim does not cooperate or the police just know it not to be true; however, the national database does not allow for crimes to be considered cleared in these instances.

Chief Hosfelt stated that the downtown camera system had been very beneficial for the police in solving crimes. He advised members that the Police Department was currently working with Advantech, Inc. to plan the next phase of this program and that it was hoped that State legislators could help with funding this program. He indicated that the next phase would consist of 12 cameras, which would actually provide access to 36 additional cameras, since the Delaware State Housing Authority and other local businesses were aware of the program's success and had contacted the Police Department regarding the possibility of tying their systems into the City's system to provide additional security for their properties.

Chief Hosfelt reviewed a sample video from the downtown camera system, noting footage of an individual with an assault rifle walking to the corner of Queen and Reed Streets. He explained that this individual had just driven past a drug dealer on Queen Street who shot at him. The individual then parked on Kirkwood Street, walked back to where the drug dealer was, and was getting ready to shoot back when he saw a police patrol unit traveling northbound on Queen Street, which caused him to run away. Chief Hosfelt expressed gratitude that the police officer did not see the individual, noting that he feared what choice the individual would have made, with an assault rifle in hand, if the officer had approached him. Chief Hosfelt advised members that both subjects were apprehended, the assault rifle was seized, and that once the case is adjudicated in court the rifle would be destroyed.

Responding to Mrs. Williams, Chief Hosfelt confirmed that the Police Department maintains juvenile crime statistics. Although they had never been included in any reports, he assured members he would forward these details to them.

Mr. Hutchison relayed his appreciation to the Dover Police Department and noted that there is no other police department in the State of Delaware that has a clearance percentage like Dover's, which he felt was a reflection of their personnel, training, equipment, and teamwork. He noted that the Dover Police Department handled 35,678 complaints last year, which equated to 686 complaints per week, and that this was an indication of how hard the Police Department works. Mr. Hutchison felt it was important to note that the Dover Police Department seized 77 handguns, 21 rifles, 8 shotguns, and 10,000 rounds of ammunition. He thanked Chief Hosfelt for a job well done.

Mayor Carey expressed his sincere appreciation for the men and women of the Dover Police Department for the work they do every day.

Mr. Anderson stated his gratitude for the Police Chief and all other men and women of the Dover Police Department. He noted that their efforts had put a "hold" on crime and had increased security, which was beneficial to the lives of all the citizens as well as to the economic development of the City. Mr. Anderson also felt that the Dover Police Department had led the way in the City in terms of diversity during the past few years, particularly in regard to promotions within the Department.

Mr. Hare stated that most Council members appreciate the job performed by the City's police officers; however, unless members participate in a "ride-a-long" with an officer, they cannot truly appreciate their work and what they encounter on a daily basis. He stated that it is an experience that all should participate in. Mr. Hare noted that the Department has a Victims Services division, led by Ms. Diane Glenn, who does an excellent job and has received several awards for her work.

Mrs. Williams indicated that she had served on the Criminal Justice Council - Juvenile Justice Advisory Group since 1977 and has had exposure to every police force within the State of Delaware. It was her opinion that Dover's police force was the best.

Mr. Dixon requested that Chief Hosfelt relay appreciation to all officers of the Dover Police Department.

Council President Bonar noted that this would be the last appearance for Chief Hosfelt before City Council and expressed his sincere appreciation for his leadership.

Mr. Hare moved for acceptance of the Police Department 2013 Annual Report, seconded by Mrs. Williams and unanimously carried.

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.

Community Development Block Grant (CDBG) Allocation Recommendations for FY2014

During the Special Parks, Recreation, and Community Enhancement Committee meeting of March 18, 2013, Mr. Bonar requested that the Committee be provided assistance in the way of recommendations regarding priorities for the various applications when the Community Development Block Grant (CDBG) allocation process takes place in FY 2014, so that it could be determined if any cuts could be made or if additional funding could be sought.

Mrs. Tracey Harvey, Planner I, reviewed proposed estimated Community Development Block Grant (CDBG) allocation recommendations for Fiscal Year 2014. She indicated that the estimated grant allotment for Fiscal Year 2014 was $243,554, including program income, and that 20% of the grant would be used for Program Administration to manage the CDBG Program. Members reviewed the CDBG Federal Resources Available for Use 7/01/14 - 6/30/15, as follows:

CDBG Funds Allocation	$235,000
Anticipated Program Income	$ 8,554
Total Grant Allocation	$243,554
20% of the grant must be allocated for	$243,554
Program Administration	x.20
	$ 48,711
Public Service activities cannot exceed 15%	$243,554
of the Grant	x.15
	$ 36,534 *

Mrs. Harvey advised members that the City had not received its grant allocation from the U.S. Department of Housing and Urban Development (HUD) for FY 14, and HUD requested that grantees propose a contingency provision that will either increase or decrease the estimated funding levels to match the actual allocation amount once received from HUD. She noted that Milford Housing Development Corporation had not been included in the funding request for FY 14 due to their failure to draw down FY 12 and FY 13 funds awarded in a timely manner.

Mrs. Harvey presented the CDBG Grant Recommendations for FY14, as follows:

Homeownership Assistance Program - Recommended funding for this project is $108,409*. Funding for this project will either increase or decrease based on the actual allocation from HUD. The City will provide up to $20,000 in settlement assistance to assist low to moderate income persons that are first time homebuyers who purchase homes in the City of Dover.

Program Administration - Funding for program administration will either increase or decrease based on the actual allocation from HUD and will not exceed 20% of the total grant. Staff funded program administration at $48,711 based on the estimated allocation for the total grant. These CDBG Funds will be used to oversee management, monitoring, and coordination of the CDBG program in the City of Dover.

Dover Interfaith Mission for Housing - The request and recommendation for this project is $27,500. The funding for this project will not increase because it is a public service activity and cannot exceed 15% of the total grant allocation and funding cannot exceed the original request by the sub-grantee. Funding for this project may be decreased if the grant allocation is substantially lower than the estimated grant allocation. These CDBG funds will be used for operations costs for the building that will include utility, maintenance, and lease costs.

NCALL Research, Inc. - Recommended funding for this project is $8,934*. This project is a public service activity and subject to the 15% cap requirement. Funding for this project may also be decreased if the actual grant allocation is substantially lower than the estimated grant allocation. Funding cannot exceed the original grant request by the sub-grantee. These CDBG Funds will be used for pre-purchase homeownership counseling services relevant to Dover residents.

Elizabeth W. Murphey School - The request and recommendation for this project is $50,000. Staff requested no changes in funding for this project since it is not subject to any HUD cap requirements.

These CDBG funds will be used for roof replacements for the nine (9) buildings on the campus that service children that are at risk for homelessness.

The Committee recommended approval of staff's recommendations for the CDBG Allocations for FY 2014.

(City Clerk's Office Note: Subsequent to the meeting, a rounding error was discovered in the calculation of public service activities. As a result of this $1 error, the limit for public service activities will be reduced to $36,533; the allocation to NCALL Research, Inc. will be reduced to $8,933; and the allocation to the Homeownership Assistance Program will be increased to $108,410.)

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

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.)*

#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.)*

Benchmarks Established for the Economic Development Office

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

Mr. Neaton noted that the City has provided the DDP with administrative support over the last five and one-half years. He advised members that the DDP Executive Director recently resigned and that the Economic Development Office, under the direction of the Mayor, was currently providing management assistance as well. He introduced Mr. Ed Perez, Main Street Coordinator, and requested that he review the DDP benchmarks since he is more familiar with them.

Referring to the fundraising goal, Mr. Perez reported that an Acting Chairperson, Mr. Paul Lakeman, had been recruited to serve on the Organization Committee and that Mr. Greg Moore, President of the Executive Board, had been diligently recruiting Board Members who understand the DDP's situation and fundraising goals. The Board was currently awaiting the reinstatement of their 501(c)(3) status in order to move forward with fundraising.

Elaborating, Mr. Neaton explained that the DDP currently has 501(c)(6) status, which is also a not-for-profit designation; however, the contributions made to the DDP would not be tax deductible and would be if the DDP had the 501(c)(3) status.

Mr. Perez reminded members that a survey of downtown merchants and business owners was conducted annually during the month of May. It was his hope that more merchants would be involved in providing feedback this year. He assured members that once the details of the survey were completed, the data would be forwarded to

them for their review and information. Mr. Neaton advised members that the merchants would be participating in the creation of the survey, including the development of the questions that would be asked.

Referring to the objective of having six (6) new businesses open in the target area, Mr. Perez stated that four (4) new businesses opened to date, which had created eight (8) new jobs. Mr. Neaton advised members that the dedication ceremony was held earlier in the day for EZ Pass, which would add an additional 85 jobs in the downtown core area. He reminded members that the DDP purchased the building at 22-24 West Loockerman Street at a Sheriff's Sale approximately two and one-half years ago. After spending a significant amount of money on remodeling the building, the DDP is pleased to have the EZ Pass as tenants. In addition to adding 85 new employees to the downtown area, he stated that EZ Pass would bring in excess of 1,000 retail visits every month. He stated that the EZ Pass location was also the Call Center for the Division of Motor Vehicles.

In regard to the City-Wide economic development initiatives, Mr. Neaton stated that his office tracks job growth and decreases, which are reported on a semi-annual basis. He indicated that the Mayor recently began having a breakfast periodically with representatives of the City's larger employers (such as Kraft Foods, Proctor and Gamble, Energizer, etc.), where he provides these firms with an update on the City's actions regarding economic development and keeps the City engaged with the business community. This has allowed for a good "round table" discussion and it was the Mayor's plan to continue to hold these meetings every six (6) months.

Mr. Neaton reminded members that City Council recently approved infrastructure improvements at the Garrison Tract and awarded two (2) bids: 1) for roads, sewer, water, and stormwater; and 2) for improving wastewater pump stations at the Garrison Tract. These projects must be completed by the end of the year in order to accommodate the two (2) new tenants: 1) Garrison Energy Center, whose project is underway; and 2) Uzin Utz, whose project is scheduled to begin in April. Mr. Neaton relayed his confidence that, once the infrastructure at the Garrison Tract was completed, additional manufacturing facilities would be attracted to the Garrison Tract, with the assistance of the Delaware Economic Development Office (DEDO) and others.

At the request of Mr. Hutchison, Mr. Neaton agreed that the Dover Air Force Base, State of Delaware, and Kent County Levy Court would be included in future breakfast meetings.

Updates - Recreation Needs Assessment

During their Regular Meeting of January 27, 2014, City Council authorized the City's Planning Department, beginning February 1, 2014, to perform a recreational needs assessment for the City of Dover, utilizing City staff to conduct workshops and other similar outreach efforts across the City to inventory park infrastructure and develop

the needs of all of the City parks for future use. The objective will be to gather the necessary information from the public, study it, and make a needs assessment report back to the Committee by December 1, 2014.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that City staff had met with representatives of the Delaware Department of Natural Resources and Environmental Control (DNREC) to review the data that needs to be developed. The State provided the City with a map and list from their database of all recreational amenities and open space within the City, which was reviewed by City staff, who will be contacting the State to provide additional information. She stated that public workshops will be scheduled during the latter part of April 2014 to allow ample time to obtain data and maps to display for the public's review. She stated that staff plans to have four (4) workshops, one (1) to be held in each Council District. The idea is for these workshops to be informal, open house events to allow individuals to review the material, ask questions, and then be permitted to provide either verbal and/or written commentary or complete a survey.

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

UTILITY COMMITTEE REPORT - MARCH 10, 2014

The Utility Committee met on March 10, 2014 with Chairwoman Williams presiding.

Garrison Oak Technical Park (GOTP) Transmission Line Relocation Capital Improvement Project (CIP)

Mr. Scott Koenig, City Manager, advised members that the final subdivision design of the Garrison Oak Technical Park (GOTP) was approved by a number of agencies. During the final design of the road entrances to the park, the Delaware Department of Transportation (DelDOT) required that the east entrance be aligned with a future development project located on the south side of White Oak Road. The required alignment, as well as the turning lanes and lane width of the new cross-section of White Oak Road, necessitates the relocation of four (4) 69 kV power transmission poles. This is a substantial relocation that requires engineering design services from one of the City's contract engineers. This project must begin as soon as possible, as there are lead times in ordering new poles of this magnitude.

Mr. Koenig indicated that the GOTP Transmission Line Relocation is not currently in the City's Capital Improvement Program (CIP). He explained that the proposed project budget is $550,000 and that the current estimate for the project is $516,200. Staff would be moving funds from other projects to create the necessary project budget. The proposed projects to be delayed and re-budgeted in future years are the Distribution Feeder Replacement Program (Project # EE1405) in the amount of $170,200 and the General Scott Switchgear Project (Project # EE1312) in the amount of $379,800. The General Scott Switchgear project will still have a remaining FY 2014 balance; however, staff will be proposing to move these funds to another capital project that is running over budget but must be completed in FY 2014.

Mr. Koenig reviewed a map of the poles to be relocated and explained that moving forward with this project is critical due to the proximity of the current pole line to the entrance. He stated that the proposed relocation would move poles #45, #46, #47, #48 behind the sidewalk, approximately five (5) to eight (8) feet into the drainage easement. Mr. Koenig informed members that all of the GOTP infrastructure must be completed by the end of the 2014 calendar year to maintain the schedules being dictated by the new tenants in the technical park. He noted that both Calpine and Uzin Utz intend to have testing/loading of their facilities in early 2015.

Staff recommended that the City Manager be authorized to create a new CIP titled Garrison Oak Technical Park (GOTP) Transmission Line Relocation to facilitate the construction of the road and entrance infrastructure at the GOTP. The proposed project budget is $550,000 and the project will begin in FY 2014 and be completed in FY 2015.

Responding to Mr. Slavin, Mr. Koenig estimated that half of the funds would be expended between the current date and June 2014, which would include engineering and ordering the poles. He estimated that the transmission line work would begin in late June or early July. Mr. Koenig advised members that the Feeder Replacement Program is a FY 2014 project. The General Scott Switchgear project began in FY 2013 and $10,304 had been expended to date. This project included funding in FY 2013, FY 2014, and FY 2015 and had not begun due to projects being behind schedule. Mr. Koenig stated that staff plans to reassess these projects as a part of the overall CIP and re-list them moving forward.

Although he understood the importance of the GOTP Transmission Line Relocation Project, Mr. Slavin relayed his discomfort with a $550,000 unbudgeted project being presented this late in the year.

Concurring, Mr. Perza indicated his frustration with some of these projects that have large costs and expressed his wish that there were a means to anticipate these projects and expenses when approved, noting that later in the evening City Council would be considering another expenditure of $550,000 (Horsepond Substation Project). He understood the importance of the project and the capacity to generate revenue for the future; however, he expressed nervousness that these types of expenses were not foreseen.

The Committee recommended authorizing the City Manager to create a new Capital Improvement Project (CIP) titled Garrison Oak Technical Park (GOTP) Transmission Line Relocation to facilitate the construction of the road and entrance infrastructure at the GOTP. The proposed project budget is $550,000 and the project will begin in FY 2014 and be completed in FY 2015.

During the Council Meeting of March 24, 2014, Mr. Anderson moved for approval of the Committee's recommendation, seconded by Mr. Dixon.

Responding to Mr. Anderson, Mr. Koenig stated that the $550,000 is the proposed project budget and that the current estimate is approximately $516,000 for construction.

The motion to approve the Committee's recommendation to authorize the City Manager to create a new Capital Improvement Project (CIP) titled Garrison Oak Technical Park (GOTP) Transmission Line Relocation to facilitate the construction of the road and entrance infrastructure at the GOTP, with a proposed project budget of $550,000 and the project to begin in FY 2014 and be completed in FY 2015, was carried with Mr. Slavin voting no.

TEA/NAES Report *(January)*

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

Referring to the Power Supply Summary on Page 1 of the report, Mr. Scott Koenig, City Manager, noted that for January 2014, the City's actual expenses were more than twice the budgeted expenses for power supply costs. Overall power supply costs were $7,589,907 over budget due to higher load and sustained high market prices due to the extreme cold weather.

Referring to Page 12 of the report, Mr. Koenig noted that the total utilities cost was $5,597,816 over budget, year-to-date.

Mr. Koenig explained that the extremely high demand, along with the extremely high market values, created a position where the City paid more for supply than anticipated during January (with generation running during times it was able to be run). In speaking with The Energy Authority (TEA), he stated that January 2014 was a month that happens only once in a 20-year period (in terms of weather); however, changes had been made to the City's Fuel Oil Reserve Policy in order to anticipate this type of issue in the future. Since the City runs on fuel oil, the City is constrained on the amount of time its operation can run before obtaining additional delivery.

Responding to Mrs. Williams, Mrs. Donna Mitchell, Controller/Treasurer, stated that the City's Fuel Oil Reserve Procedure was changed to allow enough reserve to run for three (3) to four (4) days and to obtain credit with more than just one (1) supplier. She explained that, due to the roadway conditions (snow/ice), the trucks could not deliver oil ordered by the City. She noted that there was also a communication issue that had been resolved, explaining that the North American Energy Services (NAES) group did not realize they needed to notify TEA when the oil reached a certain level.

Mr. Koenig noted that there was a large impact on the City's Rate Stabilization Fund, which was unanticipated. He reiterated that the City now has a larger fuel reserve and additional suppliers.

Mrs. Mitchell indicated that this also caused a cash flow issue, since the City purchases inventory to replenish the tank, which requires cash. She noted that this inventory does not go through the income statement.

Responding to Mrs. Williams, Mrs. Mitchell stated that the City had prepared for the snowstorm that was anticipated during the previous week and the tanks were full.

The Committee recommended acceptance of the TEA/NAES Monthly Report for January 2014.

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

Garrison Oak Technical Park Project Updates

Mr. Scott Koenig, City Manager, provided an update regarding the Garrison Oak Technical Park Project, as follows:

City Infrastructure

Mr. Koenig indicated that pre-construction meetings had been held by staff for those projects that were authorized by City Council and that staff had begun scheduling the contractors. A nationwide permit associated with the tax ditch had been issued and the comment period for a Department of Natural Resources and Environmental Control (DNREC) permit will end March 18, 2014. This permit will allow the City to get into the flood plain to begin construction. An additional project was proposed for the Transmission Line Relocation. Although construction is progressing, due to the recent weather, it is not doing so at the pace desired. Mr. Koenig felt confident that both the City and Calpine projects would be ramping up significantly during the months of March and April 2014.

Mr. Koenig stated that it was anticipated that the Uzin Utz facility would be finalized by the end of the year and the loading of equipment and other interior work will begin after the first of 2015, with an anticipated start date of late spring/early summer of 2015 (same as Calpine).

Calpine Energy Center

Mr. Koenig stated that work continued to progress on the Calpine facility. To his knowledge, Eastern Shore Natural Gas had begun their work and the City had received signed easements and checks. He stated that heavy deliveries would continue for the next few months. The number of construction workers at the site was anticipated to ramp up by several hundred workers since the carpentry and other building trades would begin their work.

Dover Sun Park

Mr. Koenig reviewed a spreadsheet entitled "Electric Revenue Fund FY14 - White Oak Solar Park Incremental Cost" and noted that the incremental energy costs totaled $252,589 as of January 31, 2014. He stated that the field was functioning as anticipated and within budget.

Mr. Hutchison moved for acceptance of the Utility Committee Report, seconded by Mr. Anderson and unanimously carried.

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - MARCH 10, 2014

The Legislative, Finance, and Administration Committee met on March 10, 2014 with Chairman Lynn presiding.

FY 2014 - Discussion of Pension Appropriation Changes

Mrs. Donna Mitchell, Controller/Treasurer, reviewed a Presentation entitled "Fiscal Year 2014 Budget, Discussion of Pension Appropriation Changes." Referring to the Police Pension Fund, she noted that the actual percentage of contributions during the last several years had not been at 100%, with the exception of FY 2009. In addition, she explained that the net pension (asset) at beginning of year and end of year was listed on the balance sheet as an asset because it was overfunded in prior years; therefore, during the years that the City was underfunding the pension, the balance was being reduced. Due to this action and the budget constraints during those years, she stated that extra money was not budgeted for the Police Pension Fund. She advised members that during a recent conversation with Fitch Ratings, they relayed concern and took issue with the contributions not being at 100%.

Being aware that the Fund was getting low last year, Mrs. Mitchell stated that the excess contribution was taken from the fund balance, moved to the Pension Funds, and divided in such a way to approximate 100% funding; however, this resulted in only 93% funding of the Police Pension Fund. She recommended a change for FY 2013/2014 to allow for the City's appropriation (excess money) to be divided between the Police Pension Fund and the General Pension Fund. However, due to an oversight, the total appropriation was applied to the General Pension Fund. As a result, she explained that the next budget revision ordinance would include the extra fund balance, in the amount of $764,600, being split between the Police Pension Fund, in the amount of $382,000 and the General Pension Fund, in the amount of $382,600.

Mrs. Mitchell stated that she had informally advised both Pension Boards that too much money was put into the General Pension Fund and not enough in the Police Pension Fund; therefore, she would be reducing the General Pension Fund by $382,000.

Mrs. Mitchell noted that, due to the Electric Carry Forward in FY 2013, the General Pension Fund was funded at 304%. Although Fitch indicated their approval of this percentage, they relayed disapproval for the percentages in the Police Pension Fund. She explained that this presentation was for informational purposes only to make members aware that staff was taking appropriate action to resolve these issues.

Mrs. Mitchell also reviewed a spreadsheet entitled "Civilian Plan Contribution - Budget Revision" depicting the amounts budgeted for the General Pension Fund for FY 2014 and bar graphs reflecting the budgeted amounts during the past several years. She explained that, in the past, the pension contribution had been calculated based on a percentage of payroll. However, since this plan was closed, she decided to calculate the normal cost for the pension plan as a percentage of payroll and use lump sum fund contributions for the unfunded liability rather than a percentage of payroll. Referring to the City Pension Expense Budget Trend bar graph, she noted that the escalation in fund appropriations (green bar) reflected this change in method. In hindsight, after speaking with Fitch, Mrs. Mitchell felt that the percentage of payroll should have continued to be used in the normal cost. Therefore, she indicated that there may be a change in the manner in which this is calculated and budgeted. She assured members that they would be kept abreast of this decision and any change would be reflected in the City's Proposed Budget.

Referring to the "Civilian Plan Contribution - Budget Revision," Mrs. Mitchell noted that the Annual Required Contribution (ARC) for FY 2013 was $3,217,964 and the original FY 2014 budgeted employer contribution was $3,116,000. She stated that when staff prepared the budget, the allocation for internal service funds was not included. Since the pension monies were pulled and put into a lump sum for the unfunded amounts, she allocated a portion to the Water/Wastewater and Electric Funds, since this was a part of the costs for the service employees in these service departments. In reviewing the manner in which this was done, she discovered that, rather than reducing the lump sum contribution in the General Fund, the internal service allocation should have been reduced. Otherwise, she explained that it would appear that the City did not fund enough of the City's ARC. What should have been done was a billing to the utilities for the monies (increasing the billing revenue) rather than a reduction of the fund expense. To correct this, she stated that a budget revision would be submitted so that the City's ARC would not be affected.

In response to Mr. Lynn, Mrs. Mitchell confirmed that this information was being presented for informational purposes only at this time.

Update on Financing Plan for Garrison Oak Technical Park Project

Mrs. Donna Mitchell, Controller/Treasurer, provided an update to the work being done on the financing plan for the Garrison Oak Technical Park street, storm water, and landscaping project. She had hoped to have a plan to present to members; however, since it had not been completed, she wanted to provide an update on this matter. She advised members that there were two (2) options for financing this project: 1) to bond the project with a municipal debt issue; and 2) to borrow the funds inter-fund by leveraging the reserve accounts. She indicated that staff was researching the second approach as a potential option.

Mrs. Mitchell indicated that discussions had been held with the City's auditor, bond counsel, and electric engineer, as well as the financial advisor. Based on these discussions, she felt confident that there were no legal issues with the City financing

the project; however, there were concerns as to how this would be perceived by ratepayers and bondholders. If the City chose to finance the project through an inter-fund loan, she explained that the City would forgo all the issuance costs and receive a greater return on its own money. The City would also need to ensure compliance with all policies, municipal code, and debt covenants, which would include a review of investment, debt, and financial policies. If the City were to establish a formal program for inter-fund borrowing, she stated that some of those policies may need to be changed.

It was Mrs. Mitchell's expectation that the remaining research would be done by March 31, 2014, and that staff would provide a final recommendation to City Council soon after, including any policy change recommendations. Depending on the interest rate and payback period, she noted that the debt service could range from $250,000 to $500,000.

Responding to Mr. Lynn, Mrs. Mitchell stated that, based on discussions thus far, the City's financial advisor appeared to be more against the City financing the project than the other advisors that she had spoken to regarding this issue. Although the bond counsel had no objections, she advised Mrs. Mitchell that the engineer opines on those reserves in their annual report and suggested, therefore, that Mrs. Mitchell hold discussions with the engineer as well. Bond counsel also advised Mrs. Mitchell that some communities were executing such loans at a zero percent (0%) interest rate.

At the suggestion of Mr. Lynn, Mrs. Mitchell stated that she would ask if there had been any negative effects on the bond ratings for other communities that lent themselves money at a zero percent (0%) interest rate.

Mrs. Mitchell advised members that space needs, as well as additional projects, may be considered in the near future. Considering that the City's current debt issue will end in 2017, she stated that if the City chose to finance the Garrison Oak project at this time, this would not prevent the City from combining it with another bond issue in the future and paying the City funds back.

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

HORSEPOND SUBSTATION PROJECT AMENDMENTS AND EVALUATION OF PROPOSALS

During their Regular Meeting of March 10, 2014, members considered amendments and proposals regarding the Horsepond Substation Reliability Upgrade Project and staff's recommendation to authorize the City Manager to: 1) increase the project budget for Project # EE1308 from $730,900 to $1,301,100; 2) execute the necessary amendments to the Engineering Services Agreement for the Horsepond Substation with Pike Energy Solutions, LLC from $50,000 to a not-to-exceed amount of $165,000 based on time and materials for design assistance and commissioning related services; 3) execute the necessary amendments to the Engineering Services Agreement for the Horsepond

Substation Transmission Line with Pike Energy Solutions, LLC from $75,000 to a not-to-exceed amount of $90,000 based on time materials for construction-related assistance; and 4) execute a contract to C.W. Wright Construction in the amount of $550,000 in response to Bid #14-0022EL. After much discussion, City Council voted to reconsider this matter in two (2) weeks by adding the Horsepond Substation Project Amendments and Evaluation of Proposals to the March 24, 2014 Regular Council Meeting Agenda, which would provide staff the opportunity to provide members with more detailed project information.

During the Council Meeting of March 24, 2014, Mr. Scott Koenig, City Manager, reviewed a memorandum dated March 19, 2014 which provided the status of the Horsepond Substation Project and included a breakdown of the project estimates. Since preparing that memorandum, he advised members that he had received additional information which changed staff's final recommendations on the project and submitted an additional memorandum, dated March 24, 2014 ***(Exhibit #3)***. He assured members of the completion of the substation upgrade and commissioning by the end of the fiscal year and indicated that staff's target completion date, weather permitting, was June 1, 2014. He relayed confidence that the transmission line tie-in could not be completed by the end of the fiscal year due to commitments on other projects by the low bidder; therefore, staff recommended rejecting the $550,000 bid for the transmission line work. In lieu of the current bid, he explained that staff would issue a separate contract for the pole foundations and further evaluate whether internal staff could set the new poles (there is a total of eight (8) poles). Another contract would be re-bid in the fall for all work that staff cannot complete in-house.

Mr. Koenig noted that, based on all of the available information, staff had amended their final recommendation, as follows: 1) authorize the City Manager to increase the project budget for Project #EE1308 from $730,900 to as much as $1,301,100; 2) authorize the City Manager to execute the necessary amendments to the Engineering Services Agreement for Horsepond Road Substation with Pike Energy Solutions, LLC from $50,000 to a not-to-exceed amount of $145,000 based on time and materials for design related assistance as well as commissioning related services (which were not part of the original design contract); 3) authorize the City Manager to reject all bids in response to Bid #14-0022EL and issue bid packages to complete the transmission line work by the end of calendar year 2014; and 4) once the project is complete, transfer any unused funds from Project #EE1308 to other Electric CIPs with the primary focus on the General Scott Switchgear Project #EE1312.

Responding to Mrs. Williams, Mr. Koenig indicated that staff was attempting to avoid the costs for the transmission line work. He stated that the pole costs are fixed and, in his opinion, the only other costs that could have possibly been avoided would have been the increase in engineering costs; however, this was due to the City's Engineer not having any experience with this type of design and the need for outside assistance. He felt that there were no unwarranted costs included, although he felt that the costs of the project should have been better projected.

Mr. Hare stated a desire to have details regarding the City's costs associated with Calpine locating to Dover, as well as the return that the City will realize, and questioned the length of expected payback period. Responding, Mr. Koenig stated that the Horsepond Substation Project involves the replacement of a substation; therefore, there are no associated customers, nor is there any guarantee of additional sales. This project is related to improving reliability to ensure that the power stays on under strain and, as such, there has been no analysis conducted to determine costs and returns. He

stated that the only relevance to the Calpine Project is that there is a need to take down a 69kV line related to the Calpine Project as it ties into the Cartanza Substation. He assured members that the Horsepond Substation Project is independent of Calpine and is really related to improving reliability for the industrial areas in the Horsepond Road, Lafferty Lane, and surrounding areas utilizing that portion of the system. The Calpine Project is several miles away (line miles) from this project; therefore, there is no direct correlation with the exception that any improvement to reliability of the system on this side of the City benefits any customer on this side of the City in the long run. Even if Calpine never came to the City, he stated that staff would still be presenting this project to members of City Council for consideration at this time.

In response to Mr. Hare, Mr. Koenig stated that staff was working on revenue projections related to the Calpine Project.

Mrs. Williams moved for approval of staff's recommendation, as follows: 1) authorize the City Manager to increase the project budget for Project #EE1308 from $730,900 to as much as $1,301,100; 2) authorize the City Manager to execute the necessary amendments to the Engineering Services Agreement for Horsepond Road Substation with Pike Energy Solutions, LLC from $50,000 to a not-to-exceed amount of $145,000 based on time and materials for design related assistance as well as commissioning related services (which were not part of the original design contract); 3) authorize the City Manager to reject all bids in response to Bid #14-0022EL and issue bid packages to complete the transmission line work by the end of calendar year 2014; and 4) once the project is complete, transfer any unused funds from Project #EE1308 to other Electric CIPs with the primary focus on the General Scott Switchgear Project #EE1312. The motion was seconded by Mr. Hutchison and carried by a roll call vote of seven (7) yes (Anderson, Dixon, Perza, Williams, Hare, Hutchison, and Bonar), one (1) no (Slavin), and one (1) absent (Lynn).

APPOINTMENTS RECOMMENDED BY COUNCIL PRESIDENT BONAR - DOVER HUMAN RELATIONS COMMISSION - THREE (3) YEAR TERMS TO EXPIRE FEBRUARY 2017

Council President Bonar recommended the appointment of Mrs. Lynne Sadusky (At-Large Representative) and Ms. Jane Hicks (Fourth District Representative) to serve on the Dover Human Relations Commission for a three (3) year term to expire February 2017.

By consent agenda, Mr. Slavin moved for approval of the appointments of Mrs. Sadusky and Ms. Hicks as recommended by Council President Bonar. The motion was seconded by Mrs. Williams and carried by a unanimous roll call vote (Lynn absent).

FIRST READING - PROPOSED ORDINANCES AMENDING APPENDIX B - ZONING, ARTICLE 3 - DISTRICT REGULATIONS

Council President Bonar reminded the public that copies of Proposed Ordinance #2014-05 amending Section 2 - General Residence Zones (RG-1 and RG-2), Subsection 2.4 - Conditional Uses and Proposed Ordinance #2014-06 amending Section 17 - Shopping Center Development (Permitted Uses) were available at the entrance of the Council Chambers or could be obtained from the City Clerk's Office. Since the ordinances are amendments to the Zoning Code, a public hearing is required. Staff recommended referral of the amendments to the Planning Commission on April 21, 2014 and that a public hearing take place during the Council Meeting of May 12, 2014, at 7:30 p.m., at which time, final action by Council would take place.

Mr. Hare moved to refer Proposed Ordinances #2014-05 and #2014-06 to the Planning Commission on April 21, 2014 and set a public hearing before City Council for May 12, 2014 at 7:30 p.m., as recommended by staff. The motion was seconded by Mr. Anderson and unanimously carried.

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

> #2014-05 AMENDING SECTION 2 - GENERAL RESIDENCE ZONES (RG-1 AND RG-2), SUBSECTION 2.4 - CONDITIONAL USES *(SPONSORS: BONAR, HUTCHISON, AND LYNN)*
>
> #2014-06 AMENDING SECTION 17 - SHOPPING CENTER DEVELOPMENT (PERMITTED USES) *(SPONSORS: BONAR, HARE, AND LYNN)*

COUNCIL MEMBERS' ANNOUNCEMENTS

Council President Bonar thanked Mr. Slavin for providing water for members of City Council for this evening's meeting.

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

Meeting adjourned at 8:59 p.m.

TRACI A. McDOWELL
CITY CLERK

All orders, ordinances, and resolutions adopted by City Council during their Regular Meeting of March 24, 2014, are hereby approved.

CARLETON E. CAREY, SR.
MAYOR

/TM/jg
S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\Council-Minutes\2014\03-24-2014.wpd

Exhibits
Exhibit #1 - Presentation - Police Department 2013 Annual Report
Exhibit #2 - Letter dated March 24, 2014 - Mr. Barry Anstine, Managing Member of JBP Greentree Properties, LLC
Exhibit #3 - Memorandum dated March 24, 2014 - Horsepond Substation Reliability Upgrade Project



The City of Dover Police Department

2013 Annual Report

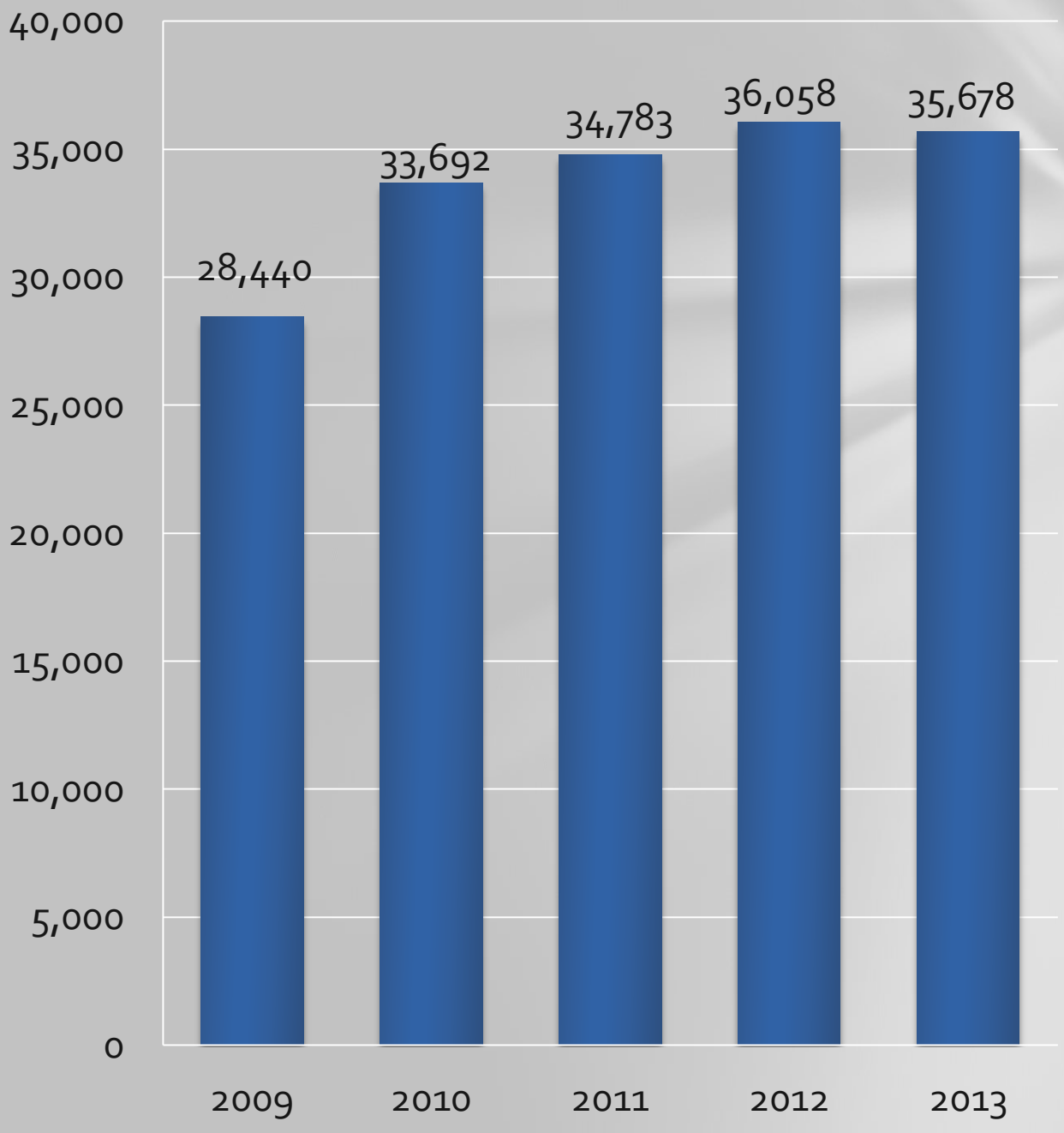
DOVER POLICE
"To Protect and Serve"

LAW ENFORCEMENT ACCREDITATION

2012 Excellence Award

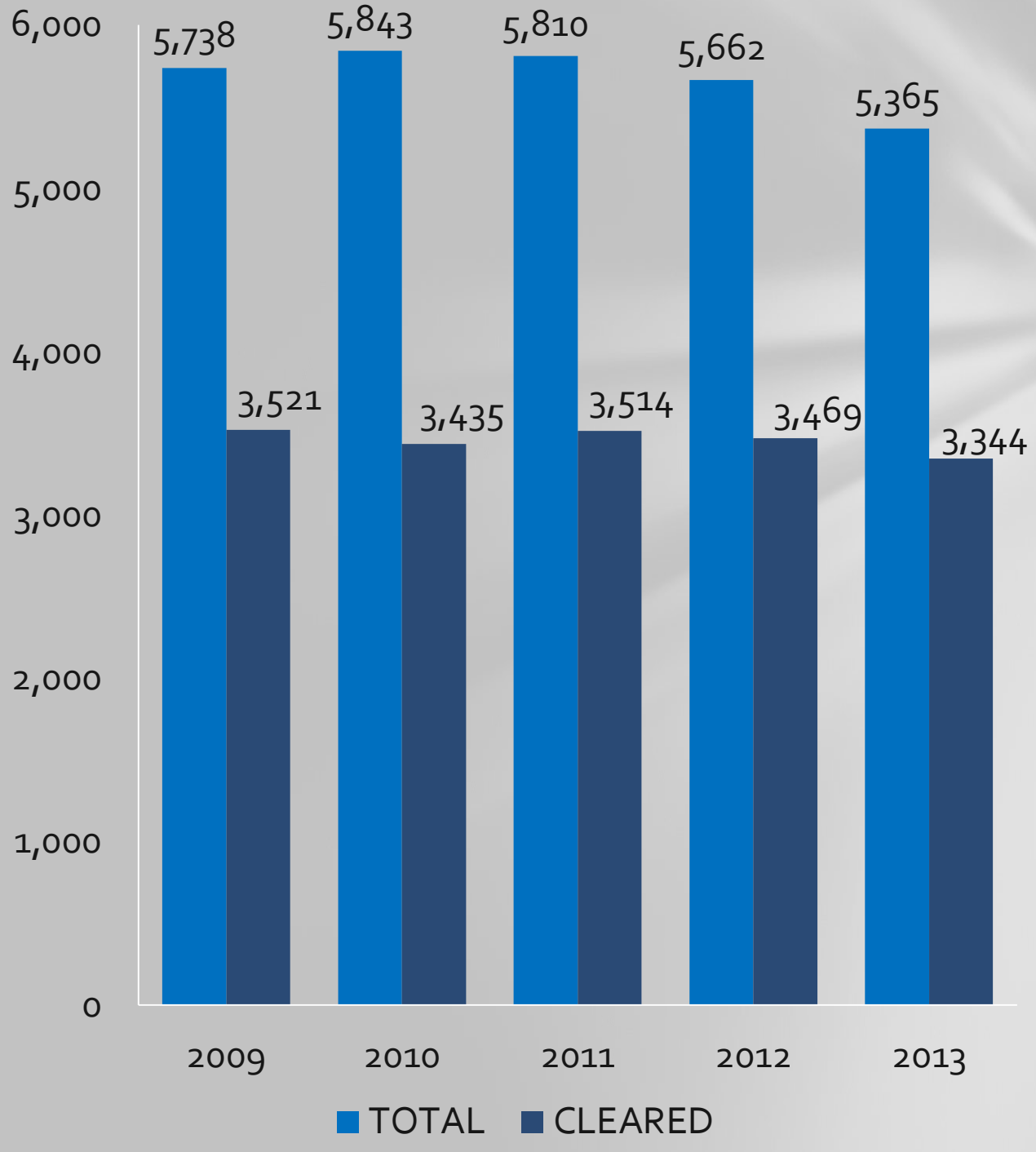
City of Dover Police Department
Annual Report

Complaints
Five Year Comparison



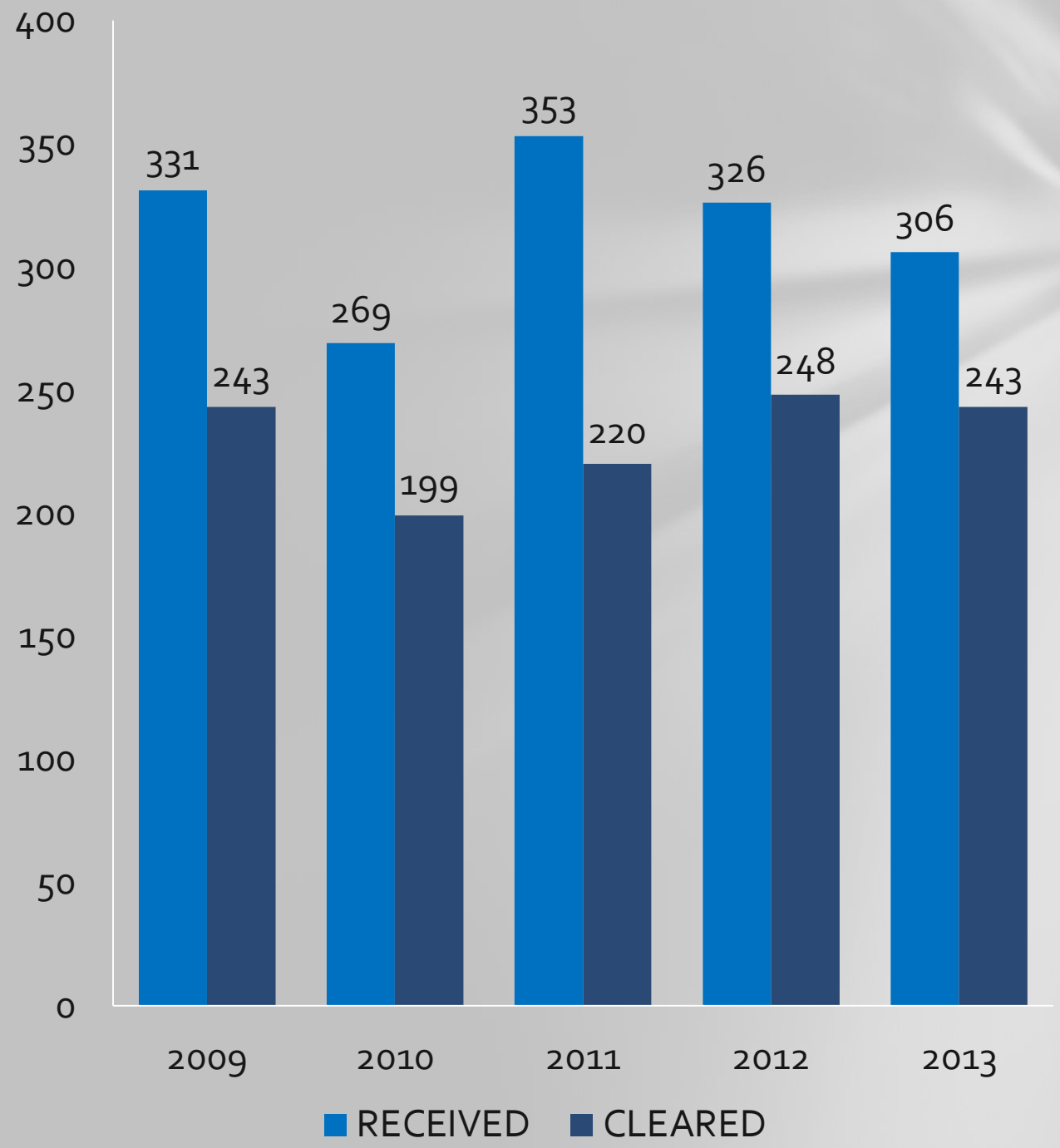
City of Dover Police Department
Annual Report

Total Group A Crime
Five Year Comparison



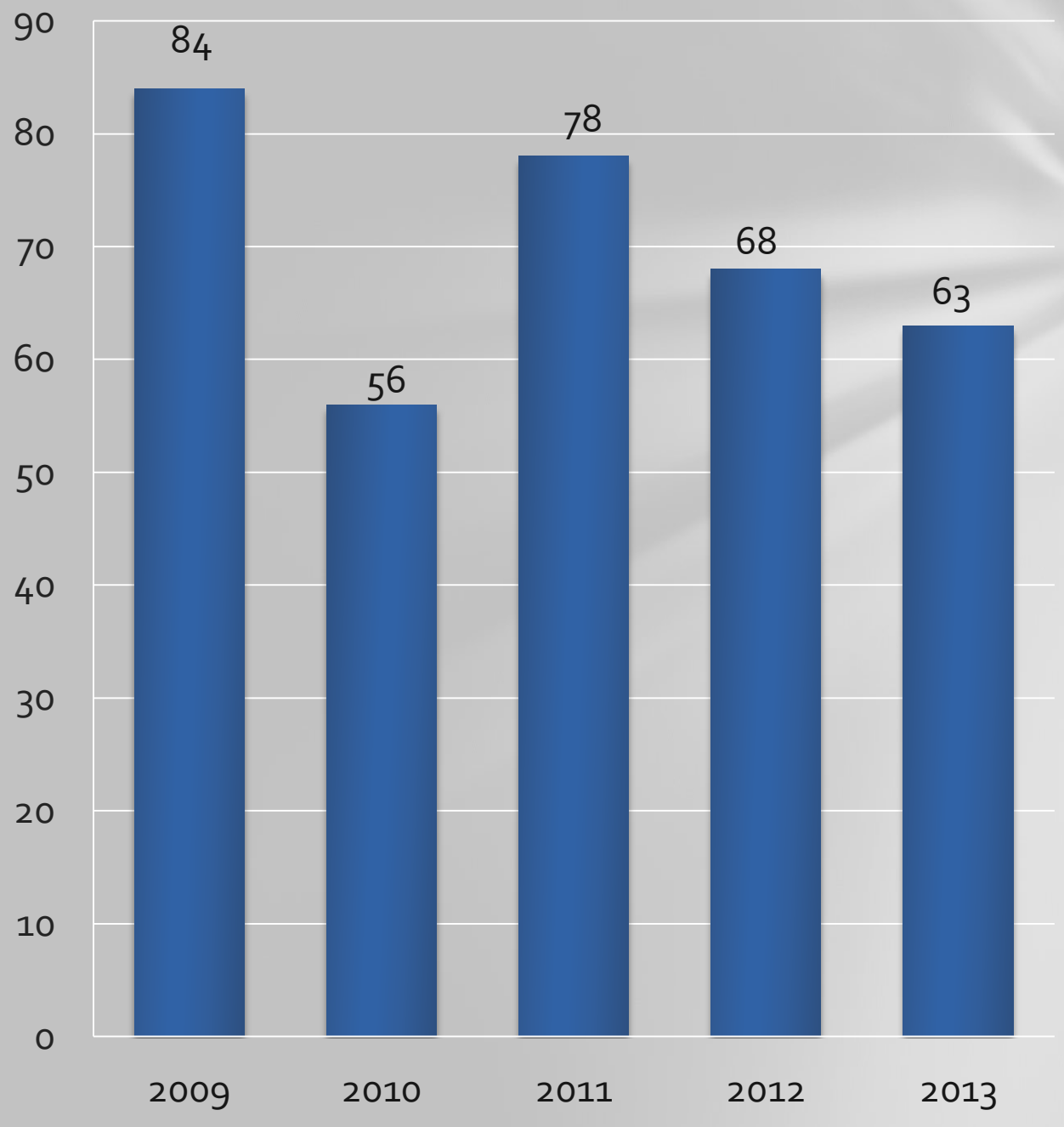
City of Dover Police Department
Annual Report

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



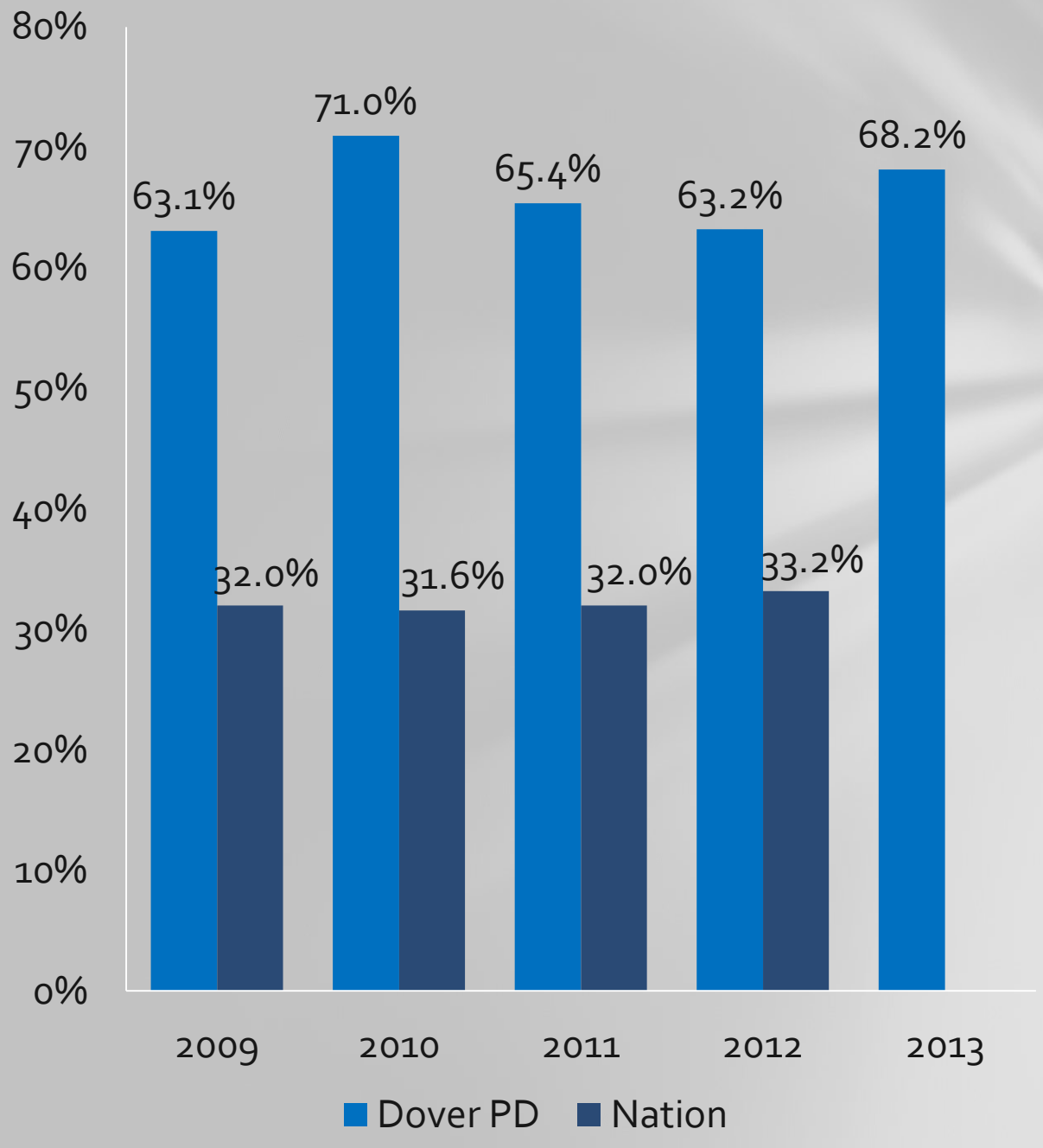
City of Dover Police Department
Annual Report

Robberies
Five Year Comparison



City of Dover Police Department
Annual Report

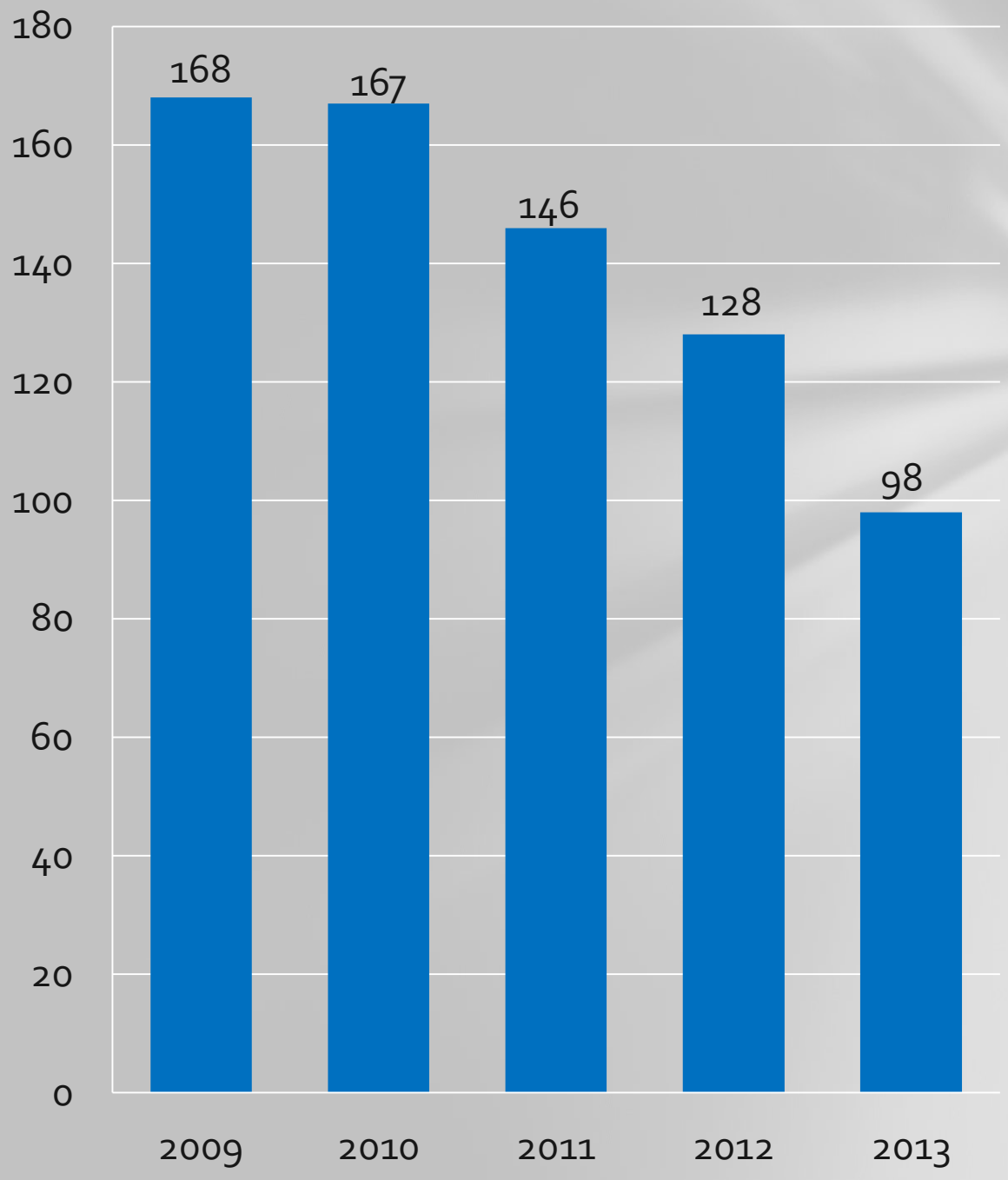
Robbery Clearance Rate
Dover Police Department vs. Nation



NATIONAL FIGURES NOT AVAILABLE FOR 2013

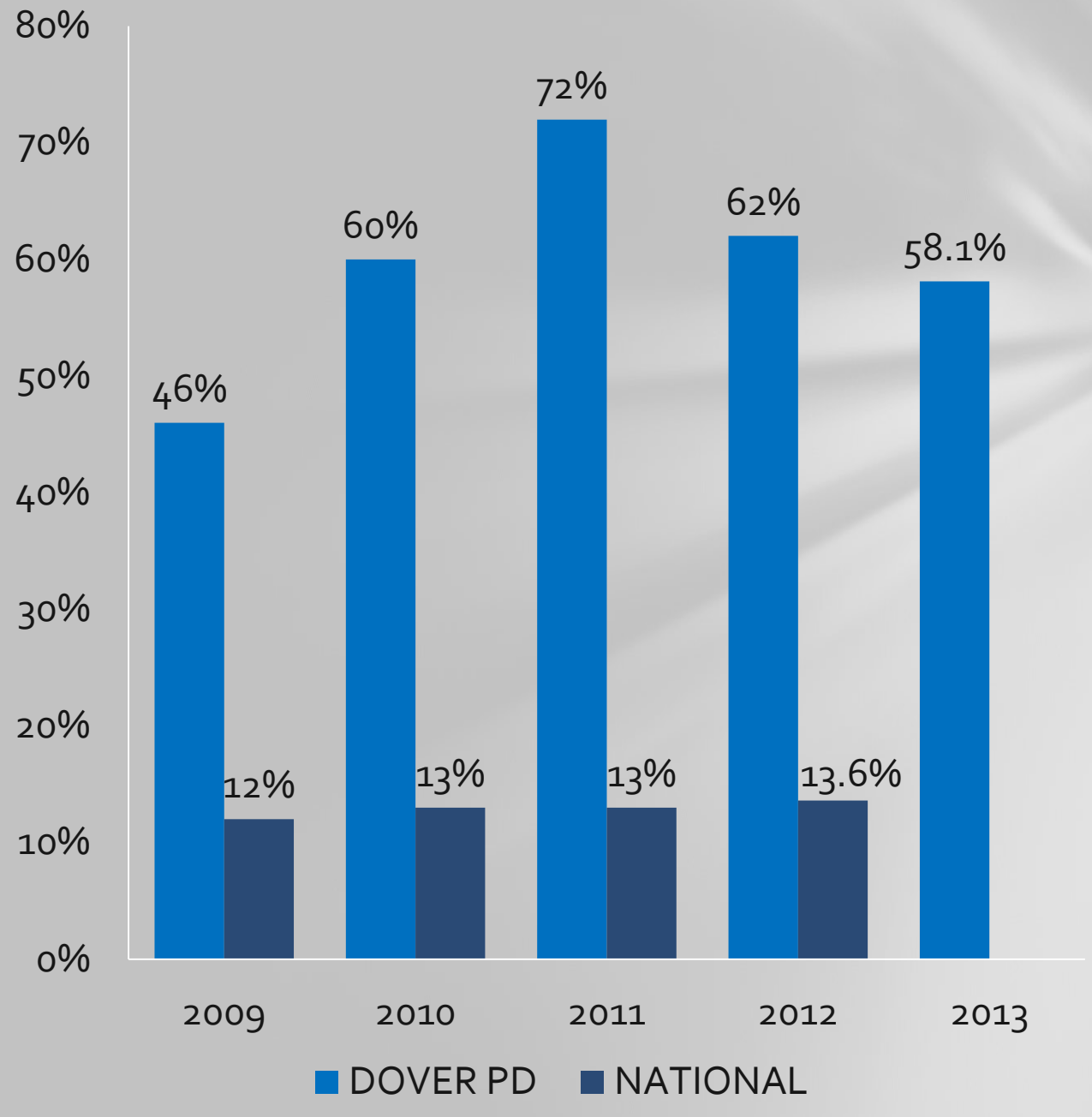
City of Dover Police Department
Annual Report

Burglaries
Five Year Comparison



City of Dover Police Department
Annual Report

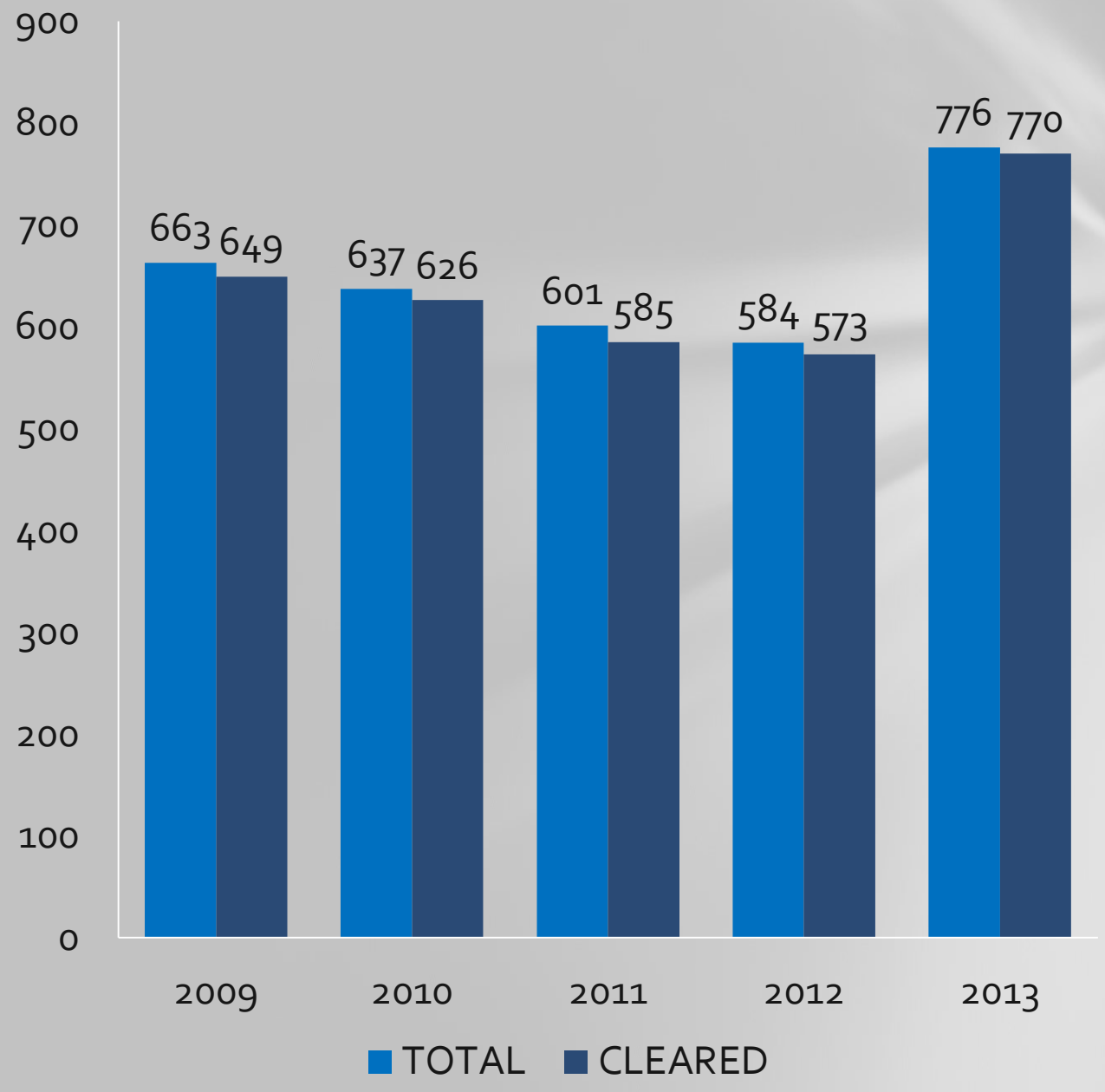
Burglary Clearance Rate
Dover Police Department vs. Nation



NATIONAL FIGURES NOT AVAILABLE FOR 2013

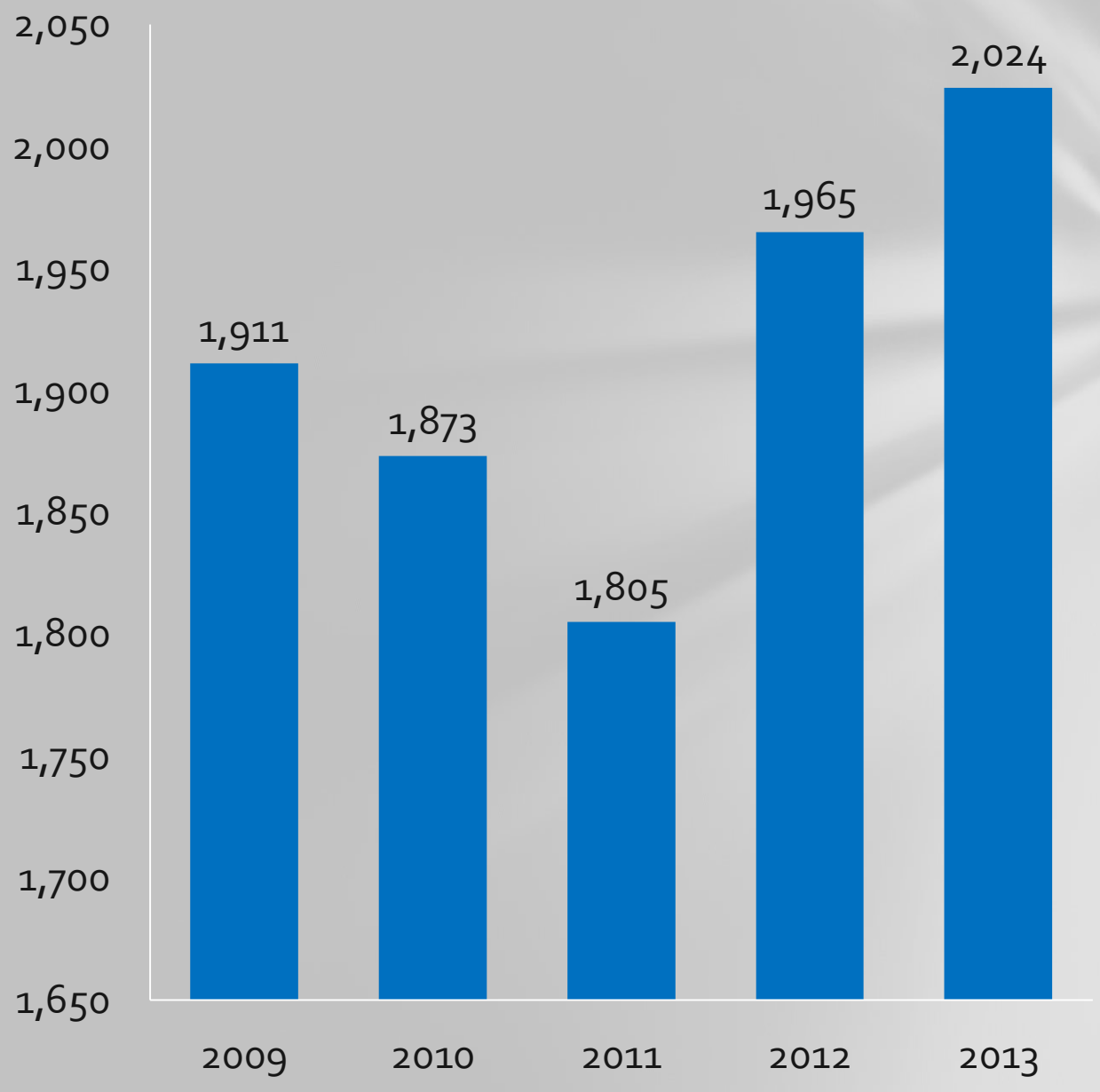
City of Dover Police Department
Annual Report

Drug Offenses
Five Year Comparison



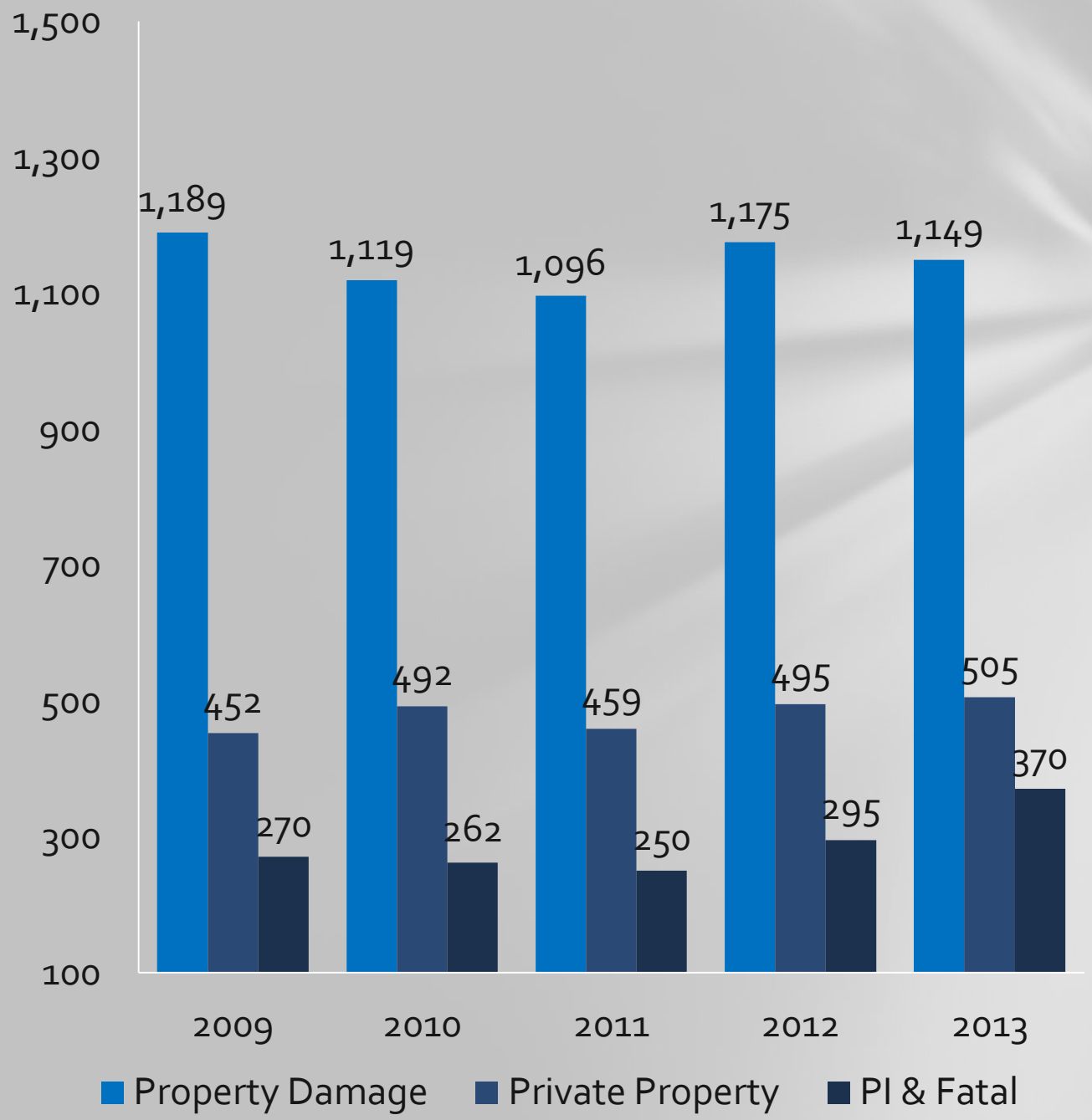
City of Dover Police Department
Annual Report

Crashes
Five Year Comparison



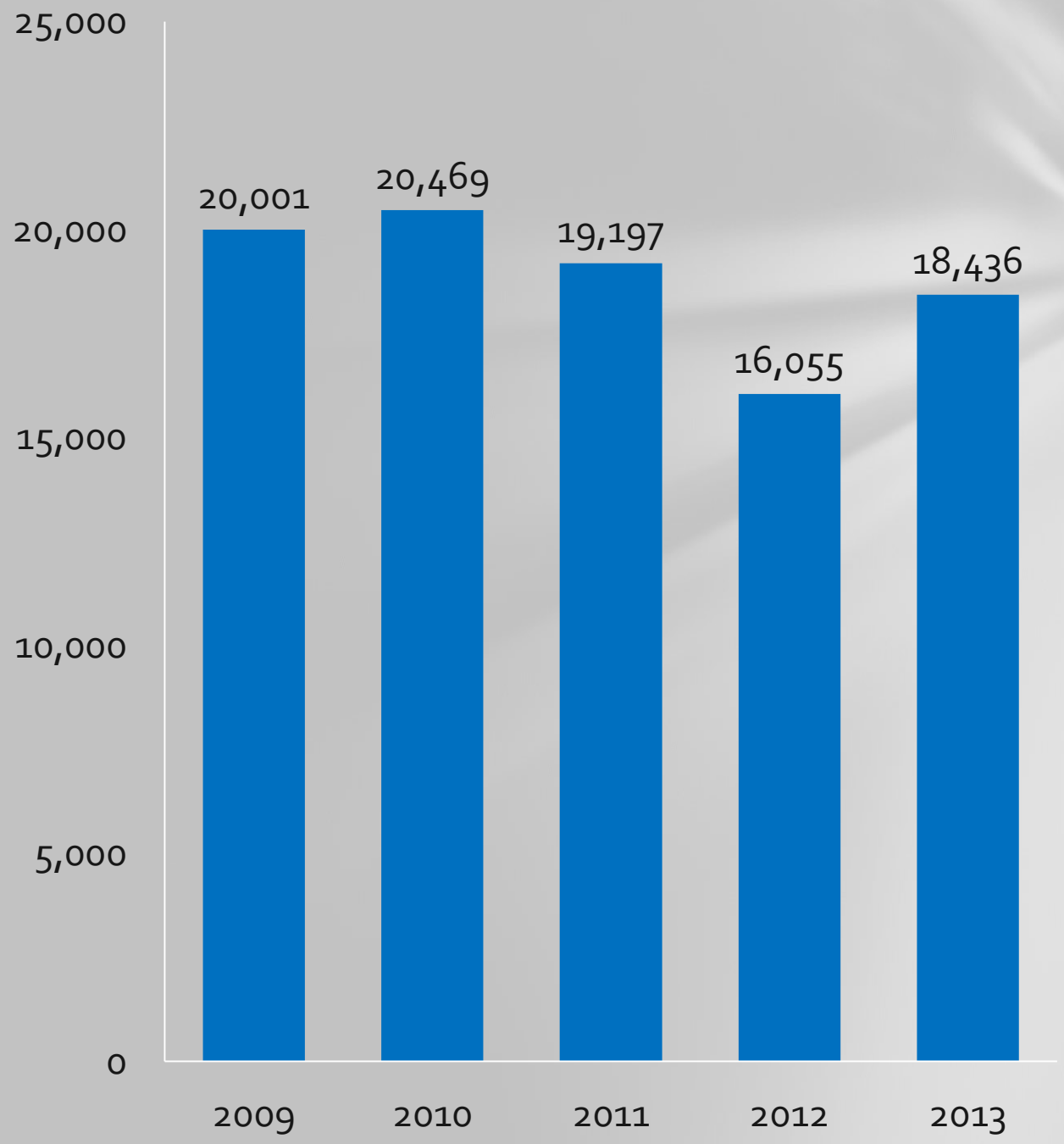
City of Dover Police Department
Annual Report

Crash Breakdown
Five Year Comparison



City of Dover Police Department
Annual Report

Traffic Arrests
Five Year Comparison



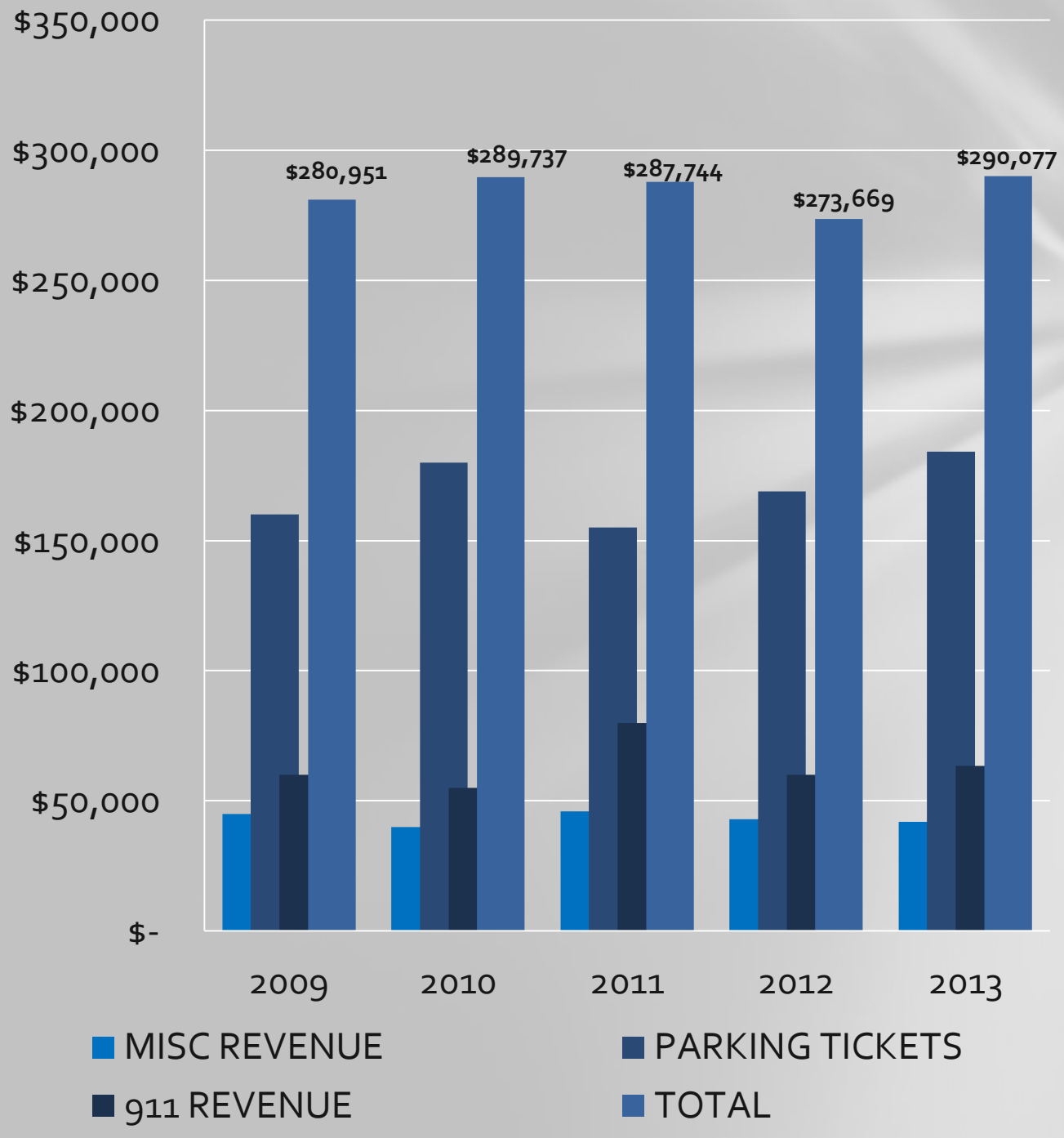
City of Dover Police Department
Annual Report

Traffic Arrests Summary

CLASSIFICATION OF VIOLATIONS	NUMBER OF ARRESTS	
DANGEROUS MOVING VIOLATIONS	2012	2013
DRIVING UNDER THE INFLUENCE	125	128
SPEEDING	2166	3657
RIGHT OF WAY	115	168
FOLLOWING TOO CLOSELY	223	260
STOP SIGN	518	492
TRAFFIC SIGNAL	268	453
CARELESS OR INATTENTIVE DRIVING	724	824
SUBTOTAL	**4139**	**5982**
LICENSE & REGISTRATION VIOLATIONS	2012	2013
LICENSE VIOLATIONS	767	1237
SUSPENSION & REVOCATION	1400	1611
REGISTRATION & TITLE	5133	6872
SUBTOTAL	**4066**	**9720**
OTHER VIOLATIONS	2012	2013
SEATBELT VIOLATIONS	2243	548
CHILD RESTRAINT VIOLATIONS	135	156
USE OF CELL PHONE WHILE DRIVING	584	613
LEAVING THE SCENE OF AN ACCIDENT	58	62
FAILURE TO REPORT AN ACCIDENT	44	7
EQUIPMENT VIOLATIONS	227	360
ALL OTHER VIOLATIONS	1345	988
SUBTOTAL	**7870**	**2734**
GRAND TOTAL	**16,075**	**18,436**

City of Dover Police Department
Annual Report

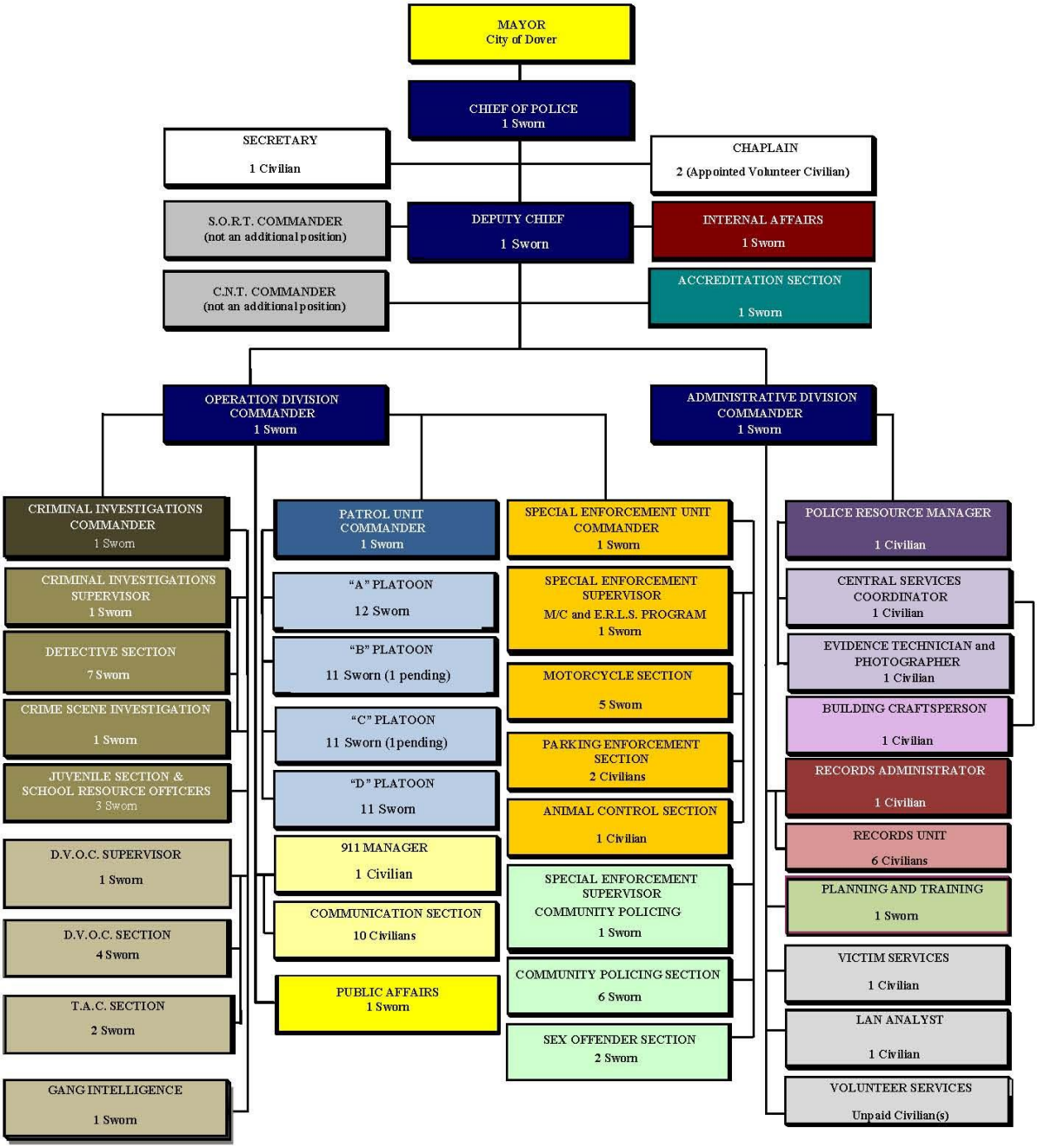
Police Revenue
Parking Fines and Reports



Dover Police Department CY2013 Grant Funding Summary

State Attorney General's Office	Totals
Criminal Justice Council (CJC) Grants – pass-through funding from the USDOJ for special programs and priorities funded by their Byrne Memorial Justice Assistance Program allocation.	
• Funds were provided to fund additional extra duty overtime using the Data Driven Approaches to Crime and Traffic (DDACTS) model for crime prevention.	$9,891.63
State Law Enforcement Assistance Fund (SLEAF) – funding from state drug cases reallocated for supplemental law enforcement equipment & programs	
• State funds received for Delaware Police Chiefs' Council (DPCC) payroll and the annual training seminar held in Rehoboth, DE.	$25,000.00
State Department of Safety and Homeland Security	
Delaware Emergency Management Agency (DEMA) Grant – the grant was administered by the Police Department, but funds were received for the last of the buffer zone physical security requirements at the Dover Downs International Speedway.	$62,422.00
Division of Alcohol and Tobacco Enforcement (DATE) Grant – funds received for extra duty overtime for safety focus areas of under aged drinking and patrols in areas of the city affected by the presence of college-age students.	8,134.95
Emergency Illegal Drug Enforcement (EIDE) Grant – funds received for annual allocation of state funding for supplemental law drug enforcement programs	16,048.00
Office of Highway Safety Events – Federal pass through funds received from the Office of Highway Safety for extra duty overtime events that target specific program areas in the community.	45,969.99
State Aid to Local Law Enforcement (SALLE) Grants – funds received for annual allocation of state funding for supplemental law enforcement equipment & programs.	20,240.85
• State funds received for DPCC annual training seminar held in Rehoboth, DE.	6,000.00
Violent Crimes Fund Grant – supports initiatives to decrease violent crimes in the community. The funds received were used for extra duty overtime enforcement in targeted areas of the city and police equipment.	75,523.53
US Department of Justice	
Edward G. Byrne Memorial, Justice Assistance Grant (JAG) – funds received during the year from this recurring federal grant for supplemental law enforcement initiatives.	$58,170.47
Community Oriented Policing Services (COPS) Hiring Recovery Program (CHRP) – payroll costs for a portion of the last year of the three year hiring grant for one officer position.	39,065.64
US Treasury	
Forfeiture funds received for cases processed through the Federal system - allocated for supplemental law enforcement equipment & programs	$12,388.35
Grand Total	**$378,855.41**

DOVER POLICE DEPARTMENT
ORGANIZATIONAL CHART
2013



Officer and Civilian of the Year 2013
Dover's Finest



Detective Scott Hurd

OFFICER OF THE YEAR

Detective Scott Hurd joined the Dover Police Department in November of 2008. Hurd began his career in the Patrol unit and was then assigned to the Drugs, Vice, and Organized Crime (DVOC) Unit in June of 2010. In addition to his duties with the DVOC, Detective Hurd is a member of the Special Operations Response Team. Despite his relatively short career with the Dover Police Department, Hurd possesses all of the characteristics and leadership abilities you would expect from an Officer with twice his years of experience. His devotion to his job is evident in his daily activities and he is truly one of "Dover's Finest".



Dispatcher Mark Hall

CIVILIAN OF THE YEAR

Dispatcher Mark Hall joined the Dover Police Department in March of 2006 and is currently assigned to the Communications Section. Mark maintains his composure efficiently and effectively to obtain essential information and immediately dispatched officers to the call for service. Mark performs his duties according to the high standards set and expected of him. The handling of everyday operational duties can be very stressful, demanding, and unpredictable. Often we take for granted the level of competence and professionalism that our dispatchers exhibit. His dedication and professionalism reflect credit upon himself as well as the City of Dover Police Department.

PUBLIC INFORMATION OFFICER



Cpl. Mark Hoffman, Public Information Officer

The Public Information Officer (PIO) is a responsibility of the newly created Public Affairs Office. Cpl. Mark Hoffman, a 10-year veteran, is assigned to the position under the Community Policing/Special Enforcement Unit and falls under the Dover Police Department's Operations Division Commander. In the absence of the PIO, the responsibilities of the office fall upon the four Unit Commanders. All are responsible for disseminating information to the media and public. This is primarily accomplished by publishing information and photos on the department's web site, as well through the department's social media platforms. The PIO maintains regular contact with journalists from newspaper, radio, and television and gives both telephone and in-person interviews and is responsible for website updates. Additionally, the Public Information Officer is often called upon to serve as emcee during functions such as the promotion and award ceremonies.

In 2013, the department added social media platforms to the responsibilities of the PIO. Through programs such a Facebook, Twitter, YouTube, and the RAIDS Online Crime Mapping program, the department has been able to connect with the citizens of Dover quickly and more efficiently than ever before. The PIO sends safety messages, public service announcements, crime alerts, educational videos, and more through the social media outlets. The PIO also assists in criminal investigations where evidence can be retrieved via social media. Since the inception of the program in October of 2013, the department has seen tremendous success in solving crimes, crime prevention, public communication and reputation management

Criminal Investigation Unit
Detective Section

The Dover Police Criminal Investigation Section is tasked with the responsibility to investigate the most serious crimes that occur within the City of Dover. This section also conducts financial and identity theft investigations. In addition to these duties, they are called upon to perform background investigations on all civilian and police applicants who are being considered for employment.

In 2013, the seven detectives assigned to this section investigated a total of 1,674 complaints and cleared 1,564 of them. The detectives solved 73% of the robberies and 64% of the burglaries and cleared 93% of all cases that they investigated.. These clearance rates are significantly higher than the national average. This speaks volumes for this unit's investigative abilities.



In 2013, Detective Kevin Streadwick was named the Crime Stoppers Investigator of the Year for his continued excellence as a Major Crimes Detective and his remarkable case load and clearance rates.

Downtown Dover Cameras

In 2009, six (6) cameras were installed in the Downtown Dover area in an effort to detect and solve crimes and have become a vital tool in the war against crime. As of 2013, the amount of cameras have increased to 35 and the Dover Police Department is in the process of acquiring funding for more.

Manufactured by Honeywell, each camera provides the department with a wireless, high-definition color image that also can deliver coverage in low-light conditions. Mounted on a six-inch-wide base and contained inside a protective dome, each camera is essentially vandal-proof and can provide a 360-degree view from its vantage point.



The Dover Police Department thanks all American Veterans for their service to our great country. We are especially proud of those who now serve the City of Dover.



Chief James Hosfelt, Jr.
Capt. Robert Scott
Capt./Chaplain Wallace Dixon
Lt. Jason Pires
Lt. J. Eric Richardson
Lt. Marvin Mailey
Sgt. Chad Bernat
Sgt. David Boney
Sgt. Jack Fortney
Sgt. Carl Humphrey
MCpl. Christopher Hermance
MCpl. Kelli Burns
MCpl. Aaron Dickinson
MCpl. Greg Hopkins
MCpl. Harvey Jaksch
MCpl. Paul Kuntzi
MCpl. Andrew Morris
MCpl. Scott Sealund
MCpl. Lawrence Simpkiss
MCpl. Jeffrey Davis
MCpl. Lance Chandler
Cpl. Brian Allen
Cpl. Mark Guiteras
Cpl. Jennifer Lynch
Cpl. Jeffrey Matthews
Cpl. Jordan Miller
Cpl. Leonard Nester
Cpl. Mickie Price
Cpl. Kevin Streadwick
Cpl. Jeffery Welch
Cpl. Peter Martinek
Cpl. Chris Bumgarner
Pfc. Justin Richey
Pfc. Joseph Bauer
Pfc. Anthony Toto
Pfc. Cliff Figueroa
Pfc. Terrence Knight
Ptlm. Matthew Krogh
Ptlm. Ryan Schmid
Ptlm. James Wood

Civilian Personnel

Robin Adkins
Robert Neylan
Lee Jackson
Donald Stiller



2013 DOVER POLICE ANNUAL REPORT

EXHIBIT #2
Regular Council Meeting of 3/24/2014

JBA Greentree Properties LLC
1460 Russell Road #203
Paoli, PA 19301-1271

484.595.9200

March 24, 2014

Ms. Ann Marie Townshend, AICP
Department of Planning & Inspections
City Hall
15 Loockerman Plaza
Dover, DE 19901

Email to: atownshend@dover.de.us

RE: Ordinance 2014-06

Dear Ms. Townshend:

As you know, we are the developers and owners of Greentree Village Center, which is located in the SC-2 Shopping Center zoning district. We have followed with great interest the above-mentioned proposed ordinance that would amend the zoning ordinance itself to allow light automotive service as a conditional use ancillary to a permitted use in the SC-2 zone.

Our interest stems from discussions now underway with one of our existing tenants (Mid-Atlantic AAA) for developing a car care center in the vacant space formerly occupied by Blockbuster Entertainment. That 6,000 square foot space fronts on Route 8 (Forrest Avenue) and—despite our best efforts—has sat vacant for several years since Blockbuster filed for bankruptcy. The AAA Car Care Center would offer services such as oil and coolant changes as well as battery, tire and wiper blade replacements, etc. There would be no heavy repair service or body work, and all work would be done inside the building with no cars being stored or worked on outside the building. A typical service would take about an hour or two, and we anticipate car owners would stay in the waiting room or visit other stores during that time.

This is a new concept for AAA. They have several Car Care Centers in the Philadelphia market and are in the process of "rolling out" this service nationally. Mid-Atlantic AAA would continue its existing insurance and travel services as a permitted use at Greentree.

We note that the proposed amendment for the SC-2 zone was coupled with a proposed amendment to the SC-3 zone that may not now have the necessary support of the Planning Commission or City Council. If that is the case, we would ask that you move forward with Ordinance 2014-06 by striking any uses in the SC-3 zone that Council does not wish to pursue at this time and then act upon the revised ordinance to amend the SC-2 zone by adding light automotive service as a conditional use ancillary to a permitted use.

Thank you for considering our views and presenting them to the Planning Commission and City Council.

Sincerely,

Barry Anstine

Barry Anstine
Managing Member

EXHIBIT #3
Regular Council Meeting of 3/24/2014

Memorandum

Office of the City Manager
PO Box 475
Dover, DE 19903
Phone: (302) 736-7005
FAX: (302) 736-7002
E-mail: skoenig@dover.de.us

To: **Members of City Council**

From: **Scott D. Koenig, P.E.**
City Manager

Date: **March 24, 2014**

Subject: **Horsepond Substation Reliability Upgrade Project (Project # EE1308)**

Since writing the memorandum dated March 19, 2014 for tonight's Council meeting packet, I have received additional information which changes my final recommendations on the project. As of today, we are confident we can complete the substation upgrade and commissioning by the end of the fiscal year. Our target completion date, weather permitting is June 1, 2014. As of now, we are confident that the transmission line tie-in cannot be completed by the end of the fiscal year due to commitments on other projects by the low bidder; therefore, I am recommending that we reject the $550,000 bid for the transmission line work.

In lieu of the current bid, staff will issue a separate contract for the pole foundations and will further evaluate whether internal staff can set the new poles (there is a total of 8 poles). Another contract will be re-bid in the fall for all work that city staff cannot complete in-house.

Based on all of the available information, my final recommendation is as follows:

The City Manager recommends the following actions: 1) Authorize the City Manager to increase the project budget for Project # EE1408 from $730,900 to as much as $1,301,100. 2) Authorize the City Manager to execute the necessary amendments to the Engineering Services Agreement for Horsepond Road Substation with Pike Energy Solutions, LLC from $50,000 to a not to exceed amount of $145,000 based on time and materials for design related assistance as well as commissioning related services (which were not part of the original design contract). 3) Authorize the City Manager to reject all bids in response to Bid #14-0022EL and issue bid packages to complete the transmission line work by the end of calendar year 2014. 4) Once the project is complete, transfer any unused funds from Project # EE1308 to other Electric CIPs with the primary focus on the General Scott Switchgear Project # EE1312.

PROCLAMATION

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

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

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

WHEREAS, *the City of Dover was named a Tree City USA in 2013 for the twenty-fourth consecutive year by the National Arbor Day Foundation in recognition of the City's outstanding urban forestry program; and*

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

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

NOW, THEREFORE, I, CARLETON E. CAREY, SR., MAYOR OF THE CITY OF DOVER, DELAWARE, *do hereby proclaim April 25th, 2014 as* ***ARBOR DAY*** *in the City of Dover, and urge all citizens to support efforts to care for trees along our streets, in our parks, and in our yards. As the City of Dover plants trees on public property, I urge all citizens to plant trees on their properties to enhance the environment and promote the well-being of present and future generations.*

CARLETON E. CAREY, SR.
Mayor

City of Dover

MAYOR AND COUNCIL

DRAFT PROPOSED COUNCIL RESOLUTION NO. 2014-03

A RESOLUTION PROPOSING APRIL 14 - APRIL 25, 2014 AS SPRING CLEANUP WEEKS

WHEREAS, we are fortunate to live in a City that is abundantly blessed with natural assets and have a continuing responsibility to preserve our environment by keeping it clean, healthy, and beautiful; and

WHEREAS, the Dover Days Festival, a period set aside to honor the heritage of the City, will be celebrated May 2 - 4, 2014; and

WHEREAS, during this celebration we have the opportunity to demonstrate to ourselves, our neighbors, and our visitors, our commitment to a clean and beautiful city.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:

1. That the weeks of April 14 - 25, 2014 are designated as SPRING CLEANUP WEEKS in the City of Dover.

2. That all organized and individual segments of our population are encouraged to participate in this worthy effort by developing and carrying out innovative cleanup, painting, repair, and restoration projects which will serve to enhance or maintain the beauty of all properties in our community.

3. All Spring Cleanup debris should be placed for pickup along with regular household waste during the weeks of April 14 - 25, 2014 so that our City will exemplify cleanliness and beauty during the Dover Days Festival.

ADOPTED: *

S:\RESOLUTIONS-PROCLAMATIONS-TRIBUTES\2014\Draft\Resolution No. 2014-03 Setting Dates for Spring Cleanup Week.wpd

CARLETON E. CAREY, SR.	DAVID L. BONAR
MAYOR	COUNCIL PRESIDENT

Actions History:
April 14, 2014 - Introduced at City Council

Draft

ACTION FORM

PROCEEDING: City Council
DEPARTMENT OF ORIGIN: Planning & Inspections **DATE SUBMITTED**: March 28, 2014
PREPARED BY: Tim Taraila, Code Enforcement Supervisor; Ann Marie Townshend, AICP, Director of Planning and Community Development
SUBJECT: 814 Maple Pkwy, Dover, Delaware – Violation of Dangerous Building Ordinance
REFERENCE: Chapter 22, Article XI – Dangerous Buildings, Sec. 22-385 - Hearing before Council and Chapter 22, Article XI - Dangerous Buildings Case # 12-3623
RELATED PROJECT: N/A
APPROVALS: N/A
EXHIBITS: PowerPoint Presentation and File Photos to be presented at the Council meeting.
EXPENDITURE REQUIRED: Preliminary estimate is $10,000-15,000. **AMOUNT BUDGETED**: $247,000 Budgeted for all demolitions Citywide in the FY-2014 Budget; As of March 28, 2014, there is $63,091.64 remaining in the line item. **FUNDING SOURCE (Dept./Page in CIP & Budget)**: 110-1600-534-30-33.
TIMETABLE: As soon as possible.
RECOMMENDED ACTION: 1. Declare this in-ground pool and pump house on this property dangerous. 2. Order the property demolished by **May 14, 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 structure exists as a municipal lien or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a suit at law against the owner.

BACKGROUND AND ANALYSIS

The property is owned by Frank E Jones & Others. The structure is an in-ground pool with a small wooden pool house located adjacent to the pool. The pool was condemned as an unsafe structure on Novembeer 30, 2012 due to the stagnant water and non-opeating pool pump. The liner was ripped in several areas and trash was in the pool. Currently the structure is still filled with stagnant water, has non-operating equipment, no active utility services, is in a serious state of disrepair and a danger to the residents in the surrounding neighborhood.

ACTION FORM

PROCEEDING: City Council

DEPARTMENT OF ORIGIN: Planning & Inspections **DATE SUBMITTED**: March 28, 2014

PREPARED BY: Tim Taraila, Code Enforcement Supervisor; Ann Marie Townshend, AICP, Director of Planning and Community Development

SUBJECT: 39 N New Street, Dover, Delaware – Violation of Dangerous Building Ordinance

REFERENCE: Chapter 22, Article XI – Dangerous Buildings, Sec. 22-385 - Hearing before Council and Chapter 22, Article XI - Dangerous Buildings Case # 13-911 & 13-925

RELATED PROJECT: N/A

APPROVALS: N/A

EXHIBITS: PowerPoint Presentation and File Photos to be presented at the Council meeting.

EXPENDITURE REQUIRED: Preliminary estimate is $15,000-$20,000.

AMOUNT BUDGETED: $247,000 Budgeted for all demolitions Citywide in the FY-2014 Budget; As of March 28, 2014, there is $63,091.64 remaining in the line item.

FUNDING SOURCE (Dept./Page in CIP & Budget): 110-1600-534-30-33.

TIMETABLE: As soon as possible.

RECOMMENDED ACTION:

1. Declare this building and all accessory structures on this property dangerous.
2. Order the property demolished by **May 14, 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.

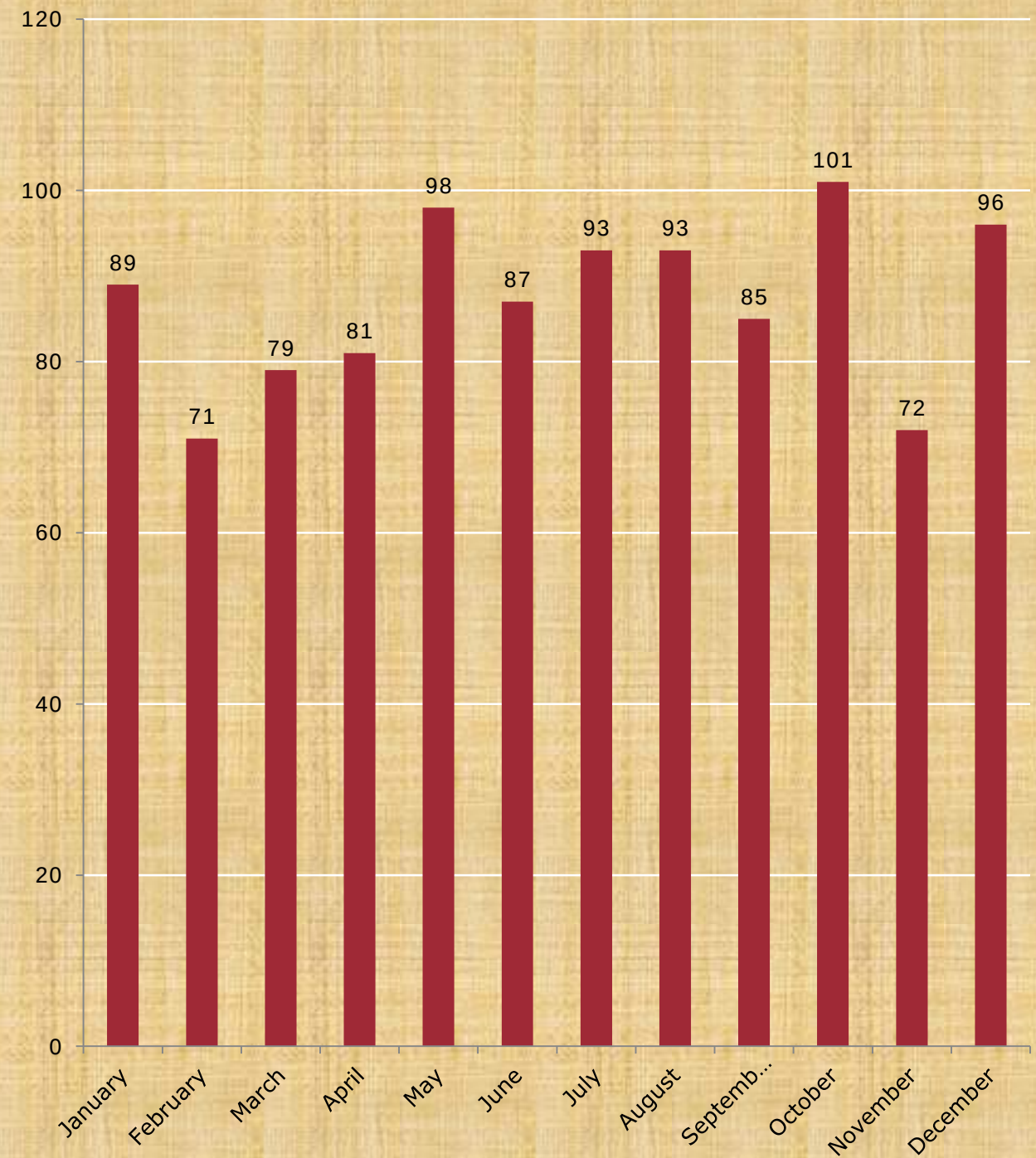
BACKGROUND AND ANALYSIS

The property is owned by Erin L. Cooper. The property is a two-story wood-framed single family home. Numerous code violations were found during an housing inspection that occurred on August 14, 2012. None of the code violations have been brought into compliance. On April 9, 2013 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 has been registered as a vacant building. Currently the structure is still unoccupied, with no active utility services and in a serious state of disrepair.

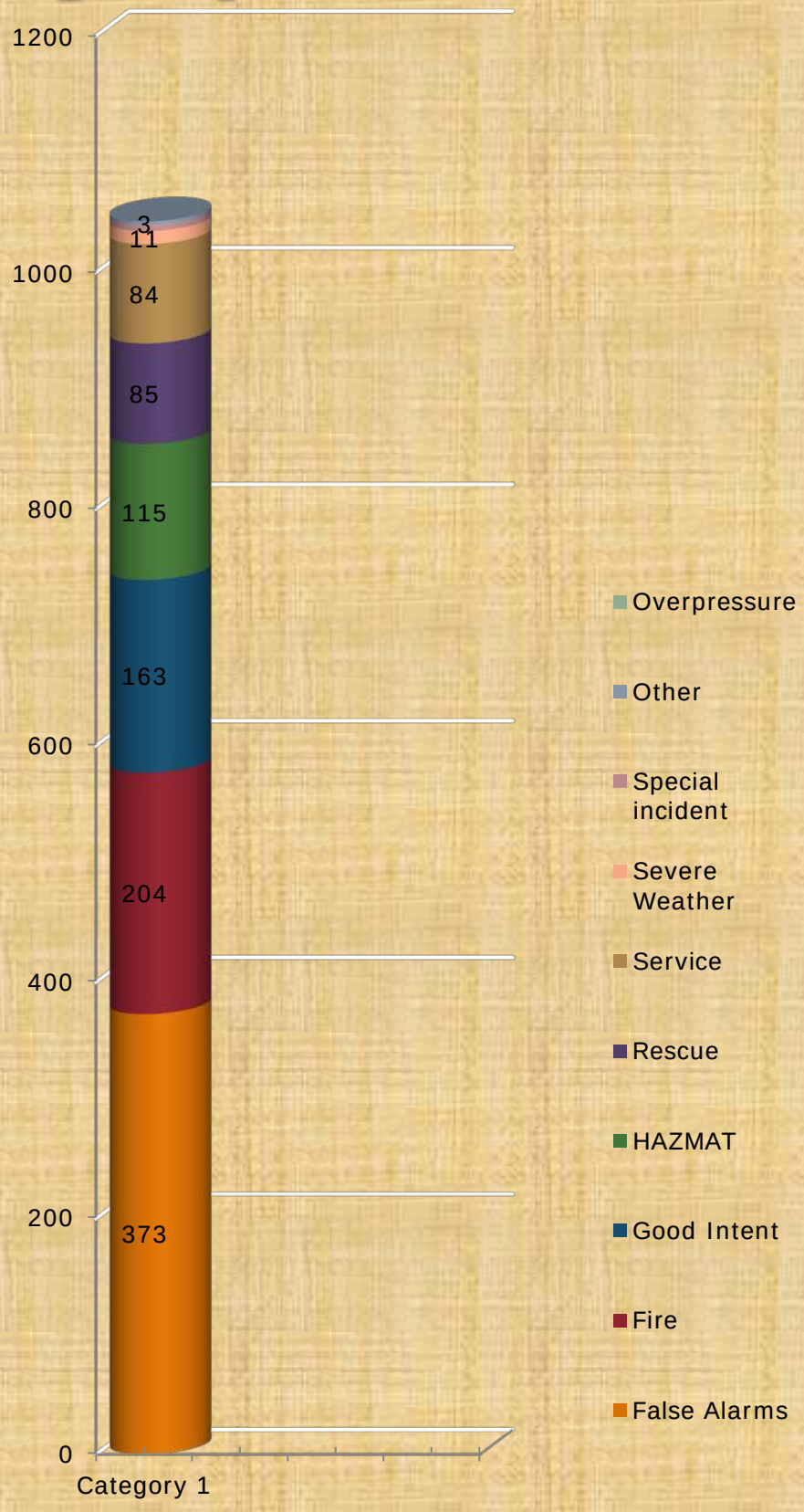
Dover Fire Department

2013 Annual Report

Calls By Month - Year 2013



Emergency Call Nature – Year 2013



Incident Type Report – Year 2013

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
1 Fire					
100 Fire, other		2	0.19%	$0	0.00%
111 Building fire		17	1.63%	$0	0.00%
112 Fires in structure other than in a building		1	0.10%	$0	0.00%
113 Cooking fire, confined to container		101	9.69%	$0	0.00%
116 Fuel burner/boiler malfunction, fire confined		1	0.10%	$0	0.00%
118 Trash or rubbish fire, contained		5	0.48%	$0	0.00%
121 Fire in mobile home used as fixed residence		1	0.10%	$0	0.00%
130 Mobile property (vehicle) fire, other		1	0.10%	$0	0.00%
131 Passenger vehicle fire		16	1.54%	$0	0.00%
132 Road freight or transport vehicle fire		1	0.10%	$0	0.00%
140 Natural vegetation fire, other		1	0.10%	$0	0.00%
141 Forest, woods or wildland fire		1	0.10%	$0	0.00%
142 Brush or brush-and-grass mixture fire		9	0.86%	$0	0.00%
143 Grass fire		1	0.10%	$0	0.00%
150 Outside rubbish fire, other		23	2.21%	$0	0.00%
151 Outside rubbish, trash or waste fire		15	1.44%	$0	0.00%
154 Dumpster or other outside trash receptacle fire		7	0.67%	$0	0.00%
170 Cultivated vegetation, crop fire, other		1	0.10%	$0	0.00%
	Totals	**204**	**19.58%**	**$0**	**0.00%**
2 Overpressure Rupture, Explosion, Overheat(no fire)					
240 Explosion (no fire), other		1	0.10%	$0	0.00%
251 Excessive heat, scorch burns with no ignition		1	0.10%	$0	0.00%
	Totals	**2**	**0.19%**	**$0**	**0.00%**
3 Rescue & Emergency Medical Service Incident					
300 Rescue, EMS incident, other		7	0.67%	$0	0.00%
311 Medical assist, assist EMS crew		16	1.54%	$0	0.00%
320 Emergency medical service incident, other		3	0.29%	$0	0.00%
322 Motor vehicle accident with injuries		24	2.30%	$0	0.00%
323 Motor vehicle/pedestrian accident (MV Ped)		1	0.10%	$0	0.00%
324 Motor vehicle accident with no injuries.		5	0.48%	$0	0.00%
350 Extrication, rescue, other		3	0.29%	$0	0.00%
352 Extrication of victim(s) from vehicle		12	1.15%	$0	0.00%
353 Removal of victim(s) from stalled elevator		7	0.67%	$0	0.00%
360 Water & ice-related rescue, other		7	0.67%	$0	0.00%
	Totals	**85**	**8.16%**	**$0**	**0.00%**
4 Hazardous Condition (No Fire)					
400 Hazardous condition, other		18	1.73%	$0	0.00%
410 Combustible/flammable gas/liquid condition, other		2	0.19%	$0	0.00%
411 Gasoline or other flammable liquid spill		12	1.15%	$0	0.00%
412 Gas leak (natural gas or LPG)		28	2.69%	$0	0.00%
413 Oil or other combustible liquid spill		3	0.29%	$0	0.00%
424 Carbon monoxide incident		2	0.19%	$0	0.00%
440 Electrical wiring/equipment problem, other		28	2.69%	$0	0.00%
441 Heat from short circuit (wiring), defective/worn		3	0.29%	$0	0.00%
442 Overheated motor		6	0.58%	$0	0.00%
444 Power line down		2	0.19%	$0	0.00%
445 Arcing, shorted electrical equipment		6	0.58%	$0	0.00%
451 Biological hazard, confirmed or suspected		2	0.19%	$0	0.00%
461 Building or structure weakened or collapsed		2	0.19%	$0	0.00%

Incident Type Report – Cont.

480 Attempted burning, illegal action, other	1	0.10%	$0	0.00%
Totals	**115**	**11.04%**	**$0**	**0.00%**
5 Service Call				
500 Service Call, other	17	1.63%	$0	0.00%
510 Person in distress, other	1	0.10%	$0	0.00%
511 Lock-out	3	0.29%	$0	0.00%
520 Water problem, other	4	0.38%	$0	0.00%
521 Water evacuation	2	0.19%	$0	0.00%
522 Water or steam leak	4	0.38%	$0	0.00%
531 Smoke or odor removal	7	0.67%	$0	0.00%
550 Public service assistance, other	8	0.77%	$0	0.00%
551 Assist police or other governmental agency	7	0.67%	$0	0.00%
553 Public service	7	0.67%	$0	0.00%
554 Assist invalid	2	0.19%	$0	0.00%
555 Defective elevator, no occupants	1	0.10%	$0	0.00%
561 Unauthorized burning	2	0.19%	$0	0.00%
571 Cover assignment, standby, moveup	19	1.82%	$0	0.00%
Totals	**84**	**8.06%**	**$0**	**0.00%**
6 Good Intent Call				
600 Good intent call, other	81	7.77%	$0	0.00%
611 Dispatched & canceled en route	48	4.61%	$0	0.00%
622 No incident found on arrival at dispatch address	2	0.19%	$0	0.00%
631 Authorized controlled burning	1	0.10%	$0	0.00%
641 Vicinity alarm (incident in other location)	2	0.19%	$0	0.00%
650 Steam, other gas mistaken for smoke, other	6	0.58%	$0	0.00%
651 Smoke scare, odor of smoke	16	1.54%	$0	0.00%
652 Steam, vapor, fog or dust thought to be smoke	5	0.48%	$0	0.00%
671 HazMat release investigation w/no HazMat	2	0.19%	$0	0.00%
Totals	**163**	**15.64%**	**$0**	**0.00%**
7 False Alarm & False Call				
700 False alarm or false call, other	97	9.31%	$0	0.00%
710 Malicious, mischievous false call, other	22	2.11%	$0	0.00%
711 Municipal alarm system, malicious false alarm	3	0.29%	$0	0.00%
714 Central station, malicious false alarm	2	0.19%	$0	0.00%
715 Local alarm system, malicious false alarm	2	0.19%	$0	0.00%
721 Bomb scare - no bomb	4	0.38%	$0	0.00%
730 System malfunction, other	39	3.74%	$0	0.00%
731 Sprinkler activation due to malfunction	5	0.48%	$0	0.00%
732 Extinguishing system activation due to malfunction	1	0.10%	$0	0.00%
733 Smoke detector activation due to malfunction	34	3.26%	$0	0.00%
734 Heat detector activation due to malfunction	3	0.29%	$0	0.00%
735 Alarm system sounded due to malfunction	21	2.02%	$0	0.00%
736 CO detector activation due to malfunction	5	0.48%	$0	0.00%
740 Unintentional transmission of alarm, other	8	0.77%	$0	0.00%
741 Sprinkler activation, no fire - unintentional	5	0.48%	$0	0.00%
742 Extinguishing system activation	2	0.19%	$0	0.00%
743 Smoke detector activation, no fire - unintentional	58	5.57%	$0	0.00%
744 Detector activation, no fire - unintentional	16	1.54%	$0	0.00%
745 Alarm system activation, no fire - unintentional	41	3.93%	$0	0.00%
746 Carbon monoxide detector activation, no CO	5	0.48%	$0	0.00%

Incident Type Report – Cont.

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
	Totals	373	35.80%	$0	0.00%
8 Severe Weather & Natural Disaster					
800 Severe weather or natural disaster, other		2	0.19%	$0	0.00%
812 Flood assessment		4	0.38%	$0	0.00%
813 Wind storm, tornado/hurricane assessment		4	0.38%	$0	0.00%
814 Lightning strike (no fire)		1	0.10%	$0	0.00%
	Totals	11	1.06%	$0	0.00%
9 Special Incident Type					
900 Special type of incident, other		2	0.19%	$0	0.00%
911 Citizen complaint		3	0.29%	$0	0.00%
	Totals	5	0.48%	$0	0.00%
	Totals	1,042		$0	

Memorable Incidences of 2013





Fatal Motel Fire
Saturday, February 16, 2013



Trailer Fire
Sunday, July 21, 2013

Double Fatal MVC
Saturday, October 26, 2013









Structural Collapse
with May Day on Friday the 13th

Newly Elected Fire Line Officers



Fire Chief – Mathew Carey



Deputy Chief – Jack Fortney

Newly Elected Fire Line Officers Continued



1st Assistant Chief - David Carey



2nd Assistant Chief - Mark Hall



3rd Assistant Chief – Carl Troubetaris, Sr.



4th Assistant Chief – Duane Reeder



1st Fire Line Captain - Benjamin Smetana



2nd Fire Line Captain - William Kelly II

Newest Volunteers!

Name	Date Joined
Jeff Kennedy	12/02/2013
Kaylee Noble	11/04/2013
Kimberly Whitt	11/04/2013
Robert Cykosky	10/07/2013
Colin McGown	10/01/2013
Tyler Holloway	10/01/2013
Sean Byron	10/01/2013
Ariel Boyle	08/05/2013
Jerry Pokorney	07/26/2013
Trevor Williams	07/01/2013
Andrew Knopf	06/03/2013
Michael Loblanco	03/04/2013

Nicole Carey is the Personnel Officer and is credited with facilitating much of the recruitment and retention of the Volunteer Firefighters who serve the City of Dover.



Dover Fire Department and Robbins Hose Company would like to welcome the newest additions to our 100% Volunteer Fire Department Family.

Continued recruitment of new members is critical to a Department with the scope and reach of emergency services as Dover Fire Department provides to the City of Dover.

Training



Live Burns



1st Asst. Chief David Carey is the facilitator for most of the Department training initiatives that includes in-house exercises and those trainings conducted through Delaware State Fire School.



Ice Rescue Training



Advanced Vehicle Rescue

Annual Appreciation Banquet

Saturday, January 11, 2014



Chief Carey and his wife Caroline.



Carlton Carey, Jr. Receives Presidents' Award

Every year the members of Dover Fire Department are able to celebrate a year of committed volunteer service and highlight the exceptional service of their fellow firemen.



Top 10 Responders for 2013

Firefighter Of The Year 2013



Jake Shepherd

Jake was awarded the Firefighter of the Year by Chief Carey on Saturday, January 11, 2014 for his overall commitment to emergency operations for 2013.

Fireman Of The Year 2013



Brandon Naylor

Brandon was awarded the Fireman of the Year by Chief Care on Saturday, January 11, 2014 for his tireless volunteer work both on the firefighting side of the Department as well as contributing to administrative duties for 2013.

New Apparatus



Brush 1

2013 - RTV Kubota 900 XT

The purchase of Brush-1 was fully funded by the Robbins Hose Company to better serve the citizens of Dover.

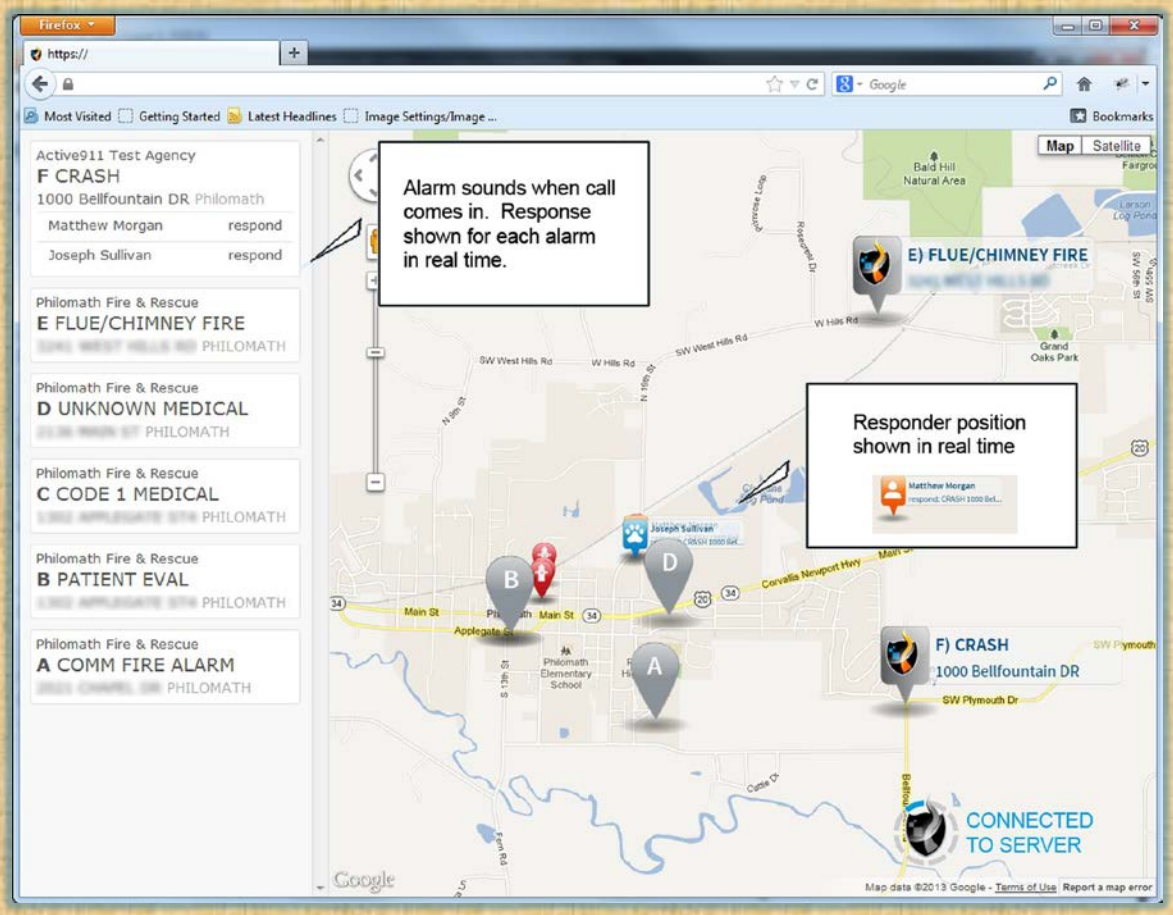
During Fire Fly 2013, Brush-1 was used to respond to an unresponsive subject in a car with it reported on fire. DFD arrived on scene and pulled the subject to safety along with the help of Dover PD. Brush 1 then assisted in extinguishing the blaze before it spread to other vehicles.

DFD Partners with *Active 911*



Chief Carey demonstrating the functions of Active911 to the Dover Post.

Dover Fire Department will make great strides forward in their district mapping program with the introduction of Active 911. The system is a digital messaging system that delivers alarms, maps, and other critical information instantly to first responders. Active911 also allows response efforts to be monitored in real time. The system has been installed on 10 new iPad Airs bought by the department through equipment upgrade funds.



Dover Fire Department Website

DOVER FIRE DEPARTMENT

PROTECTING THE STATE CAPITAL

VOLUNTEERS SINCE 1882

- Home
- Duty Officer
- Gallery
- Officers
- Event Calendar
- Stations
- Apparatus
- History
- Fire Prevention
- Members
- In Memory Of
- Links
- Guestbook
- Contact Us
- FAQ

Coming Events

April 1, 2014
Water Rescue 2

April 3, 2014
Water Rescue 2

April 7, 2014
Board of Directors Meeting

April 7, 2014
Company Meeting

Contact Us

Emergencies

Dial 9-1-1

Dover Fire Department
Headquarters
103 S. Governors Ave
Dover DE

From the Gallery



Working House Fire

Smoke Condition call gets upgraded to working alarm

Story | Gallery



Working House Fire in Camden-Wyoming

DFD crews were called into service with a ladder company assist at a working house fire

Story | Gallery

Live Run Log

Full Run Log

Sat Mar, 29 2014 @ 20:31:13

Address: 779 N Dupont Hwy
Nature: 29B2A MVC Serious Hemorrh
City: Dover
Location: PIZZA HUT LEIPSIC RD

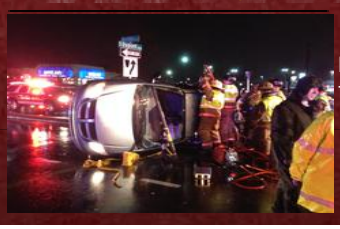
Sat Mar, 29 2014 @ 09:23:30

Address: 105 Mont Blanc Blvd
Nature: Alarms-High Life Hazard
City: Dover

Fri Mar, 28 2014 @ 17:05:51

Address: 601 Fulton St
Nature: Investigation
City: Dover
Location: STATION 63

Recent Gallery Entries



Rollover MVC

DFD units respond to a rollover MVC when clearing from an automatic alarm

Story | Gallery

Photo of the Day



Local Weather

35°
Fair

Dover Forecast

Fire Alarm Stats

Jan	134	July	0
Feb	84	Aug	0
Mar	0	Sept	0
Apr	0	Oct	0
May	0	Nov	0
Jun	0	Dec	0

YTD: 218
2013: 1019
2012: 998

Volunteer

Interested in joining our ranks and helping the community? Take the first step and fill out an application!

Application

Donations

Make a donation to the Dover Fire Department and help us to continue helping our community!

PayPal Donate

www.doverfire.org

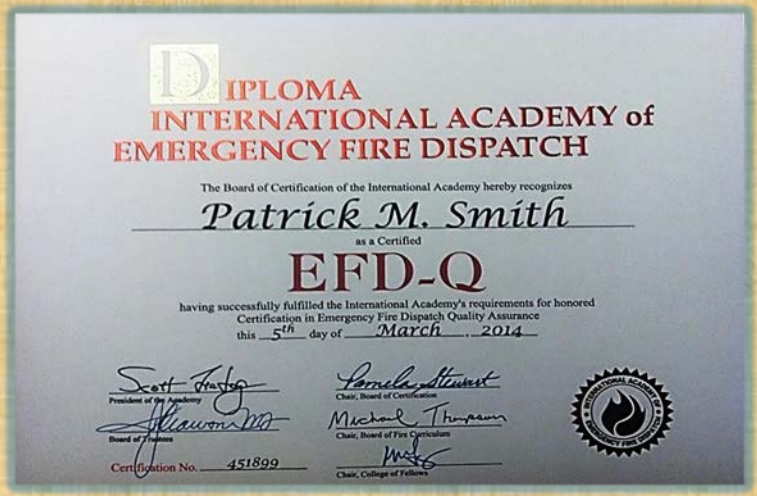
9-1-1 Fire Dispatchers



Dispatcher Alex Carrow communicating with responding fire apparatus.

Recently the Dispatchers were certified in *Emergency Fire Dispatch* through the *International Academies of Emergency Dispatch* which is the national standard.

Assistant to the Fire Chief and Dispatch Supervisor Patrick Smith received certification in *Emergency Fire Dispatch-Q* which is the Quality Imporvement initiative at the IAED.



DIPLOMA
INTERNATIONAL ACADEMY of
EMERGENCY FIRE DISPATCH

The Board of Certification of the International Academy hereby recognizes

Patrick M. Smith

as a Certified

EFD-Q

having successfully fulfilled the International Academy's requirements for honored Certification in Emergency Fire Dispatch Quality Assurance
this 5th day of March, 2014

Certification No. 451899

Pipes and Drums



Saturday, April 13, 2013

The DFD and Dover Police-Fire Pipes and Drums participated in the Bowers VFC 75th Anniversary parade. Engine 3 and Rescue 1 were taken and placed in the parade.



DFD Says Farewell to Herb Abbott

Saturday, March 30, 2013



Life Member Herbert Earl Abbott, Sr. was in the Department for 75 years. He was born on December 01, 1916 in Dover, DE.

We are looking forward to another productive and dedicated year in 2014



SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

The Safety Advisory and Transportation Committee Meeting was held on March 24, 2014, at 4:00 p.m. with Chairman Hutchison presiding. Members present were Mr. Dixon, Mr. Perza (arrived at 4:13 p.m.), Mr. Davis, and Mr. Keller.

AGENDA ADDITIONS/DELETIONS

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

Dover/Kent County Metropolitan Planning Organization (MPO) Delaware State University (DSU) Pedestrian Counts Summary Report (December 2013)

Mr. Rich Vetter, Executive Director of the Dover/Kent County Metropolitan Planning Organization (MPO), reviewed the MPO Delaware State University (DSU) Pedestrian Counts Summary Report (December 2013). He explained that, last fall, the MPO and the Delaware Department of Transportation (DelDOT) completed a pedestrian study of the roadways adjacent to the Delaware State University (DSU) Dover Campus. The study corridor included Route 13 between the DSU Commons entrance and College Road, as well as College Road from Route 13 to University Courtyard Apartments at Jason Court. Pedestrian activity within the study corridor has long been a concern since the university residences are on one (1) side of Route 13 and restaurants and retail centers are on the opposite side. The study examined pedestrian volumes, pedestrian movements, and crosswalk compliance.

Referring to the "Delaware State University Pedestrian Improvements" map, Mr. Vetter reviewed the list of pedestrian crossings and advised members that the figures listed in yellow indicated non-compliance with crosswalk use. He advised members that compliance was relatively good in the campus area near Route 13 and that improvements were planned in this area, including the extension of the existing brick wall, the addition of new sidewalk, and the installation of a post and chain fence and landscaping. He indicated that extension of the sidewalk had been financed through legislative funding and construction would occur in the Spring of 2014. It was hoped that these changes would alleviate some of the pedestrian crossing concerns. Mr. Vetter noted that major crosswalk non-compliance occurs at the College Road and Jason Court crossing going to and from the University Courtyard Apartments. He stated that pedestrians rarely use the marked crosswalk on College Road, although there is existing sidewalk on both sides of the road between the entrance and the bridge. In talking with DelDOT regarding potential solutions, he stated that DelDOT was not in favor of installing any additional mid-block crossings due to the curve in the road; however, other suggestions included enhancing the existing crosswalk, installing an additional crosswalk at the actual entrance to the apartments, and installing additional signage.

Noting that he traveled the roadway daily, Mr. Hutchison expressed concerns with the lack of lighting along College Road, particularly with the amount of pedestrian traffic and the speed of vehicular traffic.

Responding to Mr. Keller regarding whether other possible solutions were available, Mr. Vetter suggested enhancing enforcement, to include the issuance of jaywalking tickets.

Mr. Davis suggested the possibility of reducing the speed limit to 25 mph or 30 mph along College Road between Saulsbury Road and Route 13. He felt that decreasing the speed of vehicles would reduce the chance of a dangerous situation. Responding, Mr. Vetter stated that a reduction in the speed limit could be proposed to DelDOT for their consideration.

At the request of Mr. Vetter and based on the comments made by members of the Committee, Mr. Hutchison suggested that the MPO request that DelDOT consider additional street lighting along College Road and a reduction in the speed limit.

Transportation Improvement District (TID) - Review of Draft Agreement and District Boundaries

During their Regular Meeting of November 12, 2013, City Council authorized the City Manager and City Planner to begin negotiations with the Delaware Department of Transportation (DelDOT) to create a Transportation Improvement District (TID), as recommended by the Committee, noting that any agreement related to the TID would be brought before City Council in draft form prior to execution.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reviewed the draft *Agreement Regarding Dover US Route 13/Bay Road Corridor Transportation Improvement District* and a map of proposed district boundaries.

Mrs. Townshend stated that the City had been negotiating the TID Agreement, including the participant boundary and facility boundary, for the past several months. She introduced Mr. William Brockenbrough, County Coordinator, DelDOT Division of Planning, who served as the project leader. Under the terms of the agreement, she stated that the City would provide data to DelDOT for the creation of a Land Use and Transportation Plan (LUTP) and that DelDOT would create the LUTP, which would be the basis of the TID Capital Transportation Plan (TID-CTP). Mrs. Townshend explained that the City would collect a fee from developers for development within the participant boundary. The fee would be based upon a fee schedule that would be adopted as an appendix to the agreement after the completion of the LUTP and would be collected upon issuance of a building permit. The City would keep these funds in an account to be used for the purpose of improvements associated with the TID-CTP. She noted that development projects that do not require Planning Commission approval would be exempt from the requirements of the agreement.

Mrs. Townshend stated that a LUTP would provide efficiency to the processes, since development would be considered on a regional scale, preventing piecemeal improvements. Most importantly, she stated that a LUTP would allow development to move forward in an area that many wished to see re-developed.

Staff recommended approval of the draft *Agreement Regarding Dover US Route 13/Bay Road Corridor Transportation Improvement District* and the map of the proposed district boundaries, subject to review by the Deputy City Solicitor.

Responding to Mr. Hutchison, Mr. Brockenbrough stated that it was hoped that the study would be completed during the Summer of 2014 and the LUTP would be finalized in the Fall of 2014. Once completed, DelDOT would present the LUTP to City Council for their approval.

Mr. Keller moved to recommend approval of staff's recommendation to approve the draft Agreement Regarding Dover US Route 13/Bay Road Corridor Transportation Improvement District and the map of the proposed district boundaries, subject to review by the Deputy City Solicitor. The motion was seconded by Mr. Davis and unanimously carried.

Update - Dover High School Construction

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that a school construction coordination meeting was scheduled for later in the week and that one (1) of the issues to be discussed was the schedule for delivering furniture to the site. It had been determined that a Certificate of Occupancy would not be required for this delivery; however, she stated that the City would ensure that the building was substantially complete and that life safety systems were in place. It was anticipated that a temporary Certificate of Occupancy would be requested later in the Spring. Mrs. Townshend indicated that the requirements for each stage of the project would be discussed so that progress could continue without compromise.

After speaking with Mr. Jim Satterfield, Project Manager with the Delaware Department of Transportation (DelDOT), Mrs. Townshend stated that the sidewalk project on the north side of Route 8 near the school was moving forward. She noted that, of the 11 required temporary and permanent easements, six (6) property owners had signed easements.

Responding to Mr. Keller regarding the status of the east entrance to the school, Mrs. Townshend stated that a pre-construction meeting was held at DelDOT last week and this was discussed. Due to technical issues regarding the entrance design that needed to be revisited, another meeting was scheduled for April 9, 2014. Once these issues are resolved, she stated that improvements would begin on the entrance. Mrs. Townshend noted that authorization was granted for a stormwater outfall pipe to be installed under the right-of-way (roadway) and that construction could begin for that part of the project.

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

Meeting adjourned at 4:21 p.m.

James L. Hutchison, Sr.
Chairman

JLH/JS/jg/dd/tm
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UTILITY COMMITTEE

The Utility Committee Meeting was held on March 24, 2014 at 5:01 p.m. with Chairwoman Williams presiding. Members present were Mr. Perza, Mr. Slavin, Mr. Blakeman, and Mr. Snaman. Members of Council present were Mr. Dixon and Mr. Hutchison. Mayor Carey was also present.

AGENDA ADDITIONS/DELETIONS

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

Delaware Mutual Aid and Assistance Agreement for Intrastate Water/Wastewater Agency Response Network (DEWARN)

Mrs. Sharon Duca, Director of Public Works, advised members that following the events of September 11, 2001, Hurricanes Katrina and Rita in 2005, and the severe flooding in New England and the Midwest in 2007, the need for water and wastewater systems to share resources to overcome disasters became evident. As a result, the Water Sector's professional associations and the U.S. Environmental Protection Agency (EPA) Water Security Division (WSD) had been working to have every state establish intrastate mutual aid and assistance agreements between drinking water and wastewater utilities known as Water/Wastewater Agency Response Networks (WARN).

Mrs. Duca indicated that the Delaware Mutual Aid and Assistance Agreement for Intrastate Water/Wastewater Agency Response Network (DEWARN) had been executed by numerous water and wastewater utilities (public and private) throughout the State. She stated that the City and other jurisdictions already work together and provide assistance to each other during times of need. Mrs. Duca explained that if the City became a member, this would allow the City to receive assistance from other members, should an emergency occur, as well as provide assistance if possible. She stated that emergencies do not need to be catastrophic, such as those that led to the formation of the WARN communities, but can be any incident which requires emergency response. She assured members that the agreement would not mandate any obligation to assist other members in the event of an emergency, explaining that it would simply provide a means for members to assist each other if they are able. Mrs. Duca indicated that participation in this network would be achieved through the Department of Public Works and the City Manager's Office via Public Affairs and Emergency Management. Members were provided an informational brochure regarding DEWARN ***(Attachment #1)***.

Staff recommended that the City Manager be authorized to execute the DEWARN Agreement.

Responding to Mr. Perza, Mrs. Duca stated that she, along with the City Manager and the Public Affairs and Emergency Management Coordinator, would serve as the City's point of contact. She advised members that in all instances, the City Manager would be made aware of an issue before a final decision would be made on any request. Elaborating, Mr. Scott Koenig, City Manager, stated that although he, as City Manager, would be required to approve requests for personnel and equipment outside of the City, approval would be granted after considering staff's recommendation in this regard. He assured members that if a request were within reason, the City would do whatever possible to provide aid to a local jurisdiction included in the Network.

In response to Mr. Snaman, Mr. Koenig stated that, although there was no written agreement to provide assistance for electrical issues, there has been a long-term understanding that the City's Electric Department will respond whenever assistance is needed. In the past, Mr. Koenig stated that crews had been sent to other states as a part of mutual aid through the American Public Power Association (APPA).

Mrs. Williams questioned what, if anything, the City would do to accommodate requests for providing water to areas where there is no interconnection with the City. Responding, Mrs. Duca felt that, if such a need arose, assistance would extend outside of the Network and come from other sources, such as the National Guard.

Responding to Mr. Hutchison, Mrs. Duca advised members that the municipalities that are already members of DEWARN are Blades, Camden-Wyoming, Lewes, Milford, Milton, Newark, New Castle Municipal Services Commission, Selbyville, and Wilmington. Other members include United Water Delaware, Tidewater Utilities, and Artesian Water Company.

Mr. Blakeman moved to recommend approval of staff's recommendation to authorize the City Manager to execute the DEWARN Agreement, seconded by Mr. Snaman and unanimously carried.

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

Meeting adjourned at 5:12 p.m.

Beverly C. Williams
Chairwoman

BCW/TM/jg/js/dd
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Attachments
Attachment #1 - Brochure - Delaware Water/Wastewater Agency Response Network (DEWARN)

NATIONAL SUPPORT

To support the effort to create a WARN program nationwide, eight national associations met and agreed to support a WARN program in every state in the nation.

- American Water Works Association
- Association of Metropolitan Water Agencies
- Association of State and Interstate Water Pollution Control Administrators
- Association of State Drinking Water Administrators
- National Association of Clean Water Agencies
- National Association of Water Companies
- National Rural Water Association
- Water Environmental Federation

SUPPORT IN DELAWARE

Support in the development of intrastate mutual aid programs and an integrated response at the local, county and state levels of government is provided by the following regulatory agencies:

- Delaware Health and Social Services, Division of Public Health, Office of Drinking Water
- Delaware Department of Natural Resources and Environmental Control
- Delaware Emergency Management Agency
- Delaware Public Services Commission
- US Environmental Protection Agency

Photo on front cover by: Lori Foraker

DEWARN MEMBERS

Artesian Water Company

Town of Blades

Camden-Wyoming Sewer & Water Authority

Governor Bacon Health Center

Lewes Board of Public Works

City of Milford

Town of Milton

City of Newark

New Castle Municipal Services Commission

Town of Selbyville

Tidewater Utilities

United Water Delaware

City of Wilmington



Rising sea level and storm surge. Jennifer Luoma, Dept. of Natural Resources and Environmental Control

For more information contact:
Rob Penman - DEWARN Chairman
302-453-6946



DEWARN

WATER/WASTEWATER AGENCY RESPONSE NETWORK

UTILITIES HELPING UTILITIES

MAIN BREAKS ♦ FIRES ♦ FLOODS ♦ STORMS
TERRORISM ♦ TORNADOES ♦ SPILLS

Utility Committee Meeting of 03/24/2014
ATTACHMENT #1

WHAT IS DEWARN

DEWARN is a Water/Wastewater Agency Response Network (WARN) of "utilities helping utilities" to:

- Prepare for the next natural or human caused emergency.
- Organize response according to established requirements.
- Share personnel and other resources statewide by agreement.

Past disaster response and lessons learned tell us that:

- Utility operations are specialized.
- Utilities must be self-sufficient and fill the gap between disaster onset and arrival of other governmental aid.
- Communities cannot function without water.
- Water/Wastewater restoration provides hope.

WHAT DEWARN CAN DO FOR YOU

In order to be eligible for federal grants and reimbursements before, during and after an emergency, all community water/wastewater systems are to:

- Adopt the National Incident Management System (NIMS).
- Support the development of interstate mutual aid programs.
- Integrate response at the field, local and state levels of government.

The DEWARN program will help facilitate meeting these requirements.

MISSION

The mission of the DEWARN network is to support and promote statewide emergency preparedness, disaster response, and mutual aid assistance for public and private water and wastewater utilities for natural and human caused events in the state.

PURPOSE

The DEWARN network will provide water and wastewater utilities with:

- A mutual assistance agreement and process for sharing emergency resources among water and wastewater agencies statewide.
- A mutual assistance program consistent with other statewide mutual aid and assistance programs and the National Incident Management System.
- The resources to respond and recover more quickly from a natural or human caused disaster.
- A forum for developing and maintaining emergency contacts and relationships.



Water main break. © Tom Hindman, tomhindman.blogspot.com

PARTICIPATION

The DEWARN Mutual Assistance Agreement is available to all public and private water and wastewater utilities in Delaware.

AGREEMENT

All actions, recommendations, etc. are made in accordance with the articles of the DEWARN Mutual Aid and Assistance Agreement.

DEWARN BENEFITS

- Increased planning and coordination enhances access to specialized resources.
- A single agreement provides access to all member utilities statewide.
- Provides insurance for access to resources during an emergency without pre-contractual limitations or retainer fees.
- Expedites arrival of aid.
- Members have a pre-established relationship under which they are able to share resources during an emergency at the discretion of each participating agency.
- Consistent with the National Incident Management System (NIMS).
- Provides a list of emergency contacts and phone numbers.
- Reduces administrative conflict.
- Agreement contains indemnification and workers' compensation provisions to protect participating utilities, and provides for reimbursement of costs, as needed.
- Avoids federal bureaucracy.
- Increases hope that recovery comes quickly.

For more information contact:
Rob Penman - DEWARN Chairman
302-453-6946

MAIN BREAKS • FIRES • FLOODS • STORMS • TERRORISM • TORNADOES • SPILLS

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee meeting was held on March 24, 2014, at 6:00 p.m. with Chairman Lynn presiding. Members present were Mr. Hare, Mr. Slavin, Mr. Rushe, Mr. Shevock. Other members of Council present were Mr. Dixon, Mrs. Williams, and Mr. Hutchison. Mayor Carey was also present.

AGENDA ADDITIONS/DELETIONS

Mr. Rushe moved for approval of the agenda, seconded by Mr. Shevock and unanimously carried.

Proposed Amendments to the City of Dover Freedom of Information Act (FOIA) Policy and Proposed Ordinance #2014-07 - Creating a new Chapter 52 - Freedom of Information Act Related to Public Records Access and Amending Appendix F - Fees and Fines

Mrs. Traci McDowell, City Clerk, explained that recent amendments to 29 Del. C. Chapter100, the State of Delaware Freedom of Information Act (FOIA), had necessitated amendments to the City of Dover's FOIA Policy. She noted that the most significant changes were related to the fee structure and record keeping requirements related to FOIA requests. In addition, Mrs. McDowell stated that municipalities were now required to adopt their FOIA policies by Resolution or Ordinance. Accordingly, staff submitted proposed amendments to the City of Dover Freedom of Information Act Policy, as well as Proposed Ordinance #2014-07, for the Committee's review and consideration.

Staff recommended approval of the proposed amendments to the FOIA policy and adoption of Proposed Ordinance #2014-07.

Responding to Mr. Shevock, Mrs. McDowell stated that the fees were grouped to allow for better organization within the Policy. She noted that the State's fees are less than the City's fees; however, she assured members that the State allows for the City to deviate from those fees as long as they are codified. She stated that Appendix F of the proposed ordinance clearly identifies the fees based on specific FOIA requests. Regarding the ability for individuals to review documents without providing copies, Mrs. McDowell stated that although there is no computer station set up for individuals to review documents, generally, the City Clerk's Office fulfills the majority of requests by providing a PDF document that is emailed to the requestor or, if it is a large file, they are provided the material on a CD.

Mrs. McDowell advised members that a lot of the City's material, such as Council and Committee minutes, can be accessed through the City's website, which does not require a FOIA request.

Mr. Hare moved to recommend approval of the proposed amendments to the FOIA Policy and adoption of Proposed Ordinance #2014-07, seconded by Mr. Rushe and unanimously carried.

Financial Forecast Updates

Mrs. Donna Mitchell, Controller/Treasurer, reviewed the Revenue Report as of February 28, 2014 and noted that the report included information for both FY 2014 and FY 2015. She noted that those amounts highlighted on the report had not been updated at the time the report was generated.

Mrs. Mitchell stated that, after reviewing the expense budgets, there was a reduction in expenses, primarily due to vacant positions and healthcare savings resulting from the vacancies, which would cover all of the General Fund shortfall.

Referring to the Water/Wastewater Fund, Mrs. Mitchell noted that a reduction in the amount of $651,300 was projected for FY 2014; however, based on figures that were updated after the report was generated, the amount was actually $773,700. She advised members that she was still in the process of reviewing the expense budget and, thus far, there was a savings of approximately $350,000. Mrs. Mitchell expressed her concern with this fund due to the debt covenants, explaining that she would need to continue to work on reviewing the expense budget for possible savings.

Mrs. Mitchell indicated that the Electric Fund reflected a favorable budget for FY 2014, which was due to the increase in the transfer from the Rate Stabilization Reserve from $4M to $7M. She explained that revenues were tracking approximately $2M higher; therefore, $5M would be available to make up for the $5M additional expenses incurred in January. Mrs. Mitchell assured members that the details regarding these changes would be forthcoming in revised budget ordinances. She stated that the FY 2015 budget was showing a revenue reduction of $257,400 compared to the current year.

Responding to Mr. Slavin, Mrs. Mitchell confirmed that the General Fund transfer tax was readjusted downward by $235,000. She stated that the shortfall in the operating budget could be attributed to the transfer tax, as well as other revenue items which were trending downward. For example, the Police Department recently requested that police fines be reduced by $95,000. Mrs. Mitchell indicated that she would have graphs reflecting the revenue trends available for Council to review during the Council Budget Workshop scheduled for March 31, 2014.

No further action was taken.

Mr. Hare moved for adjournment, seconded by Mr. Rushe and unanimously carried.

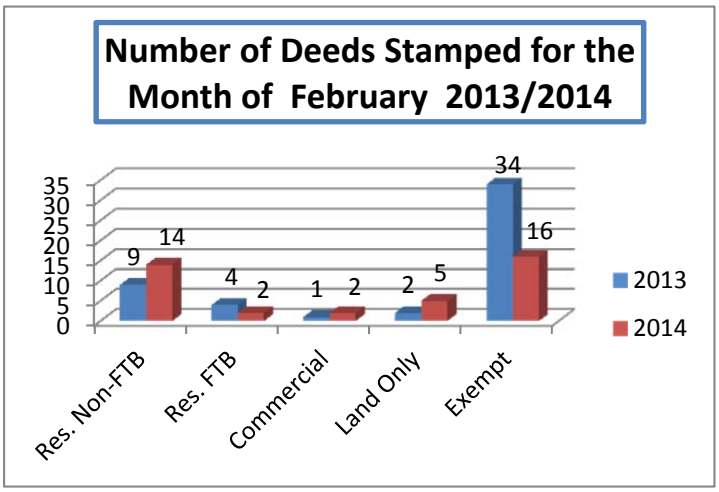
Meeting adjourned at 6:09 p.m.

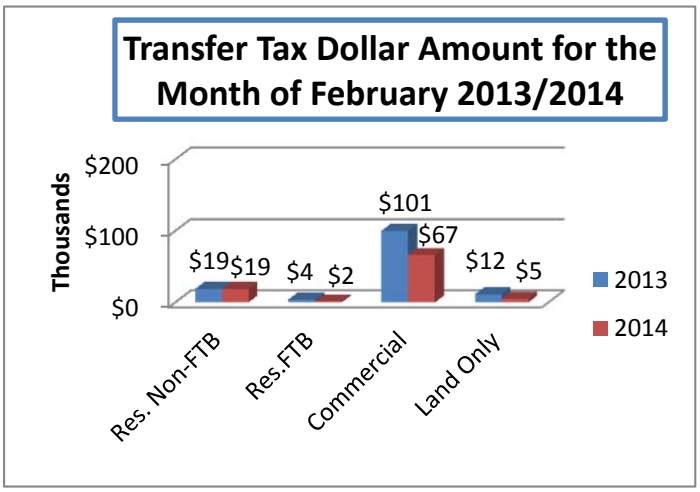
Sean M. Lynn
Chairman

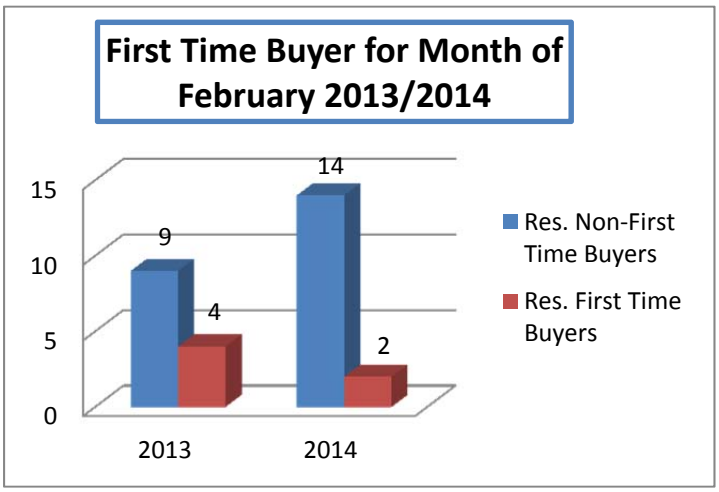
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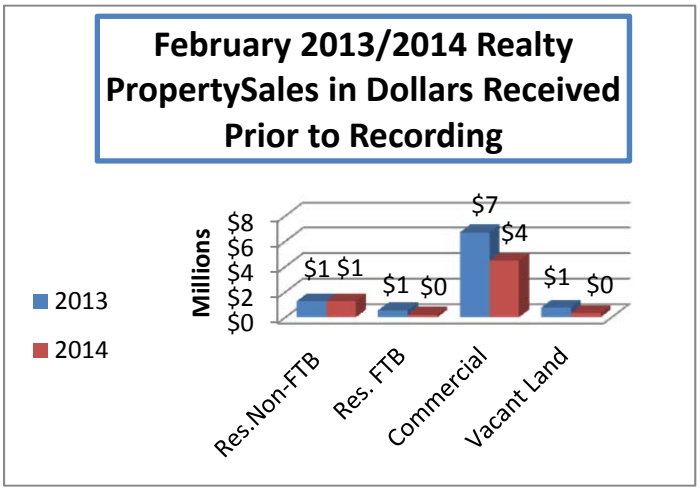
Monthly Report
February 2014

Office of City Assessor









Major Updates

	December - 13	January - 14	February - 14
Assessment Change	$1,097,700	$278,200	$630,900

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
11	$1,630,200	$1,635,205	1.00	1.00

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
ED05-067.01-01-25.00	26A	R10	2 AQUAMARINE CT		5	2013	2	1569	B	GD	229,800	28-FEB-14	211,000	
ED05-067.01-01-80.00	26A	R10	327 TOPAZ CIR		5	2013	2	2476	B	GD	259,000	07-FEB-14	263,805	
ED05-067.19-04-03.00	26	R10	104 MATTERHORN DR	1	14	2006	1	1956	B-	AV	228,300	26-FEB-14	239,900	
ED05-067.20-03-09.00	23	R10	311 N NEW ST	1	1	1985	2	1200	D+	FR	59,500	20-FEB-14	76,000	
ED05-068.18-05-32.00	27	R10	35 N EDGEHILL AVE	1	3	1951	1	1310	C	AV	137,100	20-FEB-14	138,000	
ED05-076.10-03-26.00	16A	R10	1432 WOODMILL DR	1	8	1990	2	1445	C+	AV	139,800	26-FEB-14	148,500	
ED05-076.10-03-50.00	16A	R10	1427 WOODMILL DR	1	8	1991	2	1445	C+	AV	141,200	28-FEB-14	119,000	
ED05-077.11-04-79.00	29	R10	475 BARRISTER PL	1	13	1972	2	1296	D+	AV	67,700	25-FEB-14	63,000	
ED05-077.13-02-66.00	32	R10	903 S STATE ST	1	1	1930	2	3121	B-	AV	173,700	28-FEB-14	190,000	
LC05-058.14-01-01.313	1A	R10	313 W PERSIMMON CIR	1	14	2002	1	1400	C	AV	96,800	20-FEB-14	88,700	
LC05-058.17-04-23.00	1	R10	138 GORDON DR	1	11	1989	1	1355	D	AV	97,300	26-FEB-14	97,300	

CITY MANAGER'S MONTHLY REPORT



FEBRUARY 2014

Monthly Highlights

Customer Services

- As of February 28, 2014, we processed 1,922 credit card payments for the month totaling $404,885.71.

Human Resources

- Continued contract negotiations.

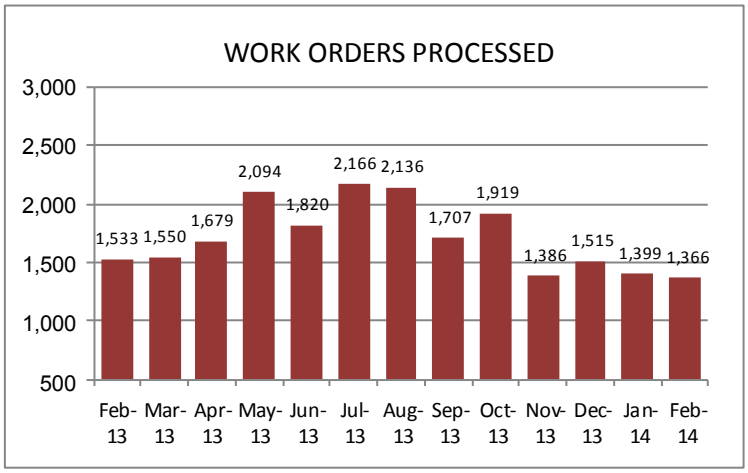
Library

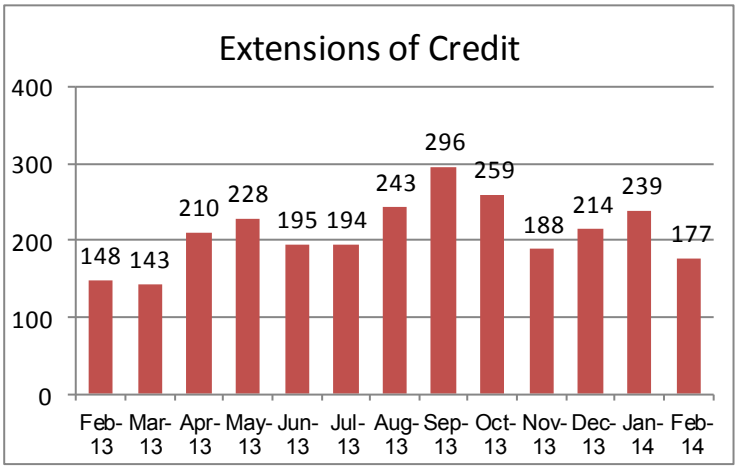
- 806 attended 69 programs for adults.
- 317 attended 28 programs for teens.
- 999 attended 37 programs for children.
- 29 volunteers completed 351.5 hours of service.
- 465 attended 51 programs/classes coordinated through the Job Center.

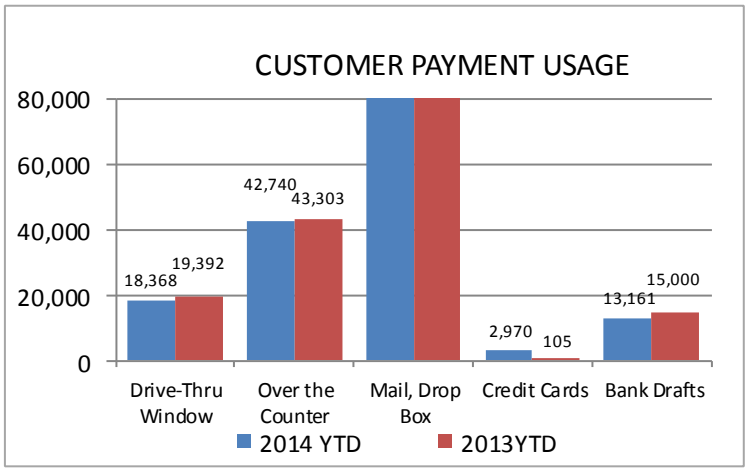
Public Works

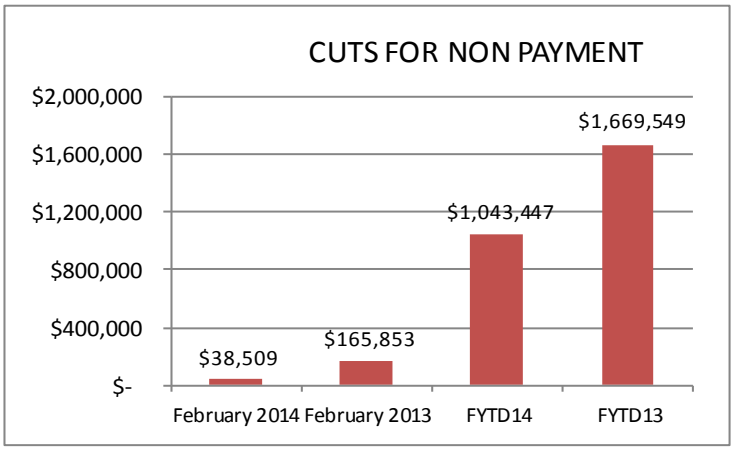
- Working on CIP and additional funding for future street program and other projects.

CUSTOMER SERVICES









Major Program Updates	Jan 2014	Jan 2013	Difference	FY 2014 Year-to-Date	FY 2013 Year-to-Date
Number of Customers Served	20,711	21,453	(742)	151,317	167,695
Final Bills	505	498	7	4,543	4,382
Estimated Bills	177	164	13	1,169	1,090
Penalties Posted	$ 18,249	$ 18,920	(671)	$ 136,762	$ 139,106
Extensions of Credit - Amount Extended	$ 67,712	$ 75,526	(7,814)	$ 530,538	$ 602,117
Balance Transfers	$ 3,738	$ 3,901	(163)	$ 33,447	$ 17,368
Utility Collections	$ 15,392	$ 16,752	(1,360)	$ 162,837	$ 159,485
Special Assessments	$ -	$ -	-	$ -	$ 659
Miscellaneous Billings	$ 114,094	$ 142,941	(28,847)	$ 912,096	$ 868,684
CNP through Disconnect Collars	$ 7	$ 19	(12)	166	220
Court Cases	-	-	-	-	-
Tamperings	-	-	-	-	18
Taxes Levied (includes carry forward)	$ 446,301	$ 833,863	(387,562)	$ 10,910,356	$ 10,919,489
Billing Adjustments	$ (2,830)	$ 918	(3,748)	$ (9,949)	$ 873
Total Taxes Collected	$ 79,642	$ 41,214	38,429	$ 10,550,817	$ 10,458,929
Taxes Outstanding	$ 369,488	$ 459,687	(90,198)	$ 369,488	$ 459,687
Payments in Lieu	$ -	$ 10,000	(10,000)	$ -	$ 38,450
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	Feb 13	Mar 13	April 13	May 13	June 13	July 13	August 13	Sept 13	Oct 13	Nov 13	Dec 13	Jan 14	Feb 14	Total
Caucasian*	291	287	287	283	282	281	279	283	284	285	287	288	288	N/A
Minorities*	56	54	54	53	53	54	54	54	56	55	56	57	57	N/A
Hired	4	0	4	3	1	2	2	7	4	1	3	5	1	37
Terminated/ Resigned/ Retired/Other	1	7	4	8	2	1	3	2	1	1	0	3	1	34
Transferred/ Promoted	4	2	1	1	0	2	0	4	1	0	0	1	0	16
Jobs Posted	1	5	5	5	8	5	5	3	2	0	2	4	4	49
Workers Comp. Injuries	1	2	1	4	3	4	3	7	2	2	1	5	2	37
Workers Comp. Hours	315	259	62	28	0	119	62	384	110	48	120	116	0	1623
Insurance Claims	2	2	2	3	7	4	6	2	2	1	4	5	2	42

Full-time Employees: 330 Part-time Employees: 15 (4 Pitts Center, 1 Recreation, 9 Library, 1 Customer Service)

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

Positions Hired: Planner I

Terminated/Resigned/Retired: Police Master Corporal

Positions Posted: Motor Equipment Operator III (Streets), Electric Director, Building Craftsperson I, Fire Dispatcher

Recruitment Information (Positions closed in February)

Position	Total	Female	Male	Unknown	Black	White	Hispanic	Asian/Pacific Islander	American Indian/Alaskan Native	Unknown	In Dover	Out Dover
Motor Equipment Operator I Water/Wastewater	25	1	24	0	8	16	1	0	0	0	9	16
Line Crew Superintendent	3	0	3	0	0	3	0	0	0	0	2	1
Construction Manager	19	1	16	2	0	17	0	0	0	2	4	15
Assistant Treasurer	18	9	9	0	10	5	0	2	1	0	3	15
Building Craftsperson	40	0	40	0	11	28	0	0	0	1	30	10

Unfilled/Open Positions by Department*

Unfilled/Open Positions By Department	Feb 13	Mar 13	April 13	May 13	June 13	July 13	August 13	Sept 13	Oct 13	Nov 13	Dec 13	Jan 14	Feb 14
Electric	4	4	4	4	4	4	4	4	5	5	5	5	5
Public Works	13	17	19	22	22	20	20	16	15	15	14	13	13
Police	1	2	1	0	1	2	3	3	1	1	1	0	1
All Other Departments	6.5	7	7.5	5.5	6.5	6.5	6.5	6	7.5	6.5	5	6	5
Totals	24.5	30	30.5	31.5	33.5	32.5	33.5	29	28.5	27.5	25	24	24

**Not used for Budgeting Purposes*

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

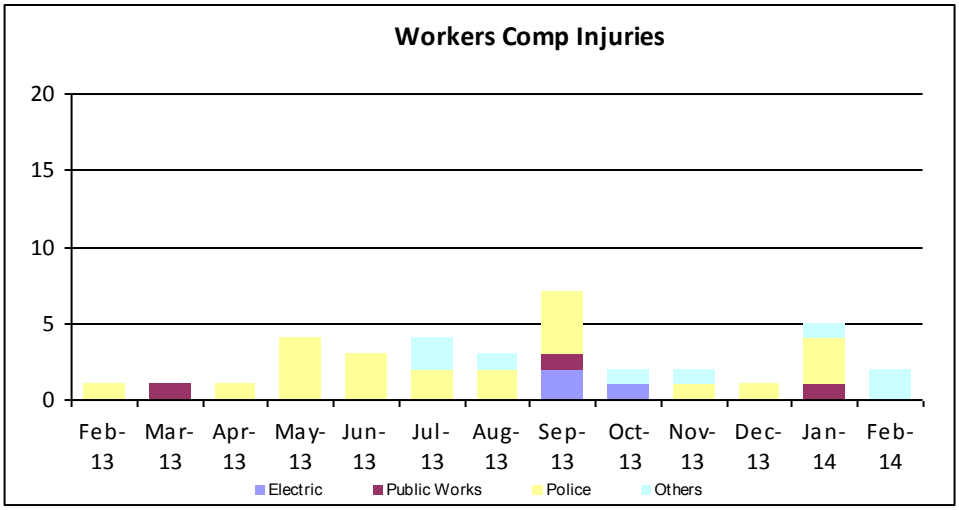
Electric: Electric Director, Electrical Engineer, Lineworker Crew Leader, Line Crew Superintendent, Lineman 1st Class

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

Police: Police Officer

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

HUMAN RESOURCES
continued



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

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

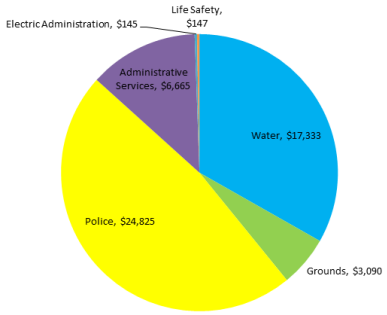
* Healthcare cost sharing implemented
** Healthcare cost sharing implemented for DOE

Average Employees

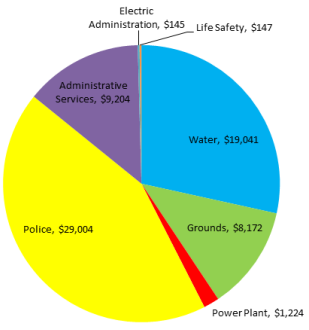
	2010	2011	2012*	2013*	2014
Total Number of Employees Separating from Service	21	25	38	37	4
Average Number of Full-time Employees	362	356	333	325	330
Average Number of Part-time Employees	16	15	12	14	15

* Healthcare cost sharing implemented

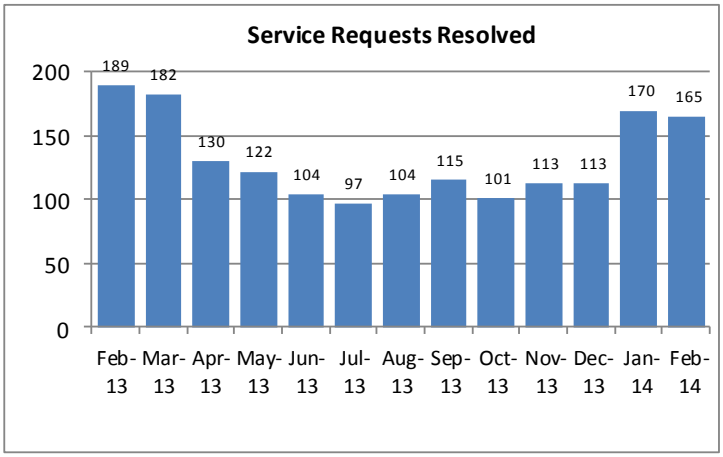
Workers Compensation Costs Per Department in Claims Paid for February 2014

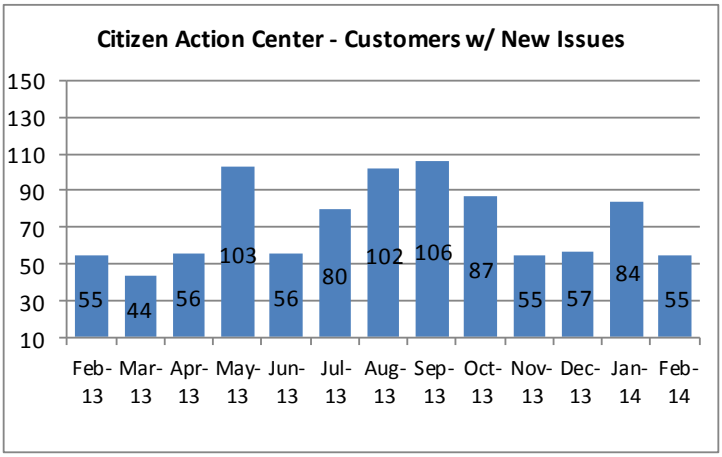


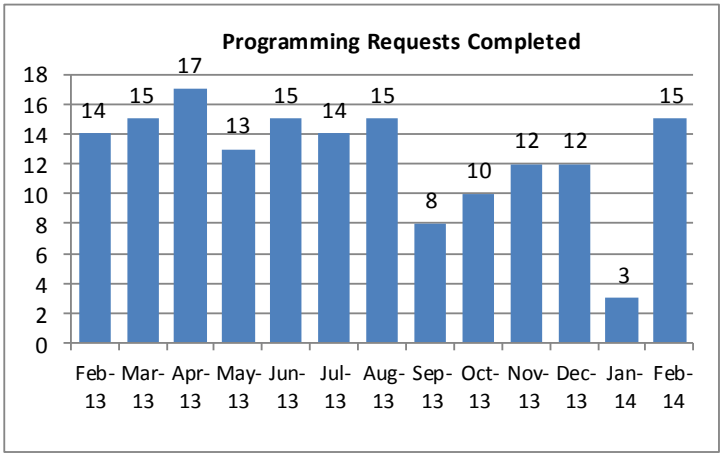
CY Year to Date Claims Paid for Workers Compensation

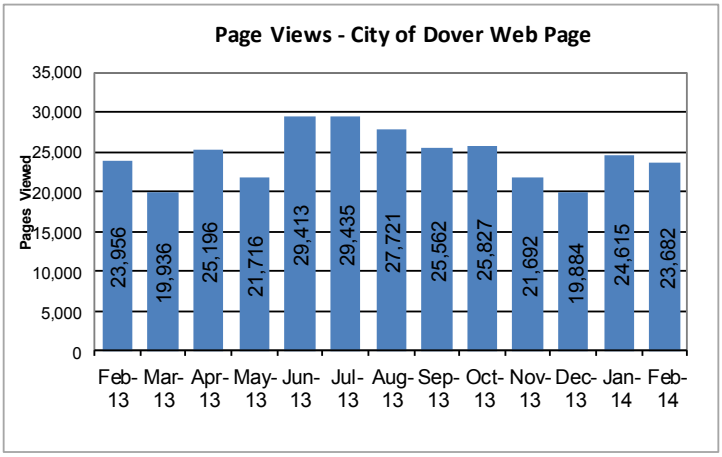


INFORMATION TECHNOLOGY





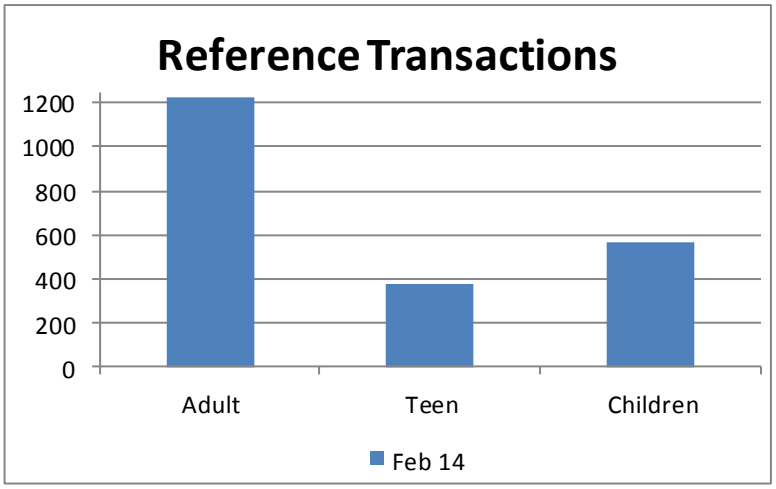




Performance Indicators	Current Month	Last Month	Same Month Last Year
iSeries Availability	100%	100%	100%
Server Availability	100%	100%	100%
AS/400 Connections *(concurrent/authorized users)*	N/A	N/A	N/A
PCs Supported	364	364	351
Scheduled PCs Replaced	-	-	-
Servers Supported	19	19	14
People Trained	12	8	12

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

LIBRARY



Adults – 1227 Teens – 379 Children – 568

Circulation	February 14		FYTD 14		February 13		FYTD 13
Dover residents	20,157		172,340		19,962		147,980
Ebooks	1,371		10,899		1,065		7,258
Kent residents*	13,260		122,386		14,810		113,631
Non-county residents	2,284		19,358		2,189		16,405
Registrations							
Dover residents	345		3,032		361		2,912
Kent residents*	47		623		169		940
Non-county residents	7		61		14		91
Other							
Visiting Patrons	31,002		217,507		28,784		213,290
Meeting Room Usage	1,540		15,263		1,138		6,800
Photocopier Usage	1,147		9,144		1,432		10,083
Computer Printing Usage	2,849		19,240		2,915		14,670
Computer Users	4,405		37,915		4,346		30,293
Wireless Computer Users	1,358		10,301				
Holds (Total)	6,452		48,802		6,263		44,761

***Breakout of Kent County Residential Statistics**

Circulation	Registrations
Harrington: 186	Harrington: 0
Milford: 61	Milford: 0
Smyrna: 931	Smyrna: 5
Outside City Limits: 12,082	Outside City Limits: 42

Total Registered Users: (Card Holders)

City: 22,571 Kent County: 12,703 Outside Kent County: 960

Other Points of Interest:

Inter/Interlibrary: 70 items loaned out
29 items borrowed

Technical services: 1,211 items added
655 items deleted

Volunteers: 351.5 hours of service completed

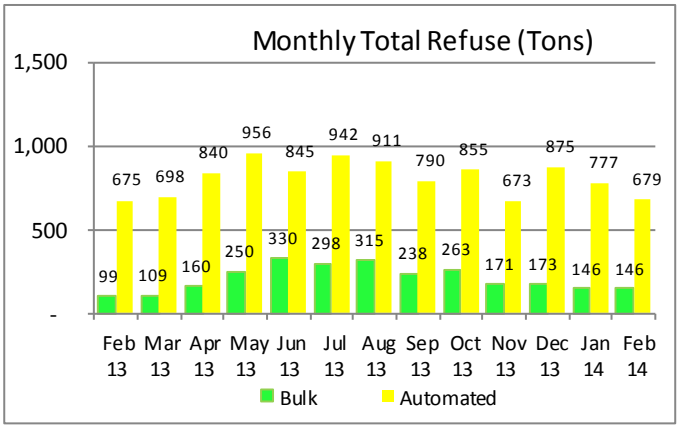
PUBLIC WORKS

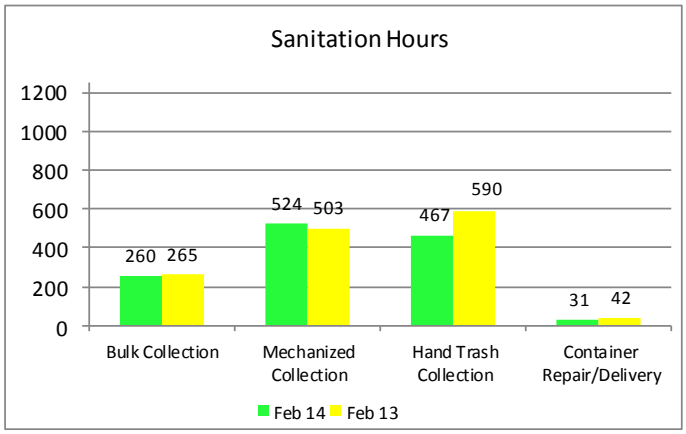
Administration

Administrative review and inspection services continued on all residential and commercial developments. The following residential subdivisions are in various phases of construction:

Oak Shadows	Emerald Pointe	Eden Hill (Residential)
Patriot Village	Farthing Woods	Village of Cannon Mill
	Clearview Meadows	

Sanitation





	FEBRUARY 2014	FYTD 14	FEBRUARY 2013	FYTD 13
Trips to DSWA Sandtown Landfill	178	1,680	161	1,367
Total Tonnage to DSWA	824.98	8,280.99	773.67	6,456.77
90-Gallon Containers Delivered	27	152	19	203
300-Gallon Containers Delivered	3	20	1	24
Total Man Hours-containers Delivered	31	276	42	337

CURBSIDE RECYCLING STATS	TOTAL # OF HOUSEHOLDS COLLECTED	TOTAL # OF ACCOUNTS	WEIGHT/LBS.	AVE. LBS.
February 2014	17,760	8,880	219,880	12.38

PUBLIC WORKS
continued

Streets	FEBRUARY 2014	FYTD 14	FEBRUARY 2013	FYTD 13
Signed Installed	125	305	9	188
Signs Repaired	15	88	12	76
Curbs Painted Yellow (feet)	0	1,306	0	5,614
New Post Installed	7	44	0	29
Storm Catch Basins Repaired	1	14	0	1
Storm Catch Basin Repairing (Hrs.)	5	70	0	1
Storm Catch Basins Cleaned	102	291	35	1,796
Storm Catch Basins Cleaning (Hrs.)	49	134	72	683
Hot Mix Patching (Tons)	0	1	0	236
Hot Mix Patching (Hrs.)	0	0	0	283
Cold Mix Patching Hrs.)	83	128	114	459
Concrete Work (Hrs)	0	236	0	273
Concrete Patching (Cubic Yards)	0	21	0	0
Ditch Work (Hrs).	0	63	0	90
Street and Alley Maintenance (Hrs)	77	430	152	1,336
Street Sweeping (Miles)	207	5,399	1,253	7,148
Street Sweeping (Cubic Yards)	66	1,368	230	1,532
Leaves Collected (Cubic Yards)	0	7,601	0	14,455
Leaf Collection (Miles)	0	3,936	0	5,593

Grounds

Arborist Crew	FEBRUARY 2014	FEBRUARY 2013
Trees Trimmed	1	41
Trees Removed	3	11
Stumps Removed	0	25

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

Beautification Crew

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

Mowing Crew

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

PUBLIC WORKS
continued

Geographic Information 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.
- Collected GPS data for tree plantings.
- Created multiple maps for the City Clerk's office.
- Printed multiple maps for Water/Wastewater regarding sanitary sewer.
- Printed multiple snow response maps.
- Created multiple concrete repair reports.

Fleet and Facilities Management

Fleet Maintenance

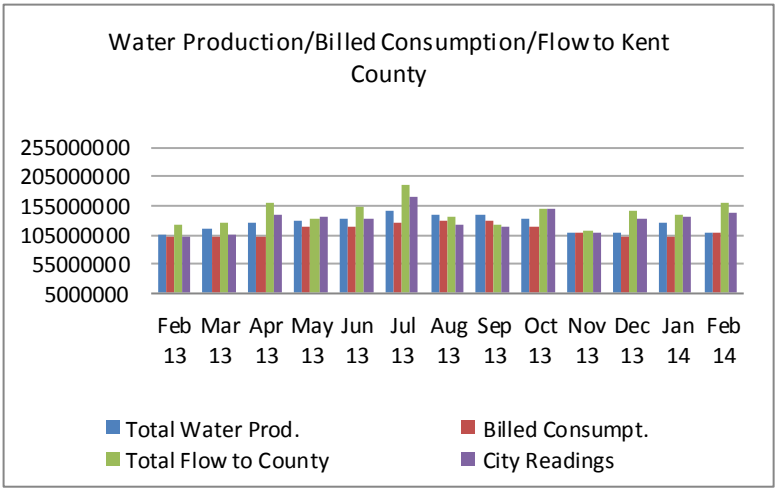
Work Orders: 99

Major Program Updates

MEASURE	FEBRUARY 2014	FEBRUARY 2013	DIFFERENCE
Scheduled Preventative Maintenance appointments being kept *(Quantity and Percentage)*	12 out of 31 38.71% 1 - Unscheduled PM's Vehicles 5 – Sanitation- shop full or working on other veh/equip.- snow days. 2 – Electric Eng. - Need to drop off and write up 2 - Grounds – Haven't gotten to yet,1 is big tree truck, other one haven't had space on lift. 5 – Electric T & D - No room working on other equip. 2 – Constr- 1 just done and other 1 not being used 1 – Power Plant -Will do after #727 is done (transmission)	21 out of 26 80.77%	**- 42.06 %**
Facilities Management			
Routine work orders completed within 5 days *(Quantity and Percentage)*	19 out of 19 100 %	21 out of 23 91.30%	**+ 8.70%**
Emergency work orders completed within 2 days *(Quantity and Percentage)*	0 out of 0 100 %	3 out of 3 100 %	**0 %**

PUBLIC WORKS continued

Water/Wastewater



ENGINEERING SUMMARY

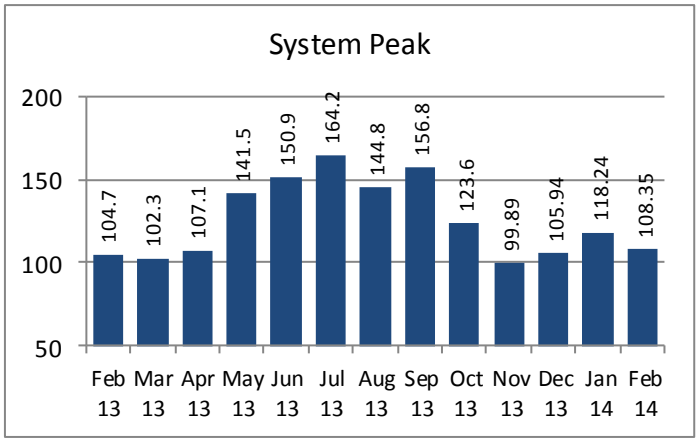
Major Program Updates	FEBRUARY 2014	FEBRUARY 2013	DIFF	FY14 YTD	FY13
State and Federal Violations	0 violations	0 violations	-	-	-
Water Quality Complaints	10	8	+2	69	70
Plan Review Completed Within 30 days of Submission	6 plans 86%	13 plans 93%	-7	62	67

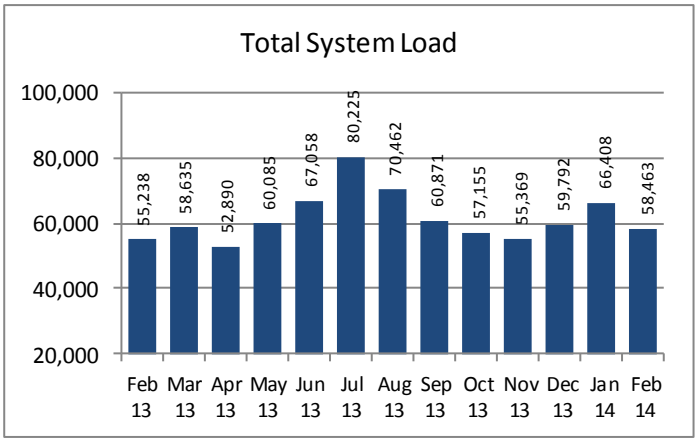
OPERATIONAL SUMMARY

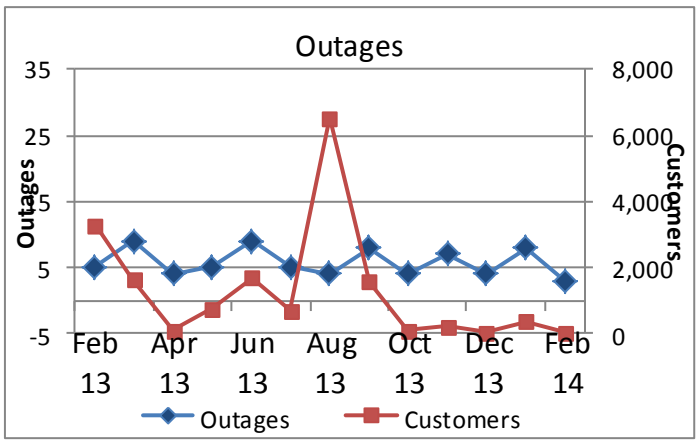
Task	FEBRUARY 14	FEBRUARY 13	CURRENT FY
Water Production - Daily Average	3,925,286	3,802,500	1,014,267,000
Average Field Response Time (goal is <30 minutes)	19.87	23.80	18.11
Water Mains Repaired	0	3	4
Water Service Lines Repaired	1	1	8
Wastewater Mains Repaired	0	0	0
Wastewater Service Lines Repaired	0	0	3
Sewer Lines Flushed - linear feet	70,209	86,190	925,119
Sewer Mains Videoed -linear feet	872	17,236	20,344
Total Fire Hydrants in Service	1,807	1,802	1,807
Total Water Meters in City Distribution System	14,186	14,088	14,186

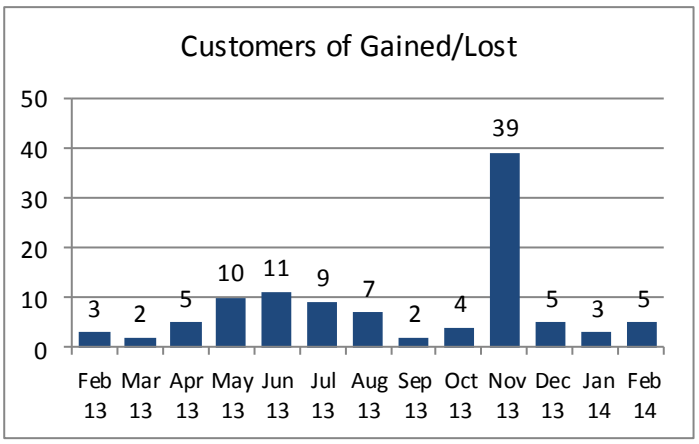
PUBLIC UTILITIES

Electric









Outages: 3 Customers: 39

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
59.00	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**
3	25	37.33 Minutes	28.69 Minutes

PROGRAM UPDATES	FEB 14	FEB 13	FY14 YTD
Tree Trimming	300	130	1764
Number of Oil Releases	0	0	9
Lost Time Accidents – All Electric Utility Divisions	0	0	1
New Services	5	3	76
Major Goals Completed in the Past Two Months			
N/A			

City Planner's Monthly Report

Planning, Inspections & Recreation

FEBRUARY 2014

Planning, Inspections & Recreation Highlights



- **E-ZPass -**Opened a Dover location at 22-24 W. Loockerman Street.
- **Mennonite School Sports Day -** Mennonite Schools in the region came together for a day of sports and fun. Approximately, 300 family and friends attended the event.



- **William (Bill) Cook** was hired as a Planner I in the Planning Department, effective February 10, 2014.

Personnel and Training Updates

- Sherwanda Rachal-Speaks and Wayne Voshell attended the Delaware Recreation and Parks Society's annual conference.

Planning, Inspections & Recreation Revenue

Revenue Stream	FY '14 Budget		FY '14 Actual (YTD)	
Business License	$1,460,000	$	1,439,356	99%
Trailer License	$20,500	$	21,221	104%
Building Permits	$400,000	$	370,005	93%
Cert. of Occupancy	$9,000	$	4,070	45%
Public Occupancy	$10,000	$	8,709	87%
Lodging House	$14,000	$	10,766	77%
Plumbing/Heating/Air	$75,000	$	47,260	63%
Sprinkler	$25,000	$	19,398	78%
Rental Inspection Fee	$345,000	$	295,884	86%
Miscellaneous	$20,000	$	32,551	163%
Fire Protection Fees	$31,000	$	23,595	76%
Vacant Building Reg.	$60,000	$	108,000	180%
Total P&I Revenue	**$2,469,500**	**$**	**2,380,814**	96%
Recreation	$133,000		$81,084	61%

PLANNING OFFICE

The Planning Office is part of the review process for certain types of construction activity permits (Building Permits, Sign Permits, etc.) and Certificate of Occupancy permits. For February 2014, Planning Staff was involved with review of 32 Permits and 13 Certificates of Occupancy permits (2014 calendar year total of 96 Permits and Cos compared to 108 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.

The review process for the Comprehensive Plan Amendments 2014 is underway (MI-14-01). A series of addendums to the text of the Comprehensive Plan are proposed as related Central Dover Community Plan with addendum to Chapter 11 – Housing and Community Development Plan and Transportation Improvement District for the Route 13 and Bay Road Corridors with addendum to Chapter 9 - Transportation Plan.

One request was also received for an amendment to the Map 12-1: Land Development Plan; after the Planning Commission hearing this request was withdrawn. Public hearings were conducted with the Planning

Commission on February 18th with the Commission recommending approval of the Text Amendments. Final Action by City Council is scheduled for March 10, 2014.

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). 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 Planning Staff continues to work with the Capital School District and DelDOT regarding pedestrian safety concerns for the school project. The monthly coordination meeting on the project was held on February 27, 2014. The sidewalk improvement project for the north side of Route 8 is progressing through the design process at DelDOT.

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.

Other Construction Activities

Planning Staff conducted a Pre-Construction meeting regarding the project to demolish the existing building and construct a new retail commercial building at 300 West Loockerman for Family Dollar (HI-13-02, S-13-12). Construction is expected to start in the Spring.

BOARD AND COMMISSION ACTIVITY

◊ Board of Adjustment

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

- **V-14-03 Lands of Union AME Church–** Variance approval with conditions for a reduction of the lot depth for two parcels to be in keeping with the character of the zone and surrounding area .
- **V-14-04 Lands of 1387 DuPont Highway LLC –** Variance approval for a minimum lot width for each building on the lot.

◊ Historic District Commission

The Historic District Commission was scheduled to meet on February 20, 2014; however, the regular meeting was not held as no quorum of the members were available at the meeting. The next Historic District Commission meeting is scheduled for March 20, 2014.

◊ Planning Commission

The Planning Commission met on February 18, 2014. The next Planning Commission meeting is scheduled for March 17, 2014. The following applications were considered.

- **S-12-06 West North Street Mini Storage at 1351 West North Street –** Approved for a one year extension.
- **S-14-01 NBR Properties at 850 New Burton Road –** Approval to include the waiver for partial elimination of curbing and the waiver for the elimination of loading space and all DAC comments.
- **S-14-02 Winner Ford at 591 South DuPont Highway –**Approval to demolish existing showroom buildings and the construction of a 31,000 S.F. auto dealership showroom/service building also to include the waiver request for tree mitigation.

- **MI-14-01 Comprehensive Plan Amendment 2014 –**Recommendation of approval to City Council on Consideration of Addendum to Comprehensive Plan text addendum to Chapter 9 – Transportation Plan and Consideration of Amendment to Map 12-1: Land Development Plan Map, also an addendum to Chapter 11 – Housing and Community Development Plan regarding the Central Dover Community Plan

- **MI-14-01 Comprehensive Plan Amendment 2014 –**Denial to City Council on the Comprehensive Plan Amendments 2014 for the amendment to Map 12-1: Land Development Plan Map for the property address at 1205 McKee Road.

- **Z-14-01 Lands of College Road Offices, LLC at 1205 McKee Road: Rezoning from CPO with COZ-1 to C-2A with COZ-1 -**Recommendation of approval to City Council on a rezoning was redrawn by applicant.

- **Z-14-02 Lands of David & Susan Edgell at 405 North State Street: Rezoning from R-8 to RG-1 -** Recommendation of approval to City Council for a rezoning at 405 North State Street.

The Planning Commission held a Quarterly Workshop on February 19, 2014.



Example of Public Notice Physical Posting Sign for Planning Commission Application

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 cost 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 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* – The owner is making repairs to the exterior of the property.
- *209 N. New Street* – Owner has obtained all necessary permits and has started to make renovations to the home.
- *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.
- *123 Blue Beach Drive*—Demolition of the pool is complete. Some minor exterior work continues to the patio that connected to the pool.
- *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* —The owner of the property was notified that he had until January 30, 2014 to make repairs to the structure, and/or have it demolished, or the City of Dover would proceed with Demolition. The asbestos survey has been completed and bids for the demolition have been placed on the City website.
- *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 Pkwy—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 Pkwy—A lien search has been ordered for the condemned pool.

- *Vacant Buildings*—During the month of February, 23 additional buildings were registered as vacant, and $7,750.00 in vacant building registration fees were collected.



123 Blue Beach Drive Pool Demolition

Code Enforcement Activity—FEBRUARY

Case Type	# cases current month	# cases YTD	% staff initiated current month	% staff initiated YTD
No valid Rental Permit	2	8	100%	88%
No valid Building Permit	3	4	67%	75%
Tall grass and weeds	1	2	100%	50%
Unregistered vehicle	1	7	100%	86%
Abandoned vehicle	18	20	100%	95%
Annual Housing Inspection	99	118	95%	94%
Property Maintenance – Exterior	25	49	40%	75%
Electric Termination	5	8	100%	100%
Dover Code of Ordinances	50	100	82%	81%
Zoning	15	20	93%	80%
Total Cases	**219**	**336**		
Total # of Inspections For Month	**289**			



44 Girl Scout Lane –stop work order issued for a building being demolished without a permit.

Fire Marshal's Office, Building Inspections & Licensing Summary

LIFE SAFETY				
Inspections	**FEB 14**	**FYTD 14**	**FEB 13**	**FYTD 13**
Fire Protection Inspections (New & Existing)	72	91	25	178
Fire Code Inspections	77	116	34	100
Inspection Deficiencies	74	109	3	78
Certificate of Occupancy	3	10	3	40
Accidental	$1,023,000.00	$1,033,000	$105,000	$6450.00
Incendiary	$1,000	$0.00	$0.00	$1100.00
Undetermined	$5,000	$0.00	$90,000	$0.00
PERMITTING AND LICENSING				
Permits Issued	**FEB 14**	**FYTD 14**	**FEB 13**	**FYTD 13**
Administrative Permit	1	1	1	18
Building Addition/Renovation Permits	19	36	17	193
Building Permits	5	21	5	85
Demolition Permits	5	6	7	34
Fence Permits	0	4	5	54
Fire Prevention Permits	3	10	17	79
Mechanical Permits	25	63	13	205
Plumbing Permits	15	45	20	224
Sign Permits	12	25	20	164
Swimming Pool Permits	0	0	1	11
Business Licenses	28	53	26	988
Merchant Licenses	2	7	8	264
Contractor Licenses	21	53	25	665
Lodging House Licenses	5	27	2	51
Mobile Homes	1	4	8	225
Public Occupancy	43	260	31	329
Rental Dwelling	583	2394	302	2824
BUILDING INSPECTIONS				
Inspections	**FEB 14**	**FYTD 14**	**FEB 13**	**FYTD 13**
Building	225	417	207	2,410
Plumbing/Mechanical	337	575	242	2,513
Certificate of Occupancy	13	23	9	64

Fire Marshal's Office—At a Glance

Number of Fires Requiring FM Response for February 2014

- 3 Accidental
- 1 Undetermined
- 2 Incendiary
- 38 hours of investigation time

Number of Complaints – 11

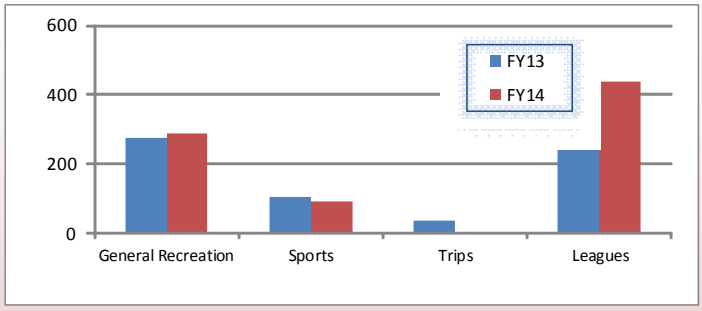
Kirby and Holloway fire was accidental and resulted in a $1,000.000.00 fire loss. Fire originated in a electrical wall outlet with fire extension to the attic area.

Recreation Division

City of Dover Parks & Recreation

Enrollment Summary

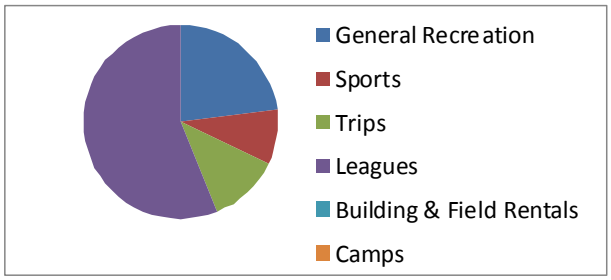
February 2013 verses February 2014

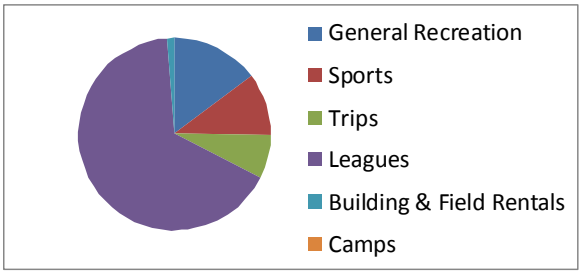




Category	FY13	FY14
General Recreation	275	289
Sports	103	92
Trips	34	0
Leagues	339	438
Camps	Not Offered	Not Offered

Revenue Breakdown: February 2013 verses February 2014





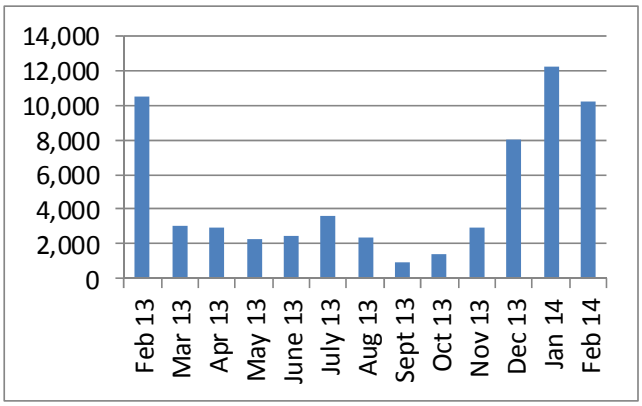
General Recreation	**$1907.00**
Sports	**$485.00**
Camps	**$80.00**
Trips	**$793.00**
Leagues	**$990.00**
Building & Field Rentals	**$310.00**

General Recreation	**$2,262.00**
Sports	**$885.00**
Trips	**$695.00**
Leagues	**$250.00**
Building & Field Rentals	**$1305.00**
Camps	**$70**

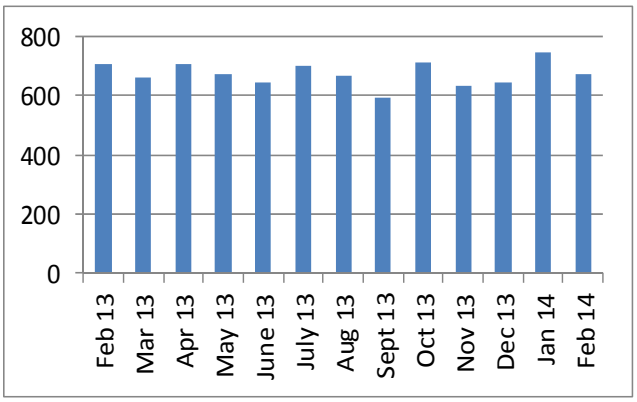


John W. Pitts Recreation Center – February 2014

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	FEB 14		FYTD 14		FEB 13		FYTD 13
Open Gym	290		3,215.5		376.5		3,575.75
Fitness Classes	72.5		433		58.25		362.75
Leagues	226		739		209		667
Camps	0		555		0		49
Sports Classes	29		145.5		20.5		133.5
Meetings & Rentals	50		224		38.5		231
Enrichment Classes	5.5		59		6.5		48
Total Facility Usage Hours	673		5,371		709.25		5,067

Daily Program Attendance**	FEB14		FYTD 14		FEB13		FYTD 13
Total	10,195		40,911		10,478		40,788
Open Gym	575		3,365		980		6,445
Fitness Classes	544		2,527		496		2,665
Leagues	7,170		25,790		8,166		25,043
Camps	0		1,308		0		254
Sports Classes	400		1,437		200		1,108
Meetings & Rentals	1,503		6,369		617		5,172
Enrichment Classes	3		115		19		101

Since our opening in late April 2008, we have had 313,130 guests at the John W. Pitts Recreation Center.

December Open Gym Registrations and Packages Sold

Packages Sold:	NOV.	MTD	YTD	FYTD
Daily:	22	$66	289	$867
Individual Quarterly:	3	$45	15	$225
Individual Annual:	0	$ 0	1	$ 50
Family Quarterly:	0	$ 0	6	$180
Family Annual:	0	$ 0	1	$100
Revenue:		**$111**		**$1,422**

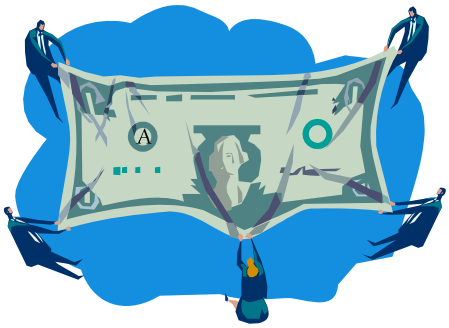


CITY OF DOVER
FINANCE AND PROCUREMENT & INVENTORY DEPARTMENTS
FEBRUARY 2014 - MONTHLY BUDGET REPORTS















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
February 2014

FINANCE DEPARTMENT ACTIVITY LEVELS

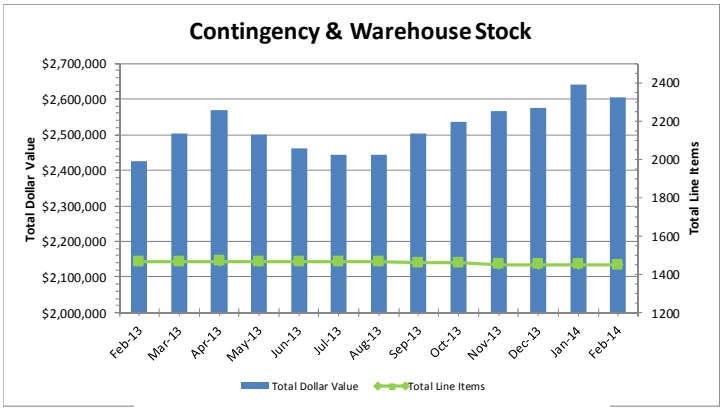
	FY13 YTD			FY14 YTD		
BANK TRENDS						
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	3,630			3,714		
Total Amount of All Deposits	$ 102,271,631			$ 86,543,706		
PAYROLL						
	Hours	%	Amount	Hours	%	Amount
Gross wages per registers	**567,989**	**100.0%**	**$ 13,587,434**	**557,399**	**100.0%**	**$ 13,084,559**
Wages and Hours Worked						
Regular	470,177	82.8%	$ 10,432,694	463,983	83.2%	$ 10,039,964
All over time	26,767	4.7%	$ 1,175,859	24,771	4.4%	$ 1,006,414
Other Paid or Unpaid Wages and Hours						
Vacation	31,489	5.5%	$ 813,339	32,225	5.8%	$ 841,489
Sick	13,850	2.4%	$ 349,276	11,658	2.1%	$ 299,484
Terminal Leave - Retiree Vacation/Sick Payout	14,209	2.5%	$ 415,031	9,865	1.8%	$ 307,872
Comp Time	5,787	1.0%	$ 162,642	5,349	1.0%	$ 148,870
Personal	1,059	0.2%	$ 29,813	990	0.2%	$ 27,953
Leave Without Pay	3,586	0.6%	$ -	3,585	0.6%	$ -
Other (description below)	1,067	0.2%	$ 208,780	5,029	0.9%	$ 412,513

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

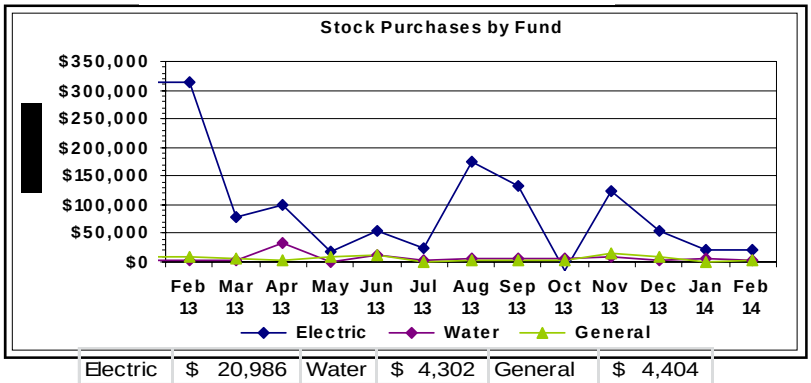
Other Activity						
Number of Pay Periods	17			17		
Number of Payroll Checks & Direct Deposits Issued	6,182			6,103		
Number of Pension Checks Issued	1,974			2,055		
Total Pension Benefits Paid - Defined Benefit Plan	$ 3,262,281			$ 3,449,210		

ACCOUNTS PAYABLE						
Number of Check Vouchers	4,178			4,056		
Number of EFT Vouchers	1,441			1,332		
Vouchers Dollar Amount Disbursed	$ 59,313,477			$ 56,031,762		

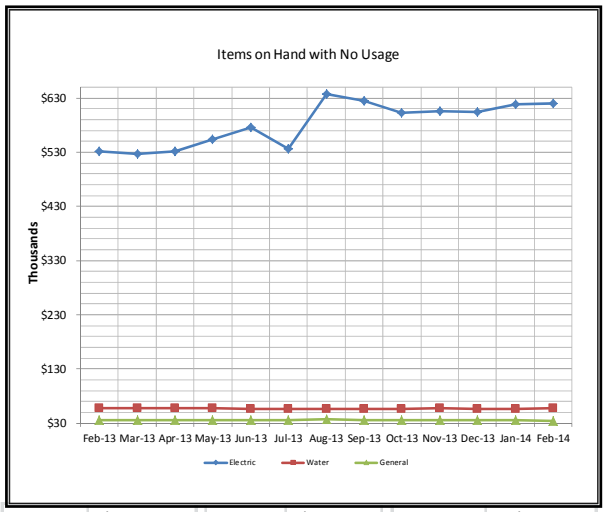
PROCUREMENT & INVENTORY ACTIVITY LEVELS



Value: $2,604,288 Line Items: 1,452



Electric	$ 20,986	Water	$ 4,302	General	$ 4,404



Electric:	$620,464	Water:	$58,175	General:	$34,764

Fuel Use		
Unleaded:	9,393.7	gallons
Diesel:	5,917.7	gallons
Total Cost:	$ 45,697	

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

	Budget	Revised Budget	YTD	Balance	67% Budget
Beginning Balance	$ 3,455,200	$ 4,219,800	$ -	$ 4,219,800	0.0%
Revenues					
Court of Chancery Fees	863,200	863,200	601,080	262,120	69.6%
Fines & Police Revenues	1,316,000	1,316,000	674,332	641,668	51.2%
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	2,828,678	1,625,622	63.5%
Library & Recreation Revenues	599,600	599,600	461,020	138,580	76.9%
Licenses & Permits	2,627,500	2,627,500	2,451,577	175,923	93.3%
Property Taxes (Includes BID Revenue) (1)	11,169,500	11,169,500	11,089,268	80,232	99.3%
Miscellaneous Revenues	138,300	138,300	53,968	84,332	39.0%
Sanitation Revenues	2,676,500	2,676,500	1,731,215	945,285	64.7%
Garrison Farm Rent Revenue	118,500	118,500	43,699	74,801	36.9%
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	724,341	591,159	55.1%
Verizon, Contingency and CI Reserves	32,000	32,000	21,000	11,000	65.6%
Police Grants	110,000	110,000	63,365	46,635	57.6%
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	36,281,700	28,399,202	7,882,498	78.3%
Total Beginning Balance & Revenues	**$ 39,733,200**	**$ 40,501,500**	**$ 28,399,202**	**$ 12,102,298**	70.1%
Expenditures					
City Clerk & Council	$ 442,200	$ 445,600	$ 276,003	$ 169,597	61.9%
Mayor, City Manager & Human Resources	874,900	886,800	588,929	297,871	66.4%
Police & Police Extra Duty	14,331,800	14,470,500	9,114,560	5,355,940	63.0%
Public Services	4,131,800	4,141,600	2,519,392	1,622,208	60.8%
Procurement & Inventory, Facilities Mgmt., Vehicle Maint.	1,870,900	1,872,500	1,120,494	752,006	59.8%
Planning & Inspections	2,045,600	2,052,900	1,356,266	696,634	66.1%
Finance, Info Tech & Customer Services	2,676,400	2,694,900	1,682,435	1,012,465	62.4%
Library & Recreation	2,038,600	2,047,500	1,227,863	819,637	60.0%
Fire Department	692,100	692,100	421,746	270,354	60.9%
Assessor	198,300	198,300	128,447	69,853	64.8%
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	199,900	-	199,900	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	516,077	319,923	61.7%
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	37,598,100	23,758,826	13,839,274	63.2%
Budget Balance - Working Capital	2,899,700	2,903,400	-	2,903,400	0.0%
Total Budget Balance & Expenditures	**$ 39,733,200**	**$ 40,501,500**	**$ 23,758,826**	**$ 16,742,674**	58.7%
Reserve Balances					
Contingency	$ 723,600	$ 725,500	$ 715,915		

(1) Property Taxes are the taxes billed and not cash received. The outstanding receivable balance as of 2/28/14 is $312,218 as compared to $413,206 in February 2013.

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

	Budget	Revised Budget	YTD	Balance	67% 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	3,007,516	1,723,184	63.6%
Wastewater Fees	3,642,700	3,642,700	2,390,960	1,251,740	65.6%
Kent County Treatment Fees	2,980,300	2,980,300	1,967,126	1,013,174	66.0%
Ground Water Inflow Adjustment	1,324,600	1,324,600	883,367	441,233	66.7%
Water Tank Leases	333,800	333,800	184,102	149,698	55.2%
Miscellaneous Service Fee	105,100	82,000	42,559	39,441	51.9%
Impact Fees - Water	357,000	357,000	220,695	136,305	61.8%
Impact Fees - Wastewater	323,000	323,000	199,822	123,178	61.9%
Total Revenues	13,797,200	13,797,200	8,896,147	4,901,053	64.5%
Total Beginning Balance & Revenues	**$ 15,122,200**	**$ 14,954,000**	**$ 8,896,147**	**$ 6,057,853**	59.5%
Expenses					
Water/Wastewater Operating Divisions					
Engineering & Inspection	$ 664,400	$ 634,700	$ 224,826	$ 409,874	35.4%
Water	433,900	436,900	284,394	152,506	65.1%
Water Treatment Plant	1,501,800	1,507,800	860,821	646,979	57.1%
Wastewater	945,100	946,000	538,356	407,644	56.9%
Construction	351,400	352,200	169,290	182,910	48.1%
Kent County Treatment	3,524,800	3,524,800	2,251,899	1,272,901	63.9%
Intrafund Service Fees	1,233,400	1,233,400	815,621	417,779	66.1%
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	656,374	363,126	64.4%
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	7,846,131	5,422,569	59.1%
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**	**$ 7,846,131**	**$ 7,107,869**	52.5%
Reserve Balances					
Contingency-Water	$ 105,600	$ 106,600	$ 104,525		
Contingency-Wastewater	$ 191,500	$ 190,800	$ 189,009		
Impact Fee Reserve - Sewer	NO BUDGET	NO BUDGET	$ 3,769,180		
Impact Fee Reserve - Water	NO BUDGET	NO BUDGET	$ 199,770		
Bond Coverage Ratio (Covenant 1.20)	3.99	4.03	4.37		

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

	Budget	Revised Budget	YTD	Balance	67% Budget
Beginning Balance	$ 7,152,400	$ 6,620,900	$ -	$ 6,620,900	0.0%
Revenues					
Sales to Customers	76,286,700	76,286,700	53,134,687	23,152,013	69.7%
Utility Tax	1,492,200	1,492,200	860,608	631,592	57.7%
Weyandt Hall Rents	251,000	251,000	93,754	157,246	37.4%
Miscellaneous Revenues	737,800	737,800	476,039	261,761	64.5%
Interest Earned	119,400	119,400	(883)	120,283	-0.7%
Transfer from Rate Stabilization	4,000,000	4,000,000	5,000,000	(1,000,000)	125.0%
Intrafund Service Receipts Water/Wastewater	98,500	98,500	65,146	33,354	66.1%
Total Revenues	82,985,600	82,985,600	59,629,351	23,356,249	71.9%
Total Beginning Balance & Revenues	**$ 90,138,000**	**$ 89,606,500**	**$ 59,629,351**	**$ 29,977,149**	66.5%
Expenses					
Power Supply & Generation					
Hedged Energy	$ 23,832,000	$ 23,832,000	$ 20,427,246	$ 3,404,754	85.7%
Power Supply Management	996,000	996,000	664,000	332,000	66.7%
Capacity Charges	15,787,200	15,787,200	10,684,245	5,102,955	67.7%
Dover Sun Park Energy	1,565,800	1,565,800	936,223	629,577	59.8%
Solar Renewal Energy Credits	300,000	300,000	184,181	115,819	61.4%
PJM Charges - Energy	12,812,900	12,812,900	13,444,546	(631,646)	104.9%
PJM Charges - Transmission & Fees	4,740,000	4,740,000	5,608,962	(868,962)	118.3%
Total Power Supply	60,033,900	60,033,900	51,949,403	8,084,497	86.5%
Plant Operations	6,015,800	6,015,800	3,418,560	2,597,240	56.8%
Generation Fuels	-	-	2,308,076	(2,308,076)	0.0%
Capacity Credits	(15,079,800)	(15,079,800)	(10,418,625)	(4,661,175)	69.1%
PJM Spot Market Energy	(230,500)	(230,500)	(631,289)	400,789	273.9%
PJM Credits	(397,000)	(397,000)	(5,546,039)	5,149,039	1397.0%
Total Generation	(9,691,500)	(9,691,500)	(10,869,317)	1,177,817	112.2%
Total Power Supply & Plant	50,342,400	50,342,400	41,080,086	9,262,314	81.6%
Electric Operating Divisions:					
Transmission/Distribution	3,302,500	3,312,200	1,883,288	1,428,912	56.9%
Electrical Engineering	1,192,200	1,194,500	639,513	554,987	53.5%
Administration	597,000	597,800	269,053	328,747	45.0%
Meter Reading	220,300	221,900	144,011	77,889	64.9%
Systems Operations	543,600	553,500	365,267	188,233	66.0%
Intrafund Services	3,319,400	3,319,400	2,078,203	1,241,197	62.6%
Utility Tax	1,492,200	1,492,200	860,608	631,592	57.7%
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	13,864	13,136	51.3%
Green Energy Payment to DEMEC	135,800	135,800	88,661	47,139	65.3%
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	2,268,078	1,033,822	68.7%
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	60,725,332	19,920,768	75.3%
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**	**$ 60,725,332**	**$ 28,881,168**	67.8%
Reserve Balances					
Contingency Reserve	$ 826,500	$ 826,500	$ 817,487		
Insurance Reserve	$ 739,000	$ 739,000	$ 735,969		
Rate Stabilization Reserve	$ 13,644,000	$ 13,644,000	$ 12,444,817		
Bond Coverage Ratio (Covenant 1.25)	1.97	3.34	(0.50)		
Megawatt Hours Sold & Purchased					
Sales to Customers MWh (excluding Street Light MWh)	712,675	712,675	493,728		
Sales per MWh	$ 107.04	$ 107.04	$ 107.62		
Purchased/Generated MWh	725,818	725,818	525,469		
All In MWh Supply & Generation	$ 69.36	$ 69.36	$ 78.18		

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

	Budget	Revised Budget	YTD	Balance	67% 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	-	-	9,946	(9,946)	0.0%
Income from Sale of Assets	-	-	13,463	(13,463)	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	1,307,399	642,401	
State Grant - Library	-	150,000	141,502	8,498	94.3%
Library Capital Pledges	-	5,000	7,500	(2,500)	150.0%
Subtotal Library Project Receipts	-	155,000	149,002	5,998	96.1%
Total Revenues	1,388,300	2,104,800	1,456,401	648,399	69.2%
Total Beginning Balance & Revenue	**$ 1,554,800**	**$ 5,163,100**	**$ 1,456,401**	**$ 3,706,699**	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	30,860	-	30,860	0.0%
Police	257,300	362,440	276,785	85,655	76.4%
Streets	251,500	3,395,700	648,320	2,747,380	19.1%
Sanitation	402,100	402,100	-	402,100	0.0%
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	1,287,862	3,778,138	25.4%
Budget Balance - Projects	150,500	97,100	-	97,100	0.0%
Total Budget Balance & Expenditures	**$ 1,554,800**	**$ 5,163,100**	**$ 1,287,862**	**$ 3,875,238**	24.9%
Reserve Balances					
Capital Asset Replacement Reserve	$ 512,000	$ 515,300	$ 509,333		
Parkland/Recreation	$ 110,000	$ 125,400	$ 203,725		

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

	Budget	Revised Budget	YTD	Balance	67% 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	1,858	64,142	2.8%
Income from Sale of Assets	-	-	4,343	(4,343)	0.0%
Interest Earned	25,000	25,000	25,529	(529)	102.1%
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	5,364,690	2,809,410	65.6%
Total Beginning Balance & Revenues	**$ 5,225,900**	**$ 15,454,900**	**$ 5,364,690**	**$ 10,090,210**	34.7%
Expenses					
Water	$ 1,476,800	$ 7,499,700	$ 713,045	$ 6,786,655	9.5%
Wastewater	1,251,000	5,252,400	277,079	4,975,321	5.3%
Water Construction	90,000	90,000	-	90,000	0.0%
Total Expenses	2,817,800	12,842,100	990,124	11,851,976	7.7%
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**	**$ 990,124**	**$ 14,464,776**	6.4%
Reserve Balances					
Capital Asset Replacement - Water	$ 513,000	$ 514,000	$ 507,459		
Capital Asset Replacement - Wastewater	$ 512,300	$ 512,900	$ 506,298		

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

	Budget	Revised Budget	YTD	Balance	67% 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	$ 331,864	$ 1,798,136	15.6%
Transmission/Distribution	1,100,000	1,144,600	199,700	944,900	17.4%
Electrical Engineering	2,405,800	2,627,500	774,402	1,853,098	29.5%
Total Expenses	5,623,600	5,902,100	1,305,966	4,596,134	22.1%
Budget Balance - Working Capital	3,381,200	3,461,900	-	3,461,900	0.0%
Total Budget Balance & Expenses	**$ 9,004,800**	**$ 9,364,000**	**$ 1,305,966**	**$ 8,058,034**	13.9%
Reserve Balances					
Depreciation Reserve	$ 9,977,100	$ 10,003,100	$ 9,895,051		
Future Capacity Reserve	$ 10,131,400	$ 10,145,800	$ 10,044,130		

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

	Budget	Revised Budget	YTD	Balance	67% Budget
Beginning Balance	$ -	$ 209,200	$ -	$ 209,200	0.0%
Revenues					
Grants Revenue	500,000	1,387,600	335,759	1,051,841	24.2%
Interest Earned	500	500	250	250	50.0%
Total Revenues	500,500	1,388,100	336,009	1,052,091	24.2%
Total Beginning Balance & Revenues	**$ 500,500**	**$ 1,597,300**	**$ 336,009**	**$ 1,261,291**	21.0%
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 – February 2014
Police Grant Funds

	Budget	Revised Budget	YTD	Balance	67% Budget
Beginning Balance	$ 100	$ 175,200	$ -	$ 175,200	0.0%
Revenues					
Grants Received	413,000	390,500	197,671	192,829	50.6%
Interest Earned	-	-	563	(563)	0.0%
Total Revenues	413,000	390,500	198,234	192,266	50.8%
Total Beginning Balance & Revenues	**$ 413,100**	**$ 565,700**	**$ 198,234**	**$ 367,466**	35.0%
Expenses					
Program Expenses/Supplies	$ 191,000	$ 224,700	$ 81,159	$ 143,541	36.1%
Computer Hardware	60,000	60,000	17,875	42,125	29.8%
Telephone/Fax	15,000	15,000	9,575	5,425	63.8%
Training/Conference/Food/Travel	36,000	30,000	-	30,000	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	151,800	32,481	119,319	21.4%
Total Expenses	413,000	488,500	144,977	343,523	29.7%
Budget Balance - Working Capital	100	77,200	-	77,200	0.0%
Total Budget Balances & Expenses	**$ 413,100**	**$ 565,700**	**$ 144,977**	**$ 420,723**	25.6%

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

	Budget	Revised Budget	YTD	Balance	67% 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	$ 8,834	$ 19,166	31.6%
Program Expenses/Supplies-Federal Grants	-	-	2,500	(2,500)	0.0%
Office Supplies	24,000	24,000	11,893	12,107	49.6%
Printing/Duplicating	8,900	8,900	4,483	4,417	50.4%
Postage	100	100	33	67	33.0%
Books	124,900	124,900	43,610	81,290	34.9%
Furniture	4,700	4,700	4,297	403	91.4%
Audio Visual Supplies	74,000	74,000	40,044	33,956	54.1%
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	118,351	151,749	43.8%
Budget Balance - Working Capital	-	34,300	-	34,300	0.0%
Total Budget Balances & Expenses	**$ 270,100**	**$ 304,400**	**$ 118,351**	**$ 186,049**	38.9%

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

	Budget	Revised Budget	YTD	Balance	67% 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 – February 2014
CDBG Fund

	Budget	Revised Budget	YTD	Balance	67% Budget
Beginning Balance	$ -	$ 4,800	$ -	$ 4,800	0.0%
Revenues					
Grants Received	244,800	244,800	21,545	223,255	8.8%
Total Revenues	244,800	244,800	21,545	223,255	8.8%
Total Beginning Balance & Revenues	**$ 244,800**	**$ 249,600**	**$ 21,545**	**$ 228,055**	8.6%
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 – February 2014
After School Program/Substance Abuse Prevention Fund

	Budget	Revised Budget	YTD	Balance	67% 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	12,310	20,690	37.3%
Total Revenues	88,630	69,900	42,155	27,745	60.3%
Total Beginning Balance & Revenues	**$ 88,630**	**$ 110,900**	**$ 42,155**	**$ 68,745**	38.0%
Expenses					
Temporary Help/Benefits	$ 33,000	$ 54,000	$ 15,543	$ 38,457	28.8%
Program Expenses/Supplies	55,630	36,900	17,609	19,291	47.7%
Total Expenses	88,630	90,900	33,152	57,748	36.5%
Budget Balance - Working Capital	-	20,000	-	20,000	0.0%
Total Budget Balances & Expenses	**$ 88,630**	**$ 110,900**	**$ 33,152**	**$ 77,748**	29.9%

Monthly Report

February 2014

Economic Development Office

2014_02 Economic Development

- Calpine Weekly Conference Calls
- Met with City Manager and Public Works Director to discuss trash and recycling proposals for downtown
- Met with Mayor and City Manager to discuss alternative locations for Kirby and Holloway following restaurant fire
- Talked to local developer who was willing to allow Kirby and Holloway to utilize former Uno's location
- Discussed the Certificate of Occupancy requirements with Computers Fixed Today
- Attended DDP Parking Committee meeting
- Met with Uzin Utz President and introduced him to Kay Dietz-Sass to discuss groundbreaking
- Met with Dover Mall management, Kent County Director of Economic Development and prospective buyer for the Dover Mall
- Attended Kent County is Open for Business, met with Troy Boxtan regarding opening business in Downtown Dover
- Arranged with City Electric Department to remove old electric meters at 22-24 W Loockerman
- Discussed condition of entrance road at Garrison Energy Center and worked with Public Works to have road re-graded
- Met with City Planner and President of DDP to discuss ongoing parking issues
- Reviewed new ground lease agreement with Garrison Energy Center with the City Solicitor
- Discussed with Becker Morgan and consultant, status of nationwide permits for GOTP
- Reviewed impact fee request from Onix Group for new Potter Anderson office at Compass Pointe
- Attended Economic Forecast presentation at University of Delaware
- Attended Leads Group meeting at R&R Commercial Realty
- Attended meeting at NCALL of planning committee for "Restoring Central Dover" project
- Met with Phil McGinnis and Sarah Butler to resolve parking issues at former Acme building
- Teleconference with Nancy Belt from GSA to discuss potential relocation of several GSA agencies in Dover
- Discussed status of Brownfield clean-up at 680-684 Forest Street with Greg Crystal from Brightfields
- Provided Chesapeake Utilities with final document for gas services at GOTP
- Requested property insurance quotes for 22-24 W Loockerman Street and compared pricing and coverage
- Met with City Manager, Mayor and representatives from DEMAC and CONVERGE to discuss Demand Response Program
- Met with representatives from Dover Family Dentistry and their engineering company, Mountain Consulting, to discuss their new location
- Attended Downtown Dover Partnership Economic Development Committee meeting
- Attended Kent County Tourism Board meeting
- Teleconference with new director of Corporate and International Development for the State of Delaware
- Multiple meetings with City Planner and President of DDP to discuss parking issues with merchants
- Attended large employer breakfast hosted by the Mayor and presented overviews of Economic Development and the Demand Response Program proposed by DEMAC

- Conference call with Judy Cherry, former DEDO Secretary, to discuss economic development strategies
- Received and reviewed Inclusion Study Proposal from Dr. Michael Casson
- Forwarded updated information on Garrison Oak Technical Park (GOTP) to Patty Cannon at DEDO for new prospect
- Met with Bob Ruggio to discuss Data Center Meeting
- Visited GOTP with Kay Dietz-Sass and DEDO personnel to review groundbreaking for Uzin Utz
- Met with Gregg Moore and Erin Cooper from the Duncan Center to discuss downtown issues
- Attended Food Innovation District Planning Committee Meeting
- Attended Downtown Dover Partnership Board meeting
- Attended Development Advisory Committee (DAC) meeting regarding the Dover Mall
- Met with Philipp Utz to determine new date for groundbreaking and rescheduled to May 20th
- Discussed Community Gardens program and received commitment from Public Works Department to provide leaf mulch for the gardens
- Provided contact information to Greg Scott from DEMAC for companies interested in learning more about Demand Response Program
- Provided Uzin Utz with fiber optic information

Measures:

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

	2011-2012 Actual	**2012-2013 Actual**	**2013 - 2014 Projected**
Results	<10% unemployment rate in June 2012 8.2% - US Rate 6.8 % - DE Rate 8.6% - City of Dover Rate June 2012 – Actual	< 10% unemployment rate in June 2013 7.6% - US Rate 7.3% - DE Rate 9.8% - City of Dover Rate June 2013 Actual	<10% unemployment rate in June 2014 6.7 % - US Rate 6.0 % - DE Rate 7.4% - City of Dover Rate February 2014 Actual

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

	2011-2012 Actual	**2012-2013 Actual**	**2013 - 2014 Projected**
Results	≥20 contacts with potential small businesses; **10 contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover **9 Contacts YTD**	≥20 contacts with potential small businesses; **18 Contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover **7 Contacts YTD**	≥20 contacts with potential small businesses; **8 Contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover **8 Contacts YTD**

2014_02 Economic Development – (Ed Perez)

- Provided technical assistance to five (5) prospective small business individuals on overall business development within the City of Dover and the Downtown Dover Business District
- Provided technical assistance to five (5) prospective small business individuals on locating space to lease within the City of Dover and Downtown Business District
- Provided technical assistance to one (1) pre-approved small business owner (applicant) in preparing, completing and submitting small business loan application and credit report to be processed
- Coordinated a series of Media releases regarding all the special events during this report period
- Developed and disseminated via email, DDP website and Facebook the announcement of the free Social Media Effective Tools for Business workshop information provided by the Economic Development Office in collaboration with Downtown Dover Partnership scheduled for February 4th at the Dover Public Library
- Represented the ED Office at the Kent County Open for Business Forum on February 6th
- Coordinated and conducted all necessary logistics for the facilitation of the Social Media Workshop – Effective Tools for Business held on February 4th attended by twenty-three (23) participants
- Represented ED at the Delmarva Black Chamber – Capacity Building Working Session on February 27th
- Coordinated and conducted all necessary logistics for the facilitation of the SunRay Grand Opening which included The Cloud Geeks, Tidewater Construction, Mountain Consulting, Barefoot Hardscapes and Energywon businesses
- Continued working with NCALL on development of Site Selection Component of the "Restoring Central Dover" Project
- Represented the ED/DDP at the Delaware Downtown Idea Exchange held on February 5th

2014_02 Downtown Dover Partnership Activities

- Continued working with the DDP Executive Director on the development of a Fund Raising Power Point Presentation Phase II
- Continued working with the DDP on updating the program website
- Continued working with the Marketing Committee on the coordination of the First Friday in February event held on February 7th
- Continued working with the Marketing Committee on updating the series of special events scheduled to occur in the fourth quarter
- Continued working with Design Committee on the development of the Mural Project concept
- Continued working with the DDP Parking Committee on the development of Parking Lot Banner Project and assessment of installation of banner sites
- Continued working with the DDP Parking Committee on the development of the Parking Lot Signage Project
- Continued working with the DDP Executive Director on the development of the Farmer's Market' 14 Project
- Provided nineteen (19) hours of Technical Assistance regarding small business development strategies to fourteen (14) downtown merchants.

- Continued working with the DDP coordination and development of all necessary logistics to facilitate the St. Patrick's Day Parade scheduled for March 17th.
- Met with Barbara Brkovich to discuss the Food Bank participation in the Dover Farmer's Market' 14 Project.

Monthly Report

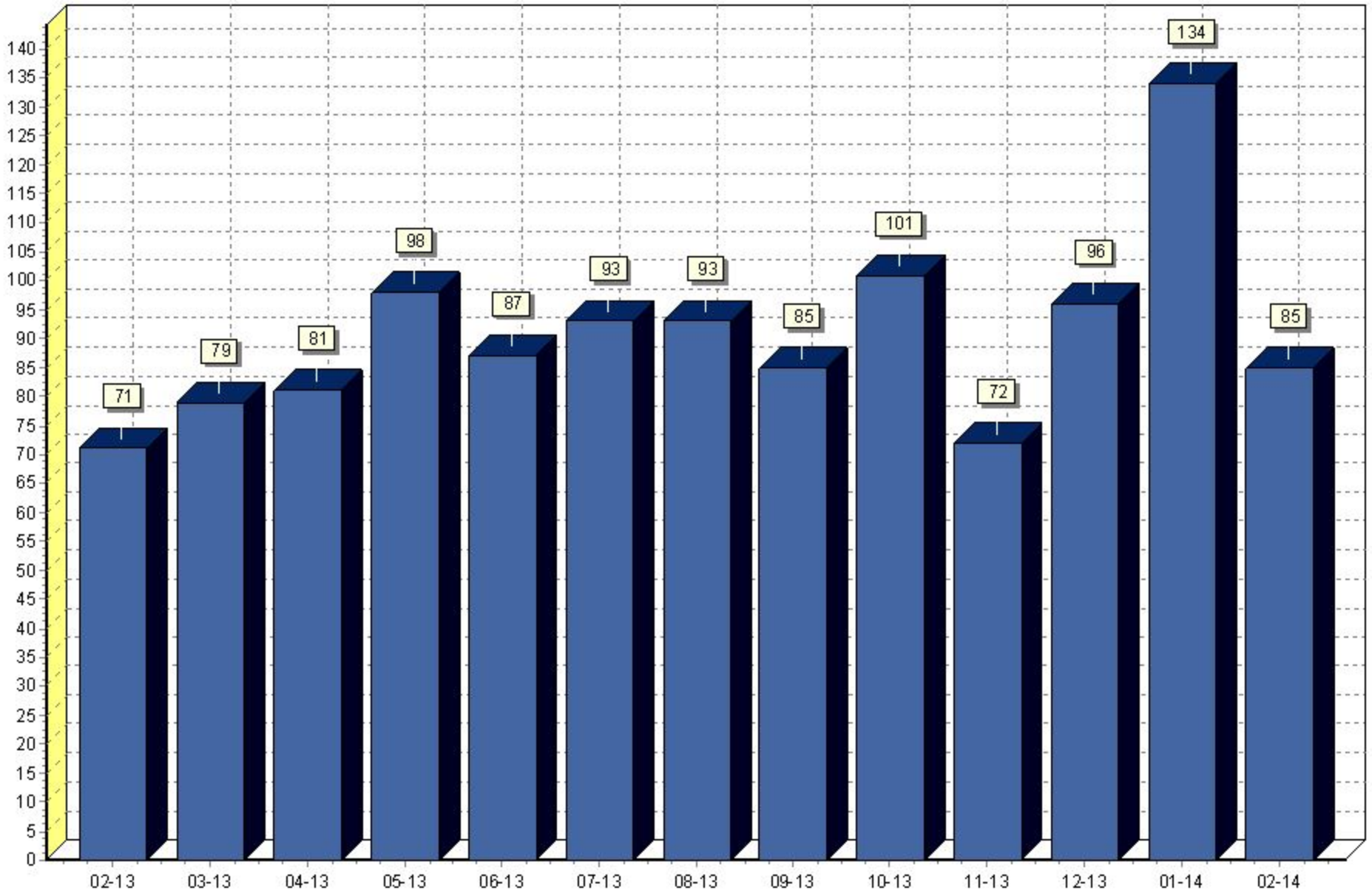


February 2014

Alarms by Month of Year

Dover Fire Department

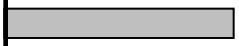
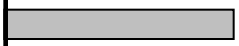
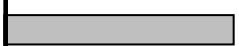
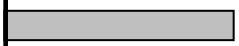
Date Range: From 2/1/2013 to 2/28/2014



Alarms by Time of Day

Dover Fire Department

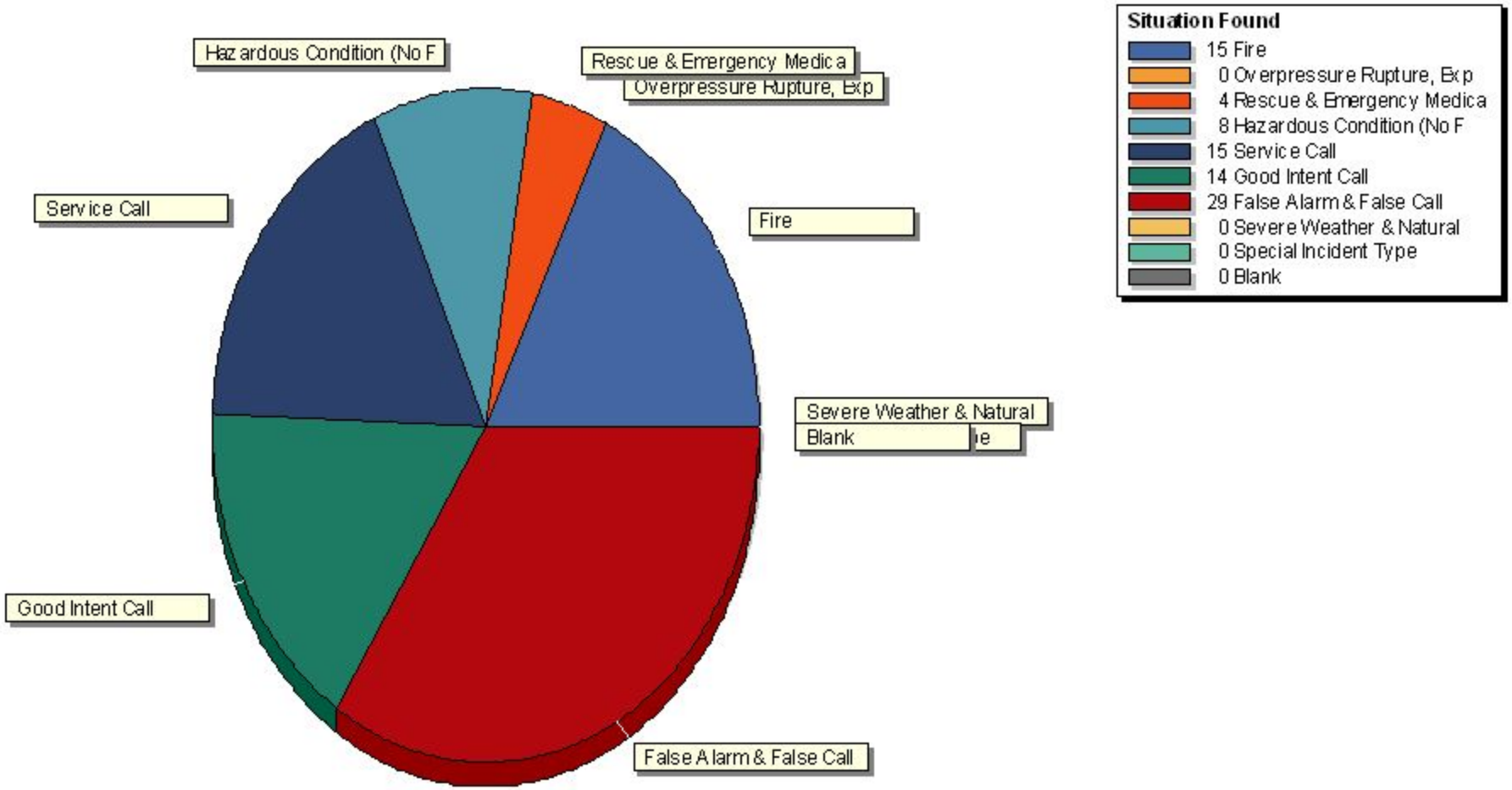
Date Range: From 02/01/2014 to 02/28/2014

Time of Day		Call Count
00:00 - 00:59		1
01:00 - 01:59		3
02:00 - 02:59		1
03:00 - 03:59		0
04:00 - 04:59		0
05:00 - 05:59		1
06:00 - 06:59		1
07:00 - 07:59		0
08:00 - 08:59		3
09:00 - 09:59		4
10:00 - 10:59		4
11:00 - 11:59		5
12:00 - 12:59		5
13:00 - 13:59		9
14:00 - 14:59		5
15:00 - 15:59		8
16:00 - 16:59		1
17:00 - 17:59		5
18:00 - 18:59		4
19:00 - 19:59		5
20:00 - 20:59		5
21:00 - 21:59		10
22:00 - 22:59		4
23:00 - 23:59		1
	Total Alarms	**85**

Incidents by Situation Found

Dover Fire Department

Date Range: From 2/1/2014 to 2/28/2014



Incident Run Log

Dover Fire Department

Date Range: From 02/01/2014 to 02/28/2014
Company: All Companies
Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
02/01/2014	30046	2014-000135	10:41	1101	S DUPONT HWY		Cooking fire, confined to container
02/01/2014	30046	2014-000136	12:49	400	N DUPONT HWY	H	Cooking fire, confined to container
02/01/2014	30046	2014-000137	18:44	538	BAY RD		Camper or recreational vehicle (RV) fire
02/02/2014	30046	2014-000138	01:06	656	N DUPONT HWY		Building fire
02/02/2014	30046	2014-000139	15:24	1450	FORREST AVE		Brush or brush-and-grass mixture fire
02/02/2014	30046	2014-000140	16:09	656	N DUPONT HWY		Smoke or odor removal
02/02/2014	30046	2014-000141	22:05	12	N NEW ST		Good intent call, other
02/03/2014	30046	2014-000142	01:58	120	S GOVERNORS AVE		Water problem, other
02/03/2014	30046	2014-000143	02:56	120	S GOVERNORS AVE		Water problem, other
02/03/2014	30046	2014-000144	19:09	986	WHATCOAT DR		System malfunction, other
02/03/2014	30046	2014-000145	22:40	1	S BRADFORD ST		False alarm or false call, other
02/04/2014	30046	2014-000146	13:50	111	S WEST ST		False alarm or false call, other
02/04/2014	30046	2014-000147	19:13	57	S NEW ST		Water problem, other
02/04/2014	30046	2014-000148	22:58	301	W LOOCKERMAN ST		Smoke or odor removal
02/05/2014	30046	2014-000149	13:12	101	BABB DR		False alarm or false call, other
02/05/2014	30046	2014-000150	18:30	1131	BAY ROAD LOT 176		Public service assistance, other
02/05/2014	30046	2014-000151	20:04	213	N NEW ST		Smoke or odor removal
02/05/2014	30046	2014-000152	21:05	129	ROOSEVELT AVE		Cooking fire, confined to container
02/06/2014	30046	2014-000153	01:40	1159	N DUPONT HWY		Arcing, shorted electrical equipment
02/06/2014	30046	2014-000154	12:35	111	COBBLESTONE LA		Cooking fire, confined to container
02/06/2014	30046	2014-000155	17:29	274	STONEWATER WAY		Smoke or odor removal
02/07/2014	30046	2014-000156	08:04	295	S DUPONT HWY		Mobile property (vehicle) fire, other
02/07/2014	30046	2014-000157	08:14	A64	SUPERIOR AVE		Service Call, other
02/07/2014	30046	2014-000158	09:02	1570	N DUPONT HWY		False alarm or false call, other
02/07/2014	30046	2014-000159	09:22	102	FOX HALL DR		False alarm or false call, other
02/07/2014	30046	2014-000160	12:16	835	BAY RD		System malfunction, other
02/07/2014	30046	2014-000161	15:22	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional
02/07/2014	30046	2014-000162	17:04	1030	FORREST AVE		Hazardous condition, other
02/07/2014	30046	2014-000163	23:37	2030	PINE CABIN RD BLDG D		Detector activation, no fire - unintentional
02/09/2014	30046	2014-000164	21:53	820	CARVEL DR	B	Cooking fire, confined to container
02/10/2014	30046	2014-000165	00:51	203	TEA PARTY TRAIL		Good intent call, other
02/10/2014	30046	2014-000166	13:34	1030	FORREST AVE	106	Overheated motor
02/10/2014	30046	2014-000167	18:45	51	WEBBS LN	J	False alarm or false call, other
02/10/2014	30046	2014-000168	21:01	8	TALLOWICK DR		Smoke or odor removal
02/11/2014	30046	2014-000169	11:35	1100	S LITTLE CREEK RD		Detector activation, no fire - unintentional
02/11/2014	30046	2014-000170	13:21	430	COLLEGE RD	200	System malfunction, other
02/11/2014	30046	2014-000171	14:36	430	COLLEGE RD	200	Unintentional transmission of alarm, other
02/11/2014	30046	2014-000172	18:18	115	W LOOCKERMAN ST		Dispatched & canceled en route
02/11/2014	30046	2014-000173	21:44	150	E. LAKEVIEW DRIVE		False alarm or false call, other
02/12/2014	30046	2014-000174	15:33	425	WEBBS LN		Electrical wiring/equipment problem, other
02/12/2014	30046	2014-000175	21:56		BAY RD.		Passenger vehicle fire
02/13/2014	30046	2014-000176	08:42	200	HIAWATHA LANE		False alarm or false call, other
02/14/2014	30046	2014-000177	13:12	835	BAY RD		Good intent call, other
02/14/2014	30046	2014-000178	17:18	51	WEBBS LN	O	Trash or rubbish fire, contained
02/14/2014	30046	2014-000179	21:16	835	BAY RD		False alarm or false call, other
02/15/2014	30046	2014-000180	10:55	1133	S LITTLE CREEK RD	LOT 24	Fire in mobile home used as fixed residence
02/15/2014	30046	2014-000181	11:38	26	OLD RUDNICK LA		Removal of victim(s) from stalled elevator
02/15/2014	30046	2014-000182	20:07	1137	S STATE ST		False alarm or false call, other
02/17/2014	30046	2014-000183	11:23	135	QUAIL HOLLOW DR		Medical assist, assist EMS crew
02/17/2014	30046	2014-000184	19:45	310	GETTYSBURG RD		Cooking fire, confined to container
02/18/2014	30046	2014-000185	09:03	63	NEW ST		Building fire
02/18/2014	30046	2014-000186	11:07	1200	N DUPONT HWY		Unintentional transmission of alarm, other
02/18/2014	30046	2014-000187	11:57	518	BAY RD		Dispatched & canceled en route
02/18/2014	30046	2014-000188	21:43	318	MAIN ST		Cover assignment, standby, moveup
02/18/2014	30046	2014-000189	22:50	51	WEBBS LN	J	Good intent call, other
02/19/2014	30046	2014-000190	15:34	51	WEBBS LN	L	False alarm or false call, other
02/20/2014	30046	2014-000191	14:37	640	S QUEEN ST		Gasoline or other flammable liquid spill
02/20/2014	30046	2014-000192	14:48	67	LYNNHAVEN DR		CO detector activation due to malfunction
02/20/2014	30046	2014-000193	15:15	1231	N DUPONT HWY		Alarm system activation, no fire - unintentional

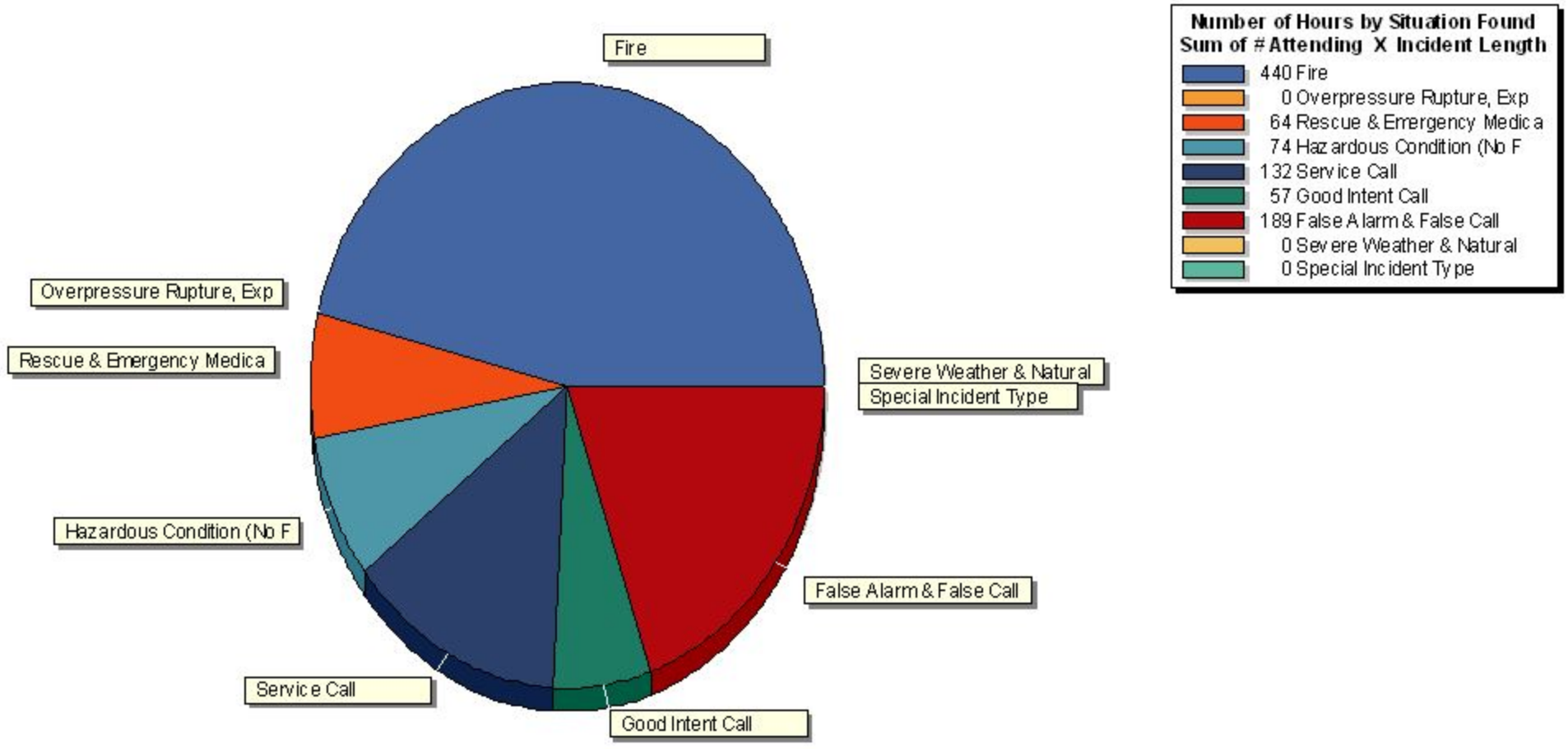
Date	FDID	Incident#	Alarm	###	Address	Suite	Type
02/21/2014	30046	2014-000194	09:00	725	HORSEPOND RD		EMS call, party transported by non-fire agency
02/21/2014	30046	2014-000195	12:57	920	S GOVERNORS AVE		False alarm or false call, other
02/21/2014	30046	2014-000196	13:44	901	FOREST ST		Unintentional transmission of alarm, other
02/21/2014	30046	2014-000197	13:48	166	WILLIS RD		Hazardous condition, other
02/21/2014	30046	2014-000198	14:05	909	WOODCREST DR		Public service
02/21/2014	30046	2014-000199	15:14	329	KESSELRING AVE		Service Call, other
02/21/2014	30046	2014-000200	20:06	14	MORIARTY ST		Smoke detector activation due to malfunction
02/22/2014	30046	2014-000201	10:47	636	NIMITZ RD		Good intent call, other
02/22/2014	30046	2014-000202	15:24	800	N STATE ST		Good intent call, other
02/22/2014	30046	2014-000203	20:01	10	FAIRWAY LAKES DR	I	Smoke from barbecue, tar kettle
02/23/2014	30046	2014-000204	15:49	835	BAY RD		False alarm or false call, other
02/23/2014	30046	2014-000205	17:10	1253	N DUPONT HWY		Malicious, mischievous false call, other
02/23/2014	30046	2014-000206	19:30	910	WHATCOAT DR		False alarm or false call, other
02/23/2014	30046	2014-000207	19:38	1300	S FARMVIEW DR	E	Good intent call, other
02/23/2014	30046	2014-000208	21:29	868	WOODCREST DR BLDG I		Smoke or odor removal
02/25/2014	30046	2014-000209	21:43		SR1 & US 113 /SR 10		Steam, other gas mistaken for smoke, other
02/26/2014	30046	2014-000210	13:55	100	LAKEVIEW DR		Malicious, mischievous false call, other
02/26/2014	30046	2014-000211	17:05	725	HORSEPOND RD		Emergency medical service incident, other
02/27/2014	30046	2014-000212	05:13	400	S QUEEN ST		Smoke scare, odor of smoke
02/27/2014	30046	2014-000213	12:13	218	LOTUS ST		Smoke or odor removal
02/27/2014	30046	2014-000214	13:14	198	COMMERCE WAY		Combustible/flammable gas/liquid condition, other
02/28/2014	30046	2014-000215	06:12	800	N STATE ST		False alarm or false call, other
02/28/2014	30046	2014-000216	10:24	210	WILLIAM ST		Gas leak (natural gas or LPG)
02/28/2014	30046	2014-000217	14:12		ST JONES RIVER BRIDGE		Outside rubbish fire, other
02/28/2014	30046	2014-000218	20:45	425	W DIVISION ST		Good intent call, other
02/28/2014	30046	2014-000219	21:01		WILLOW GROVE ROAD		Extrication, rescue, other

Total Incidents: 85

Manpower Hours by Sitation Found

Date Range: From 2/1/2014 to 2/28/2014

Dover Fire Department



Manpower Analysis by Incident

Dover Fire Department

Date Range: From 2/1/2014 to 2/28/2014

Incident Type	Incident Count	Number Attended	Average Attended	Total Length (hrs)	Average Length (hrs)	Average Man Hours	Total Man Hours
111-Building fire	2	43	21.50	9.32	4.66	104.87	209.74
113-Cooking fire, confined to container	6	94	15.67	1.74	0.29	4.88	29.29
118-Trash or rubbish fire, contained	1	16	16.00	0.35	0.35	5.60	5.60
121-Fire in mobile home used as fixed residence	1	33	33.00	3.88	3.88	128.04	128.04
130-Mobile property (vehicle) fire, other	1	26	26.00	1.02	1.02	26.52	26.52
131-Passenger vehicle fire	1	16	16.00	0.73	0.73	11.68	11.68
137-Camper or recreational vehicle (RV) fire	1	17	17.00	0.93	0.93	15.81	15.81
142-Brush or brush-and-grass mixture fire	1	6	6.00	0.17	0.17	1.02	1.02
150-Outside rubbish fire, other	1	15	15.00	0.83	0.83	12.45	12.45
311-Medical assist, assist EMS crew	1	7	7.00	0.60	0.60	4.20	4.20
320-Emergency medical service incident, other	1	5	5.00	0.13	0.13	0.65	0.65
350-Extrication, rescue, other	1	30	30.00	0.78	0.78	23.40	23.40
353-Removal of victim(s) from stalled elevator	1	33	33.00	1.10	1.10	36.30	36.30
400-Hazardous condition, other	2	34	17.00	0.50	0.25	4.13	8.26
410-Combustible/flammable gas/liquid condition, other	1	10	10.00	0.42	0.42	4.20	4.20
411-Gasoline or other flammable liquid spill	1	16	16.00	2.18	2.18	34.88	34.88
412-Gas leak (natural gas or LPG)	1	20	20.00	0.60	0.60	12.00	12.00
440-Electrical wiring/equipment problem, other	1	4	4.00	0.18	0.18	0.72	0.72
442-Overheated motor	1	9	9.00	0.27	0.27	2.43	2.43
445-Arcing, shorted electrical equipment	1	13	13.00	0.95	0.95	12.35	12.35
500-Service Call, other	2	36	18.00	0.62	0.31	4.32	8.64
520-Water problem, other	3	19	6.33	2.03	0.68	4.62	13.85
531-Smoke or odor removal	7	129	18.43	3.29	0.47	8.71	60.96
550-Public service assistance, other	1	9	9.00	1.08	1.08	9.72	9.72
553-Public service	1	18	18.00	0.30	0.30	5.40	5.40
571-Cover assignment, standby, moveup	1	29	29.00	1.18	1.18	34.22	34.22
600-Good intent call, other	8	145	18.13	2.85	0.36	6.34	50.70
611-Dispatched & canceled en route	2	26	13.00	0.19	0.10	1.39	2.77
650-Steam, other gas mistaken for smoke, other	1	13	13.00	0.27	0.27	3.51	3.51
651-Smoke scare, odor of smoke	1	3	3.00	0.13	0.13	0.39	0.39
653-Smoke from barbecue, tar kettle	1	6	6.00	0.00	0.00	0.00	0.00
661-EMS call, party transported by non-fire agency	1	0	0.00	0.15	0.15	0.00	0.00
700-False alarm or false call, other	15	263	17.53	5.66	0.38	6.70	100.51
710-Malicious, mischievous false call, other	2	36	18.00	0.63	0.32	5.61	11.22
730-System malfunction, other	3	59	19.67	0.87	0.29	6.77	20.30
733-Smoke detector activation due to malfunction	1	21	21.00	0.40	0.40	8.40	8.40
736-CO detector activation due to malfunction	1	16	16.00	0.23	0.23	3.68	3.68
740-Unintentional transmission of alarm, other	3	44	14.67	1.18	0.39	6.48	19.44

Incident Type	Incident Count	Number Attended	Average Attended	Total Length (hrs)	Average Length (hrs)	Average Man Hours	Total Man Hours
743-Smoke detector activation, no fire - unintentional	1	7	7.00	0.28	0.28	1.96	1.96
744-Detector activation, no fire - unintentional	2	38	19.00	0.95	0.47	9.55	19.10
745-Alarm system activation, no fire - unintentional	1	16	16.00	0.32	0.32	5.12	5.12
Blank. Incident Type not Entered	0	0	0.00	0.00	0.00		0.00
Total and Averages for all Incident Types	85	1,380	16.24	49.29	0.58		959.43

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

Type	Num	Name	Memo	Clr	Split	Amount	Balance
Ordinary Income/Expense							
Expense							
Apparatus Repairs & Maintenance							
Check	1041	Kunkel Auto Supply	Invoice # 056437587		City Fund Account	19.24	19.24
Check	1045	Atlantic Emergency Solutions	MOR4070MOP- Eng 3 heater		City Fund Account	156.75	175.99
Check	1045	Atlantic Emergency Solutions	MOR4054MOP- Eng 4 lights		City Fund Account	231.57	407.56
Check	1050	Kunkel Auto Supply	Invoice # 056438556- Hyper Wash		City Fund Account	136.29	543.85
Check	1051	Monro Muffler Brake, Inc.	Inv # 141019- Eng 3 flat tire		City Fund Account	260.00	803.85
Total Apparatus Repairs & Maintenance						803.85	803.85
Building Maintenance Supplies							
Check	1044	Staples	Invoice # 42531		City Fund Account	102.35	102.35
Total Building Maintenance Supplies						102.35	102.35
Electricity							
Check	1039	City of Dover Utility	Acct # 44343-32052		City Fund Account	2,350.73	2,350.73
Check	1046	City of Dover Utility	Acct # 44255-31966		City Fund Account	660.71	3,011.44
Total Electricity						3,011.44	3,011.44
Gasoline							
Check	1048	ESI Equipment, Inc.	Tool Fuel		City Fund Account	479.70	479.70
Total Gasoline						479.70	479.70
Heating Expenses- Gas							
Check	1033	Chesapeake Utilities	Acct # 01-300566-14195-1- Station 2		City Fund Account	673.32	673.32
Check	1033	Chesapeake Utilities	Acct # 01-72348-3180-1- Station 1		City Fund Account	3,218.13	3,891.45
Total Heating Expenses- Gas						3,891.45	3,891.45
Office Supplies							
Check	1044	Staples	Invoice # 260		City Fund Account	126.10	126.10
Check	1044	Staples	Invoice # 31166		City Fund Account	22.27	148.37
Total Office Supplies						148.37	148.37
Other Equipment Repairs							

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

	Type	Num	Name	Memo	Clr	Split	Amount	Balance
	Check	1040	Keen Compressed Gas	Invoice # 02C5957		City Fund Account	27.00	27.00
	Check	1040	Keen Compressed Gas	Invoice # 02C5958		City Fund Account	207.83	234.83
	Check	1047	Dover Electric	Invoice # 1210799-01		City Fund Account	44.88	279.71
Total Other Equipment Repairs							279.71	279.71
Program Expenses								
	Check	1052	Witmer Public Safety	Inv # 1526110-MSA Gas Meter repair		City Fund Account	926.50	926.50
	Check	1052	Witmer Public Safety	Inv # 1526785- Air Pack repair		City Fund Account	361.91	1,288.41
Total Program Expenses							1,288.41	1,288.41
Radio Repairs								
	Check	1035	Municipal Emergency Services	Invoice-00484485_SNV		City Fund Account	125.23	125.23
	Check	1042	Magnum	Invoice # 0000041939		City Fund Account	104.00	229.23
Total Radio Repairs							229.23	229.23
Safety & Security Material								
	Check	1049	Municipal Emergency Services	00490553_SNV- Safety Glasses		City Fund Account	186.75	186.75
Total Safety & Security Material							186.75	186.75
Small Tools								
	Check	1035	Municipal Emergency Services	Invoice-00486187_SNV		City Fund Account	421.42	421.42
Total Small Tools							421.42	421.42
Telephone								
	Check	1034	Chief Technologies, LLC	Web host and paging services		City Fund Account	342.00	342.00
Total Telephone							342.00	342.00
Training & Travel Expenses								
	Check	1032	Michael J. O'Connor	Reimbursement for EMT refresher		City Fund Account	15.00	15.00
	Check	1038	Trinity EMS	EMS refresher at Station 51		City Fund Account	297.00	312.00
Total Training & Travel Expenses							312.00	312.00
Uniforms								

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

	Type	Num	Name	Memo	Clr	Split	Amount	Balance
	Check	1035	Municipal Emergency Services	Invoice-00488315_SNV		City Fund Account	1,084.19	1,084.19
	Check	1035	Municipal Emergency Services	Invoice-00485195_SNV		City Fund Account	787.46	1,871.65
	Check	1035	Municipal Emergency Services	Invoice-00485047_SNV		City Fund Account	3,018.67	4,890.32
	Check	1043	Signature Stitches	Uniforms for Fire Chiel's Assistant		City Fund Account	240.90	5,131.22
	Check	1049	Municipal Emergency Services	00490989_SNV- boots		City Fund Account	320.19	5,451.41
Total Uniforms							5,451.41	5,451.41
Water/Sewer								
	Check	1036	Sharp Water Culligan	Invoice-137-1813- Station 1 Tank Exchange		City Fund Account	230.00	230.00
	Check	1037	Sharp Water Culligan	Invoice-490149- Sta 2 DI Tank		City Fund Account	125.00	355.00
	Check	1037	Sharp Water Culligan	Invoice-490107- Sta 2 DI Tank		City Fund Account	125.00	480.00
	Check	1037	Sharp Water Culligan	Invoice-489072- Sta 2 Equip rent		City Fund Account	20.00	500.00
	Check	1037	Sharp Water Culligan	Invoice- 492268- Sta 2 Equip rent		City Fund Account	20.00	520.00
	Check	1039	City of Dover Utility	Acct # 44345-32054		City Fund Account	76.25	596.25
	Check	1039	City of Dover Utility	Acct # 44341-32050		City Fund Account	11.54	607.79
	Check	1046	City of Dover Utility	Acct # 44253-31964		City Fund Account	20.58	628.37
Total Water/Sewer							628.37	628.37
Total Expense							17,576.46	17,576.46
Net Ordinary Income							-17,576.46	-17,576.46
Net Income							**-17,576.46**	**-17,576.46**

FY 12-13 City Funded Account Balance Sheet

ACCOUNT	BUDGET	SPENT	BALANCE
Apparatus Repairs & Maintenance	$ 67,000.00	$ 68,376.17	**$ (1,376.17)**
Building Maintenace Supplies	$ 1,650.00	$ 102.35	$ 1,547.65
Contractual Services	$ 16,587.00		$ 16,587.00
Electricity	$ 51,820.00	$ 26,903.43	$ 24,916.57
Gasoline	$ 19,050.00	$ 13,870.69	$ 5,179.31
Heating Expenses- Gas	$ 20,000.00	$ 8,476.45	$ 11,523.55
Medical Supplies	$ 700.00		$ 700.00
Office Supplies	$ 2,500.00	$ 1,188.42	$ 1,311.58
Other Equipment Repairs	$ 4,000.00	$ 1,738.87	$ 2,261.13
Program Expenses	$ 36,630.00	$ 22,873.04	$ 13,756.96
Radio Repairs	$ 2,000.00	$ 1,897.73	$ 102.27
Safety & Security	$ 2,150.00	$ 336.40	$ 1,813.60
Small Tools	$ 4,800.00	$ 1,400.48	$ 3,399.52
Telephone	$ 13,340.00	$ 4,259.59	$ 9,080.41
Training & Travel	$ 8,815.00	$ 7,280.50	$ 1,534.50
Uniforms & Firefighting Gear	$ 27,100.00	$ 7,633.36	$ 19,466.64
Water/ Sewer	$ 3,150.00	$ 2,286.19	$ 863.81

Balance as of: 02/28/14

ACTION FORM

PROCEEDING: City Council

DEPARTMENT OF ORIGIN: Planning, Inspections & Recreation **DATE SUBMITTED**: April 4, 2014

PREPARED BY: Ann Marie Townshend, Director

SUBJECT: The Grande: Planned Neighborhood Design – Senior Citizen Housing Option (PND-SCHO) Concept Plan (General Sketch Plan)

REFERENCE:

RELATED PROJECTS: MI-03-02 City Council Review of Fountain View PND – SCHO; C-03-08 Planning Commission Review of Fountain View PND – SCHO; C-06-02 Planning Commission Review of Revised DoveView (formerly Fountain View) PND – SCHO; Z-11-03 Rezoning of Subject Property from IO to RG-5; S-11-12 Planning Commission Review of Site Development Plan for The Grande (formerly DoveView)

APPROVALS: N/A

EXHIBITS:
Sketch Plan for the Grande: Planned Neighborhood Design – Senior Citizen Housing Option
Letter dated March 19, 2014 from Doveview Investors, LLC

EXPENDITURE REQUIRED: N/A **AMOUNT BUDGETED**: N/A
FUNDING SOURCE (Dept./Page in CIP & Budget): N/A

TIMETABLE: The Planned Neighborhood Design option review process consists of at least two review steps which involve City Council and then the Planning Commission. This is the first of the steps.

RECOMMENDED ACTION: The City Council shall determine whether or not the proposed project known as The Grande: Planned Neighborhood Design – Senior Citizen Housing Option is of such a design and type that warrants further review by the Planning Commission. If Council determines that further review is warranted, the project should be referred to the Planning Commission. Staff recommends that City Council forward the plan to the Planning Commission for review.

BACKGROUND AND ANALYSIS

Previous Applications:
The subject site for The Grande is located northwest of the intersection of Saulsbury Road and Forrest Avenue. The property consists of 6.7326± acres of land. Currently there are three 4-story buildings on the site, each with 48 apartment units. It is managed as a 55+ community, although the existing Site Development Plan (S-11-12) does not require that the community be age restricted.

This site has been reviewed under a number of development applications during the last decade. Initially, the senior citizen apartments were planned as part of a Planned Neighborhood Design – Senior Citizen Housing Option (PND-SCHO) known as Fountain View. City Council reviewed the sketch plan for this project in February 2003 and forwarded it to the Planning Commission for further review. A Conditional Use Site Plan (C-03-08) was submitted to the Planning Commission to allow for five (5) buildings with a total of 240 units of senior citizen apartments. As the plan evolved, it was reduced to 192 units within four (4) buildings and resubmitted to the Planning Commission for review, still as a PND-SCHO project (C-06-02). This Conditional Use Site Plan was finalized, and Building Permits were issued for the first two buildings. These buildings were abandoned for several years in a state of partial completion, and ultimately were acquired by Sun Bank. Sun Bank applied for a rezoning of the property from IO (Institutional and Office) to RG-5 (General Residence Zone for Mid-Rise Apartments). City Council approved this rezoning request (Z-11-03) in February 2011. The property was subsequently transferred to Doveview Investors, LLC, and they submitted a Site Development Plan (S-11-12) which allowed for completion of the two partially-complete buildings and construction of a third building. This was not reviewed as a PND-SCHO, and therefore was not required to be age-restricted.

The three buildings on the site are now complete, and the property owner wishes to build a fourth building, as it had been previously planned an approved under the Conditional Use Site Plan C-06-02. This requires that the applicant restart the

application process for the PND-SCHO. The first step in this process is submission of a sketch plan to City Council. If referred to the Planning Commission, the applicant will submit a Conditional Use Site Plan for the PND-SCHO project to be reviewed by the Planning Commission. The sketch plan submitted aligns exactly with that which was approved by the Planning Commission as C-06-02.

Planned Neighborhood Design: Senior Citizen Housing Option:
The applicant is seeking approval under the Planned Neighborhood Design Ordinance for the Senior Citizen Housing Option (see *Zoning Ordinance*, Article 3, Section 24.1 (b)). The Ordinance sets forth a two or three-step review and approval process. In the first step, the developer shall meet with the City Council and present a general sketch plan. The City Council shall determine whether or not the proposed project is of such a design and type that warrants further review by the Planning Commission.

If City Council determines that further review is warranted, then the project shall proceed to the second step which is a more detailed Conditional Use Site Plan review and public hearing process before the Planning Commission. A third review step with the Planning Commission may be required depending on the type, physical size, and complexity of the project application. For this proposed plan, there are only two steps required. This submission to City Council represents the first step in the review process for the The Grande PND-SCHO.

The PND: Senior Citizen Housing Option is permitted all zoning classifications (with the exception of the M, IPM and C-4 zoning classifications) as a conditional use. Article 3 §24.1b notes that "preference shall be given to those projects which are within close proximity to public transit services and which are situated within one-quarter (1/4) mile of a grocery store, pharmacy, restaurant, physician offices, senior center or similar convenience service establishment." The PND: Senior Citizen Housing Option is intended to "…encourage the development of high quality housing opportunities design to accommodate the particular needs of senior citizens" by allowing the Planned Neighborhood Design Option through the Conditional Use process. The PND must present a community design that is in accordance with the goals and policies of the Comprehensive Plan. The sketch plan shall reflect general layout of streets, open space, and housing areas and types.

Comprehensive Plan Recommendations

The City of Dover *2008 Comprehensive Plan as amended* recommends that this property be utilized for Residential High Density development. As described in the *Comprehensive Plan*, High Density involves a development pattern of eight or more dwelling units (page 147-148). The Grande, under this plan is proposed at a site density of 28.5 dwelling units per acre.

The *Comprehensive Plan* also establishes stated goals for various types of land uses within the City limits. The stated goal for Residential Land Uses is "to develop and maintain an adequate supply of housing of varying type, size, and densities that are aesthetically pleasing and located within neighborhoods designed or redesigned to promote convenience, conservation, and access to the greater community, but which are properly buffered through distance and landscaping from incompatible land uses."

The *Comprehensive Plan* also acknowledges the fact that the residents aged 65+ is a rapidly growing segment of the population that will require more specialized services (page 23). This trend was also identified in previous Comprehensive Plans and in response, a previous Comprehensive Plan implementation strategy recommended the development of a Zoning Code amendment permitting Senior Citizen housing developments near the community services and transit routes that senior citizens depend upon. As a result, the Planned Neighborhood Design: Senior Citizen Housing Option Ordinance was developed and adopted by City Council on July 14, 1997.

Summary Comments

The Planning Staff recommends this Concept Plan be forwarded to the Planning Commission for further review and consideration through the Conditional Use process. It is important to note that this report provides a summary of the project and does not represent Site Plan review commentary. A detailed Site Plan review for code compliance and design considerations is performed through the Conditional Use Site Plan Review process for a Planned Neighborhood Design –

Senior Citizen Housing Options.

Advisory Comments to Applicant:
Should City Council choose to forward this proposal on to the Planning Commission for Conditional Use review, the applicant shall prepare the Conditional Use Site Plan submission in accordance with the requirements set forth in Article 3, Section 24 and Article 10, Section 1 of the City of Dover *Zoning Ordinance*. The act of forwarding a proposal to the Planning Commission for further review is not intended to represent, nor shall it be construed to mean that the project is approved. The approval authority over Conditional Use applications rests with the Planning Commission.

Doveview Investors, LLC
102 Larch Circle, Suite 203
Newport, DE 19804

March 19, 2014

Ann Marie Townsend, AICP
Director of Planning & Inspections
City of Dover
15 Loockerman Plaza
Dover, DE, 19901

Subject: Sketch Plan for Potential 4th Building at The Grande Apartments

Dear Ann Marie-

This letter is a follow up to the meeting we had back on March 6th in connection with our plans to seek approval for a fourth building at The Grande Apartments. As the third building is brought online, we are expecting the lease-up to achieve the same success as we experienced on the first two buildings. Consequently, it would be our intention to formally classify the project as 55+ Active Adult, meriting modifications to the zoning an appropriate deed restriction in order to qualify us for the addition of the fourth building. The fourth building will mirror those already constructed (i.e. 48 units on four floors per building).

At your request, I am enclosing this cover letter and an attachment entitled SK-1-The Grande Proposed Fourth Building dated March 21, 2014 on 11" x 17" and a check in the amount of $100.00 made payable to The City of Dover for its concept review. You may recall that this is the same plan that had been previously approved, but which was subsequently modified while under the ownership of Sun Trust Bank. It is our understanding that we will be placed upon the City Council Meeting scheduled for April 14, 2014. I will email you the cover letter and plan so that you also have it electronically.

Should you have any questions or comments, please don't hesitate to contact me.

Yours Truly,

Darren J Caterino
610-247-8776
djcaterino@wwcapadv.com

cc: Mark Prata (Senior Project Manager)
Leonard F. Iacono (Managing Member)

N/F
BICENTENNIAL VILLAGE SECTION 3
PLAT BOOK 19 PAGE 67

N/F
DOVER ED, LLC & C/O HENRY MAST
ED-05-076.07-01-27.00
DEED BOOK 505 PAGE 331
ZONED: IO

N/F
DOVER POST 9962 VFW
ED-05-076.07-01-28.00
DEED BOOK M19 PAGE 467
ZONED: C2A

SAULSBURY ROAD (ROUTE 15 - KCR 156)
RIGHT OF WAY VARIES

BENCHMARK:
CONCRETE MONUMENT
N 422854.2254
E 619419.9233
ELEV.= 50.78

N 74°11'16" E
473.28'
FIRC
S 15°29'21" E
363.25'
S 15°42'15" E
241.55'
N 11°27'02" W
531.05'
S 82°34'12" W
283.66'
S 82°34'12" W
181.71'
S 07°25'48" E
263.02'
N 07°25'48" W
266.60'
S 86°35'21" W
51.13'
25' B.R.L.

EXISTING APARTMENT BUILDING FOUR
STORIES (48 UNITS)
FOOT PRINT = 15,295± S.F.

EXISTING APARTMENT BUILDING FOUR
STORIES (48 UNITS)
FOOT PRINT = 15,295± S.F.

EXISTING APARTMENT BUILDING FOUR
STORIES (48 UNITS)
FOOT PRINT = 15,295± S.F.

EXISTING
STORM WATER
MANAGEMENT
POND

EXISTING
PARKING
AREA

PROPOSED BUILDING
FOUR STORY - 48 UNITS
15,295 S.F. FOOTPRINT

N/F
VICWAR IV, LLC
ED-05-076.07-01-29.00
DEED BOOK 591 PAGE 051
ZONED: C2A

N/F
MODERN MATURITY CENTER, INC.
ED-05-76.07-01-25.00
DEED BOOK T39 PAGE 226
ZONED: IO

N/F
FOUNTAINVIEW, LLC
ED-05-76.07-01-30.02
DEED BOOK 620 PAGE 284
ZONED: C2A

DOVEVIEW DRIVE
50' RIGHT OF WAY

N/F
COMMERCE BANK, N.A.
& C/O LEASE AND TAX ADMIN
ED-05-76.07-01-30.01
DEED BOOK 4111 PAGE 341
ZONED: C2A

N/F
MONARCH DOVER HOLDINGS, LLC
& C/O WALGREENS #9687
ED-05-076.07-01-32.00
DEED BOOK 4480 PAGE 115
ZONED: C2A

FIRC

FORREST AVENUE (ROUTE 8 - KCR 51)
RIGHT OF WAY VARIES

NORTHPOINT ENGINEERING
102 LARCH CIRCLE, SUITE 203
NEWPORT, DE 19804
TEL: 302-992-9881
FAX: 302-998-7354
EMAIL: npe@northpoint-eng.com

PLAN NORTH:

North

SITE DATA:

OWNER/APPLICANT:

DOVEVIEW INVESTORS, LLC
102 LARCH CIRCLE
SUITE 203
WILMINGTON, DE 19804

TAX MAP NUMBER:

ED-05-076.07-01-30.00

SEAL:

PROJECT:

THE GRANDE

PROPOSED FOURTH BUILDING

SHEET:

CONCEPT PLAN

NO. DATE REVISION

SCALE: 1" = 100'

0 50 100 200

DATE:
MARCH 21, 2014

PROJECT:
11-001

SHEET:
SK-1

ACTION FORM

PROCEEDING: City Council	**AGENDA ITEM**:
DEPARTMENT OF ORIGIN: Public Works	**DATE SUBMITTED**: 03/28/14
PREPARED BY: Sharon J. Duca, P.E., Public Works Director / City Engineer	
SUBJECT: Evaluation of Bids – Generator Maintenance Contract	
REFERENCE: N/A	
RELATED PROJECT: N/A	
APPROVALS: City Manager, Controller	
EXHIBITS: N/A	
EXPENDITURE REQUIRED: $ 2,496 FY 2014 **AMOUNT BUDGETED**: $2,500 FY 2014 **FUNDING SOURCE (Dept./Page in CIP & Budget)**: Funding is provided within the operations budget. FY 14 budget includes funds in accounts for Wastewater (412-6900-569.30-31), Water Treatment Plant (412-7600-576.30-31), Electric Engineering (480-8400-564.20-46) Facilities (110-2500-552.30-31) and Procurement and Inventory (110-2700-571.30-66).	
TIME TIMETABLE: Notice to Proceed to be issued within 30 days of Council approval. FY 2014 work will occur from April 15, 2014 to June 30, 2014.	
RECOMMENDED ACTIONS: Staff recommends awarding a three (3) year contract with the option for two (2) one (1) year extensions to Roy's Electric, Inc. as per the bid submitted in response to ITB #14-0027PW.	

BACKGROUND AND ANALYSIS

The City of Dover currently has seventeen (17) emergency generators that supply emergency power to critical infrastructure. These facilities include the Electric Administration Building, various sanitary sewer pump stations, the Water Treatment Plant, City of Dover Warehouse, water production wells and City Hall. This contract will require the contractor to perform four (4) quarterly preventative maintenance service visits on each generator every year. One (1) of the four (4) visits annually will consist of complete preventative maintenance service at each generator. If it is found that a generator is in need of materials that are above the work outlined in the Invitation to Bid, the price for the repair, including all materials and labor, shall be pre-approved by authorized City of Dover personnel, prior to material being ordered. Historically, the City spends approximately $3,000 annually on additional repairs beyond the preventative maintenance aspect of the contract. The City is not obligated to utilize the winner bidder to perform repairs on generators. Any additional work that is required for the generators shall be in accordance with the most recent City's Purchasing Policy and Procedures.

Bids were solicited and advertised according to City Policy by the City's Contract and Procurement Manager under ITB #14-0027PW, bids were received from three (6) contractors. Based on the contract documents, the yearly cost from each contractor is as follows:

Contractor	Location	Year 1	Year 2	Year 3	Year 4 (City Option)	Year 5 (City Option)
Alban Tractor Co., Inc.	Baltimore, MD	$14,166.00	$14,591.00	$15,016.00	$15,500.00	$16,000.00
Fidelity Engineering	Sparks, MD	$15,445.00	$15,445.00	$15,445.00	$16,220.00	$16,220.00
FM Generator	Canton, MA	$12,975.00	$13,875.00	$13,875.00	$13,875.00	$13,875.00
Power Equipment Co.	Moorestown, NJ	$11,427.00	$11,427.00	$11,427.00	$11,427.00	$11,427.00
Roy's Electrical Services, Inc.	**Cheswold, DE**	**$9,985.00**	**$9,985.00**	**$9,985.00**	**$9,985.00**	**$9,985.00**
White Marsh Environmental	Dover, DE	*$31,573.50** $32,550.00	*$32,628.38** $33,637.50	*$33,770.37** $34,814.81	*$34,952.33** $36,033.33	*$36,175.67** $37,294.50

**=White Marsh Environmental claimed Local Vendor Preference, which entitles a 3% reduction on the evaluation of prices, non-italicized costs are the actual bid costs.*

Roy's Electrical Services, Inc. submitted all of the contractor's qualification information. In conclusion, staff recommends awarding a generator maintenance contract to Roy's Electrical Services, Inc. for the prices outlined above.

DRAFT PROPOSED COUNCIL RESOLUTION NO. 2014-04

A RESOLUTION IN SUPPORT OF A DELAWARE LAND AND WATER CONSERVATION TRUST FUND GRANT APPLICATION FOR SCHUTTE PARK IMPROVEMENTS - PHASE I

WHEREAS, the City of Dover intends to improve the land additions to Schutte Park that are the result of land dedicated by Stover Homes with the development of Nottingham Meadows, as well as the right-of-way associated with the former alignment of Wyoming Mill Road that will be acquired from the State of Delaware; and

WHEREAS, the City intends to request $15,000 from the Delaware Land and Water Conservation Trust Fund (DTF) Grant Program to support completion of an American Land Title Association (ALTA)/American Congress on Surveying and Mapping (ACSM) Land Title Survey and Wetland Services to allow for land planning activities at Schutte Park to support expansion of recreation amenities; and

WHEREAS, the City has allocated $34,700 of City funds for the purposes of this land survey, which will support the planning for the park expansion as well as efficient use of the Public Works Operations Area located at the southeast corner of the park; and

WHEREAS, the City assigns Ann Marie Townshend, Director of Planning and Community Development, to manage the project and coordinate the DTF Program requirements for reporting and reimbursements; and

WHEREAS, the City understands that parkland acquired or improved with DTF funding assistance will remain available to the public for outdoor recreation in perpetuity.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council support the Delaware Land and Water Conservation Trust Fund (DTF) Grant application.

BE IT FURTHER RESOLVED, that the City shall abide by the requirements of the DTF Grant Program for reimbursements and stewardship responsibilities.

ADOPTED: *

S:\RESOLUTIONS-PROCLAMATIONS-TRIBUTES\2014\Draft\Resolution 2014-05.wpd

CARLETON E. CAREY, SR.	DAVID L. BONAR
MAYOR	COUNCIL PRESIDENT

Actions History:
April 14, 2014 - Introduced at City Council

Draft

FIRST READING

CITY OF DOVER PROPOSED 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.

Draft

BE IT FURTHER ORDAINED:

That Appendix F - Fees and Fines, be amended by inserting the text indicated in bold, blue, italics, 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***

Draft

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: *

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 proposed 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 14, 2014 - Scheduled for First Reading at City Council
March 24, 2014 - Considered at the Legislative, Finance, and Administration Committee

Draft