REGULAR COUNCIL MEETING
A G E N D A

MARCH 24, 2014 - 7:30 P.M.

REVISED TO INCLUDE ITEM #9-B - DOVER HUMAN RELATIONS COMMISSION APPOINTMENT

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 MAYOR CAREY

AGENDA ADDITIONS/DELETIONS

* **CONSENT AGENDA**

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

* **1. Adoption of Minutes**

- **A. Council Retreat of January 31, 2014**
- **B. Special Council Meeting of March 10, 2014**
- **C. Regular Council Meeting of March 10, 2014**

2. Presentations

- **A. Recognition of Service - Dover Human Relations Commission**
  - **a-1. Justina Brewington (January 2012 through February 2014)**
  - **a-2. Linda Hackett (January 2012 through February 2014)**
  - **a-3. Roy Sudler, Jr. (July 2004 through February 2014)**
  - **a-4. Faye White (November 2011 through February 2014)**
- **B. Awards by Downtown Dover Partnership - St. Patrick's Day Parade**

3. Proclamation - Earth Hour (March 29, 2014 - 8:30 to 9:30 p.m.)

4. Presentation - Police Department 2013 Annual Report

5. Parks, Recreation, and Community Enhancement Committee Report - March 10, 2014

* **A. Community Development Block Grant (CDBG) Allocation Recommendations for FY 2014**

(Committee recommended approval of staff's recommendations for the CDBG Allocations for FY 2014)

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

b-1. #2014-05 Amending Section 2 - General Residence Zones (RG-1 and RG-2), Subsection 2.4 - Conditional Uses (See Item #9-A)(Sponsors: Bonar, Hutchison, and Lynn)

(Committee recommended adoption of Proposed Ordinance #2014-05)

b-2. #2014-06 Amending Section 17 - Shopping Center Development (Permitted Uses) (See Item #9-B)(Sponsors: Bonar, Hare, and Lynn)

(Committee recommended against adoption of Proposed Ordinance #2014-06 due to encroachment issues with Dover Downs)

* **C. Benchmarks Established for the Economic Development Office**

(Committee action not required)

* **D. Updates**

(Committee action not required)

6. Utility Committee Report - March 10, 2014

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

(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.)

* **B. TEA/NAES Report (*January*)**

(Committee recommended acceptance of the report)

* **C. Garrison Oak Technical Park Project Updates**

(Committee action not required)

* **7. Legislative, Finance, and Administration Committee Report - March 10, 2014**

A. FY 14 - Discussion of Pension Appropriation Changes

(Committee action not required)

B. Update on Financing Plan for Garrison Oak Technical Park Project

(Committee action not required)

8. Horsepond Substation Project Amendments and Evaluation of Proposals

(This item was first considered on March 10, 2014 and has been scheduled for reconsideration based on more detailed project information.)(Staff recommends authorizing 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 and 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.)

* **9. Appointments Recommended by Council President Bonar - Dover Human Relations Commission - Three (3) Year Terms to Expire February 2017**

A. Lynne Sadusky - At-Large Representative

B. Jane Hicks - Fourth District Representative

10. First Reading - Proposed Ordinances Amending Appendix B - Zoning, Article 3 - District Regulations

The First Reading is offered on the following proposed ordinances. Amendments to Appendix B - Zoning require a Public Hearing. They are recommended for referral to the Planning Commission on April 21, 2014, and that a Public Hearing be set for May 12, 2014 at 7:30 p.m., at which time the Final Readings and Council action will take place. 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. #2014-05 Amending Section 2 - General Residence Zones (RG-1 and RG-2), Subsection 2.4 - Conditional Uses (Sponsors: Bonar, Hutchison, and Lynn)
(Parks, Recreation, and Community Enhancement Committee)

B. #2014-06 Amending Section 17 - Shopping Center Development (Permitted Uses) (Sponsors: Bonar, Hare, and Lynn)
(Parks, Recreation, and Community Enhancement Committee)

11. Council Members' Announcements

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COUNCIL RETREAT

The Council Retreat was held on January 31, 2014 at 9:00 a.m. with Council President Bonar presiding. Council members present were Mr. Dixon (arrived at 9:02 a.m.), Mr. Slavin, Mr. Hare, and Mr. Hutchison. Mr. Anderson, Mr. Lynn, Mr. Perza, and Mrs. Williams were absent.

Council staff members present were Mr. Koenig, Mrs. Mitchell, Ms. Russell, Mrs. Townshend, and Mrs. McDowell.

INTRODUCTION

Mr. Scott Koenig, City Manager, explained that the purpose of the Retreat was to assure staff that the expectations of Council are being addressed as they are preparing the budget, and to provide members of Council insight into the importance of staff's directives moving into the budget. He stated that staff was incorporating some of the comments expressed by Council last year into this year's budget. He suggested that members discuss the priorities and goals of the City in general so that staff can prepare the budget to reflect those goals. Mr. Koenig felt that there had been a number of issues related to the City that should be better expressed in the budget since it serves as the overarching principle as to how the City delivers services and how the City meets the expectations of Council, customers, and citizens.

REVIEW OF MISSION, VISION, AND CRITICAL SUCCESS FACTORS

Mr. Koenig provided members with information regarding the City's Vision, Mission, and Critical Success Factors, as well as a Fiscal Year 2014 Proposed Budget Personnel Table ***(Exhibit #1)***.

Mr. Koenig expressed his feeling that the Vision was reflective of the City; however, he suggested the possibility of including the desire for individuals to work within the City.

Responding to Mr. Slavin, Mr. Koenig stated that the population in the greater metro area had been estimated at approximately 50,000 , including commuters, and noted that staff could easily obtain specific information regarding populations. He indicated that the City had been discussing economic development and bringing jobs to the City during the past few years and assured members that staff understood the importance of this. He explained that the City does not wish to become a "bedroom" community since this would change the City's profile in the sense of service delivery and needs. In general, he indicated confidence that the City's Vision, as currently written, was reflective of the City of Dover.

Council President Bonar suggested that there be an effort to encourage employees to reside within the City limits as they retire or leave the City's employment. Although this could not be mandated, he felt confident that the City could make itself so attractive that they would want to reside within City limits.

Mr. Slavin mentioned that there is precedence for a wage tax, explaining that the City of Wilmington has a wage tax for those who are employed within City limits and live outside. He questioned if the City of Dover had reviewed this possibility and what type of impact it could have to determine if it would be something the City would wish to consider.

Mr. Bonar advised members that he pays a 1.5% wage tax for every hour he works in the City of Wilmington. He noted that such a wage tax is authorized by the State legislature.

Mr. Hare felt that the City should make it mandatory for any future management employees (key positions) of the City of Dover to reside within the City limits (not for current employees).

Mr. Hutchison suggested that such a requirement be approached cautiously, explaining that an employee could move up the ranks into a key position due to their hard work and dedication to the City and yet reside outside of the City limits. Responding, Mr. Hare felt that should such an employee choose not to reside within the City limits, they would be required to pay some type of wage tax that would be equivalent to what their property tax would be if they did reside within the City limits.

Mr. Dixon relayed concern that such a mandate would be dictating to employees and cautioned members in this regard.

Mr. Koenig reviewed the City's Mission and the status of the bulleted policies and projects. He noted that some of the projects had been completed, while others were ongoing, and questioned if there was a desire for amendments.

Council President Bonar noted that 1,000 plus individuals are utilizing the Dover Library every day and that this is a success story. He felt confident that the facility would pay for itself in terms of job creation, etc. He stated that he recently participated in discussion with town leaders and Vice-President Biden where it was expressed that the federal government has a desire for municipalities to take action like that taken by the City of Dover. He informed members that funding ($12 - $15B) is available through the federal government to assist municipalities with stormwater intrusion and other infrastructure projects; however, the municipality much reach out to the federal government.

With regard to the new Dover Library, Mr. Koenig stated that it serves as a magnet and is utilized extensively. People are using the Library on a daily basis for several different purposes and the facility is used for more than just a library.

Concurring, Council President Bonar stated that the Library is bringing people to the downtown area.

Referring to the stated goal of maintaining and improving the City's infrastructure and implementing brown water solutions, Mr. Koenig reminded members that it was made clear during the last budget hearings that there was an expectation for staff to increase street construction/maintenance, brown water pipe replacement, and other infrastructure-related projects. As a result, he stated that the next budget would include these expectations. Although some brown water issues remain, the majority of them have decreased. He anticipated more issues when the weather becomes warmer, as there will be an increase in water usage and changes in the flow of water. He stated that there would be an adjustment period when the Calpine project comes online and that it may be necessary to conduct a flushing prior to this occurring.

Regarding the mission to strengthen property maintenance and enforcement, Mr. Koenig stated that the City had recently hired new inspectors who are becoming familiar with the community and issues involving property maintenance. There are a total of five (5) employees within this Division including the supervisor. He felt confident that the money spent addressing property maintenance issues had been valuable in keeping property values in harmony throughout the community.

Elaborating, Mrs. Ann Marie Townsend, Director of Planning and Community Development, stated that the City had recently focused more on issues involving vacant buildings than in the past and that progress had been made on dangerous buildings. Staff was continuing to keep the rental housing inspections a priority. Since the majority of the rental properties are considered affordable housing, it is the City's desire to make sure that they are not only affordable but are in compliance with the Dover Code and fair housing goals in order to make sure that dignified housing is being provided.

Council President Bonar noted that staff had requested a significant increase in the budget for demolition. He supported this and expressed his hope that "slumlords" be put on notice that the City will not tolerate dangerous buildings. He requested that City Council support staff in this regard in order to prevent other properties from falling into disrepair. Responding, Mr. Koenig relayed appreciation for Council's support for such demolition, explaining that it is not a comfortable situation for the City to take action on a property, particularly for demolition. He assured members that when these properties are presented to City Council for consideration, staff has exhausted all other measures to have the property owners take appropriate action for repair or demolition. He explained that once a property has been demolished, although there is a lien placed on the property, it could be several years before the City recoups the expenses. Therefore, he suggested, since the properties individually have no real value, that staff discuss the possibility of utilizing Wells Fargo grant monies to group a few of the properties to be presented as a block to develop a project for affordable housing.

Mrs. Townshend explained that when a structure has been demolished, the property owner often does not maintain the property; therefore, the City continues to incur costs involved with the property, such as the expenses to mow the grass. She stated that if the City has a lien on a property for demolition but the property owner pays their taxes, the property does not go to Sheriff's sale. It was her hope that the Wells Fargo effort would develop a strategy to reach out to property owners to resolve such issues.

Mrs. Donna Mitchell, Controller/Treasurer, advised members that she had requested staff to develop a program involving dangerous building properties which would include a prioritization list in order to make sure the City keeps within the demolition budget, and she suggested that there be a contingency built into the budget for unexpected issues. In addition, she stated that there are programs for such properties that are sold at a Sheriff's sale that require the new owner to be responsible for the demolition and those expenses. She explained that there are times when the new owner also does not maintain such properties and had suggested that staff review the procedures and/or programs of other communities to determine if the City should make a change in the current method used for handling dangerous buildings.

Responding to Mr. Hutchison, Mrs. Townshend estimated that there were approximately 300 vacant buildings and stated that the inspectors have a "watch list" consisting of approximately 20 properties, which staff attempts to prioritize on a weekly basis, based on progress with the property owners. She indicated that each week, during staff's review, there is at least one (1) property that needs to move forward for consideration of violation of the dangerous building ordinance. Unfortunately, due to maintenance that has been deferred for several years, as well as the older housing stock in the downtown area, she felt that there would always be properties added to the list. Mr. Hutchison commended staff on their efforts regarding property maintenance and enforcement. He suggested that staff develop an inventory list of rental properties to make sure there are a significant number of owner occupied properties in the City of Dover and suggested that the City establish a threshold for rental properties.

Referring to the mission for developing a plan to secure electric generation for the next 20 years, Mr. Koenig noted that such a plan is currently underway, and reminded members that there have been discussions regarding modifications to the combustion turbine at the VanSant generating station (5 MW expansion) and that technical design, evaluations, and recommendations should be forthcoming.

Responding to Mr. Hare, Mr. Koenig stated that staff had budgeted $1.5M for the VanSant project. Mrs. Mitchell noted that the pricing came in at $1.1M; however, the vendor guaranteed 5 MW rather than 6 MW. As a result, staff would need to perform an analysis to determine if the savings would be beneficial. This project will provide for a capacity increase at VanSant for standby power. Mr. Koenig explained that staff was currently discussing the City's interest in a Power Purchase Agreement (PPA) with Calpine and/or some other entity and how the City would propose to replace the capacity associated with Units 1 and 2. From a technical view, it was felt that the reasonable economical service life of Units 1 and 2 had expired, and although the City could keep the units running indefinitely, there would be a huge cost to do so. He advised members that the options for the City seem almost unlimited and that the issue is very technical and dynamic, and changes are occurring very quickly. Unlike previous years, he stated that the City is very much a part of PJM and is no longer able to control everything within the City's boundary; therefore, these discussions are gravitating towards questions of what is economical for the City, what types of risks the City wishes to assume, and what the City's expectations are that can be demonstrated, such as load. He stated that related discussions become technical very quickly, and then they became theoretical.

Although action was currently being taken, Mr. Koenig assured members that the mission to develop a plan to secure electric generation for the next 20 years would remain a priority for the City.

In response to Mr. Hare, Mrs. Mitchell explained that if PJM still needs Units 1 and 2 to serve load, they will want the City to keep the plants in the capacity market. If Calpine and other generation comes on, this makes the City's plant less attractive and unnecessary to serve load and the City will never be called upon. When this occurs, the City will need to review the economics, since the prices being paid would be decreasing and the investment required of the City would be increasing.

In discussing this issue with Mr. Kirk Betts, the City's utility attorney, Mr. Koenig stated that decisions are made due to economics; however, emotion also plays a role in such a decision because the City has owned its own generation and system for many, many years.

Council President Bonar stressed the importance of not allowing emotions to get in the way of dollars and cents, understanding that it is a business decision that he felt should be an easy decision based on whether the City would be making or losing money and that such a decision should be based solely on economics.

Referring to the mission to support the building of an Inner City Cultural Center, Mr. Koenig advised members that Mr. Reuben Salters (former member of City Council) had been working on this project for several years and that the site location had been identified on West Street. Although the building design had been completed, all of the necessary funding had not been raised for the facility at this time. He questioned if this was an item that members of Council wished to continue to have identified as a mission for the City.

Council President Bonar felt it was important for the City that this project be identified as a mission since it will have a great effect on the youth of the community.

Considering all of the items listed, Mr. Slavin expressed his opinion that the mission policies and projects should remain for an additional year, with the exception of the regional library, and with the understanding that, since most items had either been completed or were well on their way toward completion, this list would be refreshed next year.

Concurring, Mr. Koenig noted the importance of maintaining the goal to implement an economic development strategy. Mrs. Townshend noted that the current strategy was outlined in the 2008 Comprehensive Plan. She stated that once the Transportation Improvement District (TID) and Wells Fargo grant (Restoring Central Dover Study) projects were completed, the strategy would be updated. She expected the need for this to be revisited next year at this time.

IDENTIFY COUNCIL PRIORITIES FOR FY 2015

Mr. Scott Koenig, City Manager, presented staff's priorities for FY 2015, as follows: 1) budget; 2) infrastructure; 3) NPDES/stormwater; 4) demolition; and 5) sanitation - downtown. Regarding the NPDES [National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer Systems (MS4)] , Mr. Koenig stated that the City was currently under pressure from the State and that, rather than issuing individual permits, a strategy was being developed to issue statewide permits. He stated that the City must focus attention on this permit, which should help the City focus on public works issues.

Mr. Koenig noted that staff was working on the accreditation of the Public Works Department and that, although all of these priorities would help in this regard, there was an overarching principle involving stormwater. He advised members that the State is interested in working with the City on a stormwater utility feasibility study that would help address some of the stormwater problems, as well as other issues boiling in the background. He stated that for more than 23 years the City has been developing ponds associated with residential subdivisions and commercial facilities that are

being inspected by the Kent Conservation District and that many of these ponds are nearing the end of their service life and require maintenance. He anticipated that the City would encounter the same or similar problems that Kent County has in maintaining these ponds and making them compliant with the regulations. Although many of these ponds would be the responsibility of a homeowners association and the law would indicate that the municipality does not have any responsibility, if they are not maintained and stormwater flow is not controlled, it has a negative effect on the community. As a result, in addition to the regulatory obligation of the City, the City would also have responsibility regarding community complaints involving stormwater.

As previously discussed, Mr. Koenig stated that staff had legitimate concerns regarding demolitions and the associated costs, with no means to recover the costs or strategy for the action which should be taken with those properties. He felt that staff should determine how these properties are addressed and how more homeowners can be made to comply with the demolition order rather than the City expending the funds.

Responding to Mr. Slavin, Mrs. Donna Mitchell, Controller/Treasurer, stated that she would research to determine if there is a secondary market for buying property with liens.

Mrs. Ann Marie Townsend, Director of Planning and Community Development, explained that there may be a need to request State legislation that would assist the City since a property cannot be taken to Sheriff's sale if the property owner continues to pay the taxes on the property. She stated that a property may have a $25,000 lien for demolition expenses; however, if the property owner pays $2,000 for two (2) years' taxes, the property cannot be taken to Sheriff's sale, in accordance with the current State statute. She felt that the City should approach the State legislators regarding this matter since the City of Dover would not be the only municipality with these types of issues.

Council President Bonar suggested that staff prepare a recommendation in this regard to be considered by City Council for submitting a request to the State legislators.

In response to Mr. Hutchison, Mrs. Townshend confirmed that grass cutting expenses are also liens placed on the property.

Responding to Mr. Hare, Mrs. Townshend stated that permits for renewals are not withheld; however, staff would not issue a new rental permit for a new property until all issues were resolved with those properties that are not in compliance. She stated that the City could suspend the rental permits for specific properties not in compliance, although this is typically not done unless the violations are serious since this would displace the current renters. She stated that staff had not applied the "clean hands" ordinance for renewals; however, it was her feeling that there is not anything in the Code that would prevent the City from taking such action.

After much discussion, it was suggested that staff meet with the City Solicitor regarding this matter to develop a solution to be presented to City Council for their review and consideration.

In regard to sanitation, Mr. Koenig stated that, after discussions with the Controller/Treasurer, staff was considering having the sanitation fee cover all costs and that a proposal would be presented to City Council as a part of a budget option. He stated that the sanitation service is changing as

regulations become more strict (yard waste regulations and commercial recycling). He advised members that as the downtown has become more successful, there have been operational issues regarding trash collection. Therefore, he stated that there would be a series of meetings held by staff to help determine how the downtown trash collection issue as well as business recycling are addressed.

Council President Bonar suggested that trash collection for the downtown area be scheduled to take place during the evening so that there is no interference with vehicular and pedestrian traffic. Responding, Mr. Koenig stated that evening collections are already occurring on Loockerman Street, State Street, and The Green on Tuesday evenings within a two (2) hour time frame; however, there are still issues involving trash collection. He reiterated that there is a need for staff to adjust trash collection as the downtown becomes more and more successful and to customize some of the City's services as the composition of trash and the needs have changed.

In response to questions of Mr. Hare, Mr. Koenig indicated that the City is attempting to gravitate toward a the "pay as you throw" program. Ideally, this type of utility would provide a menu of services, including recycling and trash containers. Staff would be discussing the possibility of instituting a fee for service. He noted that initially such a program can be an administrative nightmare; however, there are case studies where it has become very successful. He explained that there are issues regarding space for containers and that staff would like to develop a service that is more tailored to the needs of the resident, within boundaries.

Mr. Koenig questioned if members of Council had other priorities that may not have been identified by staff. Responding, Mr. Slavin felt that the City should be more conscious of energy use and its overall approach to managing energy. He explained that the City is pleased when electricity is being used since it equates to more revenue; however, he suggested that members consider the environmental and social issues that are involved. He felt that it would behoove the City to create an energy policy that would address the City's use of fossil fuels and take a long-term, mid-term, and short-term look at how the City would manage that. This would direct best practices into City of Dover operations and also provide recommendations to the citizens and users for better practices in this regard by having the City lead by example.

Mr. Slavin suggested that staff consider having Leadership in Energy and Environmental Design (LEED) certification for the operation and maintenance of select City buildings. He also felt that the City should consider changing the fleet where possible to electric vehicles; however, not the large, commercial vehicles such as fire or sanitation trucks. He suggested that the City be a leader and begin to supply recharging stations throughout the City for those citizens with electric vehicles. He felt that the creation of an energy policy would be an important exercise for both City Council and staff to be involved in.

Council President Bonar felt confident that within the next five (5) to 10 years, hybrid vehicles would become more prevalent. However, he noted that there are concerns regarding the vehicles, such as their resale value, explaining that a hybrid vehicle loses approximately 80% of its value within three and one-half years, whereas fossil fuel vehicles maintain half of their value for several

years. With regard to the recharging stations, he indicated that there are approximately 50-75 vehicles throughout the entire State that would require being recharged. In addition, he explained that the installation of recharging stations is quite expensive (approximately $5,000 - $12,000 per unit). As time goes on, he anticipated these numbers changing substantially.

Concurring, Mr. Hare felt that the costs of hybrid vehicles would decrease and their value would be retained in the near future.

Mr. Slavin stated that when policy is created it should be based on facts and not anecdotes and urged members to move the City forward "ahead of the curve" rather than reacting to problems.

Mrs. Mitchell advised members that staff recently participated in a meeting with Siemans Energy, Inc. to conduct an energy audit and that this information was being reviewed in order to be included in the City's budget. She indicated the possibility of extending the use of Light Emitting Diode (LED) bulbs in street lights.

Council President Bonar stated that federal grant monies were available for converting to LED. He suggested that staff also investigate the possibility of money being already provided to the City from Municipal Street Lighting or if such grant monies would be available to the City.

As staff begins to develop cost analysis for major capital projects, Mr. Hutchison requested that they conduct better research in order to provide members of Council more solid cost estimates.

Members took a brief recess from 10:25 a.m. to 10:35 a.m.

DISCUSSION - STAFF LEVELS AND DEPARTMENT REQUESTS

Mr. Scott Koenig, City Manager, reviewed a Fiscal Year 2014 Proposed Budget Personnel Table *(Page 4 of Exhibit #1)*, and advised members that staff was preparing to develop the City's budget and wanted to briefly discuss the staffing levels for previous and current fiscal years. Prior to obtaining the community's and Council's support, due to their fear of a tax increase, he explained the necessity for the City to "get their house in order." He noted that there had been several cuts in personnel and that in some cases it may have been too much, explaining that since the personnel cuts, there had been an increase in customer service complaints and it had been mentioned that the City Manager's Office needed to be more responsive administratively.

Mr. Koenig provided members with a list of the FY 15 Draft Personnel Budget Requests for New Positions ***(Exhibit #2)***. He explained that the Police Department had requested an Accreditation Manager, which would result in converting the accreditation process from being done by a certified police officer, as it currently is, to a civilian position which may be filled with a retired police officer. The intent would be to maintain the authorized strength of the Police Department at 93 police officers; however, a civilian position would be added.

In addition, Mr. Koenig stated that the Police Department had requested the addition of two (2) Agent positions. He explained that currently the Sex Offender Unit is handled by two (2) Dover Police Officers. A State law was enacted a few years ago that allows for the sex offender registry to be managed by retired State Police Officers. The Dover Police Chief recently articulated a change

in the law that would allow for positions that are titled as civilians but would most likely be filled by retired police officers. He stated that there will still need to be a change to the current State Law before the City of Dover could entertain consideration of the Agent positions. He again explained that this would allow for the authorized strength of the Police Department to remain at 93 police officers by creating three (3) additional civilian employees.

Mr. Koenig stated that both the Police Department and IT Department had requested a LAN Analyst position for FY 14. For the Police Department, the LAN Analyst would have been a new position; however, the IT Department was requesting that this position be reinstituted after being eliminated a few years earlier. After completion of the budget, staff agreed to hire one (1) LAN Analyst position to be shared by the IT and Police Departments. He stated that the LAN Analyst was hired within the last few months, and was being shared by these departments. He stated that the request for an additional LAN Analyst was submitted by the IT Department in order for the current LAN Analyst to be dedicated to the Police Department and for the IT Department to be granted permission to hire an additional LAN Analyst. However, he advised members that it was still too early to determine if the shared relationship was working or if an additional LAN Analyst would be necessary.

Mr. Koenig advised members that the request for an Environmental Scientist position was related to the National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer Systems (MS4) permit, explaining that staff felt strongly that there is a need for a specific person to be assigned full-time to the MS4 Permit. This would allow the employee to conduct all the recording that is required and get the City current on actual compliance with the permit, after which this employee would develop and implement the strategies for complying with the permit. He explained the difficulties the City has had with this permit and the necessity for assigning one (1) individual specifically for this purpose.

Responding to Mr. Hare, Mr. Koenig stated that staff had not considered the use of a third party nor was he aware of any other jurisdiction that does so, nor of any engineering company that provides this service at the cost of hiring an employee. He noted that the City of Newark has an employee assigned for this permit and that the Delaware Department of Transportation (DelDOT) has a couple of employees assigned. However, he relayed no objection to evaluating the use of a third party for further consideration.

Mr. Koenig explained that the request for the Water Treatment Operator I position (six (6) months) was directly related to the water production operations associated with the Calpine facility. He advised members that the water plant will operate differently once the Calpine facility comes on line and the additional staff person will be necessary to actually run the plant. It was anticipated that this employee would be hired in December, which would result in a need to budget for the position for six (6) months for FY 2015.

Mr. Koenig made members aware that there had been some contractual requests submitted by the Dover Organization of Employees (DOE) for position upgrades related to the contract itself. This request was currently being evaluated. He noted that the information provided today did not include the request of Council regarding the City Manager's staffing, explaining that this recommendation will be presented to members at a later time.

For informational purposes, Mrs. Donna Mitchell, Controller/Treasurer, advised members of her plan to use the FY 2014 Budget as a base to be presented to members of City Council in March 2014 and use "building blocks" in order to begin developing the City's budget for FY 2015. The "building blocks" will consists of items involving third-party contracts, additional changes that have been requested, staffing, the Capital Improvement Plan (CIP), etc. with the idea of educating Council regarding the growth of each of these "building blocks" and how each of these change the budget.

Mr. Koenig reminded members that last year, in consideration of the FY 2014 Budget, a stair step approach was used on potential tax increases and, utilizing forecasts, there were some water and sewer increases. He noted that there was no increase in the electric utility and there had been no changes for the five (5) year forecast. He stated that the budget must reflect that all of the forecast models are tracking as expected; however, as presented last year, there is a gap in the General Fund and it is unlikely that this gap can be closed since contractual increases associated with the Fraternal Order of Police (FOP) contract must be incorporated, as well as FOP and DOE salary increases. He explained that there was substantial pressure on the General Fund.

In addition to staff's concerns regarding the General Fund, Mrs. Mitchell relayed concerns regarding the Water/Wastewater Fund due to the decrease in impact fees and the need to make the debt service payments. If funds are not available to pay the debt service, she stated that it would be necessary for the City to make adjustments within that budget.

Mr. Slavin requested that staff create a document that will continue to be developed and would include the total costs for the City resulting from the Calpine Project, to include infrastructure improvements, the water tower, etc. He felt that all members of City Council and City staff should become more intelligent on this issue. Concurring, Mr. Koenig stated that such a document should be developed by the City Manager, Controller/Treasurer, and Economic Development Office.

During the City Council meeting held on January 27, 2014, Council approved staff's recommendation to award a unit price contract for the Garrison Oak Technical Park to A-Del Construction Company, in response to City of Dover Bid #14-0020PW, for an amount not-to-exceed $6,214,700. During the Council Retreat, Mr. Slavin stated that he supported the Calpine Project; however, he reiterated his discomfort in voting affirmatively to approve the above referenced project because it reflected all the vital signs of stress on the City of Dover, explaining that the project bid came in high and the City had no source of funding; therefore, a strategy was developed to borrow against the City's own holdings without any type of repayment plan. He indicated his approval was due to the understanding that staff would be presenting some type of financing plan.

Mrs. Mitchell stated her opinion that there was no initial design and scope for the Garrison Tract and explained that the expenses incurred by the City were for the entire site and future tenants, not just the Calpine project. With regard to the financing, she relayed concern that, in accordance with the City's financial policy, the reserves must be paid back in seven (7) years; however, this money is from the Electric Fund and is typically used for electric projects. She questioned if members of Council felt that there was a need to review the policy to change the seven (7) year pay back requirement and requested feedback prior to her establishing the financing plan.

Responding to Mr. Hare, Mr. Koenig stated that the $1,000 per acre fee was a "one-time deal." The responsibility for marketing the Garrison Tract is that of the Economic Development Office; however, there is no budget for such marketing.

Mrs. Mitchell suggested that members of Council establish a per acre fee so that staff will have some direction for discussions with various companies.

It was Council President Bonar's opinion that a per acre fee could not be set since each individual effort for developing the property would be related to a different entity and negotiations for each would be separate. In regard to the Economic Development aspect, he stated that the City would have "shovel ready" property once the infrastructure was complete, which would then give the Economic Development Office staff the opportunity to solicit potential buyers and that it may be necessary to involve the Mayor's Office in this quest. Council President Bonar reiterated that money was available from the federal government and urged staff to contact the Office of the Vice-President regarding this matter.

PRESENTATION BY AD HOC FINANCIAL AND OPERATIONAL ADVISORY COMMITTEE CHAIR (HOLDEN)

Mr. Hutchison reminded members that City Council recently created an Ad Hoc Financial and Operational Advisory Committee, explaining the importance of a review of the City's finances. This Committee had held two (2) meetings and it was requested that the Chair, Mr. Wayne Holden, provide information to members.

Mr. Holden stated that he is a life-time resident of Dover and that his family has owned and operated Holden Dodge, currently run by his brother and nephew, for many years. Rather than the automobile business, he chose a financial services career, having retired from the Bank of America and Merrill Lynch five (5) years ago. He stated that he graduated from Dover High School, went to Gettysburg College, enlisted in the Army where he spent three (3) years, and then went to Fort Sill, Oklahoma, where he graduated from Officer Candidate School, and then shipped out to Vietnam. After completing four (4) years in the service, Mr. Holden returned to Dover and went into the investment business. In the course of his business career, he followed parallel paths, one (1) of which was the building of an investment business, with his last position involving managing a Merrill Lynch Office. When he took over the office, it handled approximately $500M worth of assets and when he retired it was handling $2.75B in assets. In addition to his business career, in an effort to give back to the community and State, he served as a member of the Board of Directors for the Solid Waste Disposal Authority when it was created under Governor Sherman Tribbitt. In addition, he served on the Board of Directors of the Modern Maturity Center and several other 501(c)(3) boards (approximately 30 in total), chaired the Kent General Hospital Board of Directors, Central Delaware Health Care, etc.

Mr. Holden stated that when he was approached about serving on the Ad Hoc Committee Financial and Operational Advisory Committee, he felt that he, along with other committee members, could possibly assist the City with its finances. He advised members of the many cities, towns, and counties throughout the country that are filing for bankruptcy, many due to new regulations requiring them to include certain expenses as liabilities that were not previously required, such as shortfalls in pension funds.

Mr. Holden expressed his opinion that the Ad Hoc Financial and Operational Advisory Committee's goal would be to help the City find a way to fund unfunded obligations, get their costs addressed in a more orderly fashion, and institute new policies that limit the City's ability to make expenditures outside of the policies. He noted that the City seemed to have fallen into a pattern of transferring any balance that remains at the end of the year into the next year's budget and this is done in such a way that the funds appear as revenue. This results in the City taking a previous year's surplus and moving it as a revenue item into the next year when the City has all sorts of unfunded liability and this surplus could go toward reducing the unfunded liability.

Mr. Holden explained that if the liability is a pension-type liability from an old plan, and if the amount is $1M that is not paid, the next year that liability has increased to $1.7M, since the actuary assumes that the City earns 7% on the money in the retirement plan for the year. The problem is that this money was not there, so there were no earnings, resulting in year after year of increasing future liability that will have to be paid. He felt that it would only make sense to make payment to the unfunded liability in order to reduce this liability. This is a very serious problem and the ultimate consequence would be for the City to file bankruptcy, lay off staff, reduce pensions, etc., which is what is occurring across America in those cities and towns that are not addressing this issue.

According to the City's current Financial Policy, Mrs. Donna Mitchell, Controller/Treasurer, reminded members that if the carry forward balance is higher than the amount projected, any favorable difference is put toward the City's unfunded liability. She explained that the police officers are a member of the State's Pension Plan, which only allows for pensionable wages to be base pay; overtime is not considered for pensionable wages. In regard to Other Post-Employment Benefits (OPEB), she stated that the City established a 10-year phase-in during 2006 which showed a $20M liability at the end of the 10 years. This was done consciously since there would have been an excessive budget hit if it were to have been fully funded. Currently, the City is in its sixth year and is at a $13M liability.

Mrs. Mitchell stated that although the City has established policies and procedures to address these unfunded liabilities, yearly payroll increases and revenue decreases make it more and more difficult to have the funds available to set aside for these purposes.

Mr. Holden stated that economically, for the past 25 years, there had been an incredible amount of growth throughout the country. He noted that these fluctuations tend to be cyclical and are driven by demographics, industry and technological changes, etc. The City went through a 25-year period when everything was moving in a positive direction; real estate rose, stocks rose, income increased, benefits increased, etc. However, he stated that the "wind has changed" and no longer are things moving in a positive direction and this could continue for the next 25 years. As a result, he stated that he would not depend on any more than a 3% growth rate when reviewing impact fees, transfer taxes, etc. He relayed concerns regarding the City's revenue sources going forward and questioned the possibility of outsourcing services such as trash collection and/or construction crews installing water and sewer lines.

Mr. Holden noted that some residents felt that the City should provide them with all their needs. He indicated that the City does not have to provide everybody with everything and that this is "a culture that has developed." He suggested that the City prioritize essential services and then be creative

about other less important services and partner with others. He advised members of other partnerships within the community that have resulted in successful projects. He also suggested that when involving others, the City simply serve as a facilitator.

In reviewing the City's organizational structure in comparison to similar municipalities, Mr. Holden noted that most organizations have a Commander in Chief with direct accountability. He stated that the City has a hybrid system, with some employees reporting to Council, some to the Mayor, and others to the City Manager. He stated his observation that the majority of municipalities he researched have only a Mayor and City Manager who share the reporting responsibility. He indicated that members of the Ad Hoc Committee had reviewed details regarding organizational structures of similar municipalities that were compiled by Dr. Cynthia Newton. He stressed the importance of accountability among employees in an organization, explaining that it results in mistakes becoming less frequent and less expensive.

Mr. Slavin advised members that he would be making suggestions, based on his observations, for the Ad Hoc Committee's consideration such as the need to strengthen internal controls, the appropriation of monies and positions (limiting the term of a position to a particular grant), mid-year corrections being made the norm rather than exception, regular revenue sources that do not keep up with the pace of inflation (developing some type of escalator or periodic review), and requiring a two (2) meeting vote or super majority of Council for taking action that would override a City policy.

Council President Bonar reminded everyone that the creation of the Ad Hoc Committee was to provide assistance to City Council as well as City staff to consider their recommendations and take action for the betterment of the City.

Mr. Holden stated that there may be a need for City Council to expand the membership of the Ad Hoc Committee to include two (2) additional expert members and, once determined, he will present those recommendations to City Council for appointment.

By unanimous consent, Council President Bonar declared the meeting adjourned.

Meeting adjourned at 11:43 p.m.

David L. Bonar
Council President

DLB/tm/jg
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Exhibits
Exhibit #1 - Vision, Mission, and Critical Success Factors, and Fiscal Year 2014 Proposed Budget Personnel Table
Exhibit #2 - FY 2015 Draft Personnel Budget Requests for New Positions

EXHIBIT #1
Council Retreat of 1/31/2014

FY 2014 ANNUAL OPERATING BUDGET – DOVER, DELAWARE

VISION

The City of Dover is a place where people want to live! Through the team effort of its elected officials, employees, and citizens, Dover is a clean and safe community, with a future of balanced growth and opportunity where all citizens are heard, enjoy a high quality of life, and diversity is valued.

City of Dover

VISION

The City of Dover is a place where people want to live! Through the team effort of its elected officials, employees, and citizens, Dover is a clean and safe community with a future of balanced growth and opportunity where all citizens are heard, enjoy a high quality of life, and diversity is valued.

MISSION

It shall be the mission of the City of Dover to advance the following policies and projects however and whenever possible:

- *Establish a Regional Library in Dover.*
- *Promote Homeownership and Affordable Housing.*
- *Maintain and Improve the City's Infrastructure and Implement Brown Water Solutions.*
- *Strengthen Property Maintenance and Enforcement.*
- *Develop a Plan to Secure Electric Generation for the next 20 years.*
- *Support the Building of an Inner City Cultural Center.*
- *Implement Economic Development Strategy.*

Critical Success Factors

The following factors are determined to be critical in meeting the overall goals and mission of the City of Dover.

Customer Satisfaction & Effective Community Communication: At the end of the day our customers must be satisfied for our goals and mission to be accomplished. Customer satisfaction is our overall base strategy. Honest and timely communication is a critical factor in keeping our customers satisfied.

Employee Satisfaction & Effective Organizational Communication: It is through our employees that our services are provided to customers. When our employees are satisfied, they will provide services in a manner that accomplishes the vision, mission, and goals. Honest and timely communication with our employees is critical to their satisfaction.

Cost and Revenue Efficiency: Providing our services and accomplishing the vision, mission, and goals in a way that is economical and considered successful by our customers.

Improve Downtown and Surrounding Neighborhoods: The City's vision is for Dover to be a place where people want to live! We will not leave any neighborhoods behind.

Citywide Safety: The vision, mission, and goals cannot be fulfilled if safety is compromised in the process. The safety of citizens and employees is critical.

Economic Development and Job Growth: A strong local economy that offers a wide array of job opportunities with livable wages is critical to the satisfaction of our citizens. The City of Dover will continue to seek economic development opportunities for its citizens.

City of Dover
Fiscal Year 2014 Proposed Budget
Personnel Table

DEPT/DIVISION	2010-2011 BUDGET	2011-2012 BUDGET	2012-2013 BUDGET	2013-2014 PROPOSED
CITY CLERK	4.0	4.0	4.0	4.0
CITY MANAGER	5.0	5.0	3.0	3.0
CODE ENFORCEMENT	4.0	4.0	4.0	5.0
COMMUNITY DEVELOPMENT (GRANT FUND)	1.0	1.0	0.5	0.0
CUSTOMER SERVICES	15.0	14.0	14.0	14.0
ECONOMIC DEVELOPMENT	3.0	3.0	3.0	3.0
FACILITIES MANAGEMENT	13.0	12.0	9.0	7.0
FINANCE	8.0	8.0	8.0	8.0
FIRE	6.0	6.0	6.0	6.0
FLEET MAINTENANCE	6.0	6.0	6.0	6.0
GROUNDS	16.0	14.0	14.0	13.0
HUMAN RESOURCES	3.0	3.0	3.0	3.0
INFORMATION TECHNOLOGY	7.0	5.0	5.0	5.0
INSPECTIONS	7.0	7.0	7.0	6.0
LIBRARY	13.0	12.0	13.0	13.0
LIFE SAFETY	4.0	3.0	3.0	3.0
MAYOR	1.0	1.0	1.0	1.0
PARKS AND RECREATION	6.0	6.0	5.0	5.0
PLANNING	5.0	5.0	4.5	5.0
POLICE – TOTAL*	120.0	122.0	122.0	124.0
PROCUREMENT AND INVENTORY	6.0	6.0	4.0	4.0
PUBLIC WORKS ADMINISTRATION	4.0	5.0	6.0	5.0
SANITATION	12.0	13.0	11.0	11.0
STREETS	11.0	11.0	10.0	8.0
TAX ASSESSOR	3.0	3.0	3.0	3.0
GENERAL FUND & CDBG TOTAL	**283.0**	**279.0**	**269.0**	**265.0**
ELETRIC ADMINISTRATION	4.0	4.0	3.0	3.0
ELECTRIC SYSTEM OPERATIONS	5.0	5.0	5.0	5.0
ELECTRIC ENGINEERING	11.0	10.0	10.0	10.0
ELECTRIC T & D	25.0	25.0	24.0	24.0
METER READING - CUSTOMER SERVICE	3.0	3.0	3.0	3.0
ELECTRIC FUND TOTAL	**48.0**	**47.0**	**45.0**	**45.0**
WATER/WASTEWATER ENGINEERING	7.0	6.0	6.0	7.0
WATER CONSTRUCTION	6.0	6.0	5.0	5.0
WATER MANAGEMENT	5.0	4.0	5.0	4.0
WASTEWATER MANAGEMENT	10.0	10.0	10.0	11.0
WATER TREATMENT PLANT	10.0	10.0	10.0	10.0
WATER/WASTEWATER FUND TOTAL	**38.0**	**36.0**	**36.0**	**37.0**
TOTAL FULL-TIME PERSONNEL	**369.0**	**362.0**	**350.0**	**347.0**

** 93 Officers; 31 Civilians = 124 Total Employees*

DEPT/DIVISION	2010-2011 BUDGET	2011-2012 BUDGET	2012-2013 BUDGET	2013-2014 BUDGET
PART-TIME PERSONNEL				
CITY COUNCIL COMMITTEES	n/a	17.0	17.0	17.0
PLANNING COMMISSION	n/a	14.0	14.0	14.0
FIRE	n/a	1.0	1.0	1.0
PARKS AND RECREATION	n/a	10.0	10.0	10.0
LIBRARY	n/a	10.0	13.0	14.0
CUSTOMER SERVICES	n/a	0.0	0.0	1.0
FINANCE	n/a	1.0	0.0	0.0
FACILITIES MANAGEMENT	n/a	1.0	0.0	0.0
SUBSTANCE ABUSE GRANT	n/a	12.0	12.0	12.0
TOTAL PART-TIME PERSONNEL		**66.0**	**67.0**	**69.0**
TOTAL PERSONNEL	**369**	**428.0**	**417.0**	**416.0**

FY15 Draft Personnel Budget Requests
New Positions

		# of Positions	Estimated Salary	Total Salary Expense
1	**Accrediation Manager**	1	$45,000	$45,000
2	**Agent**	2	35,900	71,800
3	**LAN Analyst**	1	41,000	41,000
4	**Environment Scientist**	1	49,000	49,000
5	**Water Treatment Opeator I (six (6) months)**	1	14,955	14,955
	Total			**$221,755**

SPECIAL COUNCIL MEETING

A Special Council Meeting was held on March 10, 2014 at 6:30 p.m. with Councilwoman Williams presiding in the absence of Council President Bonar. Members present were Mr. Dixon, Mr. Lynn, Mr. Perza, Mr. Slavin, Mr. Hare, and Mr. Hutchison. Mr. Anderson was absent.

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

AGENDA ADDITIONS/DELETIONS

By unanimous consent, the agenda was approved, as presented.

Mr. Hutchison moved to recess into Executive Session pursuant to 29 Del. C. §10004(b)(4) - Legal Matters - strategy session with respect to pending litigation. The motion was seconded by Mr. Dixon and unanimously carried.

Meeting recessed at 6:30 p.m.

Mr. Hare moved to adjourn the Executive Session, seconded by Mr. Dixon and unanimously carried.

Executive Session adjourned at 6:48 p.m.

POTENTIAL ACTION RESULTING FROM THE EXECUTIVE SESSION

Ward Transformer Suit - Unilateral Administrative Order (OU-1) Remediation

During the Executive Session, members consulted with Mr. William White of Moore & Van Allen, via conference call, regarding the status of the Ward Transformer removal action cost recovery suit.

Mr. Slavin moved to accept the recommendation of legal counsel and to authorize contributing $50,000 to a fund to pay a contractor to conduct a study to generate the data and remedy design that would support a more accurate estimate of the remaining cost associated with the superfund site. The motion was seconded by Mr. Dixon and unanimously carried.

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

The Special Council Meeting adjourned at 6:49 p.m.

TRACI A. McDOWELL
CITY CLERK

All orders, ordinances, and resolutions adopted by City Council during their Special Meeting of March 10, 2014 are hereby approved.

CARLETON E. CAREY, SR.
MAYOR

/TM

REGULAR COUNCIL MEETING

The Regular Council Meeting was held on March 10, 2014 at 7:30 p.m. with Councilwoman Williams presiding in the absence of Council President Bonar. Council members present were Mr. Anderson, Mr. Dixon, Mr. Lynn, Mr. Perza, Mr. Slavin, Mr. Hare, and Mr. Hutchison.

Council staff members present were Police Chief Hosfelt, Mrs. Mitchell, Mr. Koenig, Mrs. Townshend, 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. Acting Council President Williams declared the Open Forum in session and reminded those present that Council was not in official session and could not take formal action.

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

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

TRIBUTE TO COUNCILMAN DAVID ANDERSON - STATE OF DELAWARE - HOUSE OF REPRESENTATIVES

On behalf of the State of Delaware House of Representatives, Representative Trey Paradee presented a tribute to Councilman David Anderson in appreciation for his service in the 198th Signal Battalion of the Delaware Army National Guard. Representative Paradee read the tribute into the record ***(Exhibit #1)***.

AGENDA ADDITIONS/DELETIONS

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

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

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF FEBRUARY 24, 2014

The Minutes of the Regular Council Meeting of February 24, 2014 were unanimously approved by motion of Mr. Hare, seconded by Mr. Dixon and bore the written approval of Mayor Carey.

PRESENTATION - PLANNING AND COMMUNITY DEVELOPMENT ANNUAL REPORT

The Department of Planning and Community Development submitted the 2013 Annual Report for the Department to City Council. Mrs. Ann Marie Townshend, Director of Planning and Community Development, provided a presentation ***(Exhibit #2)*** depicting highlights of the report.

In response to Mr. Anderson, Mrs. Townshend confirmed that the incentives provided for economic development will expire December 31, 2015 and that these incentives had provided positive results to date. She concurred that the City should continue extending the incentives, particularly in the current competitive environment.

Mr. Anderson moved for acceptance of the Planning, Inspections, and Recreation 2013 Annual Report as presented, seconded by Mr. Dixon and unanimously carried.

REZONING REQUEST - PUBLIC HEARING/FINAL READING - PROPOSED ORDINANCE #2014-02 - REZONING OF PROPERTY LOCATED AT 405 NORTH STATE STREET, OWNED BY DAVID AND SUSAN EDGELL

A public hearing was duly advertised for this time and place to consider rezoning of property located at 405 North State Street, consisting of 11,250$^{+/-}$ square feet, owned by David and Susan Edgell. The property was currently zoned R-8 (One Family Residence) and the proposed zoning was RG-1 (General Residence). (TAX PARCEL ED-05-068.17-01-72.00-000; PLANNING REFERENCE Z-14-02; COUNCIL DISTRICT 3).

Mr. Slavin moved that the Final Reading of Proposed Ordinance #2014-02 be acknowledged by title only, seconded by Mr. Hutchison and unanimously carried. *(The First Reading of this ordinance was accomplished during the Council Meeting of January 27, 2014.)*

Planner's Review

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

The Planning Commission recommended approval of the rezoning request, as submitted.

Public Hearing

Acting Council President Williams declared the hearing open.

Mr. David Edgell and Mrs. Susan Edgell, 405 N. State Street, explained that the request was being made to allow for a two (2) car garage to be built on the property. Reviewing the current zoning regulations, it was determined that the R-8 zoning classification only allows 35% lot coverage and the RG-1 zoning classification allows 40% lot coverage. The garage they wished to build would result in 38% lot coverage; therefore, they requested that the property be rezoned to RG-1. Mr. Edgell stated that, although the property was not under the Historic District Regulations, it was their desire to build a garage that would compliment their house, which was built in 1926.

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

Mr. Lynn moved for approval of the rezoning request, as recommended by the Planning Commission. The motion was seconded by Mr. Hare and, by a unanimous roll call vote (Bonar absent), Council adopted Ordinance #2014-02, as follows:

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED AT 405 NORTH STATE STREET

WHEREAS, the City of Dover has enacted a zoning ordinance regulating the use of property within the limits of the City of Dover; and

WHEREAS, it is deemed in the best interest of zoning and planning to change the permitted use of property described below from R-8 (One-Family Residence) to RG-1 (General Residence).

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

1. That from and after the passage and approval of this ordinance the Zoning Map and Zoning Ordinance of the City of Dover have been amended by changing the zoning designation from R-8 (One-Family Residence) to RG-1 (General Residence) on that property located at 405 North State Street (northeast corner of North State Street and Washington Street), consisting of $11,250^{+/-}$ square feet, owned by David and Susan Edgell.
   (Tax Parcel: ED-05-068.17-01-72.00-000; Planning Reference Z-14-02)

ADOPTED: MARCH 10, 2014

REQUEST TO WITHDRAW REZONING AND 2008 COMPREHENSIVE PLAN AMENDMENT (MAP 12-1 - LAND DEVELOPMENT PLAN) REQUESTS - PROPERTY LOCATED AT 1205 MCKEE ROAD, OWNED BY COLLEGE ROAD OFFICES, LLC

A public hearing was duly advertised for this time and place to consider rezoning of property located at 1205 McKee Road, owned by College Road Offices, LLC (proposed Ordinance #2014-04). The property was currently zoned CPO (Commercial Professional Office), subject to COZ-1 (Corridor Overlay Zone), and the proposed zoning was C-2A (Limited Central Commercial), subject to COZ-1.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that, following a public hearing by the Planning Commission where several members of the public spoke in opposition to the proposed rezoning and Comprehensive Plan Amendment, the Planning Commission voted seven (7) to one (1) to recommend that Council deny the requests. Subsequently, the applicant requested that both the rezoning request and the Comprehensive Plan Amendment be withdrawn. It was noted that this request to withdraw included the request to amend Map 12-1: Land Development Plan Map in the vicinity of College Road and McKee Road. Mrs. Townsend explained that the Comprehensive Plan Amendment was scheduled for consideration during the next agenda item and that the request to withdraw the amendment would be reflected in Staff Amendment #1 to Proposed Ordinance #2014-03.

Mr. Perza moved for approval of the request to withdraw the rezoning application and the request for a 2008 Comprehensive Plan Amendment (Map 12-1 - Land Development Plan) for property located at 1205 McKee Road, owned by College Road Offices, LLC. The motion was seconded by Mr. Hare and unanimously carried.

PUBLIC HEARING/FINAL READING - PROPOSED ORDINANCE #2014-03 WITH STAFF AMENDMENT #1 (SA#1) - AMENDING THE 2008 COMPREHENSIVE PLAN, AS AMENDED, BY INCLUDING TEXT ADDENDA TO THE TRANSPORTATION AND HOUSING AND COMMUNITY DEVELOPMENT CHAPTERS

A public hearing was duly advertised for this time and place to consider Proposed Ordinance #2014-03, which would amend the 2008 Comprehensive Plan, as amended, by including text addenda to the Transportation and Housing and Community Development Chapters.

Mr. Hare moved that the Final Reading of Proposed Ordinance #2014-03 be acknowledged by title only, seconded by Mr. Hutchison and unanimously carried. *(The First Reading of this ordinance was accomplished during the Council Meeting of January 27, 2014.)*

Planner's Review

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reviewed a summary of the proposed amendments to the 2008 Comprehensive Plan.

Mrs. Townshend noted that the 2014 Amendments to the 2008 Comprehensive Plan initially included a request to amend the Land Development Plan (Map 12-1) in the vicinity of College and McKee Roads. Following a public hearing before the Planning Commission where several members of the public spoke in opposition to the requested amendment, the Planning Commission voted seven (7) to one (1) to recommend that Council deny this amendment request. The applicant subsequently submitted a request to withdraw their request to amend the Land Development Plan, which was approved by City Council during consideration of the previous agenda item.

Mrs. Townshend explained that Staff Amendment #1 (SA#1) to Proposed Ordinance #2014-03 would remove all references to the Comprehensive Plan amendment request for property located in the vicinity of College and McKee Roads. She advised members that the proposed ordinance with SA#1 would adopt addenda to the 2008 Comprehensive Plan, as amended on November 23, 2009; March 14, 2011; April 11, 2011; and March 12, 2012. Mrs. Townshend explained that the addenda related to a number of ongoing planning projects taking place during 2014, such as the Central Dover Neighborhood Plan, the Transportation Improvement District (TID) for the Route 13 and Bay Road Corridors, and a Citywide Recreation Needs Assessment. The Dover Transit Neighborhood Plan has been completed. Once the projects are complete, the Comprehensive Plan will be updated.

Mrs. Townshend stated that the Planning Commission recommended approval of the proposed addenda.

Public Hearing

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

Mr. Hutchison moved for adoption of Staff Amendment #1. The motion was seconded by Mr. Hare and carried by a roll call vote of seven (7) yes (Dixon, Lynn, Perza, Slavin, Hare, Hutchison, and Williams), one (1) abstention (Anderson), and one (1) absent (Bonar).

Explaining his abstention, Mr. Anderson stated that he was in the process of conducting research regarding this matter, which had not been completed; therefore, he did not feel he had sufficient information to vote at this time.

Mr. Slavin moved for adoption of Ordinance #2014-03, as amended by Staff Amendment #1 (SA#1). The motion was seconded by Mr. Dixon and by a roll call vote of seven (7) yes (Dixon, Lynn, Perza, Slavin, Hare, Hutchison, and Williams), one (1) abstention (Anderson), and one (1) absent (Bonar), Council adopted Ordinance #2014-03, as amended by SA#1, as follows:

AN ORDINANCE AMENDING THE 2008 COMPREHENSIVE PLAN, AS AMENDED, BY INCLUDING TEXT ADDENDA TO THE TRANSPORTATION AND HOUSING AND COMMUNITY DEVELOPMENT CHAPTERS.

WHEREAS, the City Council of the City of Dover, on February 9, 2009, adopted the 2008 Comprehensive Plan pursuant to Title 22, Section 702 of the Delaware Code; and

WHEREAS, the Honorable Jack Markell, Governor of the State of Delaware, certified the 2008 Comprehensive Plan on April 24, 2009; and

WHEREAS, the 2008 Comprehensive Plan allows for an annual amendment process; and

WHEREAS, the City has reviewed the 2008 Comprehensive Plan as required in Title 22, Section 702 of Delaware Code and determined that, following several ongoing studies to be completed over the next year, a more thorough update of the 2008 Comprehensive Plan should be initiated; and

WHEREAS, staff has developed an addendum to the Transportation Chapter to incorporate the development of a Transportation Improvement District; and

WHEREAS, staff has developed an addendum to the Housing and Community Development Chapter to incorporate the Dover Community Plan currently under development; and

WHEREAS, the Planning Commission held a public hearing on February 18, 2014, after which the Commission made a recommendation in regard to the proposed addenda to the Transportation and Community Development Chapters.

NOW, THEREFORE, BE IT ORDAINED THAT the Mayor and Council of the City of Dover hereby amend the 2008 Comprehensive Plan, as amended, by:

1. Including the text provided in the addenda to the Transportation and Housing and Community Development Chapters.

ADOPTED: MARCH 10, 2014

SAFETY ADVISORY AND TRANSPORTATION COMMITTEE REPORT - FEBRUARY 24, 2014

The Safety Advisory and Transportation Committee met on February 24, 2014 with Chairman Hutchison presiding.

Update - Dover High School Construction

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that construction of the new Dover High School was moving forward and that staff had been working with the owner of the adjacent Leander Lakes Apartments, who is responsible for construction of a portion of the road as it proceeds south on the site toward the Village of Cannon Mills. She indicated that this owner was progressing smoothly through the process and should begin construction activities in the Spring of 2014. The Delaware Department of Transportation (DelDOT) had indicated that all design was complete for the sidewalks near the school on the north side of Route 8. In late January, DelDOT sent offer letters to property owners in order to secure temporary or permanent easements and two (2) owners had signed. Mrs. Townshend indicated that DelDOT may potentially have to go through a more extensive process to acquire some of the easements.

Responding to Mr. Hutchison, Mrs. Townshend stated that nine (9) properties were involved in the easements and one (1) of these properties was necessary for the installation of the High-Intensity Activated Crosswalks (HAWK) signal. She indicated that design of the signal was complete and DelDOT believed that it would be in place before school starts; however, DelDOT was a little more concerned about the sidewalk. Mrs. Townshend did not believe that the signatures required for the necessary easement had been obtained.

Responding to Mr. Keller regarding the status of the east entrance to the school, Mrs. Townshend stated that the entrance was not yet under construction. She explained that the monthly construction coordination meeting was scheduled for February 27, 2014 and that more details should be available at that time; however, as of the last meeting, the Capital School District was planning to move forward with this entrance. She stated that installation of the HAWK signal was not necessarily dependent upon the entrance being built; however, the signal was designed with the knowledge that the entrance would be constructed. Reconstruction needed at the west entrance to the school was still in the plan review phase.

In response to Mr. Davis, Mrs. Townshend confirmed that there were no plans for flashing signals to reduce the speed limit at the school and that the current speed limit at that location was 50 miles per hour. She noted that once the school is operational, a speed study could be requested from DelDOT; however, the speed limit would not be dropped without such a study. Mrs. Townshend indicated that a speed study prior to the school's opening would not justify a change in speed limit. She anticipated that the City would look to DelDOT to conduct a study at this time next year, with the hope of dropping the limit.

Responding to Mr. Keller, Mrs. Townshend stated that staff could talk to DelDOT about obtaining Variable Message Signs (VMS) to alert traffic when the school opens.

Briefing on Delaware Department of Transportation (DelDOT) Projects

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that staff was working with the Delaware Department of Transportation (DelDOT) on establishing a Transportation Improvement District (TID). A meeting was held during the previous week regarding refining the boundaries of the District and the details of the preliminary agreement. She explained that the agreement would have two (2) phases, the first to perform the study and the second to address issues such as who will pay for each share of improvements and the establishment of a fee for developers. Responding to Mr. Hutchison, Mrs. Townshend stated that the City has considerable input regarding the selection of the TID boundaries and confirmed that the TID would be located mainly on Route 13 and Bay Road (Route 113).

Mrs. Townshend stated that the pedestrian improvement project for US Route 13 from Court Street to Loockerman Street was currently listed in the draft FY 15 Capital Transportation Plan (CTP) with design to take place in FY 18, right-of-way acquisition in FY 19, and construction in FY 20. This project was currently assigned to DelDOT's Division of Planning.

The Kenton Road, SR 8 to Chestnut Grove Road, project was currently listed in the draft FY 15 CTP for design to take place in FY 17 and FY 18, right-of-way acquisition in FY 19, and construction in FY 20. Mrs. Townshend explained that the project consisted primarily of drainage and sidewalk improvements on Kenton Road.

The Crawford Carroll Avenue Extension project was currently listed in the draft FY15 CTP for design to begin in FY 16 and finish in FY 17, right-of-way acquisition to take place in FY 18 and FY 19, and construction to begin in FY 20.

Mrs. Townshend explained that several City of Dover transportation priorities were not included in the draft FY 15 CTP, including the Garrison Oak Connector Road and the Route 8/Hazlettville Connector Road. She noted that the Kings Highway/Route 13 intersection improvements would likely be identified as improvements under the TID, and the US 13 Service Road Corridor may also be looked at as part of the TID. Mrs. Townshend indicated that the design and right-of-way acquisition processes for the West Dover Connector were near completion and construction was scheduled to begin shortly after the beginning of FY 15.

Mrs. Townshend stated that the FY 15 CTP included funds to begin the design of a third lane, along with a number of safety improvements, on US 13 extending south from the Puncheon Run Connector to Walnut Shade Road. She noted that this project is not within City limits; however, it is a large project that could cause ripple effects in the City. Mrs. Townshend noted that the FY 15 CTP has funds included to begin project design in FY 16 and finish in FY 17, right-of-way acquisition in FY 18, and construction in FY 19 and FY 20.

In response to Mr. Hutchison regarding the location of the Crawford Carroll Road extension, Mrs. Townshend explained that the road would extend south from its current termination point, run behind Lowe's, and connect to the Delaware State University (DSU) campus. She noted that since DSU now includes the former Sheraton Hotel building as a dormitory, this connection would become more important. Mrs. Townshend explained that a tie-in for this road to Route 13 would line up with the north entrance of the Dover Mall.

Responding to Mr. Hutchison regarding whether or not the new Dover High School might move the Kenton Road (from Route 8 to Chestnut Grove Road) project up in priority, Mrs. Townshend stated that this project had been included in the draft CTP for the first time in FY 15 and that the State was "moving in the right direction."

In response to Mr. Keller regarding the status of sidewalks from DSU to the dormitory at the former Sheraton Hotel, Mr. Rich Vetter, Executive Director of the Dover/Kent County Metropolitan Planning Organization (MPO), explained that these plans were complete and the project would begin when the weather breaks. Mr. Keller noted that he had observed students walking in the road, especially when there is snow, and felt this needed to be addressed. Responding, Mr. Vetter stated his understanding that this project would begin in the Spring of 2014.

Briefing on Dover/Kent County Metropolitan Planning Organization (MPO) Projects - *Rich Vetter*

Mr. Rich Vetter, Executive Director of the Dover/Kent County Metropolitan Planning Organization (MPO), provided a briefing on MPO projects, as follows:

Capital City Bike Trail

Mr. Vetter reviewed the Proposed Bicycle and Pedestrian Projects/Studies relating to the Capital City Trail. He explained that the phase along Martin Luther King, Jr. Boulevard was completed last year and that another phase located just north of Legislative Mall extending through the Delaware Public Archives (DPA) property to Loockerman Street would be completed in the Spring of 2014. Another phase extending from Park Drive to Silver Lake Park was planned for construction in the Fall of 2014. The Capital City Bike Trail project will involve widening existing sidewalks in some areas and construction of new trails in others.

West Street Sidewalk

Mr. Vetter reviewed a rendering of the West Street Trail Connector, explaining that it was planned to fill in sidewalk gaps on North and West Streets. Existing sidewalks will be widened to allow shared bike/pedestrian use along West Street. In addition, the sidewalk in front of the Duncan Center, the railroad crossing, and the median will be improved. Preliminary design on the project has begun and it is funded for final design in FY 16.

Responding to Mr. Keller, Mr. Vetter explained that the bicycle roadway would be constructed of concrete rather than asphalt and he was unsure of the cost differential between the two (2) types of material. He expressed his belief that asphalt was initially cheaper but concrete was better over the long run, as it would last longer. Mr. Vetter felt that concrete was also chosen due to the aesthetics, since concrete would match existing walkways.

Mr. Keller stated that there was a mix within the City of hot mix and concrete sidewalks and it was his observation, over the last 10 years, that the asphalt was doing as well as the concrete.

West Street Traffic Study

Mr. Vetter reviewed a map related to a West Street Traffic Study, explaining that the MPO was currently working on a study regarding the large amount of traffic that queues up on northbound West Street to North Street. He indicated that traffic counts were completed for all intersections in

the area from Saulsbury Road to Queen Street and consideration was being given to the feasibility of making West Street one (1) way, southbound. Northbound vehicles would potentially use Queen Street and then turn left onto North Street. Mr. Vetter explained that a large and unknown factor would be the effect of the opening of the West Dover Connector, which would direct a great deal of southbound traffic onto Saulsbury Road. Based on traffic volumes, approximately 1,400 - 1,500 vehicles use North Street during peak hours and approximately 300 vehicles per hour turn left from West Street onto North Street, which causes difficulties for northbound traffic on West Street. Approximately 600 - 800 vehicles per hour turn right from North Street onto West Street during peak hours. He stated that the feasibility study would be conducted to see if this change would make sense.

Responding to Mr. Hutchison, Mr. Vetter stated that he was unsure when the last detailed, comprehensive traffic analysis was done of all the streets downtown. Mr. Hutchison stated that it had been suggested that when the City's population changed, one (1) way streets could enhance traffic flow.

Mrs. Townshend expressed her opinion that the West Dover Connector would change the traffic patterns downtown and that a comprehensive analysis should not be performed until this project is complete.

Mr. Dixon expressed concerns regarding children crossing Route 8 in the area of Booker T. Washington Elementary School. Mrs. Townshend stated that it was planned to move the traffic signal on Route 8 from Ridgely Street to Weston Drive.

Mr. Vetter advised members that a new draft Capital Transportation Program (CTP) was released during the previous week and was available on DelDOT's website. He noted that it was contingent upon a gas tax or revenue increase and was approved by the Council on Transportation. Mr. Vetter stated that the CTP mentions the Garrison Oak Connector Road in FY 16 for design, but no construction funding had been included to this point. He stated that the State of Delaware Economic Development Office had contacted him and indicated that they were very interested in doing whatever they could to promote this project.

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

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - FEBRUARY 24, 2014

The Legislative, Finance, and Administration Committee met on February 24, 2014 with Chairman Lynn presiding.

Investment Management and Advisory Services - Extension

Mrs. Donna Mitchell, Controller/Treasurer, reminded members that on March 28, 2011, City Council approved the Investment Management and Advisory Services agreement with Public Financial Management Asset Management (PFMAM) for the City's pooled investment account, which will expire March 30, 2014. The current services agreement requires a 30 day written notice of the City's

intent to re-bid the services, which would be due by February 28, 2014. The agreement also provides for an extension for two (2) additional two (2) year periods by mutual consent and approval by City Council. Mrs. Mitchell informed members that the City has had an excellent experience with PFMAM during the past three (3) years, noting that it has been the best company she has worked with during her tenure with the City.

Staff recommended authorizing the Controller/Treasurer to extend the current Investment Management and Advisory Services agreement for a two (2) year period.

The Committee recommended authorizing the Controller/Treasurer to extend the current Investment Management and Advisory Services agreement for a two (2) year period, as recommended by staff.

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

Investment Banking Custody Services - Extension

Mrs. Donna Mitchell, Controller/Treasurer, reminded members that on March 28, 2011, City Council approved a custody agreement with Union Bank for custodial services of the City's pooled investment account. The current services agreement requires a 30 day written notice of the City's intent to re-bid the services, which would be due by February 28, 2014. The agreement also provides for an extension for two (2) additional two (2) year periods by mutual consent and approval by City Council. She informed members that the City has had an excellent experience with Union Bank during the past three (3) years.

Staff recommended authorizing the Controller/Treasurer to extend the current Investment Banking Custody Services agreement for a two (2) year period.

Responding to Mr. Lynn, Mrs. Mitchell stated that the current recommendation was based on the 2011 solicitation and an additional Request for Proposals (RFP) was not performed. If the recommendation to extend the current agreement was not approved, an RFP would be performed.

In response to Mr. Lynn, Mrs. Mitchell stated that Union Bank is located in California.

Mrs. Mitchell explained that the City currently has contracts with Wells Fargo for the pension assets and that she attempts to diversify assets under custody when possible, as recommended by the Government Finance Officers Association (GFOA).

Mr. Hare questioned whether the current contract could be renewed for one (1) year instead of two (2) years. Responding, Mrs. Mitchell stated that a one (1) year extension option was not included in the contract, but that she could ask Union Bank.

Mr. Lynn expressed concern with the City not utilizing local banks within Delaware. In response, Mrs. Mitchell noted that when the previous RFP was performed, one (1) of the deciding factors was that Union Bank's fees were $4,000, compared to more than $10,000 for all of the other banks, including local banks.

The Committee recommended authorizing the Controller/Treasurer to extend the current Investment Banking Custody Services agreement for a one (1) year period, if the Controller/Treasurer is able to negotiate this with Union Bank.

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

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

MONTHLY REPORTS - JANUARY 2014

By motion of Mr. Hare, seconded by Mr. Dixon, the following monthly reports were accepted by consent agenda:

City Assessor's Report
City Manager's Report
City Planner's Report
Controller/Treasurer's Budget Report
Economic Development Office Report
Fire Chief's Report
Police Chief's Report

SETTING OF PROPERTY ASSESSMENT APPEALS

Staff recommended that the 2014 Property Assessment Appeals be scheduled for May 26, 2014 through May 30, 2014 from 9:00 a.m. until 4:00 p.m.; June 2, 2014 through June 6, 2014 from 9:00 a.m. until 4:00 p.m.; and one evening (if needed). Members were advised that the hearing times are subject to change.

Mr. Hare moved for approval of the dates and times recommended by staff for the 2014 Property Assessment Appeals, seconded by Mr. Hutchison and unanimously carried.

HORSEPOND SUBSTATION PROJECT AMENDMENTS AND EVALUATION OF PROPOSALS

Mr. Scott Koenig, City Manager, advised members that for the past several months, staff had been working on the Horsepond Substation Reliability Upgrade Project (Project # EE1308). He indicated that the FY 2013 project budget was $730,900; however, based on the current bidding environment, cost of raw materials, and staff levels, it would be necessary to amend the project budget and engineering services agreement so this project could be completed in a timely manner. This project was designed to upgrade the high-side of the substation as two (2) transmission line protection breakers. He advised members that this project would need to be completed in the Spring of 2014 before other transmission work gets underway related to the Calpine Project; otherwise, the Horsepond Substation Project would need to be delayed until 2015. Mr. Koenig reviewed details regarding the revised project estimate, which indicated that the prior budget totaled $761,770 and the current estimate totaled $1,301,100, resulting in a variance of $539,330.

In order to amend the project budget from $730,900 to $1,301,100, Mr. Koenig stated that staff was proposing to forgo the 69kV Switch Replacement Project (Project # EE1408) in the amount of $80,000 and Transmission Line Maintenance Program Project (Project # EE1407) in the amount of $75,000, and to delay the General Scott Switchgear Project (Project # EE1312) and move $415,200 from that project. He assured members that these projects would be re-budgeted in future years.

Mr. Koenig explained that the second issue to be addressed was related to the Engineering Services Agreement authorized to Pike Energy Solutions, LLC in February 2013 in the amount of $50,000. Due the course of the project, he stated that staff had needed additional assistance with a number of technical issues related to the project. As a result, staff had negotiated a change order for the additional design assistance, as well as full-time assistance with the commissioning of the substation under a worst case scenario. These changes would increase the Engineering Services Agreement to $165,000, as indicated in the revised project budget estimate.

Mr. Koenig indicated that the third issue to be addressed was related to the Engineering Services Agreement authorized to Pike Energy Solutions, LLC in the amount of $75,000. The agreement identified the services associated with the design of a double circuit 69kV steel pole transmission line from the Horsepond Substation to Horsepond Road. As a result, Mr. Koenig wished to request assistance from the consultant during construction due to staff levels and experience.

Lastly, Mr. Koenig advised members that the City had received proposals for the construction contract related to the Horsepond Transmission Fold-In. The component of the project was advertised according to the City's purchasing policy under Bid #14-0022EL and although four (4) proposal requests were mailed, only two (2) proposals were received, one (1) of which was received through local advertisement. The following proposals were received: 1) C.W. Wright Construction, in the amount of $550,000.00; and 2) Mirarchi Brothers Inc., in the amount of $543,415.47; however, Mirarchi Brothers Inc. did not provide all information required and maintained assumptions. Mr. Koenig reminded members that the original project budget included $150,000 for this work. The results of the proposals had been discussed with Pike Energy Solutions, LLC and the conclusion of these discussions indicated that timing and the amount of transmission line reliability project being awarded within the region had substantially increased the costs associated with this work.

Staff recommended authorizing 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.

Mrs. Williams questioned what the repercussions would be to delaying the 69kV Switch Replacement Project. Responding, Mr. Koenig stated that the projects being proposed for delay were less of an issue than the delay of the Horsepond Road Substation Upgrade. He stated that the City typically purchases 69kV switches in the fiscal year prior to their installation, explaining that the switches currently being installed were purchased last fiscal year. If delayed, it would be necessary to re-budget the switch replacement at the earliest possible time, which would most likely be during FY 2015. He stated that these switches are typically replaced prior to any failure and estimated that if the switches were replaced after a failure, there would be an increase in the cost.

Responding to Mr. Slavin's concerns regarding whether the urgency of this project was a result of the Calpine Project, Mr. Koenig stated that the Horsepond Substation Project was important from a reliability standpoint. The transmission work associated with Calpine requires the City to either move forward with this project now or for it to be delayed until after the interconnections are completed at the 230kV tie. He stated that although there was a connection to the Calpine Project, it was not direct. He explained that by completing the Horsepond Substation Project, the City would improve the reliability of the Substation; therefore, any action taken related to this substation that would delay reliability improvement would have the potential to affect the City's ability to deliver electricity to its customers at all times.

Mr. Slavin referred to the original budgeted amount and the requested budget and questioned the cause of such discrepancy. Responding, Mr. Koenig explained that after reviewing the project estimates, staff and the consultants felt that there were three (3) driving components to the increase: 1) the line construction costs, the pole costs, and the engineering costs. He stated that the line construction costs were originally estimated at $150,000 but were now estimated at $550,000 due to the amount of transmission work in the region. The pole costs were originally estimated at $60,000 but were now estimated at $154,900 due to the raw material costs. Although this increase should have been anticipated when the budget was presented for the current fiscal year, the project budget was not adjusted. The engineering costs were originally estimated at $50,000 but were now estimated at $165,000, which was the result of a new engineer working on this project who needed some assistance moving through the project and checking design calculations, etc. In addition, the original engineering estimate did not include commissioning of the substation, which was estimated at $65,000 (of the $165,000). He explained that it had been determined that the City would need outside assistance from third-party engineers to ensure that all settings of the substation are working correctly and to verify that the substation is working as designed and as it is expected to function under all types of loads (low, high, oscillating, etc.).

In response to Mr. Hutchison, Mr. Koenig confirmed that staff could have provided more accurate estimates and that staff must improve their project management ability, which may result in additional expenses up front on engineering and estimating that had not been done in the past. He assured members that moving forward, staff would be reviewing the Capital Improvement Plan (CIP) to make sure there are adequate funds to complete the projects.

Mr. Slavin relayed concerns regarding the accuracy of the estimates for the delayed projects, explaining that the City may be delaying projects with actual costs much higher than staff's estimates.

Mr. Hutchison moved for approval of staff's recommendation. The motion was seconded by Mr. Anderson and failed by a roll call vote of four (4) yes (Anderson, Dixon, Hutchison and Williams), four (4) no (Lynn, Perza, Slavin, and Hare), and one (1) absent (Bonar).

Mr. Perza suggested that members reconsider this matter in two (2) weeks, which would provide members of Council the opportunity to review the upcoming budget for this project to determine what projects remain budgeted and how far out other costs associated with the project are floating. He noted that during the past couple of meetings, members of Council had considered budget changes that had been substantial and apparently not finalized. He questioned if there were other electrical engineering projects that would involve additional monies and if a more accurate estimate would be provided. He noted that the current City Manager inherited a lot of the problems that are being brought to Council's attention.

Mr. Perza moved 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, seconded by Mr. Anderson.

Mr. Hare expressed his concern that staff had continuously submitted revisions to projects indicating that they were the final revisions. Although the initial estimates were developed prior to the current City Manager, he stated that the revisions that were recently submitted to City Council for consideration had been presented by the current City Manager; therefore, he suggested that the City Manager take charge over these issues. Concurring with Mr. Perza, he requested that staff provide City Council with all expenses associated with the completion of this project in its totality.

Mr. Lynn indicated his opposition to any reconsideration of this matter, explaining that, as previously mentioned by Mr. Perza, the City had continuously been siphoning off money from other necessary City projects to fund this project. He noted that there were other components involved with this project, such as the relocation of telephone poles that will cost the City additional monies. Noting that funds were being taken from other projects, he questioned how many other funds will be "robbed" in order to pay for this project.

Responding to Mr. Lynn, Mr. Koenig assured members that the amendments to the Horsepond Substation Project were not being driven by the Calpine project, explaining that although there is a connection since it is transmission work, the Horsepond Substation Project is the highest substation project priority for the City. Although funds were being taken from other projects, he reiterated that those projects were much lower in priority and funds would be provided to a much higher priority project. However, he confirmed that the pole relocation component of this project was directly related to the Calpine Project.

For clarification, Mr. Slavin expressed his opinion that Council's concern was not in regard to decommissioning discretionary projects but rather the delay of projects that are critical to the City's infrastructure, noting that Council was previously advised that these projects were necessary.

Mr. Lynn explained that he had no concerns with the City ranking the Horsepond Substation Project as number one (1), his concern was that City Council did not have adequate information necessary to make a decision. He felt that City Council needed to know the impact of delaying projects as well as the budgeted amounts.

For the record, Mr. Anderson indicated that the concerns relayed were valid and that there would need to be reforms in the coming years regarding the estimates being provided. He explained that his support of the Horsepond Substation Project was due to the fact it cannot be stopped in the middle since it is a critical project. He noted that City Council had been provided revised estimated costs for the project and felt confident that staff would work within the amount of funds estimated.

Mr. Hare expressed his concern with the difference in the estimate provided by companies, such as Pike Energy Solutions, LLC. Responding, Mr. Slavin felt that the problem was that the original estimate was provided in preparation of the budget, which was submitted well over a year ago. He suggested the possibility of an interim step between the initial estimate and going out to bid.

With reference to the amount provided by Pike Energy Solutions, LLC, Mr. Koenig explained that $65,000 of the revised estimate was for services that were not in the original agreement.

On a call for the question by Mr. Perza, the motion 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 was carried by a roll call vote of seven (7) yes (Anderson, Dixon, Perza, Slavin, Hare, Hutchison and Williams), one (1) no (Lynn), and one (1) absent (Bonar).

ENGINEERING SERVICES AGREEMENT - SCHUTTE PARK AMERICAN LAND TITLE ASSOCIATION (ALTA)/AMERICAN CONGRESS ON SURVEYING AND MAPPING (ACSM) SURVEY - FISCAL YEAR 2014 CAPITAL IMPROVEMENT PROJECT

Mr. Scott Koenig, City Manager, reminded members that within the City of Dover's Fiscal Year 2013-2014 budget, specifically the Capital Investments Plan for Parks and Recreation, a project entitled "Schutte Park Land Improvements" was included. He noted that within the project description, the project was to include a boundary and topographical survey of Schutte Park and a plan to develop multipurpose fields, as well as to complete the multipurpose pathway around the park's perimeter. He explained that the intent of the first year of the project was to obtain all necessary field survey information for the whole park. This information would then be utilized by the City's in-house engineers to develop design plans for the Park which would include recreational uses, in addition to future Department of Public Works needs for the site. He stated that the budget for the survey consisted of $30,000, $15,000 of which was from the General Fund and $15,000 from a State grant.

Mr. Koenig advised members that proposals were requested from two (2) of the three (3) Council-approved consulting engineers with whom the City of Dover had entered into an agreement of professional services contract. The proposals received were for $49,700 and $70,190. The costs for the work were higher than originally projected due to the inclusion of a wetlands determination and the requested level of existing features. As a result of as-built requirements for the newly

constructed production well, as well as site planning necessary due to environmental/National Pollutant Discharge Elimination System (NPDES) permit concerns at the Water Street property, he explained that it would be more cost effective to have this work performed now then to remobilize a survey crew for individual sections.

In addition to the increased costs, Mr. Koenig stated that the likelihood of receiving a grant to help pay for this work had decreased. As a result, staff submitted a proposal which included savings from purchases, as well as reduced costs for the Denneys Road Water Crossing that had been identified by staff, to pay for the work required. He assured members that this proposal was in accordance with existing City Council-approved financial policies and noted that the savings would cover the potential of not receiving the proposed State grant.

Staff recommended awarding a contract to Pennoni Associates Inc. for Schutte Park ALTA/ACSM Land Title Survey and Wetland Services for an amount not-to-exceed $49,700.

Responding to Mr. Perza, Mr. Koenig stated that the purpose of the survey would be to provide the City with all the baseline topography of the entire park, including the new land acquired from Stover Builders to the boundary of the entire park. From there, staff would have the ability to lay out fields, grade fields, etc. based on feedback from the recreational needs assessment that is currently being conducted by City staff. Mr. Koenig stated that the City has a deed to all of the Schutte Park property except the old right-of-way of Wyoming Mill Road. He indicated that the survey would assist the City in obtaining a proper deed for transfer of this right-of-way.

Mr. Perza questioned if the park could function without the survey in the short term. Mr. Koenig responded in the affirmative, explaining that the survey would not change the park. Mr. Perza stated his objection to expending funds on a survey if the City is not sure if any recreational improvements to the park are going to be made. He questioned if the survey was being requested more for recreational purposes or for future Department of Public Works needs/environmental permit concerns for the site. Responding, Mr. Koenig reiterated that the cost of the survey was $49,700 and that the purpose would be to identify all of the property boundaries and all existing features of the land, noting that it would be completely independent of the recreation needs assessment. He stated that the survey would provide the City with a baseline to be used for any future planning for the park. Understanding the concerns of Mr. Perza, Mr. Lynn felt that the survey would be necessary in order to provide a property description for the deed and for the City to know the territorial boundaries of the park.

In response to Mr. Lynn, Mrs. Ann Marie Townshend, Director of Planning and Community Development, stated that she did not anticipate that the survey would reveal that fields within the park were not being used. She advised members that staff considered delaying this matter; however, opted to move forward due to the importance of the information that the ALTA/ACSM land title survey would provide. She explained the need for the information both for Public Works operational issues as well as for whatever decision the City wishes to make regarding the expansion of the fields. She advised members that the survey would not provide a layout of the fields or begin any site planning, explaining that these issues would be delayed until after the recreation needs assessment has been completed.

Mr. Lynn moved for approval of staff's recommendation to award a contract to Pennoni Associates, Inc. for Schutte Park ALTA/ACSM Land Title Survey and Wetland Services for an amount not-to-exceed $ 49,700. The motion was seconded by Mr. Hare and carried by a roll call vote of six (6) yes (Anderson, Lynn, Slavin, Hare, Hutchison, and Williams), two (2) no (Dixon and Perza), and one (1) absent (Bonar).

APPOINTMENTS RECOMMENDED BY COUNCIL PRESIDENT BONAR

Council President Bonar requested approval of the following appointments:

Ad Hoc Financial and Operational Advisory Committee - One (1) Year Terms to Expire November 10, 2014

Jerry White (*to fill the unexpired term of Russell Larson*)
Councilman Adam M. Perza
Councilman Timothy A. Slavin

Dover Human Relations Commission - Three (3) Year Terms to Expire February 2017

Cecil Wilson - First District Representative *(to fill the expired term of Ellen Wasfi)*
S. Renee Smith - First District Representative *(to fill the expired term of Justina Brewington)*
Theodore Henderson - Second District Representative *(to fill the expired term of Faye Della White)*
Eugene Ruane - Second District Representative *(to fill the expired term of Dawn Allen-Pyne)*
James McGiffin - Third District Representative *(to fill the expired term of Phyllis Edamatsu)*
Courtney Stewart - Third District Representative
Kenneth Roach - Fourth District Representative

By consent agenda, Mr. Hare moved for approval of the appointments, as recommended by Council President Bonar. The motion was seconded by Mr. Dixon and carried by a unanimous roll call vote (Bonar absent).

COUNCIL MEMBERS' ANNOUNCEMENTS

Mayor Carey reminded everyone that the St. Patrick's Day Parade was scheduled for Saturday, March 15, 2014, beginning at 2:00 p.m. He invited all to enjoy the festivities planned for St. Patrick's Day in Dover.

Mr. Lynn moved to adjourn into the Special Council Meeting, seconded by Mr. Dixon and unanimously carried.

Meeting adjourned at 8:38 p.m.

TRACI A. McDOWELL
CITY CLERK

All orders, ordinances, and resolutions adopted by City Council during their Regular Meeting of March 10, 2014, are hereby approved.

CARLETON E. CAREY, SR.
MAYOR

/TM/jg
S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\Council-Minutes\2014\03-10-2014.wpd

Exhibits
Exhibit #1 - Tribute to Councilman David Anderson - State of Delaware - House of Representatives
Exhibit #2 - Presentation - Planning, Inspections & Recreation 2013 Annual Report, dated March 10, 2014

STATE OF DELAWARE

HOUSE OF REPRESENTATIVES

Tribute

Be it hereby known to all that
the House of Representatives acknowledges

COUNCILMAN DAVID ANDERSON

We commend Councilman Anderson on his dedicated service to our nation.
He was deployed overseas in Afghanistan for the past year as part of
the 198th Signal Battalion of the Delaware Army National Guard.
He was called to enlist after witnessing the horrific events of September 11, 2001,
and has since served honorably for over a decade.
Councilman Anderson's commitment to his city, state, and nation is remarkable
and we are proud to honor him for that service.

The House of Representatives extends its sincere
appreciation and directs this tribute be issued
the 10th day of March 2014.

Peter C. Schwartzkopf, Speaker of the House

Richard L. Puffer, Chief Clerk of the House

Representative Darryl M. Scott, Sponsor

Representative Andria L. Bennett, Co-Sponsor

Representative W. Charles Paradee III, Co-Sponsor

H147-1530
Number

Planning, Inspections & Recreation 2013 Annual Report

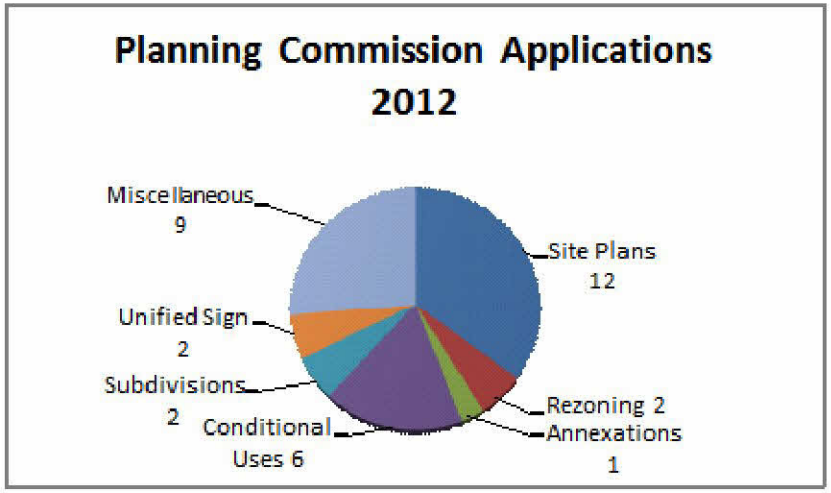
Ann Marie Townshend, AICP
Director of Planning & Community Development
March 10, 2014

EXHIBIT #2
Regular Council Meeting of 3/10/2014

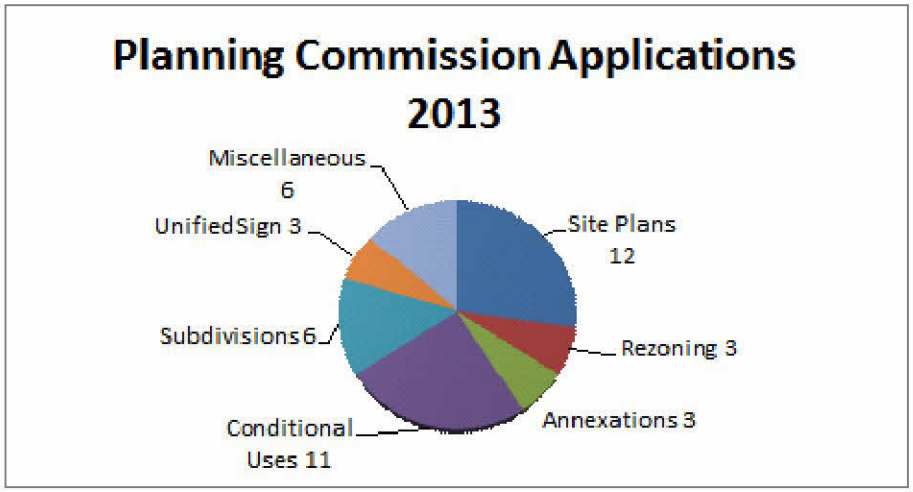
Major Activities & Accomplishments

- Dover High Construction Progress
- Garrison Energy Center Underway
- Filling Commercial Vacancies
  - Redners
  - Grotto's
  - Greene Turtle
- Bicycle Friendly Community – Honorable Mention
- Delaware Healthy Community – Honorable Mention
- Safe Communities Program

Signs of Economic Growth

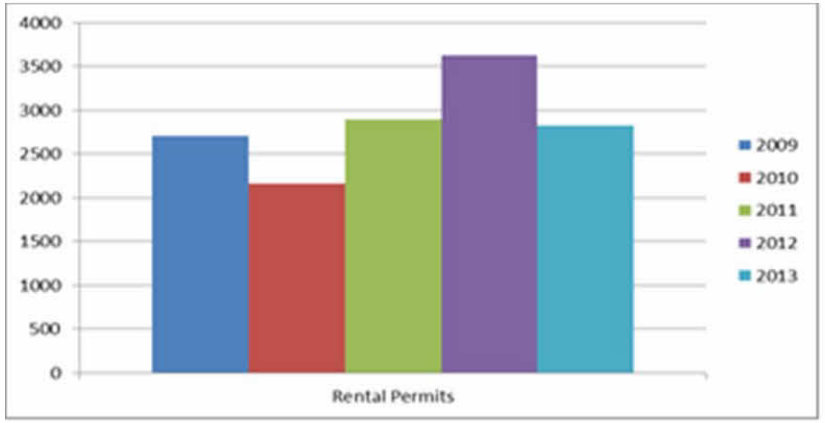


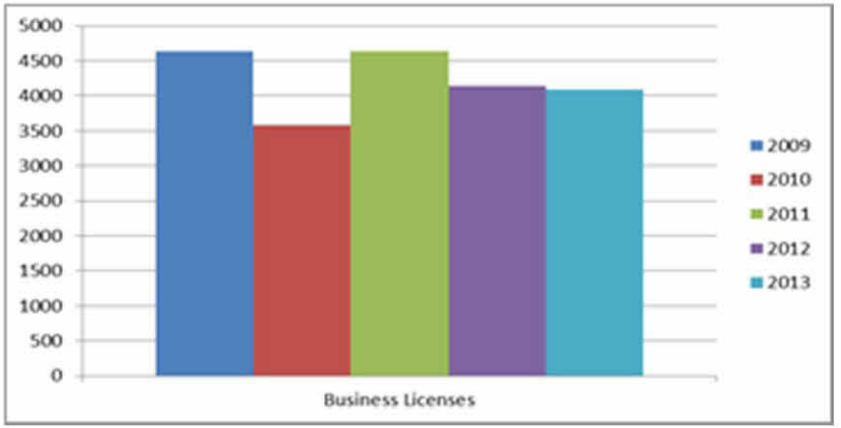
34 Total



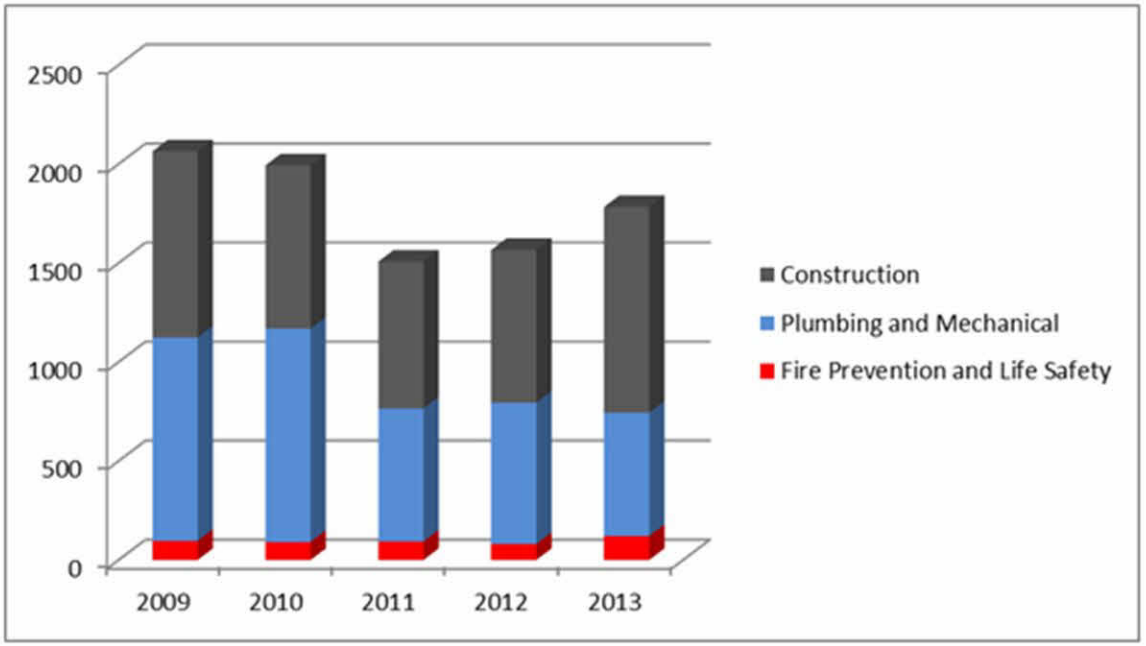
44 Total

Rental Permits & Business Licenses





Permits Issued 2009-2013

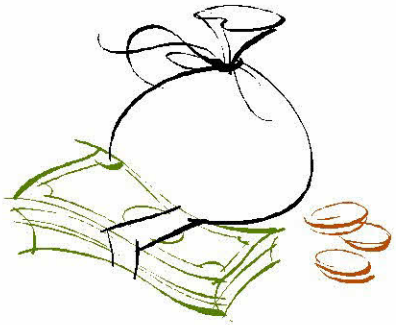


	2009	2010	2011	2012	2013
Construction	839	825	742	772	1,039
Plumbing/ Mechanical	1,027	1,077	672	713	623
Fire Prevention / Life Safety	97	91	93	81	121
Totals	1,963	1,993	1,507	1,566	1,783

New Home Construction:

2011: 48
2012: 37
2013: 50

FY 13 Revenue



- Business Licenses - $ 1,462,503
- Other Permits & Licenses - $1,045, 929
- Recreation Revenue - $143,111

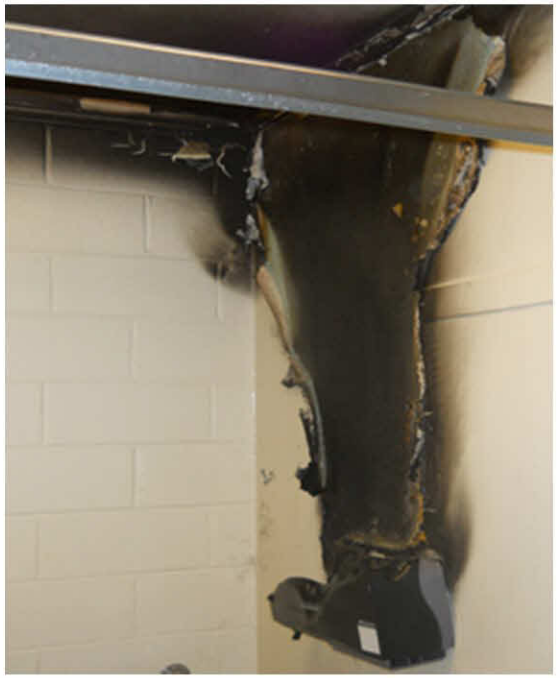
Code Enforcement

Types of Inspections/Cases Entered	
Annual Rental Housing Inspections	467
Property Maintenance Exterior	643
Tall Grass and Weeds	777
No Valid Business License	381
No Valid Building Permit	62
Zoning	144
Dover City Ordinances	678
All Others	924
Total	**4,076**



- 9,450 Inspections Performed
- 73% of Cases Staff Initiated

Fire Marshal's Office



912 Inspections Performed:

- 7 Property Maintenance
- 94 Fire Code Inspections
- 39 New Fire Protection
- 219 Existing Fire Protection
- 58 Certificate of Occupancy
- 26 License & Permit
- 73 Administrative Walk Through Inspections
- 141 Life Safety Inspections

213 Complaints Handled

41 Fire Investigations

Fire Type	Number	Value of Loss
Accidental	22	$302,450
Incendiary	11	$44,001
Undetermined	8	$726,751
TOTAL	**41**	**$1,073,302**

Vacant & Dangerous Buildings

- 303 Buildings Registered Vacant
- $69,750 in Vacant Building Registration Fees
- 20 Dangerous Buildings Resolved
  - 14 Demolished by City of Dover
  - 6 Demolished by Others
  - 5 Repaired by Owners



Dover High School
Opening August 2014!







Garrison Energy Center






ROYAL FARMS


Redner's


DICK'S
SPORTING GOODS
NOW OPEN
DICK'S
GRAND OPENING


Grotto Pizza
SPORTS BAR

Recreation

- 53,309 patrons & visitors were recorded in the John W. Pitts Recreation Center
- 4,200 (approx.) participated in our softball, field hockey, lacrosse and volleyball leagues
- 2,680 attended summer Concerts on the Green series
- Total FY13 revenues
  - $75,000 Leagues
  - $26,500 General Recreation
  - $15,000 Field/Building Rentals
  - $ 6,900 Trips
  - $ 7,800 Sports
  - $ 11,000 Camps

Recreation

- Summer Camps
  - Move to Schutte Park
  - Expansion of Hours and Weeks
  - Expansion of Sports Camp Offerings
  - Camp Small Wonder at DSU
- Expansion of League Offerings
- Early Morning Fitness Classes
- Fitness Passes for Customer Flexibility
- Open Gym Fees for Non-Residents
  - $1,672 collected in 2013

It Starts in Parks!



Bike to Work Day



Concerts on the Green





Cheer Camp



Fitness for Everyone!



Bicycle Friendly Community Celebration



Arts & Crafts



Sports







Downtown Dover Partnership
Annual St. Patrick's Day Parade
Saturday, March 15, 2014
2:00 P.M.

Parade Award Categories

Pot O' Gold Award – Anything with Wheels (except car clubs)
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 (not a band) –
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 (not a band)
436th Air Wing & 373rd Training Group – Dover Air Force Base

McNamara Award –
Best High School Marching Band
Dover High School Senators Marching Band "The Pride of the Capital"

Best Adult Marching Band
Delaware Technical and Community College Hammerin' Hawks

Mary Fitzpatrick Award – Best Overall
Dover High School Senators Marching Band "The Pride of the Capital

PROCLAMATION

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.

_____

Carleton E. Carey, Sr.
Mayor



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
2013

Table of Contents

Letter by Chief James E. Hosfelt, Jr. 3 - 4
Complaints Five Year Comparison 5
Total Group A Crime Five Year Comparison Graph 6
Violent Crime Graph 7
Robberies Five Year Comparison Graph 8
Robberies Clearance Rate Graph 9
Burglaries Five Year Comparison 10
Burglary Clearance Rate 11
Drug Offenses Five Year Comparison 12
Actual Drug Arrests Graph 13
Property Crime Five Year Comparison Graph 14
Crime Clearance Comparison Chart 15
Criminal Summary Chart 16-17
Crashes Five Year Comparison Graph 18
Crashes Breakdown Five Year Comparison Chart 19
Traffic Crash Summary Chart 20
Traffic Arrests Five Year Comparison Graph 21
Traffic Arrests Summary Chart 22
Parking Fines and Reports Graph 23
City Ordinance Summons Issued/Paid Graph 24
City Ordinance Summons Issued/Paid Chart 25
Police Time/Distribution Hours Chart 26
Miscellaneous Calls for Service Chart 27
Grand Funding Summary 28
Dover Police Organizational Chart 29
Dover Police Administrative Staff 30
Promotions 31
Officers of the Quarter– 1st & 2nd Qtr. 32
Officers of the Quarter—3rd & 4th Qtr. 33
Civilians of the Quarter—1st & 2nd Qtr. 34
Civilians of the Quarter—3rd & 4th Qtr. 35
Officer & Civilian of the Year 36
Awards Ceremonies 37
New Officers 38
Crisis Negotiation Team 39
Public Information Officer 40
Internal Affairs 41
Criminal Investigation Unit—Detective Section 42
Drugs, Vice & Organized Crime Section 43
Downtown Dover Cameras 44
Crime Scene Investigation Unit 45
Juvenile Section 46
911 Center 47
Patrol Unit 48
C.A.R.S. / Crash Investigation Reconstruction Team 49
Community Policing Section 50
Sex Offender Enforcement Section 51
K-9 Section 52
Motorcycle Section 53
Parking Enforcement Attendants & Animal Control 54
Police Resources Manager & Central Services Coordinator 55
Evidence Technician/Photographer & Building Maintenance 55
LAN Analyst & Records Unit 56
Victim Services Unit 57
Planning & Training Section 58
Police Chaplains, Volunteer Honor Guard & Bag Pipers 59
Retirements 60
CALEA Accreditation 61
Dover Police Department Veterans 62
Special Thanks 63

DEPARTMENT OF POLICE

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

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

March 24, 2014

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

Mayor Carey and Council Members:

It is my pleasure to submit to you the 2013 Annual Report of the Dover Police Department. The past several years have proved to be challenging for the employees of the Dover Police Department and as always, I am proud of the work accomplished with reduced staff throughout 2013. It is my belief that 2014 will prove once again to be challenging for all those involved in public safety, but I assure you the employees of the Dover Police Department are up for the challenge.

When reviewing this report you will first notice that the Department's total complaints are relatively the same, with the department handling 380 less complaints then the previous year. I am happy to report the total number of Group A Crimes has decreased and the city also experienced another decrease in violent crime, which includes murder, forcible rape, robbery and aggravated assault. We are proud to report a continuing trend, for the third straight year, the City of Dover has seen a reduction in violent crime.

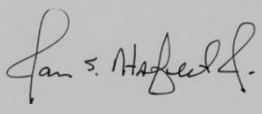
The Dover Police Department continues to excel in investigating major crimes. We have some of the highest clearance rates in the nation when compared to cities of similar size. This year we experienced 5 fewer robberies than in 2012 and 68.2% of these crimes were cleared. There were 98 burglary investigations in 2013, 30 less than 2012. Of the 98 burglaries, 58.1% of these crimes were cleared. As you view the graphs on pages 9 and 11 you will see that we have greatly exceeded national averages again this year.

It has long been the philosophy of the Dover Police Department that a very large percentage of crime in Dover is tied to illegal drugs. This year the Drugs, Vice and Organized Crime Section accounted for 1,663 proactive arrests involving drugs, prostitution and counterfeit merchandise. As a result of these arrests, this group of officers seized significant amounts of illegal drugs and money. These seizures include 42,987 grams of marijuana, 1,095 grams of cocaine, 308 grams of heroin, 1,398 prescription pills and $128,307.00 in currency. Along with illegal drugs and money, the DVOC also seized 77 handguns, 21 rifles, 8 shotguns and over 10,000 rounds of ammunition.

You will notice that once again, the number of crashes (accidents) has increased as compared to 2012. Traffic arrests for calendar year 2013 increased by 13% as compared to the previous year. The total number of traffic arrests made this year is 18,436. Additionally, the Dover Police Department issued 1,236 traffic reprimands (warnings).

In closing, I would encourage you to review this report in its entirety since I have only taken the time to highlight a few specific areas. As Chief of Police I take great pride in the amount of hard work and dedication put forth by my co-workers, the employees of the Dover Police Department. It is our intention to continue the good work we have completed this year and build upon it in 2014.

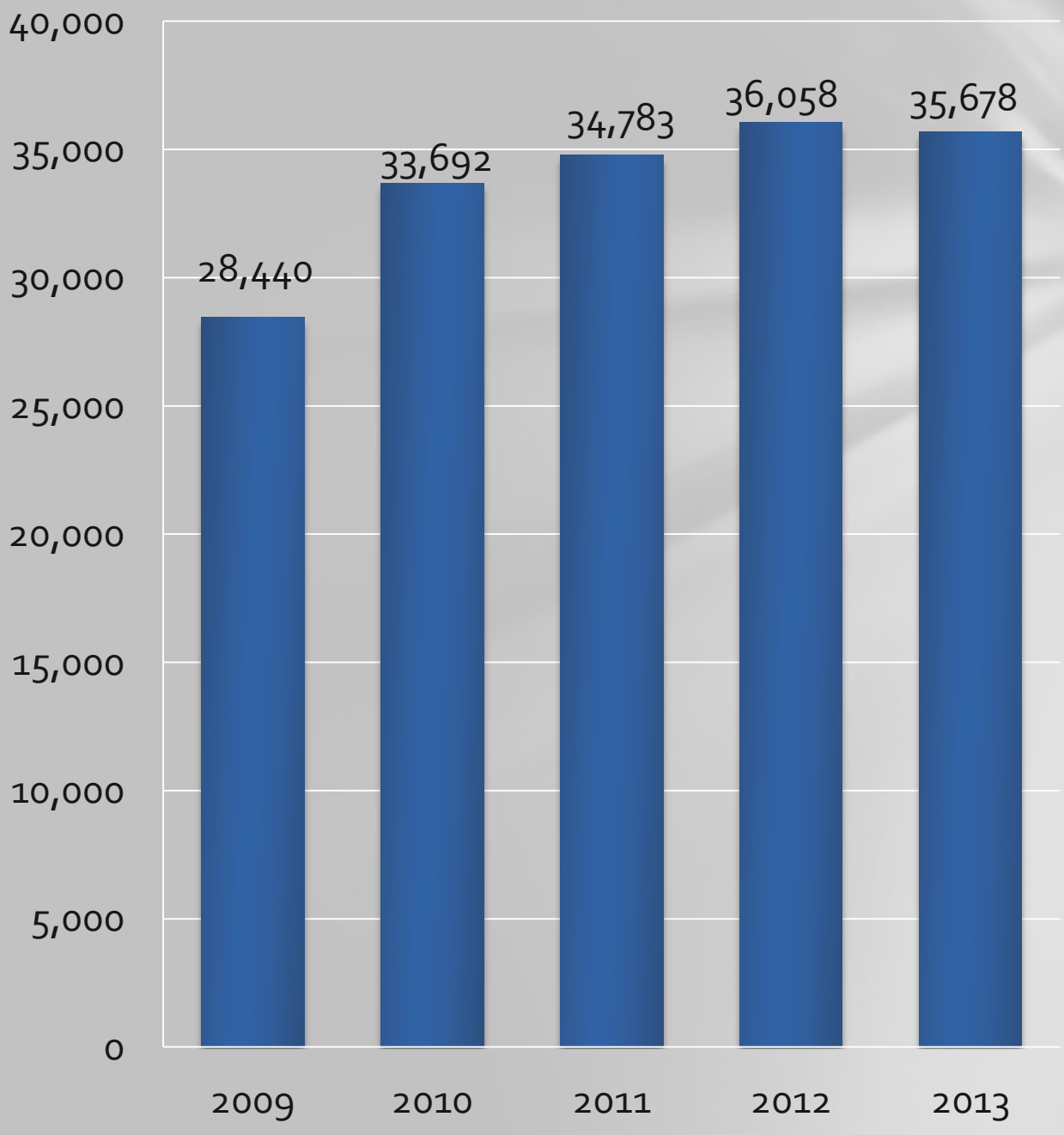
Respectfully submitted,



James E. Hosfelt, Jr.
Chief of Police

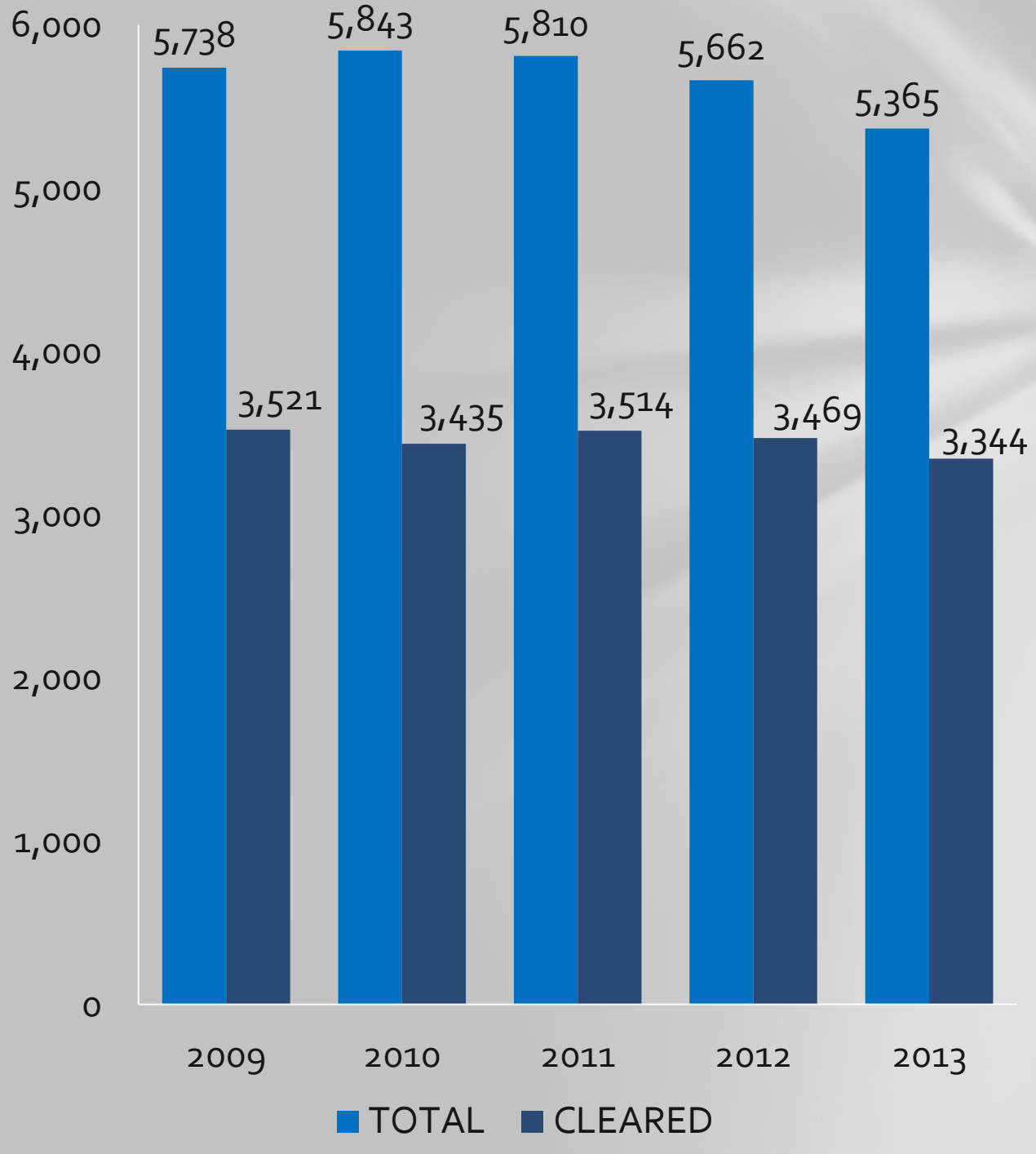
City of Dover Police Department
Annual Report

Complaints
Five Year Comparison



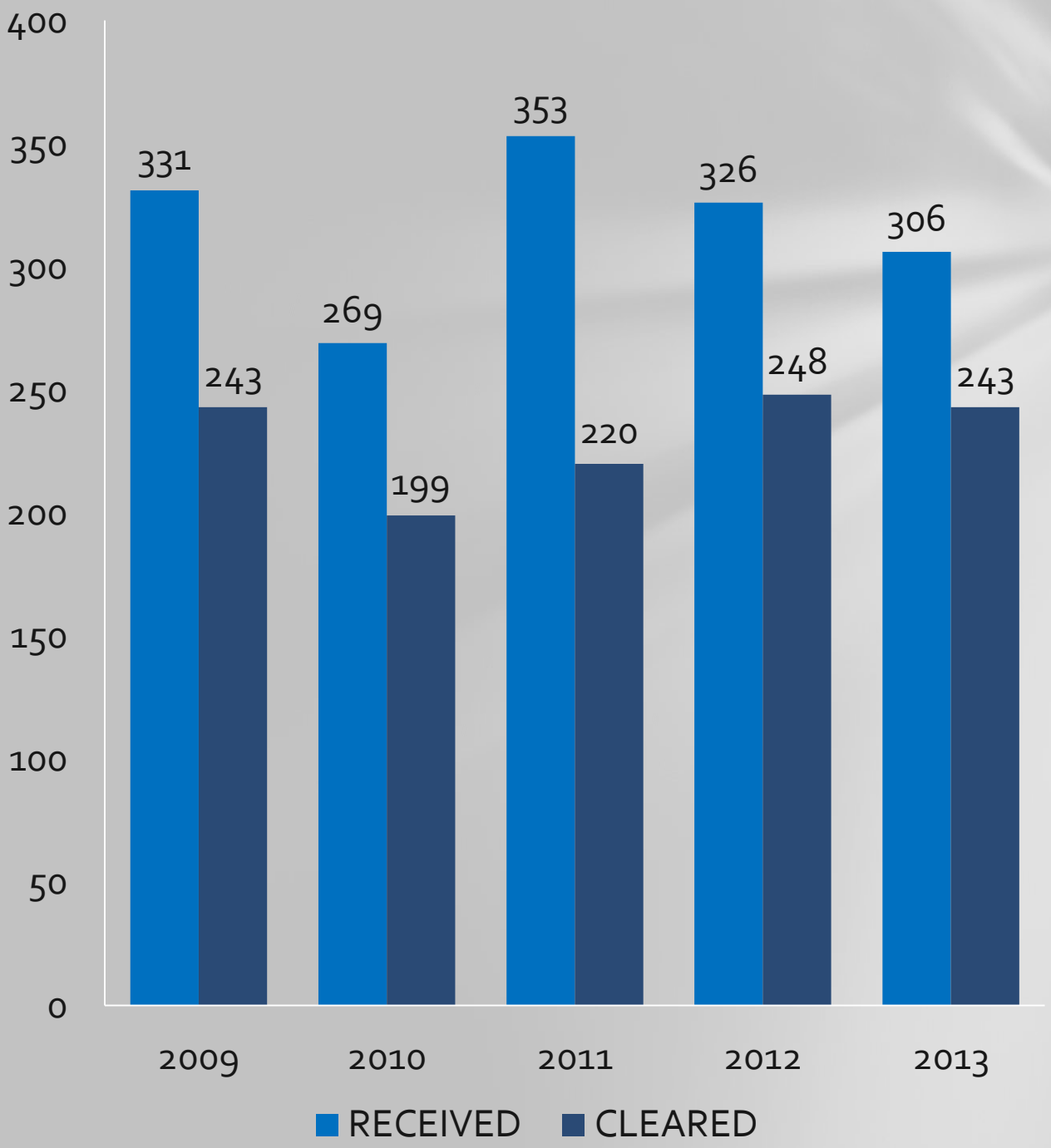
City of Dover Police Department
Annual Report

Total Group A Crime
Five Year Comparison



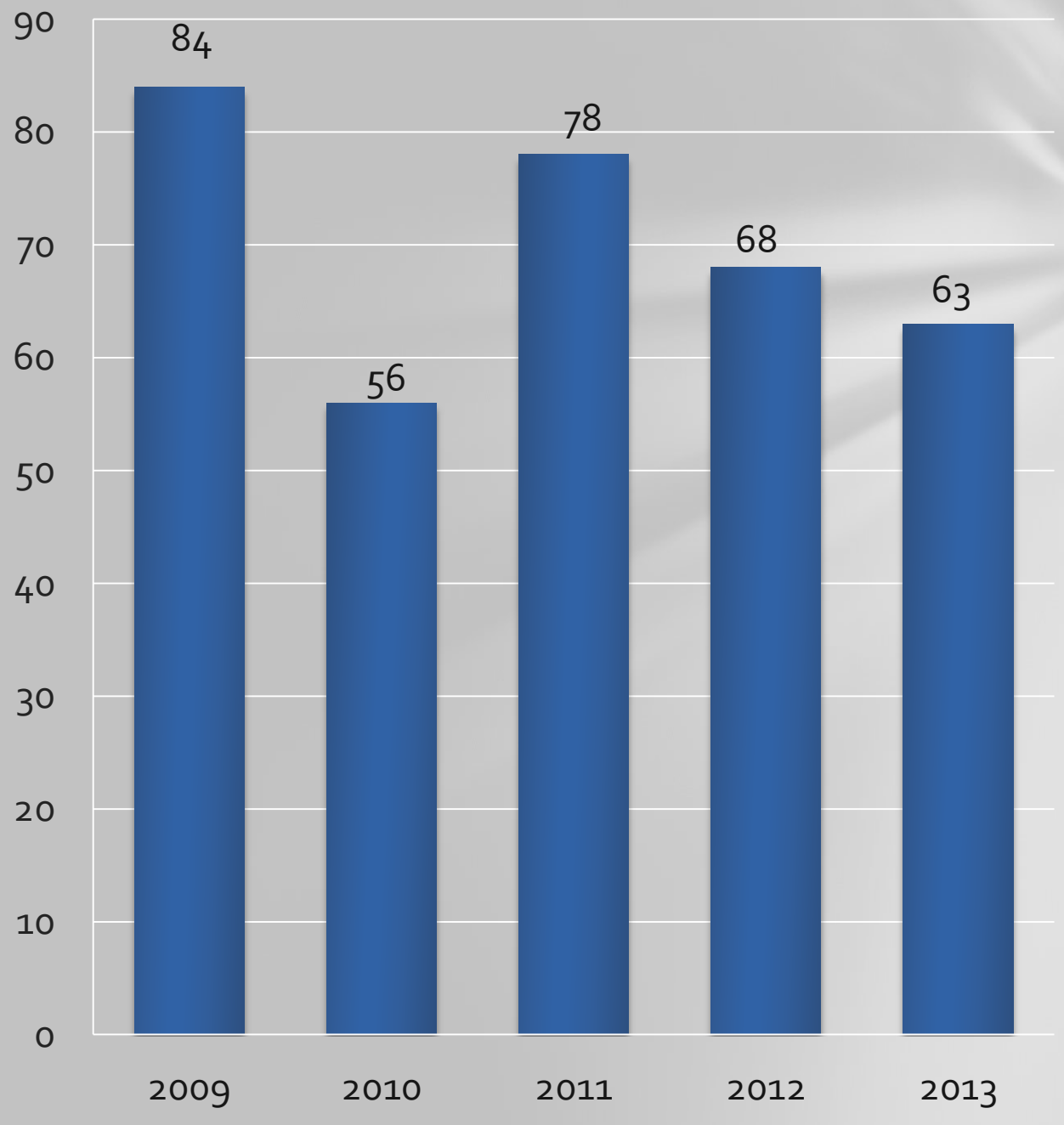
City of Dover Police Department
Annual Report

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

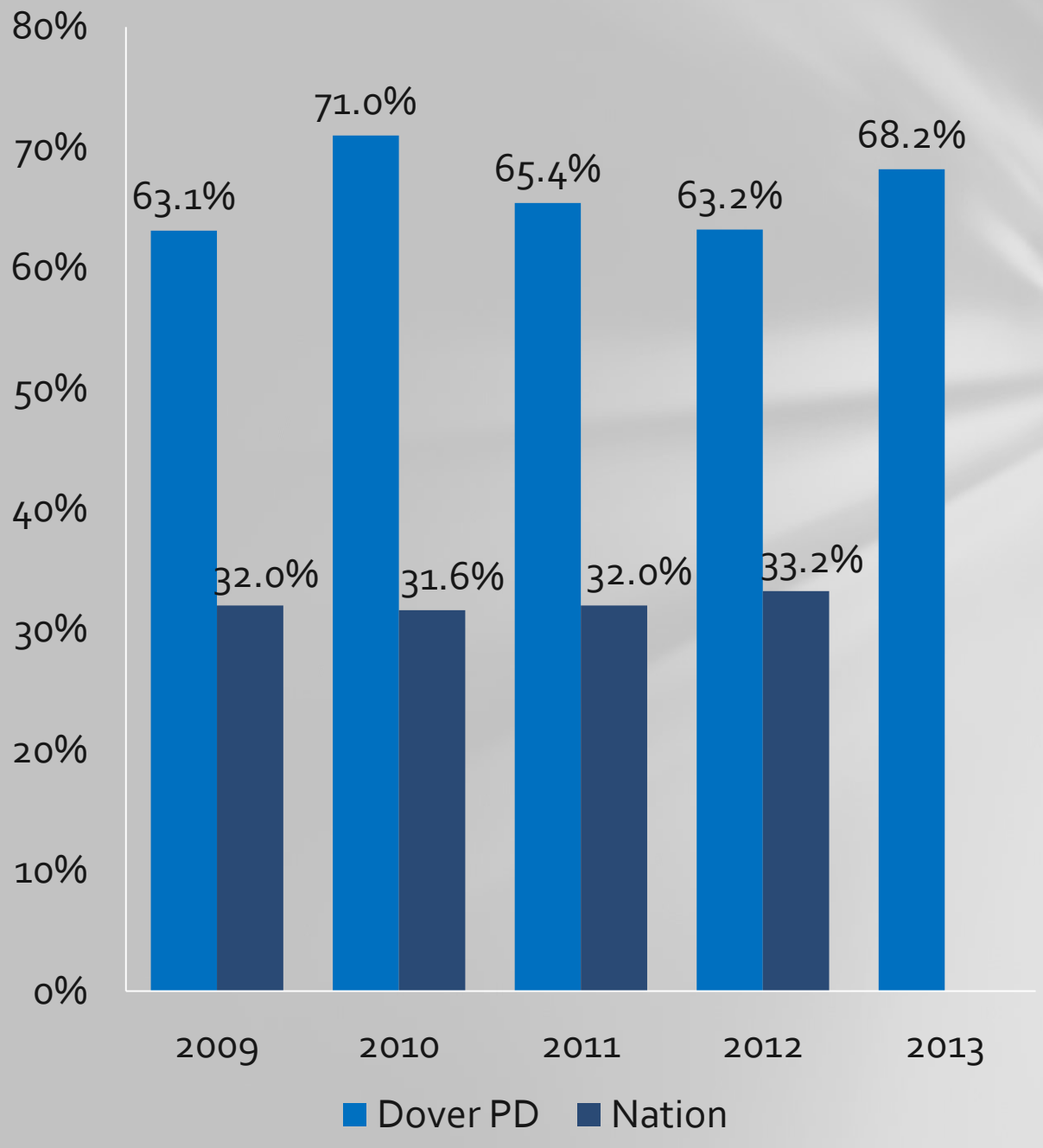


City of Dover Police Department
Annual Report

Robberies
Five Year Comparison



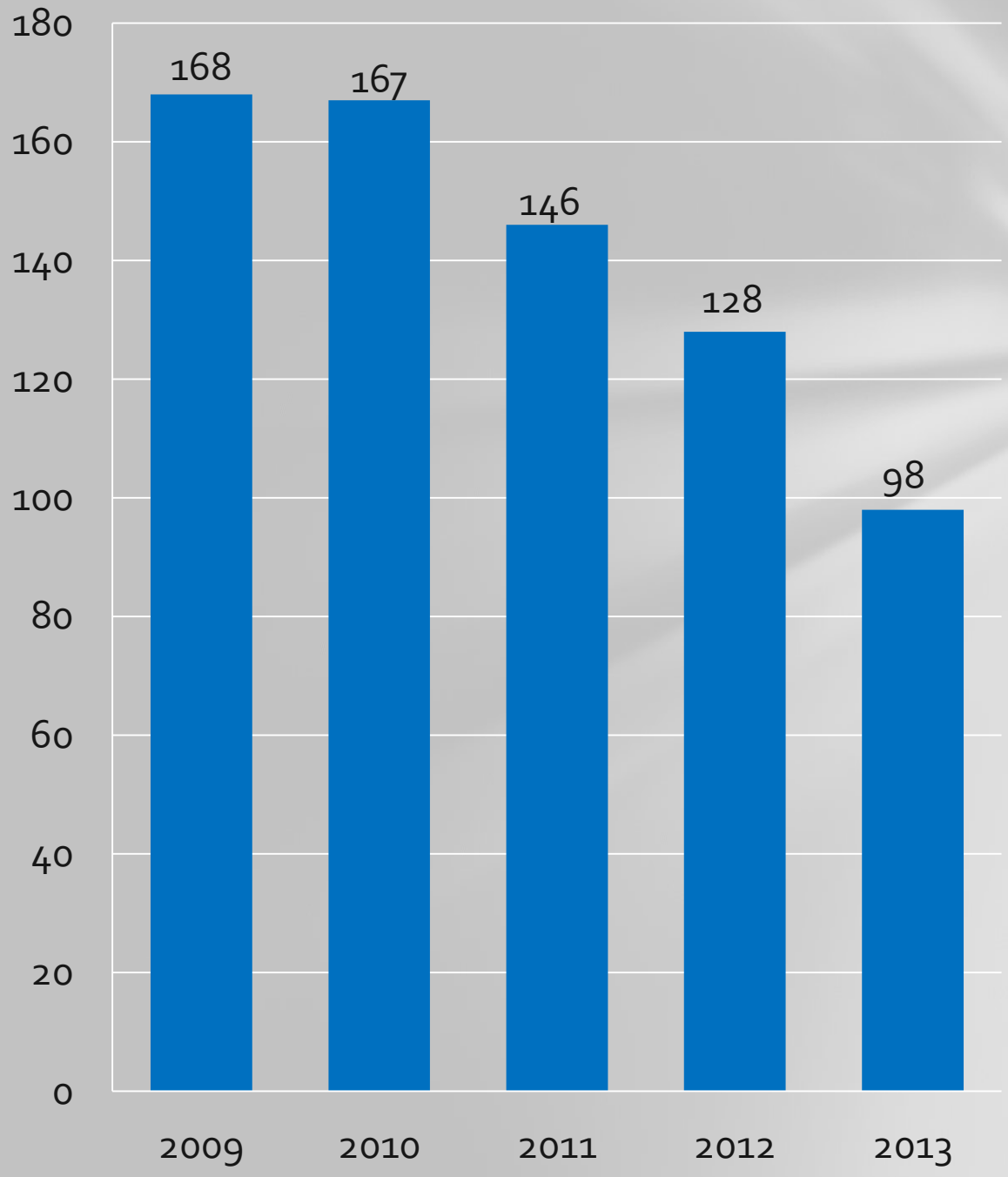
Robbery Clearance Rate
Dover Police Department vs. Nation



NATIONAL FIGURES NOT AVAILABLE FOR 2013

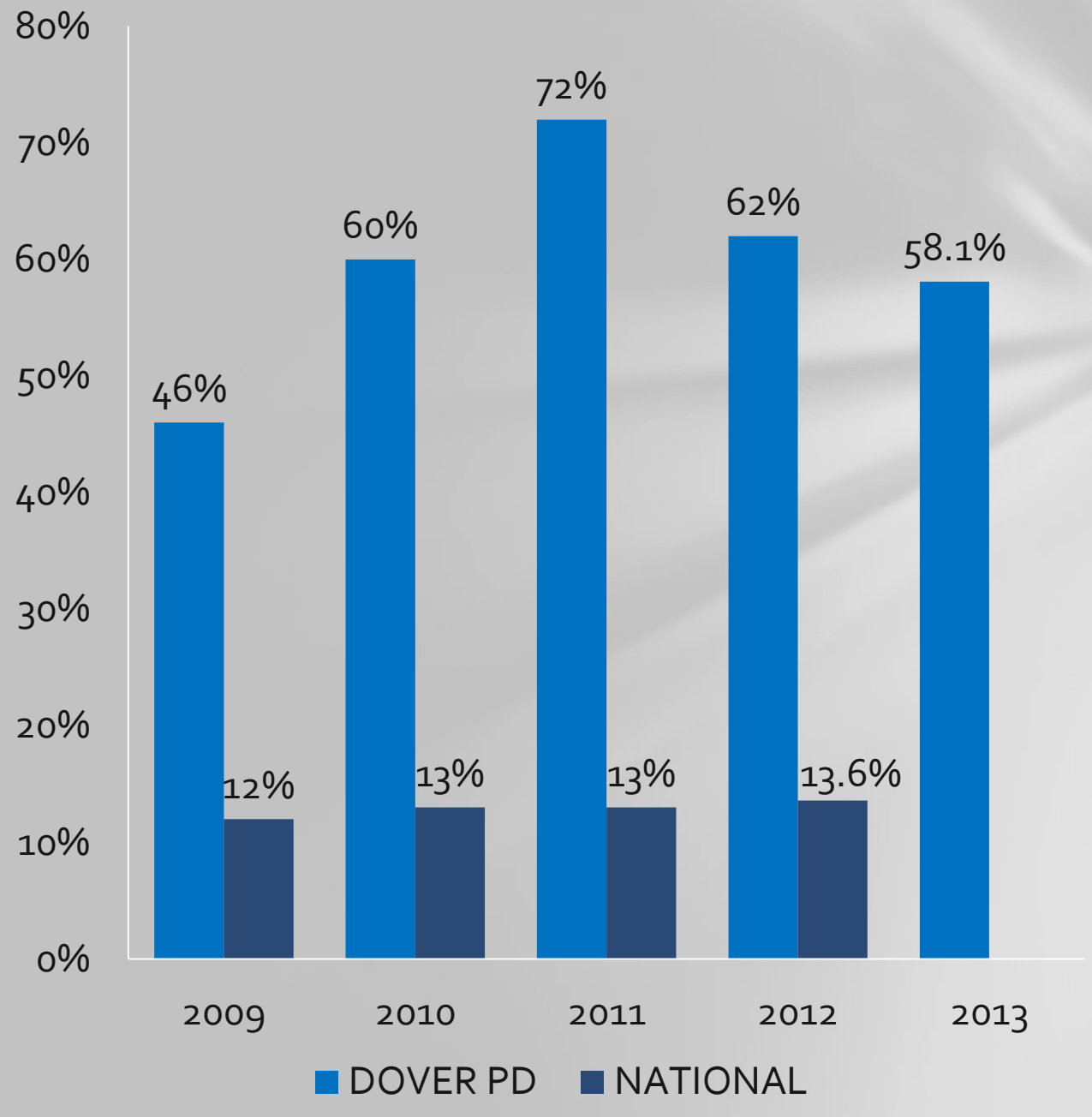
City of Dover Police Department
Annual Report

Burglaries
Five Year Comparison



City of Dover Police Department
Annual Report

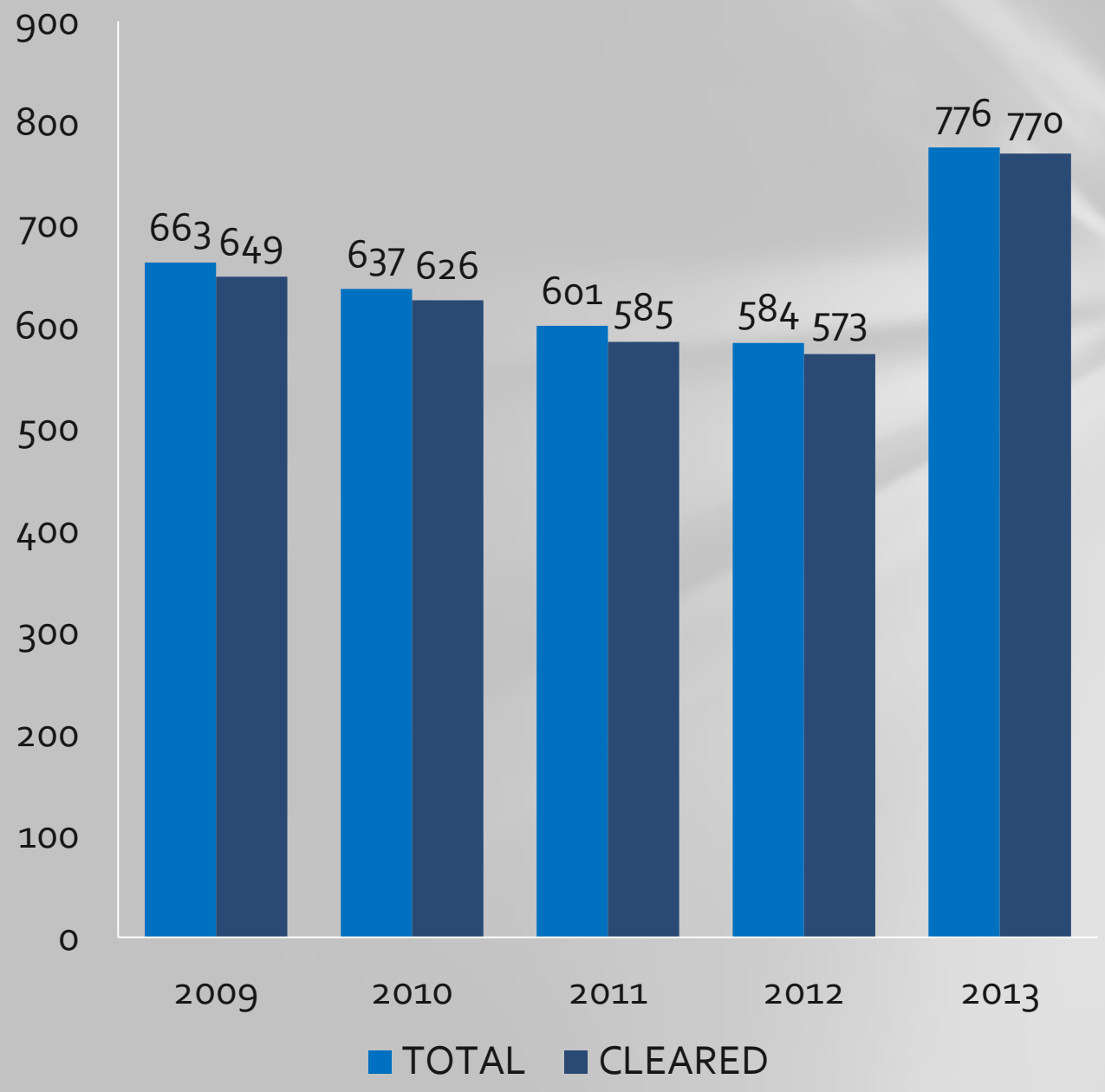
Burglary Clearance Rate
Dover Police Department vs. Nation



NATIONAL FIGURES NOT AVAILABLE FOR 2013

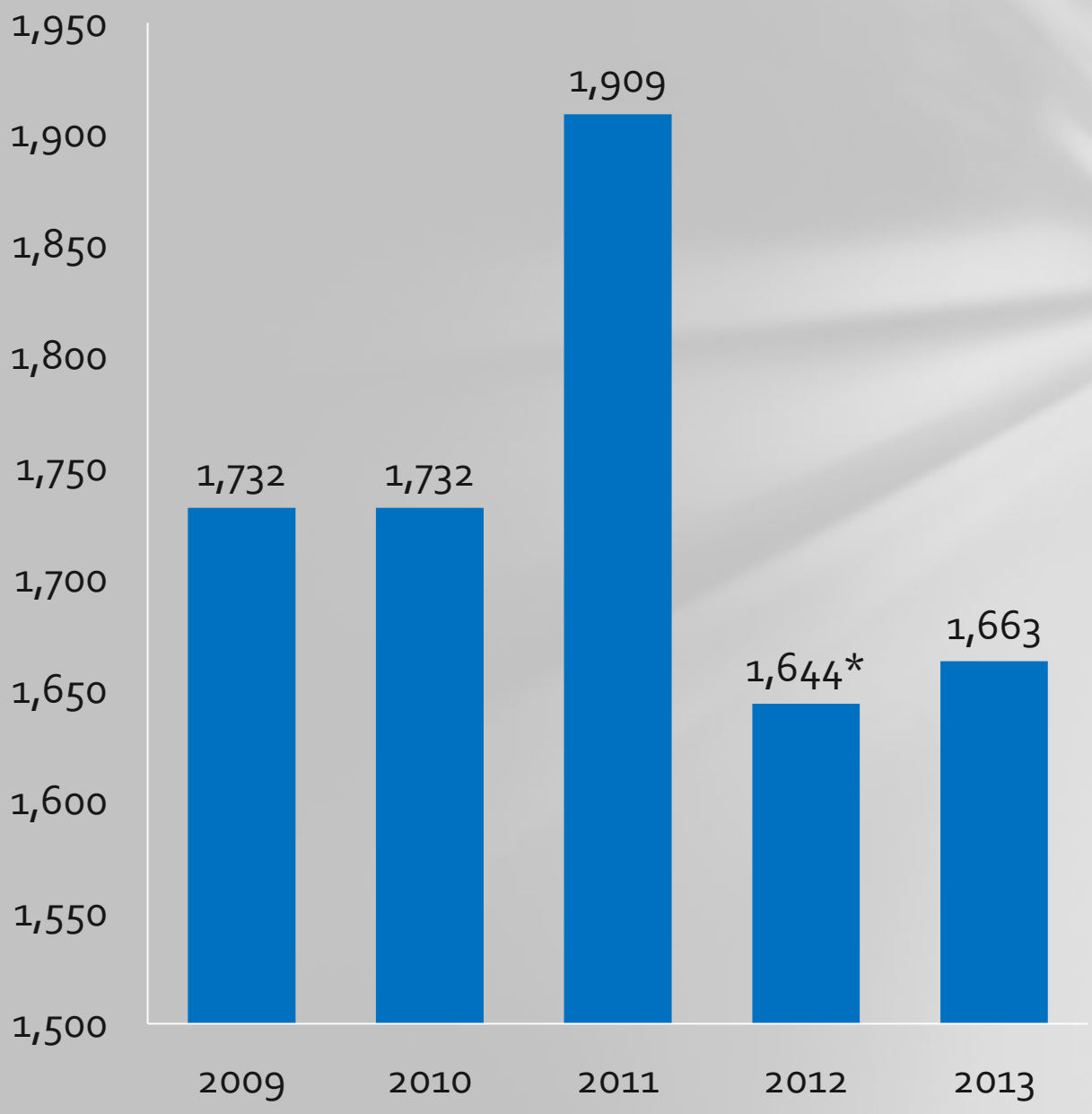
City of Dover Police Department
Annual Report

Drug Offenses
Five Year Comparison



City of Dover Police Department
Annual Report

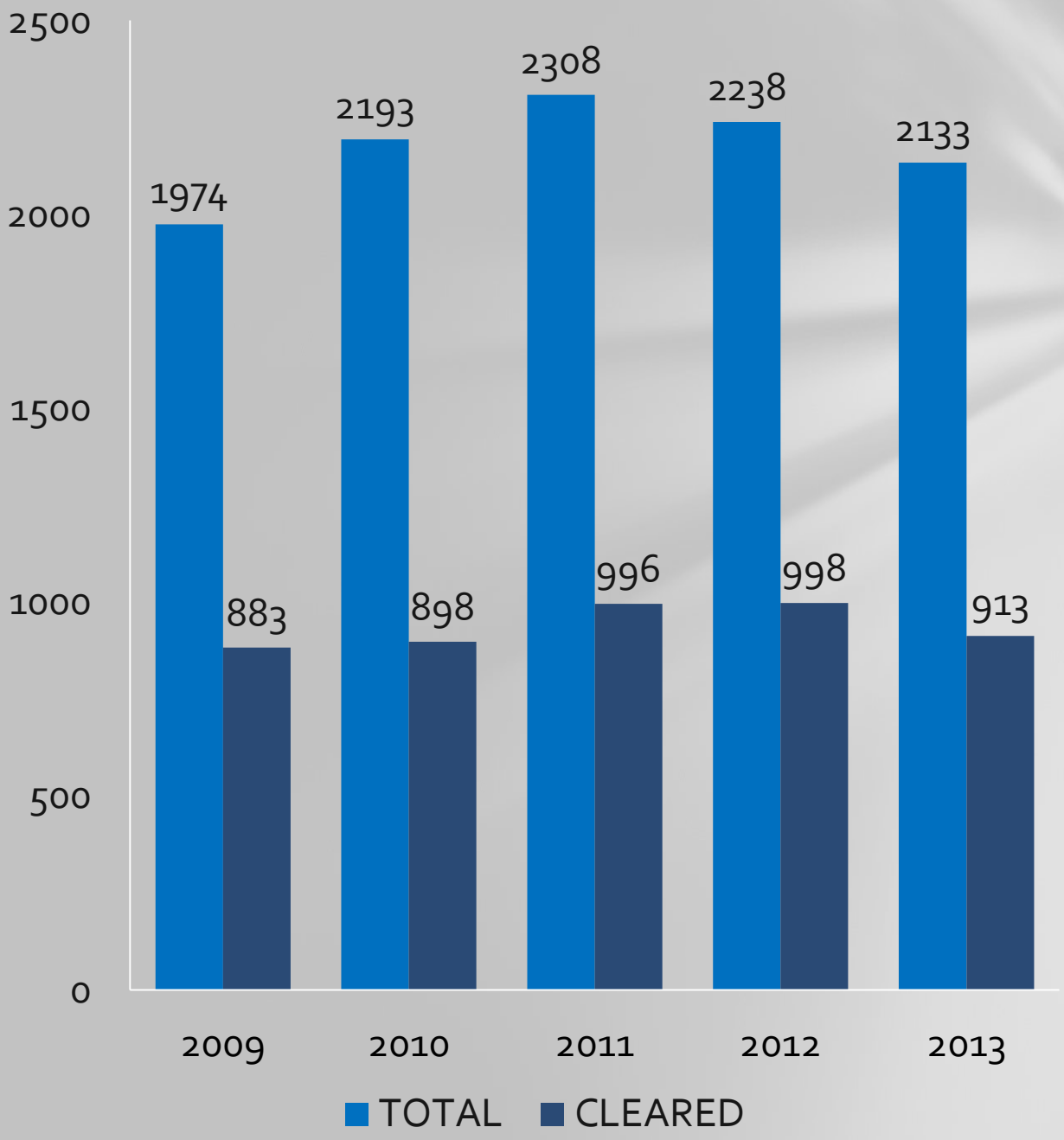
Actual Drug Arrests
By the
Drugs, Vice and Organized Crime Section



*Number of Arrests Dropped Due to Drug Law Changes

City of Dover Police Department
Annual Report

Property Crime
(Burglary, Theft, Motor Vehicle Theft, Arson)
Five Year Comparison



CRIME CLEARANCE COMPARISON
NATIONAL AVERAGE VS. DOVER POLICE DEPARTMENT

CITIES WITH POPULATION 25,000 TO 49,999

	NATIONAL 2012	DOVER 2012	DOVER 2013
VIOLENT CRIME *(TOTAL)*	50.0%	76.1%	79.0%
Murder	67.6%	100.0%	100.0%
Forcible Rape	34.4%	80.6%	84.0%
Robbery	33.2%	63.2%	68.0%
Aggravated Assault	59.3%	79.2%	82.0%
PROPERTY CRIME *(TOTAL)*	23.3%	44.6%	43.0%
Burglary	13.6%	61.7%	58.0%
Theft	26.8%	44.2%	43.0%
Motor Vehicle Theft	14.2%	19.4%	20.0%
Arson	22.3%	70.0%	N/A
FORCIBLE RAPE			
Rape by Force	34.4%	82.4%	92.0%
Assault to Rape	34.4%	76.9%	81.0%
ROBBERY			
Firearm	26.7%	62.2%	61.0%
Knife	38.0%	100.0%	83.0%
Other Dangerous Weapon	35.4%	75.0%	0.0%
Strongarm	36.1%	50.0%	93.0%
AGGRAVATED ASSAULT			
Firearm	45.4%	72.5%	73.0%
Knife	65.5%	86.3%	94.0%
Other Dangerous Weapon	58.8%	88.9%	89.0%
Hands, Feet, Other	62.5%	68.4%	76.0%
BURGLARY			
Forcible Entry	12.6%	48.0%	57.0%
Unlawful Entry, No Force	15.0%	80.4%	48.0%
Attempted Forcible Entry	10.8%	100.0%	91.0%
MOTOR VEHICLE THEFT			
Autos	14.7%	28.2%	23.0%
Trucks and Buses	13.5%	16.7%	50.0%
Other Vehicles	10.8%	0.0%	0.0%
ARSON			
Structural	25.4%	83.3%	N/A
Mobile	14.4%	N/A	N/A
Other	21.3%	50.0%	N/A

City of Dover Police Department
Annual Report
Criminal Summary
Page 1

CRIMINAL SUMMARY Page 1 of 2 GROUP A OFFENSES	OFFENSES				ARRESTS			
	RECEIVED		CLEARED		ADULT		JUVENILE	
	2012	2013	2012	2013	2012	2013	2012	2013
CRIMINAL HOMICIDE TOTAL	*1*	1	*1*	1	*2*	2	*0*	0
MURDER NON-NEG. MANSLAUGHTER	1	1	1	1	2	2	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0
KIDNAPPING AND ABDUCTION	*34*	29	*31*	21	*29*	22	*1*	0
SEXUAL OFFENSES, FORCIBLE	*31*	38	*25*	32	*11*	15	*3*	2
RAPE BY FORCE	17	12	14	11	7	5	2	2
RAPE BY FORCE - ATTEMPTED	0	0	0	0	0	0	0	0
FORCIBLE SODOMY	0	3	0	2	0	0	0	0
SEXUAL ASSAULT WITH AN OBJECT	1	0	1	0	0	0	0	0
FORCIBLE FONDLING	13	21	10	17	4	9	1	0
FORCIBLE FONDLING - ATTEMPTED	0	2	0	2	0	1	0	0
ROBBERY TOTAL	*68*	63	*43*	43	*33*	33	*11*	8
FIREARM	37	38	23	23	22	21	5	0
KNIFE OR CUTTING INSTRUMENT	7	6	7	5	3	4	0	0
OTHER DANGEROUS WEAPON	4	5	3	2	3	2	0	0
STRONGARM	20	14	10	13	5	6	6	8
ASSAULT TOTAL	*1153*	1009	995	831	605	553	94	100
AGGRAVATED TOTAL	*226*	204	*179*	167	*88*	104	*13*	16
AGGRAVATED, FIREARM	102	83	74	61	25	27	2	4
AGGRAVATED, KNIFE/CUTTING INST	51	36	44	34	28	20	5	3
AGGRAVATED, OTHER WEAPON	54	56	48	50	24	43	5	3
AGGRAVATED, STRONG-ARM	19	29	13	22	11	14	1	6
NON-AGGRAVATED TOTAL	*927*	805	816	664	*517*	449	81	84
NON-AGG., SIMPLE/HARASSMENT	773	642	688	547	458	380	75	72
NON-AGG., INTIMIDATION	154	163	128	117	59	69	6	12
ARSON TOTAL	*10*	0	*7*	0	*3*	0	*5*	0
STRUCTURAL	6	0	5	0	1	0	2	0
MOBILE	0	0	0	0	1	0	0	0
OTHER	4	0	2	0	1	0	3	0
EXTORTION/BLACKMAIL	*1*	3	*1*	3	*0*	2	*0*	0
BURGLARY TOTAL	*128*	98	*79*	57	*39*	20	*4*	7
FORCEFUL ENTRY	75	56	36	32	19	14	1	4
UNLAWFUL ENTRY, NO FORCE	51	31	41	15	20	6	3	3
ATTEMPTED FORCIBLE ENTRY	2	11	2	10	0	0	0	0

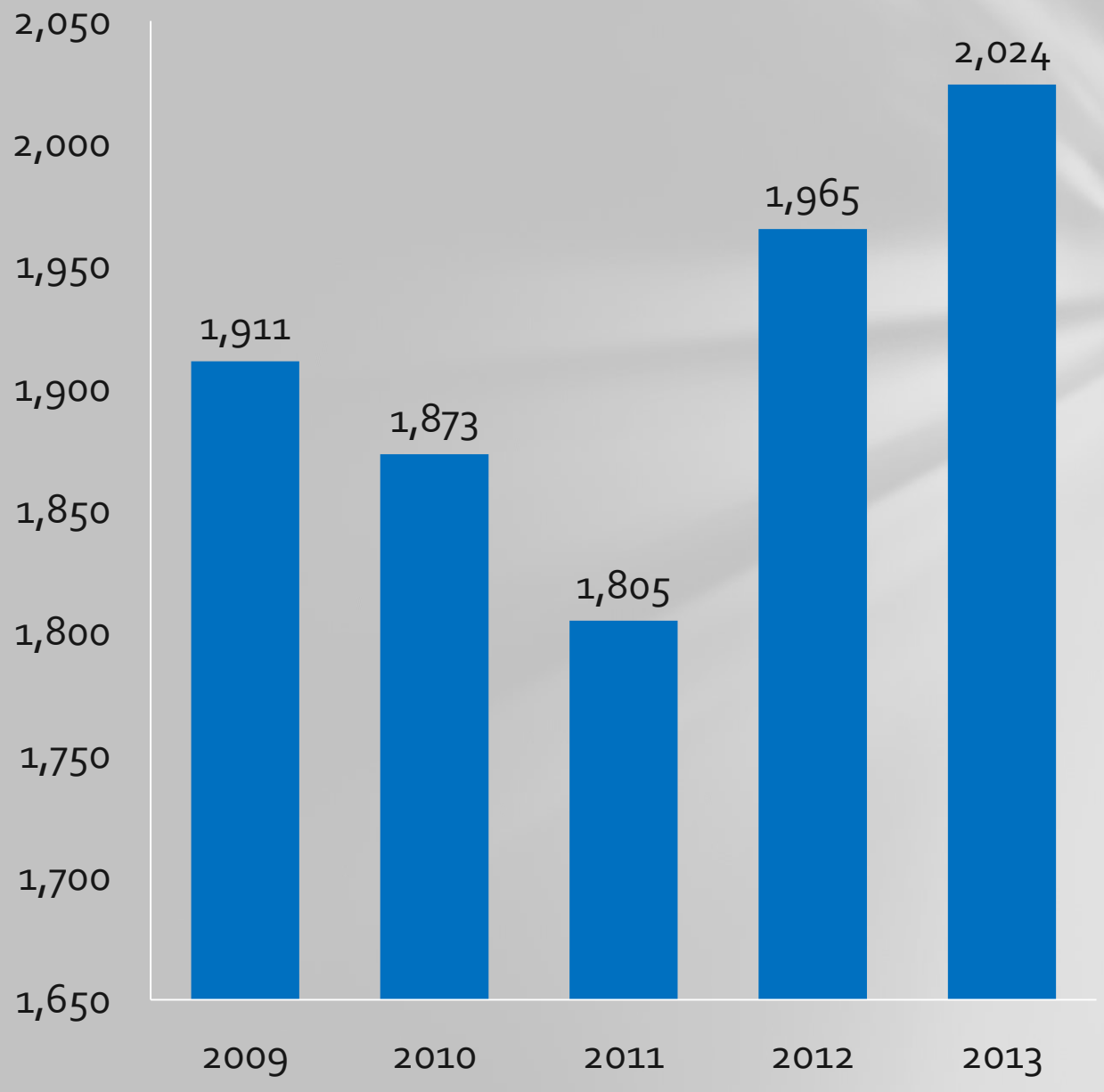
City of Dover Police Department Annual Report

CRIMINAL SUMMARY
Page 2 of 2

	OFFENSES				ARRESTS			
	RECEIVED		CLEARED		ADULT		JUVENILE	
	2012	2013	2012	2013	2012	2013	2012	2013
LARCENY - THEFT	*2038*	1949	*900*	839	*780*	727	*176*	162
PICK POCKET	1	2	0	0	0	0	0	0
PURSE SNATCH	6	1	2	0	1	0	0	0
SHOPLIFTING	907	920	657	638	637	598	147	138
THEFT FROM BUILDING	482	494	128	130	87	84	21	16
THEFT FROM COIN-OP MACHINE	4	2	0	0	0	0	0	0
THEFT FROM MOTOR VEHICLE	299	244	53	34	21	25	6	4
THEFT OF VEHICLE PARTS/ACC.	49	38	1	2	1	2	0	0
OTHER	290	248	59	35	33	18	2	4
MOTOR VEHICLE THEFT TOTAL	*62*	86	*12*	17	*4*	10	*3*	0
AUTOS	39	69	11	16	3	9	3	1
TRUCKS AND BUSES	6	2	1	1	1	1	0	0
OTHER VEHICLES	17	15	0	0	0	0	0	0
COUNTERFEIT/FORGERY	*53*	38	*44*	30	*42*	24	*0*	0
FRAUD	*352*	296	*270*	238	*122*	115	*4*	2
FALSE PRETENSE/SWINDLE	192	159	142	121	90	75	0	0
CREDIT CARD/ATM	60	40	40	32	4	5	0	0
IMPERSONATION	100	97	88	85	28	35	4	2
WELFARE FRAUD	0	0	0	0	0	0	0	0
WIRE FRAUD	0	0	0	0	0	0	0	0
EMBEZZLEMENT	*26*	35	*22*	30	*17*	22	*1*	0
RECEIVING STOLEN PROPERTY	*36*	31	*31*	31	*10*	20	*3*	2
DESTRUCTION/DAMAGE PROPERTY	*947*	749	*319*	255	*65*	78	*12*	15
DRUG/NARCOTIC OFFENSES	*584*	776	*573*	770	301	395	29	36
DRUG/NARCOTIC	298	394	292	390	286	383	28	36
DRUG EQUIPMENT	286	382	281	380	15	12	1	0
SEXUAL OFFENSES, NON-FORCIBLE	*3*	5	*2*	5	*2*	6	*0*	1
INCEST	0	0	0	0	0	0	0	0
STATUTORY RAPE	3	5	2	5	2	6	0	1
PORNOGRAPHY/OBSCENE MATERIAL	*3*	2	*3*	2	*1*	1	*0*	0
GAMBLING OFFENSES	*1*	1	*1*	1	*2*	1	*0*	0
PROSTITUTION	*1*	2	*1*	2	*0*	1	*0*	0
PROSTITUTION	0	2	0	2	0	1	0	0
PATRONIZE/PROMOTE PROSTITUTION	1	0	1	0	0	0	0	0
BRIBERY	*0*	0	*0*	0	*0*	0	*0*	0
WEAPONS LAW VIOLATIONS	*130*	154	*109*	136	*15*	20	*2*	5
TOTAL GROUP A OFFENSES	*5662*	5365	*3469*	3344	*2083*	2066	*348*	341

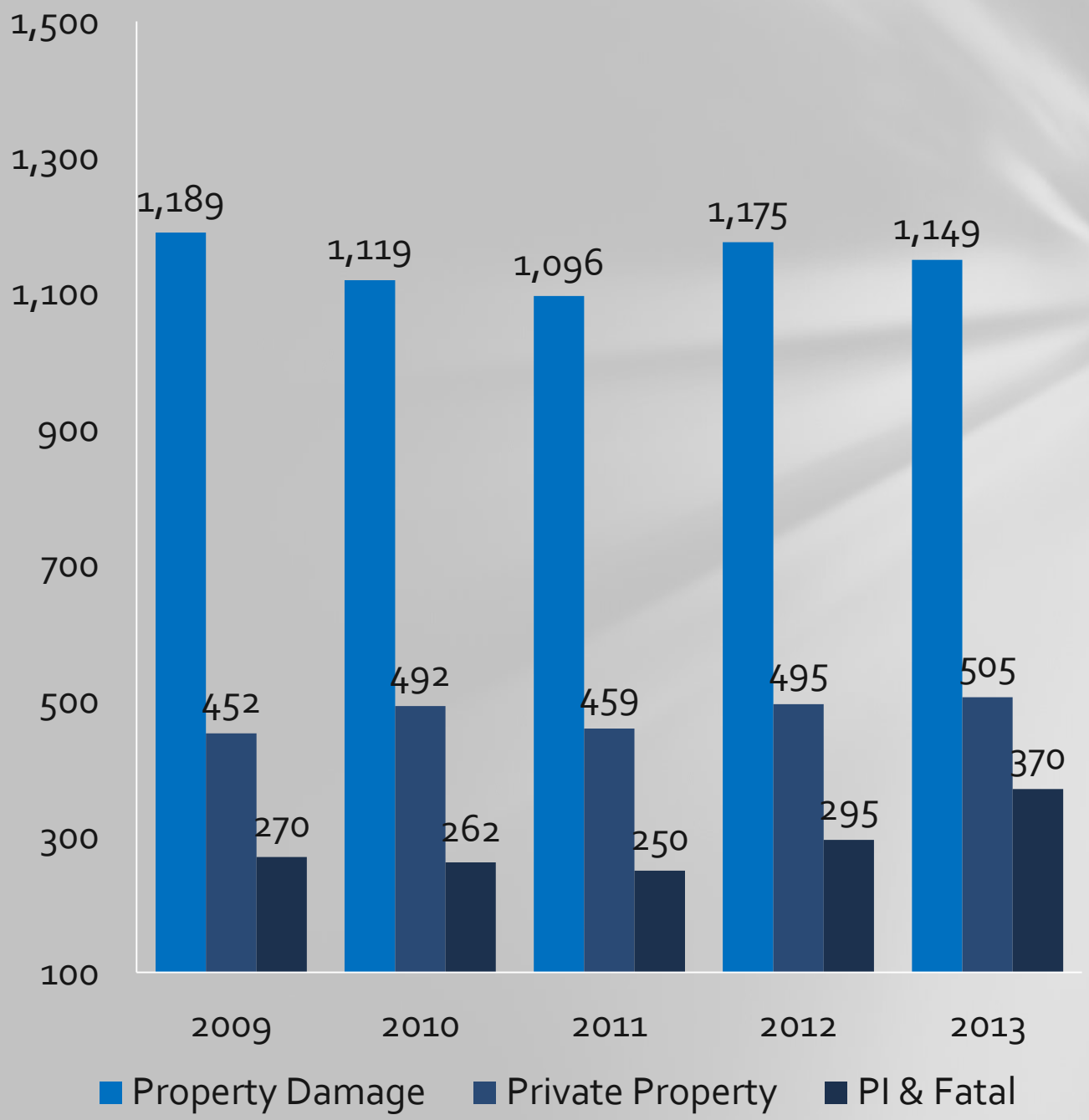
City of Dover Police Department
Annual Report

Crashes
Five Year Comparison



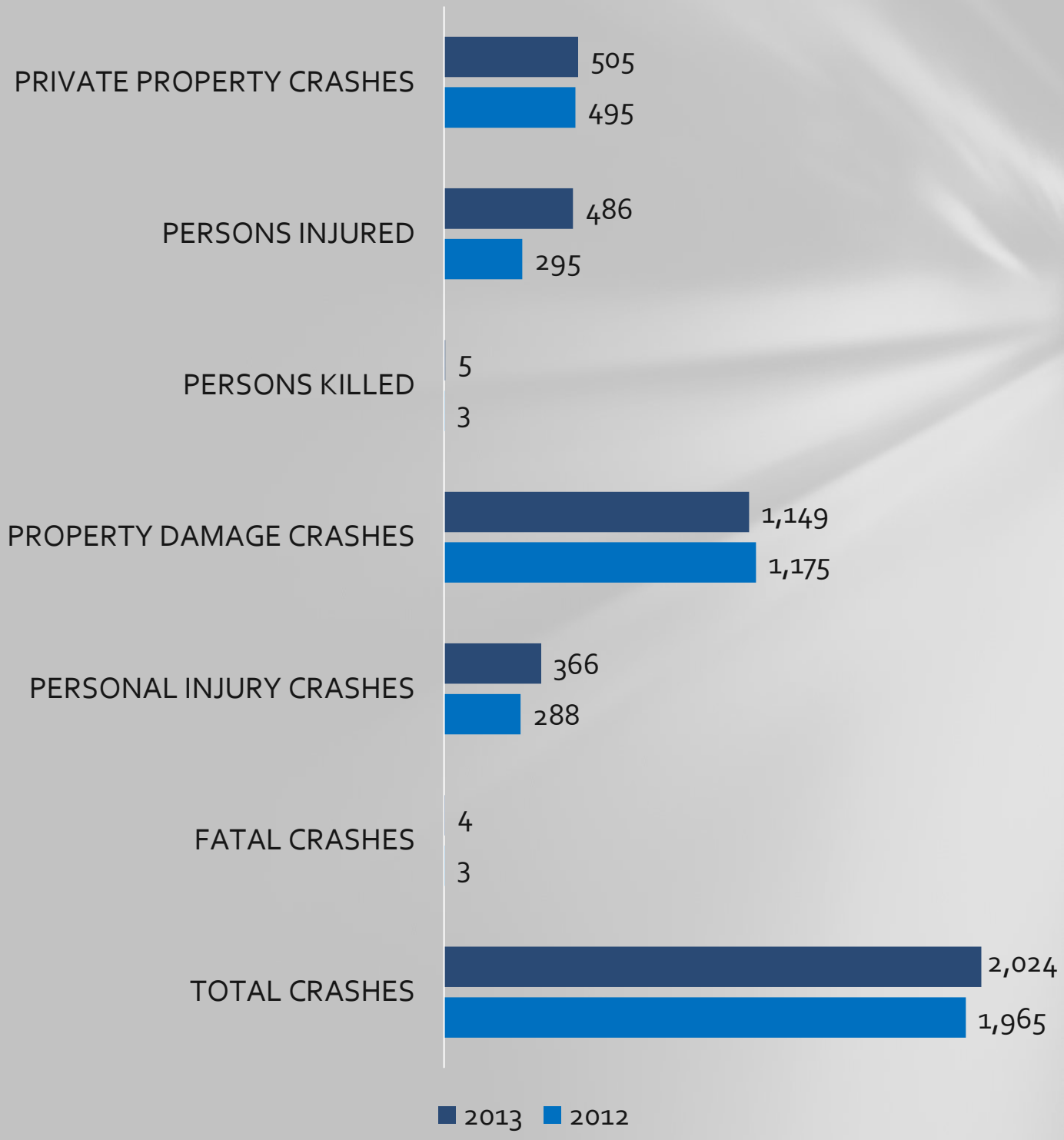
City of Dover Police Department
Annual Report

Crash Breakdown
Five Year Comparison



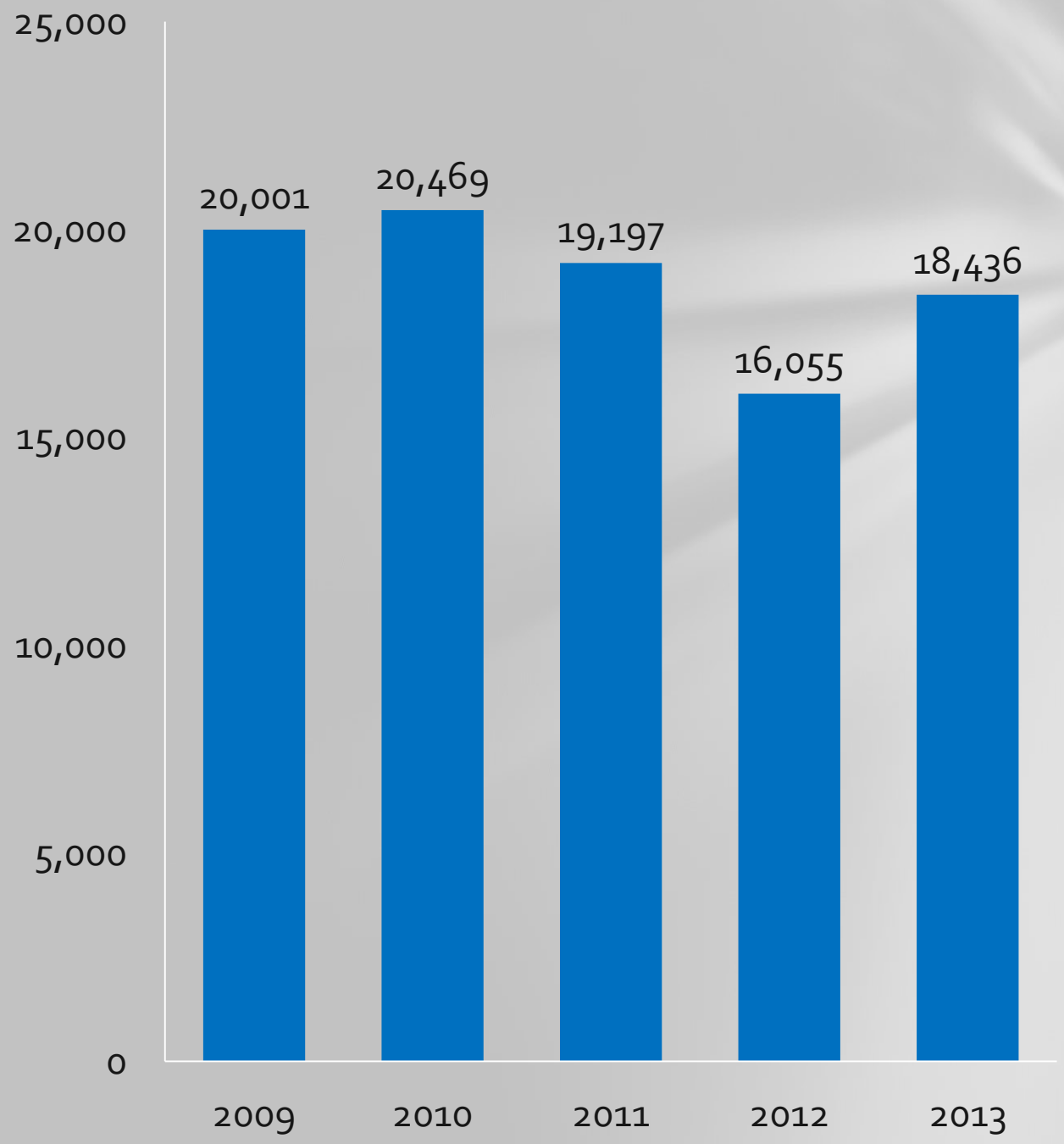
City of Dover Police Department
Annual Report

Traffic Crash Summary



City of Dover Police Department
Annual Report

Traffic Arrests
Five Year Comparison



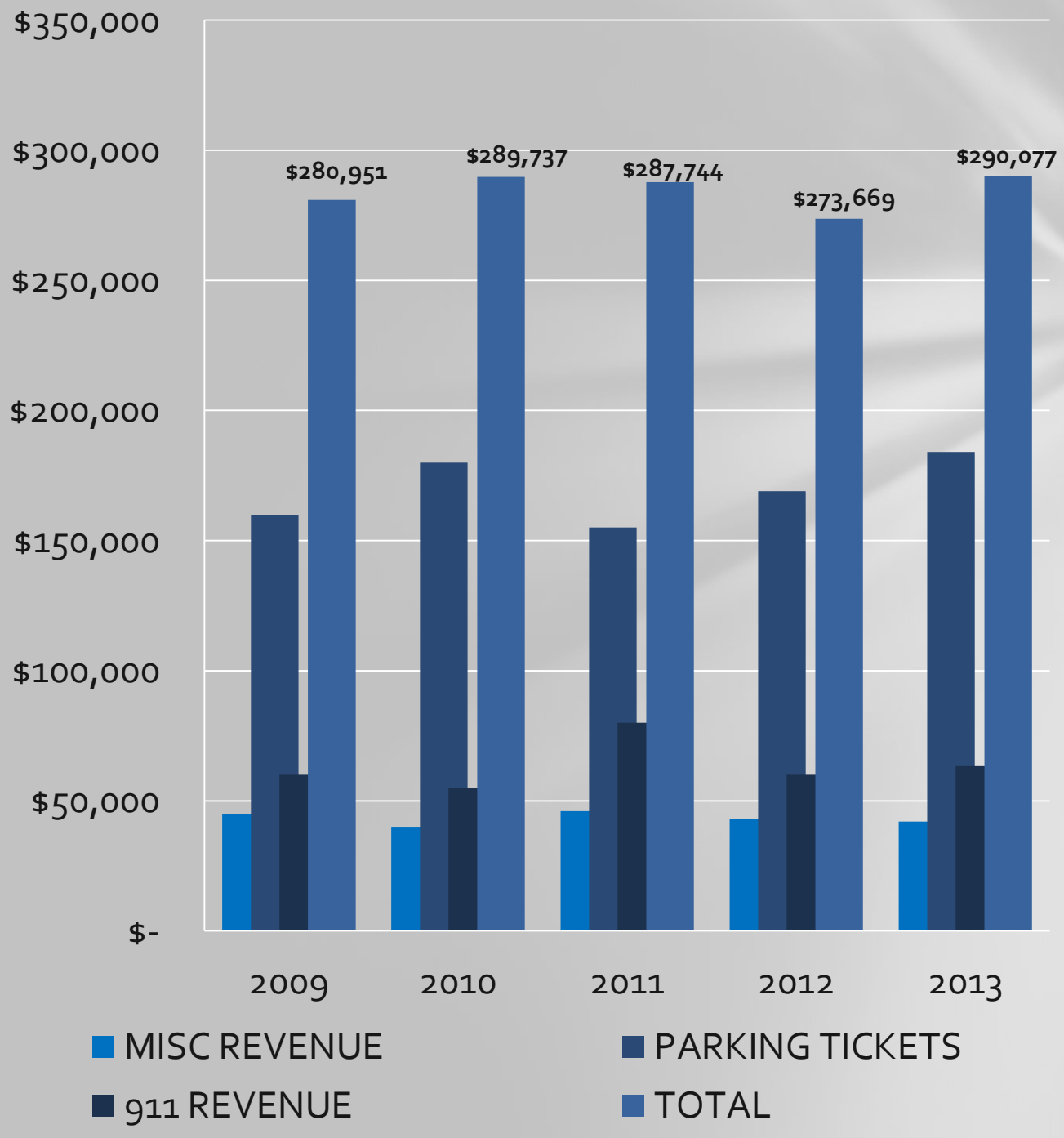
City of Dover Police Department
Annual Report

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**

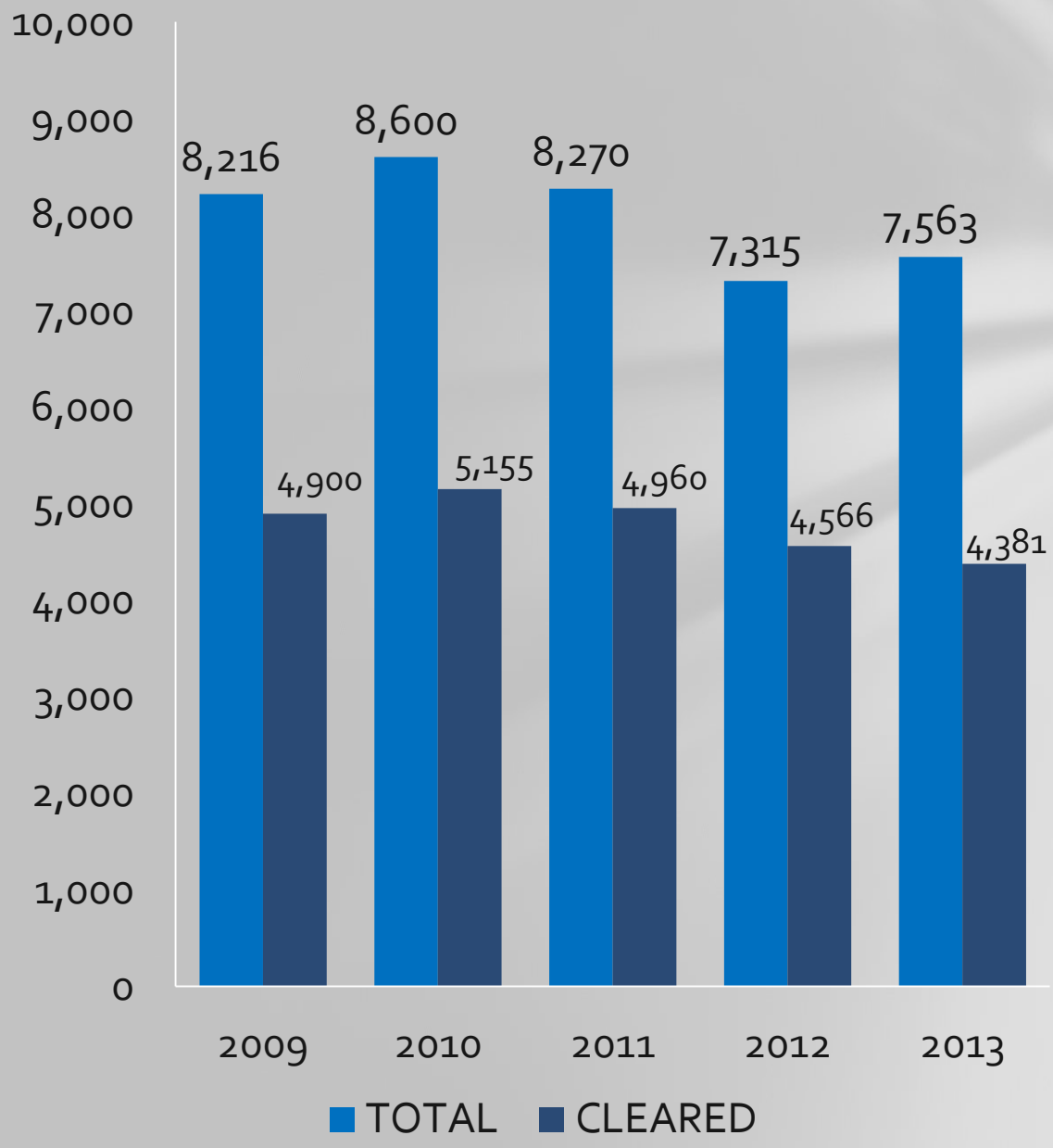
City of Dover Police Department
Annual Report

Police Revenue
Parking Fines and Reports



City of Dover Police Department
Annual Report
City Ordinance Summons Issued/Paid

Five Year Comparison



City of Dover Police Department
Annual Report

City Ordinance Summons Issued/Paid

	ISSUED		PAID		DISMISSED	
CITY ORDINANCE SUMMONS	2012	2013	2012	2013	2012	2013
Parking	5776	5562	3733	3140	254	302
Handicap	271	257	64	41	122	140
Fire Lane	96	119	49	54	10	7
False Alarm	536	654	415	461	25	24
Loud Noise	177	198	102	113	6	8
Underage Consumption	52	30	33	15	2	0
Animals	48	41	39	16	4	11
Other	359	702	130	187	7	8
TOTALS	7315	7563	4566	4381	430	535

CASH RECEIPTS	2012	2013
City Ordinance Summons	$169.48	$184,105
Police Reports	$36,740	$42,635
Miscellaneous	$4,113	
TOTALS	$210,333	$226,740

City of Dover Police Department
Annual Report

Police Time/Distribution Hours

POLICE TIME/DISTRIBUTION HOURS		
TIME DISTRIBUTION, HOURS	**2012**	**2013**
Total On Duty	152,750	142,045
Criminal Investigation	76,998	77,421
Crash Investigation	4,386	4,943
Special Duty	20,982	19,573
Foot Patrol	1,675	2,111
Station Duty	13,871	14,700
Motor Patrol	12,154	17,675
Traffic Duty	440	539
Court	4,296	4,626
DDACTS	2,259	115
Administrative	15,690	15,437

PERSONNEL STRENGTH	**2012**	**2013**
Authorized Strength	93	93
Actual Strength	92	91

MISCELLANEOUS CONTACTS	**2012**	**2013**
Traffic Reprimands	1,575	1,236
Crime Prevention Checks	1,882	2,084

City of Dover Police Department
Annual Report

Miscellaneous Calls for Service

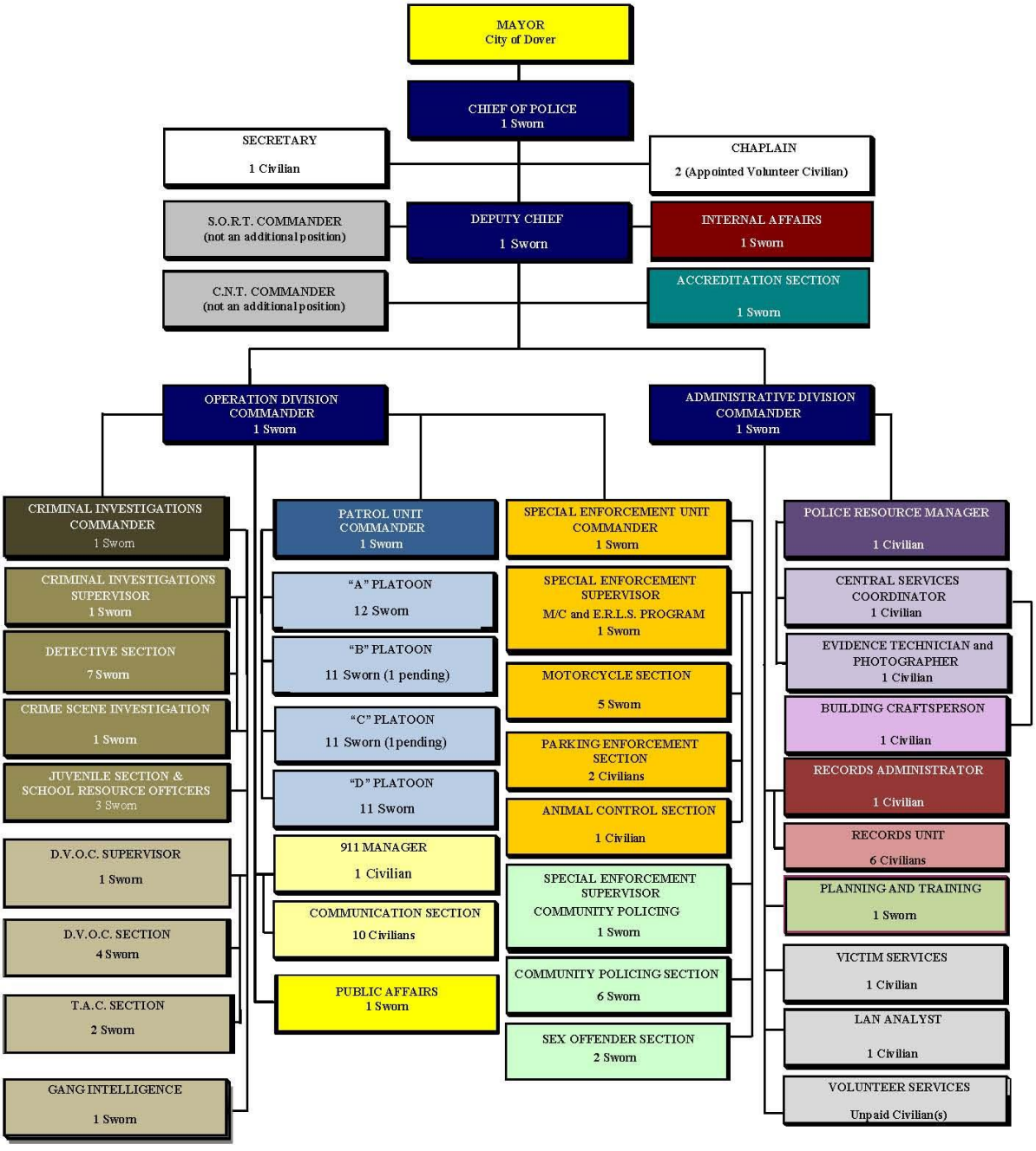
MISCELLANEOUS CALLS FOR SERVICE		
SERVICE REQUEST TYPE	***2012***	***2013***
ALARMS	2,153	2,177
ANIMAL	1,031	1,041
ASSIST OTHER AGENCY	633	716
CITY ORDINANCE VIOLATION	20	35
DRUG OVERDOSE	40	27
ESCORTS, INCLUDES CITY HALL	123	353
LOCK JOCK	1,245	1,166
LOST/FOUND PROPERTY	220	240
LOUD MUSIC/PARTY	207	188
MEGAN'S LAW (SEX OFFENDER REGISTRATION)	691	809
MENTAL PATIENT	144	187
MISSING PERSONS	321	334
NOISE	795	766
PROTECTION FROM ABUSE ORDER VIOLATIONS	75	73
PROPERTY CHECK	609	546
PROPERTY RETRIEVAL	290	240
PUBLIC ASSISTANCE	413	396
SUDDEN DEATH	31	48
SUICIDE (Includes attempts)	153	133
TRAFFIC REQUEST	233	346
TOTAL	9,427	9,821

STATUS/DISPOSTION OF CALLS RECEIVED		
	2012	**2013**
REPORT REQUIRED	9,168	9,205
NO REPORT REQUIRED	7,614	8,826
CANCELED PRIOR TO OFFICER ARRIVAL	1,026	780
CRIME PREVENTION CHECK PERFORMED	405	383
NO REPORT - AREA CHECKED W/NEGATIVE RESULTS	5,481	4,603
NO REPORT - FALSE ALARM	1,921	2,009
CLEARED - LOCK JOCK SUCCESSFUL	764	721
CLEARED - LOCK JOCK UNSUCCESSFUL	289	306
TURNED OVER TO ANOTHER AGENCY	177	237
ALL OTHER CATEGORIES	11,246	8,857
TOTAL DISPOSTIONS	38,091	35,927

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



City of Dover Police Department
Administrative Staff



Back Row – From Left – Major Bernat, Lt. McKeown, Lt. Pires, Capt. Scott, Capt. Stump, Lt. Mailey Lt. Richardson & Chief Hosfelt
Front Row – From Left – Mrs. Adkins & Mrs. Kober

Chief of Police	*James E. Hosfelt, Jr.*
Deputy Chief	*Paul Bernat*
Operations Division Commander	*Robert Scott*
Administration Division Commander	*Timothy Stump*
Criminal Investigations Unit Commander	*Eric Richardson*
Patrol Unit Commander	*Daniel McKeown*
Special Enforcement Unit Commander	*Jason Pires*
Internal Affairs Unit Commander	*Marvin Mailey*
Police Resources Manager	*Robin Adkins*
911 Manager	*Christina Kober*

PROMOTIONS

Each year the Officers of the Dover Police Department take part in a highly competitive promotion process, the following Officers were promoted during 2013:



Lt. Marvin Mailey



Sgt. Chad Bernat

Sgt. Todd Case



MCpl. Jeffrey Davis
MCpl. Harvey Jaksch
Cpl. Thomas Hannon
Cpl. Mark Hoffman
Cpl. Peter Martinek

Cpl. Jordan Miller
Cpl. Salvatore Musemici
Cpl. Jason Pfeiffer
Cpl. Kevin Streadwick
Cpl. Thomas Webster



PFC Cliff Figueroa
PFC Nathan Garey

PFC Terrence Knight
PFC Ian Thompson

OFFICERS OF THE QUARTER FOR 2013



Detective Matthew Knight

OFFICER OF THE QUARTER – 1ST QUARTER

Master Corporal Matthew Knight was selected as Officer of the 1st Quarter, 2013. He joined the Dover Police Department in July of 1999. MCpl. Knight began his career in the Patrol Unit and is currently assigned to the Criminal Investigations Unit. MCpl. Knight had many accomplishments during the 1st Quarter, including obtaining a detailed confession for a rape case with little physical evidence, as well as identifying, locating and obtaining a confession from a suspect for a shooting in Capital Green. His greatest accomplishment, was an interview he conducted with a homicide suspect where yet again, through his outstanding skills, was able to obtain a full confession.



PFC J. Michael Willson

OFFICER OF THE QUARTER – 2ND QUARTER

Patrolman First Class J. Michael Willson was selected as Officer of the 2nd Quarter, 2013. He joined the Dover Police Department in April of 2008 and is currently assigned to the Patrol Unit. During the 2nd Quarter of 2013, he seized 456 bags of heroin, 3.9 grams of crack cocaine, 56.8 grams of marijuana as well as $1,058.00 in suspected drug proceeds. During the same time period, PFC Willson confiscated several guns off of the streets, including a .40 caliber handgun, a .38 caliber handgun, and a sawed off 12 gauge shotgun. He made 92 criminal arrests, 2 DUI arrests, handled approximately 464 complaints, issued 52 traffic citations and 25 Dover City Ordinances.

OFFICERS OF THE QUARTER FOR 2013



Detective Scott Hurd

OFFICER OF THE QUARTER – 3RD QUARTER

Patrolman First Class Scott Hurd was selected as Officer of the 3rd Quarter, 2013. He joined the Dover Police Department in November of 2008 and is currently assigned to the DVOC Unit. During the 3rd Quarter of 2013, Detective Hurd was involved in many undercover operations and was a part of recovering 72 oxycodone pills, 12 grams of crack cocaine, 1,491 bags of heroin, 12.5 grams of marijuana, a digital scale and over $1,000.00 in cash. He also was a part of an undercover prostitution operation, during this operation, Detective Hurd was able to gain information from one of the prostitutes which was a big part in solving several crimes and rooting out illegal activities in the Downtown Dover area.

OFFICER OF THE QUARTER – 4th QUARTER

Corporal Brian Allen was selected as Officer of the 4th Quarter, 2013. He joined the Dover Police Department in August of 2003 and is currently assigned to the Motorcycle Unit. During the 4th Quarter of 2013, Cpl. Allen responded to 104 complaints, obtained 296 traffic and 70 criminal arrests. His dedication to his job and the public was apparent when he was observed taking off his jacket and using it to keep an accident victim warm. In December, Cpl. Allen received shoulder surgery and returned to work on light duty after only six days, assisting the CI unit. During this time, he made 69 criminal arrests, cleared 50 expungement cases and handled four complaints.



4th Quarter
Detective Brian Allen

CIVILIANS OF THE QUARTER FOR 2013



Dispatcher Matthew Hawkins

CIVILIAN OF THE QUARTER – 1ST QUARTER

Dispatcher Matthew Hawkins was selected as Civilian of the 1st Quarter, 2013. He joined the Dover Police Department in January of 2011 and is currently assigned to the Communications Section. Although fairly new to his position, Dispatcher Hawkins has become proficient with DELJIS and NCIC policies and strives to further his knowledge of all aspects of the job. Due to minimum staffing, he will often switch to other shifts and his professionalism, positive attitude and ability to work well with others make him a true asset to our department.



Dispatcher Mark Hall

CIVILIAN OF THE QUARTER – 2ND QUARTER

Dispatcher Mark Hall was selected as Civilian of the 2nd Quarter, 2013. He joined the Dover Police Department in March of 2006 and is currently assigned to the Communications Section. Dispatcher Hall is very knowledgeable with dispatch policies and procedures and his outstanding abilities were proven during two instances in the 2nd Quarter. In April, Dispatcher Hall was able to use his crisis training to gain information from a possible suicidal subject enabling Officers to make contact with the subject. Dispatcher Hall's quick thinking while monitoring the cameras during an incident in May, lead to the arrest of two subjects, both of which were armed. His actions likely prevented a shooting,

CIVILIANS OF THE QUARTER FOR 2013



Dispatcher Joshua Krumm

CIVILIAN OF THE QUARTER –3RD QUARTER

Dispatcher Joshua Krumm was selected as Civilian of the 3rd Quarter, 2013. He joined the Dover Police Department in January of 2013 and is currently assigned to the Communications Section. Dispatcher Krumm is fairly new to his position but has become proficient with DELJIS and NCIC policies and always strives to further his knowledge. He can always be counted on to switch and/or cover other shifts all while maintaining a positive attitude. Dispatcher Krumm is always more than willing to take on the challenges of his position.



Dispatcher Steven Kolodjeski

CIVILIAN OF THE QUARTER – 4TH QUARTER

Dispatcher Steven Kolodjeski was selected as Civilian of the 4th Quarter, 2013. He joined the Dover Police Department in April of 2013 and is currently assigned to the Communications Section. Dispatcher Kolodjeski was able to utilize all of the training and skills that he acquired during an incident in December 2013. This incident came in as a 911 call reporting the manager of a local fast food restaurant being beaten with a handgun during a reported attempted robbery. The suspects fled the scene, and the police, resulting in the lockdown of Del Tech. Dispatcher Kolodjeski was part of a team effort that lead to the apprehension of two suspects along with a 45 caliber handgun.

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.

Awards Ceremonies

The Dover Police Department held two Award Ceremonies in 2013. Officers and Civilians earned the following awards:

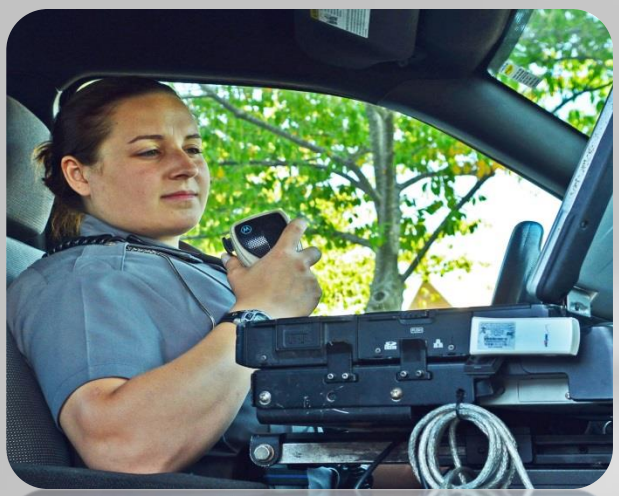
Distinguished Unit Commendations	***13***	***Military Service Awards***	***41***
DUI Awards	***2***	***Perfect Attendance Awards***	***21***
Exceptional Performance Awards	***2***	***Police Chief's Awards***	***4***
Lifesaving Awards	***4***	***Safe Driving Awards***	***13***
Loyal Service Awards	***7***	***Service Achievement Awards***	***11***







New Officers 2013



Patrolwoman Katelyn Spoon-Roth patrolling the City of Dover



Mayor Carey issues the Oath of Office to Patrolman Dale Boney

Crisis Negotiation Team (CNT)

The Crisis Negotiation Team is a specialized unit comprised of ten veteran officers of the Dover Police Department, whose mission is to respond to all barricade and hostage situations. The CNT commander reports directly to the Deputy Chief of Police, who is also responsible for authorizing their activation. Once activated, the Crisis Negotiation Team focuses their resources on establishing personal contact with the individual involved. Once contact is established, CNT uses the opportunity to appraise, evaluate and gather intelligence in order to resolve the crisis as quickly as possible.

The Crisis Negotiation Team maintains their proficiency through bi-monthly training exercises, two of which include joint training with SORT. Throughout 2013, members of the Crisis Negotiation Team attended continuing education courses designed to enhance the team's capabilities.



Front row, from left, Cpl. Gedney, Sgt. Bernat, Cpl. Hoffman, MCpl. Melvin, Cpl. Price
Back row, from left, MCpl. Burns, Cpl. Konnick, Cpl. Welch, MCpl. Davis, MCpl. Gist.



MCpl. Gist and MCpl. Melvin work together during a CNT scenario.

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

INTERNAL AFFAIRS

The Internal Affairs Unit is staffed with one sworn officer who holds the rank of Lieutenant. The mission of the Internal Affairs Unit is to ensure the integrity of the Police Department by maintaining an internal system that is objective, fair, and equitable in its methods of internal investigation. The Internal Affairs Office is responsible for investigating allegations of misconduct by employees both sworn and civilian. The Internal Affairs Unit also investigates all complaints or allegations of corruption, use of excessive force, breach of civil rights, criminal misconduct, and violations of department pol-icy. This office is tasked with working directly with the City Solicitor in responding to civil actions.

In addition to its primary duties, the Internal Affairs Office retains an active role in training new recruits along with local citizens who attend the Citizens Police Academy. New employees are acquainted with the function of the Internal Affairs Office, including an over-view of rules, regulations and job performance standards. Internal Affairs is also tasked with several other responsibilities including the inspection of departmental equipment, vehicles and evidence storage facilities.



Lt. Mailey training new Officers of the Department.

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.

Drugs, Vice, & Organized Crime Section (DVOC)

The Drug, Vice, & Organized Crime Section is comprised of five officers who work in an undercover or plain clothes capacity. All five officers working in concert are committed to eliminating the use and sale of illegal drugs, counterfeit merchandise, and prostitution from the City of Dover. The Gang Intelligence Officer is assigned to the Drug, Vice and Organized Crime Section and is responsible for intelligence gathering and criminal investigation of Gang Members and Violent Offenders. Because of their dedication and commitment, the DVOC Section handled a total of 1,663 cases. As a result of these cases, the unit seized a large number of illegal drugs and money. These seizures include 42,987 grams of marijuana, 1,095 grams of cocaine, 308 grams of heroin, 1,398 prescription pills and $128,307.00 in currency. Along with illegal drugs and money, the DVOC also seized 77 handguns, 21 rifles, 8 shotguns and over 10,000 rounds of ammunition.

The Drugs, Vice, and Organized Crime Section takes great pride in the working relationship it has established and maintained with the Drug Enforcement Administration (DEA), the Alcohol Tobacco and Firearms agency (ATF), and the Delaware Department of Probation and Parole.

DEA Task Force

The Dover Police Department continued its ongoing relationship with the Drug Enforcement Administration (DEA) during 2013. The local DEA Task Force is comprised of detectives from local and state police agencies who work in conjunction with federal agents from the Drug Enforcement Administration. The Dover Police Department continues to provide two officers to work with this federal task force.

Operation Safe Streets

In addition to the Drug Unit and the DEA Task Force, the Dover Police Department continues to support the Governors statewide initiative “Operation Safe Streets”. Two Dover Police Officers work in concert with two Delaware Probation and Parole Officers. Together they concentrate their efforts on street level sales of illegal narcotics, as well as current probationers who reside within the city limits of Dover



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.



Crime Scene Investigation Section (CSI)

In March 2011, the Dover Police Department unveiled a new unit, the Crime Scene Investigations Section or CSI. It is currently staffed by one officer, Detective Larry Simpkiss who reports to the Detective Section Sergeant. Detective Simpkiss is a 2010 Graduate of the National Forensic Academy (NFA) at the University of Tennessee. This academy features cutting edge technology and procedures in the collection of forensic evidence and is recognized throughout the world as the premier forensic school. Detective Simpkiss is one of three Dover Police NFA graduates. The three Dover graduates are the only graduates of the NFA in Kent or Sussex Counties. Detective Simpkiss' duties include processing major crime scenes, DNA collection from suspects, processing and tracing of all firearms seized, processing shell casings and/or bullets recovered and any other processing re-quests that are needed by officers in the department.



Detective Simpkiss dusting a steering wheel for fingerprints.

Juvenile Section



2013 Youth Academy with MCpl. Hester (left) and MCpl. Konnick (right, 2nd to left)

The Juvenile Section consists of three officers: one certified GREAT Officer and two School Resource Officers.

The acronym, GREAT, stands for Gang Resistance Education And Training and deals with drug, alcohol use, school violence, bullying and gang education and awareness. The GREAT Officer Cpl. Konnick, instructs a six week classroom course with all fifth graders and follow ups with a thirteen week classroom course with all sixth graders at William Henry Middle School reaching approximately 1000 students. The focus of the course instruction is an anti-gang, anti-drug and anti-violence approach to making good and healthy choices. In addition, Cpl. Konnick maintains a highly visible presence in all 17 schools that are located in the city limits of Dover.

The School Resource Officer (SRO) program is in its ninth year thanks to a partnership between the Dover Police Department and the Capital School District. MCpl. Hester is assigned to Central Middle School and Cpl. Stevenson is assigned to Dover High School as the SROs. SROs regularly teach various classes regarding health and safety issues. In addition to patrolling the school grounds and attending after school functions, such as sports events and student dances, all Juvenile Section Officers are involved in extracurricular events throughout the year. The events are held in different locations in the city and are focused on positive interaction with children and teenagers. The Juvenile Section Officers strive to build and maintain a positive rapport with all of the students in the Capital School District and the children that reside in our community. The Juvenile Section also handles criminal complaints throughout the year involving juvenile related crimes.



Cpl. Stevenson coaching the defensive line at Dover High.



Cpl. Konnick teaching the GREAT curriculum.



MCpl. Hester coaching a match against Fifer Middle School.

Dover Police 911 Center



Dispatcher Joshua Krumm monitoring 911 calls

The Dover Police Department's 911 Center is the first point of contact for emergency services provided to the residents and visitors of Dover. The 911 center operates 24 hours a day 7 days a week providing police, fire and emergency medical services. The 911 center is staffed by eleven full time dispatchers. Once a call is received by a dispatcher, he or she will obtain the pertinent information necessary to log the call for service in the Computer Aided Dispatch (CAD) system. Once the call is logged in the CAD system, the dispatcher must prioritize the complaint, and then ensure the appropriate emergency services are promptly dispatched. The CAD system allows the dispatchers to check for hazards or prior calls from the location of the call for service. In addition, dispatchers can monitor the officer's status, such as when a vehicle is stopped or attending court. Dispatchers are tasked with staying in constant communication via 800 MHz radio system and in car computers, known as Mobile Data Terminals (MDT) with officers. When not busy on the telephone or radio, dispatcher's duties include data entry of wanted persons, missing persons, stolen guns, articles, plates, and vehicles in the local system DELJIS) and National Crime Information Center (NCIC) and criminal history checks. Dispatchers are responsible, dedicated professionals with a strong work ethic to help keep the citizens of the City of Dover, as well as our officers safe.

In 2013, the 911 center received 113,139* telephones calls, 36,870 of those calls were received on the 911 emergency lines. The 911 center averaged 310 calls daily. In addition, the 911 Center logged 42,310 calls for service in CAD.

*Does not include call totals for floor replacement from May 6th thru May 17th.

Patrol Unit

The primary responsibility of the Patrol Unit is to respond to calls for service in the community twenty-four hours a day. These calls for service include: criminal complaints, motor vehicle crashes, medical emergencies and an assortment of other types of assistance.

Patrol officers are the first responders to a variety of incidents, thus protecting the life and property of citizens and visitors to the City of Dover, while at the same time proactively enforcing all aspects of the law.

The Patrol Unit consists of four Platoons. A typical Platoon consists of officers with the following specialized training and responsibilities:

Crash Investigation and Reconstruction
Special Operations Response Team
Crisis Negotiators
Shift Investigators
Field Training Officers
Honor Guard



Collision, Awareness, Responsibility & Safety Program (CARS)

The Dover Police Department's CARS program was developed for high school students enrolled in Driver's Education. The Department partnered with Dover High School and the Delaware Drivers Education Program and started teaching this program in the fall of 2004. The 90-minute block of instruction was created and is taught by officers specially trained in Collision Re-construction. The core topics include common violations that result in collisions, occupant protection (seat belts/airbags), decision-making, and what to do if involved in a collision.

The purpose of the course is to teach our new motorists the harsh reality of motor vehicle collisions from the grim point of view of the officer who investigates them. The ultimate goal is to take a proactive measure in an attempt to keep our youth safe. The course is taught throughout the school year to approximately 450 students.

Crash Investigation & Reconstruction Team

The City of Dover Police Department investigated 2,024 traffic crashes in 2013. This was an overall increase of 3% from 2012. This past year the Dover Police Department also investigated three fatal injury crashes.

In the event of a fatal, serious injury, hazardous material or police officer involved crash, the Dover Police Department relies on the highly trained Crash Investigation and Reconstruction Team. The Reconstruction Team consists of seven officers. Each platoon is assigned a team member with the remaining three officers being assigned to the Detectives Unit. The Reconstruction Officers have received advanced training in the following areas:

Traffic Crash Reconstruction from the Institute of Police Training and Management

Advance Traffic Crash Investigation from the Institute of Police Training and Management

CAD Zone /crash zone computer aided drafting

Sokkia Total Station for surveying

Crash data retrieval programming

Community Policing Section

The Community Policing Section consists of four officers. Officers split their time between Community Policing duties and Quality of Life Neighborhood Enforcement issues. The officers meet on a regular basis with apartment managers, neighborhood watch groups and other civic associations. They give safety talks to senior citizens, special presentations at schools, and educate concerned citizens on how to implement and run an effective Neighborhood Watch Program. These officers also teach the Crime Free Multi-Housing Program to apartment managers in Dover. This course instructs property managers in areas of safety by environ-mental design, how to screen potential applicants and evict non-compliant tenants.

The 2013 National Night Out was another successful event which was organized by Community Policing officers who partner with the Target Store of Dover; this event had and estimated attendance of 800 to 900 people. This was the fourth annual National Night Out event which features free food, prize giveaways and interaction with police, fire and paramedics from our area. Along with this event, the Community Policing officers are involved in Heroes and Helpers, Dover Days, Ghost and Goblins at Dover Downs, July 4th fireworks/ parade, numerous parades in Dover, as well as assisting Milford, Harrington and Milton with holiday parades.



Cpl. Wisniewski speaks to local residents about safety





2013 National Night Out

Sex Offender Enforcement Section

The Sex Offender Section consists of two officers who keep track of all registered sex offenders that reside, work, or go to school in Dover. At any given time there are between 175 to 225 registered sex offenders that meet this criteria in Dover. These officers are responsible for making sex offender public notifications appropriate to the tier of the offender. They will obtain warrants if an offender violates the conditions of the program and aggressively search for the suspect to make the arrest. These officers will conduct audits on all offenders in the city to ensure compliance with the program. Tier 1 offenders which is the lowest level offender, are audited once a year. Tier 2 offenders are audited bi-annually and Tier 3 the highest threat level offenders, are audited four times annually. In 2013, these officers made 272 verifications, 498 re-verifications, and 29,513 notifications.



Cpl. Mickie Price and Cpl. Jeffery Welch

K-9 Section

The Dover Police Department's K-9 section consists of two K-9 officers each with one K-9. The Dover Police K-9s undergo extensive training in order to perform their duties. The K-9 officers fall under the Special Enforcement Unit for training and scheduling, but work directly with the patrol shifts. Police canines are cross-trained, one for explosive detection, and one for drug detection. Police canines often assist Dover officers as well as other agencies throughout Kent County in the apprehension of dangerous felons, suspects resisting arrest and suspects fleeing crime scenes.



Cpl. Barrett and Britt



Cpl. Matthews and Spike



Cpl. Barrett & Britt at 2013 National Night Out

Motorcycle Section

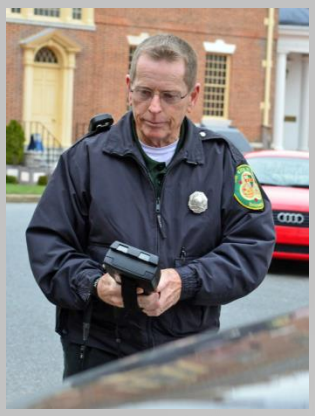
This section consists of six motorcycle officers; one being a Sergeant, one Master Corporal and four holding either the rank of Corporal or PFC. These officers conduct speed enforcement, or any other traffic enforcement problem throughout the city. They lead all parades in Dover and escort most funerals through the city. Motorcycle officers also assist other units when needed throughout the city. In 2013, they issued 8,307 tickets, and had 1,874 complaints assigned to them.



The Dover Police Department's Motorcycle Section Leading the Fireman's Parade
Pictured left to right: Sgt. Fortney, PFC Thompson, MCpl. Kuntzi, PFC Pfeiffer and Cpl. Allen

Parking Enforcement Section

The Dover Police Department has two full time civilians assigned to Parking Enforcement. They enforce parking regulations throughout the city. They are responsible for booting vehicles when the owner has failed to pay fines that have accrued over a period of time. In 2013, the city collected over $7,050.00 in overdue fines from the use of the parking boot. Parking enforcement also patrols shopping centers and neighborhoods for parking violations.



Parking Enforcement Officers Hutchins & Boyer



Animal Control Section

The police department employs one full time (civilian) Animal Control Officer , who is responsible for animal complaints within the city. The Animal Control Officer sets non-injuring traps for stray cats and dogs when they can't be captured. The Animal Control Officer investigates properties for unsanitary, neglected or vicious dogs, along with these duties he will assist with lock jock complaints.



Animal Control Officer Ryan Knowles preparing feral cats for transport.

Civilian Personnel

Police Resources Manager

This civilian staff position is responsible for all the duties associated with managing the department budget and grants as well as oversight over the physical resources for the department including the building, vehicle fleet, and evidence.

Central Services Coordinator

This civilian position is responsible for a wide range of duties in the department including purchasing and the maintenance/repair of vehicles, office equipment and specialized police equipment. Mr. Mutter also supervises building maintenance and evidence/photography personnel.

Evidence Technician / Photographer

Proper evidence accountability is crucial to maintaining the department's reputation in the court system and community. Mr. Neylan expertly handles all aspects of evidence management as well as the photography of crime scenes, police functions and other city events as requested.

Building Maintenance

All building maintenance and custodian functions are performed and/or coordinated by one person. All of the associated tasks are difficult to keep up with considering the amount of traffic and associated wear and tear on the building. Mr. Moore takes pride in his work and also assists with vehicle maintenance issues as needed as his time allows.

Records Unit

The Records Unit consists of seven civilian employees. The unit is responsible for all documents generated by the Police Department. These documents include all criminal reports, arrest reports, traffic crash reports, traffic citations, and city ordinance summons which are submitted to the Records Unit for review, data input, storage, and archiving. The Dover Police Records Unit is one of only three municipal police agencies in the state who are authorized to directly input data into the Delaware Justice Information System (DELJIS). In addition, the Records Unit is tasked with processing and verifying the department's payroll prior to submitting it to the City Finance Office.



Top Row – From left, Fay Parsons, Karen Hudson, Lisa Hoffer and Jessica Hand
Bottom Row – From Left – Brenda Unruh, Robin Landry and Kelly Morgan

Local Area Network Analyst (LAN Analyst)

LAN Analyst Cookson serves as the Department's LAN Analyst. He is responsible for the department's computers, application software, servers and related network infrastructure. The computer systems within the department continue to present unique challenges due to the enhanced security requirements imposed by state and federal mandates governing the criminal justice community. He also works closely with several state agencies to implement and troubleshoot state-hosted systems that are accessed by police employees.

This position is also responsible for assisting with the design, implementation and purchase of all items within the department associated with computer technology. The LAN Analyst is currently responsible for 81 desktop computers, 35 mobile data computers, 17 servers, 11 network printers and various stand-alone peripherals.



LAN Analyst Cookson



Victim Services Unit

Ms. Diane Glenn serves as the Department's Victim Services Coordinator and provides crime victims with professional assistance and support. Each crime victim and their family are provided with a supportive environment to assist them through some very difficult times and decisions in their lives. Our goal is to help lessen the trauma suffered and provide support throughout the criminal justice process.

Services provided to crime victims and their families vary in each case depending upon the needs of the individual. Services include: death notifications, crisis intervention, referrals to community based services, criminal justice updates, court accompaniments, assistance with filing for violent crime compensation through the state, as well as a host of other services as needed in each particular case.

The Dover Police Department is committed to the fair, compassionate, and dignified treatment of all crime victims. We continue to strive to improve and enhance all services related to helping victims and survivors through such traumatic events.

Below is a statistical breakdown for services provided in 2013:

Telephone Contacts	483
Criminal Justice Information	549
Social Service Referrals	154
Personal Contact	115
Crisis Intervention	80
Victims Compensation Assistance Filings	25
Call Outs	34
Home Visits	8

The Victim Services served 276 clients in 2013, with 74 of those being existing clients. Out of the 202 new clients, 120 were female, 82 were males. Ages ranged from 0 to 61+ years old. 73 of the new clients were black, 6 hispanic, 122 white and 1 asian.

Planning & Training Unit

The Planning and Training Unit is responsible for all aspects of training, recruitment, and applicant testing. Planning and Training ensures that all sworn and civilian members of the department receive training in compliance with the standards established by the Delaware Council On Police Training (COPT), Departmental Policies, CALEA standards, and Federal mandates. The Planning and Training Unit also provides training to outside agencies that request assistance with their training needs. The unit is also responsible for all newly hired police officers through their completion of the Field Training Program. Throughout the year, Planning and Training participates in various job fairs in the local region in an effort to recruit qualified and diverse applicants.

Major Training Accomplishments for 2013:

4 new officers hired, including two certified
146 civilian training hours
8,595 sworn training hours
19 out of state training schools attended
128 hours of Del-Tech ride alongs
Held two 'how to succeed' seminars

Police Chaplains

The Department has two civilians holding the honorary rank of Captain in the position of Police Chaplain. Wallace Dixon has been a Departmental Chaplain for eleven years. Pastor Jacob McCready joined the department in 2009. The Chaplains provide the blessings and benedictions at ceremonial functions. They also offer spiritual guidance and advice to both sworn officers and civilian members of the department.



Chaplain Wallace Dixon giving the invocation at a recent promotions and awards ceremony



Pastor Jacob McCready giving the benediction at a recent promotions and awards ceremony

Honor Guard



Dover Police Department's Honor Guard is comprised of eight volunteer officers from various units within the department. The Honor Guard is called upon for formal police functions and ceremonies, such as 2013 Old Dover Days parade pictured above.

Dover Police and Fire Pipes and Drums



The Dover Police and Fire Pipes and Drums participated in 20 events in 2013, including a performance on the national stage for the September NASCAR race. Pictured from left Caroline Hermance, Blake Hermance & MCpl. Hermance - Picture provided by Hermance Family

CALEA Accreditation
The Gold Standard in Public Safety

Accreditation Manager

The Accreditation Manager is tasked with the responsibility of maintaining and organizing the department's General Orders, Procedural Notices and Directive Memoranda. The Section's primary function is to maintain 480 standards which are mandated by CALEA (Commission on Accreditation for Law Enforcement), and the 105 standards which are mandated by DPAC (Delaware Police Accreditation Commission) and to ensure that the police department remains in compliance with these standards. The Dover Police Department is one of only eight departments in the State of Delaware to hold the prestigious honor of National Accreditation.

The Dover Police Department completed their fifth assessment without discrepancy. On March 24, 2012, the department was selected by the Commissioners of CALEA to receive the Accreditation with Excellence Award, which is the **Gold Standard for Public Safety,** and is a title that shall attach to the department's CALEA Accreditation for a period of three years. The Dover Police Department is the first law enforcement agency in the state of Delaware to receive the "Accreditation with Excellence Award".



OFFICER RETIREMENTS



Lt. Rachko retires with 26 years of service



Cpl. Ranger retires with 20 years of service

CIVILIAN RETIREMENTS



Vicky Hodges retires with 23 years of service



Nancy Frazier retires with 15 years of service

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

Special Thanks To:



Mr. Robert Neylan, Evidence Technician/Photographer for the photos featured in this report.



Rebecca Rollison, Administrative Assistant to the Chief of Police, for the compilation of this report.

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE

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

AGENDA ADDITIONS/DELETIONS

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

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 Program Administration	$243,554 x.20
	$ 48,711
Public Service activities cannot exceed 15% of the Grant	$243,554 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.

Mr. Hutchison moved to recommend approval of staff's recommendations for the CDBG Allocations for FY 2014, seconded by Mr. Caldwell and unanimously carried.

(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.)

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

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

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

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

Staff recommended adoption of Proposed Ordinance #2014-05.

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

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

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

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

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

Mrs. Townshend explained that Proposed Ordinance #2014-06 amending Section 17 - Shopping Center Development (Permitted Uses) would allow apartments and multi-family residential uses within mixed use

developments as permitted uses within the SC-3 (Regional Shopping Center) Zone. She explained that there are two (2) properties in the City with the SC-3 Regional Shopping Zone classification, the Dover Mall and the Blue Hen Mall, and that the request for the ordinance amendment was submitted on behalf of the Dover Mall.

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

Staff recommended adoption of Proposed Ordinance #2014-06.

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

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

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

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

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

Meeting adjourned at 4:07 p.m.

Wallace R. Dixon, Chairman

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UTILITY COMMITTEE

The Utility Committee Meeting was held on March 10, 2014 at 5:02 p.m. with Chairwoman Williams presiding. Members present were Mr. Perza (arrived at 5:04 p.m.), 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.

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.

Mr. Blakeman moved to recommend 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. The motion was seconded by Mr. Perza and 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.

Mr. Blakeman moved to recommend acceptance of the TEA/NAES Monthly Report for January 2014, seconded by Mr. Slavin and unanimously carried.

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

Meeting adjourned at 5:22 p.m.

Beverly C. Williams
Chairwoman

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LEGISLATIVE, FINANCE AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee meeting was held on March 10, 2014, at 6:00 p.m. with Chairman Lynn presiding. Members present were Mr. Hare, Mr. Slavin, and Mr. Rushe. Mr. Shevock was absent. Councilman Dixon and Mayor Carey were also present.

AGENDA ADDITIONS/DELETIONS

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

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 unanimous consent, the meeting adjourned at 6:14 p.m.

Sean M. Lynn
Chairman

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Memorandum

Office of the City Manager
PO Box 475
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To: **Members of City Council**

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

Date: **March 19, 2014**

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

During the City Council Meeting on Monday, March 10, 2014, members of City Council requested additional information with respect to the Horsepond Substation Reliability Upgrade Project (Project # EE1308). Below is an item by item narrative breakdown of the project estimate:

Item #1: Engineering (Substation) – The original consulting engineering contract with Pike Energy Solutions, LLC was for $50,000 and was intended to include review of in-house design by City Engineers and other assistance to complete the design drawings associated with the new substation. As of this date, $49,791.00 has been paid out on this original contract; however, additional services have been rendered and more assistance was needed to complete the design due to the inexperience of our engineering staff with respect to this type of project. Pike Energy Solutions, LLC has submitted a $95,000 change order for the design contract. This change order includes $30,000 for design assistance and professional sealing of the design drawings. In addition, the change order includes $65,000 for commissioning related services that were not included in the original engineering requests. A total of up to $145,000 is needed to complete this component of the project.

Item #2: Engineering (Transmission Line) – The original consulting engineering contract with Pike Energy Solutions, LLC was for $75,000. To date, we have paid just under $52,000 for these services.

Item #3: Engineering Misc. (Unassigned) – The current estimate includes $1,100 that is unassigned.

Item #4: Surveying – We have spent $5,800 on surveying related to this project. No further surveying expenses are expected on this project.

Item #5: 69 KV Switches – All switches have been purchased for this project in the amount of $29,400. No further expenses on this component are expected.

Item #6: 69 KV Circuit Breaker – This item has been purchased in the amount of $76,000. No further expenses on this component are expected.

Item #7: Steel Structures (Substation) – All structures have been purchased in the amount of $13,100. No further expenses on this component are expected.

Item #8: Concrete – This work has been bid and is under contract for $71,600. $52,268.00 has been paid to date and the work is approximately 50% complete.

Item #9: Relays – These items have been purchases in the amount of $36,600. No additional expenses on this component are expected.

Item #10: Poles – These items have been purchased in the amount of $154,900. The poles are to be shipped to the site near the end of April.

Item #11: Pole Hardware – These items have an estimated value of $37,200. Approximately $29,000 will be issued from warehouse stock at the appropriate time. In addition, $5,000 in hardware will be purchased from a vendor. As of this date, no funds have been expended on this component.

Item #12: Substation Hardware – These items have an estimated value of $45,000. As of this date, all items have been purchased except for approximately $1,500 worth of panels.

Item #13: Building Repair – This item has a construction value of $19,900. All components have been purchased and a contractor has been hired to construct the improvement.

Item #14: Transmission Line Construction – This item has a bid value of $550,000. The work has not started since the contract has yet to be awarded.

Item #15: Stone – We have spent $5,000 on stone for the substation yard. No further expenses on this component are expected.

Item #16: Crane – We have spent $500 on this item. No further expenses on this component are expected.

Item #17: Miscellaneous: Originally, staff proposed $68,600 to account for unknowns in the project budget. As of the 3/10/2014 estimate, this component was zeroed out due to costs in other components. The 3/24/2014 estimate places $35,000 in this component to maintain the $1,301,100 revised project budget since Items # 1 & 2 were adjusted down in this estimate.

Based on the above information, the project-to-date expenses are $372,995.92. This is our top priority project in the Electric CIP and represents one of the oldest projects on the Major CIP Project summary. Since we have committed significant time and money to the project, staff still recommends completion of the project at this time. Technically, we can delay the project and re-budget next fiscal year; however, the bids may increase for the transmission work and we are not in a position to complete another project in the same time frame. If the staff recommendations included in the Action Form from March 10, 2014 are adopted by City Council on Monday, March 24, 2014, the substation improvement can still be completed by the end of this fiscal year provided weather and schedules are favorable. We are waiting to confirm the construction schedule on the transmission tie-in work.

	Item Description	Prior Budget	3/10/2014 Estimate	Variance	3/24/2014 Estimate
1	Engineering (Substation)	$50,000	$165,000	$115,000	$145,000
2	Engineering (T-Line)	75,000	90,000	15,000	75,000
3	Engineering Misc. (Unassigned)	75,000	1,100	(73,900)	1,100
4	Surveying	6,000	5,800	(200)	5,800
5	69 KV switches	20,000	29,400	9,400	29,400
6	69 KV circuit Breaker	94,000	76,000	(18,000)	76,000
7	Steel Structures	40,000	13,100	(26,900)	13,100
8	Concrete	30,000	71,600	41,600	71,600
9	Relays	18,000	36,600	18,600	36,600
10	Poles	60,000	154,900	94,900	154,900
11	Pole Hardware	40,000	37,200	(2,800)	37,200
12	Sub Hardware	31,670	45,000	13,330	45,000
13	Building repair	-	19,900	19,900	19,900
14	Line construction	150,000	550,000	400,000	550,000
15	Stone	-	5,000	5,000	5,000
16	Crane	3,500	500	(3,000)	500
17	Miscellaneous adder's	68,600	-	(68,600)	35,000
	Total	$761,770	$1,301,100	$539,330	$1,301,100

City of Dover
Electric Improvement & Extension Fund - Major CIP Projects
Quarterly Report as of December 31, 2013

				TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR						
	Project Code	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Current Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Expenses	Budget Balance	% Budget Spent	Status	Comments
1			**FY2012**												
2	EG1212	M	Unit 3 Turbine Inspection/Repair	$ 1,494,000	$ 1,653,536	$ 518,643	$ 1,134,893	31.4%	$ 1,149,800	$ 1,149,800	$ 14,907	$ 1,134,893	1.3%	In process	Will complete Spring outage
3	EG1214	M	Industrial WW Discharge System	272,000	272,000	283,767	(11,767)	104.3%	-	8,000	9,418	(1,418)	117.7%	Complete	Expenses are a 100%
4			**Total**	$ 1,766,000	$ 1,925,536	$ 802,410	$ 1,123,126	41.7%	$ 1,149,800	$ 1,157,800	$ 24,325	$ 1,133,475	2.1%		
5															
6			**FY 2013**												
7	EE1308	M	Horsepond Substation Upgrade	$ 761,800	$ 761,800	$ 346,896	$ 414,904	45.5%	$ 591,800	$ 730,900	$ 316,046	$ 414,854	43.2%	In process	Under Construction
8	EE1312	M	General Scott Switchgear	1,155,000	1,150,000	2,851	1,147,150	0.2%	800,000	850,000	2,851	847,150	0.3%	In process	Under Design
9	EE1314		Capitol Park Upgrade	-	248,000	320,423	(72,423)	129.2%	248,000	248,000	220,551	27,449	88.9%	In process	Under Construction
10	EE1330		Morris Estates 1 Upgrade	-	32,600	249,722	(217,122)	766.0%	-	32,600	7,322	25,278	22.5%	In process	Under Construction
11	EG1312		Generator Repairs	-	4,200	-	4,200	0.0%	-	4,200	-	4,200	0.0%	Complete	Expenses are a 100%
12				$ 1,916,800	$ 2,196,600	$ 919,892	$ 1,276,708	41.9%	$ 1,639,800	$ 1,865,700	$ 546,770	$ 1,318,930	29.3%		
13															
14			**FY 2014**												
15	---		Vehicles & Equipment	$ 660,000	$ 704,600	$ -	$ 704,600	0.0%	$ 660,000	$ 704,600	$ -	$ 704,600	0.0%	In Process	Ordered
16	EE1401		Air Condition Replacement Monitors	12,000	12,000	-	12,000	0.0%	12,000	12,000	-	12,000	0.0%		
17	EE1402		Substation Battery Replacement	24,500	24,500	-	24,500	0.0%	24,500	24,500	-	24,500	0.0%	In Process	Under Design
18	EE1403		Distribution Upgrades	61,000	61,000	-	61,000	0.0%	61,000	61,000	-	61,000	0.0%		
19	EE1404		Lighting Improvements	50,000	50,000	35,314	14,686	70.6%	50,000	50,000	35,314	14,686	70.6%	In Process	Under Construction
20	EE1405		Distribution Feeder Replacement Program	170,200	170,200	-	170,200	0.0%	170,200	170,200	-	170,200	0.0%		
21	EE1406		Distribution Capacitors & Controls	60,000	60,000	29,328	30,672	48.9%	60,000	60,000	29,328	30,672	48.9%	Complete	Complete
22	EE1407		Transmission Line Maintenance Program	75,000	75,000	-	75,000	0.0%	75,000	75,000	-	75,000	0.0%		
23	EE1408		Substation Switch Replacement	80,000	80,000	-	80,000	0.0%	80,000	80,000	-	80,000	0.0%		
24	EE1410		Air Mobility Command	-	13,500	815	12,685	6.0%	13,500	13,500	815	12,685	6.0%	In Process	New Design
25	EE1411		Bergald Lane (DAFB)	-	29,000	28,709	291	99.0%	29,000	29,000	28,709	291	99.0%	Complete	Complete
26	EE1412		Capital City Trail	-	26,500	21,448	5,052	80.9%	26,500	26,500	21,448	5,052	80.9%	Complete	Complete
27	EE1413		Lebanon 400 Feeder	20,000	20,000	-	20,000	0.0%	20,000	20,000	-	20,000	0.0%	In Process	Material Ordered
28	EE1414		New Developments	600,000	144,000	89	143,911	0.1%	144,000	144,000	89	143,911	0.1%		
29	EE1417		Bayside Drive (Persimmon Tree to White Oak Rd	42,300	42,300	38,634	3,666	91.3%	42,300	42,300	38,634	3,666	91.3%	Complete	Complete
30	EE1418		The Grande	-	28,000	10,068	17,932	36.0%	28,000	28,000	10,068	17,932	36.0%	Complete	Complete
31	EE1419		Home 2 Suites Hotel	-	37,000	-	37,000	0.0%	37,000	37,000	-	37,000	0.0%	In Process	Under Construction
32	EE1421		Richardson Circle Upgrade	91,000	91,000	-	91,000	0.0%	91,000	91,000	-	91,000	0.0%	In Process	Under Construction
33	EE1423		7-Eleven New Service	-	5,800	4,397	1,403	75.8%	5,800	5,800	4,397	1,403	75.8%	Complete	Complete
34	EE1424		McKee Run Substation Repairs	45,000	45,000	-	45,000	0.0%	45,000	45,000	19,262	25,738	42.8%	In Process	Under Construction
35	EE1425		EZ-Pass Delaware	-	12,000	9,351	2,649	77.9%	12,000	12,000	9,351	2,649	77.9%	Complete	Complete
36	EE1426		Eden Hill Entrance	-	52,400	7,861	44,539	15.0%	52,400	52,400	7,861	44,539	15.0%	In Process	Under Construction
37	EE1428		Tidewater General Green	-	34,000	9,824	24,176	28.9%	34,000	34,000	9,824	24,176	28.9%	In Process	Under Construction
38	EE1429		Clearview Meadows	-	88,000	4,108	83,892	4.7%	88,000	88,000	4,108	83,892	4.7%		Not Started
39	EE1430		Calpine Equipment Move	-	83,000	21,986	61,014	26.5%	83,000	83,000	21,986	61,014	26.5%	Complete	Complete
40	EE1431		Generals Green Lighting	-	20,500	477	20,023	2.3%	20,500	20,500	477	20,023	2.3%	In Process	Under Construction
41	EE1432		Connective @ 409 Pickering Beach Rd	-	20,200	-	20,200	0.0%	20,200	20,200	-	20,200	0.0%	In Process	Under Construction
42	EE1434		50 Wolfcreek - Dr. Patel	-	6,100	-	6,100	0.0%	6,100	6,100	-	6,100	0.0%	In Process	Under Construction
43	EG1402		Unit 3 Cooling Tower Repairs	42,000	42,000	31,575	10,425	75.2%	42,000	42,000	31,575	10,425	75.2%	In Process	Will complete Spring outage - PO for work issued
44	EG1404		McKee Run #3 Aux System Component	116,000	116,000	42,922	73,078	37.0%	116,000	116,000	42,922	73,078	37.0%	In Process	Will complete Spring outage
45	EG1405		VanSant #11 Component Replacement	32,000	32,000	30,588	1,412	95.6%	32,000	32,000	30,588	1,412	95.6%	In Process	Will complete Spring outage
46	EG1406		McKee Run Energy Pipe Replacement	80,000	80,000	660	79,340	0.8%	80,000	80,000	660	79,340	0.8%	In Process	Will complete Spring outage - PO for work issued
47	EG1407		Metering System Upgrades	25,000	25,000	-	25,000	0.0%	25,000	25,000	-	25,000	0.0%	In Process	Multi-year project - Design to be complete Spring
48	EG1408		McKee/VanSant Safety & Compliance	86,000	86,000	-	86,000	0.0%	86,000	86,000	-	86,000	0.0%	In Process	Will complete in Spring
49	EG1409		McKee Run Natural Gas Valves	65,000	65,000	-	65,000	0.0%	65,000	65,000	-	65,000	0.0%	In Process	Will complete Spring outage
50	EG1413		McKee/VanSant Preserve Structure	42,000	42,000	-	42,000	0.0%	42,000	42,000	-	42,000	0.0%	In Process	Work on hold pending additional funds needed
51	EG1415		McKee Run Units 1 & 2 component Replacement	105,000	105,000	31,173	73,827	29.7%	105,000	105,000	31,173	73,827	29.7%	In Process	Will Complete spring outage
52	EG1416		VanSant Capacity Increase	250,000	250,000	24,920	225,080	10.0%	250,000	250,000	24,920	225,080	10.0%	In Process	Multi-year project - Design to be complete Spring
53				$ 2,834,000	$ 2,878,600	$ 384,247	$ 2,494,353	0.0%	$ 2,834,000	$ 2,878,600	$ 403,509	$ 2,475,091	14.0%		
54															
55			**Grand Totals**	$ 6,516,800	$ 7,000,736	$ 2,106,549	$ 4,894,187	54.6%	$ 5,623,600	$ 5,902,100	$ 974,604	$ 4,927,496	16.5%		

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

CITY OF DOVER PROPOSED ORDINANCE #2014-05

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

That Appendix B - Zoning, Article 3 - District Regulations, Section 2 - General residence zones (RG-1 and RG-2), Subsection 2.4 - Conditional Uses, of the Dover Code be amended by re-designating existing subsection (d) as subsection (e), and inserting a new subsection (d) to read as follows:

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

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

ADOPTED: *

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

SYNOPSIS

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

(SPONSORS: BONAR, HUTCHISON, AND LYNN)

Actions History

03/24/2014 - Scheduled for First Reading
03/10/2014 - Introduced at Parks, Recreation, and Community Enhancement Committee

Draft

FIRST READING

CITY OF DOVER PROPOSED ORDINANCE #2014-06

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

That Appendix B - Zoning, Article 3 - District Regulations, Section 17 - Shopping Center Development [(SC-1, SC-2 and SC-3)], Subsection 17.32 be amended by adding a new paragraph 6 to read as follows:

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

BE IT FURTHER ORDAINED:

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

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

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

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

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

(b) a maximum floor area ratio of 3.0.

ADOPTED: *

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

SYNOPSIS

The proposed ordinance would permit apartments and multi-family dwellings as part of a mixed-use development in the regional shopping center (SC-3) zone.

(SPONSORS: BONAR, HARE, AND LYNN)

Actions History

03/24/2014 - Scheduled for First Reading

03/10/2014 - Introduced at Parks, Recreation, and Community Enhancement Committee

Draft