# REGULAR COUNCIL MEETING
# A G E N D A

**MARCH 10, 2014 - 7:30 P.M.**

**CITY HALL COUNCIL CHAMBERS**
**15 LOOCKERMAN PLAZA**
**DOVER, DELAWARE**

**OPEN FORUM - 15 MINUTES PRIOR TO OFFICIAL MEETING (7:15 p.m.)**

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

**INVOCATION BY BISHOP THOMAS L. HOLSEY**

**PLEDGE OF ALLEGIANCE LED BY COUNCILMAN HUTCHISON**

**AGENDA ADDITIONS/DELETIONS**

* **CONSENT AGENDA**

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

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

**2. Presentation - Planning and Community Development Annual Report**

**3. Rezoning Request - Public Hearing/Final Reading of Proposed Ordinance #2014-02**

**The First Reading of the proposed ordinance was accomplished during the Council Meeting of January 27, 2014. Copies of the proposed ordinance are available at the entrance of the Council Chambers.**

**A. Property located at 405 North State Street, consisting of 11,250$^{+/-}$ square feet, owned by David and Susan Edgell. This property is currently zoned R-8 (One Family Residence) and the proposed zoning is RG-1 (General Residence).**
**(TAX PARCEL: ED-05-068.17-01-72.00-000; COUNCIL DISTRICT: 3; PLANNING REFERENCE: Z-14-02)**

4. **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**

5. **Public Hearing/Final Reading - Proposed Ordinance #2014-03 With Staff Amendment #1 (SA#1)**

   **The First Reading of the proposed ordinance was accomplished during the Council meeting of January 27, 2014. Copies of the proposed ordinance are available at the entrance of the Council Chambers.**

   A. **Amending the 2008 Comprehensive Plan, as Amended, by Including Text Addenda to the Transportation and Housing and Community Development Chapters**

* 6. **Safety Advisory and Transportation Committee Report - February 24, 2014**

   A. **Update - Dover High School Construction**
      *(Committee action not required)*
   B. **Briefing on Delaware Department of Transportation (DelDOT) Projects**
      *(Committee action not required)*
   C. **Briefing on Dover/Kent County Metropolitan Planning Organization (MPO) Projects**
      *(Committee action not required)*

* 7. **Legislative, Finance, and Administration Committee Report - February 24, 2014**

   A. **Investment Management and Advisory Services - Extension**
      *(Committee recommended authorizing the Controller/Treasurer to extend the current Investment Management and Advisory Services agreement for a two (2) year period)*
   B. **Investment Banking Custody Services - Extension**
      *(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)*

* 8. **Monthly Reports - January 2014**

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

9. **Setting of Property Assessment Appeals**
   *(Staff recommends May 26 - May 30, 2014 - 9:00 a.m. until 4:00 p.m., June 2 - June 6, 2014 - 9:00 a.m. until 4:00 p.m., one evening (if needed). The hearing times are subject to change.)*

**10. Horsepond Substation Project Amendments and Evaluation of Proposals**

*(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.)*

**11. Engineering Services Agreement - Schutte Park American Land Title Association (ALTA)/American Congress on Surveying and Mapping (ACSM) Survey - Fiscal Year 2014 Capital Improvement Project**

*(Staff recommends awarding a contract to Pennoni Associates, Inc. for Schutte Park ALTA/ACSM land title survey and wetland services for the amount not-to-exceed $ 49,700)*

* **12. Appointments Recommended by Council President Bonar**

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

**a-1. Jerry White (to fill the unexpired term of Russell Larson)**
**a-2. Councilman Adam M. Perza**
**a-3. Councilman Timothy A. Slavin**

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

**b-1. Cecil Wilson - First District Representative (to fill the expired term of Ellen Wasfi)**
**b-2. S. Renee Smith - First District Representative (to fill the expired term of Justina Brewington)**
**b-3. Theodore Henderson - Second District Representative (to fill the expired term of Faye White)**
**b-4. Eugene Ruane - Second District Representative (to fill the expired term of Dawn Allen-Pyne)**
**b-5. James McGiffin - Third District Representative (to fill the expired term of Phyllis Edamatsu)**
**b-6. Courtney Stewart - Third District Representative**
**b-7. Kenneth Roach - Fourth District Representative**

**13. Council Members' Announcements**

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# REGULAR COUNCIL MEETING

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

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

## OPEN FORUM

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

Ms. Gail Tolbert, 1001 White Oak Road, asked when the recreation center at Dover Park was last inspected and when the condition became so bad that it now needs to be demolished. Mrs. Ann Marie Townshend, Director of Planning and Community Development, responded that the need for a new roof was identified several years ago. She noted that the building had deteriorated at an accelerated rate over the past six (6) months since the building was vacated. Ms. Tolbert stated that she was opposed to demolition of the building.

Mr. Reuben Salters, 109 Bertrand Drive, stated that he has worked tirelessly for the past 50 years with young people to help them develop, grow, and become outstanding citizens. He noted that City Council and City staff have the same goal in mind. Mr. Salters suggested that there be an orderly plan for recreational facilities and urged Council to fully explore the recreational needs of the young people on the east side of Dover.

Mr. Bruce MacGloan, 53 Planters Run Court, stated that he went to look at the building and it does need repairs; however, he felt that the only real use for the building would be to provide bathrooms. He stated that he was against spending $300,000 on the construction of a new building.

Reverend Shirley M. Smith, 2 Forrest Hills Court, stated that it would be a shame not to fix the recreation center for the young people. She felt that everyone had their own agenda and they were forgetting what they were supposed to be doing and who they were supposed to be helping.

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

## AGENDA ADDITIONS/DELETIONS

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

**Mr. Hare moved for approval of the Consent Agenda, seconded by Mr. Slavin and carried by a unanimous roll call vote (Mr. Anderson absent).**

**ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF FEBRUARY 10, 2014**

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

**PRESENTATION - HEELS & WHEELS BIKE/WALK SUMMIT (KATE LAYTON)**

Mrs. Kate Layton, Public Liaison for the Dover/Kent County Metropolitan Planning Organization, advised members that the Delaware Trail Summit and the Delaware Bike Summit have joined forces to make Delaware an even better place to walk, ride, and live. She stated that Delaware State Parks, the Delaware Department of Transportation, the Dover/Kent County Metropolitan Planning Organization, and the Wilmington Area Planning Council (WILMAPCO) would be hosting Heels & Wheels: Delaware Walk/Bike Summit 2014 on Friday, March 21, 2014, at the University of Delaware's John M. Clayton Hall in Newark. Mrs. Layton stated that Dan Burden, the nation's most recognized authority on walkability, bicycle and pedestrian programs, would be the keynote speaker. She also noted that a continental breakfast and lunch would be provided and, although there is no cost to attend, registration is required.

**PRESENTATION - ANNUAL REPORT - DOVER HUMAN RELATIONS COMMISSION**

Mr. Roy Sudler, Chairman of the Dover Human Relations Commission, reviewed a powerpoint presentation highlighting the Commission's activities for the year.

Mr. Sudler announced that he has been appointed to the State Human Relations Commission and would be resigning from the Dover Human Relations Commission. On behalf of the Mayor and Council, Council President Bonar thanked Mr. Sudler for his service to the City.

**PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE REPORT - FEBRUARY 10, 2014**

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

**UPDATE - Community Development Block Grant (CDBG) Program**

Mrs. Tracey Harvey, Planner I, reviewed the Update of the Community Development Block Grant (CDBG) Program, including the status of FY-2013 CDBG Projects - Monthly Statistics for January 2014. In addition, members were provided an update on the Neighborhood Stabilization Program (NSP). She noted that the application deadline for the FY-2014 grant applications was February 10, 2014 and that staff would be submitting recommendations to the Committee during their March meeting. She reminded members that this would be the last year for the current program's multi-year grants since the new five (5) year consolidated plan will be implemented in FY-2015.

Referring to the NSP, Mrs. Harvey stated that the eleventh, and last, property will be sold in March 2014, which will result in the completion of the Program.

No further action was taken by the Committee.

**Update - Recreation Needs Assessment**

During the Committee meeting of January 13, 2014, members considered a Recreational Needs Assessment and recommended authorizing 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 would be to gather the necessary information from the public, study it, and deliver a needs assessment report to the Committee by December 1, 2014. For clarification, Mr. Perza stated that this motion was unrelated to the Dover Park building and that the purpose of the assessment would be to gather information from the public to determine where resources relating to the future use of all City parks should be invested. He indicated that he planned to draft a separate motion and place this matter on the Committee's February agenda in an attempt to resolve this matter.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that background meetings and data gathering had begun to develop a Recreation Needs Assessment for the City of Dover, which would include a review of the City's outdoor recreation inventory and sampling data that the State of Delaware Department of Parks and Recreation gathered for their state-wide outdoor recreation plan, which is a planning document produced every five (5) years. She stated that staff intended to build on the current plan already developed by the State to be more specific to Dover's parks. Mrs. Townshend explained that staff would conduct a survey and schedule workshops in various locations throughout the City in late March.

In response to Mr. Hutchison, Mrs. Townshend stated that staff will consider parks and recreation provided by the County and reach out to groups such as churches, the YMCA, Boys and Girls Club, Delaware Senior Olympics, Delaware Special Olympics, Wesley College, etc. She stated that the participants in the related informal meetings of the central Delaware recreation working group consist of representatives of recreation providers. She advised members that this group is scheduled to meet later in the week and will be discussing the recreation needs assessment and how they can assist the City in notifying those interested so that they may provide input. She noted that the City works closely with the Capital School District and, although they have not attended any of the meetings, it was staff's desire for this partnership to be used to gather information as well. With regard to the age groups being considered in the assessment, Mrs. Townshend stated that consideration will be given to providing various activities and programs to a wide range of ages.

Responding to Mr. Hutchison, Mrs. Townshend reminded members that members requested that staff provide a report back to the Committee on the Recreation Needs Assessment by December 2014.

Mrs. Townshend introduced Mr. Bill Cook, Planner I, who began employment with the City on February 10, 2014 and will be working on the project and Mr. Wayne Voshell, Recreation Director, who will serve as the lead on this project.

No further action was taken by the Committee.

**Future Use of Dover Park Recreation Center**

During the Committee meeting of November 12, 2013, members considered the future use of the Dover Park Recreation Center and recommended demolishing the Dover Park Recreation Center and that the City Manager be authorized to earmark the balance of the construction/demolition project up to $80,000 for future capital improvements, in the City's future budgets, to Dover Park after a needs assessment is accomplished (see previously discussed agenda item). The Committee's recommendation was approved by City Council during their Regular Meeting of November 25, 2013. On November 26, 2013, the City Clerk's Office received a memorandum from Mayor Carey stating that he wished to veto the demolition of the Recreation Center at Dover Park. Mayor Carey's memorandum stated his belief that there should be a plan to proceed, including a timeline, to determine the future use at the Dover Park off of Whiteoak Road. He requested that Committee members consider some form of action to move forward at their meeting scheduled for January 13, 2014.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, provided members with copies of photos taken earlier in the day depicting the current condition of the recreation building. She reminded members that staff had not been authorized to move forward with the demolition of the building, nor had resources been made available for making any improvements to the building. She noted that the photos reflected deteriorating roofing material, mold caused by water damage to the interior and exterior, damage to the HVAC system (which had been stripped), deterioration of wood, etc. Although she understood the concerns that there were no immediate plans to replace the building, she noted that no funds had been allocated to bring the current building up to any reasonable standard. Since there was no longer a functioning HVAC system, she stated that the previous estimates for repairs did not account for the need for an entirely new HVAC system.

Mrs. Townshend advised members that the Recreation Needs Assessment will include a review of the needs and the necessary capital investments across the City, which would include the Dover Park Recreation Center. She noted that there had been previous comments indicating that since the City had not maintained this facility, opportunities had not been provided for recreation on the east side of Dover. She explained that for the past 19 years, the City's only after school program has been held on the east side of the City; therefore, she assured members that there had been active programming held in this area. In addition to the after school program, athletic leagues had used outside facilities on the east side. Although she felt that the City may wish to consider providing an indoor facility on the east side of Dover, the current building was continuing to deteriorate to the point where repairing it was becoming less and less of an option.

Responding to Mr. Perza regarding safety issues, Mrs. Townshend stated that if the building remained in its current condition, there may be safety and hazard concerns for the City. She explained that, as she and Police Chief James Hosfelt had previously stated, vacant buildings in a state of disrepair are a safety problem and attract nuisances and vandalism, etc. She explained that there were safety issues if the building were not invested in or demolished.

Mr. Dixon noted that there had been criminal activity occurring at the building, citing the recent stolen parts from the HVAC system, and that the longer the City waits to take action, the more cost will be involved and the situation would worsen. He urged members to make a determination as to what action should be taken and then to consider what programs should be offered.

Mr. Reuben Salters, former City Council Representative, 109 Bertrand Drive, questioned the location of the after school program provided by the City. Responding, Mrs. Townshend stated that the program is offered at the Towne Point Elementary School. Mr. Salters stated that the school is located approximately one (1) mile from the Dover Park and that providing one (1) after school program does not fit the criteria for providing recreation to children who reside on the east side of the City. He understood the safety concerns, the condition of the building, and that the structure was continuously deteriorating; however, he reiterated that the front part of the building was sound. He suggested that by performing minor repairs to that section of the building, the City could provide a temporary recreation facility for the area at minimal cost. He felt that the City should concentrate on providing activities and programs for the youth rather than on the demolition of the building.

Mr. Salters stated that the Inner City Cultural League had been providing recreation activities at Manchester for the past three (3) months (Tuesday evenings) and that the youth and their parents are desperate for activities. He felt that making use of a part of the building would allow for indoor activities and programs at this time, since any final action on this matter will not occur for over a year. He encouraged members to provide renovations to the front part of the building, install a temporary heating and A/C system, and move forward with providing activities to the youth who reside on the east side of town.

Ms. Gail Tolbert, 1001 White Oak Road, advised members that in the past her grandson had visited from New Jersey and during three (3) summers she paid $60 to allow him to participate in the summer camp at the Dover Park. When she asked him what types of activities were offered, he indicated that they simply "played" outside, unless the weather would not permit, then the children would be allowed in the building. She explained that no activities, such as movies, games, etc. were offered and that the children were bored. Ms. Tolbert suggested that if a recreation facility were to be provided for activities, the City should have employees who understand what types of activities should be provided for children of all ages. She advised members that she, along with other parents in the area, visited the Center and that none of them had been asked to serve on a committee to consider the recreation needs in the area. She suggested that members "think outside the box" and challenge themselves and neighbors to develop a vision for the area. Ms. Tolbert stated that she went to residents in areas such as Manchester, Baytree, and White Oak and asked residents what their needs were for programs if the building remained open and stated that she had related petitions. She suggested that the City allow residents in the area to become involved with the future of the Center and offered to provide assistance in this way.

Ms. Dee Anderson-Blackman, 7 Starboard Court, indicated that there were aesthetic issues involving the building that needed to be addressed to attract people to the area, as well as safety concerns, noting that activities were held in the building for groups of women who felt unsafe. Not knowing the costs involved to refurbish and upgrade the building, she suggested that steps such as landscaping, trimming shrubs, installation of a gate, etc. could be taken at this time to address some of the aesthetic and safety concerns. She felt that the City should concentrate its efforts on the east

side of town, acknowledging the success of its efforts on the west side of town with Schutte Park. She suggested that action be taken now to make the Dover Park area more attractive and that the police make themselves more visible so that people will know that there is a new perception of the area.

Mr. George Kinser, 129 Nixon Lane, stated that his property abuts the Dover Park and he felt that the City may have the "cart before the horse," explaining that it did not matter what was torn down or built, because he felt that it will be in the same state of repair as the building is today since the City does not maintain the property. He stated that the park was in deplorable condition and that the worst tenant ever to utilize the facility was the YMCA during the previous summer, which brought "garbage and filth." Mr. Kinser advised members that as he walks his dogs through the park several times each day, he picks up garbage and cleans up limbs and damaged trees, and closes the gate at sunset every night and opens it at sunrise every morning. He also takes the dumpsters out to the roadside to be collected when they are full and then puts them back afterwards since the park personnel are not doing their jobs. He explained that no matter what the City decides to do, it will be in total disrepair if it is not maintained. Mr. Kinser stated that after Hurricane Sandy, he removed three (3) oak trees that were damaged and that the City had marked 15 trees with an "X" to be taken down since they are dead. He stated that no action was taken to remove these trees and that the City returned this past fall, marked these trees again, and still no action had been taken. He stated that tree limbs are falling constantly. Mr. Kinser advised members that he had been cleaning the storm drains in the park for 30 years and that he had recently contacted the City when there was flooding due to storm drains not being maintained and was advised that the City was not even aware that there were storm drains in the park.

Mr. Kinser stated that there were formerly park benches throughout the park and steel barbecue pits for every park bench. Now some park benches are missing and no barbecue pits remain in the park. The water faucets throughout the park are no longer operational. He reiterated that the City is taking no action to maintain the Dover Park and suggested that prior to considering building new structures, consideration should be given to budgeting and providing staff for maintenance of the Dover Park. Mr. Kinser noted that, currently, there were holes in the fencing and that the leaves had not yet been raked. Although the City does plow the sidewalks around the building after a snowfall, City staff does not pick up the trash, rake the leaves, remove limbs, repair holes in fences, etc.

Referring to the ball diamond, Mr. Kinser noted that in years past, several baseball/softball games were held every day and, most recently, there were maybe four (4) games held. He stated that a nice, large, swing set had been located at the entrance of the park for 30 years; however, it was removed during the past summer and nothing was put in its place. Mr. Kinser also indicated that several pole lights were not in operation and questioned why, if the park closes at sundown, there would be a need for the lights. However, he stated that basketball courts were being used every day, from sun-up to sundown, and that if there was adequate lighting, perhaps the children could continue to use the basketball courts after hours.

Mr. Kinser advised members that there was no longer any police presence at the Dover Park and that a blacktop section of the roadway had been closed from inside the park to Nixon Lane due to the drinking, shootings, rapes, stabbings, and murders that had occurred in the area. He stated that illegal activities, such as drugs, prostitution, homosexual sexual activities, etc., remained. As a

result, he understood the safety concerns regarding the Dover Park and recalled machine gun fights several years ago and other shootings that had occurred at the Park. He reminded members that this was once a vibrant park utilized by many. He urged members to consider their priorities and provide maintenance for whatever action is decided.

Mr. Roy Sudler, Jr., 353 Rita Wilma Drive, stated that he serves as Chairman of the Dover Human Relations Commission (DHRC), a member of the Social Action Commission (SAC) Community Task Force of Mt. Zion A.M.E. Church, and was a Fourth District constituent. He advised members that "you can take the person out of the ghetto but you can't take the ghetto out of the person." He suggested that there was a need to change the mindset and way of approaching this matter to provide a long-term result and solution to benefit all. Mr. Sudler inquired if staff had thought about reaching out to churches in regard to determining recreational needs.

Responding to Mr. Sudler, Mrs. Townshend stated that staff would begin discussing outreach once a recommendation is provided by the Committee and assured him that Mt. Zion A.M.E. Church, as well as others, would be contacted.

Mr. Sudler reminded members that subsequent to the Committee's meeting held on January 13, 2014, he provided members with the results of a survey entitled "Mt. Zion A.M.E. Church's Social Action Commission's Community Survey of Dover's Recreational Park Programs and Facility Assessment" and questioned if this information had been reviewed by staff. Responding, Mrs. Townshend stated that this information had been included with the data being collected to be further reviewed. Mr. Sudler explained that the survey was gathered from the community on the east side of Dover and that over 350 surveys were provided. He felt that the people must be heard in order to meet the needs of that community. Since the future use of the Dover Park Recreation Center was a matter of great concern, he suggested that the City wait for Councilman Anderson to return to allow for full representation in the voting regarding this matter. *[City Clerk's Office Note: Councilman David Anderson is currently serving in Afghanistan as a member of the Delaware National Guard.]* As a 4th District constituent, Mr. Sudler felt that representation on City Council was unfair since the 4th District had only one (1) voting member serving on Council at this time and all other districts had two (2) votes. He reiterated that the Social Action Commission was very much interested in playing a significant role in assisting the City in this process to ensure that the east side "voice" will be heard.

In response to the comments regarding Council representation, Mr. Hutchison indicated that although he was elected for the 1st District, his role as a member of Council is to represent the entire City and that he, along with all other members of Council, had just as much responsibility to consider the needs of the residents located on the east side of Dover.

Mrs. Townshend clarified that there had been no significant review of any of the data that had been received, including the State's survey. However, regarding the surveys provided by Mr. Sudler, she noted that the surveys were not just from residents of the east side of Dover, explaining that several had a 19904 zip code and others had residences listed in other municipalities, such as Magnolia, Felton, and Newark. Therefore, she explained that it will be clearly understood where the information was gathered for any data to be used, including that collected from those residents within a certain radius of the Dover Park. Responding, Mr. Sudler requested that staff review the material

to determine the exact number of responses from County residence and those who reside within the immediate area, explaining that the survey began in Manchester Square, Town Point, Mapleton, etc.

Ms. Gail Tolbert assured members that the building could be used by the residents of the area every day and suggested that the facility be community based, including its maintenance. She suggested that those in the community could be involved in cleaning and raking leaves in the Dover Park. She urged members to allow for the community to be made a part of whatever action is decided.

Mr. Perza explained that the City was attempting to determine how to best use the City's resources to improve the Dover Park. He stated that the ideas shared during the meeting were exactly what members were looking for before committing to spending any money. He reiterated that there should be no preconceived notions regarding the expenditure of funds at Dover Park. The Committee was attempting to make a decision whether money should be set aside and if the community wanted to invest in the Dover Park with those resources. He stated that a building may not be necessary, explaining that as a youngster growing up on the south side of town, there was no community building; however, there were parks for children to play baseball, basketball, etc. and that the City provided maintenance for these parks, including backstops, grass cutting, etc.

Mr. Perza assured everyone that the City will do whatever the community asks and that there would be no objections to the community becoming involved in cleaning up the park. If the community needed help with this, he felt confident that any member of Council could be contacted for assistance.

Mr. Perza reminded members that a lot of information had been provided to them in order to make a decision regarding this matter. Based on the conclusions made by the community, he stated that the City was not prepared to maintain the building in its current form, nor was it willing to invest the resources necessary to repair the building. He explained that if the building were repaired, upgraded, and all environmental issues resolved, there would still be another problem since the building was not suitable for modern use in accordance with the statistical analysis maintained by the Parks Department, or with what had been relayed by that community. He anticipated massive attendance when needs assessment meetings are held and participation providing input; this would allow for the City to respond to the energy provided by the citizens in the community and would benefit senior citizens, middle-aged residents, and children. He stressed the need to decide what action should be taken with regard to the building, and then what to do once the building is gone, whether it be replacing the building, installing a swimming pool or a soccer field, installing lights, bathrooms, fencing, flowers, and committing resources to make sure there is full-time staffing if this is the desire of the community.

Mr. Perza moved to recommend the following: 1) authorize the City Manager to execute necessary contracts to demolish the former Dover Park Building at Dover (White Oak) Park; 2) direct that an earmark of $80,000 be placed into the 2014-15 draft budget for capital improvements to Dover (White Oak) Park, with the specific allocation and expenditure timetable of the said earmarked funds to be determined by the 2014 Parks and Recreation Needs Assessment Study; and 3) authorize placement of temporary toilet facilities at Dover (White Oak) Park effective immediately. The motion was seconded by Mr. Hutchison.

Responding to Mr. Salters regarding consideration of modifying the building at Dover Park, Mr. Perza explained that there had been no application at any time to modify the building; the analysis had been whether to restore the building. He explained that several meetings were held during the past six (6) to seven (7) months, including a meeting held at the Dover Park Recreation Center, reviewing the building and reports submitted by engineers and environmental remediation professionals, and discussion with members of the public who had an interest in the building and statistical uses of the building. The Committee and Council previously made a decision on what to do with the information and the application before the Committee was to consider removing or restoring the building. Mr. Perza noted that there had been no further ideas brought before the Committee during any of those meetings or this evening that would give members a reason to consider taking any other action for the use of the building. He assured members that all decisions regarding this matter had been made in open meetings held by the Committee and City Council.

In response to Mr. Dixon regarding the need for community involvement, Mr. Perza stressed the need for input to come from the community and felt that if the community did not provide the City with direction, the City should not take any further action.

The Committee recommended the following: 1) authorize the City Manager to execute necessary contracts to demolish the former Dover Park Building at Dover (White Oak) Park; 2) direct that an earmark of $80,000 be placed into the 2014-15 draft budget for capital improvements to Dover (White Oak) Park, with the specific allocation and expenditure timetable of the said earmarked funds to be determined by the 2014 Parks and Recreation Needs Assessment Study; and 3) authorize placement of temporary toilet facilities at Dover (White Oak) Park effective immediately.

Mr. Perza moved for approval of the Committee's recommendation. The motion was seconded by Mr. Hutchison.

Mr. Lynn stated that the Committee did a good job analyzing the situation; however, he would be voting against the recommendation because it leaves ambiguous questions. He noted that directing that $80,000 be earmarked in the 2014/15 Draft Budget for capital improvements to Dover Park would not ensure the construction of a new building, only capital improvements to the park. Mr. Lynn reminded members of their propensity to dip into capital improvement projects for other needs, such as taking money from the streets and inflow and infiltration projects during their last meeting to fund the Garrison Oak Technical Park (GOTP). He noted that item #6 on their agenda was more money into GOTP, at a cost not to exceed $80,000, and suggested that the amount may be taken from the Dover (White Oak) Park earmark. Mr. Lynn stated that Council should not be in the habit of tearing down 40-year-old buildings that were left to deteriorate and rot. He stated that, at the last meeting, Council voted to decommission Units 1 and 2 without taking steps to plan for their replacement. Mr. Lynn noted that the infrastructure is failing and Council is not paying enough attention to it.

Mr. Slavin expressed his distaste for throwing away buildings through demolition by neglect. He stated that he appreciates the work of the Committee; however, he did not think they had exhausted all of the options for the recreation center.

Mr. Perza advised members that the Committee has acted with full sincerity in listening to all of the comments made by members of the community and has spent months of time meeting with professionals and City staff to learn how the building has been used in the past and what would be done with it moving forward. He agreed that the City's infrastructure has eroded; however, he is not willing to spend three times the cost just to keep a building. The Parks and Recreation Needs Assessment is the process by which they will determine what to do with the park and how to improve the park. Mr. Perza stated that this process will only work if the community participates.

Mrs. Williams stated that, as a provider of services to kids in the community and on the east side of Dover, she is very much aware of the needs and the available resources. She did not believe the City should spend five times the amount to restore the building. Mrs. Williams suggested that staff contact the State of Delaware to inquire about using the two (2) gyms at Dover High once the new school is finished.

Responding to Mr. Lynn's comments regarding Units 1 and 2, Mrs. Williams stated that the machinery was outdated and the cost to restore them would be approximately $5M.

Mrs. Williams stated that she would support efforts to get services on the east side of Dover but not to spend more than is necessary.

Mr. Hutchison stated that he was totally committed to the Dover Park recreation program. He felt it was necessary to conduct the Needs Assessment to determine the best program for the park.

Mr. Hare stated that he would not send his kids to the Dover Park Recreation Center because it is in disrepair. He suggested that the current building is not functional for what kids need and want now, such as a gym for basketball, as low attendance has indicated. Mr. Hare stated that he would support improvements once it has been determined what they should be. He assured everyone that he and Mr. Lynn could ensure that Council would not let the earmarked money be used for something else.

Mr. Lynn stated that he is not necessarily advocating for saving this building; however, once it is demolished, the leverage to put anything there would be lost. Setting aside $80,000 is a disservice to the residents of the east side of Dover because Council could decide to use the money for something else. Mr. Slavin noted that the $80,000 does not currently exist and the only way to generate that amount would be through a tax increase.

**The motion for approval of the Committee's recommendation to: 1) authorize the City Manager to execute necessary contracts to demolish the former Dover Park Building at Dover (White Oak) Park; 2) direct that an earmark of $80,000 be placed into the 2014-15 draft budget for capital improvements to Dover (White Oak) Park, with the specific allocation and expenditure timetable of the said earmarked funds to be determined by the 2014 Parks and Recreation Needs Assessment Study; and 3) authorize placement of temporary toilet facilities at Dover (White Oak) Park effective immediately was carried by a roll call vote of five (5) yes (Perza, Williams, Hare, Hutchison, and Bonar), three (3) no (Dixon, Lynn, and Slavin), and one (1) absent (Anderson).**

**Mrs. Williams moved for acceptance of the Parks, Recreation, and Community Enhancement Committee Report, seconded by Mr. Slavin and unanimously carried.**

**UTILITY COMMITTEE REPORT - FEBRUARY 10, 2014**

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

**Dedication of Water and Wastewater Infrastructure - The Grande**

Members reviewed a request of Doveview Investors, LLC, the responsible party for completing the water and wastewater infrastructure within the Grande Apartment Complex, for all water and wastewater infrastructure within the public utility easement to be dedicated to the City of Dover for permanent ownership and maintenance, including a list outlining the entire water and wastewater infrastructure associated with this complex. The total construction value of the infrastructure is $130,620.

Mr. Scott Koenig, City Manager, assured members that Doveview Investors, LLC completed construction of the infrastructure in accordance with City standards and specifications. After construction was completed, City staff inspected the water and wastewater infrastructure and developed a list of repairs to be made to meet the City of Dover Standards and Specifications for Public Works Construction. All work required by the Public Works Director has been completed and a one (1) year Maintenance Agreement and a Release of Liabilities will be submitted as part of the dedication process. The required as-built drawings of the infrastructure as well as videos of the sanitary sewer mains have been provided to staff.

Staff recommended acceptance of the dedication of water and wastewater infrastructure within the public utility easement in The Grande Apartment Complex, to include all of the referenced water and wastewater infrastructure.

The Committee recommended approval of staff's recommendation for the acceptance of the dedication of water and wastewater infrastructure within the public utility easement in The Grande Apartment Complex, to include all of the referenced water and wastewater infrastructure.

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

**Dedication of Rights-of-Way and Public Infrastructure - Farthing Woods**

Members reviewed a request of Ashburn Homes, Inc., the responsible party for completing the public infrastructure within the Farthing Woods Subdivision, for all public infrastructure improvements to be dedicated to the City of Dover for permanent ownership and maintenance, including a list outlining all of the public improvements associated with this development. The total construction value of the infrastructure is $261,262.

Mr. Scott Koenig, City Manager, assured members that Ashburn Homes, Inc. completed construction of the improvements in accordance with City standards and specifications. After construction was completed, City staff inspected the public improvements and developed a list of repairs to be made to meet the City of Dover Standards and Specifications for Public Works Construction. All work required by the Public Works Director has been completed. He indicated that a one (1) year

Maintenance Agreement and a Release of Liabilities will be submitted as part of the dedication process. Required as-built drawings of the infrastructure as well as videos of the sanitary sewer mains have been provided to staff.

Staff recommended acceptance of the dedication of rights-of-way and public infrastructure in the Farthing Woods Subdivision to include all of the referenced public improvements.

Responding to Mr. Perza, Mr. Koenig stated that there are three (3) lots that remain undeveloped within the Subdivision. He explained that 80% of the development must be completed prior to the City's acceptance of the dedication.

The Committee recommended approval of staff's recommendation for the acceptance of the dedication of rights-of-way and public infrastructure in the Farthing Woods Subdivision to include all of the referenced public improvements.

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

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

Mr. Scott Koenig, City Manager, reviewed the Capital Investment Plan Project Tracking Report, as of December 31, 2013, noting that the spreadsheet for the Electric Improvement & Extension Fund - Major CIP Projects was inadvertently omitted from the packet and would be provided to members following the meeting.

Mr. Koenig stated that several of the projects have progressed since December 31, 2013. He noted that the New Library Project is still listed because the City has not made final payments since there are still some close out items associated with the Library, and the Roof Replacement Project for Dover Park is on hold since discussion related to the demolition of the structure has been ongoing. The Annual Contribution to Robbins Hose is a standard item which is paid out of the Capital Fund. Project ST1404, for the completion of the streets in the Village of Westover IV, has been completed since December 31, 2013.

Mr. Koenig noted that several of the projects listed on the Community Transportation & General Fund Street Funds - Major CIP Projects have been completed but that the City is awaiting final billing. Referring to the Water/Wastewater Improvement & Extension Fund - Major CIP Projects, he stated that there have been some changes based on the approvals of Garrison. In addition, he noted that the City is still working on alternative sites for the 1M gallon elevated water storage facility off of Denneys Road. He stated that the Piney Point Well is actually in the final phases and the project was extended to March 1, 2014 for final testing. Although the well, several control systems, and standby generator are in place, there are some minor items which need to be completed in order to obtain final authorization from DNREC to put the project into the system.

With reference to the Tar Ditch Interceptor Upgrade, Mr. Koenig stated that since the City has additional engineers on staff, final easements will be obtained from surrounding property owners. He noted that the Garrison improvements are identified; however, the report reflects the old budgets,

and has not been updated to include the most recent approvals by City Council. He advised members that further work has been completed on several of the wastewater projects and assured members that these information would be reflected on the next quarterly report.

No further action was taken by the committee.

**TEA/NAES Report *(December)***

The TEA/NAES Monthly Report for December 2013 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.

Mr. Koenig noted that the overall power supply costs were $258,397 over budget due to higher load and reactive services costs and that staff was continuing to monitor these costs. Referring to the Supply Variance, he explained that the actual Gross Load of 61,756 was higher than the budgeted amount because the actual power demand in the City has been slightly higher than originally anticipated. Mr. Koenig stated that YTD Variance Report indicated that the total utilities cost was approximately $600,000 over budget as a result of the reactive services charges, which, as explained during the Committee meeting of January 27, 2014, staff hopes will be closer to the budgeted amount for the remainder of the year. He noted that the City did run during the month of January, due to the colder temperatures; however, the City was buying the unhedged portion of the portfolio in the market and the costs were very high.

In response to Mrs. Williams, Mr. Scott Koenig, City Manager, indicated that the City's portfolio is 80% hedged; therefore, the City purchases approximately 20% on the market. As a result, when the prices increase, the City is subject to that portion of the market and when there is a decrease in the prices, the City benefits. He confirmed that the prices were very high during the recent extreme cold weather and that the system was constrained.

The Committee recommended acceptance of the TEA/NAES Monthly Report for December 2013.

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

**UPDATES**

Members were provided the following updates:

**Green Energy Funding and Programming**

Mr. Scott Koenig, City Manager, reviewed details regarding the Green Energy Funding and Programming.

Mr. Koenig reminded members that, during the Utility Committee meeting held on November 12, 2013, members reviewed a request from the Presbyterian Church of Dover (the Church) to consider a change in tariff language to have the wording "or have instrument rated metering" removed from the C/C1 (Small Commercial) classification description, and staff

committed to working with the Church to provide assistance with a Green Energy Grant Application to facilitate energy efficiency within the City's electric system. He advised members that the grant for the Church had been processed and the Church was able to replace its meter and change classification.

**National Pollution Discharge Elimination System (NPDES) Municipal Separate Storm Sewer Systems (MS4) Permit**

Mr. Scott Koenig, City Manager, advised members that the City continues to operate under an expired National Pollution Discharge Elimination System (NPDES) Municipal Separate Storm Sewer Systems (MS4) Permit. The City is anticipating that the State will be issuing a Permit later in 2014 and that it will be more of a State-wide permit, which will provide for equal treatment and an expected level of compliance. He stated that additional information will be presented to members in the next few months as the City receives the permits and conditions presented.

**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 stated that during the Council meeting of January 27, 2014, a number of construction contracts were approved and there will be additional items presented to Council related to the adjustment of the pole line for the 69kV transmission and some final changes to the Engineering Services Agreement. He indicated that the administrative site plan for the water tower was submitted and construction is anticipated to begin once the weather improves. He stated that staff is working to get both the pump station and the general development contracts for the balance of the park signed and that construction meetings will be scheduled soon so that work can begin once weather improves.

Mr. Koenig advised members that the Uzin Utz facility is finalizing their designs, permitting, contracts, etc. and anticipates beginning work in the spring. All projects are converging on a early 2015 completion; therefore, he stated that there will be a substantial amount of work being done at the Park.

Mr. Koenig stated that Mr. Bill Neaton, Economic Development Director, has begun to focus his attention on marketing the remainder of the lots at the Park.

Calpine Energy Center

Mr. Koenig stated that once the weather improves, he will be scheduling tours of the Calpine facility and as construction progresses staff will be providing updates and tours. He stated that the Calpine facility is anticipated to be complete in June 2015; however, since testing is scheduled to take place early in 2015, he felt that it may be completed by late 2014/early 2015.

In response to Mr. Blakeman, Mr. Koenig stated that he had selected a candidate for the Electric Director position and was at the point of making an offer but was unable to move forward; therefore, he will begin the process again.

Dover Sun Park

Mr. Koenig reviewed information regarding the Electric Revenue Fund FY14 - White Oak Solar Park Incremental Cost, noting that the incremental Sun Park costs was $226,600 as of December 31, 2013. He assured members that the solar park is meeting the City's green energy portfolio demands and while it is slightly more costly then regular energy, it is performing as expected.

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

**AMENDMENT TO ENGINEERING SERVICES AGREEMENT RELATED TO GARRISON OAK TECHNICAL PARK**

In 2009, the City of Dover's Economic Development Office solicited Requests for Proposals (RFP) for engineering services related to the future development of Garrison Oak Technical Park (GOTP). Land Planning and Engineering Design of the subdivision have been ongoing since 2009. Mr. Scott Koenig, City Manager, explained that, due to the following, additional costs have been identified related to tasks necessary to bring the project to completion which were not included in previous proposals:

- White Oak Road drainage redesign;
- Water main redesign for internal subdivision along with water main redesign at each entrance to subdivision;
- Entrance upgrades including geometric improvements, pedestrian refuge island and mill and overlay design negotiations to reduce construction costs;
- Conditional Letter of Map Revision (CLOMR) of the current floodplain delineation,
- As-built survey of tax ditch improvements; and
- Letter of Map Amendment (LOMA) in accordance with Federal Emergency Management Agency (FEMA) regulations

Mr. Koenig reminded members that, in September 2009, City Council authorized $322,100 for the engineering services contract with Becker Morgan Group. Two of the original tasks were eliminated from the contract, reducing the contract value to $289,500. In August 2012, City Council authorized an additional $88,000 to address utility design changes and environmental considerations. In May 2013, City Council authorized an additional $86,900 to address utility design changes, hydrology / hydraulic analysis, geotechnical evaluation and bid specifications for a current approved total of $464,400.

Mr. Koenig reviewed each engineering task in terms of the original contract cost, amendments previously accepted by City Council and the proposed amendments to be adopted by City Council.

Staff recommended authorizing the City Manager to sign an engineering services contract amendment with Becker Morgan Group to complete the Subdivision Design and Construction Documents for the Garrison Oak Technical Park at a cost not to exceed $80,800 over the $464,400 previously authorized by City Council in 2009 / 2012 / 2013.

Responding to Mr. Slavin, Mr. Koenig stated that the original estimate for design was based on the number of acres and Becker Morgan's cost estimate to complete the project. He stated that, to his knowledge, it was not based on a percentage of the estimated build-out cost.

In response to Mr. Slavin, Mr. Koenig indicated that the cost would have been closer to the estimate if construction had begun in 2009, when the estimates were obtained. He also advised members that several factors have added to the cost, as follows: the Delaware Department of Transportation (DelDOT) reviews have become more intense, the entrance design has changed, and the expectation of the tenants has become more clear, leading to the addition of the hydraulic analysis associated with Calpine. Mr. Koenig also attributed some of the cost increase to "scope creep."

Responding to Mrs. Williams, Mr. Koenig stated that a portion of the $15,500 for the entrance upgrades is DelDOT related, the flood plain amendments cost approximately $45,000 to $50,000, and the majority of the increase can be attributed to costs associated with compliance with typical development requirements. Mrs. Williams requested the City Manager to seek economic development funding from the State for the GOTP project.

Mr. Perza asked if there was a cost estimate for the forthcoming amendment associated with the relocation of electric poles. Responding, Mr. Koenig stated that the upper limit of the estimate was $550,000. Mr. Perza noted that projects are consistently coming in at double the amounts budgeted and asked how the process could be improved to provide Council with realistic cost estimates. Mr. Koenig agreed that staff needed to do a better job of determining estimates. He noted that land development is not a project that the City would typically be involved in and it is difficult being both the developer and the applicant, as is the case in this situation. Mr. Koenig stated that, rather than negotiating, the City has complied with all requests of City staff and other regulatory agencies.

Mr. Lynn agreed that the City always seems to be engaging in reactionary budgeting instead of being proactive and planning more effectively.

Mr. Hare stated that he would like to see what has been spent to date for the GOTP as well as the anticipated revenue from the Park.

Responding to Mr. Lynn, Mr. Koenig stated that Becker Morgan was chosen as the engineer for design services for this project through a submittal process. He noted that they did not competitively bid the CLOMR portion because Becker Morgan already had the survey and the project knowledge. Mr. Lynn expressed concern that Becker Morgan is constantly selected by the City or the Downtown Dover Partnership for every engineering project in the City of Dover. Mr. Koenig stated that two (2) other engineering firms, Pennoni Associates and URS, are also involved in the project. He noted that a separate design contract was purposely sought for the pump station in an effort to obtain better prices. Mr. Koenig stated that the pump station design bid was awarded to either Pennoni or URS for $365,000.

Responding to Mr. Hutchison, Mr. Koenig stated that the land was purchased with a grant from the State of Delaware. He also noted that the State gave the City $400,000 for design fees and Calpine a $4M infrastructure grant for extension of the gas line from Cheswold. Mr. Hutchison stated that

the City knew this project would be expensive but that it would be a future benefit to the City, the County, and the State. Mr. Koenig stated that the infrastructure has been designed to accommodate the development of the 12 remaining lots.

**Mr. Hare moved to authorize the City Manager to sign an engineering services contract amendment with Becker Morgan Group to complete the Subdivision Design and Construction Documents for the Garrison Oak Technical Park at a cost not to exceed $80,800 over the $464,400 previously authorized by City Council in 2009 / 2012 / 2013. The motion was seconded by Mrs. Williams and carried by a roll call vote of six (6) yes (Dixon, Perza, Williams, Hare, Hutchison, and Bonar), two (2) no (Lynn and Slavin), and one (1) absent (Anderson).**

**APPOINTMENTS/REAPPOINTMENTS - BOARD OF ASSESSMENT APPEALS - FOUR (4) YEAR TERMS EXPIRING MARCH 2018**

**By consent agenda, Mr. Hare moved for approval of the following reappointments to the Board of Assessment Appeals. The motion was seconded by Mr. Slavin and carried by a unanimous roll call vote (Anderson absent).**

John Kelly, Accounting
Todd Stonesifer, Real Estate Brokerage of Sales
James Welsh, Property Appraisal/Assessments

**COUNCIL MEMBERS' ANNOUNCEMENTS**

Council President Bonar announced that the video recordings of the City Council meetings are now being made available on the City's website and on youtube. He thanked Ron and Mark of Comcast and Brian of Delaware.net for their assistance in helping make this service available.

**By unanimous consent, the meeting adjourned at 8:51 p.m.**

TRACI A. McDOWELL
CITY CLERK

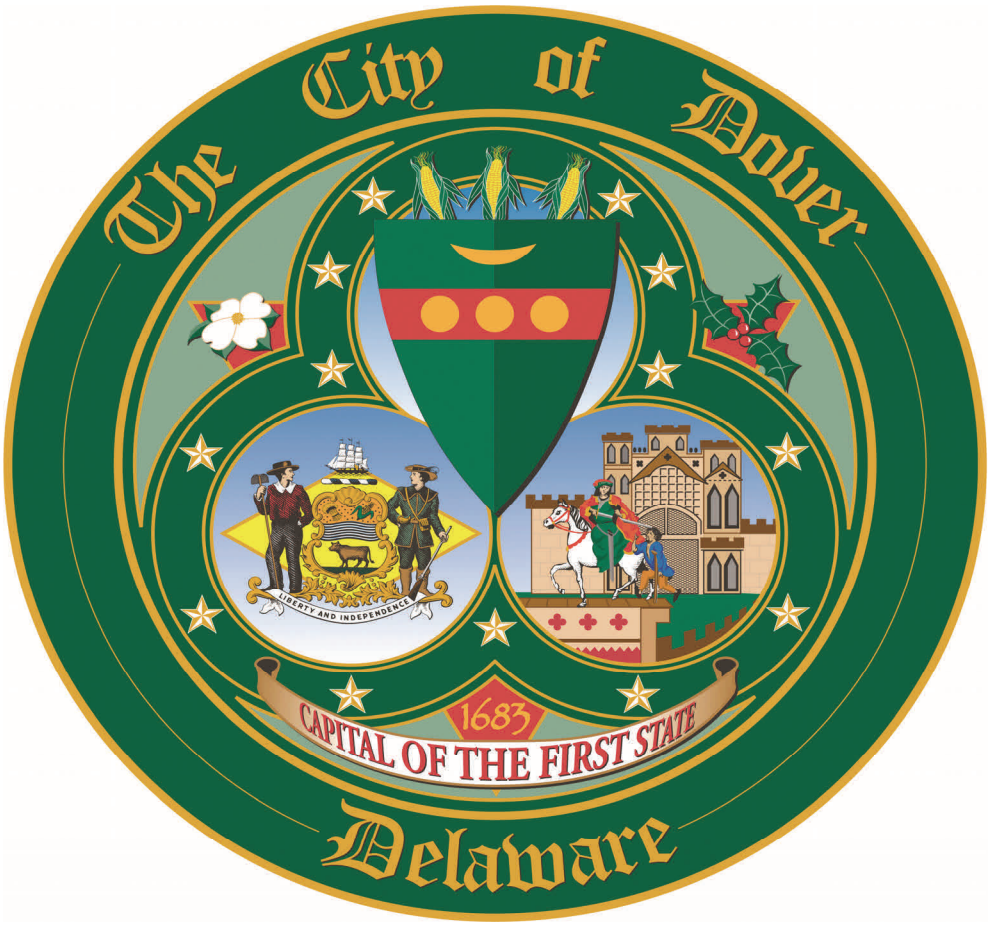
All orders, ordinances, and resolutions adopted by City Council during their Regular Meeting of February 24, 2014, are hereby approved.

CARLETON E. CAREY, SR.
MAYOR

/TM
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City of Dover, Delaware

# Department of Planning and Inspections & Recreation




# 2013 Annual Report

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# Planning, Inspections & Recreation

# 2013 Annual Report

## Introduction

2013 was a good year for the Planning and Inspections Department and Parks and Recreation Department. Vacancies were filled in the Fire Marshal's Office, Licensing and Permitting Division, and Code Enforcement Division. Recreation programming expanded by offering early morning fitness classes to meet the needs of a broader population. While the effects of economic recession continued to be felt, there have also been some signs of economic growth.

The City saw modest growth in the number of planning applications processed in the Planning Office from 79 in 2012 to 91 in 2013. In Fiscal Year 2013, which ended June 30, 2012, the Department brought in $2,508,432 in the Planning and Inspections area, a decrease in $261,132 from the prior fiscal year.

As in prior years, institutional projects continued strong, contributing to the local economy. Notable construction projects included:

- Dover High School Construction underway
- Construction underway on the Delaware Technical and Community College Campus
- Continued renovations at Bayhealth Kent General Hospital

In addition, some key commercial vacancies were filled with new businesses, including:

- Redners opened in the location of the former Superfresh
- Grottos opened in the location of the former Atlantic Books
- Greene Turtle opened in the location of the former Golden Corral

Other major construction projects included the construction of Dick's Sporting Goods at Dover Mall, the start of construction of Home2 Suites at Route 13 and Loockerman Street, and continued construction on The Grande (formerly DoveView), which had previously stood abandoned and incomplete.



Dover High School Under Construction

The Recreation Division has continued to look for ways to expand programming to meet the needs of Dover's diverse community. The Division continued operation of an after school program at Towne Point Elementary School, and also continued to offer summer camp programs throughout the summer to meet the needs to children and families. Camp Small Wonder is offered in partnership with Delaware State University and the University Campus. Super Summer Playground was relocated to Schutte Park and expanded to cover more weeks of the summer. Combined with the variety of sports camps offered at Schutte Park, the City offered something for just about everyone. We also added expanded camp hours to help meet the needs of working parents.

A lot of time and attention has been paid to working with Calpine Corporation and Uzin Utz to keep development of lots at the Garrison Oak Technical Park on track. Construction of the Garrison Energy Center started in spring 2013 and has been progressing well. Uzin Utz submitted an application to the Planning Commission for development of one of the lots and is working to complete plans with the hopes of being under construction in the first half of 2014. The Planning and Inspections Department also continued to work closely with the Capital School District, EDiS, and DelDOT as the new Dover High School construction has progressed. DelDOT has been planning for the installation of a HAWK (pedestrian activated only) signal at the site's east entrance as well as sidewalks to safely bring students to the signalized crossing of Route 8.

The City has continued to aggressively address vacant and dangerous buildings. Fifteen buildings were demolished by the City in 2013. Five others were demolished by the property owners. Others were repaired by the owners. The Department's proactive approach to vacant building registrations has been effective in getting banks and management companies to register vacant buildings and pay the associated fees in a timely manner. Ultimately, we are hopeful that the turn in the economy will help to minimize the magnitude of dangerous and vacant buildings in the future.

Respectfully Submitted,



Ann Marie Townshend, AICP
Director of Planning & Community Development

## Personnel Changes

The continued dedication and professionalism of the staff of the Department of Planning, Inspections and Recreation is a critical element in providing services to the community. These qualities allow staff to successfully interact with the residents of our City and support continued community improvement. There were a number of staffing changes within the Department during 2013. The change is as follows:

Angie Mangan and Debbie Krueger were hired to fill the Office Assistant II positions in the Front Office (Licensing and Permitting Division) of Planning and Inspections.

Kristen Mullaney was promoted from Office Assistant II to Licensing and Permitting Supervisor.

Jason Osika moved from an Inspector I position in Code Enforcement to and Inspector I position in the Fire Marshal's Office.

Matthew Brown was hired as an Inspector I in Code Enforcement.

Janelle Cornwell resigned from her position as Planner II with the Planning Office to accept a position as Planner II at Kent County Department of Planning Services.

# Building Inspections



**Staff**: Greg Akers, Chief Building Inspector / Plans Examiner; Mike McGregor Building Inspector II; and Chris Scott, Licensed Plumbing / HVAC Inspector II.

***New Construction, Renovations, Additions and tenant Fit Outs*:** Mr. Akers: supervision of construction inspectors, review of construction documents for permitting, meeting with design professionals concerning proposed construction projects. Mr. McGregor: assists in review of construction documents, performs inspections of commercial, residential work under construction and manufactured buildings. Mr. Scott's responsibilities are inclusive of assisting in plans review and performance of plumbing and HVAC inspections for commercial and residential buildings under construction.

***Additional Duties:*** The Building Inspections staff assists in revitalizing abandoned structures through the plans and permits process, respond to inquiries related to construction, assists in property damage assessment after significant damage causing events occur. Enforces licensing of contractors and design professionals. Provides guidance and regulates permit(s) requirements for construction and or repairs regulated by the Building and Life Safety Codes.

***Summary Description:*** "Building and Life Safety Codes address occupancy**,** structural strength, means of egress, sanitation, adequate lighting and ventilation, accessibility, energy conservation and life safety in regard to new and existing buildings, facilities and systems. These issues are specific to structures and adjacent structures as they may relate".

***Qualifications:*** Dover's Building Inspectors are qualified via a combination of certifications and licenses. Our inspectors are required to achieve or exceed 45 hours of training within 3 year time periods in order to remain current. These qualifications combined with years of experience in both private and public sectors places them among the best in the Dover community.



Cannon Mills



Hilton-Home 2 Suites

# Fire Marshal's Office



**Staff**: David Truax, Fire Marshal; Timothy Mullaney, Jr., Deputy Fire Marshal/Inspector II; Jason Osika, Deputy Fire Marshal/Inspector I.

The Fire Marshal's Office is responsible for conducting inspections annually and semi-annually in Apartments, Assembly, Daycares, Health care, Industrial, Mercantile, Schools, Hotels & Motels, and Business occupancies. The Fire Marshal's Office handles complaints relating to over-crowding, blocked means of egress, fire lanes, and impaired fire protection. The sprinkler, fire alarm, hood suppression, and other forms of fire protection are reviewed and tested by the Fire Marshal's Office. The office is responsible for the investigation into origin and cause of fires and explosions within the City of Dover. 2013 was the first full year that Deputy Tim Mullaney was out on the street as a certified law enforcement officer. Thirteen arrests were made by Deputy Mullaney.



*For the year 2013,* the Fire Marshal's Office conducted inspections in 255 occupancies with the following sub inspections. 7 Property Maintenance Inspections, 94 Fire Code Inspections, 39 New Fire Protection Inspections, 219 Existing Fire Protection Inspections, and 58 Certificate of Occupancy Inspections, 26 license and permit inspections, 73 admin walkthrough inspections, and 141 life safety inspections, for a total of 912 inspections for the year with 302 deficiencies found and corrected. Total complaints handled were 213.



Fire investigations for 2013 were as follows:
There was one (1) fire death, and the Fire Marshal's Office made 12 arrests in 2013.

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

# Code Enforcement & Property Maintenance



**Staff**: Tim Taraila, Inspector III/Code Enforcement Supervisor; Ron Coburn, Inspector II/Vacant Buildings; David McGinnis, Inspector I; Matthew Brown, Inspector I; Sam Gonzalez, Inspector I.

The Code Enforcement Officers entered a total of 4,076 cases into the H.T.E. system with regard to violations of the *Dover Code of Ordinances* and *Zoning Ordinance*. Based on the data below demonstrating the reason for the inspections, more than 73 percent of cases are initiated by staff within the Department of Planning and Inspections. This includes the Code Enforcement, Fire Marshal, Licensing and Planning staff. Within these cases, 9,450 inspections were performed for code compliance. All cases entered must have an origination code, such as a citizen complaint or an officer's observation. Below is a breakdown of the reasons for inspections, the number of inspections performed by the Code Enforcement Inspections staff, and a list of the different types of inspections conducted. After struggling with how to respond to complaints that involve violations inside owner-occupied dwelling, particularly those involving insanitary conditions that create problems for neighbors; the Code Enforcement Division was successful in obtaining search warrants through Court 7 to gain access to dwellings. While this is a tool that will be used only when all other routes of addressing these violations are unsuccessful, it will allow the Code Enforcement Division to address complaints that previously would have had insufficient resolution.

In addition, the Property Maintenance and Code Enforcement Officers conducted another 351 inspections relating to Fence and Sign Permits. The Officers also assisted in the collection of Itinerant Merchant Licenses during the two Race Operations conducted at Dover International Speedway. These operations were conducted during the spring and fall NASCAR sporting events.

| **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** |

| **Causes for Inspections:** | |
|---|---|
| Citizen/Tenant complaint | 738 |
| Electric Department Referral | 181 |
| Other Agency Referral | 162 |
| Staff Initiated | 2,995 |
| **TOTAL** | **4,076** |



***Vacant Buildings*:**

As part of the Vacant Buildings program the Code Enforcement Officers registered in 2013 a total of 303 buildings within the City limits of Dover and collected $69,750.00 dollars in registration fees from these registrations. Since the program began in 2007, a total of 1,129 structures have been registered as vacant. Currently, staff estimates that there are approximately 300 of these structures still vacant. Numerous previous registered vacant buildings have come into code compliance by either being re-occupied or by being demolished.




***Dangerous Buildings and Demolitions:***

42 buildings or structures were active on the dangerous building list during 2013. Of these, the following 20 structures were demolished, 14 by the City and 6 by the owner, with 5 additional structures coming into code compliance by renovations or abatement.

**Demolished by the City of Dover:**

212 N. Governors Avenue

39 Primrose Drive

488 N. East Avenue

416 W. Division Street

231 N Queen Street

423 Cecil Street

528 Fulton Street

427 W. Division Street

45 S. Queen Street

710 Slaughter Street

238 Railroad Avenue

67 S. Queen Street

24 N. New Street

**Demolished by Owner**

1080 & 1108 Bay Road

92 Orchard Avenue

312-314 W. Division Street

151 Roosevelt Avenue, D-3

106 Saulsbury Road

**Repaired by Owner**

827 Townsend Blvd. (pool)

834 S. State Street

121 Hazel Road

124 Brandywine Drive

650 Bay Road, Suite 19

## Licensing and Permitting

**Staff**: Kristen Mullaney, Licensing & Permitting Supervisor; Debbie Krueger, Office Assistant II; and Angie Mangan, Office Assistant II.

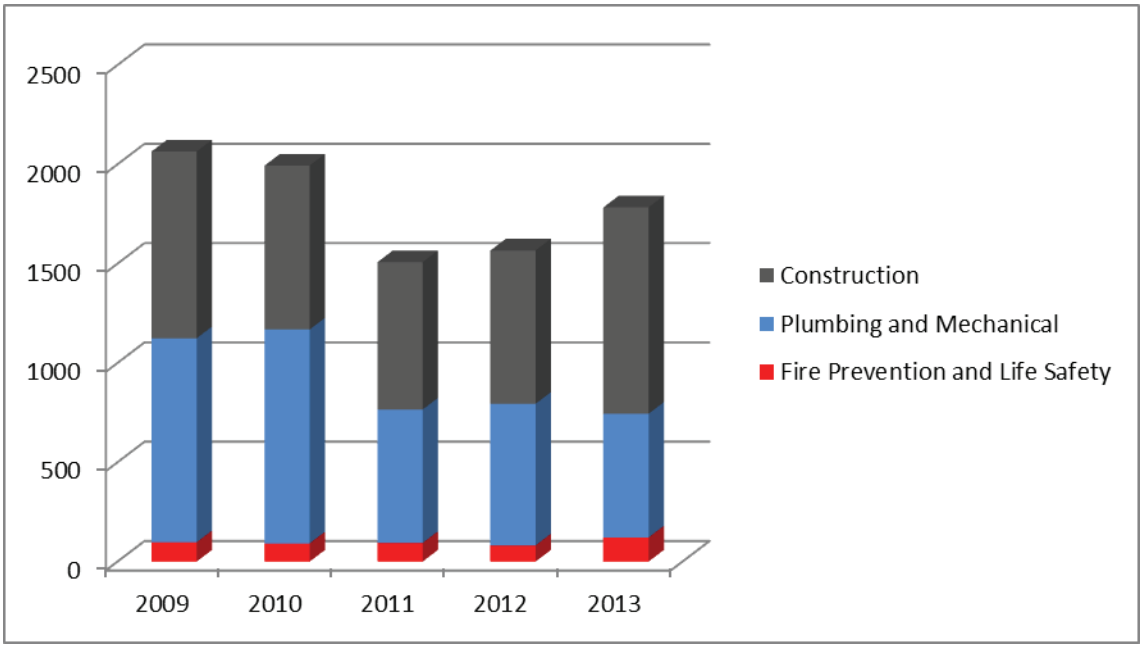


The Permit and Licensing staff is the first contact most customers have with the Department of Planning and Inspections and with the City of Dover.

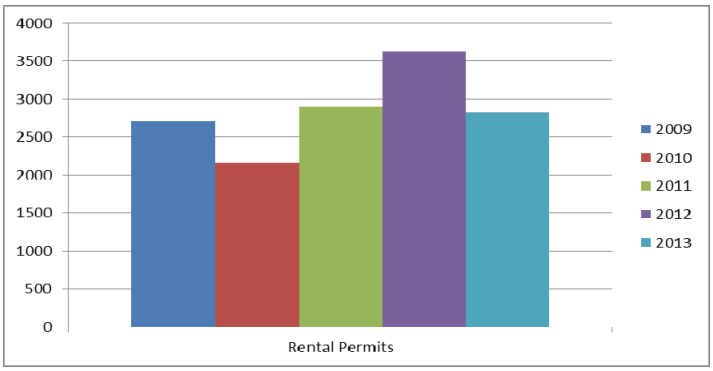
This staff is responsible for the receipt and processing of all Permits, Business Licenses, Occupancy Permits, and Rental Dwelling Permits. In 2013, we can estimate that they completed more than 24,446 transactions involving applications, processing and issuing of permits and licenses. In addition to these transactions, they scheduled 7,406 building inspections, received property maintenance complaints and fielded and directed the telephone calls for all personnel in the Planning and Inspections Department. They responded directly to questions regarding all of the above and scheduled appointments and meetings as required. The charts in-

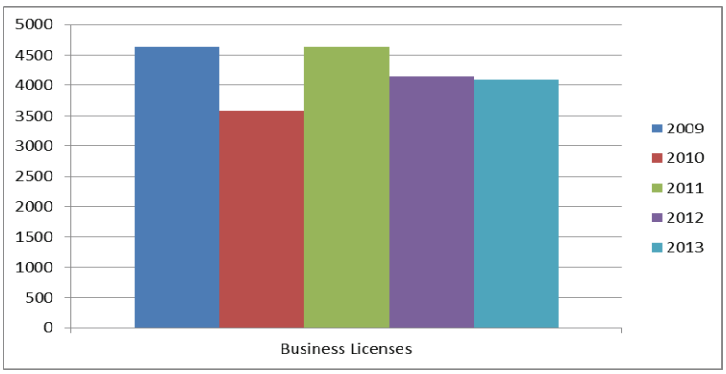
cluded are examples of just some of the important work done by this staff. Their contributions to customer service are immeasurable. While much of their work cannot be directly quantified, without their efforts, the Department could not function. They present a high standard of prompt and courteous service.

# 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 |



# Planning Office



**Staff**: Ann Marie Townshend, Director of Planning & Community Development; Dawn Melson-Williams, Principal Planner; Janelle Cornwell, Planner II (January-August); Tracey Harvey, Planner I; Maretta Savage- Purnell, Secretary II.

***Planning Applications/Boards and Commissions***

The Planning Office coordinates the review and approval of all development applications within the City and provides support to the Planning Commission, Board of Adjustment, and Historic District Commission. During 2013, the Planning Office processed 91 new applications and continued review on applications that had been submitted in previous years.

***Community Development***

The Community Development program is also responsible to ensuring that the City works with partners to affirmatively further fair housing. In this regard, the Planning Commission received Fair Housing training from the Delaware Human Relations staff. The following applications were awarded funding in 2013:

- **Milford Housing Development Corporation (MHDC) Emergency Home Repairs**—Emergency repairs have been completed on six (6) owner occupied homes eliminating severe housing conditions that constitute health and safety hazards year to date.
- **Milford Housing Development Corporation Homeowner Rehabilitation Program—**Repairs were completed on two (2) owner occupied homes bringing them in compliance with the City of Dover's Property Maintenance Code.
- **Homeownership Assistance Program**—Throughout the year, six (6) families closed on homes using the City of Dover's Homeownership Assistance Program and received homeownership counseling through NCALL.
- **Dover Interfaith Mission to the Homeless**—CDBG funds were utilized to cover the operations costs for the homeless shelter.
- **NCALL Research**— (15) first-time homebuyers received housing counseling and foreclosure prevention.

**Elizabeth Murphey School**—CDBG funds were provided for replacement windows at Ehinger Hall that is a facility located on the campus that services at risk youth.



4 Bennington Street

**Neighborhood Stabilization Program**

The City of Dover was awarded 1.5 million dollars from Delaware State Housing Authority to purchase foreclosed properties in the City, rehabilitate them, and sell them to eligible families. The City has partnered with Dover Housing Authority, Diamond State Community Land Trust, Connections Community Support Program and Habitat for Humanity. The partners have purchased 11 properties. Ten (10) properties have been sold, one is a lease purchase, and one is a rental that serves persons with disabilities.

# 2013: Welcome to Dover!
# Progress in Pictures




Royal Farms




Dick's Sporting Goods




Winner Hyundai




Redner's




Grotto Pizza

***Comprehensive Plan Implementation Activities & Ordinance Development***

The Planning Office is responsible for developing ordinances and other activities to implement the City's Comprehensive Plan. In this regard, the following projects were priorities of the Planning Staff in 2013:

- **Bicycle & Pedestrian Sub-Committee—**On January 22nd, the Planning Office a Public Workshop to gather interest in forming the Bicycle & Pedestrian Sub-Committee. Membership of the Sub-Committee was selected and continued to meet monthly.
- **Capital City Trail**—The Planning Office continues to work with the Dover/Kent County Metropolitan Planning Association and DelDOT on planning of the Capital City Trail, which will connect Silver Lake Park with Public Safety Boulevard, where the St. Jones Greenway Isaacs Branch trail begins. Construction of the first phase of this regional trail project began in spring 2013, and will include a multi-purpose trail along the St. Jones River between Loockerman Street and Martin Luther King, Jr. Boulevard behind the Delaware Public Archives parking area.
- **Comprehensive Plan Amendment**—There were no Comprehensive Plan Amendments in 2013. In accordance with the approved procedure for annual amendments to the Comprehensive Plan, the Planning Office received in December 2013 a request to amend the Land Development Plan Map which along with several staff initiated text amendments to the Comprehensive Plan that will be processed as Comprehensive Plan Amendments 2014 (MI-14-01).
- **Amendments to AEOZ (Airport Environs Overlay Zone)**—The text amendment to update the Airport Environs Overlay Zone (AEOZ) as a result of the recent AICUZ Study for Dover Air Force Base began the formal review process with a presentation at the January 14th Legislative Finance and Administration Committee Meeting. The amendments were considered by the Planning Commission on February 19, 2013 receiving a favorable recommendation for approval. The text amendments were approved by City Council on March 11, 2013. The text amendments updated the provisions of the AEOZ found in *Zoning Ordinance,* Article 3 Section 22.
- The **Comprehensive Rezoning: AEOZ Zoning** (Zoning Map amendment) proposed rezoning of a number of properties by changing the boundary of the Noise Zones of the AEOZ. The Zoning Map amendment to update the Airport Environs Overlay Zone (AEOZ) was approved by City Council on March 11, 2013 after a favorable Planning Commission recommendation. With approval of the Comprehensive Rezoning: AEOZ Zoning (Zoning Map amendment), the zoning of 685 properties were updated by changing the boundary of the Noise Zones of the AEOZ. (Application MI-12-24)
- **Update to Community Flood Insurance Rate Maps**—The Planning Office continued to participate in the process of updates to specific Community Flood Insurance Rate Maps (FIRM) as a result of a new Flood Insurance Study. The updates are the result of a Coastal Study for Kent County and a study of the Murderkill Watershed. FEMA's adoption process for the FIRM Map panels anticipates a July 2014 effective date. The City is required to review its existing floodplain codes and ordinances as part of this adoption process; this review is expected to begin in early 2014.
- **NFIP Flood Plain Compliance Activities—**In June and July, the Planning Staff with assistance from other departments worked to prepare information and complete a questionnaire on activities in the Special Flood Hazard Area (100-year floodplain) in preparation for a Community Assistance Visit from FEMA. The Community Assistance Visit is part of the City's participation in the National Flood Insurance Program (NFIP). FEMA conducted the Community Assistance Visit on August 8, 2013 to review activities associated with the Special Flood Hazard Areas (100-year floodplain) in the City including tours of specific properties, review of permits issued, review procedures, and to provide technical assistance. The Community Assistance Visit is part of the City's participation in the National Flood Insurance Program. A summary report of the visit was received in the Fall 2013 outlining a number of recommended improvements to our program.
- **Delaware Population Consortium—**Planning Staff attended the Annual Meeting of the Delaware Popula-

tion Consortium on October 31, 2013. The DPC provides 30-year population and employment projections for the State, counties, and selected municipalities including the City of Dover. The meeting involved approval of the release of the Annual Population Projection series. The final version of the projections is pending publication.

***Major Projects***

- **The Green –Designated as a National Monument—**The Green was included in a proposal to designate a National Park in Delaware. During this proposal process the Planning Office provided technical support to the City. The Planning Office conducted a Public Workshop on January 23, 2013 for the adjacent property owners in regards to consideration of The Green as a National Monument and the associated Preservation & Conservation Easement. On February 1, 2013 the Planning Office working with the Department of Public Works completed the Baseline Documentation Report as associated with the Preservation Easement for The Green as a National Monument. The Baseline Documentation records the existing conditions of the property including a summary of features and site elements, tree locations and summary, and a photograph series of The Green. On March 25, 2013 **The Green in Dover** was designated as a National Monument by action of President Barack Obama under the provisions of the Antiquities Act of 1906. The Green is one of several sites in Delaware designated as part of the **First State National Monument** which consists of the Woodlawn Property along the Brandywine Creek and the New Castle Courthouse Complex of the New Castle Green and the Old Sheriff's House. It is the 400th unit of the National Park Service.

- **New Dover High School Project (C-10-05, S-11-18, MI-13-18)**

  Throughout 2013, construction activities related to site improvements and the building construction activities were on-going at the new Dover High School project site including the construction of the signalized west entrance (Dover High Drive) and Route 8 improvements. The applicant also worked on the design for the east entrance.

  The safety concerns for pedestrian and vehicular traffic at the High School were a concern. After discussion at the January 30th Safety Advisory and Transportation Committee meeting, the Planning Staff worked with the Capital School District to gather information on the walking student population, sidewalk availability, etc. The Planning Staff also worked with DelDOT regarding the possibly of a HAWK signal for pedestrian crossing of Route 8 and with the Dover/Kent County MPO on a Pedestrian Study of the area and a potential sidewalk construction project. A decision was reached to implement a HAWK signal at the east entrance to the site to accommodate pedestrian crossings of Route 8. Also DelDOT is designing a sidewalk construction project on the north side of Route 8 in areas lacking existing sidewalk leading to the pedestrian crossing. A meeting was held on September 24, 2013 for property owners affected by the proposed sidewalk construction project on the north side of Route 8. A Public Outreach presentation was held at September 25, 2013 Safety Advisory and Transportation Committee Meeting on the HAWK signal for a pedestrian crossing of Route 8.

  Beginning in June 2013, Planning Staff conducted monthly coordination meetings on the project with the various involved departments, agencies, and project design professionals and managers. The group continued by meeting monthly to coordinate efforts on the Dover High School project and related projects.

  In September, the Dover High School project filed a Revised Parking Justification and a Waiver Request for a Parking Reduction (MI-13-18); these requests were the subject of a Public Hearing at the October Planning Commission meeting. On October 21, 2013 the Planning Commission granted conditional approval of a Revised Parking Justification for the school site setting the required parking at 800 parking spaces. The Planning Commission also granted conditional approval of a Waiver Request for a Parking

Reduction allowing portions of Lots C and D to be grass parking for large events only; to require the bus parking area to be dual striped for car parking at large events; and for a reduction of Lot G to 31 parking spaces (MI-13-18). A revised Site Plan was to be submitted to reflect these plan changes.

- **Garrison Energy Center (Master Plan S-12-03, Phase 2 S-12-17)**

In 2013, the Planning Staff participated in weekly coordination conference calls with Calpine regarding the Garrison Energy Center project on Lot 7 of the Garrison Oak Technical Park. During the year, the project progressed through the process for the Final Site Plan approval with technical review by the Planning Office and other City Departments and agencies. A Preliminary Final Site Plan approval for the Garrison Energy Center Phase 1 was granted on March 8, 2013. A Pre-Construction meeting was held by City Staff with Kvaerner, the site construction manager/contractor and Calpine on March 22, 2013 in anticipation of the start of mobilization for construction activity.



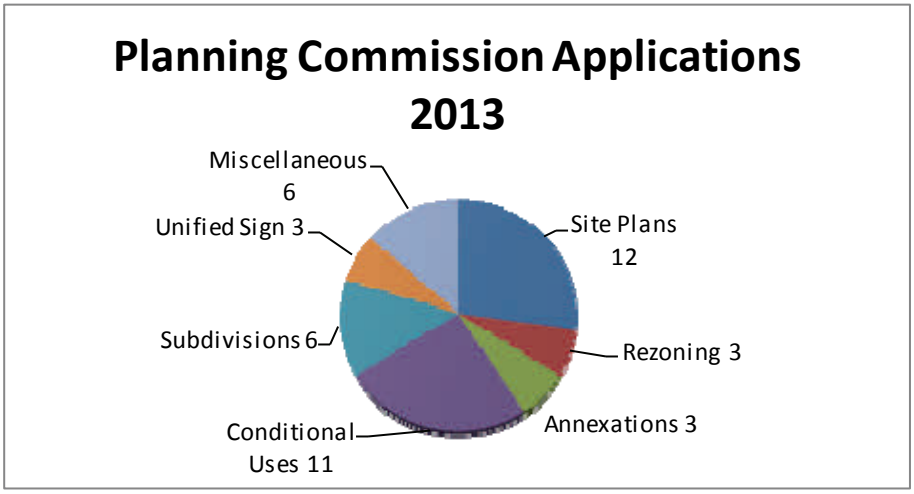
To help manage the permit and inspection activity, Planning & Inspections Staff met with Kvaerner (now known as Matrix), the site construction manager/ contractor, to coordinate the City's permitting and construction activity procedures. Many Foundation Building Permits for the project were received between March and December 2013 for review and inspection. Construction began with issuance of the Administrative Building Permit #13-286 for site construction on April 2, 2013. In May, Building Permit #13-498 as a Foundation Permit for Foundation #35 HSRG was reviewed as the first in a series of foundation permits for the site. The Building Permit for the Administration Building (#13-1608) was reviewed on December 20 2013.

Staff attended the Garrison Energy Center Groundbreaking event at the site on June 25, 2013.
Due to the nature of the project, technical review by the Planning Office and other City Departments and agencies continued with emphasis on the detailed water and sewer utility planning. The Final Letter of Agreement for the Tree Mitigation Plan between Calpine Corporation and the City of Dover was signed August 12, 2013. The implementation of the Tree Mitigation Plan will involve the Garrison Energy Center (Calpine) planting 378 trees along designated City trees and within multiple City Parks including Schutte Park. The Final/Final Administrative Site Plan approval for the Garrison Energy Center Phase 1 was granted on September 6, 2013 subject to conditions of approval.



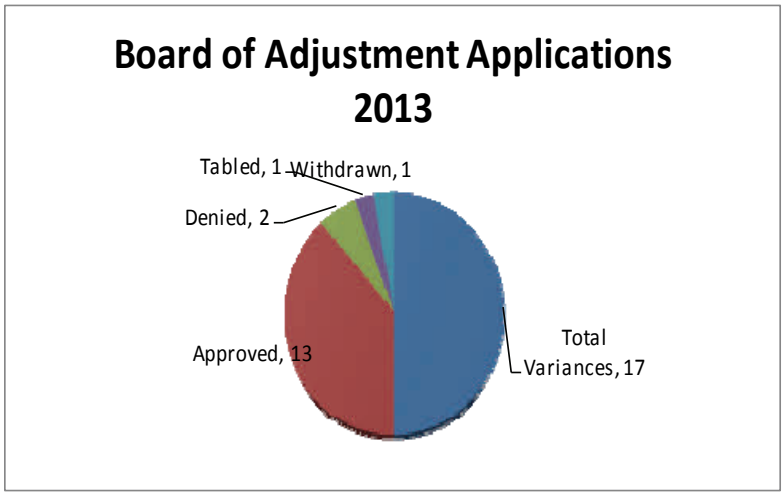
# Boards and Commissions

***Planning Commission***




The Planning Commission consist of nine members with Col. Robert Welsh as Chairman and Fred Tolbert as Vice-Chairman. Ed Cregar joined the Planning Commission in July. Ed is a former Director of Planning and Inspections and a resident of downtown Dover. The Planning Commission met monthly in 2013. The Planning Commission reviewed 44 applications for 2013. The Commission reviewed 12 Site Plans, 11 Conditional Use Plans, 6 Minor Subdivision Plans, 3 Comprehensive Unified Sign Plans and 6 Miscellaneous applications. The Site Plans reviewed by the Planning Commission included the development of the North Street Pocket Park on the vacant lot at 301 South Governors Avenue, a retail building for Family Dollar on Loockerman Street, the redevelopment of Walker Woods as apartment buildings, and the construction of a dry mortar facility by Uzin Utz Manufacturing N.A. on Lot 12 of the Garrison Oak Technical Park. The Conditional Use applications included the third apartment building of Luther Village Planned Neighborhood Design Senior Citizen Housing Option Phase 3, a community center building at Solid Rock Baptist Church, a new church building for Dover Christian Church on Forrest Avenue, and the establishment of offices of EZ-Pass on Loockerman Street. The Planning Commission made recommendation to City Council on 3 Annexations and 3 Rezonings. There were an additional 16 applications that were submitted to the Planning Office for administrative review. This included 9 Administrative Site Plan, 7 Miscellaneous applications and 9 information files. The Administrative Site Plans included the first Applied Optics Research Building at Delaware State University, an addition to Tudor Electric, and City projects for an elevated water storage tank in the Garrison Oak Technical Park and construction of a Salt Barn at the maintenance facility in Schutte Park. A number of the Miscellaneous applications involved the movement of property lines or the combination of parcels.

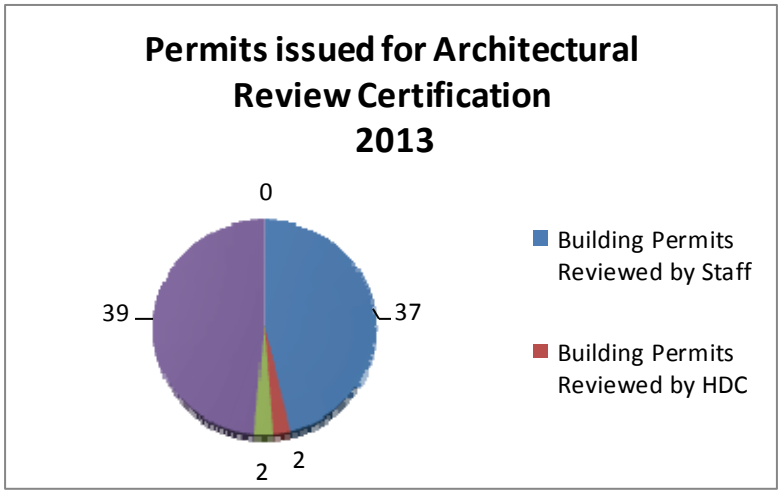
***Board of Adjustment***




The Planning Office received 17 variance applications for the Board of Adjustment in 2013. Of those, 13 variances were approved, two were denied, one was tabled, and one application was withdrawn by applicant. One variance request was related to signage, three were requesting a reduction in parking requirements, one was a use variance, and the remainder were standard area variances. The Board of Adjustment has a narrow focus in its role, as specified by the *Zoning Ordinance* and *Delaware Code*. The

Board strictly applies the legal standard prescribed by code, which has helped to keep the volume of applications submitted to the Board relatively low.

***Historic District Commission***




The Historic District Commission consists of five members with Dick Scrafford as Chairman and Chazz Salkin as Vice-Chairman. The Historic District Commission held six meetings in 2013. The Historic District Commission reviewed five (5) applications for Architectural Review Certificates in 2013. This included the referral of one Building Permit to the Historic District Commission for review of the construction of an accessory structure (replica outhouse) for the John Bell House at 43 The Green. Other projects reviewed for Architectural Review Certification involved proposals for construction of a rear parking lot at 527-529 South State Street, demolition of an existing building and construction of a new retail building (Family Dollar) at 300 West Loockerman Street, and redevelopment of a vacant parcel at 301 South Governors Avenue as the North Street Pocket Park with paving and landscaping improvements. Also in February 2013, approval was granted with conditions for demolition of the building at 509 South State Street (HI-12-06). In March, the Historic District Commission heard a presentation on the bike and pedestrian improvements for the Phase 2 of the Capital City Trail.

Of the 80 building permits issued in the Historic District in 2013, 73 permits required Architectural Review Certification for such projects as signs, temporary signs, door replacement projects, exterior finish/siding/trim work renovations, and façade renovations. A breakdown of permits handled administratively versus those reviewed by the Historic District Commission is included in the appendix.

The Green which is designated as a National Monument is a key component of the Historic District. The Historic District area of Downtown Dover continues to be the site of many community festivals, parades, and activities associated with the First State Heritage Park. The construction of several major projects previously reviewed by the Historic District Commission brought changes to Downtown Dover in 2013. The Bayard Plaza mixed use building opened at 200 West Loockerman Street (HI-10-08) and construction was completed of Loockerman Way (plaza area) and the North Street Parking Lot Improvements (HI-11-05). The multi-phase project of interior and exterior renovations at the Biggs Museum of American Art at 406 Federal Street (HI-10-09) also was completed. In 2013, construction activities also involved the rear plaza improvements at 22-24 West Loockerman Street and a series of site and building ADA accessibility improvements at Woodburn and Hall House (151-181 Kings Highway SW). In late December the Demolition Permit was issued for demolition of the residential building at 509 South State Street.

The Planning Office coordinated a Public Workshop to discuss the role and scope of the Historic District Commission and Historic District as per the request of the Legislative Finance and Administration Committee of City Council. The Workshop on February 26, 2013 held in two sessions consisted of a presentation followed by facilitated discussion led by consultant Andrea K. The Workshop was attended by 40 people including members of the Commission, City officials, and staff. Planning Staff will sort the information received during the discussion, conduct additional public outreach in a survey format, and identify any potential changes.



# Recreation Division

**Full-Time Staff:** Carolyn Courtney, Administrative Assistant; Steve Pickering, Sports Coordinator; Wayne Voshell, Recreation Center Coordinator; Sherwanda Rachal-Speaks, Recreation Specialist; Peggy O'Brien, Office Assistant II. In addition to the full-time staff, the Recreation Division is staffed by three part-time employees and three seasonal/ temporary employees.

The Parks & Recreation division manages the John W. Pitts Recreation Center, a variety of indoor & outdoor sports leagues for youth and adults, fitness programs, spring break and summer camps, an afterschool program at Towne Point Elementary school, bus trips and fun activities for youth and their families at affordable rates and schedules to meet all needs.

In 2013, the division added some new programs and leagues to broaden our reach to the community. The John W. Pitts Center started charging open gym fees for non-residents of Dover in the spring 2013; hours were adjusted to allow for early morning fitness; and we focused on continuing to build partnerships with organizations such as Wesley College, the Capital School District, YMCA, Delaware Senior Olympics, Delaware Special Olympics, and others to meet the recreation needs of an increasingly diverse population. There was a special focus on health and wellness, with a spring 5K and wellness fair and Dover's honorable mention as a Delaware Healthy Community. While looking to add offerings, we also stayed true to our long standing popular programs.

## Family Activities - Fitness Programs

## - Open Gym - Athletic Leagues

We are offering a fantastic line up of fitness and recreational programs that meet a variety of sought after programs. We even added birthday party packages for meeting our customer's needs.

Our early morning fitness classes, Zilch to 5K and Early Morning Bootcamp are growing in popularity. While our lunchtime fat-burners and yoga classes continue to please. After work, our evening fitness and yoga classes have also grown and our class offerings continue to rejuvenate all who participate. Our bus trips going to Washington DC, the Philadelphia Flower Show and New York always satisfy our customers and many return year after year.

With the tri-annual brochure costs growing, we developed new ways to get our word out. Social media and direct marketing became a must for the department. Monthly program flyers are being distributed through the Capital School District and local venues. Our webpage has been crucial in keeping our customers informed on the latest of programming options available.

Facebook has been a popular way to get folks the latest in recreational information and has been a fun and innovative way to communicate with our constituents.

Constant Contact an email communications provider has been instrumental in reaching our customers to promote our programs and special events.

Season after season, our basketball, field hockey, softball, volleyball and lacrosse leagues offer something for everyone to participate in and show their stuff!

Our new format for summer camp seemed to meet a variety of family needs. With our extended care hours and weekly registrations, we received positive feedback with the changes in our camp offerings.

Once again, we proudly hosted several softball tournaments, church outings, company picnics and family parties in our parks and pavilions.

It starts in Parks and we have it!







## Bicycle / Pedestrian Subcommittee:

Members of the subcommittee partnered with DelDOT's bicycling program staff to offer Dover's inaugural **Bike To Work** day. Approximately 30+ riders participated in the ride from John W. Pitts Recreation Center to Dover Public Library and then off to work!

A note of thanks was offered to Some Guys Bagels, Good News Foods, Bike Werx and Dave's Road Bikes for their donation & support of the event.

Some familiar faces among the mornings riders included: Andy Siegel, Judie Ridgeway, Denise Roberson, Carolyn Courtney, John Grinstead & Councilman Dixon representing the City of Dover. Mayor Carey graciously gave a few words during the bike social.

Current members of the subcommittee include: James Hutchison, Chris Assay, Jayce Lesniewski, Kathy Doyle, Dave Moses, and Pat Gallagher



2013 Bike to Work Day



## Bicycle Friendly Community
### *Honorable Mention*

The City of Dover is pleased with the results of our application to the League of American Cyclist. With the support of the Bicycle / Pedestrian Subcommittee, representatives from DelDOT, the Kent County MPO, and members of the public worked with city staff to formulate an encompassing picture of Dover's bicycling highs and lows showing us where efforts to could be focused for improvement and what we're already doing right!

*"Across the U.S., the interest in bicycling is skyrocketing — and it's easy to see why. A bike is a ticket to health, mobility, freedom and fun. Bicycling isn't just a way to get from one place to another; it's an avenue to a better life….." League of American Bicyclist*

Becoming a BFC directly supports the "Walkable, Bikeable Delaware" measure that was introduced by Governor Jack Markell in 2011. We believe making bicycling safe and comfortable will encourage community and economic development. Given the opportunity to ride, residents enjoy dramatic health benefits, reduced congestion, increased property values and more money in our constituents pockets to spend in the local economy.

Recognized by the League of American Bicyclist, communities are acknowledged as one of four (4) levels: Bronze, Silver, Gold or Platinum designations. The selection process is scrutinized and many times the first application submitted does not guarantee a community will



achieve one of these levels. As of 2013, more than 600 communities have applied, and only 242 have been awarded Bronze, Silver, Gold or Platinum designation.

*Pictured: Governor Markell, Secretary Bhatt, & Mayor Carey joined other local officials & Bicycle / Pedestrian Subcommittee Chair James Hutchison & committee members to announce Dover's Honorable Mention award from the League of American Bicyclist.*

### *Peeking at our numbers…*

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 spring summer 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










| BOARD OF ADJUSTMENT 2013 | | | | | |
|---|---|---|---|---|---|
| **File #** | **Applicant** | **Location** | **Type** | **Action** | **Date** |
| V-13-01 | 7-Eleven Store | 127 S DuPont Hwy | Convenience Store/Pumps | Approved w/conditions | 1/16/2013 |
| V-13-02 | State Street Plaza | 1004 S State St | Area Variance | Approved | 4/3/2013 |
| V-13-03 | Stover Professional Campus | 101 Stover Blvd | Area Variance | Tabled | 3/20/2013 |
| V-13-04 | Solid Rock Baptist Church | 113 N West St | Area Variance | Approved | 4/3/2013 |
| V-13-05 | Lands of Michelle Wyatt | 74 Laurel Dr | Area Variance | Approved | 5/15/2013 |
| V-13-06 | Bayard Plaza | 208 S Governors Ave | Parking Variance | Approved | 5/15/2013 |
| V-13-07 | Capitol One Diner | 913 S DuPont Hwy | Sign Variance | Approved | 5/15/2013 |
| V-13-08 | Lands of John & Dorthea Link and Bradley Holden | 186-188 Pennsylvania Ave | Area Variances | Approved | 6/19/2013 |
| V-13-09 | Lands of Roger Casey | 527 William St | Area Variance | Denied | 7/17/2013 |
| V-13-10 | Proctor & Gamble | 1340 W North St | Parking Variance | Approved | 8/21/2013 |
| V-13-11 | Lands of Timoth P. Bennett | 34 Winged Foot Ct | Area Variance | Approved | 8/21/2013 |
| V-13-12 | Lands of Orlan T. Kelley Jr. | 11 Vondaway Dr | Area Variance | Approved | 11/20/2013 |
| V-13-13 | Civil Air Terminal | Horsepond Rd | Area Variance | Approved | 11/20/2013 |
| V-13-14 | Lands of John & Mary Bashore | 200 N West St | Use Variance | Tabled | 12/18/2013 |
| V-13-15 | Lands of Kathleen Davies | 43 Washington St | Area Variance | Approved | 12/18/2013 |
| V-13-16 | Front Line Ministries | 506-516 Jefferic Blvd | Parking Variance | Approved | 12/18/2013 |
| V-13-17 | Lands of Jerrie Sandstrom | 11 Roosevelt Ave | Area Variance | Tabled | 12/18/2013 |

| HISTORIC DISTRICT 2013 | | | | | |
|---|---|---|---|---|---|
| **File #** | **Plan Name** | **Location** | **Type** | **Historic District Commission Action** | **Date** |
| HI-13-01 | Lands of Lisa & William Boyles | 527-529 S State St | Construct Parking Lot | Architectural Review Certification (ARC) recommended with conditions<br>Planning Commission approved ARC | 2/21/2013<br>3/18/2013 |
| HI-13-02 | Dover Family Dollar | 300 W Loockerman St | Demolish Exisiting Building for New Retail Building | ARC recommended with conditions<br>Planning Commission approved ARC | 3/21/2013<br>5/20/2013 |
| HI-13-03 | Capital City Trail | Legislative Hall to Loockerman St | Bike & Pedestrian Improvements | Info Presentation to HDC on Phase 2 | 3/21/2013 |
| HI-13-04 | Building Permit<br>John Bell House Replica Outhouse | 43 The Green | Building Permit # 13-260 | Consultation on ARC<br>Approved ARC | 3/21/2013 |
| HI-13-05 | North Street Pocket Park | 301 S Governors Ave | City Park | ARC recommended with conditions<br>Planning Commission approved ARC | 7/18/2013<br>8/19/2013 |

| SITE PLANS 2013 | | | | | | |
|---|---|---|---|---|---|---|
| **File #** | **Applicant** | **Location** | **Type** | **Bldg Sq Ft** | **Action** | **Date** |
| S-13-01 | 7-Eleven | 127 S DuPont Hwy | New Construction | 2,590 | PC Approved w/conditions | 1/22/2013 |
| S-13-02 | Del. State University<br>Applied Optics Research Building<br>Phase 2 - Building 1 | 1200 N DuPon Hwy | New Construction | 27,660 | Admin Review, filed<br>Approved | 12/19/2012<br>1/30/2014 |
| S-13-03 | Lands of William & Lisa Boyles<br>527, 529 S State St | 527, 529 S State St | Parking Lot | N/A | PC Approved w/conditions and<br>Architectural Review Certification | 3/18/2013 |
| S-13-04 | Del. Tech Comm. College<br>Modular Building | 600 Campus Dr | Proposed Bldg | 5,500 | Admin Review | 2/7/2013 |
| S-13-05 | KGH Development Corp<br>Bayhealth Staff Parking Lot Expansion | 625 S State St | Parking Lot Expansion | N/A | PC Tabled<br>PC Approved w/conditions | 4/15/2013<br>5/20/2013 |
| S-13-06 | US Gas LLC | 461 N DuPont Hwy | Add Impervious Surface | N/A | PC Approved w/conditions | 4/15/2013 |
| S-13-07 | Drop-In Center at Dover Interfaith<br>Mission for Housing | 684 Forest St | Mobile Bldg | 1,440 | Admin Review | 3/11/2013 |
| S-13-08 | Esh's Meat Market | 550 S New St | Renovation | 807 | Admin Review | 3/13/2013 |
| S-13-09 | DelDOT Sign & Signal Shop | 800 Bay Rd | Sign Shop | 2,250 | Admin Review | 3/19/2013 |
| S-13-10 | North Street Pocket Park | 301 S Governors Ave | City Park | 3,150 | PC Approved w/conditions and<br>Architectural Review Certification | 8/19/2013 |
| S-13-11 | Woodmill Apartments | 1300 South Fairview Dr | Storage Bldgs | 8,800 | Withdrawn | |
| S-13-12 | Family Dollar | 300 West Loockerman St | Retail Store | 8,316 | PC Approved w/conditions and<br>Architectural Review Certification | 5/20/2013 |
| S-13-13 | Salt Barn at Schutte Park | Schutte Park | New Construction | 2,500 | Admin Review, filed<br>Approved | 5/9/2013<br>1/29/2014 |
| S-13-14 | Mitten Industrial Park - Phase 1 | Lafferty Ln | Admin Site Plan Phase 1 | 9,600 | Filed<br>Expired | 5/14/2013<br>5/31/2013 |
| S-13-15 | Tudor Electric Inc. | 801 Otis Dr | Garage Addition | 1,160 | Application on hold | 5/23/2013 |
| S-13-16 | Mitten Industrial Park | Lafferty Ln | Site Development Master Plan | 86,400 | | |
| S-13-17 | Lands of Rabail Enterprize LLC | 484 N DuPont Hwy | Admin Site Plan<br>Impervious Surface | 1,339 | Filed<br>PC Approved Waiver | 6/25/2013<br>9/16/2013 |
| S-13-18 | Redevelopment of Walker Woods<br>(Village of Sherwood) | 1357-1383 Walker Rd<br>36-152 Harmony Ln | New Construction<br>12 Apt Bldgs & Community Bldg | 51,365 | PC Approved w/conditions | 10/21/2013 |
| S-13-19 | Woodmill Apartments:<br>Storage Bldgs, Garage Bldg,<br>Revised Active Recreation Area | 1300 S Farmview Dr | 2 Storage Bldgs + garage | 10,432 | PC Approved w/conditions | 10/21/2013 |
| S-13-20 | Uzin Utz Manufacturing N.A.<br>Garrison Oak Technical Park Lot 12 | 200 Garrison Oak Dr | Dry Mortar Plant | 53,832 | PC Approved w/conditions | 11/18/2013 |
| S-13-21 | Elevated Water Storage Tank<br>Garrison Oak Technical Park | 601 Garrison Oak Dr | Water Storage Tank | | Admin Review, filed<br>Approved | 12/16/2013<br>1/16/2014 |

| CONDITIONAL USE 2013 | | | | | | |
|---|---|---|---|---|---|---|
| **File #** | **Plan Name** | **Location** | **Type** | **Bldg Sq Ft** | **PC Action** | **Date** |
| C-13-01 | Daycare of Gloria Sealy | 1344 Forrest Ave | Large Family Daycare Home | Existing Bldg | Approved w/Conditions | 2/19/2013 |
| C-13-02 | Offices of EZ Pass at 22-24 W. Loockerman St | 22-24 W Loockerman St | Office Use, First Floor | Existing Bldg | Approved w/Conditions | 3/18/2013 |
| C-13-03 | Luther Village<br>Phase III PND-SCHO | 101 Babb Dr | Apartments, 48 Units<br>Resident Activity Bldg | 152,422<br>3,566 | Approved w/Conditions<br>Master Plan and Phase III<br>Minor Subdivision Plan | 5/20/2013 |
| C-13-04 | Lands of G & J Holdings LLC | 1-3 W Loockerman St<br>9 W Loockerman St | Office Use, First Floor | Existing Bldg | Approved | 7/15/2013 |
| C-13-05 | Redeemed Christian Church<br>Eagles Wings Chapel | 896 S State St | Church | Existing Bldg | Approved w/Conditions | 8/19/2013 |
| C-13-06 | Great Expectation Kinder Kollege | 688 Independence Blvd | Large Family Daycare, Home | Existing Bldg | Denied | 8/19/2013 |
| C-13-07 | Solid Rock Baptist Church Comm Center | 105 N West St | Community Center Bldg | 4,157 | Approved w/Conditions | 8/19/2013 |
| C-13-08 | Parke Green Galleries | 325-331 S State St<br>Parke Bldg | Studio and Art Gallery, First Floor | Existing Bldg | Approved w/Conditions | 9/16/2013 |
| C-13-09 | Bee Hive Beauty Shop | 27 W Loockerman St | Hair Salon, First Floor | Existing Bldg | Approved w/Conditions | 11/18/2013 |
| C-13-10 | W Denneys Rd, Elevated Water Tank<br>City of Dover | W Denneys Rd | Elevated Water Tank | 1,257 | Accepted Request to Postpone | 9/16/2013 |
| C-13-11 | Dover Christian Church | 1738 Forrest Ave | Church | 9,699 | Approved w/Conditions | 10/21/2013 |

| REZONINGS 2013 | | | | | | |
|---|---|---|---|---|---|---|
| **File #** | **Applicant** | **Location** | **From/To** | **Acres** | **Action** | **Date** |
| Z-13-01 | Lands of KW Lands<br>T/A Sheraton Dover Hotel | 1570 N DuPont Hwy | RC/C-4 w/SWPOZ to<br>IO w/SWPOZ | 12.6127 | PC Recommended Approval<br>CC Approved Ordinance #2013-12 | 8/19/2013<br>9/19/2013 |
| Z-13-02 | Lands of Walker Woods Properties LLC and<br>Milford Housing Development Corp | Walker Woods and Harmony Ln<br>Phase 1 & 2 | RG-3/ROS to RG-2 | 9.0722 | PC Recommended Approval<br>CC Approved Ordinance #2013-13 | 8/19/2013<br>9/19/2013 |
| Z-13-03 | Lands of Rhett Ruggerio | 109 E Division St | RG-1/H to RGO/H | 0.26 | PC Public Hearing Held<br>Application Withdrawn | 9/16/2013 |

| MISCELLANEOUS 2013 | | | | | |
|---|---|---|---|---|---|
| **File #** | **Plan Name** | **Location** | **Type** | **Action** | **Date** |
| MI-13-01 | Lands of John & Deborah DeMarie | 520, 518 Sunset Dr | Lot Consolidation | Admin Review | 1/15/2013 |
| MI-13-02 | Bicycle and Pedestrian Sub-Committee | | Information File | Monthly Meetings in 2013 | |
| MI-13-03 | The Green, Proposal for National Monument | Lawn Area of The Green | Information File | Public Workshop<br>Baseline Documentation Report<br>National Monument Designation | 1/23/2013<br>2/1/2013<br>3/25/2013 |
| MI-13-04 | Clearview Meadows PND<br>Revised Active Recreation Plan and<br>Minor Subdivision Plan | Clearview Meadows PND Subdivision | Eliminate pool<br>Add community center bldg<br>Relocate lot<br>Add 2 lots | PC Denied revisions and subdivision plan | 3/18/2013 |
| MI-13-05 | Discussion: Role and Scope of Historic District<br>and Historic District Commission | Historic District | Information File | Workshop Meeting<br>Information File | 2/26/2013 |
| MI-13-06 | Lands for Grotto Pizza<br>Record Plan for Easement | 1159 N DuPont Hwy | Administrative Record Plan | Plan Approval | 2/28/2013 |
| MI-13-07 | Cemetery at Silver Lake Park | Adjacent to N end of parking lot on W<br>side of Silver Lake | Research File | File Started | 3/1/2013 |
| MI-13-08 | Luther Village III PND SCHO Concept Plan | 101 Babb Dr | Planned Neighborhood Design<br>Senior Citizen Housing Option | Filed<br>Concept Plan Review by CC | 3/25/2013<br>4/8/2013 |
| MI-13-09 | Lands for 7-11 at 654 N DuPont Hwy<br>Record Plan for DelDOT | 654 N DuPont Hwy | Administrative Record Plan | Plan Approval | 4/15/2013 |
| MI-13-10 | Nottingham Meadows Lot Line Adj and<br>Revised Active Recreation Plan | Nottingham Meadows | Minor Lot Line Adjustment<br>Revised Active Recreation Plan | PRCE Recommend Approval<br>PC Approval w/conditions<br>PC Approved Cash in Lieu amount | 6/10/2013<br>6/17/2013<br>10/21/2013 |
| MI-13-11 | Ronald W. Rhodes Minor Lot Line Adj | 1106, 1112 Monroe Terrace | Parcel Consolidation Plan | Plan Approved | 7/26/2013 |
| MI-13-12 | Documentation of Conversion<br>Sheraton Hotel to Del. State Univ. uses | 1570 N DuPont Hwy | Information File | Research | 6/24/2013 |
| MI-13-13 | Garrison Oak Technical Park Inquiries | 100-651 Garrision Oak Drive | Information File | Research | 7/15/2013 |
| MI-13-14 | Reports to the<br>Office of State Planning Coordination 2013 | Municipal Comprehensive Land Use<br>Plan Annual Reports | Information File | Development, Rezoning, Permit Activity | |
| MI-13-15 | FEMA Community Assistance Visit | Floodplains/NFIP | Information File | July/August Research, visit | 8/8/2013 |
| MI-13-16 | Request for Street Abandonment:<br>Harmony Ln | Harmony Ln in Walker Woods | Street Abandonment | Request Letter<br>PC Recommend Approval<br>UC Recommend Approval<br>CC Approval w/conditions | 8/6/2013<br>10/21/2013<br>10/28/2013<br>11/25/2013 |
| MI-13-17 | Active Recreation Area Plan for<br>Walker Woods | Redevelopment of Walker Woods | Active Recreation Plan | PRCE Recommend Approval<br>PC Approval w/conditions | 8/23/2013<br>10/21/2013 |
| MI-13-18 | New Dover High School<br>Revised Parking and Waiver Request | 1650 Forrest Ave | Revised Parking Requirement<br>Waiver Request Parking Reduction | PC Approval w/conditions | 10/21/2013 |
| MI-13-19 | Minor Lot Line Adjustment Plan | 184 Maple Glen Drive | Lot Adjustment | Admin Review | 9/24/2013 |
| MI-13-20 | Cartanza Substation | 431 Donas Landing Road | Dover Electrical Substation | Information File | 9/30/2013 |
| MI-13-21 | Request for Street Abandonment:<br>Budd St | Budd Street | Street Abandonment | PC Recommend Approval<br>UC Recommend Approval<br>CC Approved w/conditions | 12/16/2013<br>1/13/2014<br>2/10/2014 |
| MI-13-22 | Enterprise Enterprises LLC<br>Minor Lot Line Adjustment Plan | 1502 College Rd | Minor Lot Line Adjustment Plan | Admin Review | 11/12/2013 |

| ANNEXATIONS 2013 | | | | | | | |
|---|---|---|---|---|---|---|---|
| **File #** | **Applicant** | **Location** | **County Zoning** | **City Zoning** | **Acreage** | **PC Recommendation** | **Council Approval** |
| AX-13-01 | Lands of Sipples Used Cars | 1174 S Governors Ave | BG | C-2A | 0.189 | 3/18/2013 | CC 4/22/2013, Ordinance #2013-05 |
| AX-13-02 | Lands of Raul Juarez | 508 Acorn Ln<br>East and West Side | RS-1 | R-8 | 2.450 | 11/18/2013 | CC 12/9/2013 |
| AX-13-03 | Lands of City of Dover | West Side of Acorn Ln | RS-1 | R-8 | 0.075 | 11/18/2013 | CC 12/9/2013 |

| SUBDIVISIONS 2013 | | | | | | |
|---|---|---|---|---|---|---|
| **File #** | **Applicant** | **Location** | **Type** | **# of Lots/Acreage** | **Action** | **Date** |
| SB-13-01 | Lands of 1151-1155 Walker Rd, LLC | 1151-1155 Walker Rd | Minor Subdivision | 2/1.779 | PC Approved w/conditions | 1/22/2013 |
| SB-13-02 | Lands of Joan L Conard | 633 Long Point Rd | Minor Subdivision | 3/167.561 | PC Approved w/conditions | 2/19/2013 |
| SB-13-03 | Lands of KW Lands (Sheraton/Hampton Inn) | 1570 N DuPont Hwy | Minor Subdivision | 3/11.258 | PC Approved w/conditions | 7/15/2013 |
| SB-13-04 | Lands of John & Dorthea Link and Bradley Holden | 186-188 Pennsylvania Ave | Minor Subdivision | 2/8699 sf | PC Approved w/conditions | 8/19/2013 |
| SB-13-05C | Wynsome Oaks | 2118 White Oak Rd | Major Conceptual Subdivision | 12/12.73 | Application on hold per applicant request | 10/21/2013 |
| SB-13-06C | The Meadow Subdivsion | Jefferson Terrace | Major Conceptual Subdivision | 5/4.23 | PC Approved w/conditions | 11/18/2013 |

| UNIFIED SIGNS 2013 | | | | | |
|---|---|---|---|---|---|
| **File #** | **Applicant** | **Location** | **Type** | **Action** | **Date** |
| US-13-01 | JBA Greentree Properties LLC | Greentree Shopping Ctr<br>25-140 Greentree Dr | Pylon, Wall & Monument Signs | PC Approved w/conditions | 2/19/2013 |
| US-13-02 | Delaware Technical & Community College<br>Exterior Gateway Signage | 100 Campus Dr | Monument Signs | PC Approved w/conditions | 12/16/2013 |
| US-13-03 | Loockerman Plaza<br>(Loockerman East) | 222 S DuPont Hwy<br>514, 516, 554 East Loockerman St | Pylon, Wall & Monument Signs | PC Approved w/conditions | 11/18/2013 |

PETITION TO AMEND ZONING DISTRICT
Public Hearing before the
Dover City Council
March 10, 2014

| | |
|---|---|
| Applicants/Owners: | David and Susan Edgell |
| Location: | 405 North State Street |
| Tax Parcel ID #: | ED-05-068.17-01-72.00-000 |
| Size: | 11,250 SF +/- |
| Present Use: | Residential Single Family Home |
| Proposed Use: | Residential Single Family Home |
| Comprehensive Plan Designation: | Residential Medium Density |
| Present Zoning: | R-8 (One Family Residence Zone) |
| Proposed Zoning: | RG-1 (General Residential Zone) |
| Reason for Request: | To change to a zone that is more consistent with the Downtown neighborhoods, and to allow for the construction of a freestanding garage in compliance with the Zoning Ordinance. |
| Recommendation of Planning Commission: | Following a public hearing before the Planning Commission on Tuesday, February 18, 2014, where no members of the public spoke with regard to the application, the Planning Commission voted unanimously to recommend that City Council approve the rezoning request as submitted. |
| File Number: | Z-14-02 |

Existing Property
The property is currently zoned R-8 (One Family Residence Zone). A detached single family home is located on the corner property which includes a shed in the rear of the property. The applicant is proposing to rezone the property to RG-1 (General Residential Zone). The lots in this area were laid out in the late nineteenth-early twentieth century. This bungalow house was constructed circa 1927 prior to the establishment of zoning regulations in the City of Dover. The property (K-396.391) is listed on the National Register of Historic Places as part of the Victorian Dover Historic District.

Surrounding Land Uses:
The property is surrounded by other residential properties. The adjacent residential properties to the north, east and to the south are single family detached homes zoned R-8 (One Family Residence Zone). The properties to the west are single family detached homes with a mixture of multi-family homes zoned RG -1 (General Residential Zone).

Comprehensive Plan:
The *2008 Comprehensive Plan* depicts the subject area in question as Medium Density Residential land use classification on Map 12-1: Land Development Plan Map. The RG-1 zoning classification is consistent with the Residential Medium Density land use classification.

Request for RG-1 (General Residence Zone)
The following description of the RG-1 zoning district is provided from Article 3 §2 of the *Zoning Ordinance.*

**Section 2. General residence zones (RG-1 and RG-2).**

2.1 *Uses permitted.* In a general residence zone, no building or premises shall be used, and no building or part of a building shall be erected, which is arranged, intended or designed to be used, in whole or in part, for any purpose, except the following:

2.11 Any use permitted in one-family residence zones, except that:

Not more than one professional office or studio, other than accessory to a use otherwise permitted, shall be permitted for each 25 dwelling units or major fraction thereof on the lot. Such office or studio shall be only on the street floor of any building and on the floor immediately above the street floor only if there [shall] be direct access to such office or studio from outside the building.

2.12 Garden apartments limited to placement within the RG-2 district only.

2.13 Off-street parking accessory to uses located within the central commercial C-2 zone, provided that:

(a) Such parking is situated not more than 150 feet from the C-2 zone.

(b) Parking areas are screened by landscaping from adjoining properties used for residence.

(c) Illumination of parking areas is shielded from the view of adjoining properties used for residence.

2.14 Reserved.

A series of Conditional Uses for the RG-1 and RG-2 zones are detailed in Article 3 §2.4. These Conditional Uses, subject to specific requirements and conditions, include bed and

breakfast inns, student homes, multiple dwellings, and a series of limited commercial activities for properties located in historic districts or listed on the National Register of Historic Places.

The primary differences between the current zone and the requested zone are the housing styles permitted, uses permitted, and other bulk standards. The RG-1 district permits a wider range of housing styles than the R-8 district with different lot, setback, and lot coverage requirements.

Recommendation of the Planning Staff:

Staff supports the rezoning request from R-8 to RG-1. The request is consistent with the *Comprehensive Plan* and RG-1 zoning is present in the area. The request for the rezoning will not affect the character of the neighborhood.

Staff's recommendation is made prior to the opportunity for comments from surrounding landowners, residents, and members of the public. Following a Public Hearing before the Planning Commission on Tuesday, February 18, 2014, where no members of the public spoke with regard to the application, the Planning Commission unanimously recommended in favor of the rezoning as requested. An excerpt from the draft minutes of the Planning Commission meeting is attached.

***Excerpt from DRAFT Planning Commission Minutes of 2/28/2014:***

**Application Z-14-02 Lands of David and Susan Edgell at 405 North State Street**

**Representatives:** Mr. David Edgell, Owner; Mrs. Susan Edgell, Owner

Mrs. Townshend stated that this was a Rezoning request for a parcel of 11,250 square feet located at 405 North State Street which is the northwest corner of State Street and Washington Street. The applicant is requesting a Rezoning from its current zoning classification R-8 (One Family Residence Zone) to the zoning classification RG-1 (General Residence Zone). The request is in order to be more consistent with the Downtown atmosphere and more importantly to be able to build a free standing garage. The lot coverage requirements are different in R-8 (One Family Residence Zone) than they are in RG-1 (General Residence Zone) and they would not be able to build the garage under R-8 (One Family Residence Zone). When looking at the surrounding properties the properties across State Street on the west side and also along State Street south of Washington Street are zoned RG-1 (General Residence Zone). This is the first property as you go north of State Street that is zoned R-8 (One Family Residence Zone). The uses are generally very similar; the main difference between RG-1 (General Residence Zone) and R-8 (One Family Residence Zone) are the bulk standards. This is consistent with the *Comprehensive Plan*; it shows this area as Medium Density Residential and both zoning classifications are consistent with that land use classification.
She disclosed that she is neighbors and friends with Mr. & Mrs. Edgell for a number of years and has been a colleague of Mr. Edgell as well. She did not review this application but the other Planning Staff members are not present tonight so she had to present the application.

Mr. Edgell stated that he thinks the Staff Report speaks for itself. The reason for the Rezoning application is to build a free-standing garage. The issue is their lot coverage is not quite enough to build a garage that would hold both cars and the contents of their shed which includes lawn mowers, tools, bicycles, etc. They would like to build a garage big enough to fit their needs in a zone that allows them to do it.

Mr. Cregar questioned why the applicant was going through a Rezoning and not a variance? Responding to Mr. Cregar, Mrs. Townshend stated that this is something that Planning Staff and the applicant discussed prior to making the application. When looking at the lot size which is 11,250 square feet ±. The minimum lot size for the R-8 (One Family Residence Zone) is 8,000 square feet. She thinks it's harder to make the case for "exceptional practical difficulty" even though it probably could be done since it's in the Historic District. She and the applicant talked about both avenues and ultimately it was Mr. Edgell's decision.

Mr. Edgell stated that the house was built in 1926 prior to the zoning even being adopted. The R-8 (One Family Residence Zone) is really a suburban zone with suburban bulk standards. RG-1 (General Residence Zone) fits their property and home much better to allow a garage. He struggled with what was the "exceptional practical difficulty" given his lot size and configuration other than his house was built prior to the Zoning regulations. He likes where the house is on the lot; it just doesn't fit with R-8 (One Family Residence Zone).

Mr. Cregar stated that it just seemed that the whole variance process had been created for these kinds of situations and it seems like they are using a hammer instead of a screw driver. The applicant has to go through two public hearing processes to do what he wants to do. He feels confident that when looking at what the Board of Adjustment has done in the past with

some of the older City lots they would say yes to the applicant building a garage. That is his concern besides the fact that they are jumping the RG-1 (General Residence Zone) into this R-8 (One Family Residence Zone) which goes north up that side of the street now. He wants the applicant to build his garage but he doesn't get why they are Rezoning the property in order to do it. Responding to Mr. Cregar, Mrs. Townshend stated that a good argument could be made for either Rezoning or a variance and maybe it's because people like Mr. Edgell who is a Planner tries to stay within the lines instead of getting permission to go outside the lines. If it were not adjacent with RG-1 (General Residence Zone) properties, she thinks that she would have more concern with the Rezoning.

Mr. Cregar stated that if they are thinking within those lines then why wouldn't they look at what needs to be done in that area completely at their next *Comprehensive Plan*. Responding to Mr. Cregar, Mr. Edgell stated that it is supported by the *Comprehensive Plan*; it does recognize that neighborhood as a Medium Density Neighborhood. Their street and Washington Street is kind of at the edge of that Old Dover neighborhood which he would argue does follow further north to the cemetery. Fairview is more of a later development pattern and is definitely a different character. They talked with Staff at great length about the two options and what would be the most appropriate course of action. He and his wife agreed that this would be the most appropriate and cleanest way to do what they wanted to do without asking for an "exceptional practical difficulty", which he does not believe that they have. They do not have a garage now; it is difficult but it's exceptional. It is something that they would like to do and they think this is the right way to go about it.

Colonel Welsh questioned because of the location of the house and the historic property, do they have to give approval of the design standards they are using? Responding to Colonel Welsh, Mr. Edgell stated they are not located in the Historic District but he will say that they talked in great length about how to make the garage consistent with their historic home. The garage will be in the back of the house in the backyard off of where the driveway is located now currently. It will not be visible from State Street, only visible from Washington Street.

*Colonel Welsh opened a public hearing and after seeing no one wishing to speak, closed the public hearing.*

*Mr. Tolbert moved to recommend approval to City Council of Z-14-02 Lands of David & Susan Edgell at 405 North State Street: Rezoning from R-8 to RG-1, seconded by Mr. Cregar and the motion was unanimously carried 8-0 with Mr. Holt absent.*

# City of Dover

## Department of Planning & Inspections

Application No.: Z-14-02




Plan Title: Lands of David & Susan Edgell
Location: 405 N State St.
Plan Type: Rezoning
Tax Parcel: ED05-068.17-01-72.00
Current Zoning: R-8
Proposed Zoning: RG-1
Owners: David & Susan Edgell
Date: 1/21/2014

**Legend**

- Zoning
- Dover Parcels
- Kent County Parcels
- Dover Boundary

N
W
E
S

0 110 220 440 Feet

**CITY OF DOVER**

**DEVELOPMENT ADVISORY COMMITTEE**

**APPLICATION REVIEW COMMENTARY**

**STAFF D.A.C. MEETING DATE: JANUARY 29, 2014**

**CITY OF DOVER Electric & Public Works Departments**

**APPLICATION:** **LANDS OF DAVID & SUSAN EDGELL AT 405 NORTH STATE STREET: REZONING FROM R-8 TO RG-1**

**FILE #:** **Z-14-02**

**REVIEWING AGENCY:** **City of Dover**

**CONTACT PERSON:** **Steve Enss - Electric**
**Jason A. Lyon, P.E. – Public Works**

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

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

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

## CITY AND STATE CODE REQUIREMENTS

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

1. Our office has no objection to the rezoning of: ED-05-068.17-01-72.00-000

## RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

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

1. None.

## ADVISORY COMMENTS TO THE APPLICANT

### ELECTRIC / WATER / WASTEWATER

1. Should this site be redeveloped, which includes modifications to the use, the applicant / developer will be responsible for all costs associated with providing the appropriate meter / service / main to this site based upon the use including any necessary system upgrades or extensions. The appropriateness and adequacy of electric, water and sewer services and meters will be assessed at that time. (Please note that each water meter registered with the City of Dover must have a separate service line.) Should the existing water and sanitary sewer services no longer be required based upon the proposed use, they must be properly abandoned at the mains in accordance with all City of Dover Department of Public Works standards and specifications.
2. Any redevelopment shall adhere to the City of Dover Water/Wastewater Handbook, the Specifications, Standards & Procedures for City of Dover Public Works requirements, and the City of Dover's Electric Service Handbook.
3. Please note that renovations projects must ensure that the water and wastewater service is brought up to current requirements. This may include relocating the water meter outside or changing service line sizes. Please ensure you schedule a meeting with the Department of Public Works during the planning phase for this site.

### SANITATION / STORMWATER / STREETS / GROUNDS

1. None

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

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: January 29, 2014

**D E L D O T**

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APPLICATION: Lands of David & Susan Edgell at 405 North State Street
FILE#: Z-14-02 REVIEWING AGENCY: DelDOT

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

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

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

CITY & STATE CODE REQUIREMENTS:

1. The Department has no comments for the proposed rezoning.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

ADVISORY COMMENTS TO THE APPLICANT:

- In order to be issued a Letter of No Objection (LONO), the department will require the applicant to provide the proper forms, fees, and plans.
- A Traffic Impact Study (TIS) will be required if the proposed business exceeds 50 VPH (vehicle per Peak Hour) or 400 VPD (vehicle per day). When the study is completed, DelDOT will review it and send recommendations of the improvements to Kent County. The improvements contained in the study will be implemented by the developer per DelDOT's discretion. Please, contact Mr. Troy Brestel at (302) 760-2167 or via e-mail at Troy.Brestel@state.de.us to set up a scoping meeting for this project.
- A pre-submittal meeting with the applicant will be required, if the proposed development generates 200 vehicles per day (VPD).
- The applicant is required to obtain a utility permit from the DelDOT Central District for this project prior to performing any construction works within the right-of-way.

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

KENT CONSERVATION DISTRICT
800 BAY ROAD SUITE 2 • DOVER, DELAWARE • 19901 (302) 741-2600 EXT. 3 • FAX (302) 741-0347

**CITY OF DOVER**
**DEVELOPMENT ADVISORY COMMITTEE**
**APPLICATION REVIEW COMMENTARY**
**January 2014**

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**APPLICATION: Lands of David & Susan Edgell 405 N. State Street**

**FILE #:** Z-14-02

**REVIEWING AGENCY:** *Kent Conservation District*

**CONTACT PERSON:** *David C. Cahill* **PHONE #:** *741-2600 ext.3*

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THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE. THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

CITY AND STATE CODE REQUIREMENTS:

1. Kent Conservation District has no objection to the re-zoning plan for the above referenced site.

ADVISORY COMMENTS TO THE APPLICANT:

1. If at any time expansion or earth disturbing activity (clearing, grubbing tree clearing etc.) takes place and exceeds 5000 square feet; a detailed Sediment and Stormwater Management Plan must be submitted and approved to the Kent Conversation District.

**FINAL READING**

**CITY OF DOVER**
**PROPOSED ORDINANCE #2014-02**

**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: *

S:\ORDINANCES\2014\DRAFT\Ordinance #2014-02 - Rezoning - 405 N. State Street - Final Reading.wpd

Actions History
March 10, 2014 - Scheduled for Public Hearing/Final Reading at Council
February 18, 2014 - Review - Planning Commission
January 27, 2014 - First Reading - Council

Draft

**From:** Douglas Barry
**To:** Townshend, Ann Marie
**Cc:** tony@ashburnhomes.net
**Subject:** RE: Letter to City of Dover
**Date:** Wednesday, February 19, 2014 5:59:25 PM

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Ann Marie – Thank you for hearing Application MI-14-01(B) (Comprehensive Plan Amendments 2014 – Consideration of Amendment to Map 12-1: Land Development Plan Map) and Application Z-14-01 (Lands of College Road Offices, LLC at 1205 McKee Road: Rezoning from CPO with COZ-1 to C-2A with COZ-1) before the Planning Commission on February 18, 2014. After hearing public comments as well as Planning Commission testimony regarding these two (2) applications, we, on behalf of our client, College Road Offices, LLC, would like to retract both the comprehensive plan amendment application and rezoning application.

If you have any questions/comments or require additional information, please contact me at this office. Thank you for your assistance with these projects.

Respectfully,

**DOUGLAS D. BARRY, PE**
**GROUP MANAGER**

T&M ASSOCIATES
1000 North West Street, Suite 1203
Wilmington, Delaware 19801
dbarry@tandmassociates.com
p:(302) 295-4925 c:(302) 379-4788
***www.tandmassociates.com***

PROPOSED AMENDMENTS TO THE *2008 COMPREHENSIVE PLAN*
Public Hearing before the
Dover City Council
March 10, 2014

Proposed Amendments to the *2008 Comprehensive Plan*:

A summary of the proposed amendments to the *2008 Comprehensive Plan* follows.

**Addendum to Comprehensive Plan Text** - The addendum relates to a number of ongoing planning projects taking place during 2014. Once these planning projects are complete, the City will use these as part of a full update to the *Comprehensive Plan*. Staff believes that it would be premature to update the *Comprehensive Plan* until the current planning projects are done. These ongoing projects include the Central Dover Neighborhood Plan, the Transportation Improvement District for the Route 13 and Bay Road Corridors, and a Citywide Recreation Needs Assessment along with the completed study known as the Dover Transit Neighborhood Plan.

This amendment includes specific addenda to the Transportation Plan Chapter (Chapter 9) and the Community Development and Housing Plan Chapter (Chapter 11) of the *2008 Comprehensive Plan.*

Recommendation of Planning Commission:

Following a Public Hearing before the Planning Commission on February 18, 2014, during which no members of the public spoke with regard to the Comprehensive Plan Addendum, the Planning Commission voted unanimously to recommend that City Council approve the addenda.

Note: 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 where members of the public spoke in opposition to the requested amendment, the Planning Commission voted (7-1) to recommend that Council deny this amendment. The applicant subsequently withdrew the request to amend the Land Development Plan.

Ordinance Number: 2014-03

File Number: MI-14-01

Project Background:
The *2008 Comprehensive Plan* was adopted by City Council on February 9, 2008, and subsequently amended on November 23, 2009, (in conjunction with the 2009 Comprehensive Rezoning Project), amended on March 14, 2011, amended on April 11, 2011, and amended on March 12, 2012. As adopted, the *2008 Comprehensive Plan* sets forth a process by which the *Comprehensive Plan* can be amended on an annual basis. Amendments to the *Comprehensive Plan* can be initiated by staff or requested by members of the public. For amendments to the *Comprehensive Plan* that involve rezoning of property, the requests are processed concurrently.

The process to amend the *Comprehensive Plan* is detailed in the *2008 Comprehensive Plan*, Chapter 15: Implementation, specifically on pages 183 and 184 of the Plan. This process involves review of the proposed amendments through PLUS (Preliminary Land Use Services). The 2014 Comprehensive Plan Amendments were submitted to PLUS review for the January 22, 2014 PLUS review meeting. That PLUS review meeting was rescheduled due to weather, and the rescheduled meeting was also canceled due to weather. The amendments were discussed by phone with the Office of State Planning Coordination and comments from State agencies are attached.

The proposed amendments are detailed below and represented in the attachments.

**Comprehensive Plan Addendum (addenda to Chapter 9:Transportation Plan and Chapter 11:Housing & Community Development Plan)**

In accordance with Delaware Code, Title 22, Section 702, the Planning Office and Planning Commission did a review of the *2008 Comprehensive Plan*. The review identifies a number of planning activities underway and notes that once complete, the City will utilize the various plans and studies developed in recent years as a basis for a full update of the *2008 Comprehensive Plan*. Examples of such planning activities include the Central Dover Community Plan (study underway), the development of a Transportation Improvement District (process underway), a Citywide Parks and Recreation Needs Assessment (study underway) and the Dover Transit Center Neighborhood Plan (document complete).

The review also identified the need to include two addenda in the adopted *2008 Comprehensive Plan*, specifically addenda to the Transportation Plan Chapter and to the Housing & Community Development Plan Chapter.

- As it relates to the Chapter 9: Transportation Plan, the addendum identifies the City's desire to form a Transportation Improvement District (TID) to comprise the Route 13 and Bay Road corridors. The City will work with DelDOT to develop a Transportation Improvement District plan and a memorandum of understanding to implement the TID. See attachment.

- As it relates to the Community Development & Housing Chapter, the addendum identifies the Central Dover Community Plan currently underway through the leadership of NCALL and funding from the Wells Fargo Foundation, as an implementation item associated with the *Comprehensive Plan*. Once complete the data collected and

recommendations developed will be a central component of the City's Comprehensive Plan update. See attachment.

The Planning Office supports addenda to the Transportation Plan and Housing & Community Development Plan Chapters of the Comprehensive Plan, as these addenda identify planning studies that will support the goals of the *2008 Comprehensive Plan* and provide valuable input into an update of the Comprehensive Plan.

Attachments:

- Excerpt from DRAFT Planning Commission Minutes of 2/18/2014
- Review of 2008 Comprehensive Plan – 2014 Addendum
    - Addendum to the Transportation Plan (Chapter 9)
    - Addendum to Housing and Community Development Plan (Chapter 9)

***Excerpt from DRAFT Planning Commission Minutes of 2/18/2014:***

MI-14-01 Comprehensive Plan Amendment 2014 – Public Hearing and Review for Recommendation to City Council on a series of Amendments to the *2008 Comprehensive Plan*, as amended. The Amendments include consideration of the following: a series of addendums to the text of the *Comprehensive Plan* and a request for amendment of Map 12-1: Land Development Plan to revise the Land Use Classification of a property as associated with rezoning application Z-14-01. Ordinance #2014-03.

A. Consideration of Addendum to Comprehensive Plan text – The Addendum relates to a number of ongoing planning projects taking place during 2014. The Addenda includes the following items: addendum to Chapter 9 – Transportation Plan regarding a Transportation Improvement District for the Route 13 and Bay Road Corridors; and an addendum to Chapter 11 – Housing and Community Development Plan regarding the Central Dover Community Plan.

B. Consideration of Amendment to Map 12-1: Land Development Plan Map – Request from a parcel located at the northeast corner of McKee Road and College Road to revise the Land Use Classification from Office to Commercial on Map 12-1: Land Development Plan Map. Property Address: 1205 McKee Road. This is associated with rezoning application Z-14-01.

Mrs. Townshend stated that the *Comprehensive Plan* amendments that are being reviewed are two amendments. One is an addendum to the *Comprehensive Plan* text specifically: addenda to the Transportation Plan Chapter and the Community Development Plan Chapter of the *2008 Comprehensive Plan.* As it relates to the Transportation Plan Chapter, Staff has provided an addendum that reflects the City's desire to enter into a Transportation Improvement District agreement with the Delaware Department of Transportation and complete the requisite study that is related to that Transportation Improvement District. One of the things that has been found under the new DelDOT regulations is that the re-development of Route 13 is very much stifled by the scope of any traffic study. In talking to DelDOT about how the City can work in this context, it was determined that the Transportation Improvement District was the way to go. She and the City Manager have been meeting with DelDOT to make progress toward the agreement with DelDOT. One of the things that the regulations state is that in order for them to participate in a Transportation Improvement District it has to be recognized in the *Comprehensive Plan*.

The other addendum is to the Housing and Community Development Plan Chapter. This is specifically related to the ongoing study *Restoring Central Dover.* This study is being led by NCALL with funding through the Wells Fargo Foundation. They are doing a very detailed analysis of the Downtown neighborhoods. They did a survey of residents door to door with over 200 surveys in the area. They also did an extensive land use survey where they have identified the use of each property within the study area. They have done a building condition survey where they have identified areas where buildings are in more distress than others. There will be a very extensive public input and public relations component that will come later this spring.

Staff thought it was important to capture this into the *Comprehensive Plan*. The idea is that once the *Restoring Central Dover* study and the Transportation Improvement District are done and once Staff completes the Recreation Needs Assessment a more thorough update of the *Comprehensive Plan* will be done with all of this new information.

The other part being considered tonight is a map amendment. This property is located at the corner of College Road and McKee Road. It is also subject of a rezoning this evening. The site

at 1205 McKee Road is currently shown as Office in the *Comprehensive Plan*. The applicant has had an Office Site Plan in the past. There has not been a lot of activity in the office area and they are looking to change the designation of that to Commercial and to rezone it to Commercial as well.

Staff did receive the PLUS comments from the State today. She was able to review them briefly and one comment stands out. On page 3 of the letter in the DelDOT comments, they state that there is supposed to be a map in the *Comprehensive Plan* that references the Transporation Improvement District. They are refining the district so they should have a better concept of the boundaries after tomorrow's meeting. They can put an exhibit into the *Comprehensive Plan* of that area with a notation that as they continue negotiating with DelDOT that the map may be tweaked before the final. Again, when the study is done and a full plan updated then that boundary would be included in any updates to the *Comprehensive Plan*. While it seems like a big comment on paper but based on how the City has been working with DelDOT she thinks it truly is a matter of taking the most current and creating a Map Exhibit based on that.

Colonel Welsh questioned how to proceed with this application? He further questioned if they were making a recommendation to City Council? Responding to Colonel Welsh, Mrs. Townshend stated yes. In the past two separate public hearings were held just for clarity of the record.

Colonel Welsh stated that they would begin with the Addendum to the *Comprehensive Plan* text.

Mr. Holden stated that the amendments make sense to him and that he is supportive of them. However, he is curious if Staff has a sense of where the defined graphic area for the TID would be? Responding to Mr. Holden, Mrs. Townshend stated that they are looking primarily at properties that front along Route 13 and Bay Road from Scarborough Road to Webbs Lane as well as to the terminus of where Route 1 and Route 10 meet.

Mr. Holden stated that the intent behind it and to remove the burden of a very burdensome TIS for development is a wonderful path to take and he is very supportive of it.

*Colonel Welsh opened a public hearing and after seeing no one wishing to speak, closed the public hearing.*

*Mr. Ambruso moved to recommend approval to City Council for MI-14-01 Comprehensive Plan text amendments to include Chapter 9 – Transportation Plan regarding a Transportation Improvement District for the Route 13 and Bay Road Corridors and also an addendum to Chapter 11 – Housing and Community Development Plan regarding the Central Dover Community Plan, seconded by Ms. Still and the motion was unanimously carried 8-0 with Mr. Holt absent.*

## Review of 2008 Comprehensive Plan – 2014 Addendum

In accordance with Delaware Code, Title 22, Chapter 7, §702, the City is required to review its Comprehensive Plan every five years and to update and readopt its Comprehensive Plan at least every ten years. Dover City Council adopted the City of Dover 2008 Comprehensive Plan in February 2009. The Planning Office has been discussing how to go about the five-year review of the Comprehensive Plan, especially in light of several on-going planning activities. Planning Staff believes that once these planning activities are complete, the City will be able to do a complete update and re-adoption of the Comprehensive Plan. The ongoing planning activities are described below:

A. Central Dover Community Plan – This plan, currently under development, is being led by NCALL with funding support from the Wells Fargo Foundation. This Community Plan will address the area bounded by William Street, State Street, Hope Street, and the railroad tracks, and also include the Lincoln Park community. Interface Studios is under contract with NCALL to develop the Plan, and is conducting a detailed assessment of the area that includes in-depth public involvement. The City is not leading this planning effort but is a partner in the process. The Plan will include comprehensive recommendations and will ultimately be the centerpiece of the Housing Chapter of an updated Comprehensive Plan.

B. Transportation Improvement District – The City, DelDOT and the Dover/Kent County MPO are beginning the process of developing a Transportation Improvement District (TID) to include the Route 13 and Bay Road corridors within the City limits. In order to enter into the TID agreement and proceed with the detailed traffic study of the area, the City must amend its Comprehensive Plan to identify this TID. The results of the TID study will be an important component of the Transportation Chapter of an updated Comprehensive Plan.

C. The City will shortly begin the process of performing a Citywide Parks and Recreation Needs Assessment and Plan. This will guide the City's capital improvements in our park system and also be a key component of the City's updated Comprehensive Plan. The 2008 Comprehensive Plan included an implementation item as to "Develop an Open

Space and Parks Master Plan." This needs assessment and plan will satisfy this implementation item.

D. In addition, the Dover Transit Center Neighborhood Plan and Design Book, which was adopted in March 2011, will be incorporated into an updated Comprehensive Plan.

Given the number of ongoing planning projects that will ultimately need to be incorporated into the City of Dover's Comprehensive Plan, the Planning Staff intends to develop an addendum to the 2008 Comprehensive Plan that would identify any amendments to the Land Development Plan that may be currently necessary as well as projects to be implemented over the next year to lay the ground work for a complete Comprehensive Plan update.

**Addendum to the Transportation Plan (Chapter 9)**

The 2008 Comprehensive Plan identifies the following Transportation goals:

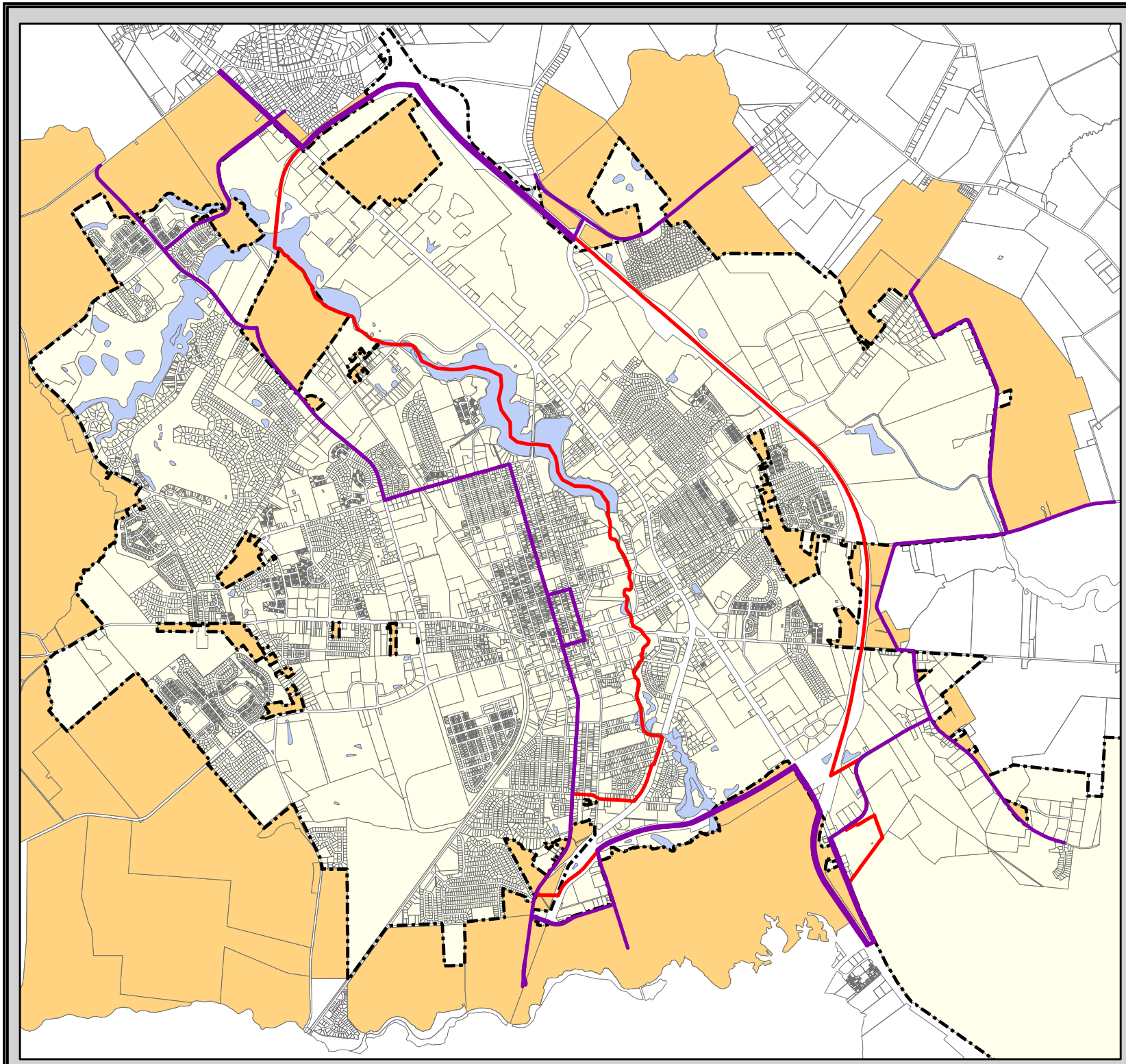
**Goal 1:** Preserve and Maintain the Existing Transportation System
**Goal 2:** Increase Coordination with Agencies
**Goal 3:** Develop and Expand Alternate Modes of Transportation
**Goal 4:** Create Recommendations and Policies for Roadways and Development
**Goal 5:** Air Quality: The Ozone Challenge

Additionally, the Land Development Plan (Chapter 12) states the following as it relates to Route 13 and the Bay Road Corridor:

> *US Route 13/113 Corridor*
>
> The US Route 13/113 corridor is dominated by highway commercial development. For the most part, the Comprehensive Land Development Plan proposes to continue US Route 13/113 as the major commercial corridor in Central Delaware.
>
> Few vacant developable parcels exist within this area. However, potential exists for the redevelopment of older retail stores and strip shopping centers. The Comprehensive Plan encourages the renovation and adaptive reuse of older structures within the highway corridor as means of restoring property value, preventing blight and demolition by neglect, and enhancing the overall image of the highway environment. In some cases the demolition of older structures may be beneficial, and should be supported, to enable redevelopment to occur within the corridor.

The constraints of the existing transportation infrastructure along this corridor have created significant challenges to redevelopment along Route 13 and Bay Road. In an effort to support the goals of the Transportation Plan and support the redevelopment of underutilized properties along the Route 13 and Bay Road Corridors, the City intends to work with the Delaware Department of Transportation and the Dover/Kent County MPO to develop a memorandum of understanding for the creation of a Transportation Improvement District (TID) and to complete the associated transportation study of the area. The plan developed to implement the TID will establish acceptable levels of service and ensure that bicycle, pedestrian, and transit needs are addressed as redevelopment moves forward. The TID will create a predictable and fair framework for developers to contribute to transportation improvements, while also identifying projects that may be appropriate for the State's Capital Transportation Plan.

***Implementation Item**:* Work with DelDOT and the Dover/Kent County MPO to develop a Transportation Improvement District for the Route 13/Bay Road Corridor in Dover.



# City of Dover, Delaware

*Map 9-1*
*Proposed TID Boundary*
*(Subject to Change Based on Public Input & Negotiation with DelDOT)*

- Dover TID Facilities Boundary
- Water Bodies
- Dover TID Participant Boundary
- Dover Potential Annexation Areas
- Municipal Boundaries
- County Parcels
- Dover Parcels

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*October 2008*

0 3,250 6,500 Feet

Date Printed: February 28, 2014
File: m:\gis_data\projects\tech_mxds
\comp_plan_maps
\map_9_1_proposed_tid_boundary
Department: Public Works GIS
City of Dover, Delaware

**Addendum to Housing and Community Development Plan (Chapter 11)**

The 2008 Comprehensive Plan identifies the following Housing and Community Development goals:

> **Goal 1:** Encourage Balanced Housing Opportunities for All Income Levels and Phases in Life
> **Goal 2:** Preserve Existing Housing Stock
> **Goal 3:** Provide Safe Livable Neighborhoods
> **Goal 4:** Provide Homeownership Opportunities for Low/Moderate Income

In recent years, the City has encountered challenges to implementing the Housing and Community Development goals within the long-established downtown neighborhoods. Home ownership rates have continued to decline, the quality of housing stock has deteriorated, and crime has caused many residents to feel unsafe. In 2012, the CenDel Foundation convened a Downtown Safety Task Force to provide an inclusive mechanism for stakeholders to come together and improve safety in the downtown. Through the leadership of NCALL, this task force applied for a grant from the Wells Fargo Foundation to develop a community based plan for improvement of the downtown neighborhood. While the City is an active partner in this planning process, it is being led by NCALL, and a community planning consultant has been retained. The completed plan is expected in late spring 2014.

***Implementation Item***: Work with NCALL and other partners to complete and implement the Downtown Dover Community Plan. The results of this effort will be a key component to the Housing and Community Development chapter of the Comprehensive Plan Update.

**CITY OF DOVER**

**DEVELOPMENT ADVISORY COMMITTEE**

**APPLICATION REVIEW COMMENTARY**

**STAFF D.A.C. MEETING DATE: JANUARY 29, 2014**

**CITY OF DOVER**
**Electric &**
**Public Works**
**Departments**

**APPLICATION:** **COMPREHENSIVE PLAN AMENDMENTS 2014**

**FILE #:** **MI-14-01**

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

**CONTACT PERSON:** **Steve Enss - Electric**
**Jason A. Lyon – Public Works**

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

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

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

## CITY AND STATE CODE REQUIREMENTS

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

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

## RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

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

1. None

## ADVISORY COMMENTS TO THE APPLICANT

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

1. None.

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

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: January 29, 2014

**D E L D O T**

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APPLICATION: Comprehensive Plan Amendments 2014
FILE#: MI-14-01 REVIEWING AGENCY: DelDOT

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

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

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

CITY & STATE CODE REQUIREMENTS:

1. The Department has no comments.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

ADVISORY COMMENTS TO THE APPLICANT:

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

KENT CONSERVATION DISTRICT
800 BAY ROAD SUITE 2 • DOVER, DELAWARE • 19901 (302) 741-2600 EXT. 3 • FAX (302) 741-0347

**CITY OF DOVER**
**DEVELOPMENT ADVISORY COMMITTEE**
**APPLICATION REVIEW COMMENTARY**
**January 2014**

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**APPLICATION:** *Comprehensive Plan Amendments'*

**FILE #:** MI-14-01

**REVIEWING AGENCY:** *Kent Conservation District*

**CONTACT PERSON:** *David C. Cahill* **PHONE #:** *741-2600 ext.3*

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THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE. THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

CITY AND STATE CODE REQUIREMENTS:

1. Kent Conservation District has no objection to the plan amendment site plan for the above referenced site.

ADVISORY COMMENTS TO THE APPLICANT:

1. If at any time expansion or earth disturbing activity (clearing, grubbing tree clearing etc.) takes place and exceeds 5000 square feet; a detailed Sediment and Stormwater Management Plan must be submitted and approved to the Kent Conversation District

STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF STATE PLANNING COORDINATION

RECEIVED
FEB 18 2014
CITY OF DOVER
PLANNING & INSPECTIONS

February 14, 2014

Ms. Ann Marie Townshend
15 Lockerman Plaza
P.O. Box 475
Dover, DE 19903

RE: PLUS Review 2014-01-01; City of Dover Comprehensive Plan Amendment

Dear Ann Marie,

Thank you for submitting this PLUS application regarding changes to the City of Dover's Comprehensive Plan.

Please note that changes to the amendment, other than those suggested in this letter, could result in additional comments from the State. Additionally, these comments reflect only issues that are the responsibility of the agencies represented at the meeting.

The amendment contains 2 parts and is described as follows:

**Amendment 1: Land Development Plan Amendment at the northeast corner of College and McKee Roads**

This proposed amendment is located at the northeast corner of College and McKee Roads in Dover. This proposed amendment will change the land use classification for this location from Office to Commercial. The amendment responds to a request from the property owners. There are no additional specifics regarding future development.

**Amendment 2: Comprehensive Plan Addendum**

This amendment relates to a number of ongoing planning projects taking place during 2014. Upon completion these projects would be used as part of a future update to the City's Comprehensive Plan. The projects include the Central Dover Neighborhood Plan, the Transportation Improvement District for the Route 13 and Bay Road Corridor, and a Citywide Recreation Needs Assessment.

Please note that changes to the plan, other than those suggested in this letter, could result in additional comments from the State. Additionally, these comments reflect only issues that are the responsibility of the agencies represented at the meeting.

The State offers the following comments regarding these proposed amendments:

**Office of State Planning Coordination – Contact: David Edgell 739-2090**

Amendment 1: Land Development Plan Amendment at the northeast corner of College and McKee Roads:

The proposed Land Development Plan amendment from Office to Commercial is located in Investment Level 1 according to the *Strategies for State Policies and Spending*. Our office has no objections to redevelopment and new development activities in Investment Level 1 areas.

Amendment 2: Comprehensive Plan Addendum:

The proposed planning projects are consistent with the overall goals and objectives of both the City of Dover and the Office of State Planning Coordination (OSPC). OSCP is available to advise and assist as necessary. Please feel to contact the Kent County Circuit Rider Planner, Mr. David Edgell, as needed.

**Department of Transportation – Contact : Bill Brockenbrough 760-2109**

Amendment 1: Land Development Plan Amendment at the northeast corner of College and McKee Roads:

No comments.

Amendment 2: Comprehensive Plan Addendum:

**Suggestions**

- The PLUS exhibit shows not only color coding by use, but also specific zoning districts. We suggest that, if the map in the Comprehensive Plan shows specific zoning districts, it would be appropriate to remove those designations and show only the uses. Doing so would help to distinguish between the Plan and the Zoning Code and would eliminate the need to amend the Plan for a rezoning within the same general use.

**2014 Addendum**

- With regard to Transportation Improvement Districts (TIDs), Section 2.13.2.7 of DelDOT's Standards and Regulations for Subdivision Streets and State Highway Access says in part that "The Comprehensive Plan(s) should list and map any TIDs." While this

requirement is intended to address situations where a local government has multiple TIDs, and the name of the proposed US Route 13/Bay Road Corridor TID is descriptive, we recommend that the proposed TID be identified on a map somewhere in the Plan and that the map be referenced in the addendum. Given that the TID boundaries are still under discussion, this illustration necessarily could only be conceptual. We recommend that creation of a new exhibit, specific to the TID, be postponed until the TID agreement has been signed by all parties and a Land Use and Transportation Plan for the TID has been prepared.

**Suggestions**

- None.

**State Historic Preservation Office – Contact Terrence Burns 736-7404U**

Amendment 1: Land Development Plan Amendment at the northeast corner of College and McKee Roads:

It seems that there was a known house (K1061) on this parcel, which was probably built during the early or mid-20-century, but does not appear to be there anymore. However, if there is going to be any development or construction project on this parcel, it is important that the developer be aware of Delaware's Unmarked Human Burials and Human Skeletal Remains Law, which is outlined in Chapter 54 of Title 7 of the Delaware Code.

Abandoned or unmarked family cemeteries are very common in the State of Delaware. They are usually in rural or open space areas, and sometimes near or within the boundary of an historic farm site. Even a marked cemetery can frequently have unmarked graves or burials outside of the known boundary line or limit. Disturbing unmarked graves or burials triggers the Delaware's Unmarked Human Burials and Human Skeletal Remains Law (Delaware Code Title 7, Chapter 54), and such remains or discoveries can result in substantial delays while the procedures required under this law are carried out. If there is a discovery of any unmarked graves, burials or a cemetery, it is very costly to have them archaeologically excavated and the burials moved. The Division of Historical & Cultural Affairs recommends that owners and/or developers have a qualified archaeological consultant investigate their project area, to the full extent, to see if there is any unmarked cemetery, graves, or burial sites. In the event of such a discovery, the Division of Historical & Cultural Affairs also recommends that the plans be re-drawn to leave the full extent of the cemeteries or any burials on its own parcel or in the open space area of the development, with the responsibility for its maintenance lying with the landowner association or development. If you would like to know more information that pertains to unmarked human remains or cemeteries, please check the following websites for additional information: www.history.delaware.gov/preservation/umhr.shtml and www.history.delaware.gov/preservation/cemeteries.shtml.

Therefore, prior to any demolition or ground-disturbing activities, the developer should consider hiring an archaeological consultant to examine the parcel for potential historic or cultural resources, such as a potential archaeological site, a cemetery or unmarked human remains. Furthermore, if there is any federal involvement with the project, in the form of licenses, permits, or funds, the federal agency, often through its client, is responsible for complying with Section 106 of the National Historic Preservation Act (36 CFR 800) and must consider their project's effects on any known or potential cultural or historic resources. Owners and developers who may plan to apply for an Army Corps of Engineers permit or for federal funding, such as HUD or USDA grants, should be aware of the National Historic Preservation Act of 1966 (as amended). Regulations promulgated for Section 106 of this Act stipulate that no ground-disturbing or demolition activities should take place before the Corps or other involved federal agency determines the area of potential effect of the project undertaking. These stipulations are in place to allow for comment from the public, the Delaware State Historic Preservation Office, and the Advisory Council for Historic Preservation about the project's effects on historic properties. Furthermore, any preconstruction activities without adherence to these stipulations may jeopardize the issuance of any permit or funds. If you need further information or additional details pertaining to the Section 106 process and the Advisory Council's role, please review the Advisory Council's website at www.achp.gov.

Amendment 2: Comprehensive Plan Addendum:

No comments.

**Once a decision has been reached on this proposed comprehensive plan amendment, please forward a copy of the plan amendment to the Office of State Planning Coordination for our records. The plan amendment must include a revised version of the Future Land Use Map as well as any text that is necessary to amend the comprehensive plan and describe the change.** You may contact David Edgell of my office to discuss the format for this amendment.

Should the ordinance be adopted please forward a copy to OSPC for our files. Thank you for the opportunity to review this project. If you have any questions, please contact me at 302-739-3090.

Sincerely,

Constance C. Holland, AICP
Director, Office of State Planning Coordination

**CITY OF DOVER**
**STAFF AMENDMENT #1 TO PROPOSED ORDINANCE #2014-03**

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

That Proposed Ordinance #2014-03 be amended by deleting the text indicated in red, bold, strikeout, as follows:

**AN ORDINANCE AMENDING THE 2008 COMPREHENSIVE PLAN, AS AMENDED, BY INCLUDING TEXT ADDENDA TO THE TRANSPORTATION AND HOUSING AND COMMUNITY DEVELOPMENT CHAPTERS~~, AND BY REPLACING MAP 12-1: LAND DEVELOPMENT PLAN~~.**

**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**, one property owner has requested an amendment to the Land Development Plan Map (Map 12-1) in accordance with the process set forth in the 2008 Comprehensive Plan; 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~~ and amendments to the Land Development Plan related to the above request~~.

**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. ~~Replacing Map 12-1: Land Development Plan of the 2008 Comprehensive Plan, as amended on November 23, 2009; March 14, 2011; April 11, 2011; and March 12, 2012, with the Amended Map 12-1 presented to City Council on March 10, 2014; and~~

Draft

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

ADOPTED: *

S:\ORDINANCES\2014\DRAFT\Ordinance #2014-03 - SA1-Amending 2008 Comprehensive Plan.wpd

**SYNOPSIS**

The proposed amendment would remove all references to the Comprehensive Plan amendment request for property located at 1205 McKee Road, since the property owner has requested to withdraw the amendment request.

Actions History

March 10, 2014 - Scheduled for Introduction at Council

Draft

**FINAL READING**

**CITY OF DOVER**
**PROPOSED ORDINANCE #2014-03**

**AN ORDINANCE AMENDING THE 2008 COMPREHENSIVE PLAN, AS AMENDED, BY INCLUDING TEXT ADDENDA TO THE TRANSPORTATION AND HOUSING AND COMMUNITY DEVELOPMENT CHAPTERS, AND BY REPLACING MAP 12-1: LAND DEVELOPMENT PLAN.**

**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

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

**WHEREAS**, one property owner has requested an amendment to the Land Development Plan Map (Map 12-1) in accordance with the process set forth in the 2008 Comprehensive Plan; and

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**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

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1. Replacing Map 12-1: Land Development Plan of the 2008 Comprehensive Plan, as amended on November 23, 2009; March 14, 2011; April 11, 2011; and March 12, 2012, with the Amended Map 12-1 presented to City Council on March 10, 2014; and

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

ADOPTED: *



Draft

**SYNOPSIS**

The proposed ordinance would adopt amendments and addenda to the 2008 Comprehensive Plan, as amended on November 23, 2009; March 14, 2011; April 11, 2011; and March 12, 2012.

Actions History

March 10, 2014 - Scheduled for Public Hearing/Final Reading by Council

January 27, 2014 - First Reading by Council

Draft

# SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

The Safety Advisory and Transportation Committee Meeting was held on February 24, 2014, at 4:00 p.m. with Chairman Hutchison presiding. Members present were Mr. Dixon, Mr. Perza (arrived at 4:01 p.m.), Mr. Davis, and Mr. Keller.

**AGENDA ADDITIONS/DELETIONS**

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

**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 ***(Attachment #1)***, 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.

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

Meeting adjourned at 4:24 p.m.

James L. Hutchison, Sr.
Chairman

JLH/JS/dd/tm
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*Attachments*
*Attachment #1 - Map - West Street Traffic Study*

# West Street Traffic Study






Dover/Kent County MPO
Metropolitan Planning Organization

ATTACHMENT #1 SA&T Committee Meeting of 02/24/2014

# LEGISLATIVE, FINANCE AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee meeting was held on February 24, 2014, at 6:00 p.m. with Chairman Lynn presiding. Members present were Mr. Hare, Mr. Slavin, and Mr. Rushe. Mr. Shevock was absent. Members of Council present were Mr. Dixon and Mr. Hutchison.

**AGENDA ADDITIONS/DELETIONS**

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

**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.

**Mr. Hare moved to recommend authorizing the Controller/Treasurer to extend the current Investment Management and Advisory Services agreement for a two (2) year period, as recommended by staff. The motion was seconded by Mr. Rushe and unanimously carried.**

**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.

**Mr. Slavin moved to recommend 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. The motion was seconded by Mr. Hare and unanimously carried.**

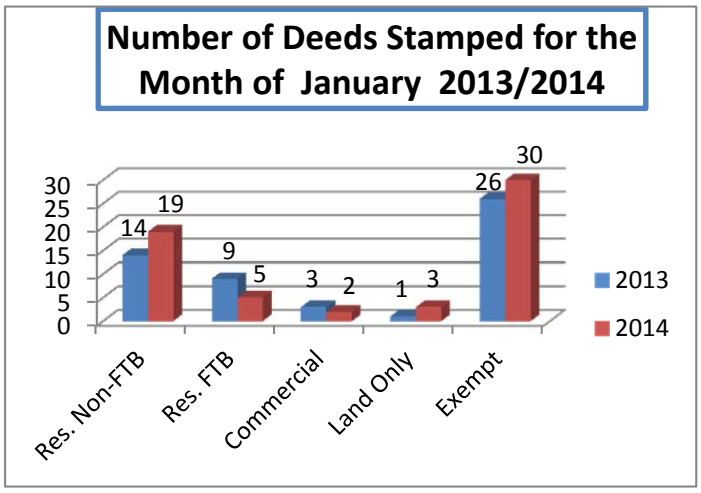
**By unanimous consent, the meeting adjourned at 6:05 p.m.**

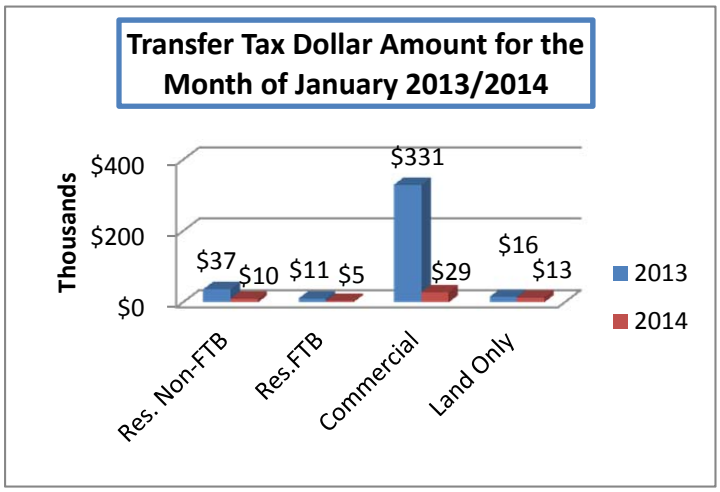
Sean M.Lynn
Chairman

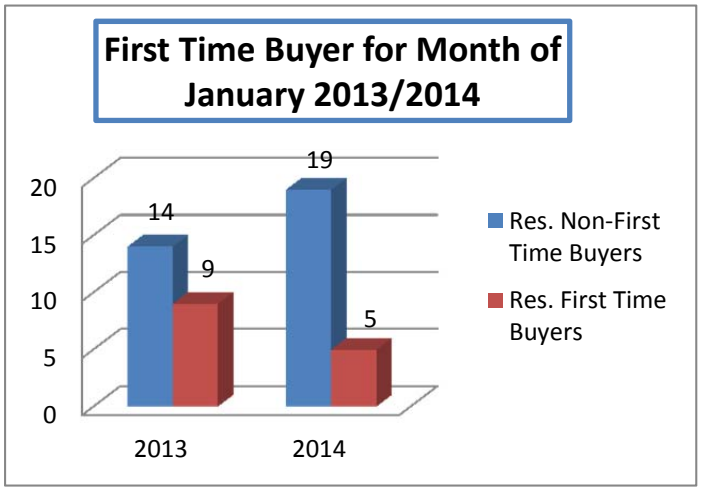
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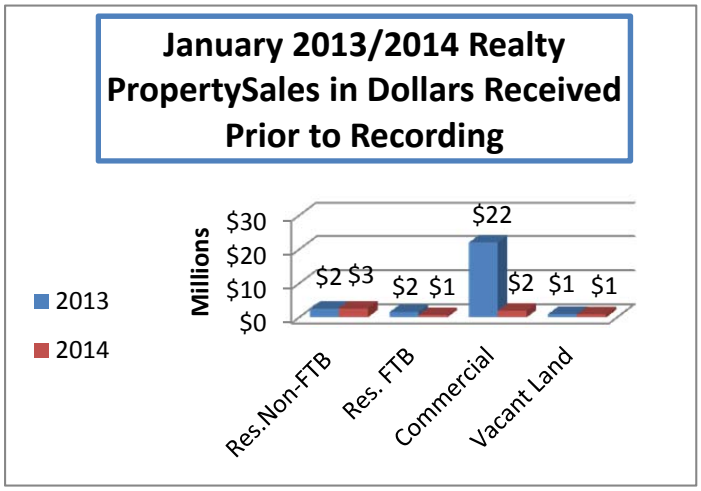
# Monthly Report
# January 2014

Office of City Assessor




## Major Updates

| | November - 13 | December - 13 | January - 14 |
|---|---|---|---|
| Assessment Change | $7,737,800 | $1,097,700 | $278,200 |

## Residential Sales Ratio Report

| Sales in Study | Total Assessed Value | Total Sale Price | Ratio | PRD |
|---|---|---|---|---|
| 8 | $1,015,000 | $936,000 | 1.08 | 1.10 |

**Ratio** – Assessed Value divided by Sale Price.
**PRD – Mean –** A PRD above 1.03 tends to indicate assessment regressivity – high valued properties are under appraised relative to low valued properties. A PRD below .98 tends to indicate assessment progressivity – high valued properties are relatively over appraised.

# Points of Interest

## Scanning & Filing

- All new deeds are being scanned and attached to the CAMA software for easy retrieval.

- All appeal documents and correspondence are being scanned and attached to the CAMA software for easy retrieval.

-All old property record cards are being scanned and indexed into Fortis.

## 2015 Revaluation

- The Assessor's Office has started the 2015 Revaluation process by visiting various neighborhoods and collecting data, if necessary

## Assessor's Office

### Supplemental Billing

- Supplemental bills were mailed out totaling $15,919.85

CITY OF DOVER
SALES RATIO REPORT



| PARID | NBHD | LUC | ADDRESS | UNITS | STYLE | YRBLT | STORIES | SFLA | GRADE | CDU | TOTAL APPR | SALE DT | PRICE | ASR |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ED05-067.12-03-20.00 | 8B | R10 | 941 SILVER LAKE DR | 1 | 13 | 1983 | 1 | 1764 | B | VG | 180,500 | 31-JAN-14 | 190,000 | |
| ED05-067.14-03-07.00 | 17B | R10 | 137 OLD FORGE DR | 1 | 13 | 1975 | 2 | 1321 | C- | GD | 118,400 | 13-JAN-14 | 70,000 | |
| ED05-067.20-02-28.00 | 11A | R10 | 544 LAKEWOOD PL | 1 | 3 | 1938 | 1 | 1392 | C+ | GD | 145,500 | 13-JAN-14 | 142,500 | |
| ED05-076.12-03-60.00 | 29 | R10 | 735 W NORTH ST | 1 | 14 | 1999 | 1 | 1222 | C | FR | 94,200 | 10-JAN-14 | 115,000 | |
| ED05-077.11-04-68.00 | 29 | R10 | 449 BARRISTER PL | 1 | 13 | 1972 | 2 | 1224 | D+ | AV | 70,500 | 24-JAN-14 | 45,500 | |
| ED05-077.17-01-45.03 | 5 | R10 | 839 MONROE TER | 1 | 14 | 1995 | 1 | 1704 | C | AV | 180,700 | 06-JAN-14 | 180,000 | |
| ED05-077.17-03-16.00 | 32 | R10 | 1054 S BRADFORD ST | 1 | 3 | 1947 | 1 | 1154 | C | AV | 134,100 | 17-JAN-14 | 130,000 | |
| LC05-058.17-04-20.00 | 1 | R10 | 31 GORDON DR | 1 | 11 | 1992 | 1 | 1080 | D+ | AV | 91,100 | 19-JAN-14 | 63,000 | |

# CITY MANAGER'S MONTHLY REPORT



# JANUARY 2014

# Monthly Highlights

**Human Resources**

- Continued contract negotiations.

**Library**

- 366 attended 47 programs for adults.
- 352 attended 29 programs for teens.
- 571 attended 23 programs for children.
- 32 volunteers completed 320 hours of service.
- 169 attended 32 programs/classes coordinated through the Job Center.

**Public Works**

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

# *CUSTOMER SERVICES*

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

# *HUMAN RESOURCES*

| Category | Jan 13 | Feb 13 | Mar 13 | April 13 | May 13 | June 13 | July 13 | August 13 | Sept 13 | Oct 13 | Nov 13 | Dec 13 | Jan 14 | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Caucasian* | 288 | 291 | 287 | 287 | 283 | 282 | 281 | 279 | 283 | 284 | 285 | 287 | 288 | N/A |
| Minorities* | 56 | 56 | 54 | 54 | 53 | 53 | 54 | 54 | 54 | 56 | 55 | 56 | 57 | N/A |
| Hired | 3 | 4 | 0 | 4 | 3 | 1 | 2 | 2 | 7 | 4 | 1 | 3 | 5 | 39 |
| Terminated/ Resigned/ Retired/Other | 3 | 1 | 7 | 4 | 8 | 2 | 1 | 3 | 2 | 1 | 1 | 0 | 3 | 36 |
| Transferred/ Promoted | 1 | 4 | 2 | 1 | 1 | 0 | 2 | 0 | 4 | 1 | 0 | 0 | 1 | 17 |
| Jobs Posted | 4 | 1 | 5 | 5 | 5 | 8 | 5 | 5 | 3 | 2 | 0 | 2 | 4 | 49 |
| Workers Comp. Injuries | 3 | 1 | 2 | 1 | 4 | 3 | 4 | 3 | 7 | 2 | 2 | 1 | 5 | 38 |
| Workers Comp. Hours | 363 | 315 | 259 | 62 | 28 | 0 | 119 | 62 | 384 | 110 | 48 | 120 | 116 | 1986 |
| Insurance Claims | 5 | 2 | 2 | 2 | 3 | 7 | 4 | 6 | 2 | 2 | 1 | 4 | 5 | 45 |

Full-time Employees: 330 Part-time Employees: 15 (4 Pitts Center, 1 Recreation, 9 Library, 1 Customer Service)
-Numbers do not reflect, temporary, seasonal, relief fire dispatchers, committee or council members.
Positions Hired: (2) Civil Engineers; Motor Equipment Operator I Water/wastewater, (2) Communications Officers, Police Department
Transferred: Part-Time Library Clerk I to Part-Time Library Assistant
Terminated/Resigned/Retired: Assistant Finance Director, Grounds Superintendent, Motor Equipment Operator I Water/Wastewater,
Positions Posted: Lineworker Crew Leader, In-House; Construction Manager; Linecrew Superintendent; MEO I Water/Wastewater

**Recruitment Information (Positions closed in January)**

| Position | Total | Female | Male | Unknown | Black | White | Hispanic | Asian/Pacific Islander | American Indian/Alaskan Native | Unknown | In Dover | Out Dover |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Lineworker Crew Leader In-House | 4 | 0 | 4 | - | 0 | 4 | 0 | 0 | 0 | 0 | 1 | 4 |

**Unfilled/Open Positions by Department***

| Unfilled/Open Positions By Department | Jan 13 | Feb 13 | Mar 13 | April 13 | May 13 | June 13 | July 13 | August 13 | Sept 13 | Oct 13 | Nov 13 | Dec 13 | Jan 14 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Electric | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 5 | 5 | 5 | 5 |
| Public Works | 11 | 13 | 17 | 19 | 22 | 22 | 20 | 20 | 16 | 15 | 15 | 14 | 13 |
| Police | 1 | 1 | 2 | 1 | 0 | 1 | 2 | 3 | 3 | 1 | 1 | 1 | 0 |
| All Other Departments | 5.5 | 6.5 | 7 | 7.5 | 5.5 | 6.5 | 6.5 | 6.5 | 6 | 7.5 | 6.5 | 5 | 6 |
| Totals | 21.5 | 24.5 | 30 | 30.5 | 31.5 | 33.5 | 32.5 | 33.5 | 29 | 28.5 | 27.5 | 25 | 24 |

**Not used for Budgeting Purposes*

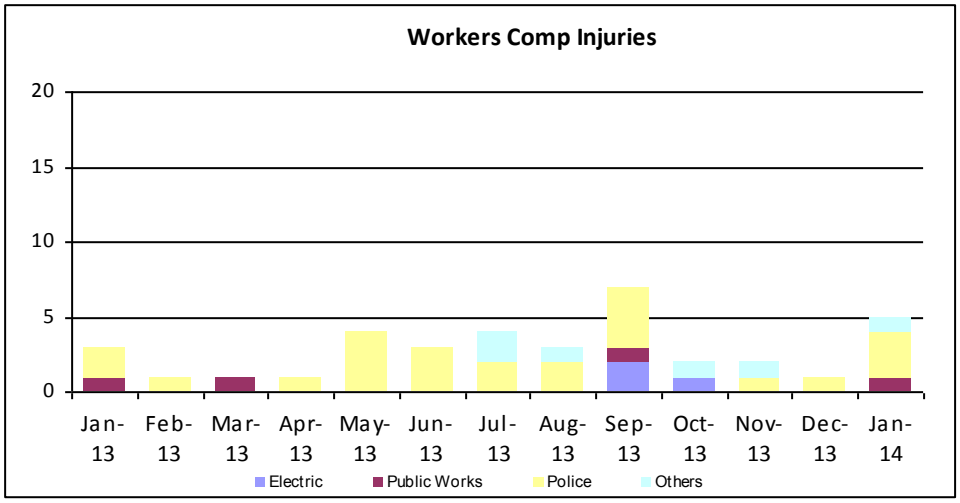
*__The following has been updated to reflected the Fiscal 2013-14 Budget__

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

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

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

# *HUMAN RESOURCES*
# continued




Electric: 0 Public Works: 1 Police: 2 All Other Depts.: 2

## Turnover Statistics

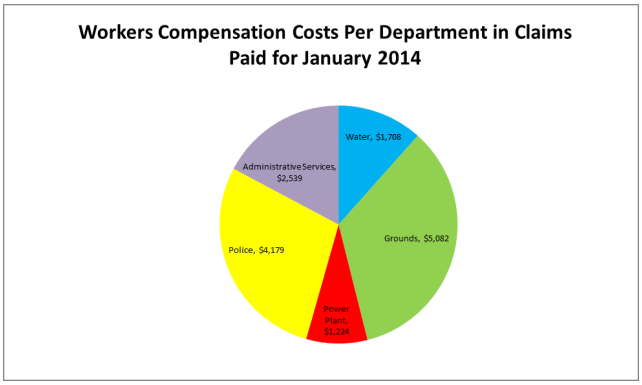
| | 2010 | 2011 | 2012* | 2013 ** | 2014 |
|---|---|---|---|---|---|
| **Total Turnover %** | 5.57 | 6.75 | 11.00 | 10.91 | .87 |
| **Termination Turnover %** | 0.27 | 1.08 | 0.29 | 1.47 | 0 |
| **Resignation Turnover %** | 2.12 | 4.05 | 5.21 | 5.01 | .58 |
| **Retirement Turnover %** | 3.18 | 1.62 | 5.50 | 4.42 | .29 |

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

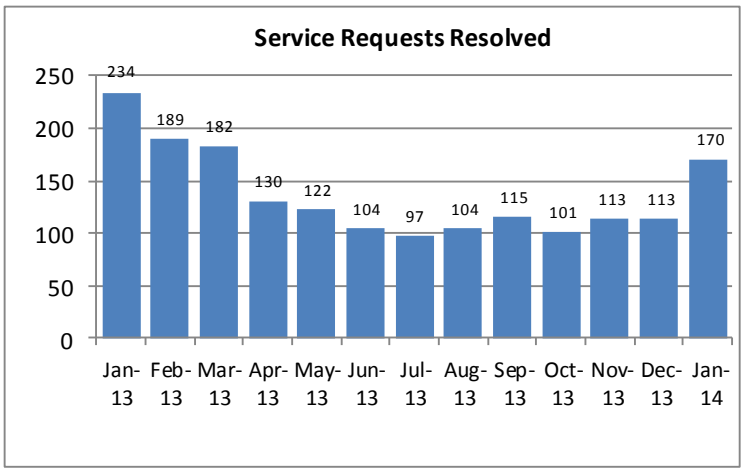
## Average Employees

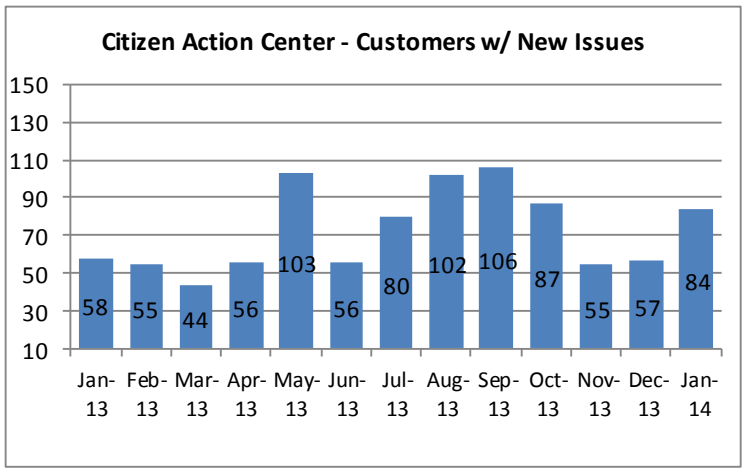
| | 2010 | 2011 | 2012* | 2013* | 2014 |
|---|---|---|---|---|---|
| **Total Number of Employees Separating from Service** | 21 | 25 | 38 | 37 | 3 |
| **Average Number of Full-time Employees** | 362 | 356 | 333 | 325 | 330 |
| **Average Number of Part-time Employees** | 16 | 15 | 12 | 14 | 15 |

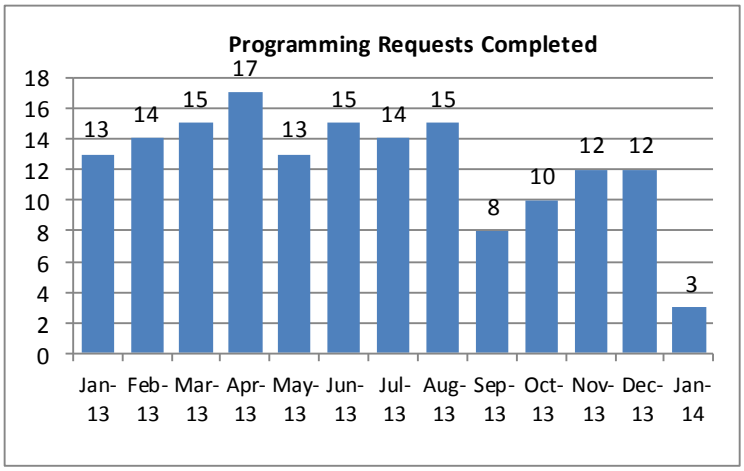
* Healthcare cost sharing implemented

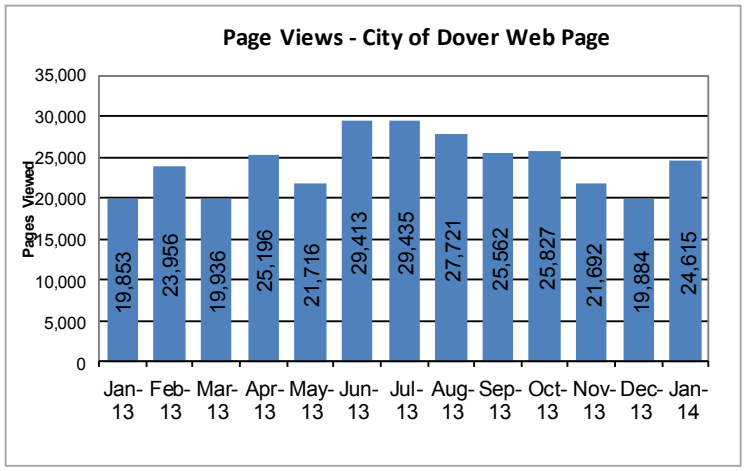


# *INFORMATION TECHNOLOGY*



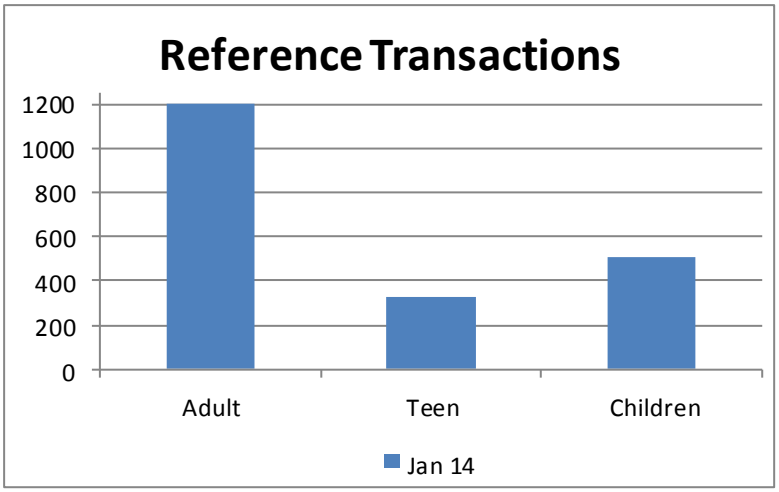




| Performance Indicators | Current Month | Last Month | Same Month Last Year |
|---|---|---|---|
| iSeries Availability | 100% | 100% | 100% |
| Server Availability | 100% | 100% | 100% |
| AS/400 Connections *(concurrent/authorized users)* | N/A | N/A | N/A |
| PCs Supported | 364 | 366 | 358 |
| Scheduled PCs Replaced | - | - | - |
| Servers Supported | 19 | 19 | 14 |
| People Trained | 8 | 12 | 4 |

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

# *LIBRARY*




Adults – 1198 Teens – 324 Children – 505

| Circulation | January 14 | | FYTD 14 | | January 13 | | FYTD 13 |
|---|---|---|---|---|---|---|---|
| Dover residents | 20,510 | | 152,183 | | 21,231 | | 128,018 |
| Ebooks | 1,562 | | 9,528 | | 1,132 | | 6,193 |
| Kent residents* | 14,127 | | 109,126 | | 16,349 | | 98,821 |
| Non-county residents | 2,399 | | 17,074 | | 2,283 | | 14,216 |
| **Registrations** | | | | | | | |
| Dover residents | 323 | | 2,687 | | 427 | | 2,551 |
| Kent residents* | 47 | | 576 | | 187 | | 771 |
| Non-county residents | 3 | | 54 | | 12 | | 77 |
| **Other** | | | | | | | |
| Visiting Patrons | 29,004 | | 186,505 | | 30,271 | | 184,506 |
| Meeting Room Usage | 1,796 | | 13,723 | | 1,177 | | 5,662 |
| Photocopier Usage | 629 | | 7,997 | | 2,034 | | 8,651 |
| Computer Printing Usage | 2,044 | | 16,391 | | 2,532 | | 11,755 |
| Computer Users | 4,404 | | 33,510 | | 4,579 | | 25,947 |
| Wireless Computer Users | 1,365 | | 8,943 | | | | |
| Holds (Total) | 6,689 | | 42,350 | | 6,705 | | 38,498 |

***Breakout of Kent County Residential Statistics**

| Circulation | Registrations |
|---|---|
| Harrington: 237 | Harrington: 1 |
| Milford: 84 | Milford: 0 |
| Smyrna: 1,043 | Smyrna: 3 |
| Outside City Limits: 12,763 | Outside City Limits: 43 |

**Total Registered Users: (Card Holders)**

City: 22,369 Kent County: 12,751 Outside Kent County: 956

**Other Points of Interest:**

Inter/Interlibrary: 67 items loaned out
26 items borrowed

Technical services: 1,891 items added
1,205 items deleted

Volunteers: 320 hours of service completed

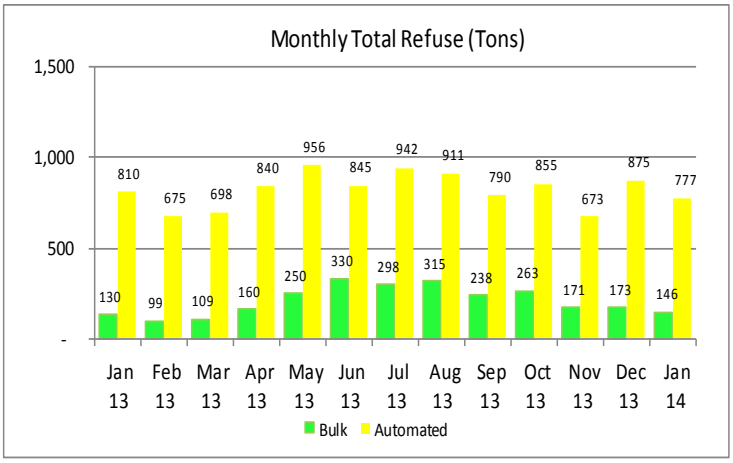
# *PUBLIC WORKS*

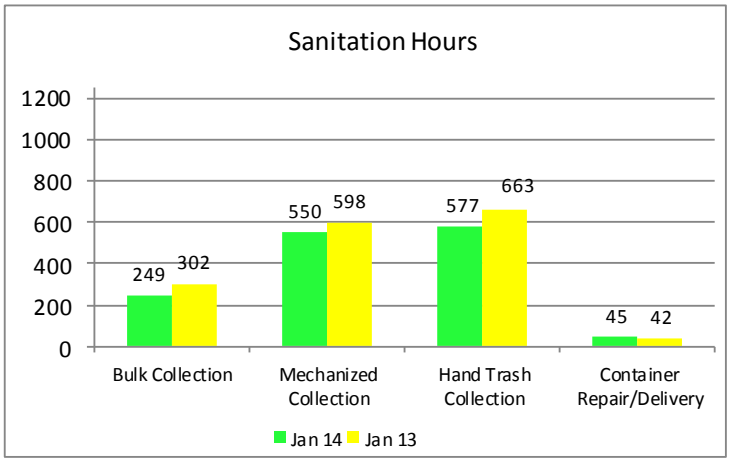
## Administration

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

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

## Sanitation




| | JANUARY 2014 | FYTD 14 | JANUARY 2013 | FYTD 13 |
|---|---|---|---|---|
| Trips to DSWA Sandtown Landfill | 197 | 1,502 | 184 | 1,206 |
| Total Tonnage to DSWA | 923.12 | 7,456.01 | 939.89 | 5,683.10 |
| 90-Gallon Containers Delivered | 17 | 125 | 29 | 184 |
| 300-Gallon Containers Delivered | 1 | 17 | 7 | 23 |
| Total Man Hours-containers Delivered | 45 | 245 | 42 | 295 |

| CURBSIDE RECYCLING STATS | TOTAL # OF HOUSEHOLDS COLLECTED | TOTAL # OF ACCOUNTS | WEIGHT/LBS. | AVE. LBS. |
|---|---|---|---|---|
| January 2014 | 20,124 | 8,859 | 261,9800 | 13.02 |

# *PUBLIC WORKS*
# *continued*

| Streets | JANUARY 2014 | FYTD 14 | JANUARY 2013 | FYTD 13 |
|---|---|---|---|---|
| Signed Installed | 32 | 180 | 24 | 179 |
| Signs Repaired | 23 | 73 | 0 | 64 |
| Curbs Painted Yellow (feet) | 0 | 1,306 | 12 | 5,626 |
| New Post Installed | 5 | 37 | 0 | 29 |
| Storm Catch Basins Repaired | 0 | 13 | 0 | 1 |
| Storm Catch Basin Repairing (Hrs.) | 0 | 65 | 0 | 1 |
| Storm Catch Basins Cleaned | 24 | 189 | 1,317 | 1,761 |
| Storm Catch Basins Cleaning (Hrs.) | 8 | 85 | 316 | 611 |
| Hot Mix Patching (Tons) | 0 | 1 | 0 | 236 |
| Hot Mix Patching (Hrs.) | 0 | 0 | 0 | 283 |
| Cold Mix Patching Hrs.) | 18 | 45 | 64 | 345 |
| Concrete Work (Hrs) | 6 | 236 | 0 | 273 |
| Concrete Patching (Cubic Yards) | 0 | 21 | 0 | 0 |
| Ditch Work (Hrs). | 0 | 63 | 0 | 90 |
| Street and Alley Maintenance (Hrs) | 28 | 353 | 168 | 1,184 |
| Street Sweeping (Miles) | 0 | 5,192 | 672 | 5,895 |
| Street Sweeping (Cubic Yards) | 0 | 1,302 | 212 | 1,302 |
| Leaves Collected (Cubic Yards) | 200 | 7,601 | 368 | 14,455 |
| Leaf Collection (Miles) | 105 | 3,936 | 825 | 5,593 |

## Grounds

| Arborist Crew | JANUARY 2014 | JANUARY 2013 |
|---|---|---|
| Trees Trimmed | 11 | 47 |
| Trees Removed | 1 | 13 |
| Stumps Removed | 1 | 0 |

- Collected and chipped Christmas trees placed out by residents for disposal.
- Assisted crews during snow events.
- Removed a large tree for the Water Department in Capital Park which had grown over the water shut off.
- Trimmed 11 trees along sidewalk in front of Dover Park.

**Beautification Crew**

- Worked primarily picking up and chipping Christmas trees placed out for collection.
- Removed wreaths from City buildings.
- Assisted crews during snow events.

**Mowing Crew**

- Worked primarily picking up and chipping Christmas trees placed out for collection.
- Assisted Arborist crew with tree work and Christmas light removal.

# *PUBLIC WORKS*
# *continued*

## Geographic Information Systems (GIS)

- Printed multiple posters for DDP and Economic Development.
- Created multiple Miss Utility maps.
- Updated hot mix repair list.
- Printed multiple posters for the Library.
- Collected GPS data for tree plantings.
- Created multiple maps for the City Clerk's office.
- Printed multiple maps for Water/Wastewater regarding sanitary sewer
- Multiple maps for the Planning Department.
- Created Right of Way dedication maps
- Printed multiple snow response maps.

## Fleet and Facilities Management

**Fleet Maintenance**

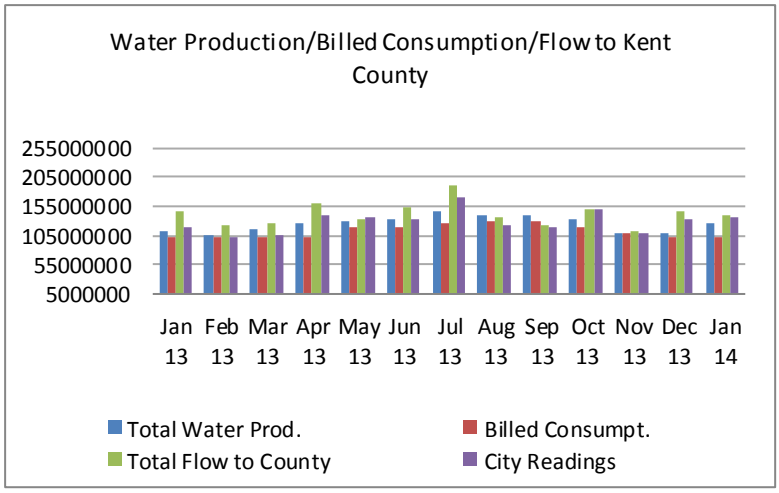
Work Orders: 114

### Major Program Updates

| MEASURE | JANUARY 2014 | JANUARY 2013 | DIFFERENCE |
|---|---|---|---|
| Scheduled Preventative Maintenance appointments being kept *(Quantity and Percentage)* | 4 out of 25<br>16.00%<br><br>1- Unscheduled PM's Vehicles<br>5 – Sanitation- shop full or working on other veh.-snow days. Sant. gets PM if come in for problems<br><br>4 – Electric Eng.- No veh. Show up<br><br>7 - Grounds – Working with dept-did some in Feb-dept checks to see if we can get to them<br><br>6 – Electric-dept calls to check on space in shop | 10 out of 23<br>43.48% | **-27.48 %** |
| **Facilities Management** | | | |
| Routine work orders completed within 5 days *(Quantity and Percentage)* | 20 out of 20<br>100 % | 26 out of 27<br>96.30% | **+3.70 %** |
| Emergency work orders completed within 2 days *(Quantity and Percentage)* | 3 out of 3<br>100 % | 4 out of 4<br>100 % | **0 %** |

# *PUBLIC WORKS continued*

## Water/Wastewater




### ENGINEERING SUMMARY

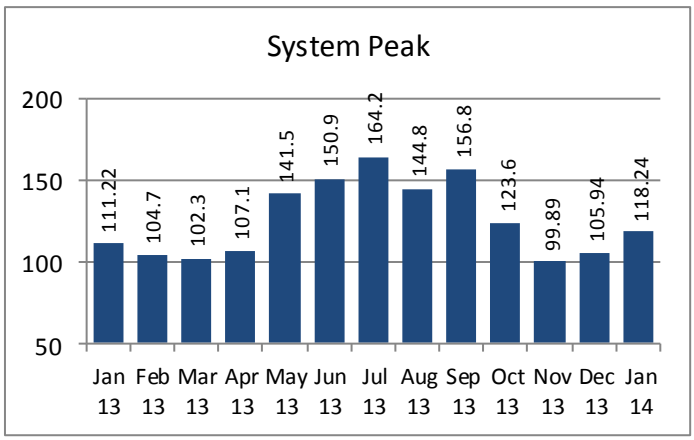
| Major Program Updates | JANUARY 2014 | JANUARY 2013 | DIFF | FY14 YTD | FY13 |
|---|---|---|---|---|---|
| **State and Federal Violations** | 0 violations | 0 violations | - | - | - |
| **Water Quality Complaints** | 13 | 3 | +10 | 59 | 62 |
| **Plan Review Completed Within 30 days of Submission** | 8 plans<br>80% | 11 plans<br>85% | -3 | 56 | 49 |

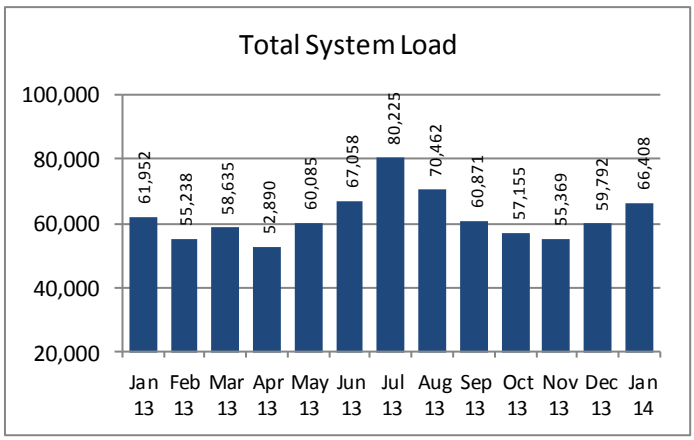
### OPERATIONAL SUMMARY

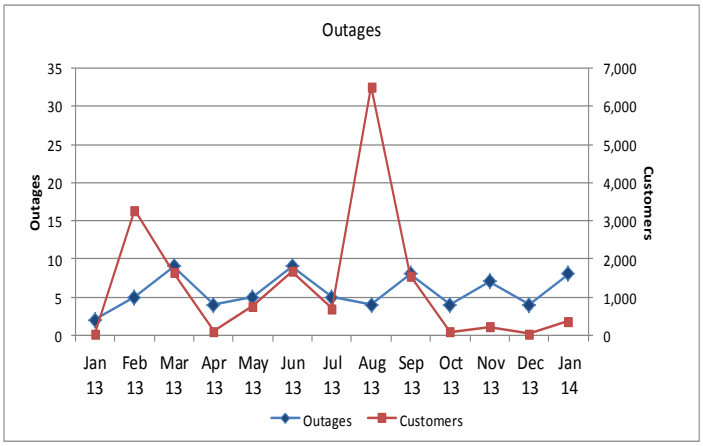
| Task | JANUARY 14 | JANUARY 13 | CURRENT FY |
|---|---|---|---|
| Water Production - Daily Average | 4,061,548 | 3,662,581 | 904,359,000 |
| Average Field Response Time (goal is <30 minutes) | 20.95 | 19.60 | 17.85 |
| Water Mains Repaired | 0 | 0 | 4 |
| Water Service Lines Repaired | 2 | 2 | 7 |
| Wastewater Mains Repaired | 0 | 0 | 0 |
| Wastewater Service Lines Repaired | 0 | 0 | 3 |
| Sewer Lines Flushed - linear feet | 71,988 | 72,804 | 854,910 |
| Sewer Mains Videoed -linear feet | 83 | 8,553 | 19,472 |
| Total Fire Hydrants in Service | 1,807 | 1,802 | 1,807 |
| Total Water Meters in City Distribution System | 14,177 | 14,087 | 14,177 |

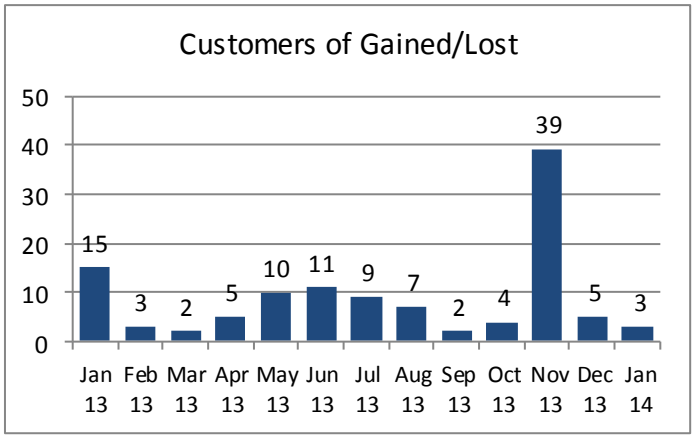
# PUBLIC UTILITIES

## Electric




Outages: 8 Customers: 361

### Electric Monthly Outage Report

The annual outage goal will be less than 295 minutes per customer, which is a Delaware Standard. This will be measured by calculating the System Average Interruption Duration Index.

| FY 14 YTD | FY 13 | FY 12 |
|---|---|---|
| 67.81 | 50.74 | 39.44 |

| **Controllable Outages** *Annual goal is less than 40* | | **Average Response Time** *Goal is less than 30 minutes* | |
|---|---|---|---|
| **Month** | **Year-to-date** | **Month** | **Year-to-date** |
| 7 | 22 | 33.13 Minutes | 28.99 Minutes |

| PROGRAM UPDATES | JAN 14 | JAN 13 | FY14 YTD |
|---|---|---|---|
| Tree Trimming | 35 | 211 | 1464 |
| Number of Oil Releases | 0 | 1 | 9 |
| Lost Time Accidents – All Electric Utility Divisions | 0 | 0 | 1 |
| New Services | 3 | 9 | 71 |
| **Major Goals Completed in the Past Two Months** | | | |
| N/A | | | |

# City Planner's Monthly Report

## Planning, Inspections & Recreation

## JANUARY 2014

## Planning, Inspections & Recreation Highlights

- Fashion to Figure opened a location in the Dover Mall located at 1365 N DuPont Highway.
- New Senior Indoor Softball is a great success.
- Demolition activities underway on pool at 123 Blue Beach Drive.
- Planning and Inspections began evaluation of Flood Plain regulations in accordance with new direction from FEMA.






## Personnel and Training Updates

- Dawn Melson-Williams attended an APA Audio-Webcast entitled "Administering Zoning Codes" on January 15, 2014. It was co-sponsored by the APA Delaware Chapter and held at the Kent County Administration Building.
- For the Planning Office the selected candidate for the Planner I position has accepted and will start work in early February.

## Planning, Inspections & Recreation Revenue

| Revenue Stream | FY '14 Budget | FY '14 Actual (YTD) | |
|---|---|---|---|
| Business License | $1,460,000 | $ 1,436,566 | 98% |
| Trailer License | $20,500 | $ 21,187 | 103% |
| Building Permits | $400,000 | $ 291,045 | 73% |
| Cert. of Occupancy | $9,000 | $ 3,550 | 39% |
| Public Occupancy | $10,000 | $ 7,608 | 76% |
| Lodging House | $14,000 | $ 9,856 | 70% |
| Plumbing/Heating/Air | $75,000 | $ 42,963 | 57% |
| Sprinkler | $25,000 | $ 18,962 | 76% |
| Rental Inspection Fee | $345,000 | $ 243,814 | 71% |
| Miscellaneous | $20,000 | $ 25,824 | 129% |
| Fire Protection Fees | $31,000 | $ 18,557 | 60% |
| Vacant Building Reg. | $60,000 | $ 96,000 | 160% |
| **Total P&I Revenue** | **$2,469,500** | **$ 2,215,931** | 90% |
| Recreation | $133,000 | $73,571 | 55% |

## Looking Forward…..

***New Planner joins the Planning Office***

***Recreation Needs Assessment gets underway***

# PLANNING OFFICE

The Planning Office is part of the review process for certain types of construction activity permits (Building Permits, Sign Permits, etc.) and Certificate of Occupancy permits. For January 2014, Planning Staff was involved with review of 43 Permits and 8 Certificates of Occupancy permits (2014 calendar year total of 51 Permits and Cos compared to 52 for 2013). Planning Staff also reviews new applications for Business Licenses and Rental Dwelling Permits.

## COMPREHENSIVE PLAN IMPLEMENTATION

Planning Staff continues to focus on the various implementation items identified in the *2008 Comprehensive Plan* as amended.

- On-going efforts of the Planning Office include participating in planning for the participating in the planning and development design of Garrison Oak Technical Park, the pending updates to the FIRM Maps (Flood Insurance Rate maps) issued by FEMA for flood plains, and research for future ordinance amendments related to the commercial zoning classifications.

The review process for the Comprehensive Plan Amendments 2014 is underway. A series of addendums to the text of the Comprehensive Plan are proposed as related to a number of ongoing planning projects taking place during 2014. These projects include the following items: A. Central Dover Community Plan with addendum to Chapter 11 – Housing and Community Development Plan; B. Transportation Improvement District for the Route 13 and Bay Road Corridors with addendum to Chapter 9 - Transportation Plan; C. Citywide Parks and Recreation Needs Assessment; and D. Dover Transit Center Neighborhood Plan.

One request was also received for an amendment to the Map 12-1: Land Development Plan. Planning Staff prepared a submission for PLUS Review of the Comprehensive Plan Amendments 2014 (MI-14-01). PLUS Review occurred on January 29th and the amendments will begin the formal review process including public hearings with the Planning Commission and City Council in February and March 2014.

**Pending Ordinance Development**

Planning Staff participated in a meeting with DNREC staff pertaining to the process for updating the City's Floodplain Regulations to be incompliance with FEMA's regulations for the National Flood Insurance Program (NFIP). This review and update of the City's Floodplain Regulations is required as new FIRM Maps (Flood Insurance Rate maps) will become effective in July 2014.

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

Construction activities related to site improvements and the building construction activities continue at the new Dover High School project site. The Planning Staff continues to work with the Capital School District and DelDOT regarding pedestrian safety concerns for the school project. The monthly coordination meeting on the project was held on January 23, 2014. The sidewalk improvement project for the north side of Route 8 is progressing through the design process at DelDOT.

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

The Planning Staff participates in weekly coordination conference calls with Calpine regarding the Garrison Energy Center project at 450 Garrison Oak Drive (Lot 7 of the Garrison Oak Technical Park). The Final/ Final Administrative Site Plan approval for the Garrison Energy Center Phase 1 was granted on September 6, 2013 subject to conditions of approval. Construction is underway with Foundation Building Permits for the project continuing to be received for review and inspection.

**Other Construction Activities**

Planning Staff conducted a Pre-Construction meeting regarding the Delaware State University Applied Optics Research Building project: Phase 2 Building 1 (S-13-02). With its construction, the project will add a 27,660 SF research building to the campus.

# BOARD AND COMMISSION ACTIVITY

## ◊ Board of Adjustment

The Board of Adjustment met on January 15, 2014. The next regular scheduled meeting of the Board of Adjustment is scheduled for February 19, 2014. The following applications were considered.

- **V-13-14 Lands of John Bashore–** Variance request to allow for a multi-family use in a Manufacturing zone was denied.
- **V-14-02 Lands of Hub Associates LLC and A & G Kramedas Associates –** Variance approval to allow a pylon sign to encroach into the required setback and within the exclusion zone

## ◊ Historic District Commission

The Historic District Commission did not meet on January 16, 2014. The next Historic District Commission meeting is scheduled for February20, 2014.

## ◊ Planning Commission

The Planning Commission did not meet on January 21, 2014 due to inclement weather . The next Planning Commission meeting is scheduled for February 18, 2014.

# COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

- ***CDBG FY13 Projects***

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

- ***Homeownership Assistance Program***

CDBG funds will be used to provide settlement assistance to assist qualifying families purchase properties in the City of Dover.

- ***MHDC Homeowner Rehabilitation Program***

CDBG funds will be used to rehabilitate owner occupied homes in the City of Dover found in violation of the City's housing code. Two (2) homes have been completed.

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

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

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

CDBG funds will be used to assist very low income homeowners with emergency repairs to eliminate severe housing conditions that constitute health and safety hazards. Two (2) homes have been completed.

- ***NCALL Research***

CDBG funds were used for foreclosure prevention and pre-purchase homeownership counseling services for ten (10) Dover residents.

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

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

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

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

**218 Ann Avenue (sold)**

**337 N. Governors Avenue (sold)**

**343 Mimosa Avenue (sold)**

**254 Green Blade Drive (sold)**

**907 Woodcrest Avenue (sold)**

**302 Stone Brook Place (lease purchase)**

**1430 S. Hancock (group home rental)**

**11 Westover Drive (sold)**

**1415 S. Hancock (sold)**

**110 Thames Drive (sold)**

**4 Bennington Street (sold)**

## Dangerous Buildings, Vacant Buildings & Demolitions

- *126 N. Ann Avenue* – The owner is making repairs to the exterior of the property.
- *209 N. New Street* – Owner has been granted an extension until February 15, 2014 to make repairs to the home.
- *105 S. Queen Street*—A residential Renovation Permit has been obtained and a re-inspection to the home shows that work continues to be made as finances provide.
- *123 Blue Beach Drive*—Demolition of the pool has begun.
- *200 N. West Street*—The owner was granted their request for a use variance by the City Board of Adjustment on January 27th. The owner has advised that they would like to start renovations to the home beginning in early March.
- *650 Bay Road, Unit 19*—The owners of the property made all repairs and the building is now in code compliance.
- *101 S. Queen Street* —The owner of the property was notified that he had until January 30, 2014 to make repairs to the structure, and/or have it demolished, or the City of Dover would proceed with Demolition.
- *27 N. New Street*—Home was condemned as unfit for human occupancy with notice going to the owner to make repairs by January 9, 2014, or the structure will be brought forward to Council as a dangerous building. On January 27th, Dover City Council declared the home dangerous and ordered the property owner to either make repairs or have the home demolished by February 27, 2014.
- 814 Maple Pkwy—A lien search was ordered for the property. The in-ground pool has been condemned as an unsafe structure and will be taking forward to Council as a dangerous structure.

- *Vacant Buildings*—During the month of January, 28 additional buildings were registered as vacant, and $3,750.00 in vacant building registration fees were collected.



123 Blue Beach Drive/Pool

# Code Enforcement Activity—JANUARY

| Case Type | # cases current month | # cases YTD | % staff initiated current month | % staff initiated YTD |
|---|---|---|---|---|
| No valid Rental Permit | 6 | 6 | 83% | 83% |
| No valid Building Permit | 1 | 1 | 100% | 100% |
| Tall grass and weeds | 1 | 1 | 100% | 100% |
| Unregistered vehicle | 6 | 6 | 100% | 100% |
| Abandoned vehicle | 2 | 2 | 50% | 50% |
| Annual Housing Inspection | 19 | 19 | 89% | 89% |
| Property Maintenance – Exterior | 24 | 24 | 75% | 75% |
| Electric Termination | 3 | 3 | 100% | 100% |
| Dover Code of Ordinances | 50 | 50 | 80% | 80% |
| Zoning | 5 | 5 | 40% | 40% |
| **Total Cases** | **117** | **117** | | |
| **Total # of Inspections For Month** | **265** | | | |



200 N West St.

# Fire Marshal's Office, Building Inspections & Licensing Summary

| **LIFE SAFETY** | | | | |
|---|---|---|---|---|
| **Inspections** | **Jan 14** | **FYTD 14** | **JAN 13** | **FYTD 13** |
| Fire Protection Inspections (New & Existing) | 19 | 19 | 15 | 127 |
| Fire Code Inspections | 39 | 39 | 25 | 74 |
| Inspection Deficiencies | 35 | 35 | 5 | 66 |
| Certificate of Occupancy | 7 | 7 | 9 | 36 |
| | | | | |
| Accidental | $1000.00 | $1000.00 | $4000.00 | $6450.00 |
| Incendiary | $0 | $0.00 | $1000.00 | $1100.00 |
| Undetermined | $0 | $0.00 | $300.00 | $0.00 |
| | | | | |
| **PERMITTING AND LICENSING** | | | | |
| **Permits Issued** | **JAN 14** | **FYTD 14** | **JAN 13** | **FYTD 13** |
| Administrative Permit | 0 | 0 | 3 | 17 |
| Building Addition/Renovation Permits | 17 | 17 | 27 | 176 |
| Building Permits | 16 | 16 | 2 | 80 |
| Demolition Permits | 1 | 1 | 4 | 27 |
| Fence Permits | 4 | 4 | 4 | 49 |
| Fire Prevention Permits | 7 | 7 | 12 | 62 |
| Mechanical Permits | 38 | 38 | 22 | 192 |
| Plumbing Permits | 30 | 30 | 26 | 204 |
| Sign Permits | 13 | 13 | 21 | 144 |
| Swimming Pool Permits | 0 | 0 | 0 | 10 |
| | | | | |
| Business Licenses | 25 | 25 | 33 | 962 |
| Merchant Licenses | 5 | 5 | 8 | 256 |
| Contractor Licenses | 33 | 33 | 22 | 640 |
| Lodging House Licenses | 22 | 22 | 18 | 49 |
| Mobile Homes | 3 | 3 | 17 | 217 |
| Public Occupancy | 217 | 217 | 113 | 298 |
| Rental Dwelling | 1811 | 1811 | 1614 | 2522 |
| | | | | |
| **BUILDING INSPECTIONS** | | | | |
| **Inspections** | **JAN 14** | **FYTD 14** | **JAN 13** | **FYTD 13** |
| Building | 192 | 192 | 437 | 1973 |
| Plumbing/Mechanical | 238 | 238 | 364 | 2149 |
| Certificate of Occupancy | 8 | 8 | 4 | 60 |

# Fire Marshal's Office—At a Glance

Number of Fires Requiring FM Response for January 2014

- 4 Accidental
- 0 Undetermined
- 3 Incendiary

Number of Complaints – 11

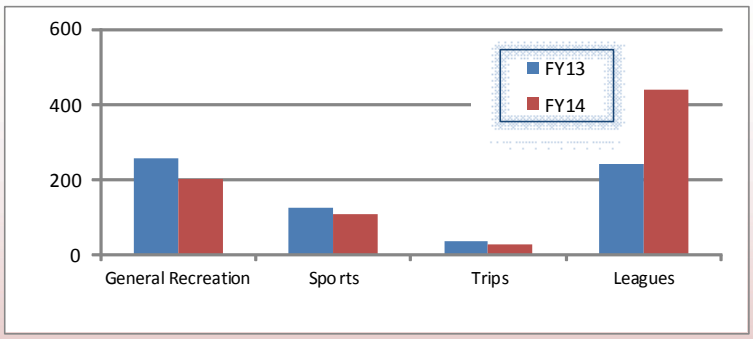
20 hours of investigation time

# Recreation Division

City of Dover Parks & Recreation

Enrollment Summary

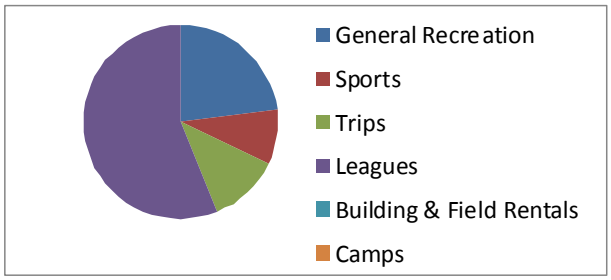
January 2013 verses January 2014

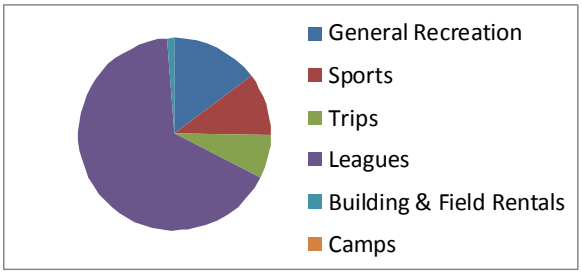





| Category | FY13 | FY14 |
|---|---|---|
| General Recreation | 255 | 199 |
| Sports | 123 | 105 |
| Trips | 34 | 26 |
| Leagues | 339 | 438 |
| Camps | Not Offered | Not Offered |

# Revenue Breakdown: January 2013 verses January 2014




| | |
|---|---|
| **General Recreation** | **$2,933** |
| **Sports** | **$875** |
| **Camps** | **$40** |
| **Trips** | **$527** |
| **Leagues** | **$1,450** |
| **Building & Field Rentals** | **$0** |

| | |
|---|---|
| **General Recreation** | **$3,169** |
| **Sports** | **$770** |
| **Trips** | **$555** |
| **Leagues** | **$350** |
| **Building & Field Rentals** | **$762.50** |
| **Camps** | **$0** |



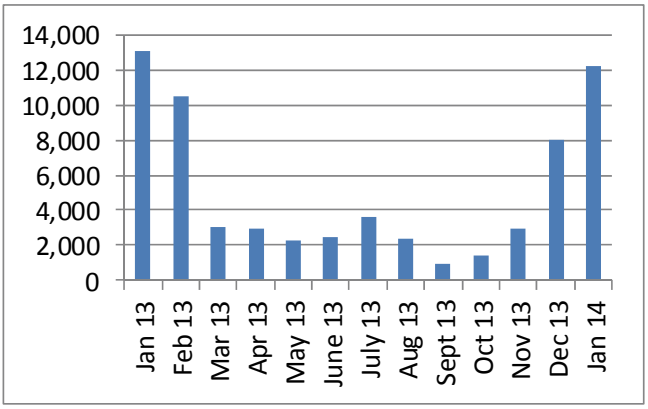




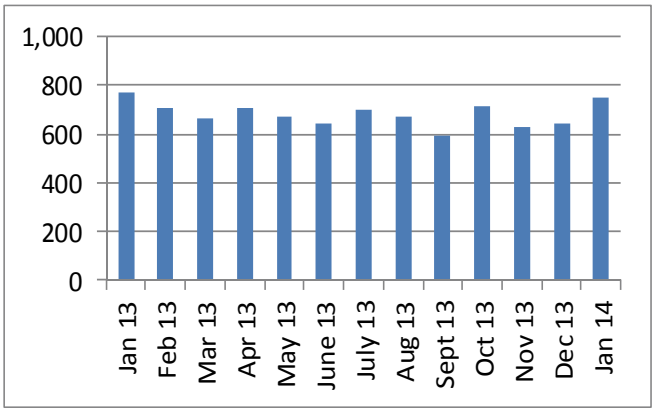


# John W. Pitts Recreation Center – January 2014

**Total Program Attendance**




**Facility Usage By The Hour**




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

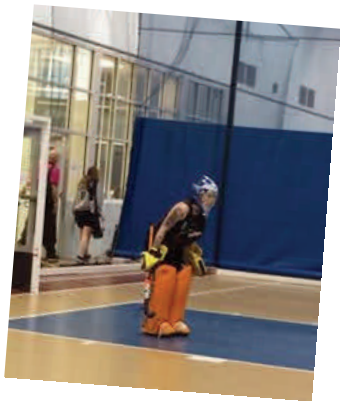
| Facility Usage By The Hour | JAN 14 | | FYTD 14 | | JAN 13 | | FYTD 13 |
|---|---|---|---|---|---|---|---|
| Open Gym | 359 | | 2,925.5 | | 415 | | 3,199.25 |
| Fitness Classes | 66 | | 360.5 | | 52.5 | | 304.5 |
| Leagues | 245 | | 513 | | 241 | | 458 |
| Camps | 0 | | 555 | | 0 | | 49 |
| Sports Classes | 21 | | 116.5 | | 23 | | 113 |
| Meetings & Rentals | 56.5 | | 174 | | 39 | | 192.5 |
| Enrichment Classes | 1.5 | | 53.5 | | 0 | | 41.5 |
| Total Facility Usage Hours | 749 | | 4,698 | | 770.5 | | 4,357.75 |

| Daily Program Attendance** | JAN 14 | | FYTD 14 | | JAN 13 | | FYTD 13 |
|---|---|---|---|---|---|---|---|
| Total | 12,262 | | 30,716 | | 12,695 | | 29,901 |
| Open Gym | 494 | | 2,790 | | 1,045 | | 5,465 |
| Fitness Classes | 441 | | 1,983 | | 394 | | 2,169 |
| Leagues | 9,125 | | 18,620 | | 9,702 | | 16,877 |
| Camps | 0 | | 1,308 | | 0 | | 254 |
| Sports Classes | 342 | | 1,037 | | 201 | | 908 |
| Meetings & Rentals | 1,856 | | 4,866 | | 1,353 | | 4,146 |
| Enrichment Classes | 4 | | 112 | | 0 | | 82 |

**Since our opening in late April 2008, we have had 302,935 guests at the John W. Pitts Recreation Center.**

**December Open Gym Registrations and Packages Sold**

| Packages Sold: | NOV. | MTD | YTD | FYTD |
|---|---|---|---|---|
| Daily: | 28 | $84 | 267 | $801 |
| Individual Quarterly: | 2 | $30 | 12 | $180 |
| Individual Annual: | 0 | $ 0 | 1 | $ 50 |
| Family Quarterly: | 1 | $30 | 6 | $180 |
| Family Annual: | 0 | $100 | 1 | $100 |
| **Revenue:** | | **$244** | | **$1,311** |

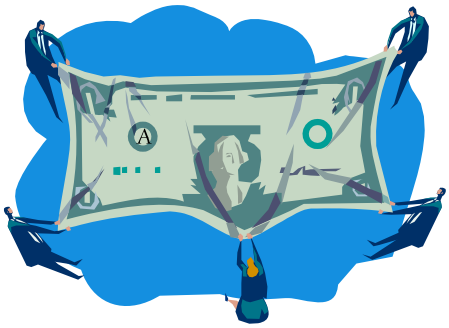


# CITY OF DOVER
# FINANCE AND PROCUREMENT & INVENTORY DEPARTMENTS
# JANUARY 2014 - MONTHLY BUDGET REPORTS













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

# CITY OF DOVER
# ACTIVITY REPORTS
# January 2014

## FINANCE DEPARTMENT ACTIVITY LEVELS

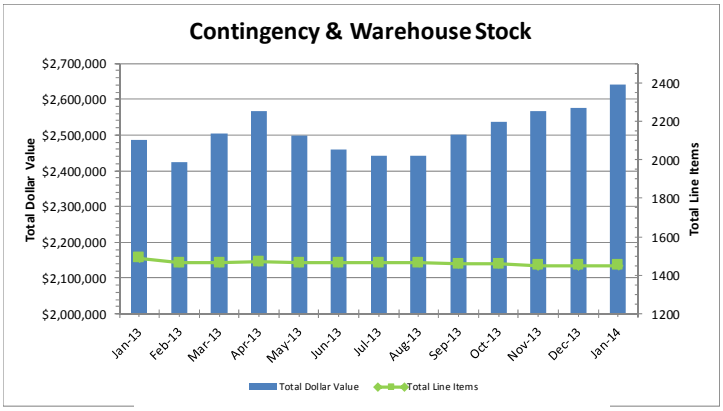
| | FY13 YTD | | | FY14 YTD | | |
|---|---|---|---|---|---|---|
| **BANK TRENDS** | | | | | | |
| Number of Deposits Made (Hand, ACH & Wire, Lockbox) | 3,168 | | | 3,714 | | |
| Total Amount of All Deposits | $ 88,963,328 | | | $ 73,153,166 | | |
| **PAYROLL** | | | | | | |
| | Hours | % | Amount | Hours | % | Amount |
| **Gross wages per registers** | **500,071** | **100.0%** | **$ 11,908,812** | **489,815** | **100.0%** | **$ 11,571,840** |
| **Wages and Hours Worked** | | | | | | |
| Regular | 413,230 | 82.6% | $ 9,179,059 | 406,315 | 83.0% | $ 8,815,730 |
| All over time | 24,669 | 4.9% | $ 1,087,259 | 21,037 | 4.3% | $ 873,185 |
| **Other Paid or Unpaid Wages and Hours** | | | | | | |
| Vacation | 29,316 | 5.9% | $ 759,746 | 30,157 | 6.2% | $ 792,362 |
| Sick | 12,042 | 2.4% | $ 302,513 | 10,376 | 2.1% | $ 268,260 |
| Terminal Leave - Retiree Vacation/Sick Payout | 10,631 | 2.1% | $ 299,542 | 9,751 | 2.0% | $ 303,494 |
| Comp Time | 5,220 | 1.0% | $ 147,446 | 4,562 | 0.9% | $ 127,491 |
| Personal | 779 | 0.2% | $ 21,687 | 733 | 0.1% | $ 20,515 |
| Leave Without Pay | 3,204 | 0.6% | $ - | 2,915 | 0.6% | $ - |
| Other (description below) | 982 | 0.2% | $ 111,561 | 4,026 | 0.8% | $ 370,805 |

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

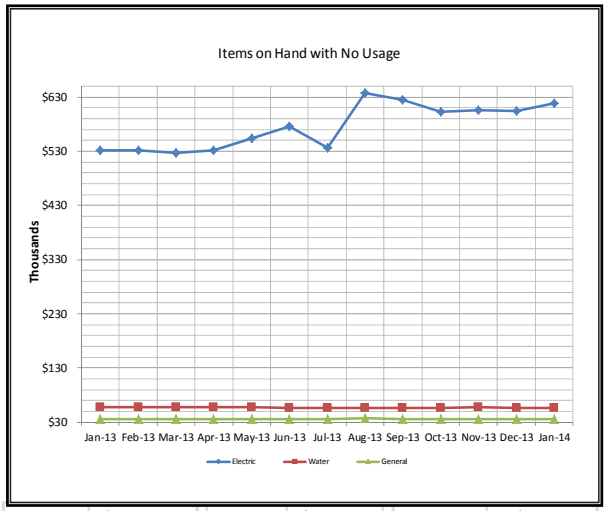
| | | |
|---|---|---|
| **Other Activity** | | |
| Number of Pay Periods | 15 | 15 |
| Number of Payroll Checks & Direct Deposits Issued | 5,452 | 5,391 |
| Number of Pension Checks Issued | 1,726 | 1,800 |
| Total Pension Benefits Paid - Defined Benefit Plan | $ 2,851,716 | $ 2,944,062 |

| | | |
|---|---|---|
| **ACCOUNTS PAYABLE** | | |
| Number of Check Vouchers | 3,679 | 3,540 |
| Number of EFT Vouchers | 1,210 | 1,093 |
| Vouchers Dollar Amount Disbursed | $ 51,505,548 | $ 43,633,796 |

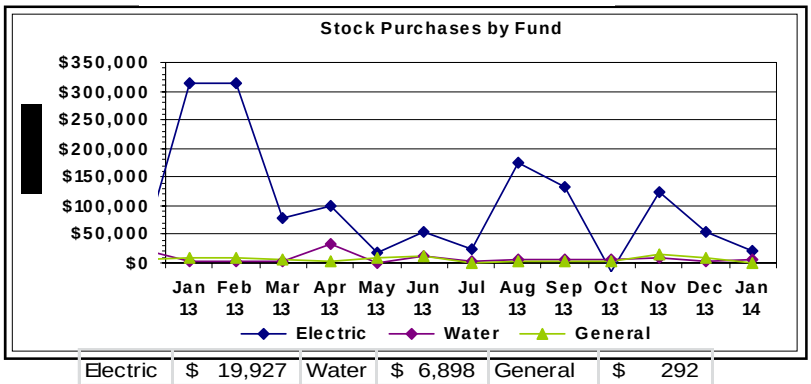
## PROCUREMENT & INVENTORY ACTIVITY LEVELS




Value: $2,639,579 Line Items: 1,454




| Electric: | $618,004 | Water: | $56,799 | General: | $35,887 |
|---|---|---|---|---|---|




| Electric | $ 19,927 | Water | $ 6,898 | General | $ 292 |
|---|---|---|---|---|---|

| Fuel Use | | |
|---|---|---|
| Unleaded: | 10,165.5 | gallons |
| Diesel: | 6,733.7 | gallons |
| Total Cost: | $ 49,373 | |

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

| | Budget | Revised Budget | YTD | Balance | 58% Budget |
|---|---|---|---|---|---|
| Beginning Balance (unaudited) | $ 3,455,200 | $ 4,219,800 | $ - | $ 4,219,800 | 0.0% |
| **Revenues** | | | | | |
| Court of Chancery Fees | 863,200 | 863,200 | 501,120 | 362,080 | 58.1% |
| Fines & Police Revenues | 1,316,000 | 1,316,000 | 624,828 | 691,172 | 47.5% |
| Franchise Fees | 606,200 | 606,200 | 244,432 | 361,768 | 40.3% |
| Grants | 623,500 | 623,500 | 277,626 | 345,874 | 44.5% |
| Intrafund Services | 4,454,300 | 4,454,300 | 2,435,642 | 2,018,658 | 54.7% |
| Library & Recreation Revenues | 599,600 | 599,600 | 346,882 | 252,718 | 57.9% |
| Licenses & Permits | 2,627,500 | 2,627,500 | 2,290,532 | 336,968 | 87.2% |
| Property Taxes (Includes BID Revenue) (1) | 11,169,500 | 11,169,500 | 11,083,251 | 86,249 | 99.2% |
| Miscellaneous Revenues | 138,300 | 138,300 | 52,813 | 85,487 | 38.2% |
| Sanitation Revenues | 2,676,500 | 2,676,500 | 1,515,812 | 1,160,688 | 56.6% |
| Garrison Farm Rent Revenue | 118,500 | 118,500 | 43,699 | 74,801 | 36.9% |
| Transfers-In from Special Funds & Utilities | | | | | |
| Municipal Street Aid Fund | 527,400 | 531,100 | - | 531,100 | 0.0% |
| Civil Traffic Penalties | 600,000 | 600,000 | 157,952 | 442,048 | 26.3% |
| Transfer Taxes | 1,315,500 | 1,315,500 | 620,850 | 694,650 | 47.2% |
| Verizon, Contingency and CI Reserves | 32,000 | 32,000 | - | 32,000 | 0.0% |
| Police Grants | 110,000 | 110,000 | 32,481 | 77,519 | 29.5% |
| Water/Wastewater Fund | 500,000 | 500,000 | 375,000 | 125,000 | 75.0% |
| Electric Fund | 8,000,000 | 8,000,000 | 6,000,000 | 2,000,000 | 75.0% |
| **Total Revenues** | 36,278,000 | 36,281,700 | 26,602,920 | 9,678,780 | 73.3% |
| **Total Beginning Balance & Revenues** | **$ 39,733,200** | **$ 40,501,500** | **$ 26,602,920** | **$ 13,898,580** | 65.7% |
| **Expenditures** | | | | | |
| City Clerk & Council | $ 442,200 | $ 445,600 | $ 245,285 | $ 200,315 | 55.0% |
| Mayor, City Manager & Human Resources | 874,900 | 886,800 | 522,495 | 364,305 | 58.9% |
| Police & Police Extra Duty | 14,331,800 | 14,470,500 | 8,022,374 | 6,448,126 | 55.4% |
| Public Services | 4,131,800 | 4,141,600 | 2,225,173 | 1,916,427 | 53.7% |
| Procurement & Inventory, Facilities Mgmt., Vehicle Maint. | 1,870,900 | 1,872,500 | 970,050 | 902,450 | 51.8% |
| Planning & Inspections | 2,045,600 | 2,052,900 | 1,204,373 | 848,527 | 58.7% |
| Finance, Info Tech & Customer Services | 2,676,400 | 2,694,900 | 1,499,839 | 1,195,061 | 55.7% |
| Library & Recreation | 2,038,600 | 2,047,500 | 1,094,412 | 953,088 | 53.5% |
| Fire Department | 692,100 | 692,100 | 393,947 | 298,153 | 56.9% |
| Assessor | 198,300 | 198,300 | 114,857 | 83,443 | 57.9% |
| Contribution to DDP | 162,400 | 162,400 | 121,800 | 40,600 | 75.0% |
| Miscellaneous Grant Expense | 25,000 | 25,000 | - | 25,000 | 0.0% |
| Other Employment Expenses | 400,000 | 199,900 | - | 199,900 | 0.0% |
| Insurance | 658,900 | 658,900 | 318,086 | 340,814 | 48.3% |
| OPEB - Retiree's Health Care Contribution | 1,636,500 | 1,636,500 | 1,227,375 | 409,125 | 75.0% |
| Police Pension Trust Contribution - State Grant | 500,000 | 500,000 | 276,626 | 223,374 | 55.3% |
| Appropriation to Employee Pension Fund - Unfunded Liability | 1,466,500 | 2,231,100 | 1,176,725 | 1,054,375 | 52.7% |
| Street Lights | 836,000 | 836,000 | 452,339 | 383,661 | 54.1% |
| Debt Service | 557,300 | 557,300 | 552,051 | 5,249 | 99.1% |
| Provision for Uncollectible | 10,000 | 10,000 | 10,000 | - | 100.0% |
| Transfers Out | | | | | |
| Capital Projects Fund | 1,278,300 | 1,278,300 | 958,725 | 319,575 | 75.0% |
| **Total Expenditures** | 36,833,500 | 37,598,100 | 21,386,532 | 16,211,568 | 56.9% |
| Budget Balance - Working Capital | 2,899,700 | 2,903,400 | - | 2,903,400 | 0.0% |
| **Total Budget Balance & Expenditures** | **$ 39,733,200** | **$ 40,501,500** | **$ 21,386,532** | **$ 19,114,968** | 52.8% |
| **Reserve Balances** | | | | | |
| Contingency | $ 723,600 | $ 725,500 | $ 736,915 | | |

(1) Property Taxes are the taxes billed and not cash received. The outstanding receivable balance as of 1/31/14 is $367,104 as compared to $457,630 in January 2013.

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

| | Budget | Revised Budget | YTD | Balance | 58% Budget |
|---|---|---|---|---|---|
| Beginning Balance - Water (unaudited) | $ 770,800 | $ 732,700 | $ - | $ 732,700 | 0.0% |
| Beginning Balance - Wastewater (unaudited) | $ 412,600 | $ 441,400 | $ - | $ 441,400 | 0.0% |
| Beginning Balance - Kent County Treatment (unaudited) | $ 141,600 | $ (17,300) | $ - | $ (17,300) | 0.0% |
| | 1,325,000 | 1,156,800 | - | 1,156,800 | 0.0% |
| **Revenues** | | | | | |
| Water Fees | 4,730,700 | 4,730,700 | 2,656,802 | 2,073,898 | 56.2% |
| Wastewater Fees | 3,642,700 | 3,642,700 | 2,098,982 | 1,543,718 | 57.6% |
| Kent County Treatment Fees | 2,980,300 | 2,980,300 | 1,727,250 | 1,253,050 | 58.0% |
| Ground Water Inflow Adjustment | 1,324,600 | 1,324,600 | 775,361 | 549,239 | 58.5% |
| Water Tank Leases | 333,800 | 333,800 | 181,136 | 152,664 | 54.3% |
| Miscellaneous Service Fee | 105,100 | 82,000 | 38,895 | 43,105 | 47.4% |
| Impact Fees - Water | 357,000 | 357,000 | 103,095 | 253,905 | 28.9% |
| Impact Fees - Wastewater | 323,000 | 323,000 | 93,422 | 229,578 | 28.9% |
| **Total Revenues** | 13,797,200 | 13,797,200 | 7,674,943 | 6,122,257 | 55.6% |
| **Total Beginning Balance & Revenues** | **$ 15,122,200** | **$ 14,954,000** | **$ 7,674,943** | **$ 7,279,057** | 51.3% |
| **Expenses** | | | | | |
| Water/Wastewater Operating Divisions | | | | | |
| Engineering & Inspection | $ 664,400 | $ 634,700 | $ 192,327 | $ 442,373 | 30.3% |
| Water | 433,900 | 436,900 | 253,539 | 183,361 | 58.0% |
| Water Treatment Plant | 1,501,800 | 1,507,800 | 764,385 | 743,415 | 50.7% |
| Wastewater | 945,100 | 946,000 | 474,620 | 471,380 | 50.2% |
| Construction | 351,400 | 352,200 | 147,143 | 205,057 | 41.8% |
| Kent County Treatment | 3,524,800 | 3,524,800 | 1,931,611 | 1,593,189 | 54.8% |
| Intrafund Service Fees | 1,233,400 | 1,233,400 | 704,733 | 528,667 | 57.1% |
| Pension Unfunded Liability | 339,400 | 339,400 | 254,550 | 84,850 | 75.0% |
| OPEB - Retiree's Health Care Contributions | 200,000 | 200,000 | 150,000 | 50,000 | 75.0% |
| Debt Service | 1,019,500 | 1,019,500 | 606,002 | 413,498 | 59.4% |
| Other Employment Expenses | 25,000 | 10,800 | - | 10,800 | 0.0% |
| Transfers Out | | | | | |
| General Fund | 500,000 | 500,000 | 375,000 | 125,000 | 75.0% |
| Water I & E Fund | 1,200,000 | 1,233,200 | 600,000 | 633,200 | 48.7% |
| Wastewater I & E Fund | 1,330,000 | 1,330,000 | 665,000 | 665,000 | 50.0% |
| **Total Expenses** | 13,268,700 | 13,268,700 | 7,118,910 | 6,149,790 | 53.7% |
| **Budget Balances** | | | | | |
| Budget Balance - Working Capital - Water | 1,056,400 | 1,018,300 | - | 1,018,300 | 0.0% |
| Budget Balance - Working Capital - WW | 797,100 | 825,900 | - | 825,900 | 0.0% |
| Budget Balance-Working Capital - KSA | - | (158,900) | - | (158,900) | 0.0% |
| Total Budget Balances | 1,853,500 | 1,685,300 | - | 1,685,300 | 0.0% |
| **Total Budget Balances & Expenses** | **$ 15,122,200** | **$ 14,954,000** | **$ 7,118,910** | **$ 7,835,090** | 47.6% |
| **Reserve Balances** | | | | | |
| Contingency-Water | $ 105,600 | $ 106,600 | $ 104,525 | | |
| Contingency-Wastewater | $ 191,500 | $ 190,800 | $ 189,009 | | |
| Impact Fee Reserve - Sewer | NO BUDGET | NO BUDGET | $ 3,769,180 | | |
| Impact Fee Reserve - Water | NO BUDGET | NO BUDGET | $ 199,770 | | |
| **Bond Coverage Ratio (Covenant 1.20)** | 3.99 | 4.03 | 4.08 | | |

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

| | Budget | Revised Budget | YTD | Balance | 58% Budget |
|---|---|---|---|---|---|
| Beginning Balance (unaudited) | $ 7,152,400 | $ 6,620,900 | $ - | $ 6,620,900 | 0.0% |
| **Revenues** | | | | | |
| Sales to Customers | 76,286,700 | 76,286,700 | 46,324,214 | 29,962,486 | 60.7% |
| Utility Tax | 1,492,200 | 1,492,200 | 757,786 | 734,414 | 50.8% |
| Weyandt Hall Rents | 251,000 | 251,000 | 81,540 | 169,460 | 32.5% |
| Miscellaneous Revenues | 737,800 | 737,800 | 424,413 | 313,387 | 57.5% |
| Interest Earned | 119,400 | 119,400 | (1,034) | 120,434 | -0.9% |
| Transfer from Rate Stabilization | 4,000,000 | 4,000,000 | 3,000,000 | 1,000,000 | 75.0% |
| Intrafund Service Receipts Water/Wastewater | 98,500 | 98,500 | 58,105 | 40,395 | 59.0% |
| **Total Revenues** | 82,985,600 | 82,985,600 | 50,645,024 | 32,340,576 | 61.0% |
| **Total Beginning Balance & Revenues** | **$ 90,138,000** | **$ 89,606,500** | **$ 50,645,024** | **$ 38,961,476** | 56.5% |
| **Expenses** | | | | | |
| Power Supply & Generation | | | | | |
| Hedged Energy | $ 23,832,000 | $ 23,832,000 | $ 18,430,462 | $ 5,401,538 | 77.3% |
| Power Supply Management | 996,000 | 996,000 | 581,000 | 415,000 | 58.3% |
| Capacity Charges | 15,787,200 | 15,787,200 | 9,454,924 | 6,332,276 | 59.9% |
| Dover Sun Park Energy | 1,565,800 | 1,565,800 | 853,618 | 712,182 | 54.5% |
| Solar Renewal Energy Credits | 300,000 | 300,000 | 170,598 | 129,402 | 56.9% |
| PJM Charges - Energy | 12,812,900 | 12,812,900 | 11,553,834 | 1,259,066 | 90.2% |
| PJM Charges - Transmission & Fees | 4,740,000 | 4,740,000 | 5,271,264 | (531,264) | 111.2% |
| Total Power Supply | 60,033,900 | 60,033,900 | 46,315,700 | 13,718,200 | 77.1% |
| Plant Operations | 6,015,800 | 6,015,800 | 3,027,604 | 2,988,196 | 50.3% |
| Generation Fuels | - | - | 1,953,584 | (1,953,584) | 0.0% |
| Capacity Credits | (15,079,800) | (15,079,800) | (9,218,125) | (5,861,675) | 61.1% |
| PJM Spot Market Energy | (230,500) | (230,500) | (542,767) | 312,267 | 235.5% |
| PJM Credits | (397,000) | (397,000) | (5,489,600) | 5,092,600 | 1382.8% |
| Total Generation | (9,691,500) | (9,691,500) | (10,269,304) | 577,804 | 106.0% |
| Total Power Supply & Plant | 50,342,400 | 50,342,400 | 36,046,396 | 14,296,004 | 71.6% |
| Electric Operating Divisions: | | | | | |
| Transmission/Distribution | 3,302,500 | 3,312,200 | 1,676,183 | 1,636,017 | 50.6% |
| Electrical Engineering | 1,192,200 | 1,194,500 | 566,674 | 627,826 | 47.4% |
| Administration | 597,000 | 597,800 | 230,977 | 366,823 | 38.6% |
| Meter Reading | 220,300 | 221,900 | 128,745 | 93,155 | 58.0% |
| Systems Operations | 543,600 | 553,500 | 325,390 | 228,110 | 58.8% |
| Intrafund Services | 3,319,400 | 3,319,400 | 1,789,015 | 1,530,385 | 53.9% |
| Utility Tax | 1,492,200 | 1,492,200 | 757,786 | 734,414 | 50.8% |
| OPEB - Retirees Health Care Contribution | 513,300 | 513,300 | 384,975 | 128,325 | 75.0% |
| Pension Trust Contribution - Unfunded liability | 1,314,200 | 1,314,200 | 985,650 | 328,550 | 75.0% |
| Interest on Deposits | 27,000 | 27,000 | 12,830 | 14,170 | 47.5% |
| Green Energy Payment to DEMEC | 135,800 | 135,800 | 77,253 | 58,547 | 56.9% |
| Accounts Receivable Write-Offs | 200,000 | 200,000 | 200,000 | - | 100.0% |
| Other Employee Expenses | 150,000 | 125,700 | - | 125,700 | 0.0% |
| Contractual Services RFP's | 100,000 | 100,000 | 3,550 | 96,450 | 3.6% |
| Debt Service | 3,301,900 | 3,301,900 | 1,985,423 | 1,316,477 | 60.1% |
| Transfers Out: | | | | | |
| General Fund | 8,000,000 | 8,000,000 | 6,000,000 | 2,000,000 | 75.0% |
| Electric Improvement & Extension Fund | 5,448,600 | 4,918,600 | 2,724,300 | 2,194,300 | 55.4% |
| **Total Expenses** | 81,176,100 | 80,646,100 | 54,626,922 | 26,019,178 | 67.7% |
| Budget Balance - Working Capital | 8,961,900 | 8,960,400 | - | 8,960,400 | 0.0% |
| **Total Budget Balance & Expenses** | **$ 90,138,000** | **$ 89,606,500** | **$ 54,626,922** | **$ 34,979,578** | 61.0% |
| **Reserve Balances** | | | | | |
| Contingency Reserve | $ 826,500 | $ 826,500 | $ 817,487 | | |
| Insurance Reserve | $ 739,000 | $ 739,000 | $ 735,969 | | |
| Rate Stabilization Reserve | $ 13,644,000 | $ 13,644,000 | $ 14,444,817 | | |
| **Bond Coverage Ratio (Covenant 1.25)** | 1.97 | 3.34 | (1.18) | | |
| **Megawatt Hours Sold & Purchased** | | | | | |
| Sales to Customers MWh (excluding Street Light MWh) | 712,675 | 712,675 | 430,146 | | |
| Sales per MWh | $ 107.04 | $ 107.04 | $ 107.69 | | |
| Purchased/Generated MWh | 725,818 | 725,818 | 464,046 | | |
| All In MWh Supply & Generation | $ 69.36 | $ 69.36 | $ 77.68 | | |

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

| | Budget | Revised Budget | YTD | Balance | 58% Budget |
|---|---|---|---|---|---|
| Beginning Balance - Projects (unaudited) | $ 241,200 | $ 2,801,800 | $ - | $ 2,801,800 | 0.0% |
| Beginning Balance - Library (unaudited) | $ (74,700) | $ 256,500 | $ - | $ 256,500 | 0.0% |
| **Revenues** | | | | | |
| State Grant - Other | 15,000 | 15,000 | - | 15,000 | 0.0% |
| Interest Earnings | - | - | 9,846 | (9,846) | 0.0% |
| Income from Sale of Assets | - | - | 13,463 | (13,463) | 0.0% |
| Transfer from Community Transportation Fund | - | 60,500 | - | 60,500 | 0.0% |
| Transfer from General Fund for Projects | 1,278,300 | 1,278,300 | 958,725 | 319,575 | 75.0% |
| Contractor Contributions | - | 264,800 | - | 264,800 | 0.0% |
| Transfer from Parkland Reserve | 95,000 | 80,000 | - | 80,000 | 0.0% |
| MSA Capital Contribution | - | 251,200 | - | 251,200 | 0.0% |
| **Subtotal Revenues** | 1,388,300 | 1,949,800 | 982,034 | 967,766 | |
| State Grant - Library | - | 150,000 | 141,502 | 8,498 | 94.3% |
| Library Capital Pledges | - | 5,000 | 7,500 | (2,500) | 150.0% |
| **Subtotal Library Project Receipts** | - | 155,000 | 149,002 | 5,998 | 96.1% |
| **Total Revenues** | 1,388,300 | 2,104,800 | 1,131,036 | 973,764 | 53.7% |
| **Total Beginning Balance & Revenue** | **$ 1,554,800** | **$ 5,163,100** | **$ 1,131,036** | **$ 4,032,064** | 21.9% |
| **Expenditures** | | | | | |
| Fire | $ 238,500 | $ 238,500 | $ 238,515 | $ (15) | 100.0% |
| Grounds Maintenance | 50,100 | 50,100 | 30,249 | 19,851 | 60.4% |
| Library | - | 411,500 | 76,198 | 335,302 | 18.5% |
| Recreation | 95,000 | 95,000 | - | 95,000 | 0.0% |
| Code Enforcement | 30,000 | 30,000 | - | 30,000 | 0.0% |
| Police | 257,300 | 363,300 | 198,774 | 164,526 | 54.7% |
| Streets | 251,500 | 3,395,700 | 512,889 | 2,882,811 | 15.1% |
| Sanitation | 402,100 | 402,100 | - | 402,100 | 0.0% |
| Information Technology | 7,000 | 7,000 | - | 7,000 | 0.0% |
| Facilities Management | 17,800 | 17,800 | - | 17,800 | 0.0% |
| Procurement & Inventory | 55,000 | 55,000 | - | 55,000 | 0.0% |
| **Total Expenditures** | 1,404,300 | 5,066,000 | 1,056,625 | 4,009,375 | 20.9% |
| Budget Balance - Projects | 150,500 | 97,100 | - | 97,100 | 0.0% |
| **Total Budget Balance & Expenditures** | **$ 1,554,800** | **$ 5,163,100** | **$ 1,056,625** | **$ 4,106,475** | 20.5% |
| **Reserve Balances** | | | | | |
| Capital Asset Replacement Reserve | $ 512,000 | $ 515,300 | $ 509,333 | | |
| Parkland/Recreation | $ 110,000 | $ 125,400 | $ 203,725 | | |

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

| | Budget | Revised Budget | YTD | Balance | 58% Budget |
|---|---|---|---|---|---|
| Beginning Balance - Water (unaudited) | $ 1,620,000 | $ 4,473,800 | $ - | $ 4,473,800 | 0.0% |
| Beginning Balance - Wastewater (unaudited) | $ 660,900 | $ 2,807,000 | $ - | $ 2,807,000 | 0.0% |
| **Revenues** | | | | | |
| Bond Proceeds - Water | - | 3,000,000 | 3,000,000 | - | 100.0% |
| Bond Proceeds - Wastewater | - | 1,067,900 | 1,005,960 | 61,940 | 94.2% |
| State Loan-Wastewater 2011 | - | 62,000 | 62,000 | - | 100.0% |
| Arbitrage Rebate - IRS Refund | - | 66,000 | - | 66,000 | 0.0% |
| Income from Sale of Assets | - | - | 4,343 | (4,343) | 0.0% |
| Interest Earned | 25,000 | 25,000 | 25,259 | (259) | 101.0% |
| Transfer from Operating Fund for Water | 1,200,000 | 1,233,200 | 600,000 | 633,200 | 48.7% |
| Transfer from Operating Fund for Wastewater | 1,330,000 | 1,330,000 | 665,000 | 665,000 | 50.0% |
| Transfer from Impact Fee Reserve - Water | 390,000 | 390,000 | - | 390,000 | 0.0% |
| Transfer from Impact Fee Reserve - Wastewater | - | 1,000,000 | - | 1,000,000 | 0.0% |
| **Total Revenues** | 2,945,000 | 8,174,100 | 5,362,562 | 2,811,538 | 65.6% |
| **Total Beginning Balance & Revenues** | **$ 5,225,900** | **$ 15,454,900** | **$ 5,362,562** | **$ 10,092,338** | 34.7% |
| **Expenses** | | | | | |
| Water | $ 1,476,800 | $ 7,499,700 | $ 708,945 | $ 6,790,755 | 9.5% |
| Wastewater | 1,251,000 | 5,252,400 | 252,117 | 5,000,283 | 4.8% |
| Water Construction | 90,000 | 90,000 | - | 90,000 | 0.0% |
| **Total Expenses** | 2,817,800 | 12,842,100 | 961,062 | 11,881,038 | 7.5% |
| Budget Balance - Working Capital - Water | 1,655,700 | 1,552,800 | - | 1,552,800 | 0.0% |
| Budget Balance - Working Capital - Wastewater | 752,400 | 1,060,000 | - | 1,060,000 | 0.0% |
| **Total Budget Balances** | 2,408,100 | 2,612,800 | - | 2,612,800 | 0.0% |
| **Total Budget Balances & Expenses** | **$ 5,225,900** | **$ 15,454,900** | **$ 961,062** | **$ 14,493,838** | 6.2% |
| **Reserve Balances** | | | | | |
| Capital Asset Replacement - Water | $ 513,000 | $ 514,000 | $ 507,459 | | |
| Capital Asset Replacement - Wastewater | $ 512,300 | $ 512,900 | $ 506,298 | | |

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

| | Budget | Revised Budget | YTD | Balance | 58% Budget |
|---|---|---|---|---|---|
| Beginning Balance (unaudited) | $ 3,091,000 | $ 3,980,200 | $ - | $ 3,980,200 | 0.0% |
| **Revenues** | | | | | |
| Interest Earnings | 25,200 | 25,200 | 7,592 | 17,608 | 30.1% |
| Transfer from Electric Revenue Fund | 5,448,600 | 4,918,600 | 2,724,300 | 2,194,300 | 55.4% |
| General Service Billing | 440,000 | 440,000 | 146,487 | 293,513 | 33.3% |
| **Total Revenues** | 5,913,800 | 5,383,800 | 2,892,818 | 2,490,982 | 53.7% |
| **Total Beginning Balance & Revenues** | **$ 9,004,800** | **$ 9,364,000** | **$ 2,892,818** | **$ 6,471,182** | 30.9% |
| **Expenses** | | | | | |
| Electric Generation | $ 2,117,800 | $ 2,130,000 | $ 249,150 | $ 1,880,850 | 11.7% |
| Transmission/Distribution | 1,100,000 | 1,144,600 | 131,501 | 1,013,099 | 11.5% |
| Electrical Engineering | 2,405,800 | 2,627,500 | 718,026 | 1,909,474 | 27.3% |
| **Total Expenses** | 5,623,600 | 5,902,100 | 1,098,677 | 4,803,423 | 18.6% |
| Budget Balance - Working Capital | 3,381,200 | 3,461,900 | - | 3,461,900 | 0.0% |
| **Total Budget Balance & Expenses** | **$ 9,004,800** | **$ 9,364,000** | **$ 1,098,677** | **$ 8,265,323** | 11.7% |
| **Reserve Balances** | | | | | |
| Depreciation Reserve | $ 9,977,100 | $ 10,003,100 | $ 9,895,051 | | |
| Future Capacity Reserve | $ 10,131,400 | $ 10,145,800 | $ 10,044,130 | | |

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

| | Budget | Revised Budget | YTD | Balance | 58% Budget |
|---|---|---|---|---|---|
| Beginning Balance (unaudited) | $ - | $ 209,200 | $ - | $ 209,200 | 0.0% |
| **Revenues** | | | | | |
| Grants Revenue | 500,000 | 1,387,600 | 107,333 | 1,280,267 | 7.7% |
| Interest Earned | 500 | 500 | 246 | 254 | 49.2% |
| **Total Revenues** | 500,500 | 1,388,100 | 107,579 | 1,280,521 | 7.8% |
| **Total Beginning Balance & Revenues** | **$ 500,500** | **$ 1,597,300** | **$ 107,579** | **$ 1,489,721** | 6.7% |
| **Expenses** | | | | | |
| Program Expenses - Del Dot | $ 500,000 | $ 1,395,100 | $ 417,119 | $ 977,981 | 29.9% |
| Program Expenses - City appropriated | - | 62,800 | 62,800 | - | 100.0% |
| Transfer to Capital Project Fund | - | 60,500 | - | 60,500 | 0.0% |
| **Total Expenses** | 500,000 | 1,518,400 | 479,919 | 1,038,481 | 31.6% |
| Budget Balance - Working Capital | 500 | 78,900 | - | 78,900 | 0.0% |
| **Total Budget Balances & Expenses** | **$ 500,500** | **$ 1,597,300** | **$ 479,919** | **$ 1,117,381** | 30.0% |

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

| | Budget | Revised Budget | YTD | Balance | 58% Budget |
|---|---|---|---|---|---|
| Beginning Balance (unaudited) | $ 100 | $ 175,200 | $ - | $ 175,200 | 0.0% |
| **Revenues** | | | | | |
| Grants Received | 413,000 | 390,500 | 186,377 | 204,123 | 47.7% |
| Interest Earned | - | - | 510 | (510) | 0.0% |
| **Total Revenues** | 413,000 | 390,500 | 186,887 | 203,613 | 47.9% |
| **Total Beginning Balance & Revenues** | **$ 413,100** | **$ 565,700** | **$ 186,887** | **$ 378,813** | 33.0% |
| **Expenses** | | | | | |
| Program Expenses/Supplies | $ 191,000 | $ 224,700 | $ 81,159 | $ 143,541 | 36.1% |
| Computer Hardware | 60,000 | 60,000 | 17,875 | 42,125 | 29.8% |
| Telephone/Fax | 15,000 | 15,000 | 8,441 | 6,559 | 56.3% |
| Training/Conference/Food/Travel | 36,000 | 36,000 | - | 36,000 | 0.0% |
| Consulting/Audit Fees | 1,000 | 1,000 | - | 1,000 | 0.0% |
| Contractual services | - | - | 3,272 | (3,272) | 0.0% |
| Operating Transfers - Out | 110,000 | 151,800 | 32,481 | 119,319 | 21.4% |
| **Total Expenses** | 413,000 | 488,500 | 143,228 | 345,272 | 29.3% |
| Budget Balance - Working Capital | 100 | 77,200 | - | 77,200 | 0.0% |
| **Total Budget Balances & Expenses** | **$ 413,100** | **$ 565,700** | **$ 143,228** | **$ 422,472** | 25.3% |

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

| | Budget | Revised Budget | YTD | Balance | 58% Budget |
|---|---|---|---|---|---|
| Beginning Balance (unaudited) | $ - | $ 27,800 | $ - | $ 27,800 | 0.0% |
| **Revenues** | | | | | |
| Grants Received | 270,100 | 276,600 | 140,884 | 135,716 | 50.9% |
| **Total Revenues** | 270,100 | 276,600 | 140,884 | 135,716 | 50.9% |
| **Total Beginning Balance & Revenues** | **$ 270,100** | **$ 304,400** | **$ 140,884** | **$ 163,516** | 46.3% |
| **Expenses** | | | | | |
| Program Expenses/Supplies-State Grants | $ 28,000 | $ 28,000 | $ 7,911 | $ 20,089 | 28.3% |
| Program Expenses/Supplies-Federal Grants | - | - | 2,500 | (2,500) | 0.0% |
| Office Supplies | 24,000 | 24,000 | 11,544 | 12,456 | 48.1% |
| Printing/Duplicating | 8,900 | 8,900 | 3,766 | 5,134 | 42.3% |
| Postage | 100 | 100 | 33 | 67 | 33.0% |
| Books | 124,900 | 124,900 | 32,629 | 92,271 | 26.1% |
| Furniture | 4,700 | 4,700 | 4,297 | 403 | 91.4% |
| Audio Visual Supplies | 74,000 | 74,000 | 35,335 | 38,665 | 47.8% |
| Training/Conference/Food/Travel | 3,500 | 3,500 | 210 | 3,290 | 6.0% |
| Office Equipment/Repairs & Maintenance | 2,000 | 2,000 | 1,811 | 189 | 90.6% |
| **Total Expenses** | 270,100 | 270,100 | 100,036 | 170,064 | 37.0% |
| Budget Balance - Working Capital | - | 34,300 | - | 34,300 | 0.0% |
| **Total Budget Balances & Expenses** | **$ 270,100** | **$ 304,400** | **$ 100,036** | **$ 204,364** | 32.9% |

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

| | Budget | Revised Budget | YTD | Balance | 58% Budget |
|---|---|---|---|---|---|
| Beginning Balance (unaudited) | $ - | $ - | $ - | $ - | 0.0% |
| **Revenues** | | | | | |
| Grants Received | 31,800 | 34,000 | 5,540 | 28,460 | 16.3% |
| **Total Revenues** | 31,800 | 34,000 | 5,540 | 28,460 | 16.3% |
| **Total Beginning Balance & Revenues** | **$ 31,800** | **$ 34,000** | **$ 5,540** | **$ 28,460** | 16.3% |
| **Expenses** | | | | | |
| Contractual Services | $ 31,800 | $ 34,000 | $ 6,577 | $ 27,423 | 19.3% |
| Budget Balance - Working Capital | - | - | - | - | 0.0% |
| **Total Budget Balances & Expenses** | **$ 31,800** | **$ 34,000** | **$ 6,577** | **$ 27,423** | 19.3% |

**City of Dover**
**Finance Department**
**Monthly Report – January 2014**
**CDBG Fund**

| | Budget | Revised Budget | YTD | Balance | 58% Budget |
|---|---|---|---|---|---|
| Beginning Balance (unaudited) | $ - | $ 4,800 | $ - | $ 4,800 | 0.0% |
| **Revenues** | | | | | |
| Grants Received | 244,800 | 244,800 | 21,545 | 223,255 | 8.8% |
| **Total Revenues** | 244,800 | 244,800 | 21,545 | 223,255 | 8.8% |
| **Total Beginning Balance & Revenues** | **$ 244,800** | **$ 249,600** | **$ 21,545** | **$ 228,055** | 8.6% |
| **Expenses** | | | | | |
| Current Year Closing Cost/Down Payment Program | $ 40,000 | $ 40,000 | $ - | $ 40,000 | 0.0% |
| Current year Dover Interfaith Ministry | 27,500 | 27,500 | 18,762 | 8,738 | 68.2% |
| Current Year MHDC Emergency Home Repair | 40,000 | 40,000 | 7,622 | 32,378 | 19.1% |
| Current Year Elizabeth W Murphy School | 39,700 | 39,700 | 38,574 | 1,126 | 97.2% |
| Current Year NCALL Research Inc. | 8,900 | 8,900 | 2,500 | 6,400 | 28.1% |
| Current Year Milford Housing H/O Rehabilitation | 39,700 | 39,700 | 41,823 | (2,123) | 105.3% |
| Current Year Salaries | 49,000 | 49,000 | 15,070 | 33,930 | 30.8% |
| NSP Expense | - | - | 72,283 | (72,283) | 0.0% |
| **Total Expenses** | 244,800 | 244,800 | 196,634 | 48,166 | 80.3% |
| Budget Balance - Working Capital | - | 4,800 | - | 4,800 | 0.0% |
| **Total Budget Balances & Expenses** | **$ 244,800** | **$ 249,600** | **$ 196,634** | **$ 52,966** | 78.8% |

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

| | Budget | Revised Budget | YTD | Balance | 58% Budget |
|---|---|---|---|---|---|
| Beginning Balance (unaudited) | $ - | $ 41,000 | $ - | $ 41,000 | 0.0% |
| **Revenues** | | | | | |
| Grants Received | 55,630 | 36,900 | 29,845 | 7,055 | 80.9% |
| Recreation Revenue | 33,000 | 33,000 | 10,394 | 22,606 | 31.5% |
| **Total Revenues** | 88,630 | 69,900 | 40,239 | 29,661 | 57.6% |
| **Total Beginning Balance & Revenues** | **$ 88,630** | **$ 110,900** | **$ 40,239** | **$ 70,661** | 36.3% |
| **Expenses** | | | | | |
| Temporary Help/Benefits | $ 33,000 | $ 54,000 | $ 14,925 | $ 39,075 | 27.6% |
| Program Expenses/Supplies | 55,630 | 36,900 | 16,657 | 20,243 | 45.1% |
| **Total Expenses** | 88,630 | 90,900 | 31,582 | 59,318 | 34.7% |
| Budget Balance - Working Capital | - | 20,000 | - | 20,000 | 0.0% |
| **Total Budget Balances & Expenses** | **$ 88,630** | **$ 110,900** | **$ 31,582** | **$ 79,318** | 28.5% |

# Monthly Report

# January 2014

# Economic Development Office

**2014_01 Economic Development**

- Calpine Weekly Conference Calls
- Teleconference with Scott Lynch regarding large employers demand response program
- Reviewed changes with Uzin Utz contract with Nick Rodriguez
- Attended Parking Committee meeting
- Reviewed the exhibits on the DP&L easement agreements; revised descriptions to match exhibits
- Met with planning staff regarding Computers Fixed Today
- Attended LEADS Group meeting
- Prepared a letter to Marissa Erdman with the Onix Group regarding tenants and construction status of Wal-Mart
- Attended bid opening for infrastructure improvements at Garrison Oak Technical Park
- Follow-up phone call with Scott Lynch regarding DEMAC Demand Response
- Attended Kent is Open for Business
- Teleconference with Philipp Utz and Tim McLaughlin regarding groundbreaking for Uzin Utz
- Reviewed permit drawings prepared by Becker Morgan for Waters of the US Crossings at Garrison Oak Technical Park
- Rescheduled power purchase agreement meeting with Calpine to January 29, 2014
- Lunch with Harry Williams, DSU President, to discuss future of Convocation Center
- Attended Parks & Recreation Committee Meeting and presented Semi-Annual Report on Job Statistics
- Attended Chamber of Commerce Board Meeting
- Teleconference with Charlie Jones of Century Engineering to discuss Eastern Shore Natural Gas easements and compensation for permanent easements
- Meeting with Philipp Utz and City Manager to discuss nationwide permits and construction schedule
- Attended DDP Economic Development Committee meeting
- Met with Shane Breakie from Chesapeake Utilities to finalize agreement to provide natural gas to the Garrison Oak Technology Park
- Attended Kent County Plant Managers meeting
- Reworked the DP&L easement agreements with John Watson from Calpine
- Attended Kent County Tourism Board Meeting
- Meeting with Robert Wittig to discuss incentives available for vacant buildings on Route 13
- Meeting with Councilman Bonar and Donna Mitchell to review infrastructure bids and easement agreements
- Conference call with Philipp Utz and Steve Enss to discuss transformer location on Lot 12
- Prepared Committee Action Forms for Eastern Shore Natural Gas Easement Agreements and DP&L Easement Agreements
- Attended Economic Development Forecast Meeting at Maple Dale Country Club
- Attended Bayhealth Business and Investment Committee Meeting
- Attended Greene Turtle VIP Luncheon with Senators Coons and Carper, and Congressman Carney
- Attended Kent County Profile unveiling
- Attended First Rate First State Agriculture Summit at Delaware Technical & Community College

- Attended power purchase agreement meeting with representatives from Calpine, City Manager, Mayor, Councilman Bonar and Councilwoman Williams
- Attended Delaware State University Convocation Center Advisory Committee Meeting
- Met with Dover Mall Management, Jim Waddington and prospective purchasers of the Dover Mall
- Attended the Military Affair Briefing

**Measures:**

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

| | **2011-2012 Actual** | **2012-2013 Actual** | **2013 - 2014 Projected** |
|---|---|---|---|
| **Results** | <10% unemployment rate in June 2012<br>8.2% - US Rate<br>6.8 % - DE Rate<br>8.6% - City of Dover Rate<br>June 2012 – Actual | < 10% unemployment rate in June 2013<br>7.6% - US Rate<br>7.3% - DE Rate<br>9.8% - City of Dover Rate<br>June 2013 Actual | <10% unemployment rate in June 2014<br>6.7 % - US Rate<br>6.2 % - DE Rate<br>7.1% - City of Dover Rate<br>December 2013 Actual |

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

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

2014-01 Economic Development (Perez)

- Provided technical assistance to eight (8) prospective small business individuals on overall business development within the City of Dover and the Downtown Dover Business District
- Provided technical assistance to four (4) prospective small business individuals on locating available space within the City of Dover and Downtown Business District to lease
- Provided technical assistance to one (1) pre-approved small business owner (applicant) in preparing, completing and submitting small business loan application and credit report to be processed
- Coordinated a press release regarding fund raising efforts for Haiyan Typhoon victims in the Philippines with the Mayor

- Developed and disseminated via email, DDP website and Facebook the announcement of the free Social Media Effective Tools for Business workshop information provided by the Economic Development Office in collaboration with Downtown Dover Partnership scheduled for February 4th at the Dover Public Library
- Represented the ED Office at the Kent County Open for Business Forum on January 9th
- Represented the ED Office at the Greene Turtle Grand Opening held January 23rd

Downtown Dover Partnership Activities

- Coordinated collection and distribution of coats collected during the 2013 Downtown Dover Annual Coat Drive Program to the Veterans United Outreach of Delaware
- Worked with the DDP Executive Director on the development of a Fund Raising Power Point Presentation
- Worked with the DDP Executive Director on updating the program website
- In conjunction with the DDP Executive Director and the Marketing Committee, worked on the coordination of third quarter events and marketing programs
- Continued working with Design Committee on the development of the Mural Project
- Continued working with the DDP Executive Director and Parking Committee on the development of Parking Lot Banner Project
- Continued working with the DDP Executive Director and Parking Committee on the development of the Parking Lots Signage Project
- Provided twenty-one (21) hours of TA regarding promotions and marketing strategies to nineteen (19) downtown merchants
- Continued working with the DDP Executive Director and the Marketing Committee on the coordination and development of all necessary logistics to facilitate the St. Patrick's Day Parade scheduled for March 15th.

# MONTHLY REPORT

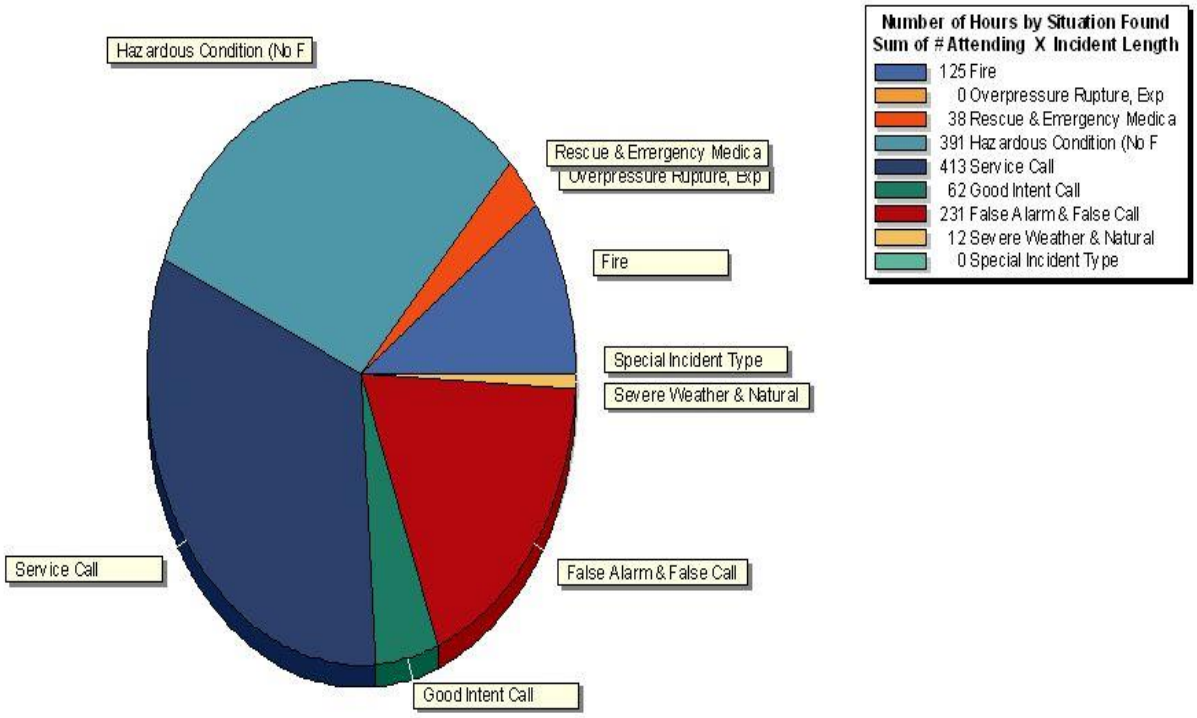



*JANUARY 2014*

## Manpower Hours by Sitation Found

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

Dover Fire Department



# Incident Run Log

**Dover Fire Department**

Date Range: From 01/01/2014 to 01/31/2014
Company: All Companies
Sorted by: Not selected

| Date | FDID | Incident# | Alarm | ### | Address | Suite | Type |
|---|---|---|---|---|---|---|---|
| 01/01/2014 | 30046 | 2014-000001 | 00:40 | 10 | FAIRWAY LAKES DR | Q | Smoke detector activation, no fire - unintentional |
| 01/01/2014 | 30046 | 2014-000002 | 20:10 | | N. DUPONT HIGHWAY | | Vehicle accident, general cleanup |
| 01/02/2014 | 30046 | 2014-000003 | 18:10 | 244 | Kesselring | | Smoke detector activation, no fire - unintentional |
| 01/02/2014 | 30046 | 2014-000004 | 21:39 | 725 | HORSEPOND RD | | Medical assist, assist EMS crew |
| 01/02/2014 | 30046 | 2014-000005 | 21:53 | 3000 | LEMAY LA | C | Cooking fire, confined to container |
| 01/03/2014 | 30046 | 2014-000006 | 11:32 | 7 | MERION RD | | Carbon monoxide detector activation, no CO |
| 01/03/2014 | 30046 | 2014-000007 | 17:23 | 433 | PHOENIX DR | | Water problem, other |
| 01/03/2014 | 30046 | 2014-000008 | 20:18 | 112 | PERIWINKLE DR | | Electrical wiring/equipment problem, other |
| 01/04/2014 | 30046 | 2014-000009 | 02:13 | 105 | HOLMES ST | | Good intent call, other |
| 01/04/2014 | 30046 | 2014-000010 | 09:42 | 500 | PERSIMMON TREE LA | 1 | Cooking fire, confined to container |
| 01/04/2014 | 30046 | 2014-000011 | 14:13 | 150 | SPRUANCE RD | | Water problem, other |
| 01/04/2014 | 30046 | 2014-000012 | 15:02 | 818 | MILLER DR | | Water problem, other |
| 01/04/2014 | 30046 | 2014-000013 | 15:16 | 104 | NOB HILL RD | | Water problem, other |
| 01/04/2014 | 30046 | 2014-000014 | 15:26 | 301 | DOVEVIEW DR | | Sprinkler activation, no fire - unintentional |
| 01/05/2014 | 30046 | 2014-000015 | 02:12 | 401 | DOVEVIEW DR | | Water problem, other |
| 01/05/2014 | 30046 | 2014-000016 | 03:31 | 65 | CARVER RD | | Water problem, other |
| 01/05/2014 | 30046 | 2014-000017 | 03:47 | 1200 | N DUPONT HWY | | Heat detector activation due to malfunction |
| 01/05/2014 | 30046 | 2014-000018 | 09:14 | 834 | S GOVERNORS AVE | | Water problem, other |
| 01/05/2014 | 30046 | 2014-000019 | 13:25 | 500 | S GREENBERRY LN | | Water or steam leak |
| 01/05/2014 | 30046 | 2014-000020 | 13:39 | 950 | WHATCOAT DR | | Smoke detector activation, no fire - unintentional |
| 01/05/2014 | 30046 | 2014-000021 | 13:54 | 110 | KATRINA WAY | | Building or structure weakened or collapsed |
| 01/05/2014 | 30046 | 2014-000022 | 19:02 | 365 | MIMOSA AVE | | Electrical wiring/equipment problem, other |
| 01/05/2014 | 30046 | 2014-000023 | 20:33 | 1200 | N DUPONT HWY | | Alarm system sounded due to malfunction |
| 01/06/2014 | 30046 | 2014-000024 | 10:35 | 1570 | N DUPONT HWY | | Alarm system activation, no fire - unintentional |
| 01/06/2014 | 30046 | 2014-000025 | 17:24 | 1001- | WALKER RD | | Arcing, shorted electrical equipment |
| 01/06/2014 | 30046 | 2014-000026 | 18:28 | 1059 | WALKER RD | | Electrical wiring/equipment problem, other |
| 01/07/2014 | 30046 | 2014-000027 | 01:08 | 219 | CANAL ST | | System malfunction, other |
| 01/07/2014 | 30046 | 2014-000028 | 08:44 | 1200 | N DUPONT HWY | | Dispatched & canceled en route |
| 01/07/2014 | 30046 | 2014-000029 | 16:11 | 245 | S DUPONT HWY | | False alarm or false call, other |
| 01/07/2014 | 30046 | 2014-000030 | 16:35 | 44 | QUAIL HOLLOW DRIVE | | Water problem, other |
| 01/07/2014 | 30046 | 2014-000031 | 16:58 | 257 | GREEN BLADE DR | | Electrical wiring/equipment problem, other |
| 01/07/2014 | 30046 | 2014-000032 | 17:56 | 110 | KATRINA WAY | | Water problem, other |
| 01/07/2014 | 30046 | 2014-000033 | 18:28 | 725 | HORSEPOND RD | | Unintentional transmission of alarm, other |
| 01/07/2014 | 30046 | 2014-000034 | 18:48 | 1137 | S STATE ST | | Unintentional transmission of alarm, other |
| 01/07/2014 | 30046 | 2014-000035 | 19:14 | 820 | CARVEL DR | C | Cooking fire, confined to container |
| 01/07/2014 | 30046 | 2014-000036 | 19:40 | 12 | DOVER CIR | | Water problem, other |
| 01/07/2014 | 30046 | 2014-000037 | 22:40 | 110 | HAMAN DR | | Water problem, other |
| 01/08/2014 | 30046 | 2014-000038 | 00:10 | 1200 | N DUPONT HWY | | Water problem, other |
| 01/08/2014 | 30046 | 2014-000039 | 00:37 | 32 | W LOOCKERMAN ST | | Water problem, other |
| 01/08/2014 | 30046 | 2014-000040 | 03:50 | 14 | YARMOUTH WAY | | Smoke detector activation due to malfunction |
| 01/08/2014 | 30046 | 2014-000041 | 04:50 | 14 | YARMOUTH WAY | | Smoke detector activation due to malfunction |
| 01/08/2014 | 30046 | 2014-000042 | 05:15 | 400 | HASLET ST | | Sprinkler activation, no fire - unintentional |
| 01/08/2014 | 30046 | 2014-000043 | 05:30 | 16 | S KIRKWOOD ST | | Electrical wiring/equipment problem, other |
| 01/08/2014 | 30046 | 2014-000044 | 05:42 | 1200 | N DUPONT HWY | | False alarm or false call, other |
| 01/08/2014 | 30046 | 2014-000045 | 15:53 | 1703 | E LEBANON RD | | False alarm or false call, other |
| 01/08/2014 | 30046 | 2014-000046 | 17:36 | 1200 | N DUPONT HWY | | Water problem, other |
| 01/08/2014 | 30046 | 2014-000047 | 23:02 | 29 | ROCKFORD CROSSING | | Water or steam leak |
| 01/09/2014 | 30046 | 2014-000048 | 00:40 | 14 | CHATHAM CT | | Water or steam leak |
| 01/09/2014 | 30046 | 2014-000049 | 02:47 | 800 | N STATE ST | | Water or steam leak |
| 01/09/2014 | 30046 | 2014-000050 | 08:08 | 1570 | N DUPONT HWY | | Dispatched & canceled en route |
| 01/09/2014 | 30046 | 2014-000051 | 09:37 | 105 | KATRINA WAY | | Water problem, other |
| 01/09/2014 | 30046 | 2014-000052 | 10:38 | 805 | RIVER RD | | Smoke detector activation, no fire - unintentional |
| 01/09/2014 | 30046 | 2014-000053 | 11:17 | 85 | COUNTRY FIVE DR | | Fire in mobile home used as fixed residence |
| 01/09/2014 | 30046 | 2014-000054 | 12:43 | 370 | PEAR ST | | Water problem, other |
| 01/09/2014 | 30046 | 2014-000055 | 13:30 | 1200 | N DUPONT HWY | | Water problem, other |
| 01/09/2014 | 30046 | 2014-000056 | 14:49 | 400 | HASLET ST | | Water problem, other |
| 01/09/2014 | 30046 | 2014-000057 | 16:14 | 1200 | N DUPONT HWY | | Dispatched & canceled en route |
| 01/09/2014 | 30046 | 2014-000058 | 22:58 | 144 | KINGS HWY | | Detector activation, no fire - unintentional |
| 01/10/2014 | 30046 | 2014-000059 | 07:59 | 1570 | N DUPONT HWY | | Unintentional transmission of alarm, other |

| Date | FDID | Incident# | Alarm | ### | Address | Suite | Type |
|---|---|---|---|---|---|---|---|
| 01/10/2014 | 30046 | 2014-000060 | 14:30 | 540 | S DUPONT HWY | | False alarm or false call, other |
| 01/10/2014 | 30046 | 2014-000061 | 16:28 | 228 | CHENAULT CT | | Water problem, other |
| 01/11/2014 | 30046 | 2014-000062 | 11:49 | 266 | E SHELDRAKE CIR | | Gas leak (natural gas or LPG) |
| 01/11/2014 | 30046 | 2014-000063 | 12:11 | | WHITEOAK RD | | Alarm system sounded due to malfunction |
| 01/11/2014 | 30046 | 2014-000064 | 14:41 | 212 | KENTWOOD DR | | Severe weather or natural disaster, other |
| 01/11/2014 | 30046 | 2014-000065 | 15:06 | 51 | WEBBS LN | D | False alarm or false call, other |
| 01/11/2014 | 30046 | 2014-000066 | 15:10 | | COMMUNITY DR | | Motor vehicle accident with no injuries. |
| 01/11/2014 | 30046 | 2014-000067 | 21:17 | 1570 | N DUPONT HWY | | Cooking fire, confined to container |
| 01/12/2014 | 30046 | 2014-000068 | 11:01 | 325 | N GOVERNORS AVE | | Power line down |
| 01/13/2014 | 30046 | 2014-000069 | 15:15 | 1200 | N DUPONT HWY | | False alarm or false call, other |
| 01/15/2014 | 30046 | 2014-000070 | 12:10 | 1255 | S STATE ST | | Good intent call, other |
| 01/15/2014 | 30046 | 2014-000071 | 13:46 | 211 | DELAWARE AVE | | Malicious, mischievous false call, other |
| 01/15/2014 | 30046 | 2014-000072 | 16:58 | 128 | N QUEEN ST | | Dispatched & canceled en route |
| 01/15/2014 | 30046 | 2014-000073 | 17:03 | 800 | N STATE ST | | Water & ice-related rescue, other |
| 01/16/2014 | 30046 | 2014-000074 | 14:47 | 1200 | N DUPONT HWY | | Dispatched & canceled en route |
| 01/17/2014 | 30046 | 2014-000075 | 14:54 | 1200 | N DUPONT HWY | | Dispatched & canceled en route |
| 01/17/2014 | 30046 | 2014-000076 | 16:15 | 1200 | N DUPONT HWY | | Sprinkler activation, no fire - unintentional |
| 01/18/2014 | 30046 | 2014-000077 | 18:09 | 1119 | FORREST AVE | | Defective elevator, no occupants |
| 01/18/2014 | 30046 | 2014-000078 | 18:12 | 3 | MICHAEL CT | | Steam, vapor, fog or dust thought to be smoke |
| 01/19/2014 | 30046 | 2014-000079 | 22:15 | 1200 | N DUPONT HWY | | Dispatched & canceled en route |
| 01/19/2014 | 30046 | 2014-000080 | 22:20 | 680 | BAY RD | | Gas leak (natural gas or LPG) |
| 01/20/2014 | 30046 | 2014-000081 | 15:05 | | KENTON RD | | Dispatched & canceled en route |
| 01/21/2014 | 30046 | 2014-000082 | 08:56 | 400 | S QUEEN ST | | Good intent call, other |
| 01/22/2014 | 30046 | 2014-000083 | 08:33 | 1 | PAT LYNN DR | | Malicious, mischievous false call, other |
| 01/22/2014 | 30046 | 2014-000084 | 10:25 | 1703 | E LEBANON RD | | Water problem, other |
| 01/22/2014 | 30046 | 2014-000085 | 12:27 | 1 | PAT LYNN DR | | Water or steam leak |
| 01/22/2014 | 30046 | 2014-000086 | 14:16 | 764 | LEIPSIC RD | | Water or steam leak |
| 01/22/2014 | 30046 | 2014-000087 | 15:25 | 44 | APPLE RUN | | Cover assignment, standby, moveup |
| 01/22/2014 | 30046 | 2014-000088 | 15:38 | | N DUPONT HWY | | Passenger vehicle fire |
| 01/22/2014 | 30046 | 2014-000089 | 16:27 | 255 | WEBBS LN | F | Malicious, mischievous false call, other |
| 01/23/2014 | 30046 | 2014-000090 | 10:50 | 111 | S WEST ST | | Water or steam leak |
| 01/23/2014 | 30046 | 2014-000091 | 11:26 | 652 | N. DUPONT HWY | | Water problem, other |
| 01/23/2014 | 30046 | 2014-000092 | 12:04 | 1200 | N DUPONT HWY | | Water problem, other |
| 01/23/2014 | 30046 | 2014-000093 | 19:30 | 835 | BAY RD | | Alarm system sounded due to malfunction |
| 01/23/2014 | 30046 | 2014-000094 | 23:30 | 39 | HARMONY LA | | Smoke or odor removal |
| 01/24/2014 | 30046 | 2014-000095 | 00:45 | 125 | PRESIDENT DR | | Chimney or flue fire, confined to chimney or flue |
| 01/24/2014 | 30046 | 2014-000096 | 06:57 | 1133 | S LITTLE CREEK RD | | Electrical wiring/equipment problem, other |
| 01/24/2014 | 30046 | 2014-000097 | 12:24 | 40 | PINE CABIN RD | | Service Call, other |
| 01/25/2014 | 30046 | 2014-000098 | 06:04 | 276 | TRAFALGAR DR | | False alarm or false call, other |
| 01/25/2014 | 30046 | 2014-000099 | 06:20 | 50 | ROCKFORD CROSSING | | Water or steam leak |
| 01/25/2014 | 30046 | 2014-000100 | 06:42 | 411 | LEGISLATIVE AVE | | System malfunction, other |
| 01/25/2014 | 30046 | 2014-000101 | 11:15 | 1255 | S STATE ST | | Police matter |
| 01/25/2014 | 30046 | 2014-000102 | 11:29 | 105 | TRAFALGAR DR | | Detector activation, no fire - unintentional |
| 01/25/2014 | 30046 | 2014-000103 | 16:24 | 550 | OTIS DR | | Smoke detector activation due to malfunction |
| 01/25/2014 | 30046 | 2014-000104 | 19:20 | 201 | STOVER BLVD | | Detector activation, no fire - unintentional |
| 01/25/2014 | 30046 | 2014-000105 | 19:27 | 157 | IRMA ST | | Water problem, other |
| 01/26/2014 | 30046 | 2014-000106 | 03:12 | 133 | S KIRKWOOD ST | | Water or steam leak |
| 01/26/2014 | 30046 | 2014-000107 | 11:53 | 202 | GETTYSBURG RD | | Good intent call, other |
| 01/26/2014 | 30046 | 2014-000108 | 17:13 | 51 | WEBBS LN | J | System malfunction, other |
| 01/26/2014 | 30046 | 2014-000109 | 17:47 | 1570 | N DUPONT HWY | | Alarm system sounded due to malfunction |
| 01/26/2014 | 30046 | 2014-000110 | 20:22 | 141 | HAZEL RD | | Water problem, other |
| 01/27/2014 | 30046 | 2014-000111 | 03:01 | 111 | W LOOCKERMAN ST | | Water or steam leak |
| 01/27/2014 | 30046 | 2014-000112 | 11:32 | 1225 | WALKER RD | | Dispatched & canceled en route |
| 01/27/2014 | 30046 | 2014-000113 | 16:17 | 725 | HORSEPOND RD | | EMS call, excluding vehicle accident with injury |
| 01/27/2014 | 30046 | 2014-000114 | 17:01 | 250 | BEISER BLVD | 103 | Alarm system activation, no fire - unintentional |
| 01/27/2014 | 30046 | 2014-000115 | 20:52 | 8 | TALLOWICK DR | | Chimney or flue fire, confined to chimney or flue |
| 01/28/2014 | 30046 | 2014-000116 | 02:49 | 868 | WOODCREST DR BLDG H | | HazMat release investigation w/no HazMat |
| 01/28/2014 | 30046 | 2014-000117 | 10:01 | | WHITEOAK RD | | Sprinkler activation due to malfunction |
| 01/28/2014 | 30046 | 2014-000118 | 10:26 | 1225 | WALKER RD | | Electrical wiring/equipment problem, other |
| 01/28/2014 | 30046 | 2014-000119 | 13:26 | 430 | COLLEGE RD | 600 | False alarm or false call, other |
| 01/28/2014 | 30046 | 2014-000120 | 13:41 | 430 | COLLEGE RD | 500 | False alarm or false call, other |
| 01/28/2014 | 30046 | 2014-000121 | 14:17 | 1570 | N DUPONT HWY | | False alarm or false call, other |
| 01/28/2014 | 30046 | 2014-000122 | 17:35 | 820 | CARVEL DR | I | Smoke detector activation, no fire - unintentional |

| Date | FDID | Incident# | Alarm | ### | Address | Suite | Type |
|---|---|---|---|---|---|---|---|
| 01/29/2014 | 30046 | 2014-000123 | 04:54 | 36 | ROCKFORD CROSSING | | Water problem, other |
| 01/30/2014 | 30046 | 2014-000124 | 07:47 | 411 | S QUEEN ST | | Smoke scare, odor of smoke |
| 01/30/2014 | 30046 | 2014-000125 | 12:15 | 1200 | N DUPONT HWY | | Overheated motor |
| 01/30/2014 | 30046 | 2014-000126 | 13:05 | 665 | PERSIMMON TREE LANE | | Dispatched & canceled en route |
| 01/30/2014 | 30046 | 2014-000127 | 15:10 | 455 | MAIN ST | | Cover assignment, standby, moveup |
| 01/30/2014 | 30046 | 2014-000128 | 17:22 | 224 | W DIVISION ST | | Oil or other combustible liquid spill |
| 01/30/2014 | 30046 | 2014-000129 | 18:45 | 820 | CARVEL DR | A | Smoke detector activation, no fire - unintentional |
| 01/30/2014 | 30046 | 2014-000130 | 20:17 | 19 | N GOVERNORS AVE | | False alarm or false call, other |
| 01/31/2014 | 30046 | 2014-000131 | 07:11 | 159 | WILLIS RD | | Hazardous condition, other |
| 01/31/2014 | 30046 | 2014-000132 | 07:19 | 165 | WILLIS RD | | Cooking fire, confined to container |
| 01/31/2014 | 30046 | 2014-000133 | 16:15 | 81 | STEVENSON DRIVE | | Carbon monoxide incident |
| 01/31/2014 | 30046 | 2014-000134 | 17:24 | 1231 | N DUPONT HWY | | Municipal alarm system, malicious false alarm |

Total Incidents: 134

# Incident Type Report (Summary)

Dover Fire Department

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

| Incident Type | | Count | Pct of Incidents | Total Est Loss | Total Est Loss |
|---|---|---|---|---|---|
| **1 Fire** | | | | | |
| 113 Cooking fire, confined to container | | 5 | 3.73% | $0 | 0.00% |
| 114 Chimney or flue fire, confined to chimney or flue | | 2 | 1.49% | $0 | 0.00% |
| 121 Fire in mobile home used as fixed residence | | 1 | 0.75% | $0 | 0.00% |
| 131 Passenger vehicle fire | | 1 | 0.75% | $0 | 0.00% |
| | **Totals** | **9** | **6.72%** | **$0** | **0.00%** |
| **2 Overpressure Rupture, Explosion, Overheat(no fire)** | | | | | |
| | **Totals** | **0** | **0.00%** | **$0** | **0.00%** |
| **3 Rescue & Emergency Medical Service Incident** | | | | | |
| 311 Medical assist, assist EMS crew | | 1 | 0.75% | $0 | 0.00% |
| 321 EMS call, excluding vehicle accident with injury | | 1 | 0.75% | $0 | 0.00% |
| 324 Motor vehicle accident with no injuries. | | 1 | 0.75% | $0 | 0.00% |
| 360 Water & ice-related rescue, other | | 1 | 0.75% | $0 | 0.00% |
| | **Totals** | **4** | **2.99%** | **$0** | **0.00%** |
| **4 Hazardous Condition (No Fire)** | | | | | |
| 400 Hazardous condition, other | | 1 | 0.75% | $0 | 0.00% |
| 412 Gas leak (natural gas or LPG) | | 2 | 1.49% | $0 | 0.00% |
| 413 Oil or other combustible liquid spill | | 1 | 0.75% | $0 | 0.00% |
| 424 Carbon monoxide incident | | 1 | 0.75% | $0 | 0.00% |
| 440 Electrical wiring/equipment problem, other | | 7 | 5.22% | $0 | 0.00% |
| 442 Overheated motor | | 1 | 0.75% | $0 | 0.00% |
| 444 Power line down | | 1 | 0.75% | $0 | 0.00% |
| 445 Arcing, shorted electrical equipment | | 1 | 0.75% | $0 | 0.00% |
| 461 Building or structure weakened or collapsed | | 1 | 0.75% | $0 | 0.00% |
| 463 Vehicle accident, general cleanup | | 1 | 0.75% | $0 | 0.00% |
| | **Totals** | **17** | **12.69%** | **$0** | **0.00%** |
| **5 Service Call** | | | | | |
| 500 Service Call, other | | 1 | 0.75% | $0 | 0.00% |
| 520 Water problem, other | | 25 | 18.66% | $0 | 0.00% |
| 522 Water or steam leak | | 10 | 7.46% | $0 | 0.00% |
| 531 Smoke or odor removal | | 1 | 0.75% | $0 | 0.00% |
| 552 Police matter | | 1 | 0.75% | $0 | 0.00% |
| 555 Defective elevator, no occupants | | 1 | 0.75% | $0 | 0.00% |
| 571 Cover assignment, standby, moveup | | 2 | 1.49% | $0 | 0.00% |
| | **Totals** | **41** | **30.60%** | **$0** | **0.00%** |
| **6 Good Intent Call** | | | | | |
| 600 Good intent call, other | | 4 | 2.99% | $0 | 0.00% |
| 611 Dispatched & canceled en route | | 10 | 7.46% | $0 | 0.00% |
| 651 Smoke scare, odor of smoke | | 1 | 0.75% | $0 | 0.00% |
| 652 Steam, vapor, fog or dust thought to be smoke | | 1 | 0.75% | $0 | 0.00% |
| 671 HazMat release investigation w/no HazMat | | 1 | 0.75% | $0 | 0.00% |
| | **Totals** | **17** | **12.69%** | **$0** | **0.00%** |
| **7 False Alarm & False Call** | | | | | |
| 700 False alarm or false call, other | | 11 | 8.21% | $0 | 0.00% |
| 710 Malicious, mischievous false call, other | | 3 | 2.24% | $0 | 0.00% |
| 711 Municipal alarm system, malicious false alarm | | 1 | 0.75% | $0 | 0.00% |

# Incident Type Report (Summary)

**Dover Fire Department**

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

| Incident Type | | Count | Pct of Incidents | Total Est Loss | Total Est Loss |
|---|---|---|---|---|---|
| 730 System malfunction, other | | 3 | 2.24% | $0 | 0.00% |
| 731 Sprinkler activation due to malfunction | | 1 | 0.75% | $0 | 0.00% |
| 733 Smoke detector activation due to malfunction | | 3 | 2.24% | $0 | 0.00% |
| 734 Heat detector activation due to malfunction | | 1 | 0.75% | $0 | 0.00% |
| 735 Alarm system sounded due to malfunction | | 4 | 2.99% | $0 | 0.00% |
| 740 Unintentional transmission of alarm, other | | 3 | 2.24% | $0 | 0.00% |
| 741 Sprinkler activation, no fire - unintentional | | 3 | 2.24% | $0 | 0.00% |
| 743 Smoke detector activation, no fire - unintentional | | 6 | 4.48% | $0 | 0.00% |
| 744 Detector activation, no fire - unintentional | | 3 | 2.24% | $0 | 0.00% |
| 745 Alarm system activation, no fire - unintentional | | 2 | 1.49% | $0 | 0.00% |
| 746 Carbon monoxide detector activation, no CO | | 1 | 0.75% | $0 | 0.00% |
| | **Totals** | **45** | **33.58%** | **$0** | **0.00%** |
| **8 Severe Weather & Natural Disaster** | | | | | |
| 800 Severe weather or natural disaster, other | | 1 | 0.75% | $0 | 0.00% |
| | **Totals** | **1** | **0.75%** | **$0** | **0.00%** |
| **9 Special Incident Type** | | | | | |
| | **Totals** | **0** | **0.00%** | **$0** | **0.00%** |
| | **Totals** | **134** | | **$0** | |

# Alarms by Month of Year

Dover Fire Department

Time Period From 02/01/2013 to 02/01/2014

| Month | | Totals |
|---|---|---|
| January |  | 134 |
| Febuary |  | 74 |
| March |  | 79 |
| April |  | 81 |
| May |  | 98 |
| June |  | 87 |
| July |  | 93 |
| August |  | 93 |
| September |  | 85 |
| October |  | 101 |
| November |  | 72 |
| December |  | 96 |
| | No Date | 0 |
| | Total Calls | 1,093 |

# *Dover Police Department*

*Monthly Report*

*To*

*Mayor and City Council*

*"To Protect and Serve"*

***January 2014***

# DEPARTMENT OF POLICE

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

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

*February 21, 2014*

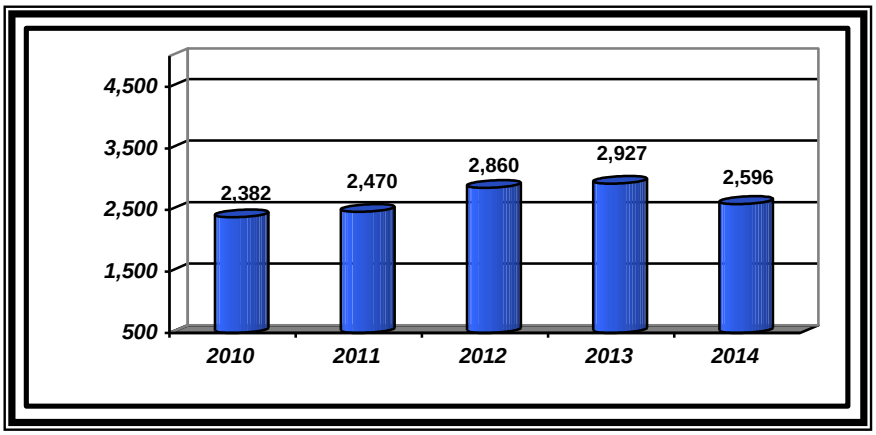
*Honorable Carleton E. Carey, Sr., Mayor*
*Members of Dover City Council*
*City Hall*
*Dover, DE 19901*

*Mayor Carey and Council Members:*

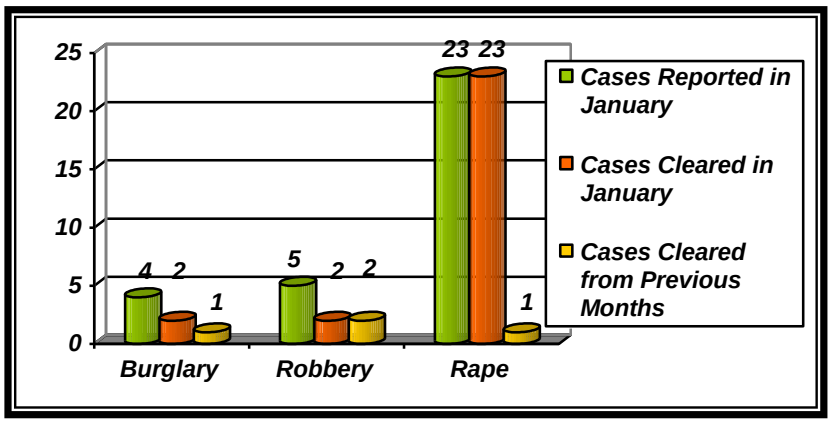
*The following is the monthly report for Dover Police Department activities for the month of January 2014:*

## *COMPLAINTS*

*Total complaints received through January 31st, numbered 2,596. This is a decrease of 331 complaints over the same time period last year.*




## *CRIMINAL INVESTIGATIONS*

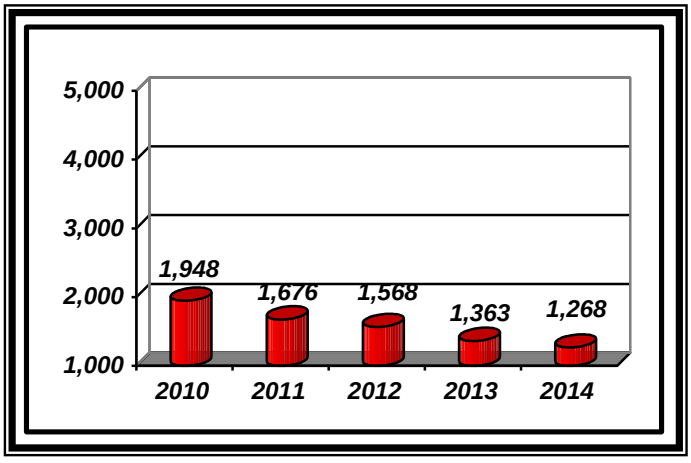


## *COMMUNITY POLICING/QUALITY OF LIFE SECTION*

| ENFORCEMENT ACTION | Contacts |
|---|---|
| ABANDONED VEHICLES | 1 |
| ALCOHOL VIOLATIONS/DUI'S | 5 |
| ASSIST OTHER | 1 |
| WARRANTS ON FILE | 0 |
| BIKE ON SIDEWALK | 0 |
| CITY PARK VIOLATIONS | 0 |
| CRIMINAL ARRESTS | 5 |
| DRUG RELATED ARRESTS | 0 |
| LOUD MUSIC | 0 |
| MISCELLANEOUS VIOLATIONS | 3 |
| PARKING VIOLATIONS | 9 |
| PEDDLER | 0 |
| MEETINGS | 93 |
| PROSTITUTION | 0 |
| COLLECTION OF DELINQUENT DCO'S | 2 |
| WANTED CHECKS/CPC'S | 17 |
| TRAFFIC ARRESTS | 4 |
| WARNINGS | 2 |
| FUGITIVE | 2 |
| **TOTAL CONTACTS** | **144** |

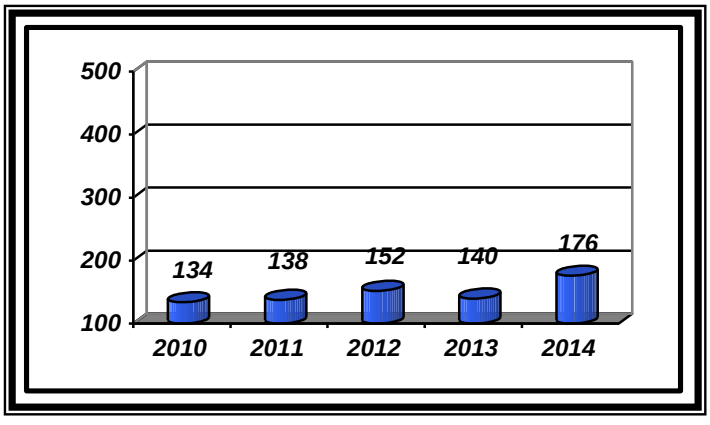
## *TRAFFIC ARRESTS*

*The department issued 1,268 traffic citations through this reporting period. This is a decrease of 95 citations over the number issued during the same period last year.*

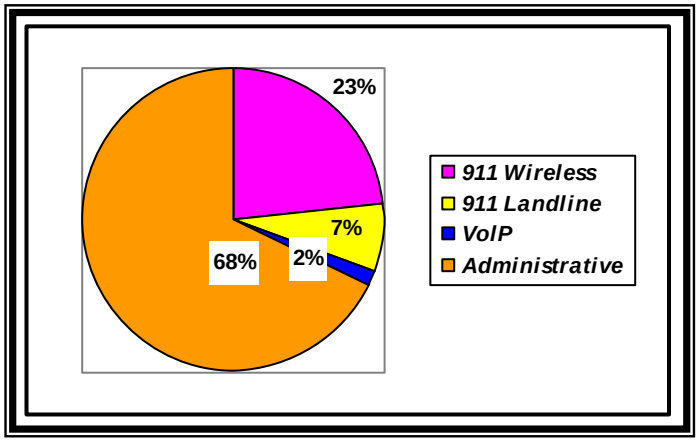



## *TRAFFIC CRASHES*

*Through January 31st, Dover Police investigated 176 traffic crashes. This is an increase of 36 crashes investigated during the same period last year.*



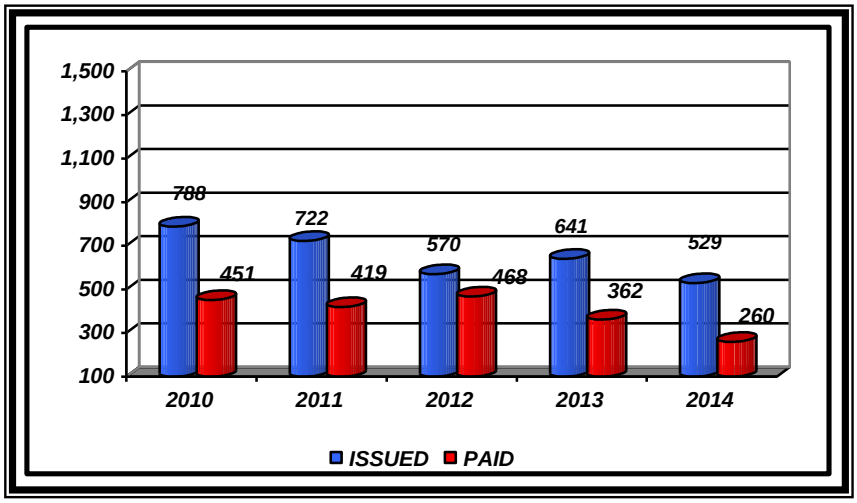
## *911 CENTER*




*During the month of January, the Dover Police Department handled a total of 9,253 calls averaging 299 calls per day. Dispatchers handled 2,163 calls on the 911 wireless lines, 652 calls on the 911 landlines, and 166 calls on the Voice Over Internet Protocol lines, the remaining 6,272 were administrative calls.*

## *CITY ORDINANC E SUMMONS*

*Through January 31st, we issued 529 City ordinance summons, an decrease of 112 summonses over the same period last year. *Note: Of those summonses issued in January, 12 DCO's were issued for handicapped parking violations, 7 for fire lane parking violations, 59 for false alarms (0, for 1-2, 28, for 3-5 alarms, 15, for 6-9 alarms, 13, for 10-15 alarms, and 3 for 16 or more alarms) and 7 for noise violations (1 for vehicle violations and 6 for residence violations).*




***Please visit our new website at [www.doverpolice.org](http://www.doverpolice.org) for up to date information on crimes and activities in the City of Dover.***

*Respectfully Submitted,*

*James E. Hosfelt, Jr.*
*Chief of Police*

# ACTION FORM

| | |
|---|---|
| **PROCEEDING**: City Council | **AGENDA ITEM NO.:** |
| **DEPARTMENT OF ORIGIN**: Electric Department | **DATE SUBMITTED**: 03-05-2014 |
| **PREPARED BY**: Scott D. Koenig, P.E., City Manager | |
| **SUBJECT**: Horsepond Substation Project Amendments and Evaluation of Proposals (Project # EE1308) | |
| **RELATED PROJECT**: Calpine Project – Transmission upgrades | |
| **APPROVALS**: City Manager , Controller | |
| **EXHIBITS**: UC Synergetic, LLC Evaluation | |
| **EXPENDITURE REQUIRED**: **$1,301,100** | **AMOUNT BUDGETED**: **$730,900** |
| **FUNDING SOURCE (Dept./Page in CIP & Budget)**: Electric Department – Electric Engineering, Horsepond Substation Reliability Upgrade, CIP page 83 Account 487-8300-563-70-27, Project EE1308; | |
| **TIMETABLE**: Contract to be awarded upon Council approval. | |
| **RECOMMENDED ACTION**: Staff is recommending the following actions: 1) Authorize the City Manager to increase the project budget for Project # EE1308 from $730,900 to $1,301,100. 2) Authorize the City Manager to 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) Authorize the City Manager to 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. 4) Authorize the City Manager to execute a contract to C.W. Wright Construction in the amount of $550,000 in response to Bid #14-0022EL. | |

## BACKGROUND AND ANALYSIS

For a number of months, staff has been working on the Horsepond Substation Reliability Upgrade Project (Project # EE1308). The FY-2013 project budget was $730,900. Based on the current bidding environment, cost of raw materials, and staff levels, it is necessary to amend the project budget and engineering services agreement so this project can be completed in a timely manner. This project is designed to upgrade the high-side of the substation as two (2) transmission line protection breakers. This project needs to be completed in the Spring of 2014 before other transmission work get underway related to the Calpine Project; otherwise, this project will need to be delayed until 2015. As of this date, staff has prepared the following revised project estimate:

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

In order to amend the project budget from $730,900 to $1,301,100, staff is proposing to forgo 69Kv Switch Replacement Project (Project # EE1408) in the amount of $80,000, Transmission Line Maintenance Program Project (Project # EE1407) in the amount of $75,000 and delay the General Scott Switchgear Project (Project # EE1312) and move $415,200 from the project. These projects will be re-budgeted in future years. Staff recommends increasing the project budget for Project # EE1408 from $730,900 to $1,301,100.

| | | Current Budget | Proposed Amendment | Revised Budget | Project Cost to Date | Revised Budget |
|---|---|---|---|---|---|---|
| EE1308 | Horsepond Road SS Reliability | $730,900 | $570,200 | $1,301,100 | 372,996 | $928,104 |
| EE1407 | Transmission Line Maintenance | 75,000 | (75,000) | 0 | 0 | 0 |
| EE1408 | 69 Kv SS Switch Replacement | 80,000 | (80,000) | 0 | 0 | 0 |
| EE1312 | General Scott Switchgear | 850,000 | (415,200) | 434,800 | 10,304 | 424,496 |
| | Total | $1,735,900 | $0 | $1,735,900 | $383,300 | $1,352,600 |

The second issue to be addressed is 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, city staff has needed additional assistance with a number of technical issues related to the project. We have 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 will increase the Engineering Services agreement to $165,000 as indicated in the revised project budget estimate. Staff recommends authorizing the City Manager to 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.

The third issue to be addressed is 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. The City Manager is requesting assistance from the consultant during construction due to staff levels and experience. Staff recommends authorizing the City Manager to 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.

Finally, the City has 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 by the City's Purchasing Agent under Bid #14-0022EL. Four (4) proposal requests were mailed out and we received two (2) proposals, one of which was received through local advertisement.

Proposals were evaluated to determine which offer provides the Best Value to the City of Dover. Best Value is defined as the optimum combination of the following evaluation factors:

(a) Past Performance on Similar Size and Scope Construction Projects
(b) Technical Qualifications and Available Resources for Meeting Construction Schedule
(c) Safety Plan and/or Recordable Incident Rates/Experience Modification Rates
(d) Small Business and Minority Business Sub-Contracting Goals
(e) Exceptions to Bid Documents
(f) Pending Litigations
(g) Price

Using industry obtained experience and judgment; Offerors are to provide sufficient documentation for each evaluation factor or a statement why requested information cannot be provided. The City of Dover used submitted information to evaluate Offeror's proposals, past performance on similar projects and overall company goals and industry reputation. The summary is as follows:

| | |
|---|---|
| C.W. Wright Construction. | $550,000.00 |
| *Mirarchi Brothers Inc. | $543,415.47 |
| * Did not provide all information required and maintained assumptions | |

The original project budget included $150,000 for this work. The results of the proposals have 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 have substantially increased the costs associated with this work. Staff recommends awarding a contract to C.W. Wright Construction in the amount of $550,000 in response to Bid #14-0022EL.

10101 Claude Freeman Drive,
Charlotte, N.C. USA 28262
SUITE 100W

**DATE:** January 14, 2014

**TO:** Steve Enss / City of Dover Electric Department

**RE:** HORSE POND 69KV FOLD IN LINE
**Construction Bid Review**
**Dover RFP Number 14-0022EL**
UCS Project # 06617-000.00400

Steve, we have reviewed the two Construction bids received for this 69kv Transmission line fold–in with Distribution Under build. The project was bid as a lump sum cost per drawings and specifications provided with final vendor evaluation to be defined using "Best Value " criteria as listed below.

Proposals will be evaluated to determine which offer provides the **Best Value** to the City of Dover. **Best Value** is defined as the optimum combination of the following evaluation factors:

(a) Past Performance On Similar Size and Scope Construction Projects

(b) Technical Qualifications and Available Resources For Meeting Construction Schedule

(c) Safety Plan and/or Recordable Incident Rates/Experience Modification Rates

(d) Small Business and Minority Business Sub-Contracting Goals

(e) Exceptions to Bid Documents

(f) Pending Litigations

(g) Price

Using industry obtained experience and judgment; Offerors are to provide sufficient documentation for each evaluation factor or a statement why requested information can not be provided. The City of Dover will use submitted information to evaluate Offerors bid, past performance on similar projects and overall company goals and industry reputation.

The basic lump sum price provided by each vendor is listed in the table below:

| Vendor name | Price Bid |
|---|---|
| C,W, Wright Construction Co LLC | Total Bid= $550,000.00 |
| Mirarchi Brothers Inc. | Total Bid= $543,415.47 |

Although Mirarchi Brothers bid is listed as the low bid by $6,854.53 (1.2%) we have found several concerns with their bid as it relates to price and value:

1) Their foundation assumptions list "dewatering of holes will be done prior to installation". Hole stabilization and dewatering is the responsibility of the contractor per specifications and is a critical part of the foundation installation. We are concerned this potential change order will increase their bid price much higher than the CW Wright bid. They did not submit a foundation execution plan like CW Wright so this causes us some concern about the expertise and quality of their foundation bid.

2) No ' pole lay out included ' in assumptions is ambiguous and may cause change order.

3) No 'Cross arms, dead ends, transformers or associated ' listed in assumptions should be responsibility of the contractor per specification

4) No ' underground related work' is ambiguous since transfer of Distribution UG dips should be responsibility of the contractor per specifications

5) Contractor is responsible for scheduling and marking all UG utilities so their statement that this be done in a timely manner is ambiguous and could lead to possible change order.

6) RFP requested contractors submit past project experience, safety plans and schedule none of which was submitted by the Mirarchi Brothers bid. We have no previous experience with this contractor for transmission line work and are concerned about their potential lack of experience in work of this type affecting overall cost, quality and schedule for the City.

Using the required "Best Value" criteria UCS/Pike recommends the construction PO be placed with C.W Wright since they have a technically acceptable bid and are known to be experienced transmission line contractors to both the City and UCS/Pike.

Please call me at 704 510 3122 if you have any comments or questions.

**Dave Tennent, PE**
Manager– Southeast Region
Transmission Line Engineering
UC Synergetic, LLC
10101 Claude Freeman Drive Suite 100W
Charlotte, NC 28262
704-510-3122 Office
704-609-0657 Cell
dtennent@ucseng.com

**ACTION FORM**

| | |
|---|---|
| **PROCEEDING**: City Council | **AGENDA ITEM**: |
| **DEPARTMENT OF ORIGIN**: Public Works | **DATE SUBMITTED:** 02/28/14 |
| **PREPARED BY**: Sharon Duca, P.E., Public Works Director/City Engineer | |
| **SUBJECT**: Engineering Services Agreement – Schutte Park ALTA/ACSM Survey – Fiscal Year 2014 Capital Improvement Project | |
| **REFERENCE**: CIP – Schutte Park Land Improvements | |
| **RELATED PROJECT**: Tar Ditch Stormwater Improvements / Water Street Yard Abandonment / Water Street Yard Redevelopment at Schutte Park | |
| **APPROVALS**: City Manager, Controller | |
| **EXHIBITS**: Proposal from Pennoni Associates Inc. for Professional ALTA/ACSM Land Title Survey and Wetland Services | |
| **EXPENDITURE REQUIRED**: $ 49,700 | **AMOUNT BUDGETED**: $ 30,000 |
| **FUNDING SOURCE (Dept./Page in CIP & Budget)**: Parks and Recreation, PR1402, Account No.: 147-1500-525.40-31 | |
| **TIME TIMETABLE:** Notice to Proceed to be issued within 60 days of Council approval. Work completed and final documents delivered within 120 calendar days. | |
| **RECOMMENDED ACTION**: Award a contract to Pennoni Associates Inc. for Schutte Park ALTA/ACSM Land Title Survey and Wetland Services for the amount not to exceed $ 49,700. | |

**BACKGROUND AND ANALYSIS**

Within the City of Dover's Fiscal Year 2013-2014 Budget, specifically the Capital Investments Plan for Parks and Recreation, a project is included entitled Schutte Park Land Improvements. As noted within the project description, the project is to include a boundary and topographical survey of Schutte Park and a plan to develop multipurpose fields as well as complete the multipurpose pathway around the park's perimeter. 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 our in-house engineers to develop design plans for the park. This would include recreational uses in addition to future Department of Public Works needs for the site. The budget for the survey consisted of $30,000 of which $15,000 was from the General Fund and $15,000 was from State Grant.

Proposals were requested from two (2) of the three (3) Council approved consulting engineers that the City of Dover has entered into an agreement of professional services contract. Proposals were received for $49,700 and $70,190. Costs for this work are higher than originally projected due to the inclusion of a wetlands determination and the requested level of existing features. With 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, it is most cost effective to have this work performed now then to remobilize a survey crew for individual sections.

In addition to the increased costs, the likelihood of receiving a grant to help pay for this work has decreased. The following is proposed to pay for the work required in accordance with existing City Council approved financial policies. (All numbers have been rounded to 100s as required.)

| FUNDING SOURCE | DESCRIPTION | BUDGET | SPENT / ENCUMBERED | SAVINGS / REMAINING | REQUIRED FOR SURVEY |
|---|---|---|---|---|---|
| | | | | | $49,700 |
| General Fund | Schutte Park Project Budget | $15,000 | - | $15,000 | $34,700 |
| General Fund | #566 – Stump Grinder | $31,500 | $30,300 | $1,200 | $33,500 |
| General Fund | #319 – Skid Steer | $39,800 | $38,300 | $1,500 | $32,000 |
| General Fund | #328 – Dump Truck | $121,700 | $116,900 | $4,800 | $27,200 |
| General Fund | #442 - Automated | $252,100 | $243,200 | $8,900 | $18,300 |
| General Fund | #449 – Rear Loader | $150,000 | $143,600 | $6,400 | $11,900 |
| Water Fund | WD1402 – Denneys Rd | $33,200 | $20,000 | $13,200 | $0 |

In conclusion, staff recommends awarding a contract to Pennoni Associates Inc. in the amount not to exceed $49,700 for the Schutte Park ALTA/ACSM Land Title Survey and Wetland Services.

PENNONI ASSOCIATES INC.
CONSULTING ENGINEERS

November 20, 2013 *(REVISED December 9, 2013 & December 23, 2013)*

Proposal #CDOVTASK

Mr. Jason A. Lyon, P.E.
Water / Wastewater Manager
City of Dover
Department of Public Works
P.O. Box 475
Dover, DE 19903*Submitted via email jlyon@dover.de.us*

**RE: Proposal for ALTA/ACSM Land Title Survey and Wetland Services**
**Tax Parcel #ED05-076.00-01-06.00 (104.33± Acres)**
**101 Electric Avenue, Dover, Delaware**
**Tax Parcel #ED05-076.00-02-04.02 (7.65± Acres)**
**Hazlettville Road & Wyoming Mill Road, Dover, Delaware**
**Tax Parcel #ED05-076.00-01-06.01 (56.58± Acres)**
**Wyoming Mill Road, Dover, Delaware**

Dear Mr. Lyon:

Pennoni Associates Inc. ("Pennoni") is pleased to present this Proposal for Professional ALTA/ACSM Land Title Survey and Wetland Services to the City of Dover ("DOVER") on properties currently owned by the City of Dover. The subject property Tax Parcel #ED05-076.00-01-06.00 is approximately 104.33-acres; Tax Parcel #ED05-076.00-02-04.02 is approximately 7.65-acres; and Tax Parcel #ED05-076.00-01-06.01 is approximately 56.58-acres. As shown on the "Map" below, the project consists of wooded areas as well as passive and active open space areas, buildings and parking areas.



Our Scope of Services and Fee, further defined herein, is based on our understanding of the project as described by The City of Dover and includes the various survey and wetland services as requested.

**SCOPE OF SERVICES**

1. ALTA/ACSM LAND TITLE BOUNDARY SURVEY

Pennoni will engage in a field survey for the determination of the property boundary lines and corners of the above referenced property as part of an ALTA/ACSM Land Title survey in accordance with appropriate boundary law principles governed by the set of facts and evidence found in the course of performing the research and field survey. A deed composite will be prepared of the subject and surrounding properties based on deed information available in order to accurately determine the limits of the boundary for this project. The survey work shall be performed on the ground locating and describing any monuments, lines or other evidence that control the boundaries of the surveyed property and the relationship of the evidence to the surveyed boundary.

**Lump Sum Fee: 17,500.00**

*Sections 4, 5.E. and 6.C. Easements, Servitudes, Rights of Way, Access and Record Documents will need to be provided by the Client to the Surveyor prior to beginning the work if the information is to be shown on the surveys.*

2. ALTA/ACSM TOPOGRAPHY AND LOCATION SURVEY

Pennoni will engage in a topographic and location survey of the subject property in order to determine the location, both horizontal and vertical datum (NAVD88), of existing surface features including, but not limited to, buildings, paving, stormwater management areas ball fields, power poles, lights and utilities. Subsurface location survey, including, but not limited to sanitary sewer infrastructure, water infrastructure, storm sewer infrastructure, gas, electric, etc. We will obtain utility information from existing historic records to be provided by DOVER and from the respective utility companies utilizing the "Miss Utility of Delmarva" or "One-Call" system. In addition, our topographic survey will include within the right-of-way of Electric Avenue as necessary. All wetland flags will be located once the field delineation is finished as a part of this proposal. The

From the information gathered, we will prepare a base plan that depicts ground elevations with contours at two foot (2') intervals and spot elevations where appropriate. The plan will also illustrate physical features on the site such as requested by DOVER. Utilities will be delineated utilizing record information gathered and visible utility structures found in the field. This base plan will be submitted to the City of Dover in hard copy as well as digital.

**Lump Sum Fee: $25,400.00**

3. WETLANDS DETERMINATION

Pennoni will perform a routine wetland delineation of the property parcel ED05-076.00-01-06.00001 located on Electric Avenue and ED05-076.00-01-06.01 located on Wyoming Mill Road in Kent County, Dover, Delaware in general accordance with the "Three Parameter" approach outlined in the 1987 Army Corps of Engineers (USACE) Wetland Delineation Manual, associated guidance letters, and regional supplements. Pennoni will gather preliminary data and perform an onsite inspection to field flag wetland areas, if any, located within the above mentioned property parcel. A formal wetland delineation report will not be issued under this scope of work. A report may be provided for an additional negotiated fee. Upon completion of the field work, Pennoni's wetland scientist will work with the survey team to finalize the wetland delineation plan developed as part of the Class A Survey requested for the project site. Pennoni assumes the site is safely accessible by foot. Should property boundaries not be apparent during the field flagging, Pennoni will flag to the approximate boundary based off of field observations.

**Lump Sum Fee*:* $6,800.00**

4. REIMBURSABLE EXPENSES

The fees provided above include reimbursable expenses such as travel, direct expenses and reproduction. Extraordinary reimbursable expenses not considered at this time will be billed in addition to the fees provided above but will be first discussed with the Client prior to invoicing.

5. ADDITIONAL SERVICES

The fees provided above include attendance at meetings with the Client as well as project meetings. In addition, services requested by the Client that are outside our Scope of Services will be considered Additional Services and invoiced on a Time-and-Materials basis in accordance with our current employee rate chart that has been previously submitted and approved by the City of Dover.

**SCHEDULE**

Pennoni will initiate services on this project within two (2) days of receipt of a properly executed Notice to Proceed. We will complete all required work and deliver the final documents and information to the City of Dover prior to April 1, 2014.

**BILLING AND PAYMENT**

Invoices will be prepared on a monthly basis and will provide a percent complete and/or an hourly breakdown as well as a description of the services completed during the billing period. The invoices will be submitted for payment upon receipt. The Client acknowledges that the method of Billing and Payment is understood in detail; that the terms agreed upon can only be changed by written addendum; and that the work may be stopped until payment is made in accordance with the agreement. Please see our General Terms and Conditions.

## TERMS AND CONDITIONS

General

1. Our *General Terms and Conditions (Form LE01, dated 11/2006*) are attached hereto and are considered as part of this proposal. The Client indicates by the execution of this proposal that the General Terms and Conditions have been reviewed and understood.

Special

1. Application fees for permits are to be paid by the Client and are, therefore, excluded from our fee.

2. Pennoni does not guarantee approvals as these are often subject to circumstances beyond our control. Our fees are due and payable regardless of ultimate approval.

3. The fees provided in this proposal are for providing the specific services described within the Scope of Services. Services provided by Pennoni for this project which are not specifically included in the above Scope of Services will be considered Additional Services and will be billed as such in addition to the above stated fees.

4. The fees provided are based on performing the survey prior to the greening of the vegetation.

5. The client has obtained all appropriate access agreements to perform work on the referenced property and any adjacent property necessary to safely and legally perform the work. Pennoni requests copies of said agreements prior to initiating work.

6. Revisions in response to personal preferences of individual reviewers, agency reviewers and the Client cannot be anticipated if not included in published regulations. Therefore, such unanticipated revisions will be considered Additional Services. Prior to performing unanticipated revisions, we will discuss the cost with the Client and confirm in writing.

Thank you for the opportunity to provide our professional services to The City of Dover on this project. If you wish to discuss any of the above, please do not hesitate to contact me at this office. If this proposal is acceptable, please execute by signing and returning one (1) copy to this office in order to serve as our Notice to Proceed.

Respectfully submitted,

**PENNONI ASSOCIATES INC.**



Daniel P. Barbato, P.E.
Division Manager

Mark H. Davidson
Associate Vice President

Enclosures: *Pennoni General Terms & Conditions (Form LE01, dated 11/2006)*

ACCEPTED BY: _____ _____
The City of Dover Date

# PENNONI ASSOCIATES INC.
# GENERAL TERMS & CONDITIONS
## *City of Dover*

1. Unless withdrawn sooner, proposals are valid for thirty days.

2. The technical and pricing information in proposals is the confidential and proprietary property of Pennoni Associates Inc. or any subsidiary or affiliate of Pennoni Associates Inc. ("Pennoni"). Client agrees not to use or to disclose to third parties any technical or pricing information without Pennoni's written consent.

3 The agreement created by the Client's acceptance of a proposal and these Terms & Conditions is hereinafter referred to as the "Agreement." If a proposal is submitted to Client and Client fails to return a signed copy of the proposal but knowingly allows Pennoni to proceed with the services, then Client shall be deemed to have accepted the terms of the proposal and these General Terms & Conditions. If there is a conflict or inconsistency between any express term or condition in the proposal and these General Terms & Conditions, the proposal shall take precedence. The proposal and these General Terms & Conditions constitute the entire Agreement, and supersede any previous agreement or understanding.

4. Payment is due upon receipt of invoices as submitted. Client agrees to pay interest at the rate of 1½ percent per month on invoices that are more than 30 days past due. If an invoice is 30 or more days past due, Pennoni may suspend services and refuse to release work on this Agreement or any other agreement between Client and Pennoni until Client has paid all amounts due. Unless Pennoni receives written notice of Client's dispute of an invoice within 30 days of the invoice date, the invoice will be presumed correct. If payment is not made in accordance with the Agreement, Client agrees to pay reasonable costs and attorney's fees incurred by Pennoni to collect payment.

5. All drawings, sketches, specifications and other documents ("Documents") in any form, including electronic, prepared by Pennoni are instruments of Pennoni's services, and as such are and shall remain Pennoni's property. Upon payment in accordance with the Agreement, Client shall have the right to use and reproduce the Documents solely for the purposes of constructing, remediating, using or maintaining the project contemplated by the Agreement ("Project"). The Documents are prepared for use on this Project only, and are not appropriate for use on other projects, any additions or alterations of the Project, or completion of the Project by others. Use of the Documents in violation of this paragraph without the express written consent of Pennoni is prohibited, and shall be at Client's sole risk. Client agrees to indemnify, defend and hold harmless Pennoni from any claims, damages, losses, liabilities and expenses arising from such prohibited use.

6. The proposed fees and schedule constitute Pennoni's best estimate of the charges and time required to complete the Project. As the Project progresses, facts uncovered may dictate revisions in scope, schedule or fee. The hourly rate schedule for services provided on a time and material basis will be subject to increases annually.

7. Fee and schedule commitments will be subject to change for delays caused by Client's failure to provide specified facilities or information, or for delays caused by third parties, unpredictable occurrences or force majeure.

8. Where the method of payment is based on time and materials, Client agrees that the following will apply: The minimum time segment for charging work is one-quarter hour, except the minimum time segment for charging of field survey work is four (4) hours. Client reimbursable expenses include travel and living expenses of personnel when away from the home office on business connected with the Project; subcontractor and subconsultant costs; identifiable communications, mailing and reproduction costs; identifiable drafting and stenographic supplies; and expendable materials and supplies purchased specifically for the Project. A ten (10) percent administrative and handling charge will be added to client reimbursable expenses.

9. No termination of this Agreement by Client will be effective unless Client gives seven days prior written notice with the reasons and details, and Pennoni is afforded an opportunity to respond. Where the method of payment is "Lump Sum," Client agrees that the final invoice will be based on services performed to the effective date of cancellation, plus an equitable adjustment to provide for costs Pennoni incurred for commitments made prior to cancellation. Where the method of payment is time and materials, Client agrees that the final invoice will include all services and direct expenses up to the effective date of cancellation plus an equitable adjustment to provide for costs Pennoni incurred for commitments made prior to cancellation.

10. Pennoni will maintain at its own expense Workman's Compensation insurance, Comprehensive General Liability insurance and Professional Liability insurance.

**INITIALS** _____

11. Pennoni does not represent or warrant that any permit or approval will be issued by any governmental or regulatory body. Pennoni will endeavor to prepare applications for such permit or approval in conformance with applicable requirements; but, in view of the complexity of and the frequent changes in applicable rules and regulations and interpretations by the authorities, Pennoni cannot guarantee that any such application will be considered complete or will conform to all applicable requirements.

12. Pennoni will perform its work in accordance with generally accepted professional standards. THERE ARE NO OTHER WARRANTIES, EXPRESSED OR IMPLIED. This Agreement is solely for the benefit of the Client and its successors. There is no third-party beneficiary of this Agreement.

13. CLIENT AND PENNONI HAVE CONSIDERED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, AS WELL AS PENNONI'S TOTAL FEE FOR SERVICES. CLIENT AGREES THAT, TO THE FULLEST EXTENT PERMITTED BY LAW, PENNONI'S TOTAL AGGREGATE LIABILITY (INCLUDING THE LIABILITY OF ITS OFFICERS, DIRECTORS, EMPLOYEES, AGENTS, SUBCONTRACTORS AND CONSULTANTS) TO THE CLIENT (AND ANYONE CLAIMING BY, THROUGH OR UNDER THE CLIENT) FOR ANY AND ALL INJURIES, CLAIMS, LOSSES, EXPENSES OR DAMAGES ARISING OUT OF THIS AGREEMENT FROM ANY CAUSE OR CAUSES IS LIMITED TO THE TOTAL FEE RECEIVED BY PENNONI UNDER THIS AGREEMENT OR $50,000, WHICHEVER IS GREATER. SUCH CAUSES INCLUDE, BUT ARE NOT LIMITED TO, PENNONI'S NEGLIGENCE, ERRORS, OMISSIONS, STRICT LIABILITY, OR BREACH OF CONTRACT OR WARRANTY.

    IN THE EVENT THE CLIENT IS UNABLE TO ACCEPT THE ABOVE LIMITATION OF LIABILITY, PENNONI AGREES TO INCREASE THE LIMITATION TO $1,000,000 UPON ITS RECEIPT, PRIOR TO PERFORMING ANY SERVICES, OF CLIENT'S WRITTEN AGREEMENT TO PAY AN ADDITIONAL SUM OF NOT LESS THAN 10% OF THE TOTAL FEE UNDER THIS AGREEMENT OR $1,000, WHICHEVER IS GREATER.

14. Client shall make no claim against Pennoni unless the Client first provides a written certification, executed by an independent design professional, specifying those acts or omissions which the independent design professional contends is a violation of generally accepted professional standards and upon which the claim will be premised. The independent design professional must be licensed to practice in the state where the Project is located and in the discipline related to the claim. Client agrees that the independent design professional's certification is a condition precedent to the Client's right to institute any judicial proceeding.

15. If required under the scope of services, Pennoni shall visit the Project site to become generally familiar with the progress and quality of the work for which Pennoni prepared contract documents, and Pennoni shall not make exhaustive or continuous onsite inspections. Pennoni's services do not include supervision or direction of the contractor's work. Observation by Pennoni field representatives shall not excuse the contractor for defects or omissions in its work. Pennoni shall not control construction means, methods, techniques, sequences, or procedures, and the contractor is solely responsible for all work on the Project, including safety of all persons and property.

16. If Client does not retain Pennoni to render construction phase services, Client waives any claim it may have against Pennoni and agrees to indemnify, defend and hold harmless Pennoni from any loss or liability, including attorneys fees and other costs of defense, arising out of or related to the interpretation of Pennoni's plans and specifications, the review of shop drawings, the evaluation of contractor's request for change orders, or the failure to detect and correct obvious errors or omissions in Pennoni's plans and specifications.

17. Unless and until a court determines that Pennoni's preparation or approval of maps, drawings, opinions, reports, surveys, change orders, designs, specifications and/or Pennoni's giving or failure to give instructions is the primary cause of any damage, claim, loss or expenses, Client shall indemnify, defend and hold harmless Pennoni and its officers, employees and consultants from and against all damages, claims, losses or expenses, including reasonable attorneys' fees and other costs of defense, arising out of this Agreement. In the event the Client is required to defend Pennoni under this paragraph, Pennoni shall have the right to select its attorneys.

18. Client agrees to pay reasonable expert witness fees if Pennoni or any of its employees is subpoenaed to testify as a fact or opinion witness in any court proceeding, arbitration or mediation to which the Client is a party.

19. Unless otherwise provided in this proposal, Pennoni shall have no responsibility for the discovery, presence, handling, removal or disposal of hazardous materials or underground structures at the Project site.

20. Client and Pennoni waive consequential damages arising out of this Agreement.

21. This Agreement shall be governed by the laws of the Commonwealth of Pennsylvania.

22. Neither the Client nor Pennoni shall assign this Agreement without the written consent of the other.