# REGULAR COUNCIL MEETING
# AGENDA

**JANUARY 9, 2017 - 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 NEIL**

**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 DECEMBER 12, 2016**

2. **TRIBUTE NO. 2017-01 - JOSEPH M. MCDONOUGH**

3. **REZONING REQUEST - PUBLIC HEARING/FINAL READING OF PROPOSED ORDINANCE #2016-28**

THE FIRST READING OF THE PROPOSED ORDINANCE WAS ACCOMPLISHED DURING THE COUNCIL MEETING OF NOVEMBER 28, 2016. THE ORDINANCE IS AVAILABLE AT THE ENTRANCE OF THE COUNCIL CHAMBERS AND ON THE CITY'S WEBSITE AT WWW.CITYOFDOVER.COM UNDER "GOVERNMENT."

A. **PROPERTY LOCATED ON THE WEST SIDE OF MCKEE ROAD NORTH OF COLLEGE ROAD BETWEEN 1216 AND 1282 MCKEE ROAD, CONSISTING OF 4.35$^{+/-}$ ACRES, OWNED BY GEORGE J. KAYS AND JOHN J. KAYS. THE EQUITABLE OWNER IS MEDCORE PARTNERS C/O MICHAEL GRAHAM. THE PROPERTY IS CURRENTLY ZONED C-PO (COMMERCIAL AND PROFESSIONAL OFFICE) AND SUBJECT TO THE COZ-1 (CORRIDOR OVERLAY ZONE) AND THE PROPOSED ZONING IS IO (INSTITUTIONAL AND OFFICE) AND SUBJECT TO THE COZ-1 (CORRIDOR OVERLAY ZONE).**

(TAX PARCEL: ED-05-067.00-01-33.00-000; PLANNING REFERENCE: Z-16-07; COUNCIL DISTRICT 1)

**4. PUBLIC HEARING/FINAL READING OF PROPOSED ORDINANCE #2016-25**

THE FIRST READING OF THE PROPOSED ORDINANCE WAS ACCOMPLISHED DURING THE COUNCIL MEETING OF NOVEMBER 28, 2016. THE ORDINANCE IS AVAILABLE AT THE ENTRANCE OF THE COUNCIL CHAMBERS AND ON THE CITY'S WEBSITE AT WWW.CITYOFDOVER.COM UNDER "GOVERNMENT."

**A. AMENDING APPENDIX B - ZONING, ARTICLE 6 - OFF-STREET PARKING, DRIVEWAYS AND LOADING FACILITIES AND ARTICLE 12 - DEFINITIONS**

**5. COUNCIL COMMITTEE OF THE WHOLE REPORT - DECEMBER 13, 2016**

**A. PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE**

**(1) ADDITION OF BOLLARD LIGHTING - MALLARD POND PARK TRAIL**

(COMMITTEE RECOMMENDED PROCEEDING WITH THE INSTALLATION OF BOLLARD LIGHTING ALONG THE MALLARD POND PARK MULTI-USE PATH, AS RECOMMENDED BY STAFF)

* **(2) PROPOSED LAND SWAP - CAPITOL BAPTIST CHURCH/MAYFAIR PARK**

(COMMITTEE RECOMMENDED MOVING AHEAD WITH THE PROCESS USING OPTION 1, THAT STAFF COME BACK TO THE COMMITTEE WITH DETAILS AT A LATER MEETING, AND THAT ANY EXPENSES SHALL BE INCURRED BY THE CHURCH)

* **6. MONTHLY REPORTS - NOVEMBER 2016**

**A. CITY ASSESSOR'S REPORT**
**B. CITY MANAGER'S REPORT**
**C. CITY PLANNER'S REPORT**
**D. CONTROLLER/TREASURER'S BUDGET REPORT**
**E. FIRE CHIEF'S REPORT**
**F. POLICE CHIEF'S REPORT**

**7. EVALUATION OF PROPOSALS - SALT STORAGE BARN**

(STAFF RECOMMENDS AWARDING THE CONTRACT TO DUTCHMAN CONTRACTING, LLC FOR THE CITY OF DOVER SALT STORAGE BARN PROJECT, RFP 17-0017PW, FOR THE AMOUNT OF $88,942. THE REMAINING FUNDS REQUIRED FOR THE CONSTRUCTION OF THE SLAB, WHICH WILL BE BUILT UNDER THE CURRENT STREET, CONCRETE AND ALLEY PROGRAM CONTRACT BY GEORGE & LYNCH, HAS AN ANTICIPATED COST OF $33,458.)

**8. CLARIFICATION OF APPOINTMENT APPLICATION REQUIREMENTS/PROPOSED AMENDMENTS TO APPLICATION**

* **9. APPOINTMENT OF DELAWARE MUNICIPAL ELECTRIC CORPORATION (DEMEC) DIRECTOR AND ALTERNATE DIRECTOR** (SCOTT D. KOENIG, CITY MANAGER, AND HARRY A. MALONEY, ELECTRIC DEPARTMENT DIRECTOR)

* **10. APPOINTMENT RECOMMENDED BY COUNCIL PRESIDENT SLAVIN - ECONOMIC DEVELOPMENT COMMITTEE - CLAYTON E. HAMMOND II - ANNUAL APPOINTMENT TO EXPIRE MAY 8, 2017**

**11. CITY MANAGER'S ANNOUNCEMENTS**

## 12. COUNCIL MEMBERS' ANNOUNCEMENTS

## 13. ADJOURNMENT

**/TM**
**S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\COUNCIL-AGENDAS\2017\01-09-2017 COUNCIL AGENDA.WPD**

**EXECUTIVE SESSION PURSUANT TO:**

**29 DEL. C. §10004(B)(2) - PRELIMINARY DISCUSSIONS ON SITE ACQUISITIONS FOR ANY PUBLICLY FUNDED CAPITAL IMPROVEMENTS, OR SALES OR LEASES OF REAL PROPERTY;**

**29 DEL. C. §10004(B)(4) - STRATEGY SESSIONS, INCLUDING THOSE INVOLVING LEGAL ADVICE OR OPINION FROM AN ATTORNEY-AT-LAW, WITH RESPECT TO COLLECTIVE BARGAINING OR PENDING OR POTENTIAL LITIGATION, BUT ONLY WHEN AN OPEN MEETING WOULD HAVE AN ADVERSE EFFECT ON THE BARGAINING OR LITIGATION POSITION OF THE PUBLIC BODY;**

**29 DEL. C. §10004(B)(6) - DISCUSSION OF THE CONTENT OF DOCUMENTS, EXCLUDED FROM THE DEFINITION OF "PUBLIC RECORD" IN §10002 OF THIS TITLE WHERE SUCH DISCUSSION MAY DISCLOSE THE CONTENTS OF SUCH DOCUMENTS;**

**29 DEL. C. §10004(B)(9) - PERSONNEL MATTERS IN WHICH THE NAMES, COMPETENCY AND ABILITIES OF INDIVIDUAL EMPLOYEES ARE DISCUSSED, UNLESS THE EMPLOYEE REQUESTS THAT SUCH A MEETING BE OPEN**

# REGULAR COUNCIL MEETING

The Regular Council Meeting was held on December 12, 2016 at 7:38 p.m. with Council President Slavin presiding. Council members present were Mr. Anderson, Mr. Sudler, Mr. Neil, Mr. Lewis, Mr. Cole, Mr. Hosfelt, and Mr. Hare. Mr. Hutchison was absent.

Council staff members present were Deputy Police Chief Mailey, Mr. Koenig, Mrs. Townshend, Fire Chief Carey, City Solicitor Rodriguez, and Mrs. McDowell. Mayor Christiansen was also present (departed at 7:48 p.m.).

## OPEN FORUM

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

Ms. Alysa Tosson, Dover, stated that she was present to talk about homelessness in Delaware. She stated that it was about change and chances, and that we need to help change our community. Ms. Tosson indicated that someone had given Council members a chance by voting for them and asked them to take a chance and help to change homelessness in Delaware. She indicated that not all homeless people are criminals, noting that she has two (2) jobs, works every day, and works and volunteers to help someone else. Ms. Tosson stated that God's purpose is for us to love one another and help someone else and asked members to take some time out, give the homeless a chance, and help them, noting that all they were asking for was a chance.

Mr. Steven Hall, Dover, advised members that he was standing there for five reasons: 1) the homeless were still here; 2) unfortunately they were not going anywhere; 3) there were still vacant buildings and houses in this city; 4) the homeless were not in any of them; and 5) if members were getting tired of hearing their cry, they should help the homeless and they would not have to hear it anymore. He indicated that he realized that Code Purple was available; however, Code Purple was like a band-aid and a temporary fix.

Ms. Kay Bailey, Kent County, stated that she was present because she found out that a group in town had not been informed about the noise ordinance and she was concerned. She advised that she had studied Arabic at the mosque in Washington, DC years ago, read the Quran, and knew the tenets of Islam, and that five (5) calls to prayer are usually broadcast. Ms. Bailey stated that she had called that day and found out that this group had not been notified about ordinances. She asked that they be notified of the noise ordinance, reiterating that calls to prayer are one (1) of the tenets of Islam.

Responding to Mr. Slavin regarding the address of the property, Ms. Bailey stated that she was referring to a new mosque being built near Target on John Hunn Brown Road.

Ms. Alexis Simms, Dover, stated that she was present to speak on behalf of the homeless and that it seemed that members did not know what to do to help them. She noted that Councilman Sudler not only owns but manages Mishoe Towers. Ms. Simms indicated that not every homeless person in this crowd was broke, noting that they have funds. She advised that Mayor Christiansen had stated in the paper that he had ended veteran homelessness; however, she stated that Mr. Eric Abernathy was a veteran who was also homeless. Ms. Simms stated that her third issue was

that two (2) weeks ago they were present at a Council meeting and were told that they could not clap, and noted that there was clapping for a game but they could not clap for a pastor who was helping the homeless and trying to keep them off the streets. She indicated that this was confusing and that she needed Council to help the homeless. Ms. Simms indicated that the old Dover library was still empty and that the homeless needed help.

Ms. Sue Harris stated her belief that members would not want her to talk about Code Purple and that she would not do so now; however, she explained that she was managing this site at People's Church for the next two weeks and invited members to come over, have dinner with them, take a shift, and work an overnight. Ms. Harris advised that it is hard to get volunteers to keep this going and that they are wonderful people. She stated that it would be wonderful to have members come spend some time at one of the Code Purple sites, serve and have dinner, and hang out if they had not done so. Ms. Harris stated that she was excited to hear about the blue ribbon commission that started a few months ago and it was nice to know that it was going to get rolling. She expressed her hope of seeing some familiar faces on the commission. Ms. Harris stated that both people who were newly involved and some who had been involved for many years would like to have a say.

Pastor Robert Appling, 2648 Sharon Hill Road, commended Council and the Mayor, noting that he had read an article in the paper that the Mayor was planning a council for the homeless in the City of Dover. He suggested that at least one (1) advocate for the homeless be placed on that committee because they know what is going on. Pastor Appling thanked everyone for what they had done to help; however, he stated that more help was needed. He stated that his wife had worked hours upon hours calling every facility in the State of Delaware to help a 25-year-old, young, black gentleman who weighed 661 lbs. Pastor Appling noted that most facilities would not handle anyone over 400 lbs; however, they finally found a place in Delmar and he had been there now for about 14 days, had lost 25 lbs., and was on a mental, physical, and emotional therapy program. Pastor Appling stated that this individual was tickled to be off the streets and to be getting some physical help. He reminded members that winter was just around the corner and would officially start in a week or so, and he expressed the need to help those who have no place to go.

Mr. Aaron Appling, Pastor at Victory Church, 2736 Forrest Avenue, thanked Council President Slavin for visiting them and sharing a bit of his story, noting that this was very encouraging to a lot of the guys who had been at their service and they were very appreciative. He advised that, as his father had stated, wintertime was coming, and he thought it crucial to look at some of the vacant buildings downtown for some sort of resource centers. Pastor Appling stated that his church brings out and feeds people seven (7) days per week at great expense and already does almost eight (8) hours per day of work with their volunteers. He indicated that it would be a great help to the church if they had some facility downtown. Pastor Appling stated his understanding that people were not wanted at the library and suggested having another facility downtown where they could provide resources eight (8) hours a day to bring people in and work with them, which he thought would result in a great change in people getting housed. Pastor Appling advised that they had already housed five (5) people with absolutely no resources, noting that it is hard to find affordable housing. He stated that even Councilman Anderson had worked on affordable housing and could not find it, noting that it is a really hard thing to do without resources.

Pastor Appling stated that they had been helping people with no money who come to them seven (7) days per week for almost a year now. He informed members that they had done this with no finances, and this had cost them a great deal, as a church and individuals, noting that people do not care about the finances when they love what they are doing. Pastor Appling advised that the public was definitely in support of them, that they had gotten 8,000 signatures in support of what they were doing in the City of Dover. He stated that they now had another 1,000 signatures and counting, as well as the attention of news media and others. Pastor Appling informed members that they were present as a group that was committed to help homeless people and people suffering in poverty, and that it would behoove Council to look at the body of work that had actually been done by their group, noting that he had turned in some information about their work. Pastor Appling advised that their group was made up of professionals who had worked in life. He stated that he has a bachelor's degree and had done mission work and built orphanages overseas, while the rest of the crew included people with master's degrees and those who had been very successful in the business world. Pastor Appling indicated that they were not just a misfit group but a talented group of people who have a heart to help the very people that are suffering in our City. He encouraged members to put on an agenda at some point in time what members could do to help facilitate the group doing a greater work that would help the City and the people at the same time.

Ms. Terri Staub, Dover, concurred with Pastor Appling's comments and stated that she was thrilled to hear about the blue ribbon commission and that talented minds were putting their talents to this subject. She stated that Pastor Appling was correct that they have a body of work that would save a lot of time if members would look at what had already been done. Ms. Staub stated that they are on the front lines and in the trenches, and were out at midnight, scooping people up off the street, hand feeding them when necessary, and hauling bedding down the street and into the churches every day so that these people have somewhere to go. She stated that having somewhere they could set up and have people come to them rather than having to go to each of them would be such a help. Ms. Staub encouraged members to be as quick as possible to come up with some sort of solution, noting that winter was coming. She advised that she takes her dog out in the middle of the night and, while standing on her back porch wrapped in a warm robe, she thinks that there is no way she could be out there for any given amount of time, yet too many people are being told that they have to stay on the street where this problem cannot be addressed. Ms. Staub asked members to do something, open a building, and give people a place to be. She stated that if this is done and it goes wrong, they could be shut down, but in the meantime some people will have had somewhere to go for a few nights, and if it works, all the better. Ms. Staub expressed appreciation for the Mayor's efforts and asked that the knowledge that they have be used, because the homeless are committees of one (1) and need to be a committee of many.

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

Mr. Slavin welcomed Mr. Anderson back from his recent deployment, thanked him for his service, and stated that Mr. Anderson had been sorely missed and members were glad to see him.

**AGENDA ADDITIONS/DELETIONS**

Council President Slavin requested the addition of a Presentation prior to agenda Item #2.

Mr. Hosfelt requested that agenda Item #3-A-4 - Council Committee of the Whole/Safety Advisory and Transportation Committee Report - Request for Four-Way Stop Sign - Wyoming Avenue and Westview Terrace be deleted from the agenda because it required more scrutiny and research on behalf of the Safety Advisory and Transportation Committee.

**Mr. Lewis moved for approval of the agenda, as amended, seconded by Mr. Neil and unanimously carried.**

**Mr. Neil moved for approval of the Consent Agenda, seconded by Mr. Hosfelt and carried by a unanimous roll call vote (Mr. Hutchison absent).**

**ADOPTION OF MINUTES - SPECIAL COUNCIL MEETING OF NOVEMBER 28, 2016**

**The Minutes of the Special Council Meeting of November 28, 2016 were unanimously approved by motion of Mr. Neil, seconded by Mr. Hosfelt and bore the written approval of Mayor Christiansen.**

**ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF NOVEMBER 28, 2016**

**The Minutes of the Regular Council Meeting of November 28, 2016 were unanimously approved by motion of Mr. Neil, seconded by Mr. Hosfelt and bore the written approval of Mayor Christiansen.**

**CERTIFICATE OF APPRECIATION - COMCAST VIDEO PRODUCTION CREW**

Mr. Slavin stated that this would be the last time that the Comcast crew would be working with the City to produce and televise Council meetings.

The City Clerk read the following Certificate of Appreciation into the record:

***CERTIFICATE OF APPRECIATION***

*Presented to*

***Christopher R. Agar, Linea M. Cavallo, Ronald A. "PeeWee" Dagley, and Mark C. Kennedy***

*For contributing their talents and technical expertise to the City of Dover and for giving generously of their time to ensure that City Council proceedings were recorded and made available to the public. Their dedicated service has greatly benefitted the citizens of the City of Dover by providing them the opportunity to observe the deliberations of their elected officials. A strong democracy is dependent on an informed electorate, and their actions have helped to ensure that the operations of the City of Dover are conducted with transparency and full public oversight.*

*December 12, 2016*

On behalf of the Mayor and Council, Mayor Christiansen and Council President Slavin presented Mr. Christopher R. Agar, Linea M. Cavallo, Ronald A. "PeeWee" Dagley, and Mark C. Kennedy with a Certificate of Appreciation, a City of Dover pin, and a City of Dover coin in appreciation of their service. Mr. Dagley was also presented with a Dover Cup in recognition of his 31 years of service.

Mr. Dagley expressed thanks for the recognition, stating that it had been a pleasure to serve. He advised that, in his 31 years of service to the City, he had gotten to learn the ins and outs of how things work, instead of sitting home complaining about taxes going up and why a street light is not on. Mr. Dagley stated that, through the years, the young people he works with had also gotten to be a part of the Comcast/City of Dover family and to see how and why members are elected for the great jobs that they do. He advised that he was about to venture off into the sunset or moonlight, and stated that it had been an honor knowing everyone, noting that he was not leaving the people but leaving the job.

**REZONING REQUEST - PUBLIC HEARING/FINAL READING OF PROPOSED ORDINANCE #2016-23**

A public hearing was duly advertised for this time and place to consider the rezoning of property located on the west side of South Bradford Street, south of Waples Avenue and to the rear of 911 South Governors Avenue, consisting of 0.32+/- acres, owned by Capital Grange No. 18, Inc. The property is currently zoned R-8 (One-Family Residence) and the proposed zoning is RG-1 (General Residence) (Tax Parcel: ED-05-077.17-03-15.00-000; Planning References: Z-16-06 and MI-16-13; Council District: 2)

**Mr. Neil moved that the Final Reading of Proposed Ordinance #2016-23 be acknowledged by title only, seconded by Mr. Cole and unanimously carried.** *(The First Reading of the ordinance was accomplished during the Council Meeting of October 24, 2016.)*

**Planner's Review**

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reviewed the petition to amend the zoning district and the findings and recommendations of the Planning Commission. She stated that the rezoning was related to the clean-up of non-conforming uses, and the property was a parking lot on South Bradford Street that serves the Grange building on South Governors Avenue. Mrs. Townshend explained that the proposal would rezoning this property from R8, One-Family Residence Zone, which does not allow parking lots, to RG-1, General Residence Zone, which does allow parking lots. Mrs. Townshend noted that the request was reviewed by the Planning Commission and no members of the public spoke either in favor or opposition to the proposed rezoning at that time. She advised that the Planning Commission unanimously recommended approval of the rezoning request.

Mr. Sudler asked if staff had heard any response from the church's representatives or anyone from the community. Responding, Mrs. Townshend stated that there had been no response, noting that there would be a public hearing that evening, which would be another opportunity for public comment.

**Public Hearing**
Council President Slavin declared the public hearing open.

Ms. Iva Hazlett, Treasurer, Capital Grange, stated that she and Mr. Ed Hazlett, Master, Capital Grange, were hoping that everything would be passed for the parking lot as they had been there since 1953 and had utilized the property as a parking lot since then. She advised that it would not cause any change in the area for any of the residents. Ms. Hazlett indicated that they always make sure that there are no functions that go past 11:00 p.m., so there would not be any problem with the residents in the area.

There being no one else present wishing to speak, Council President Slavin declared the hearing closed.

**Mr. Hare moved for approval of the rezoning request, as recommended by the Planning Commission. The motion was seconded by Mr. Neil and, by a unanimous roll call vote (Mr. Hutchison absent), Council adopted Ordinance #2016-23, as follows:**

**AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED ON THE WEST SIDE OF SOUTH BRADFORD 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 Zone) to RG-1 (General Residence Zone).

**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 Zone) to RG-1 (General Residence Zone) on that property located on the west side of South Bradford Street, south of Waples Avenue and to the rear of 911 South Governors Avenue, consisting of $0.32^{+/-}$ acres, owned by Capital Grange No. 18, Inc.
   (Tax Parcel: ED-05-077.17-03-15.00-000; Planning References: Z-16-06 and MI-16-13; Council District: 2)

**ADOPTED:** DECEMBER 12, 2016

**COUNCIL COMMITTEE OF THE WHOLE REPORT - NOVEMBER 29, 2016**
The Council Committee of the Whole Meeting was held on November 29, 2016 at 6:00 p.m., with Mr. Hare (departed at 7:27 and returned at 7:30 p.m.) presiding in the absence of Council President Slavin. Members of Council present were Mr. Sudler

(departed at 7:30 p.m.), Mr. Neil, Mr. Cole, Mr. Hosfelt, and Mr. Hutchison. Mr. Anderson and Mr. Lewis were absent. Mayor Christiansen (departed at 7:19 p.m. and returned at 7:20 p.m.) was also present. Civilian members present for their Committee meetings were Mr. Keller and Mr. Shelton *(Safety Advisory and Transportation)*, Ms. Arndt and Mr. Blakeman (*Utility*), and Dr. Stewart (*Legislative, Finance, and Administration*). Mr. Shevock *(Legislative, Finance, and Administration)* was absent.

## SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

The Safety Advisory and Transportation Committee met with Councilman Hosfelt presiding.

**Briefing on State Street and Scull Terrace Crossing**

Mr. Mark Luszcz, Chief Traffic Engineer, Delaware Department of Transportation (DelDOT) advised members that there had been concerns about pedestrian safety on State Street at the Bayhealth Hospital and Scull Terrace intersection, noting that DelDOT had been looking at that intersection for a while. He stated that various upgrades had been proposed, and there had been various projects and Bayhealth improvements over the years. Mr. Luszcz stated that the current proposal being discussed with City staff and Bayhealth would involve installing a median refuge island on South State Street and a new type of beacon called a rectangular flash beacon. He advised that he had not brought any kind of audio-visual; however, anyone who was interested could look up this term on YouTube. Mr. Luszcz indicated that this is a different type of beacon with a stutter flash rate like that of a construction or police vehicle. He noted that research was tending to show that a stutter flash gets more motorist attention and leads to much higher yielding rates than a steady flash.

Mr. Luszcz advised that DelDOT has two (2) rectangular flash beacons in northern Delaware, one (1) on Polly Drummond Hill Road at the Judge Morris Estate and one (1) in Dobbinsville in the City of New Castle. He noted that these were the first two (2) beacons of this type and DelDOT had started installing them this past spring. Mr. Luszcz stated that DelDOT had been working with their Division of Planning as well as the Metropolitan Planning Organization (MPO) on finding lists of locations to install these type of beacons. He indicated that this location on South State Street was already on their list, noting that there had been some pedestrian crashes in this area and some concerns from City staff and local legislators.

Mr. Luszcz provided a photo of the location of the beacon in Dobbinsville, New Castle, Delaware, explaining that this setting was different than the location on South State Street; however, the photo would give members an idea of what the beacon would look like. He pointed out the center median island and noted that the flashing of the beacon could not be seen in the photo. Mr. Luszcz also provided members with a copy of the draft RRFB Signal Plan for South State Street at Bayhealth Kent General. He explained that the left turn lane would be eliminated going into the

hospital, noting that the hospital had not had an issue with that and was in support of this project, after meeting with DelDOT several times and exchanging emails. Mr. Luszcz advised that DelDOT would have to have a right-of-way agreement with Bayhealth because the beacon would be slightly on their property, and he stated that he believed that they would be willing to donate or give DelDOT an easement without an issue.

Mr. Luszcz stated that the result would look more or less like the photo provided, and the lanes would be narrowed down to 10 feet, which is appropriate for a City setting. He indicated that the pedestrian refuge island is a great counter-measure that gives pedestrians a chance to check one direction of traffic, find a gap, take a breath, and then check the other direction of traffic and finish their crossing. Mr. Luszcz explained that the proposed measure would be much less disruptive to traffic flow than installing some kind of a traffic signal, noting that this intersection did not meet any of DelDOT's criteria for a full traffic signal. He stated that this was a semi-final plan for this location.

Mr. Hosfelt asked if the proposed plan would be a traffic calming measure or a pedestrian control device. Responding, Mr. Luszcz stated that its primary function would be a pedestrian safety feature; however, it was expected to have some traffic calming influence as well.

Responding to Mr. Hutchison regarding the expense, Mr. Luszcz advised that the cost of the beacon would range significantly depending on things like whether it was solar or hard-wire powered. He indicated that the island would be the more expensive part and would probably be in the $100,000 to $150,000 range.

In response to Mr. Hutchison regarding maintenance, Mr. Luszcz stated that the beacon should not require any more or less maintenance than a regular beacon system and would be owned and maintained by DelDOT. He noted that the main cost would be the initial cost, and the bulk of that would be the concrete in the island. Mr. Luszcz advised that the beacon and its assembly could range anywhere from $10,000 to $25,000 depending on the variables that go into it.

Mr. Hutchison asked if this device was being considered for locations other than the one being discussed. Responding, Mr. Luszcz explained that two (2) other devices had already been installed and DelDOT had a list of approximately 15 other locations in planning or design. He indicated that he would provide members with a copy of the list of locations. Mayor Christiansen asked if the City could also have a copy of the email from Bayhealth supporting the proposal, and Mr. Luszcz stated that this would not be a problem. *(City Clerk's Office Note: Subsequent to the meeting, DelDOT provided a list of locations, entitled "RRFB Study - Proposed Locations," as well as an email dated October 13, 2016 from Mr. Jerry Peters, Director, Health Campus Project, Bayhealth Medical Center, regarding Bayhealth S. State St. Traffic Signal, Nemours example, and an email dated November 21, 2016 from*

*Mr. Andy Strouse, Construction Manager, Facilities Planning & Construction, regarding Bayhealth State Street crosswalk (as on file in the City Clerk's Office).)*

Mayor Christiansen stated that he thought it would also behoove the City to have the support of Holy Cross, because they share the driveway access and egress jointly. Responding, Mr. Luszcz advised that his designer had planned to attend this evening's meeting to assist him; however, he was unable to attend due to a family medical emergency. Mr. Luszcz stated that he had not personally talked to the school and was unsure if they had met with DelDOT; however, he noted that the school had been copied on emails. Mr. Luszcz indicated that he agreed about the need to make sure that Holy Cross was in the loop on this project; however, he did not think a right-of-way access agreement was needed with them.

**Request for Waiver - Appendix B - Zoning, Article 5 - Supplementary Regulations, Section 17 - Emergency Access Requirements - Waiver of Emergency Rear Access Requirement for the Redevelopment of Liberty Court Apartments (Application S-16-22)**

Mrs. Ann Marie Townshend, Director of Planning and Community Development, explained that the Request for Waiver of Emergency Rear Access Requirement was related to a site development plan application that was reviewed by the Planning Commission on November 21, 2016. She advised that Liberty Court, located on the north side of Walker Road opposite Independence Boulevard, was currently undergoing a redevelopment that was being undertaken by the Delaware State Housing Authority (DSHA). Mrs. Townshend noted that representatives from DSHA were present to answer questions.

Mrs. Townshend stated that there were currently14 apartment buildings with a total of 108 units, and under the redevelopment plan there would be 13 apartment buildings with a total of 100 units. Referring to the site development plans for the property known as Liberty Court Apartments, she indicated that the layout of Liberty Court would not change and they would take down the existing buildings and construct in the same building locations with one less building.

Mrs. Townshend advised that the Zoning Ordinance requires an 18-foot fire lane to provide emergency rear access for two- or three-story apartment buildings and gives City Council the authority to waive that requirement. She noted that this requirement had been waived in the past for a number of apartment projects. Mrs. Townshend stated that this was a dated section of the Code, noting that staff was currently reviewing the supplementary regulations and planning to bring updates forward in the future. Mrs. Townshend indicated that this section of the Code was adopted before the current regulations at the State level and the City's adoption of the National Fire Protection Association (NFPA) National Fire Codes, which provide a higher level of protection.

Mrs. Townshend noted that the request was considered by the Development Advisory Committee (DAC); therefore, distribution was made to both the Fire Marshal's

Office and the Fire Department and no objections were received. Mrs. Townshend stated that all of the buildings would be fully sprinklered, which is the best way of protecting from fire, and there is adequate fire lane coverage. She advised that the project meets all of the State fire prevention regulation requirements, as well as the City's adopted NFPA requirements, but it does not meet the zoning provision regarding emergency rear access. Mrs. Townshend indicated that the apartments that are currently there do not meet this zoning provision either; however, she explained that the proposed buildings would be newer and safer because they will be fully sprinklered.

The Planning Commission recommended approval of the waiver for the elimination of the emergency rear access. Pursuant to Appendix B - Zoning, Article 5, Section 17.5(a) of the Dover Code, the Planning Commission recommended approval of the waiver for the elimination of the emergency rear access requirement for an 18-foot secondary fire lane.

Mr. Sudler stated that he had heard that there were no objections but asked if there were any concerns. Responding, Mrs. Townshend advised that there were not.

Mr. Neil asked if the existing buildings had fire suppression, noting that the proposed project included sprinklers and alarms. Responding, Mrs. Townshend stated that she did not believe that they did. She stated her belief that the existing buildings were built in1989 or 1990 and do not have a fire suppression system; therefore, the proposed apartments would be safer than the existing apartments.

Responding to Mr. Shelton, Mrs. Townshend explained that the current building layout was 14 buildings with 108 units and the proposed redevelopment would have one (1) less building, with 13 buildings and 100 units. Mr. Shelton asked if the people currently living in the apartments would have to move out and find someplace else. In response, Mrs. Townshend indicated that the DSHA has a plan for how the project will be phased so as not to displace people.

Mr. Sudler asked if a suppression system was required by the Code in 1989. Responding, Mrs. Townshend stated that she did not believe it was required in 1989; however, she noted that Mayor Christiansen had more background on the history. Mayor Christiansen advised that, to his recollection, each of the buildings was constructed just under the square footage required to have fire suppression by the Code at that time, and this was done as a cost-saving measure. Mr. Sudler noted that his 25-unit building was constructed in 1987 and was required to have a suppression system. Mayor Christiansen stated that these buildings were constructed prior to 1989. Ms. Emily Lanter, Building Support Systems Engineer, DSHA, advised that a rehab was done in 1991.

Mrs. Townshend reiterated that the redeveloped Liberty Court Apartments would have fewer units per building and noted that NFPA requirements had changed significantly in the past 25 years.

Mayor Christiansen asked if the Fire Department had memorialized their position on the project. Responding, Mrs. Townshend advised that the Fire Department received the distribution regarding the project and did not submit any comments through the DAC process.

Mayor Christiansen asked if the Fire Department actively sends representatives to DAC meetings. In response, Mrs. Townshend stated that the Fire Department sends a representative on occasion; however, most frequently they reach out to the Fire Marshal's Office and work with that office to include comments throughout review if they have concerns about a plan. Mayor Christiansen expressed his hope that the Fire Department would sign off on this as staff moves forward in the process so that it does not come back to haunt the City in the future. Responding, Mrs. Townshend stated that staff had asked in the past and all staff can do is distribute the information and allow the Fire Department to offer comments.

Responding to Mr. Hosfelt, Mrs. Townshend stated that the Fire Marshal's Office was in support of the request. She noted that the Fire Marshal's report was included in the DAC Application Review Commentary.

The Committee recommended approval of the waiver for the elimination of the emergency rear access requirement for an 18-foot secondary fire lane, as recommended by the Planning Commission.

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

**Briefing on Violent Crime Within the City**

Mr. Hosfelt informed members that he had asked for a Briefing on Violent Crime Within the City as he thought it would be important for members to know what is going on in the City. He stated that members had all seen news releases; however, many times there are underlying factors and he thought it important for everyone to be aware. Mr. Hosfelt noted that an annual report would be done; however, that would not be for another four (4) months.

Captain David Spicer, Operations Division Commander, Dover Police Department, reviewed statistics on burglaries, robberies, and shootings for 2016. In regard to shootings, he stated that there were 36 shootings this year, noting that at this time in November of 2015 there had been 36 shootings and a total of 39 at the end of 2015.

Captain Spicer reviewed the "2016 Gun Log Thru November 4, 2016," noting that 96 guns had been seized throughout the City of Dover. He advised that one (1) additional handgun was seized earlier in the day in connection with a burglary, noting that 20 handguns and rifles were taken during that burglary. Captain Spicer reviewed a graph entitled "Types of Guns Recovered, January 1, 2016 - November 4, 2016." Referring to a graph entitled "Grid Locations", he explained that it depicted the locations from which guns were seized, and correlated with the grid map.

Captain Spicer advised that 17 guns were seized from the 200 District in the northeast part of the City; 14 guns were seized from the 400 District in the southeast part of the City; 24 guns were seized from the 600 District, which is located primarily downtown around the Police Department area, Division Street, South New Street, Queen Street, etc.; 24 guns were seized from the 800 District north of Division Street, New Street, Queen Street, Kirkwood Street, and the Hamlet area; and 17 guns were seized from outside the City. He stated that a task force agent had been assigned from the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) who is responsible for the seizure of guns outside the City. Captain Spicer reviewed a graph entitled "Dispositions," explaining that he physically went through and checked the status of each case listed to determine if the case was still pending or if the suspect was found guilty or pled guilty, etc. He noted that 46 of the cases were still pending, explaining that it takes some time to get through the court system and find a resolution.

Referring to a report entitled "City of Dover Violent Crime, Weapon Violations and Overdoses - January 2014 to October 2016", Captain Spicer reviewed Violent Crime statistics. He informed members that there had been only one (1) murder in 2016, noting that there were two (2) homicides; however, one (1) was reported as manslaughter, which is not reported as a homicide. Captain Spicer advised that there were approximately 56 robberies to date and the trend indicated approximately 61 for the year. In regard to Weapon Violations Per Capita (Dover, Newark and Wilmington), he noted that the City of Dover had approximately 2.1 weapons violations per 1,000 residents for 2016, which was approximately double what Newark was experiencing and half of what Wilmington was experiencing.

Captain Spicer reviewed the statistics regarding Heroin Overdoses, noting that seizures, people being treated at the hospital, and those dying as a result of overdoses are heard of quite a bit. He stated that there had been a recent death; therefore, there were five (5) deaths so far this year and heroin was definitely affecting the City's population.

Captain Spicer reviewed the things that the Department was doing to prevent violent crime, noting that the Drug, Vice, and Organized Crime (DVOC) and Street Crimes Units were working informants throughout the City and obtaining valuable information to seize guns and drugs and removing them from the City's streets. He noted that the Street Crimes Unit had been responsible for many of the gun seizures, was very proactive, and was getting guns off the street just about every day. Captain Spicer spoke highly of the camera system which had proven to be very effective, and expressed the hope that the Department could get more cameras in the future. He advised that they were focusing their efforts in drug-infested areas, noting that downtown, New Street and South New Street seem to be a problem, and the Capital Green area is always a problem, and these areas are where a lot of shootings and drug activity are associated. Captain Spicer stated that there had been two (2) daytime shootings in the past week and officers were doing their best to contact witnesses and work victims; however, they often get little cooperation in shooting

investigations. He stated that the Community Policing Unit was bringing valuable information back from housing managers and giving it to the right people and units, and the Department was acting on it.

Mr. Sudler asked if the majority of shootings occurring in the City, especially downtown, were due to disputes among people or due to gang activity. Responding, Captain Spicer indicated that it was probably a combination of both. He stated that he heard that the shooting that occurred the previous evening was due to a disagreement between two (2) rival gangs. Mr. Sudler questioned if the name of these alleged gangs was known. He asked if it was the Bloods, noting that he had held a gang forum and they were identified as being here, or if it was First 48, or if there was another new gang. Responding, Captain Spicer stated that he did not know the name of the gangs and the information that was given to him earlier in the afternoon was that it was the East Side against the West Side. He indicated that he was unaware of any other new gangs that were associated. Captain Spicer explained that the Department has a gang intelligence officer and had developed other liaison officers who are on patrol and report to the gang intelligence officer, so information is being shared between the Patrol and Criminal Investigations Units to develop and identify many suspects associated with gangs.

Mr. Sudler asked if the Department was making a lot of arrests in regard to gang members. Responding, Captain Spicer advised that he could confidently state that the Department was making a lot of arrests. He indicated that it is usually gang members that are toting guns and being arrested, and a lot of them are repeat offenders who are also selling drugs or doing some shooting. Captain Spicer stated that the Department frequently sees the same repeat offenders; however, he thought the Department was making a difference.

Mr. Hutchison stated that Captain Spicer could be very proud of what the Dover Police Department does every day, noting that he sees more and more guns being taken off the street. He asked what the Department's relationship is with the Attorney General's Office on the prosecution end, noting that he sees too many cases involving guns with gun charges being dismissed. He questioned if the Department was trying to establish a better working relationship with the Attorney General. In response, Captain Spicer stated that he serves as the court liaison and periodically calls the Attorney General's Office and has conversations with numerous Deputy Attorney Generals. He noted that deals are unfortunately struck for various reasons, as Mr. Hutchison knew, having previously served as Police Chief and having many years in law enforcement. Captain Spicer stated that sometimes gun charges and convictions that officers hope will stick instead fall through. He noted that this is very frustrating to law enforcement officers who are putting their lives on the line and going out and seizing weapons. Captain Spicer advised that they could only hope that there is movement in the right direction and that the Attorney General's Office takes a hard stance on gun violence and possession, noting that otherwise the police are fighting a losing battle. He stated that the Department needs the support of the Attorney General's Office and would continue their conversations with them.

Captain Spicer indicated that in cases where they have a violent offender that needs the extra attention or conviction, the Attorney General's Office tends to listen to the Dover Police Department and their recommendations.

Mr. Hutchison stated that in many cases there would probably be a five-year mandatory jail sentence for gun violations; however, he thought that Delaware law enforcement as a whole needed to step up and work with the Attorney General's Office and share their serious concerns. He stated that gun violence in the City and throughout Delaware continued to be an outrage. Mr. Hutchison indicated that the Dover Police Department does a great job; however, they cannot keep fighting the violence and arresting the same people.

Mr. Neil asked what happens to the weapons when there is a nolle pros and the case is not going to be prosecuted. He questioned whether the weapons are then taken off the street or if they go back to the individual. Responding, Captain Spicer explained that guns are seized unless they are legally possessed; however, most of the time they are stolen or illegally possessed and they may have obliterated serial numbers. He stated that guns are held until the case is adjudicated, whether it is nolle prossed or the individual pleads guilty, and then the guns are destroyed by being melted down by the Dover Police Department.

Mr. Hosfelt asked if the Dover Police Department was using Narcan for heroin overdoses. Responding, Captain Spicer advised that eight (8) officers had been trained to use Narcan or some form of it, noting that he thought there was another such drug. However, he stated that there had just been a recall for that product and he believed that what the Department had in supply was returned to the medical examiner's office. Captain Spicer advised that the drug was not being dispersed properly, through no fault of the Police Department, and the State was in the process of trying to get this fixed. He informed members that there had been several saves as a result of this drug. Captain Spicer expressed his hoped that at some point there would be enough of this drug for every officer to carry it, noting that it was probably just a matter of time before an officer would save somebody's life as a result of an overdose.

Mr. Hosfelt asked if Narcan, or the similar drug, is purchased or obtained through grants. In response, Captain Spicer advised that, so far, the State had supplied the drug to the Police Department.

Mr. Keller asked if the weapons that officers confiscate included realistic pellet guns, etc. Responding, Captain Spicer stated that he had been speaking of actual, real, working guns and did not count pellet guns. He explained that he had been a detective for over 11 years and approximately half of the robberies that he handled involved real guns and half pellet guns, noting that today they can be doctored up and they all look real. Captain Spicer estimated that pellet or BB guns are used in about half of the crimes.

Mr. Keller recalled from a previous report that a nucleus of approximately 100 individuals were repeat offenders. Responding, Captain Spicer offered to look into this and report back at a later date.

Mr. Shelton asked if the gang activity referred to included school-aged individuals and what the average age was. In response, Captain Spicer advised that gang members range from 12 or 13 years of age up to the late twenties, and sometimes older. He noted that sometimes gang members eventually escape gangs in their adulthood, but sometimes they stay in the gangs until they are arrested or put away. Captain Spicer indicated that the Department had seen some very young and some middle-aged gang members who could not get out of gangs.

Mr. Shelton asked if gangs had been seen in Dover High School or if there was a relationship there. Responding, Captain Spicer stated that he had a recent conversation with the School Resource Officer and some of the First 48 gang members that attended that school had been removed. He indicated that the atmosphere and climate there for students was much better this year and he did not believe there had been any incidents at all. Mr. Shelton advised that a friend of his at Dover High had told him the previous day that after Christmas last year and a whole group of gang members had been removed from his classroom, so it seemed that something was being done to help the situation.

Mayor Christiansen stated that the Dover Police Department was addressing the gang issue through the Gang Resistance Education And Training (GREAT) Program, which tries to capture middle school aged students before they get involved in gangs. He explained that, in addition to the Narcan program, the Angel Program was instituted earlier this year and was beginning to change the focus of drug addiction. Mayor Christiansen advised that, through the Angel Program, individuals have the opportunity to turn themselves in to the Dover Police Department, not for adjudication or arrest, but for treatment. He stated that this, along with other programs, had actively taken people off the street and would ultimately be the solution to the problem.

Responding to Mr. Keller's previous question regarding repeat offenders, Mayor Christiansen noted that he is a member of the Council on Police Training (COPT), appointed by the Governor, and the most recent figure provided in a report to its members last spring was that 70% of those taken off the street are repeat offenders. Mayor Christiansen stated that there is a tepid attitude in the Attorney General's Office, noting that he was not being critical because he thought they were understaffed and had to do what they had to do. He indicated that this results in a lot of these people being turned around and back on the street.

In response to Mr. Hosfelt, Captain Spicer reiterated that there were 36 shootings and two (2) homicides this year. He noted that one (1) of the homicide cases was a home invasion case in the area of Loockerman and Queen Streets where a roommate accidentally shot another roommate, so it was not coded as a homicide but was more

of a manslaughter case. Captain Spicer advised that the other homicide case was in Capital Green.

Mr. Hosfelt noted that the frightening part was that the 36 shootings could have been 36 homicides if someone had shot better.

**Request for Four-Way Stop Sign - Wyoming Avenue and Westview Terrace**

During the Council Committee of the Whole/Legislative, Finance, and Administration Committee meeting of September 27, 2016, members considered a Request for a Four-Way Stop Sign - Wyoming Avenue and Westview Terrace and deferred the whole matter for one (1) month pending the completion of the flashing lights to better collect the information for the speed determination.

Mr. Scott Koenig, City Manager, advised that the Dover Police Department conducted an additional speed survey from October 17, 2016 through October 24, 2016, as requested. He stated that this speed survey was completed after speed monitoring signs were repaired and placed back into operational status. Mr. Koenig indicated that the October survey recorded 20,566 vehicles, 2,124 of which were over the 15 miles per hour (m.p.h.) stopping threshold. He stated that the average speed during this survey was 29.3 m.p.h. Mr. Koenig advised that the original survey had an average speed of 31.2 m.p.h., and the speed monitoring signs reduced the average speed by 1.9 m.p.h. He advised that a second petition had been received indicating that the residents in this neighborhood would not like the four-way stop.

Mr. Koenig stated that staff's recommendation was whatever was decided in the chamber. He advised that staff was prepared to install the four-way stop if approved. Mr. Koenig reminded members that this road was scheduled for repaving as part of the FY17 Street Program. Since this work would not occur until springtime, Mr. Koenig stated that if a stop condition was installed in late fall or early winter, the pavement would be milled up in the spring and a more permanent marking for the stop sign would be placed after the road is paved. He stated that staff was also working on a striping plan for Wyoming Avenue from Governors Avenue to New Burton Road that would address some of the concerns raised, such as putting in a double center yellow line, edge striping, and additional cross-walking to give it more of an avenue effect; however, that work would probably not be done until after the road is paved. Mr. Koenig indicated that the full striping of the road would probably not be done until April or May of 2017. He reiterated that staff was prepared to make whatever adjustments come out of the full Council vote.

Mr. Hosfelt reiterated that two (2) speed surveys had been done. He reminded members that during the Safety Advisory and Transportation Committee meeting of September 27, 2016 they considered a petition with 20 signatures in favor of placing the stop sign. Mr. Hosfelt stated his understanding that, since that time, the neighborhood had met as a group at least twice and there were at least 18 people in attendance from various streets in the neighborhood on at least one occasion.

Mr. Hosfelt explained that on or about November 21, 2016 another petition was submitted with approximately 60 signatures in opposition to the stop sign. He stated that an email was received on November 29, 2016 from Mrs. Jean Taylor, on behalf of the Taylor family, regarding the four-way stop sign.

Mr. Hare stated that he had done some research and talked to different people who drive the street and noted that approximately 3,000 cars go up and down the street each day, which he compared to Mifflin Road, Bicentennial Boulevard, and Independence Boulevard that are approximately the same length, half a mile. He advised that he was told that striping was a big help in slowing cars down on Independence Boulevard, noting that there were also two (2) stop signs there, and also two (2) stop signs on Bicentennial Boulevard. Mr. Hare stated that Kesselring Avenue has four (4) stop signs and Dover Street, which is 0.2 miles in length and cuts through from New Burton Road to Governors Avenue, has two (2) stop signs. He explained that everything he found when researching this on the internet indicated that stop signs do not cure speeding; however, he stated that they do not hurt it either. Mr. Hare stated that, having the flashing signs fixed, maybe having the 25 m.p.h. speed limit sign above the flashing sign would be a benefit. In regard to the speed study that was recently done, he stated that members needed to be aware that a tractor-trailer had broken down at the location of the speed study for a day-and-a-half and Comcast had the street blocked; therefore, cars were backed up and there was only one way through. Mr. Hare expressed his belief that those occurrences kind of skewed the study a little bit.

Mr. Hare stated that there was a recognized speed problem and even with one lane at a time, 45% of the cars were traveling over 30 m.p.h., noting that the speed limit was 25 m.p.h. He indicated that this was the only City street that he was able to find that does not have at least a stop sign for a four-way intersection. Mr. Hare noted that Mifflin Road is the same length and does not have a stop sign but has a roundabout. He advised that when he asked some people who traverse Wyoming Avenue why they do so, they indicated that they consider it to be a bypass because they can get through without having to stop until they get to Governors Avenue, and they have to stop everyplace else. Mr. Hare stated that a stop sign there might cut down on traffic, noting that 3,000 cars per day is a lot of cars. He indicated that the road would be repaved in the spring and striping could be put in. Mr. Hare indicated that some suggestions were made at the neighborhood meeting held at the home of Mr. Anthony DePrima about medians, curb extensions, and mini traffic circles, which Mr. Hare stated were good ideas and might work if they could be implemented. He advised that if the speeds were reduced, the signs could come down. Mr. Hare indicated that he was hearing that the people on Wyoming Avenue look at the stop sign as something that will make them feel safer, and those who do not live on Wyoming Avenue look at it as a nuisance. He stated that he preferred to err on the side of caution and support the stop sign so they do feel a little safer, noting that he had talked to a few of them and they did not have a problem if the signs come down if the road is repaved and striped. Mr. Hare noted that a few other things could

be done and that there were 37 homes, a business, and a church and school on the street and, with that in mind, he was in favor of the stop sign.

Mrs. Debbie Grinstead, 320 Wyoming Avenue, stated that she lives at that address with her husband Alan. She thanked Mr. Hare for doing homework about the streets and finding out what had been going on. She indicated that it was mind-boggling to her that everyone was here again discussing a stop sign on a street that obviously needs it, where over 3,000 cars a day were going down it. She stated that she had heard people say that if those living on Wyoming Avenue do not like it, they should not be living on Wyoming Avenue. Mrs. Grinstead explained that they moved to their neighborhood almost 15 years ago, and at that time there was one (1) child on that street who lived next door and was 15 years old. She indicated that speeding and traffic did not seem to be as much of a problem then, and she stated that if they were looking at the house now, they probably would not move there because of the traffic. Mrs. Grinstead advised that now there are eight (8) school children under the age of 11 living in the first seven (7) houses going down the street from Governors Avenue toward New Burton Road on the left side. She stated that this did not include grandchildren or other children that visit, noting that she and her husband have three (3) grandchildren who come regularly. Mrs. Grinstead indicated that the kids in the neighborhood needed to be protected, noting that there are bus stops on the road. She indicated that it is a nuisance for her to try to get out of her driveway; however, she did not care about it being a nuisance, she cared about a kid being hit. Mrs. Grinstead stated that if stop signs were put up, it would not be so convenient to go down Wyoming Avenue and maybe some traffic would be diverted other ways, which in turn would lower some of the speeds, and there would be other natural occurrences because there is a stop sign on the road. She stated that hers was the only street in the City that does not have a stop sign and was sorry if it was a nuisance for other people to have to stop; however, if Council made the decision to go a different route and one of the kids was hit or killed, Council would have to live with their decision.

Mrs. Grinstead advised that she had heard taxpayer dollars and a roundabout mentioned in the same conversation during the last meeting, and she found it hard to believe that a roundabout would cost less than a stop sign. She stated that all they had asked was to give the stop sign a try. Mrs. Grinstead expressed her understanding that Mr. DePrima's new petition had more signatures than the first petition, noting that the first petition went just to the people who were immediately affected and the initiator of the petition did not go further out into the neighborhoods. She questioned if the people that the petition went to were told everything and that there were over 3,000 cars per day. Mrs. Grinstead stated that she saw a copy of the petition earlier in the afternoon and the only person on the petition who lived on Wyoming Avenue and was immediately affected every day, with their kids, grandchildren, and pets, was Mr. DePrima's mother. She stated that she kept hearing about average speed, noting that average speed does not kill a child. Mrs. Grinstead indicated that, from her investigation, if people are going down the road at 25 m.p.h., a child has a chance to survive; however, it is the one driver who is going between

50 and 70 m.p.h. and not the average speed that is going to hurt the child. Mrs. Grinstead asked members to think about the safety issue.

Mr. Richard Cook, 516 Wyoming Avenue, stated that he had lived at that address for 29 years. He informed members that a tractor-trailer had jack-knifed at the corner of Janeka Lane and Wyoming Avenue directly on top of where the speed study censors went across the street on the afternoon of October 18, 2016 in the middle of the study. He indicated that traffic was blocked, a police cruiser was there the whole afternoon, and the tractor-trailer did not move until 5:00 p.m. after maintenance was done on it. Mr. Cook advised that a Verizon crew, not Comcast, was out there the next day with a flagger, and traffic was routed to one lane all day. He stated that approximately 21% of the speed study was affected during the high traffic hours.

Mr. Cook indicated that he agreed with Councilman Hare, stating that 45% of the traffic that went down Wyoming Avenue during the speed study was going over 30 m.p.h. He stated that there were a number of cars going 50, 60, and between 70 and 75 m.p.h., and someone went 93 m.p.h. Mr. Cook advised that he could not think of another street in the City of Dover where someone could travel 93 m.p.h. and feel that they were okay and safe, even if it was an emergency vehicle. He noted that Wyoming Avenue is significantly different than other nestled little streets inside communities. Mr. Cook stated that this had to be taken into consideration when talking about public safety and there should be no question about it being a public safety issue. He stated that he was for whatever it takes for City Council to correct the problem, noting that he was not locked onto one (1) particular issue or method to fix it, but members could not ignore it. Mr. Cook advised that something would eventually happen because people just act that way. He thanked Mr. DePrima and Mr. Taylor for hosting the meetings previously referenced, which he stated was very nice and gracious, and he appreciated it very much.

Mrs. Sharon Cook, 516 Wyoming Avenue, stated that a large number of people had signed the petition stating that the stop sign is a nuisance or inconvenience, noting that this may be so. She indicated that many of those people stated that the speed limit should be raised, and some of them at the meetings thought that 25 m.p.h. was way too slow for the street. She estimated that half of the citizens of Dover would agree if they were asked to sign a petition about a stop sign; however, the reason for it is not inconvenience but safety. Mrs. Cook reiterated that drivers were routinely going well over 35 m.p.h., 50 m.p.h. or more, so her grandchildren and children cannot play in the front yard, so they are on the sidewalks. She indicated that stop sign studies say that people speed up after they stop; however, if they are already going 50, 60, or 70 m.p.h. and have to stop, they can hardly speed up too much more halfway down the street. Mrs. Cook advised that they were all for traffic calming things; however, after listening to the engineer from Wilmington, she thought that anything like roundabouts or bump-outs would be a couple hundred thousand dollars, and a stop sign would be a cheap, efficient way to fix the problem.

Barbara Shefferson, 21 Stewart Court, New Sherwood, stated that she does not live on Wyoming Avenue but goes up and down it three (3) to five (5) times every week in the morning, and cars go very fast there. She noted that people had passed her on Wyoming Avenue several times. Mrs. Shefferson expressed concern about the children there with the buses, stating that the kids are up and down off the curb and texting, with cars going back and forth. She stated that one of these children was going to get hit and that she thought a stop sign was needed.

Mr. Raymond Hebert, 515 Wyoming Avenue, stated that he wished to second what Mr. Cook had stated about the speeding problem on Wyoming Avenue. He described an incident that occurred the previous Saturday when he was going home from Holy Cross a little after 6:00 p.m. Mr. Hebert explained that he was getting ready to turn onto Westview Terrace, since his driveway is in the back on a one-way alley, and a gentleman was driving behind him so close to his bumper that he could not see the man's headlights. He indicated that this gentleman passed him and went down Wyoming Avenue at an estimated speed of 50 m.p.h. Mr. Hebert advised that there is a speeding problem, noting that this had been discussed in September. He indicated that he did not care if a turnaround, flashing light, TV cameras, or police officers were put there, but there was a need to take care of the problem. Mr. Hebert stated that the Dover Police Department had a problem on Wyoming Avenue, noting that he had talked to police officers who stated that they give tickets all the time there and that they can sit there for 10 minutes and give out two (2) tickets. He asked members why something could not be done about the problem quickly before someone is hurt, noting that people walk up and down the street every day, including those walking their dogs and kids walking to school.

Mr. Anthony DePrima, 575 Westwood Drive, advised members that two (2) community meetings were held since the last time this matter was considered by the Council Committee of the Whole/Safety Advisory and Transportation Committee. He indicated that 18 people attended the community meetings and, after a lot of good discussion, they came to a final conclusion, noting that Mr. Hare had mentioned some of their suggestions. Mr. DePrima stated that everyone acknowledged that there was a speeding problem on Wyoming Avenue and no one, at least in this group, was saying that speeds should be increased, although this had been mentioned. Referring to Mr. Hare's comments, Mr. DePrima noted that there were no stop signs on Webbs Lane, to his knowledge. Responding, Mr. Hare advised that Webbs Lane is a State road. Responding, Mr. DePrima stated that this did not matter and that a road is a road. He indicated that there is no stop sign at Webbs Lane because the State would never allow a stop sign on that road.

Mr. DePrima informed members that the consensus at the community meetings was to take actions, in lieu of a stop sign, that would actually work. He explained that the studies referenced stated that a stop sign does not work for controlling speed, noting that Wyoming Avenue is 500 feet long and the stop sign would solve speeding for a short distance before and after the sign. Mr. DePrima stated that the stop sign would serve only the very limited number of people that were present tonight, stating

that they think the stop sign would solve the problem but were forgetting the rest of the people on the street, who would not be served. He stated that those who came up with the suggestions thought they would eventually solve the problem for the whole street. Mr. DePrima stated that the flashing lights work and expressed the need to keep them working. He expressed the need to keep enforcing the speed limits, do the striping, and then revisit the issue and if there was still a problem after re-striping, other traffic calming measures should be considered. He indicated that this was the solution rather than stop signs, which would increase speeding between the light and the stop signs. Mr. DePrima stated that the stop sign would not be abided by, noting that he had provided two (2) studies, one (1) that showed that stop signs do not help and actually increase speeding, and one (1) that indicated that nuisance stop signs are not listened to and people roll through them.

Mr. DePrima advised that he did not appreciate the child card being played. He stated that he had been looking for kids and was not seeing them on the street, although he was not saying that they were not there. Mr. DePrima indicated that responsible parents do not let their young children play in front of the street when they live on Wyoming Avenue. He advised members that a doctor, a school nurse, a nurse, several teachers, and parents of little children were at the meeting at his house, and nobody would be signing off on the petition if any of them thought there was a danger to children. Mr. DePrima stated that he thought it unfair to play the child card, which could be played on any street in Dover, including Webb's Lane or Mifflin Road, which both have a speed limit of 35 m.p.h. He indicated that no one had mentioned that there are no stop signs on Walker Road, which has a speed limit of 30 m.p.h. In regard to the statistics on speeding, Mr. DePrima acknowledged there was an issue with the truck; however, he stated that the reality was that in the last study 90% of the people were going less than 35 m.p.h., and the bulk of the people were going between 30 and 35 m.p.h. He stated that 35 m.p.h. was what people are allowed to drive on Webbs Lane and Mifflin Road and was not an unsafe speed.

Mr. DePrima expressed that he would have liked for the email from the Taylor's to be read. He noted that Mr. Ralph Taylor had been at the community meeting, had spoken during the Committee meeting of September 27, 2016, was a former traffic officer, and had been in favor of the stop sign. Mr. DePrima stated that Mr. Taylor's wife, Mrs. Jean Taylor, did a lot of research and learned that stop signs do not work, would not make the road safer, and would be a nuisance because people would be asked to stop every time they go down the road, and it would serve no purpose, other than maybe for a limited number of people. Mr. DePrima stated that the people on Wyoming Avenue do not own the road and are no more or less safe than anybody else driving on that road. He explained that for many of the people in his subdivision and the other subdivisions, every time they leave their driveway they end up either crossing or going onto Wyoming Avenue, and that their voices count as much as anybody's voices. Mr. DePrima stated that they were able to get 63 people to sign the petition stating that they do not want the stop sign in very short order and could have gotten many more, explaining that several people just visited the homes that were immediately around them.

Mr. DePrima noted that the Delaware uniform traffic control code states that yield or stop signs should not be used for control of speeding and that once a decision has been made to control an intersection, the decision regarding the appropriate roadway control should be based on engineering judgment. He advised that, in most cases, the roadway carrying the lowest volume of road should have the control, and yield or stop signs should not be installed on the higher volume roadway unless justified by an engineering study, noting that there was no engineering study in this instance. Mr. DePrima indicated that a multiple four-way stop control is used when the volume of traffic on the intersecting roads is approximately equal, and they are not approximately equal in this case. He noted that there are very definite guidelines on when a four-way stop is put in, and this stop sign would not meet that code or the law. He reiterated that this is a nuisance stop sign that would not solve the problem; however, traffic calming would. Mr. DePrima expressed the hope that City Council would realize that they were not doing anybody good by putting in a false sense of safety when it does not make anything safer. He stated that what would make this safer is traffic calming and striping after the road is paved.

Mr. Jeramie Forbes, 524 Westwood Road, advised that the West Dover Connector would be complete in the spring, and everybody expected that this would reduce the traffic that goes down Wyoming Avenue. He indicated that this would have a big impact on the number of people using Wyoming Avenue as a pass-through. Mr. Forbes noted that, as Mr. DePrima previously indicated, everything he has read about stop signs states that they are not going to slow anybody down. He explained that the stop signs would probably infuriate the people who are currently using the road as a pass-through, because they would see the stop sign as a sudden obstruction of their easy way to get where they are going. Mr. Forbes indicated that he had lived in a neighborhood where they installed a similar stop sign and that was what happened. He explained that people begin to see it as an obstruction and get irritated with it, and it actually causes more problems than it is worth. Mr. Forbes stated that he bikes across the road with his five-year-old son and has no problem crossing safely. He noted that he also runs across the road two (2) or three (3) times in a single run. Mr. Forbes stated that he had never had trouble crossing the street by himself or with his five-year-old son on his bike; therefore, the kid card did not count to him. He indicated that his wife walks their kids to school along that street, and is in control of their children when doing so. Mr. Forbes stated that he thought that responsible parents can take the measures that are required to keep their kids safe from the traffic.

Mr. Hosfelt read the email from Mrs. Jean Taylor, on behalf of the Taylor family.

Mr. Hare stated that he did not disagree with what Mr. DePrima had said, noting that Mr. Hare had stated in his remarks that stop signs are not totally the answer. He indicated that it would upset people, and maybe they would start going a different direction and there would not be 3,000 cars on this road. Mr. Hare suggested that, since the road would not be paved until the spring, this might be a good time to put the stop signs up on a trial basis, put the 25 m.p.h. signs above the flashing sign, and

do some more traffic studies to see if it does affect the speed. He indicated that it may or may not have an effect and by then it would be known. Mr. Hare stated that when the repaving starts, the signs may have to come down anyway, and then the City could go to the other options. He reiterated that everything he had found indicated that a stop sign alone is not the answer; however, he stated that it was worth trying. Mr. Hare advised that there were only 13 houses on Independence Boulevard, 37 on Wyoming Avenue, and 46 on Mifflin Road and noted that the roundabout on Mifflin Road splits the road right about down the middle. He stated that he thought the stop sign would be worth it, even on a trial basis. Mr. Hare noted that perhaps two (2) or three (3) weeks after the signs are up, another speed study could be done for 10 days, noting that there would be a little inconvenience to see if the problem could be solved, and in the spring it could be addressed with other options if the speed is still an issue.

Mr. Sudler thanked both parties for coming to express how they feel. He stated that he is big on research, the ordinance, and guidelines, noting that he heard and understood that something needed to be done. Mr. Sudler advised that he was also looking at what the code had said in regard to speed reduction, and that yield and stop signs were not effective tools for reducing speed or the flow of traffic. He stated that he was in favor of radar, speed signs, traffic lines, indicators, and flashing lights. Mr. Sudler indicated that he was not totally against doing a stop sign temporarily on a trial basis as Councilman Hare had suggested; however, the code had already stated that this would not be effective and, from what Mr. DePrima had said, it would serve only a certain group of individuals in that area. Mr. Sudler stated that he would like to see something done for the entire road, as Mr. DePrima had voiced, and expressed the hope of coming up with a compromise. Mr. Sudler advised that he did not see an issue with a trial stop sign, which would cost something but not as much as other measures, and that it would only be until April or May. Mr. Hare noted that it may only be until March if there is a warm spring. Mr. Sudler stated that the sign could come down or stay up, depending on the study.

Mr. Neil asked if stop signs could be put up before the streets are redone. Responding, Mr. Koenig stated that signs could be put up two (2) weeks after final Council action, explaining that staff was prepared to put the signs up several months ago.

Mr. Neil expressed his hope that nobody in this particular area proposed to start pulling signs from Queen Street or Governors Avenue, stating that one cannot go down there without a problem. He questioned if members wanted to do something for the people who are basically affected, live on that street, and had testified and signed the first petition to give them immediate relief now, and then find out after the streets are redone and painted whether that will do it. Mr. Neil noted that he had sat in, along with Mr. Hosfelt, on discussions regarding street calming for a series of streets, including Independence Boulevard and North State Street. He advised that he thought that putting the stop signs in would at least give relief, whether it is just moral relief, and that the people who signed that petition initially deserve that right

to have those stop signs put in. He stated that the stop signs on Queen Street or Governors Avenue may be an inconvenience; however, this is the law, and this is what he thought should be done. With due respect to the fact that stop signs do not work and the City is loaded with stop signs for various reasons, Mr. Neil stated that he thought members owed it to the people on the street to allow what they desire at this particular point because it could be changed. Mr. Neil expressed the need to adapt, stating that he would rather err on the side of the safety for the people who live on that street and who asked for help.

Mr. Hutchison stated that it was important to keep in mind that Wyoming Avenue is very different than most streets in the City because it is 42 feet wide, and when turning off Governors Avenue on Wyoming it is possible to see all the way down to New Burton Road. He indicated that he drives down Wyoming Avenue a lot, noting that you have to focus on keeping the speed limit down. Based on his 25 years in law enforcement, Mr. Hutchison guaranteed that stop signs would work, and someone would be getting tickets if they do not work. He stated that if stop signs were put up, alternatives could be sought and perhaps something better would come up. Mr. Hutchison stated that members have a responsibility to do something.

Mr. Hare moved to recommend the installation of two (2) stop signs at the intersection of Wyoming Avenue and Westview Terrace, to place 25 m.p.h. speed limit signs above the flashing lights, and to revisit this matter in March, just before the City starts repaving, so members can possibly layout a street layout plan for softening the street. The motion was seconded by Neil.

Mr. Sudler stated that he was going to support the motion based on the fact that it would be a temporary fix that will be reviewed, in lieu of an actual fix, because he believed that when people need some type of relief, this relief needs to be addressed and granted. He noted that he does not always agree on what the relief should be; however, this would be a good start for a compromise. Mr. Sudler stated that if this did not work, it would only be three (3) to five (5) months before it is revisited and there would be an opportunity to come back and come up with a plan together that will work. He indicated that something needed to be done and he had not heard about anything other than the re-striping, which he did not think would be done tomorrow. Mr. Sudler indicated that the stop sign was something that could be done tomorrow that would bring a sort of relief and he would support it as a temporary fix and not a total solution, unless research and statistics showed that this is just as effective as the other alternatives that they are looking to implement in the near future.

The Committee recommended the installation of two (2) stop signs at the intersection of Wyoming Avenue and Westview Terrace, to place 25 m.p.h. speed limit signs above the flashing lights, and to revisit this matter in March, just before the City starts repaving, so members can possibly layout a street layout plan for softening the street.

*(City Clerk's Office Note: This item was deleted from the Council agenda at the request of Mr. Hosfelt because it required more scrutiny and research on behalf of the Safety Advisory and Transportation Committee.)*

**Quarterly Update - Bicycle/Pedestrian Subcommittee**

Mr. Scott Koenig, City Manager, stated that the Bicycle/Pedestrian Subcommittee had been active and were working on ways to improve the bicycle and pedestrian flow throughout the City. He stated that the Delaware Department of Transportation (DelDOT) had been very active with the Capital City Trail, and a number of these citizens were contributing to improvements all over the City, from working with DelDOT to work on City streets. Mr. Koenig indicated that staff was seeing a big increase in requests for striping, crosswalks, shared bike lanes, etc., which was part of the work that the Subcommittee does.

## UTILITY COMMITTEE

The Utility Committee met with Chairman Cole presiding.

**Municipal Separate Storm Sewer System (MS4) Inventory and Inspection Proposal**

Mr. Scott Koenig, City Manager, advised members that on August 28, 2003, the City of Dover was issued a National Pollutant Discharge Elimination System (NPDES) State permit from the Delaware Department of Natural Resources and Environmental Control (DNREC). He explained that the City is required to perform six (6) elements to comply with its Stormwater Management Program. Mr. Koenig stated that one (1) of the elements is illicit discharge detection and elimination, which includes keeping a storm sewer map active, accurate, and current.

Mr. Koenig indicated that the proposal from KCI Technologies includes mapping the City's MS4, locating and inspecting stormwater point structures (inlets, outfalls, junction boxes, and manholes), stormwater linear structures (pipes and ditches), and stormwater polygonal structures or best management practices (BMPs), which represent the stormwater ponds. He stated that each asset will be inspected for structural integrity, and the end product will include a web-based map viewer of all the infrastructure and the ability to input and store information and future inspection data on each structure. Mr. Koenig advised that this proposal would satisfy the above referenced element of the Stormwater Management Program. He noted that the City currently has a map of the existing structures that collect, convey, and discharge stormwater; however, it is not 100% accurate and structural integrity inspections had not been performed to date.

Mr. Koenig stated that KCI Technologies is not a current consultant that is under contract with the City of Dover; however, they are a consultant under contract with the Delaware Department of Transportation (DelDOT). He indicated that the City's Purchasing Policy allows for cooperative purchasing through other government contracts, which is what was being proposed with this project.

Mr. Koenig explained that this work was budgeted for in the FY 17 Operating Budget, specifically within the Department of Public Works, Streets Division, and the entire project was proposed over a five-year term, which equates to $329,740 or $65,948 per year.

For additional reference, Mr. Koenig advised that the City had major struggles with maintaining compliance with this permit and was under a conciliatory order from the Department of Natural Resources and Environmental Control (DNREC) to become fully compliant with its permits. He stated that the proposed expense was a budgeted expense for FY 17 and would have to be rebudgeted as the FY 18 budget is built. He indicated that this is an ongoing, very labor- and information-intensive permit, noting that it is not good enough for staff to simply map the system once, they must map, inventory, and inspect the system and then demonstrate that they have done all of these activities in an annual report to the State to comply with the permit requirements.

Mr. Koenig explained that the MS4 Inventory and Inspection Proposal was only one (1) component of the overall program, noting that additional projects, including public outreach, must also happen. He noted that several years ago, the City hired Mr. Randy Cole, Environmental Scientist, who laid out a program to help get the City into compliance with the permit requirements. Mr. Koenig advised that Mr. Cole had come from the Delaware Department of Transportation (DelDOT) and noted that one of the benefits of this program is that it creates a cooperative relationship with DelDOT, who is also an MS4 permittee. He stated that the program also helps staff to standardize some of the information gathering and reporting.

Mr. Koenig stated that the City has roughly 105 or 110 miles of streets, but there are an additional 55 or 60 miles of State-owned streets in the City, and some of the old agreements include language that obligates the City to maintain and inspect some of the stormwater infrastructure on these roads. He noted that, in some cases, DelDOT had gone out and inventoried certain structures, such as U.S. Route 13 and some of the other roads.

Mr. Koenig stated that using the same consultant as DelDOT would allow staff, in some cases, to merge data and tie the systems together through the web-based viewer, and give staff a better picture of what is happening. He noted that this was not something that could be accomplished in-house. Mr. Koenig advised that the proposal indicates that KCI has a division dedicated to this type of work that includes field personnel, scientists, and engineers, who can go out and provide a standard inspection. He explained that the City had previously inspected structures using field crews and, as crews changed, the standard sometimes varied in the information coming back. Mr. Koenig advised that it is important that the City reports consistent information so that it matches up when final reports are given to the State, noting that this is also important for the City's asset management system. He stated that the proposal would be an expansion of what is currently being done regarding the MS4

permit to demonstrate compliance. Mr. Koenig indicated that this work needed to occur, reiterating that it was budgeted.

Mr. Koenig stated that he fully supported staff's recommendation to authorize the five (5) year proposal with KCI Technologies, in the amount of $329,740, initiating with $65,948 in FY 17.

Referring to page 7 of the Cost Estimate submitted by KCI Technologies, dated October 21, 2016, Ms. Arndt noted that the consultant recommended that additional work be done concurrently for illicit discharge detection and elimination. Responding, Mr. Koenig stated that staff did not recommend that proposal at this time, explaining that the recommendation was for the first component of the project and the rest would have to be picked up at a later date or when doing some other proposal. In response to Mr. Neil's question regarding whether that recommendation was due to budgetary considerations, Mr. Koenig noted that $136,000 was remaining in the budget for FY 17, so he thought that it was more program related than budget related; however, he stated that he would provide members with the information.

Mr. Blakeman requested clarification regarding the specific meaning of illicit discharge. In response, Mr. Koenig explained that illicit discharge means things like dumping motor oil into the storm sewer system, as well as mowing grass and blowing it into the storm sewer where it enters the storm sewer system. He indicated that illicit discharge would also include things like dirt from a construction site and glass, debris, and fluid from a car accident. Mr. Koenig stated that it can be argued that all things entering the storm system that are not stormwater are illicit discharges. He stated that, in some cases, the City has storm drains that were tied into the sanitary system, which is not an illicit discharge, but is a problem in the sanitary system. Mr. Koenig explained that, on occasion, staff had run into problems where sanitary laterals were tied into the storm sewer system, and that is an illicit discharge. He noted that the term illicit discharge has a wide range of meanings but in very simple terms is anything other than stormwater entering into the storm sewer system.

The Committee recommended authorizing the five (5) year proposal with KCI Technologies, in the amount of $329,740, initiating with $65,948 in FY 17, as recommended by staff.

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

## LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee met with Chairman Hare presiding.

**North Street Sidewalk Improvements - New Project - DelDOT Transportation Alternatives Project**

Mr. Scott Koenig, City Manager, advised members that several years ago the Downtown Dover Partnership (DDP) initiated a Transportation Enhancement Project request for pedestrian improvements on North Street from Governors Avenue to Queen Street. He noted that the project encompasses the area adjacent to the cemetery next to the museums and the area where the old federal building was converted to the Johnson Victrola Museum. Mr. Koenig stated that, when initially developed, the project was intended to help expand the downtown streetscape into other parts of the downtown to improve pedestrian flow. He indicated that this was, in essence, a sidewalk project, and because the project is just under $1M, it qualifies as a Delaware Department of Transportation (DelDOT) Transportation Enhancement Project.

Mr. Koenig stated that the project was accepted by DelDOT, and the City of Dover was required to act as the municipal sponsor and project partner for the work. He indicated that the project would improve the sidewalk, American Disabilities Act (ADA) accessibility, and street lighting in the corridor, and extend the downtown sidewalk and lighting network into an underserved area of the City. Mr. Koenig advised that the total estimated project cost was $980,000 according to the DelDOT engineers. He stated that this project would require an 80/20 match from the sponsoring local government; therefore, the City's match would be $186,000. Mr. Koenig noted that this payment must be received prior to the award of the construction contract, and staff intended to submit Community Transportation Funding (CTF) requests to area legislators to offset the City's contribution for the improvement. He reiterated that, under this proposal, the City would provide 20% of the funding and the State would pick up 80% on what is a City street, noting that the leveraging of State money is a benefit of using this program. Mr. Koenig stated that emails from Representative Sean Lynn, received earlier this evening, indicated that CTF funding would be acceptable to him. Mr. Koenig noted that Representative Lynn had capped contributions to the City at roughly$120,000, which was not intended to be used solely for this project; however, some of it could be used. He stated that several General Fund projects and equipment purchases were coming in under budget, from which the remaining funds could be transferred to this project to support the required match.

Mr. Koenig reviewed DelDOT's schedule for this project.

Mr. Koenig stated that staff is requesting authorization from City Council to sign the project agreement with DelDOT and begin assembling the required funds for the match. The State has requested that all matching funds be transferred to DelDOT no later than February/March 2017.

Mr. Koenig informed members that he wanted to get a recommendation from the Committee this evening; however, if the Committee was not comfortable with this, he would like the proposal to be sent to Council without a recommendation, so that

this matter does not appear on the Consent Agenda. He advised that this would give the City 13 more days to bring the project closer to full funding or give staff a script for which purchases are coming in under budget. Mr. Koenig stated that this was an opportunity for the City to leverage approximately $800,000 of State money to improve the downtown sidewalk and lighting network for a 20% match. He indicated that if the project does not move forward, the City had already committed to some design costs and would have to reimburse the State between approximately $24,000 and $25,000. Mr. Koenig stated that adjustments would have to be made to the budget to fund the $186,000, noting that if Council authorizes the agreement, there may be flexibility with DelDOT on the schedule to transfer funds. He stated that he thought this was a good project for the City, reiterating that it was initiated through the DDP as a follow-up project to some of the North Street improvements that were authorized in the bond bill several years ago when Mr. Gary Patterson, former member of the DDP Board of Directors, Senator Brian Bushweller, and a few others worked closely with the State and the DDP to fund downtown improvement projects.

Dr. Stewart asked how much funding would be available from equipment purchases that were coming in under budget. Responding, Mr. Koenig estimated that this would be in the $20,000 to $25,000 range. He stated that the City had a very large project related to the Garrison Oak Technical Park and the A-Del Construction Company contract, and A-Del had been delayed and is in a liquidated damages clause; therefore, there may be savings from that project that could be reprogrammed for this project. Mr. Koenig indicated that he did not have the numbers available this evening; therefore, if there were reservations about authorizing the request, he asked that it be sent to Council without a recommendation. He stated that, at the staff level, it was believed that projects and purchases were coming in under budget and this money could be directed to leveraging this project with the State.

Mr. Neil asked if staff had reached out to Senator Bushweller or any of the other congressional members. Responding, Mr. Koenig stated that this had not yet been done but, as previously mentioned, staff would send out a request for CTF. He noted that the reason Representative Lynn had any understanding of the project via email was because he had asked a question earlier today about funding for the Street Program. Mr. Koenig advised that if this project goes forward through the Committee, by the end of the week there would be a request out to legislators for CTF. He stated that the City may obtain $30,000 to $50,000 through CTF, which would potentially reduce the City's exposure to the funding of the project. Mr. Koenig stated his understanding that the money would transfer directly to DelDOT if the legislators actually agree to fund it, rather than having to route it through the City and then back to DelDOT. He advised that the legislators can direct their funding for CTF directly to this project so that it reduces the City's actual payment for the improvement.

The Committee recommended approval of staff's request for authorization from City Council to sign the project agreement with DelDOT and begin assembling the

required funds for the match. The State has requested that all matching funds be transferred to DelDOT no later than February/March 2017.

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

**Draft Comprehensive Annual Financial Report (CAFR)**

Mr. Hare stated that if there were no questions regarding the Draft Comprehensive Annual Financial Report (CAFR), no action was required.

**By consent agenda, Mr. Neil moved for acceptance of the Council Committee of the Whole Report, seconded by Mr. Hutchison and carried by a unanimous roll call vote (Mr. Hutchison absent).** *(City Clerk's Office Note: The Council Committee of the Whole Report was accepted without consideration of the Request for Four-Way Stop Sign - Wyoming Avenue and Westview Terrace. This item was deleted from the Council agenda at the request of Mr. Hosfelt because it required more scrutiny and research on behalf of the Safety Advisory and Transportation Committee.)*

**MONTHLY REPORTS - OCTOBER 2016**

**By motion of Mr. Neil, seconded by Mr. Hosfelt, the following monthly reports were accepted by consent agenda**:

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

**REMOVAL OF THE INFORMATION TECHNOLOGY HIRING FREEZE**

Mr. Scott Koenig, City Manager, reviewed the memorandum dated December 8, 2016 regarding Removal of the Information Technology Hiring Freeze. He stated that during the City Council meeting of August 8, 2016, a motion was unanimously carried that any position that is vacant for more than six (6) months that is not being actively recruited must be vetted through the Legislative, Finance, and Administration Committee. Mr. Koenig noted that the only positions affected by this motion were in the Information Technology (IT) department.

Mr. Koenig stated that the consultant, BarryDunn, who is providing technical assistance to the City of Dover for the Enterprise Resource Planning (ERP) Selection Project, indicated that the City will need IT resources to successfully implement any changes to its systems. In addition, he indicated that the City's Police Department and general government need adequate resources to function properly, and staff needed to move forward with revisions to job descriptions related to the changing needs of the City with respect to IT.

Staff requested authorization to release the vacant IT positions for evaluation and recruitment, including authorization for the City Manager to potentially convert the part-time administrative

position to a full-time position to address internal personnel opportunities. Included in this request was authorization to reclassify positions as the City Manager deemed necessary to prepare for changes to technology, including LAN and software needs. Staff respectfully requested that consideration of this request not be referred to the Legislative, Finance, and Administration Committee since the minutes of the Committee meeting reflected that "the Committee recommended acceptance of the staff's recommendation to reaffirm the authorization to recruit all open positions as the City Manager deems necessary."

Responding to Mr. Hosfelt regarding whether these positions were budgeted, Mr. Koenig stated his recollection that the AS400/System Operator position was budgeted for the full year and the administrative assistant position was budgeted at 29 hours for a full year.

Mr. Slavin advised members that staff recommended authorization to release the vacant Information Technology positions for evaluation and recruitment.

**Mr. Neil moved for approval of staff's recommendation to authorize the vacant Information Technology positions for evaluation and recruitment. The motion was seconded by Mr. Hosfelt and carried by a unanimous roll call vote (Mr. Hutchison absent).**

**ONBOARDING FOR NEW COMMITTEE MEMBERS**

During their Regular meeting of October 11, 2016, the Council Committee of the Whole/Legislative, Finance, and Administration Committee tabled this matter to allow Mrs. Ann Marie Townshend, Director of Planning and Community Development, to conduct research and come back to Council at a future date with her findings.

Mrs. Townshend referred to her memorandum dated December 6, 2016 regarding Onboarding of New Committee Members. She informed members that most of the municipalities in Delaware do not have a formalized onboarding process for their elected bodies or appointed commissions; however, the City of Newark and the Town of Ocean View do. Mrs. Townshend advised that Ocean View focuses on ethics, Freedom of Information Act (FOIA), and procedures and rules for meetings, while Newark provides tours of the facilities and has their department heads meet with newly elected council members and newly appointed commission members. She explained that the information on this topic that she was able to find across the country related primarily to elected bodies; however, a lot of those concepts could cross over from elected to appointed bodies. Mrs. Townshend reviewed three (3) approaches to begin an orientation process, as follows:

1) Creation of a notebook, such as a standard notebook with customized sections depending on the committee or commission. This would include the enabling legislation for the specific committee or commission, the city organization chart, policies and procedures that members need to be aware of, the city's strategic goals and objectives, contact information for key officials, and pages from the budget, at least those on revenues and expenditures.

2) Required training. Mrs. Townshend suggested that this training could be done by in-house staff. She noted that the State has a person who provides ethics training and had done so for other state bodies, and staff could check on this. Mrs. Townshend

advised that this type of training is frequently done by in-house attorneys and noted that in her research she had continually seen open meetings, open records, ethics, and procedures as training topics.

3) Looking for opportunities to provide specific training related to the area of a particular board or commission. Mrs. Townshend noted that the City had been very fortunate in that the University of Delaware offers training to the Planning Commission and the Board of Adjustment. She stated that training on many of the other topics was not as readily available; however, she thought that the University of Delaware had offered training on budgeting that week or the week before, which might be useful for the Legislative, Finance, and Administration Committee in the future. Mrs. Townshend explained that the idea would be to look for those types of training opportunities, but also perhaps to look for opportunities to develop training in-house using the City's own staff and its own attorney for ethics, FOIA, and those types of topics.

Mr. Lewis thanked Mrs. Townshend for conducting the research.

**Mr. Lewis moved for approval of Staff's recommendation, seconded by Mr. Anderson and unanimously carried.**

**APPOINTMENT RECOMMENDED BY COUNCIL PRESIDENT SLAVIN - ECONOMIC DEVELOPMENT COMMITTEE - KISHOR C. SHETH - ONE-YEAR TERM TO EXPIRE MAY 8, 2017**

Council President Slavin recommended the appointment of Mr. Kishor C. Sheth to serve on the Economic Development Committee for a one-year term to expire May 8, 2017.

**By consent agenda, Mr. Neil moved for approval of the appointment of Mr. Sheth as recommended by Council President Slavin. The motion was seconded by Mr. Hosfelt and carried by a unanimous roll call vote.**

**CONFIRMATION OF SPECIAL POLICE PENSION ELECTION - RETIRED CAPTAIN LARRY GRAY (TO FILL THE UNEXPIRED TERM OF RETIRED CORPORAL MARTIN STALLINGS) - TERM TO EXPIRE JANUARY 31, 2018**

The recent resignation of Retired Corporal Martin Stallings left a vacancy on the Police Pension Board. Pursuant to Chapter 62 - Law Enforcement, Article III - Pension Plan, Division 2 - Retirement Committee, Section 62-102(c)(2), notice of an election was given to all plan members. Only one (1) nomination was received, therefore, no election was held. Chief Bernat nominated Retired Captain Larry Gray to fill the unexpired term of Retired Captain Martin Stallings, term to expire on January 31, 2018.

**By consent agenda, Mr. Neil moved for approval of the nomination of Retired Captain Larry Gray to serve on the Police Pension Board to fill the unexpired term of Retired Corporal Martin Stallings, term to expire on January 31, 2018. The motion was seconded by Mr. Hosfelt and carried by unanimous roll call vote.**

**REZONING REQUEST - FIRST READING OF PROPOSED ORDINANCE #2016-29**

A request was received to rezone property located at 301 North Bradford Street, consisting of 11,362.5+/- s.f., owned by Harry O. Meeks, Jr. And Bonnie G. Meeks. The property is currently zoned RG-1 (General Residence) and the proposed zoning is C-1 (Neighborhood Commercial).

Prior to amending the zoning ordinances and zoning map of the City of Dover, a public hearing is required.

**Mr. Hosfelt moved to refer the request to the Planning Commission on January 17, 2017 and set a public hearing for February 13, 2017 at 7:30 p.m. The motion was seconded by Mr. Neil and unanimously carried.**

In accordance with Section 1-9 of the Dover Code, Council acknowledged the First Reading of Proposed Ordinance #2016-29 as read by the City Clerk, by title only, as follows:

> AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED AT 301 NORTH BRADFORD STREET

**REZONING REQUEST - FIRST READING OF PROPOSED ORDINANCE #2016-30**

A request was received to rezone property located at 11-15 North Queen Street, consisting of 9,020+/- s.f., owned by E. Vernon Ingram, Jr. The property is currently zoned RG-1 (General Residence) and the proposed zoning is C-3 (Service Commercial).

Prior to amending the zoning ordinances and zoning map of the City of Dover, a public hearing is required.

Mr. Hosfelt moved to refer the request to the Planning Commission on January 17, 2017 and set a public hearing for February 13, 2017 at 7:30 p.m. The motion was seconded by Mr. Neil.

Mr. Hare asked if this property was currently occupied by Delaware Auto Sales. Responding, Mrs. Ann Marie Townshend, Director of Planning and Community Development, stated that this was a portion of that property. Mr. Hare asked if the parking lot had been marked and paved that way and if this rezoning was routine, estimating that the property had been this way since 1943. Responding, Mrs. Townshend explained that this rezoning was related to the sunsetting of non-conforming uses in residential zones and was routine.

**The motion to refer the request to the Planning Commission on January 17, 2017 and set a public hearing for February 13, 2017 at 7:30 p.m. was unanimously carried.**

In accordance with Section 1-9 of the Dover Code, Council acknowledged the First Reading of Proposed Ordinance #2016-30 as read by the City Clerk, by title only, as follows:

> AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED AT 11-15 NORTH QUEEN STREET

**FINAL READING - PROPOSED ORDINANCE #2016-26 AMENDING CHAPTER 2 - ADMINISTRATION, ARTICLE III - STANDING COUNCIL COMMITTEES**

The First Reading of the Proposed Ordinance was accomplished during the Council Meeting of November 28, 2016. Council President Slavin reminded members of the public that copies of the Proposed Ordinance were available at the entrance of the Council Chambers and on the City's website at www.cityofdover.com under "Government."

**Mr. Neil moved that the Final Reading of the Proposed Ordinance be acknowledged by title only, seconded by Mr. Hare and unanimously carried.**

Mr. Lewis stated that, as he indicated during previous dialect, he could not support this, stating that this may be good for some but it was not good for all. He expressed his hope that one day members could go back to the way they were previously done. Mr. Lewis advised that he had done some research for the record, and this would be the only city that has a committee meeting of the whole, noting that no other cities or towns in the State do.

**By motion of Mr. Neil, seconded by Mr. Hosfelt, Council, by a vote of seven (7) yes (Mr. Anderson, Mr. Sudler, Mr. Neil, Mr. Cole, Mr. Hosfelt, Mr. Hare, and Mr. Slavin, one (1) no (Mr. Lewis), and one (1) absent (Mr. Hutchison), adopted Ordinance #2016-26, as follows:**

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

That Chapter 2 - Administration, Article III - Standing Council Committees of the Dover Code be deleted in its entirety and inserting in lieu thereof the following:

**ARTICLE III. - STANDING COUNCIL COMMITTEES**

**Sec. 2-81. - Committee of the whole.**

(a) *Created*. There is hereby created a committee of the whole as a standing committee. The committee of the whole shall be an advisory body.

(b) *Members*. All members of the city council shall be members of the committee of the whole with the council president serving as chair.

**Sec. 2-82. - Committee of the whole sub-committees.**

(a) *Created*. There are hereby created the following committee of the whole sub-committees:

(1) *Legislative, Finance and Administration Committee*. The legislative, finance, and administration committee shall advise the city council on proposed Charter amendments, ordinances to be adopted or amended, and other legislative matters; and shall advise the city council on financial matters, including the city's budget, assessments, and taxation; and advise the city council on administrative issues,

policy, procedures, and operations of the city. The legislative, finance, and administration committee shall act as an advisory committee to the city council regarding matters relating to the mayor, council, city manager's office, finance department, administrative services, city clerk's office, tax assessor's office, human resources department, central services department, information technology department, election board, pension boards, and any omitted or new departments or committees, and other areas as deemed appropriate.

(2) *Parks, Recreation and Community Enhancement Committee*. The parks, recreation, and community enhancement committee shall advise the city council on parks, playgrounds, open space, and other recreational facilities and programs; shall advise the city council on matters relating to community enhancements by reviewing and commenting on community plans, and recommend appropriate funding for each community improvement project; and shall advise the city council on landscaping and beautification programs and tree preservation requirements, and assist in developing an understanding of the objectives and methods of tree conservation. The parks, recreation, and community enhancement committee shall act as an advisory committee to the city council regarding matters relating to the parks and recreation department, planning department, grounds department, community development, Silver Lake Commission, Greater Dover Arts Council, library commission, and other areas as deemed appropriate, including funding.

(3) *Safety Advisory and Transportation Committee*. The safety advisory and transportation committee shall advise the city council on public safety issues, policies, procedures, and operations relative to emergency operations, and fire and police services. The safety advisory and transportation committee shall act as an advisory committee to the city council regarding matters relating to the police department, fire department, department of inspections, and other areas as deemed appropriate.

(4) *Utility Committee.* The utility committee shall advise the city council on the installation, maintenance, repair, improvement, and relocation of electric, water, sewer, streets, communication utilities and other infrastructures within the city and lawfully extending beyond the city corporate limits; shall advise the city council on the issue of utility consumption rates, suggested code amendments, and condemnation of public rights-of-way; and shall act as an advisory committee to determine and establish utility issues, policies, procedures, and operations relative to electric, water, sewer, communications, etc., including, but not limited to, nonconsumption utility fees, utility extensions, impact fees, and service connection fees. The utility committee shall act as an advisory committee to the city council regarding matters relating to the electric department, and public works department, including water, sewer, and sanitation divisions, and other areas as deemed appropriate.

(b) *Members.* The committee of the whole sub-committees shall be composed of all members of the city council. The council president shall appoint elected city officials to serve as

committee of the whole sub-committee chairpersons. The council president and the sub-committee chairpersons will each appoint one city resident as a sub-committee member. All sub-committee appointments shall be for one-year terms unless sooner removed and are subject to confirmation of a voting majority of the city council.

(c) *Removal.* A member of such sub-committee shall be removable by a three-fourths vote of the city council, excluding any councilmember under consideration, after written notice shall have been given the member being considered for removal, at a reasonable time prior to the proceeding, stating the time, place and date of the removal proceeding.

Secs. 2-83 - 2-200. - Reserved.

**ADOPTED**: DECEMBER 12, 2016

**FINAL READING - PROPOSED ORDINANCE #2016-27 AMENDING CHAPTER 18 - ANIMALS, SECTION 18-4 - RUNNING AT-LARGE, SECTION 18-5 - DOG LICENSES REQUIRED, AND SECTION 18-10 - SAME-SEIZURE AND IMPOUNDMENT, AND APPENDIX F - FEES AND FINES**

The First Reading of the Proposed Ordinance was accomplished during the Council Meeting of November 28, 2016. Council President Slavin reminded members of the public that copies of the Proposed Ordinance were available at the entrance of the Council Chambers and on the City's website at www.cityofdover.com under "Government."

**Mr. Neil moved that the Final Reading of the Proposed Ordinance be acknowledged by title only, seconded by Mr. Hare and unanimously carried.**

Mr. Slavin advised that during the Council meeting of November 28, 2016, the Proposed Ordinance was amended to include language referencing an animal acting in a vicious capacity toward the public or to the officer, with the exact language to be brought forward, and this language had been included in lines #10 and #11 of the Proposed Ordinance.

Responding to Mr. Sudler, Deputy Police Chief Marvin Mailey stated that he had not heard any input from the community regarding this ordinance.

**By motion of Mr. Lewis, seconded by Mr. Neil, Council, by a unanimous roll call vote (Mr. Hutchison absent), adopted Ordinance #2016-27, as follows:**

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

That Chapter 18 - Animals, Section 18-4 - Running At-Large, of the Dover Code be amended to read as follows:

**Sec. 18-4. - Running at-large.**

(a) *Unlawful*. It shall be unlawful for any person to permit any dog to run at-large.

(b) *Duties of police and animal control officer*. It shall be the duty of every police officer and animal control officer to apprehend any dog found running at-large contrary to the provisions of this section and to impound it. If the dog is acting in a vicious capacity and attacks the officer or others, the officer may destroy the dog. Such person shall make a record of the breed, color and sex of the dog and the number of its license tag, if any. A compilation of the records of all dogs caught and impounded shall be maintained at the police headquarters station.

(c) *Authority of citizens*. Any citizen of the city may take up any animal found running at-large and deliver it to an animal control officer or police officer, or other authorized person, to be impounded.

(d) *Notice to owner*. It shall be the duty of the animal control officer or police officer or other person taking or impounding any animal to notify the owner, if known, within a reasonable time, either personally or by a written notice left at his usual place of abode or, if unknown, by five or more written or printed notices posted in public places within the city.

(e) Any person convicted of a violation of this section shall pay a fine as provided for in Appendix F-Fees and Fines.

(Code 1981, § 4-4; Ord. of 8-28-1995; Ord. No. 2009-09, 6-22-2009)

**BE IT FURTHER ORDAINED:**

That Chapter 18 - Animals, Section 18-5 - Dog licenses required, of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

**Sec. 18-5. - Dog licenses required.**

(a) *Generally*. The owner or lawful possessor of any dog shall obtain a license for his dog pursuant to 16 Del. C. § 3042F, and any owner or possessor who shall fail to comply with the provision of the laws of the state shall pay a fine as provided for in Appendix F-Fees and Fines.

(b) Enforcement. The provisions of this section may be enforced by any police officer or by any person designated to act as an animal control officer.

(Code 1981, § 4-4.1; Ord. of 8-28-1995; Ord. No. 2009-09, 6-22-2009)

**BE IT FURTHER ORDAINED:**

That Chapter 18 - Animals, Section 18-10 - Same - Seizure and Impoundment, of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

**Sec. 18-10. - Same-Seizure and impoundment.**

(a) *Person bitten*. When a person has been bitten by a vicious dog or animal, the person, or parent, guardian or person standing in loco parentis of the person, and the person owning the animal or in control or possession of the animal shall notify the city police department immediately and give the name and address of the person bitten and the owner of the animal, along with a description of the animal. All animals that bite a person shall be immediately confined for ten days in a city-approved animal shelter or veterinary facility, at the expense of the owner.

(b) *Confinement*. If the owner of a dog or cat that has bitten a person can provide proof of a currently valid rabies vaccination, that dog or cat may be quarantined on the premises of the owner or custodian.

(c) *Impoundment if not confined*. Any dangerous or vicious animal may be impounded by an animal control officer or police officer to protect the public safety. Said impoundment will be in a city-approved animal shelter or veterinary facility at the owner's expense. No dangerous or vicious animal will be returned to the owner unless said animal is confined by the owner within a building or secured enclosure and shall be securely muzzled or caged whenever off the premises of its owner. Every person harboring a vicious animal, vicious dog or a wild animal is charged with an affirmative duty to confine said animal in such a way that the public does not have access to such animal.

(Code 1981, § 4-9; Ord. of 8-28-1995)

State Law reference- Similar provisions, 16 Del C. §3073F.

**BE IT FURTHER ORDAINED:**

That Appendix F - Fees and Fines, Chapter 18 - Animals, Section 18-5 - Dog licenses required; for each violations be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

| | |
|---|---|
| Sec. 18-5. Dog licenses required; for each violation | First offense - Not less than $50.00or more than $500.00. Second and subsequent offenses occurring within 12 months of prior offense - not less than $100 and not more than $500. The minimum fine for a subsequent offense shall not be subject to suspension. Conviction for the failure to pay the license fee is a violation. |

**ADOPTED:** DECEMBER 12, 2016

**CITY MANAGER'S ANNOUNCEMENTS**

Mr. Scott Koenig, City Manager, thanked the various employees involved in preparations related to the holiday season for the City of Dover and expressed thanks for a very successful year on behalf

of the workforce. He stated that the City accomplished a lot of things and had a lot of things yet to accomplish in 2017. From the bottom of his heart, Mr. Koenig expressed thanks and wished everybody a Merry Christmas.

**COUNCIL MEMBERS' ANNOUNCEMENTS**

Mr. Slavin announced that the Council and Committee meetings for the week of December 26th had been canceled, as had been the City's tradition for many years, and asked everyone to keep in mind that a special meeting would be called if the need arose. He also wished Councilman Lewis a happy birthday on December 23rd.

Mr. Slavin asked everyone to keep in mind over the holidays that, while many would be home relaxing and enjoying their time, there would be many paid and unpaid uniformed personnel, including the Fire Department, Police Department, Inspectors, Electric Department, and Public Works crews, that would go out on a moment's notice and work at any hour, and asked everyone to keep them in their thoughts. He stated that he was reminded of this at 4:30 that afternoon when a transformer blew in his neighborhood and a crew showed up within 15 minutes on a cold day, and were likely still working to restore power. Mr. Slavin expressed thanks for that kind of dedication.

Mr. Sudler thanked all of the fire departments that assisted with the fire that occurred at Cedar Chase Apartments and expressed his hope that everyone was doing fine. He thanked Fire Chief Carleton E. Carey, Jr. for the diligent work and sacrifice that the Fire Department had exhibited throughout the years.

Mr. Sudler also advised that, on Wednesday December 14, 2016 from 6:30 to 8:30 p.m., he would partner with Lieutenant Governor-Elect Bethany Hall-Long, the Dover Police Department, and mental health agencies to conduct a City-wide forum to address the heroin epidemic in the City of Dover and how it affects our communities, not only from a crime rate perspective but also from a public health and safety perspective. He stated that the forum would be held in Council Chambers, and resources and life-changing tools would be reviewed to help loved ones and the City of Dover's constituents combat heroin addiction. Mr. Sudler expressed his hope that all could attend.

Mr. Anderson expressed appreciation for the dedication of the firefighters and asked everyone to keep in their prayers and thoughts those from the Dover and Cheswold Fire Departments who were injured and still recovering. He stated that they were great heroes and great Americans, and that we all give our full support to them.

Mr. Anderson encouraged anyone so inclined to remember that the good folks at Code Purple and The Salvation Army could use help and noted that, in this time of giving, there is no greater gift than to give of oneself.

Mr. Anderson also stated that everyone should watch Facebook and the newspapers regarding the annual chili-cook off, which would be held around February 24, 2017 and had previously been a help to local charities. He stated that he was pleased to sponsor this event.

Mr. Anderson wished everybody a Merry Christmas, Happy Hanukkah, Happy Kwanzaa, or whatever they celebrate, noting that the Christmas season is a great one for him because it had literally changed the world forever.

Mr. Cole asked Fire Chief Carey where people could go to find the schedule for Santa's visit on a fire truck through their neighborhoods. Responding, Chief Carey stated that the schedule would be in the Dover Post on the next two (2) Wednesdays, and that visits would take place on Friday, December 16th; Saturday, December 17th; and Sunday, December 18th. He noted that times were only tentative because the department must first take care of any calls they receive.

In reference to the fire at Cedar Chase, Fire Chief Carey advised that there were 37 personnel just from the Dover Fire Department that morning. He indicated that all five (5) engines, both of their ladders, and the rescue were in use, and Smyrna was called in for extra manpower. Chief Carey stated that things went downhill very quickly about 10 minutes after they were on the scene. He explained that their priorities were first to rescue the people hanging on the third floor balcony and then to make forcible entries in all the apartments to ensure that there was nobody in any of them. Chief Carey stated that by the time the first crew got to the third floor, they kicked in the door and found a family there. He explained that assistance from the Police Department helped the firefighters to get this individual out safely because he was giving them a little difficulty, while the building was burning over his head.

Chief Carey thanked Mayor Christiansen, who came to the scene approximately 5 - 10 minutes after the firefighters were on the scene and assisted them for a bit. He explained that when the first member of the Dover Fire Department was injured, the Mayor went straight to the hospital and stood by with him while the Department was taking care of the fire. Chief Carey also thanked the Police Department for an outstanding job helping the Fire Department with the rescue and getting people off the balcony. He noted that the Dover Fire Department had the first couple of trucks there and was doing two (2) jobs at once, getting people off the balcony and concentrating on getting the fire knocked down in the stairwell, because all three (3) floors and the stairwell were completely engulfed. Fire Chief Carey stated that, luckily, everybody got out, and it could have been more devastating than it was, referring to the family that they had found. He noted that the roof started to collapse over two (2) apartments next to each other. Chief Carey explained that firefighters were trying to make entry through the ceiling so they could start getting water above them, because the attic on one end of the apartment building was totally engulfed. He advised that it was a bad feeling to watch his own people being carried out unconscious. Chief Carey explained that this individual was doing very well now, got out of the hospital on Saturday, had a concussion, and just had to take some time. He advised that Cheswold had two (2) of the three (3) individuals that were seriously injured and they were also doing well, noting that they were part of the rescue at the beginning of the call when the Dover Fire Department arrived.

Chief Carey thanked Mr. Slavin, noting that he had received a phone call while at the fire scene after the fire was under control stating that Mr. Slavin had stopped by the hospital also to check on the personnel who were injured. Chief Carey stated that he and the members of the Fire Company greatly appreciated this. Responding, Mr. Slavin stated that he had been there on behalf of all members of Council.

Chief Carey wished everyone a wonderful and safe holiday. Mr. Slavin asked Chief Carey to convey Council's thanks to all members of the Police and Fire Departments.

Mr. Lewis noted that this would be the last meeting of the year and wished all the residents of Dover a Merry Christmas, Happy New Year, and Happy Hanukkah. He urged everyone not to forget the blue collar workers working for the City Police, Fire, and Public Works Departments on this holiday season, and commended and thanked them for what they had done.

**Mr. Sudler moved for adjournment, seconded by Mr. Hosfelt and unanimously carried.**

Meeting adjourned at 8:18 p.m.

TRACI A. McDOWELL
CITY CLERK

All ordinances, resolutions, motions, and orders adopted by City Council during their Regular Meeting of December 12, 2016, are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

/TM
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# *COUNCIL TRIBUTE NO. 2017-01*

***A TRIBUTE EXPRESSING SYMPATHY AND CONDOLENCES UPON THE PASSING OF JOSEPH M. MCDONOUGH***

***WHEREAS,*** *the Mayor and Council of the City of Dover have been greatly saddened by the passing of Joseph M. McDonough, former Mayor and Councilman of the City of Dover, on December 27, 2016; and*

***WHEREAS,*** *Joseph M. McDonough served as Councilman from February 10, 1975 to May 12, 1980, and during his tenure served as a member of the Legislative and Finance Committee, the Parks, Playgrounds and Trees Committee, the Safety Advisory Committee, and the Utility Committee. He resigned as Councilman, was elected Mayor of the City of Dover effective May 12,1980, and served in that capacity until May 10, 1982, dedicating his expertise and attention to the complex problems encountered by the City. Under his leadership, the City successfully negotiated three employee contracts, underwent a smooth transition to a new City Manager, and experienced steady, orderly growth; and*

***WHEREAS,*** *Joseph M. McDonough's contributions to the community extended well beyond his service to the City of Dover, as he was a member of Kent County Levy Court for many years; served as President and fundraiser for Mom's House, which provides free childcare for single mothers; and devoted his time, talents, and energy to the building of the new Holy Cross Church; and*

***WHEREAS,*** *Joseph M. McDonough will be deeply missed by his friends, family, and all of those whose lives he has touched.*

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

***BE IT FURTHER RESOLVED*** *that the Mayor and Council direct the City Clerk to place this Tribute in the permanent records of the City of Dover and that a copy of this Tribute be provided to the family of Joseph M. McDonough.*

***ADOPTED:*** *

| | |
|---|---|
| *Robin R. Christiansen* | *Timothy A. Slavin* |
| *Mayor* | *Council President* |

PETITION TO AMEND THE ZONING DISTRICT
Public Hearing before the
Dover City Council
January 9, 2017

| | |
|---|---|
| Applicants: | Medcore Partners c/o Michael Graham |
| Owners: | George J. Kays & John J. Kays |
| Address: | Unaddressed parcel on McKee Road |
| Location: | West side of McKee Road north of College Road, between 1216 and 1282 McKee Road |
| Tax Parcel ID #: | ED-05-067.00-01-33.00-000 |
| Size: | 4.35 acres +/- |
| Present Use: | Vacant parcel |
| Proposed Use: | Rehabilitation Hospital |
| Comprehensive Plan Designation: | Office |
| Present Zoning: | C-PO (Commercial and Professional Office Zone) with COZ-1 (Corridor Overlay Zone) |
| Proposed Zoning: | IO (Institutional and Office Zone) with COZ-1 (Corridor Overlay Zone) |
| Recommendation of Planning Commission: | Following a public hearing on December 19, 2016, where the application's representative and four members of the public spoke regarding the proposed rezoning, the Planning Commission unanimously recommended in favor of the rezoning as proposed (7-0 with one member absent). |
| File Number: | Z-16-07 |
| Ordinance Number: | 2016-28 |

Overview
The property is currently zoned C-PO (Commercial and Professional Office Zone), and additionally subject to the COZ-1 (Corridor Overlay Zone). This rezoning request would rezone the property from C-PO to IO (Institutional and Office Zone) and would continue to be subject to the COZ-1. The COZ-1 includes various provisions related to design and landscaping which applies to Site Development Plan applications subject to Planning Commission review and approval.

Existing Property
The parcel is currently undeveloped and unaddressed. The location is depicted in the attached Zoning Exhibit Map.

Surrounding Land Uses:
The properties to the southeast and northwest of the subject property are zoned C-PO. The southeast property (1216 McKee Road) is residential in character and seems to have been existence for some time. Residential uses in C-PO are currently permitted as conditional uses. The property to the northwest (1282 McKee Road) is occupied by a private non-residential use, and the property adjacent to that (1298 McKee Road) is a day care center.

Properties abutting the rear of the subject property front on Topaz Circle in the Emerald Pointe subdivision and are zoned R-8 (One Family Residence Zone).

Lands immediately across McKee Road include residential properties not in city limits, and parcels associated with North Dover Elementary School which is zoned IO.

Comprehensive Plan:
The *2008 Comprehensive Plan* depicts the subject area with the Office land use classification on Map 12-1: Land Development Plan Map. Table 12-1: Land Use and Zoning Matrix specifies that the following zones are compatible with this land use classification:

- C-PO (Commercial and Professional Office)
- IO (Institutional and Office)
- IPM (Industrial Park Manufacturing)
- RGO (General Residence and Office)

Request for IO (Institutional and Office Zone)
The uses permitted in the IO zoning district are listed in Article 3 §10 of the *Zoning Ordinance.* Permitted uses include business, professional, or governmental offices, banks, research and institutional uses (hospitals, medical clinics, libraries, police stations, educational institutions, and others), day care centers, and emergency shelters and transitional housing.

In addition, uses permitted conditionally include: firearm ranges, prisons and correctional facilities, hotels and restaurants. Certain accessory uses are also permitted accessory to other permitted uses on the lot, such as clinics, cafeterias, and recreational facilities, motor vehicle storage accessory to a public or institutional use, and restaurants on a campus and intended to support users of the campus.

The following is a comparison of the bulk standards for the C-PO and IO zones, as specified in *Zoning Ordinance* Article 4 §4.15.

| | C-PO | IO |
|---|---|---|
| *Minimum required:* | | |
| Lot area | 5,000 sq. ft. | 10,000 sq. ft. |
| Lot width (ft.) | 50 | 100 |
| Lot depth (ft.) | 100 | 100 |
| Front yard (ft.) | 10 | 10 |
| Side yard (ft.) | 5 | 10 |
| Rear yard (ft.) | 15 | 15 |
| Side or rear yards which adjoin a residence zone (ft.) | 25 | 30 |
| Off-street parking | | |
| Per 300 sq. ft. floor area or | 1 | 1 |
| Per employee (whichever is greater) | | |
| *Maximum permitted:* | | |
| Building height | | |
| Stories | 3 | 10 |
| Feet | 45 | 150 |
| Floor area ratio | 2 | 6 |
| Lot coverage | 75% | 85% |

Staff notes that the provisions of the COZ-1 (Corridor Overlay Zone) in *Zoning Ordinance* Article 3 §27 are established to "promote superior urban corridor development and the highest quality built environment." In addition to architectural and landscaping guidelines, there is a requirement for minimum front yard setback of 40 to 50 feet, and other regulations pertaining to the relationship of buildings and parking to the street. There is also an overall height limit of 35 feet not to exceed two stories.

**Recommendation of the Planning Staff**
**and Recommendation of the Planning Commission:**

Staff supports the rezoning request from C-PO (Commercial and Professional Office Zone) to IO (Institutional and Office Zone). The request is consistent with the *2008 Comprehensive Plan* as amended. The IO zone would not be out of character with the surroundings, and there are properties zoned IO in the vicinity. Additionally, staff notes that the development of the site would be limited by additional bulk standards of the COZ-1 zone when applied to this parcel, which minimizes the differences in potential development intensity when comparing the property in its existing and proposed zoning. Staff recommendation was made without the benefit of hearing the comments of surrounding landowners and residents.

Following a public hearing on December 19, 2016, where the application's representative and four members of the public spoke regarding the proposed rezoning, the Planning Commission unanimously recommended in favor of the rezoning as proposed (7-0 with one member absent). See the included excerpt of the DRAFT Meeting Minutes of the December 19, 2016 Planning Commission meeting. The comments received from the other member agencies of the Development Advisory Committee (D.A.C.) are also provided.

ADVISORY COMMENTS TO THE APPLICANT:

1) Formal Notice of Decision will indicate actions taken on this rezoning by the Planning Commission and City Council.

2) The applicant shall be aware that following any decision made by City Council in regards to approval of this rezoning, that a Site Plan, Subdivision Plan and or appropriate Building Permits must be submitted to the Planning Department prior to the establishment of a new use or any construction activity on the site. The applicant should contact the Planning Staff to determine the appropriate review process for any proposed projects.

3) The applicant shall be aware that approval of any rezoning application does not represent a Building Permit, other construction activity permit approval, or authorization to establish a new use. A separate application submission showing proposed improvements is required before issuance of permits by the City of Dover.

## *Excerpt from DRAFT City of Dover Planning Commission Meeting Minutes of December 19, 2016*

Z-16-07 Kays Property on McKee Road – Public Hearing and Review for Recommendation to City Council on rezoning of a 4.35 acre+/- parcel located on the west side of McKee Road north of College Road, between 1216 and 1282 McKee Road. The property is zoned CPO (Commercial and Professional Office Zone) and the proposed zoning is IO (Institutional and Office Zone). The property is subject to the COZ-1 (Corridor Overlay Zone). The owner of record is George J. Kays & John J. Kays and the equitable owner is Medcore Partners c/o Michael Graham. Property is an unaddressed parcel on McKee Road. Tax Parcel: ED05-067.00-01-33.00-000. Council District 1. Ordinance #2016-28. *The First Reading of this Zoning Map Amendment was completed at the November 28, 2016 City Council Meeting. Public Hearing before the Planning Commission is scheduled for December 19, 2016 and Final Reading/Public Hearing is scheduled before City Council for January 9, 2017.*

**Representatives**: Mr. Gregg Moore, Becker Morgan Group

Mrs. Townshend stated that this a rezoning request for approximately 4.35 acres located on the west side of McKee Road north of College Road and just south of Emerald Pointe. It is currently a vacant parcel. The purpose of the rezoning is to allow for a physical rehabilitation hospital. The current zoning classification is CPO (Commercial and Professional Office Zone) with the COZ-1 (Corridor Overlay Zone). The proposed zoning is IO (Institutional and Office Zone) and it would still be subject to the COZ-1 (Corridor Overlay Zone). In looking at the surrounding properties, the properties southeast and west are zoned CPO (Commercial and Professional Office Zone). The southeast property is residential in character and seems to have been in existence for some time. There are also residential properties zoned R-8 (One Family Residence Zone) that abut the property that are located on Topaz Circle in Emerald Pointe and lands immediately across McKee Road include residential properties that are outside of the City limits and parcels associated with North Dover Elementary School which is zoned IO (Institutional and Office Zone). The property is designated as Office within the *Comprehensive Plan* and the IO (Institutional and Office Zone) is consistent with that land use classification.

The applicant had meeting that was held at City Hall Council Chambers last Wednesday. They sent a mailing to all of the property owners within Emerald Pointe to try to get dialogue going with the property owners at that time. The Commissioners do have the DAC agency comments. At this point, because it's a rezoning the agency comments are more advisory in nature. When it gets to the point of a development application is when you will see more detailed comments particularly as it relates to the transportation network. The DelDOT comments at this point

simply state that they have no comments at this time, but they would have comments and requirements as it relates to development of the property. This is a recommendation to City Council; City Council has the ultimate vote on whether or not a rezoning application is approved.

Dr. Jones questioned if the proposed building would be a physical rehabilitation facility? Responding to Dr. Jones, Mrs. Townshend stated yes, it would be an in-patient rehabilitation hospital. Right now, there is no facility like that in Dover or Kent County at all. There is a rehabilitation hospital associated with the Bayhealth facility in Milford and then there is one in Middletown.

Mr. Roach questioned if there were any people who attended the meeting held last week and if so what were their comments in regards to the project? Responding to Mr. Roach, Mrs. Townshend stated that there were a number of people who came; she is thinking about 5-6 people. As they would expect, the biggest issue that is brought forward from the neighbors is the issue of traffic and how the transportation network is addressed in the development of the site.

Mr. Holt questioned if they approved a rehabilitation hospital a couple of months ago? Responding to Mr. Holt, Mr. Tolbert stated that it was a medical facility.

Mrs. Townshend stated that at Eden Hill there is a skilled nursing facility that's under construction. While there are some similarities, they are different in that this is an actual hospital and the other is a skilled nursing facility. It is a difference in how there are regulated by the State and funded.

Mr. Tolbert questioned even though this is a rehabilitation hospital, will they treat all kinds of illnesses there or will it be limited? Responding to Mr. Tolbert, Mr. Gregg Moore stated that it is a rehab facility; it is not drug rehab or behavioral rehab. It is physical rehab for either trauma victims or people that are being discharged from the hospital that need specific rehab. It could be from a stroke, surgery, head trauma or something similar to that. What happens is there are actual beds at this facility which is why it's called a small hospital. There are thirty-four (34) beds and the patient would be getting rehab in their facility and then staying overnight until they were able to live in normal confines.

Mr. Tolbert stated that usually there is a limited amount of time that a patient can stay there. Responding to Mr. Tolbert, Mr. Moore stated that he's sure that there are limitations through Medicare and payment issues with insurance companies as to how long certain treatments are to be, but they do vary depending upon the type of rehab that a person is getting and whatever the trauma might have been.

Ms. Maucher questioned if their property would still be subject to the two story maximum? She knows that they approved an ordinance that would grant a waiver if they were more than fifty (50) feet off of the roadway. Responding to Ms. Maucher, Mrs. Townshend stated that that ordinance was recommended for approval by the Planning Commission but at this point it has been tabled by City Council so it would still be subject to the two story limitation.

Ms. Maucher further questioned if that limitation would affect this project? Responding to Ms. Maucher, Mr. Moore stated no, they are proposing a two story building. It's a very small thirty-four (34) bed facility. It's not a very large facility and they can actually accomplish what they want in two stories. The developer has actually done two story buildings in other locations so that was their plan.

Mr. Tolbert questioned if the company had additional facilities in Delaware? Responding to Mr. Tolbert, Mr. Moore stated no, but they have other facilities in other parts of the country.

Dr. Jones questioned if this was a privately owned hospital? Responding to Dr. Jones, Mr. Moore stated yes.

*Mr. Tolbert opened a public hearing*.

**Mr. Michael Pantsos – unknown**

Mr. Pantsos stated that he heard about this project and he has lived in Dover his whole life and he thinks it's a good idea because Dover has grown immensely and we are going to need more medical facilities. That way people don't have to go out of town for rehab. He doesn't really see a reason of why it shouldn't be built. It's medical rehab so there's not going to be problems with different situations. We never know when any of us will need it; we won't have to travel out of town. He has known people who go to Wilmington and it's hard for their families to visit them. He doesn't think there will be much traffic because it's not like a factory where there are people coming in and out at different hours. It's like a nursing home and he's never seen a nursing home with heavy traffic. He doesn't see anything negative and he thinks there's a need for it.

**Mr. Mark Reaves – 10 Tanzanite Court Dover DE 19904**

Mr. Reaves stated that he is the President of the Home Owners Association for Emerald Pointe. The HOA believes that this project is a good project and he believes that it will help the community out significantly. Their major concern is the traffic as was discussed. What they really want to have as part of this project is inclusion into the conversations with DelDOT because they have also pursued something with traffic in relation to their development and DelDOT has made promises of something to ease the traffic with a traffic light. They have had a few fatalities on McKee Road and although this project won't increase a large amount of traffic, a small amount of traffic entering or exiting the facility could cause a severe traffic incident as people would try to immediately turn left heading northbound on McKee Road. They would like to be included in that conversation with DelDOT as they move forward if granted the approval so that they can make sure there is a comprehensive solution to that traffic in the multiple locations; the Emerald Pointe development, the hospital's entrance and exit, and also the left turn and right turn at College Road.

Mr. Tolbert questioned if Emerald Pointe's HOA has had any meaningful contact with DelDOT? Responding to Mr. Tolbert, Mr. Reaves stated yes, in reference to this particular project he sent an email address out to their management company to this project's management company and they said that they have reached out and spoken to Emerald Pointe's management company which is IPS Management. He hasn't had a full conversation as to what was discussed; however, he knows that it's a concern for them to really be included in the conversation with DelDOT. If they move forward and plan everything out with DelDOT but certain issues aren't addressed, then it's going to be a difficult situation moving forward. A separate side conversation will then need to be had and DelDOT may say why weren't we aware of this. It's just much better if they are included in that discussion.

Mr. Tolbert stated that he would recommend that the HOA contact DelDOT themselves and find out exactly what's going on with the project. Responding to Mr. Tolbert, Mr. Reaves stated that they have he just isn't sure what the schedule is for this project.

Mr. Tolbert stated that in his opinion, they need the information first hand. Responding to Mr. Tolbert, Mr. Reaves stated that he didn't know if the City would put that stipulation in their approval to make sure that Emerald Pointe is included in the meetings with DelDOT. He is just

asking if they can be included in the conversation. He's not sure if that's something that is within the Commission's purview or if it's just something that the HOA will have to pursue on their own.

Mr. Tolbert stated that in his opinion, it's appropriate for him as the President of the HOA to contact DelDOT personally. Responding to Mr. Tolbert, Mr. Reaves stated that DelDOT has no responsibility to discuss their business with us.

Mr. Tolbert stated that as a citizen in that development, it's your business.
Mrs. Townshend stated that the City can certainly help to facilitate those discussions.

**Mr. David Houghton – 132 Carnoustie Road Dover DE 19904**
Mr. Houghton stated that he lives in Fox Hall and he thinks it would be a great idea to have this facility. It will be professional people with good pay and benefits. He doesn't want to see another vape shop or tattoo shop opening up or another liquor store coming into town. He just thinks it's a great idea to have more professionals in their neighborhood.

**Ms. Barbara Kepner – 142 Red Oak Drive Dover DE 19904**
Ms. Kepner stated that she lives in Hidden Oaks and she thinks that the idea of this facility is a great idea. She's a nurse so it would be a great place to work. As far as the traffic is concerned, she does hope that there is a solution. She knows that living off of College Road, the traffic there gets backed up all of the time. As far as the facility itself goes, she would love to see that come into their neighborhood. Like Mr. Houghton said, it would be nicer than another liquor store or something like that.

*Mr. Tolbert closed the public hearing.*

Mr. Holt questioned that when this project comes up as a Site Plan, that would be a good time for the HOA to be here for the hearing as far as the traffic and so forth.

Mr. Moore stated that they have no problems with the DAC Report. They actually reached out to meet with the neighbors so that they were aware of any issues that they had. In the meeting last week, they heard that traffic was an issue and during the Site Plan phase would then be tasked with designing an entrance and figuring out turn lanes and intersections. They are prepared to do that and are prepared to make the information available so that the HOA knows that. They did reach out to the HOA to understand where they were headed in terms of the communications with DelDOT so they have already done the discussion with them. A rehabilitation hospital under this zoning as they are proposing would be a very low traffic creator because the people getting their rehabilitation are actually in this hospital in overnight stays. A similar size medical office building would actually generate a tremendously higher amount of traffic because people would be coming into their doctor's office and departing every hour and it creates a lot more traffic. So as traffic generators go, this is a very low traffic generator which hopefully they can mitigate some of the issues that they have heard from the neighbors.

Dr. Jones stated that she believes that she heard Mr. Moore say that they would be in the process of developing the Site Plan and working out the intersections and so forth and then they would make the information available to the homeowners. She is asking based upon what she is hearing, will there be some involvement prior to as you develop the roadways as opposed to after the fact? You have had this communication going on and as opposed to delivering it once it has been decided. Responding to Dr. Jones, Mr. Moore stated that they would be fine with having another meeting with the neighbors once they have developed their Site Plan and they have their more detailed plans. They showed the neighbors who came to the meeting their first layout plan but until they get through the zoning they really can't get too far into the design phase. Once they get the correct zoning they will be willing to come back to meet with the

neighbors and show them what they do know, show them what they have from DelDOT and do that prior to coming back to the Planning Commission for a Site Plan.

Dr. Jones questioned if they would initiate that contact? Responding to Dr. Jones, Mr. Moore stated yes, they would do it the same way they did it last time by notifying the neighbors that they were having a meeting.

*Dr. Jones moved to recommend approval to City Council for Z-16-07 Kays Property on McKee Road for a change in zoning form CPO (Commercial and Professional Office Zone) with COZ-1 (Corridor Overlay Zone) to the proposed zoning of IO (Institutional and Office Zone) with COZ-1 (Corridor Overlay Zone), seconded by Mr. Holt and the motion was unanimously carried 7-0 by roll call vote with Mr. Holden absent. Mr. Roach voting yes; in situations like this you have to pick your poison because you have facilities that need to be built but in the same sense you still deal with the issue of traffic but he appreciates the applicant letting them know that they are going to stay in constant communication with the HOA. He feels that important to the process. Mr. Holt voting yes; he thinks it's going to be an improvement for the whole area and this zoning is going to be a big change to make this possible. Mr. Baldwin voting yes; he thinks this is a much needed project for this area. Dr. Jones voting yes; she is especially impressed that the residents are in favor of this without any hesitation except with traffic and she is feeling reassured that the residents and all of those impacted by this facility will have some involvement. Mrs. Welsh voting yes; for the reasons stated by Dr. Jones because that is exactly where her mind was going. Ms. Maucher voting yes; they revised zoning is appropriate for the area. Mr. Tolbert voting yes; for all of the reasons previously stated. Also, from what he is reading lately people are living longer and they are in need of rehabilitation. For those reasons, we need a rehabilitation center closer than the ones available now. It's not only going to service the area but it's going to service this entire metropolitan area and perhaps even more.*

**Attachments:**

- Development Advisory Committee Comments from City of Dover Electric & Public Works Departments, DelDOT, and Kent Conservation District
- Zoning Map Exhibit
- Rezoning Plan sheet

**CITY OF DOVER**

**DEVELOPMENT ADVISORY COMMITTEE**

**APPLICATION REVIEW COMMENTARY**

**STAFF D.A.C. MEETING DATE: NOVEMBER 30, 2016**

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

**APPLICATION:** **KAYS PROPERTY ON MCKEE ROAD**

**FILE #:** **Z-16-07**

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

**CONTACT PERSON:** **Paul Waddell - 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

Our office has no objection to the rezoning of:

ED-05-067.00-01-33.00-000

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

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

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 and or change of use 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. Additional impact fees may apply for future development.

## ADVISORY COMMENTS TO THE APPLICANT

### ELECTRIC / WATER / WASTEWATER / STORMWATER / STREETS / SANITATION / 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: November 30, 2016

**D E L D O T**

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APPLICATION: Kays Property on McKee Road

FILE#: Z-16-07 REVIEWING AGENCY: DelDOT

CONTACT PERSON: Jonathan T. Moore 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:

DelDOT has no comments regarding city & state code at this time.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

DelDOT has no recommendations at this time.

ADVISORY COMMENTS TO THE APPLICANT:

DelDOT has no advisory comments at this time.

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**
**December 2016**

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**APPLICATION: Kays Property**

**FILE #:** Z-16-07

**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:

Source: 2014 Delaware Sediment and Stormwater Regulations

CITY AND STATE CODE REQUIREMENTS:

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

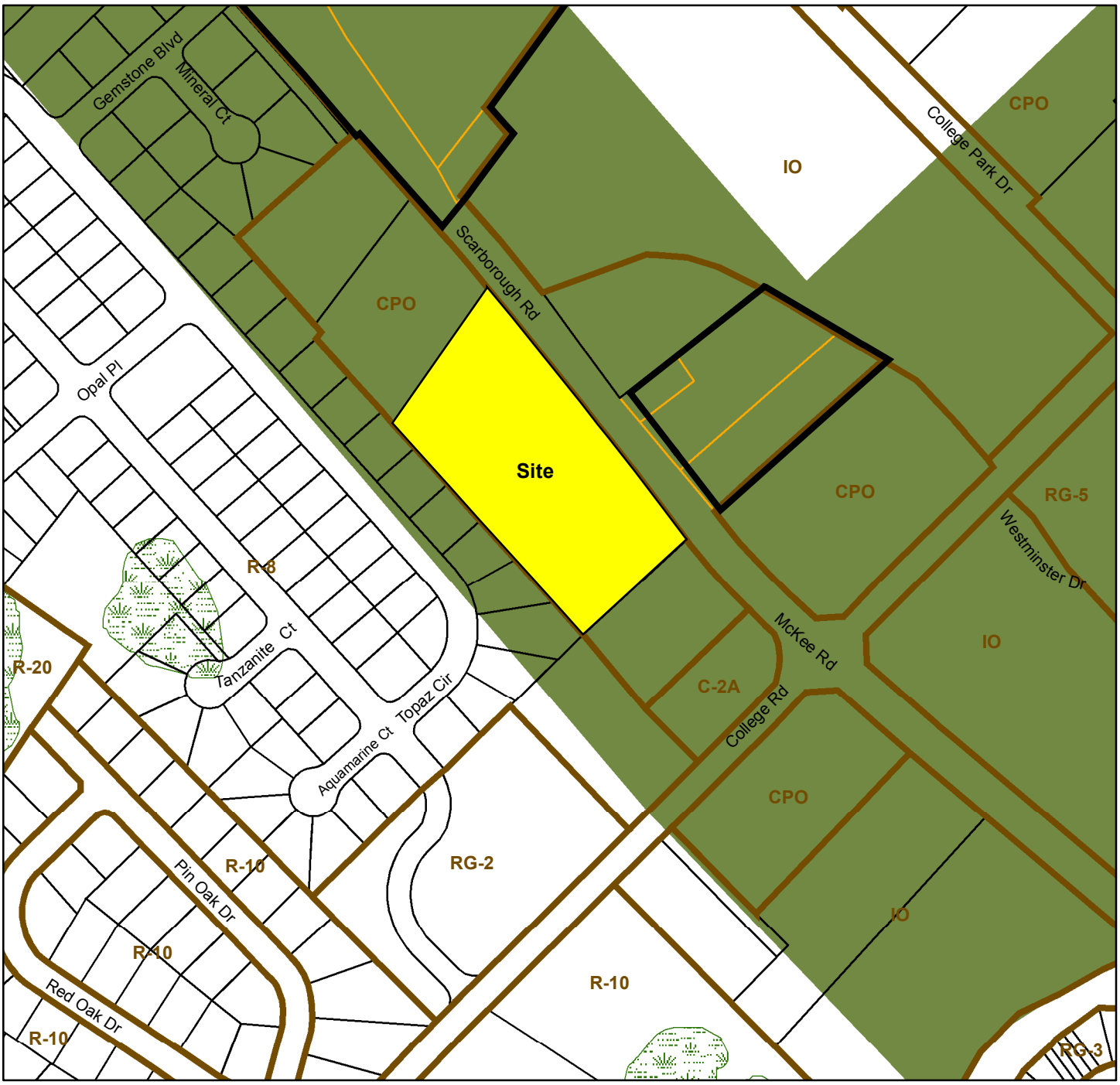
ADVISORY COMMENTS TO THE APPLICANT:

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.

# City of Dover

## Department of Planning & Inspections

Application No.: Z-16-07




Title: Kays Property at McKee Rd
Ordinance#: 2016-28
Address: Unaddressed
Parcel ID: ED-05-067.00-01-33.00-000
Existing Zoning: C-PO, COZ-1
Proposed Zoning: IO, COZ-1
Owner: George J. Kays and John J. Kays
Date: 11/16/2016

**Legend**

- Zoning
- Dover Parcels
- Kent County Parcels
- Subject Property
- Corridor Overlay Zone

N W E S

0 180 360 720 Feet

## SITE DATA

| | | |
|---|---|---|
| 1. | OWNER OF RECORD: | GEORGE KAYS & JOHN KAYS, C/O GEORGE KAYS<br>280-A EAST GLENWOOD AVENUE<br>SMYRNA, DELAWARE 19977 |
| 2. | EQUITABLE OWNER: | MEDCORE PARTNERS C/O MICHAEL GRAHAM<br>4245 NORTH CENTRAL EXPRESSWAY, SUITE 310<br>DALLAS, TEXAS 75205 |
| 3. | ENGINEER / SURVEYOR: | BECKER MORGAN GROUP INC.<br>309 SOUTH GOVERNORS AVE.<br>DOVER, DELAWARE 19904<br>302-734-7950 PHONE 302-734-7965 FAX |
| 4. | PROPERTY ADDRESS: | MCKEE ROAD<br>DOVER, DE 19904 |
| 5. | PROPERTY MAP NUMBER: | ED-05-067.00-01-33.00-000 |
| 6. | EXISTING ZONING:<br>PROPOSED ZONING: | C-PO (COMMERCIAL AND PROFESSIONAL OFFICE)<br>IO (INSTITUTIONAL AND OFFICE) |
| 7. | DEED SUMMARY: | DEED BOOK: 055 PAGE: 131 (ED-05-067.00-01-33.00-000.01)<br>DEED BOOK: 051 PAGE: 095 (ED-05-067.00-01-33.00-000.01)<br>DEED BOOK: 051 PAGE: 093 (ED-05-067.00-01-33.00-000.01) |
| 8. | PRESENT USE:<br>PROPOSED USE: | VACANT LOT<br>IN-PATIENT PHYSICAL REHABILITATION HOSPITAL |
| 9. | SITE AREA: | 4.00 +/- ACRES |




LAYER STATE: REZONING PLAN

**MEDCORE PARTNERS**

# MCKEE ROAD - KAYS PROPERTY REZONING

CITY OF DOVER
KENT COUNTY, DE

BECKER MORGAN GROUP

ARCHITECTURE
ENGINEERING
Dover, DE

309 S. Governors Ave.
Dover, DE 19904
Ph. 302.734.7950
Fax 302.734.7965

| | |
|---|---|
| BMG: | 2016242.00 |
| SCALE: | 1" = 80' |
| DATE: | 11/4/16 |
| DRAWN BY: | J.D.K. |

1

F:\AutoCAD\Projects\2016\2016242\DWG\AERIAL-2016242.00-MCKEE-ROAD.dwg, Nov 03, 2016 - 11:09am

**FINAL READING**

City of Dover

## PROPOSED ORDINANCE #2016-28

**AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED ON THE WEST SIDE OF MCKEE ROAD**

**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 C-PO (Commercial and Professional Office Zone) and subject to the COZ-1 (Corridor Overlay Zone) to IO (Institutional and Office Zone) and subject to the COZ-1 (Corridor Overlay Zone).

**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 C-PO (Commercial and Professional Office Zone) and subject to the COZ-1 (Corridor Overlay Zone) to IO (Institutional and Office Zone) and subject to the COZ-1 (Corridor Overlay Zone) on an unaddressed parcel located on the west side of McKee Road north of College Road between 1216 and 1282 McKee Road, consisting of $4.35^{+/-}$ acres, owned by George J. Kays and John J. Kays. The equitable owner is Medcore Partners c/o Michael Graham.
(Tax Parcel: ED-05-067.00-01-33.00-000; Planning Reference: Z-16-07; Council District: 1)

**ADOPTED:** *

S:\ORDINANCES\2016\DRAFT\ORDINANCE #2016-28 - REZONING - WEST SIDE OF MCKEE ROAD\Ordinance #2016-28 - Rezoning - West Side of McKee Road - FINAL READING.wpd

Actions History

01/09/2017 - Scheduled for Public Hearing/Final Reading - City Council
12/19/2016 - Review - Planning Commission
11/28/2016 - First Reading - City Council

Draft

PETITION TO AMEND TEXT of *Zoning Ordinance*
Report to the
Dover City Council
January 9, 2017

| | |
|---|---|
| Proposed Change: | Text Amendment to the *Zoning Ordinance,* Article 6 – Off-Street Parking, Driveways and Loading Facilities, by adding a new Section 6 – Tractor Trailer Parking; and Article 12 - Definitions |
| Summary of Amendment: | The proposed Ordinance would prohibit parking of tractor trailers in residential zones and lower intensity commercial zones and would limit parking of tractor trailers in other commercial zones to designated loading areas. |
| Staff Recommendation: | See Report for proposed Staff Amendments:<br>• Staff Amendment #1: Clarify that normal loading and unloading are allowed.<br>• Staff Amendment #2: Revise definition of *tractor trailer* and add definitions of *tractor truck* and *semitrailer*. |
| Recommendation of Planning Commission: | Following a public hearing on December 19, 2016, where one member of the public spoke regarding the proposed text amendment, the Planning Commission unanimously (7-0 with one member absent) to not recommend adoption of the proposed ordinance pending additional information. |
| Ordinance Number: | Proposed Ordinance #2016-25 |
| File Number: | MI-16-17 |

**Planning Staff Review:**
In review of the proposed ordinance, staff has identified two proposed amendments that would add clarity to the proposed ordinance. The proposed amendments are stated below.

*Staff Amendment #1*

Following line 287, add the following

**6.3 Normal loading and unloading permitted. This section shall not be interpreted to prohibit tractor trailers from carrying out normal loading and unloading activities in any zoning district.**

*Staff Amendment #2*

Replace line 291 with the following:

*Tractor Trailer:* A tractor truck with a trailer intended for hauling goods or a semitrailer.

*Tractor Truck*: Every motor vehicle designed and used primarily for drawing other vehicles and not so constructed as to carry a load other than a part of the weight of the vehicle and load so drawn.

*Semitrailer*: Every vehicle of the trailer type so designed and used in conjunction with a motor vehicle that some part of its own weight and that of its own load rests upon or is carried by another vehicle, and piling and pole trailers are to be considered to fall within the meaning of this definition.

The Code Enforcement Division has offered some comments regarding enforcement of the proposed ordinance, as they will be responsible for enforcement. Specifically, code enforcement staff works principally during normal business hours, with some scheduled evening and weekend overtime hours. Due to the scheduled hours of the code enforcement staff, enforcement outside of normal business hours will be limited. Additionally, the Code Enforcement Division typically cites property owners for property violations, not vehicle owners. Communication with property owners will be necessary to ensure they understand that they will be responsible for adhering to these requirements for their properties.

**Recommendation of the Planning Commission:**
Following a public hearing on December 19, 2016, where one member of the public spoke regarding the proposed text amendment, the Planning Commission unanimously (7-0 with one member absent) to not recommend adoption of the proposed ordinance pending additional information. See the included excerpt of the DRAFT Meeting Minutes of the December 19, 2016 Planning Commission meeting. The comments received from the other member agencies of the Development Advisory Committee (D.A.C.) are also provided.

## *Excerpt from DRAFT City of Dover Planning Commission Meeting Minutes of December 19, 2016*

MI-16-17 Text Amendment: Tractor Trailer Parking – Public Hearing and Review for Recommendation to City Council on a proposed text amendment that would prohibit the parking of tractor trailers, or any part of a tractor trailer, in all residential zones and in certain nonresidential zones (CPO, C-1, C-1A, C-2, C-2A, and SC-1). The amendment would also limit the parking of tractor trailers to designated loading zones or loading areas in certain nonresidential zones (C-3, C-4, IO, SC-2, and SC-3). Ordinance #2016-25. *This Zoning Text Amendment was introduced at the Council Committee of the Whole: Safety Advisory and Transportation Committee meeting of November 15, 2016 and the First Reading was completed at the November 28, 2016 City Council Meeting. Public Hearing before the Planning Commission is scheduled for December 19, 2016, and Final Reading/Public Hearing is scheduled before City*

*Council for January 9, 2017*.

**Representatives**: None

Mrs. Townshend stated that this is a proposed amendment to the text of the *Zoning Ordinance*, specifically Article 6 Off-Street Parking. It would add a new Section 6 for tractor trailer parking. Specifically, it would prohibit the parking of tractor trailers or any part of a tractor trailer in all residential zones and the lower intensity non-residential zones which would be CPO, C-1, C1-A, C-2, C2-A and SC-1. It would also restrict the parking of tractor trailers within the C-3, C-4, IO, SC-2 and SC-3 zones to the designated loading areas. The last change is that it would add a definition of tractor trailer. This was brought forward due to Council sponsorship. This was drafted by Staff but as they got into the review they determined that there needed to be some improvements to it that would improve the understanding of it and the enforceability of it. There are two proposed Staff amendments. Staff Amendment One would allow for normal loading and unloading. If you've got a convenient store and they are unloading merchandise that would not be considered parking; that would be considering loading and unloading type of operation. You have probably seen it in places like The Hamlet Shopping Center, where you will see tractor trailers parked for a day or two. We have received a number of complaints about that, which is one of the reasons for the proposed ordinance. The other amendment that Staff has is the definition. When she looked for definitions, Mrs. Townshend couldn't find anything great so she took what the dictionary had which is extremely simplistic and staff could end up getting us in arguments with people over what exactly a tractor trailer is. What they did was looked at some of the DMV definitions. Staff amendment Two would replace the definition of tractor trailer but also add a definition for tractor truck and semi-trailer which are out of the State Code definitions for that type of vehicle. The ordinance was distributed to the DAC and there were no comments from them. They did receive some comments from the Code Enforcement division, specifically their concerns about enforcement because it would be something on private property that is enforced by Code Enforcement not by the Police Department. Specifically, the Code Enforcement staff wanted to make it clear that their working hours are typically normal working business hours and they do have some scheduled evening and weekend hours but in the middle of the night if someone is upset about a tractor trailer being parked somewhere our Code Enforcement staff is unable to enforce for immediate response. They also wanted to put on the record that typically they site the property owner not the vehicle owner. For instance, if there is an abandoned vehicle on a property the Code Enforcement staff sites the property owner not the vehicle owner. If somebody gets a notice for this because they violated the Code it would be the property owner not the vehicle owner. So it's really on the property owners to not allow it if this ordinance passes.

Ms. Maucher questioned what the penalty was if there were a violation? Responding to Ms. Maucher, Mrs. Townshend stated that the Code is not specific with regard to penalties so typically when that's the case there is an administrative determination on penalties. Typically, on a commercial property they would issue a first notice with no fine, a second notice with no fine and then a third notice on a commercial property might be $50.00 and then it would escalate from there.

Ms. Maucher further questioned if it were the same for a private property? Responding to Ms. Maucher, Mrs. Townshend stated that for a residential property, for some violations they start fines at $25.00. For something like this which is specifically in a residential area that's really a nuisance, they may start the fines at $50.00 since it's a commercial vehicle.

Ms. Maucher questioned if that is spelled out in the Code? Responding to Ms. Maucher, Mrs. Townshend state no, the Code Enforcement Supervisor develops administrative procedures for fines.

Mr. Holt questioned what would be the time limit for this ordinance? Would it be overnight, 2-3 days or 2-3 hours? Responding to Mr. Holt, Mrs. Townshend stated that it would be anything that exceeds loading and unloading. She would say typically if it's 2-3 hours, Code Enforcement staff is probably not going to do anything. If it's there for more than a day, then Code Enforcement would then enforce. It will also be largely complaint driven. In terms of Code Enforcement priorities, it will probably be complaint driven or if we know that we are getting a lot of complaints about it then we would be more proactive in looking for it.

Mr. Holt stated that this gives them a little teeth to be able to take some kind of action with some back up.

Mr. Tolbert questioned if someone called the Police what would they do? Responding to Mr. Tolbert, Mrs. Townshend stated that the Police would not be able to give a ticket because it's not on a public roadway. If the Police got called, one of two things would happen. Either they would hand off the complaint to Code Enforcement or they would simply say that they weren't able to do anything. Typically, our staff and the Police Department work well together so she would expect that it would be handed off to our staff once they are aware that they can do that. If the ordinance is adopted they would work with the Police Department to work on information flow.

Ms. Maucher questioned if penalties are included in ordinances? Responding to Ms. Maucher, Mrs. Townshend stated no, the only ordinance that she can think of that is specific to the penalties that they enforce is grass. Everything else is administrative.

Mr. Baldwin questioned if this is limited to the description of a tractor trailer of a tractor and a 40-60 foot trailer? What about the single unit trucks that are basically the same size just not as long? Would they be included? Responding to Mr. Baldwin, Mrs. Townshend stated if it meets the definition of a semi-trailer based on the amendments. So that's every vehicle of the trailer type so designed and used in conjunction with a motor vehicle that some part of its own weight and that of its own load rest upon or can be carried by another vehicle. There's two types of tractor trailers. There's the tractor trailer where it's truly just a trailer and then there's some where there's a little bit more on the tractor side that bares the weight. Those are the two types of vehicle that would be covered under this.

Mr. Baldwin questioned that if he's driving a forty (40) foot single unit box truck would that be covered under this ordinance? Responding to Mr. Baldwin, Mrs. Townshend stated no, that would not be covered under this. They are already not allowed in residential zones. Commercial vehicles that exceed a one ton carrying capacity are not permitted in residential zones. So really from that perspective it related more to the non-residential zones.

Dr. Jones questioned if there have been a lot of citations and fees paid for this violation? Responding to Dr. Jones, Mrs. Townshend stated that there has been nothing for this because it's not a code violation to have at this point.

Dr. Jones further questioned what about the other trucks that are not allowed in residential areas? Responding to Dr. Jones, Mrs. Townshend stated that there are fines issued for those but again typically it's after they have been given a couple chances.

Dr. Jones stated that she was looking for frequency. Responding to Dr. Jones, Mrs. Townshend stated that it's a frequent violation. She doesn't know if it gets to the point of frequent fines.

Dr. Jones stated that she is thinking if this is really enforceable and if it is enforceable is there a possibility that this ordinance be changed or amended. If a homeowner is going to be fined shouldn't there be something in writing that says how much the fine is? Responding to Dr. Jones, Mrs. Townshend stated yes, a letter is sent.

Dr. Jones questioned if that was an arbitrary number? Responding to Dr. Jones, Mrs. Townshend stated no. The Code Enforcement staff has a notebook of procedures.

Dr. Jones stated that she thought that the supervisor determines whether or not the fine is $25.00 or $50.00. Responding to Dr. Jones, Mrs. Townshend stated yes, in the procedures.

Mr. Holt stated that Code Enforcement would probably give a warning first before a fine. Responding to Mr. Holt, Mrs. Townshend stated yes, they give two warnings typically before a fine is issued.

Ms. Maucher questioned how many complaints have been received? Is it a huge issue or a select area? Responding to Ms. Maucher, Mrs. Townshend stated that this was brought forward by members of Council who were received complaints from their constituents. She doesn't receive these complaints but it was enough where Council members wanted to do something about it.

Ms. Maucher questioned if there are alternatives for parking a tractor trailer? These are obviously independent contractors so what options will they have? Responding to Ms. Maucher, Mrs. Townshend stated that this specific Ordinance does not affect the industrial zones. It does not affect the IPM, M and the IPM-2 zones.

Ms. Maucher stated that if you had a commercial business that leased space for parking such vehicles, would that be an issue? Responding to Ms. Maucher, Mrs. Townshend stated that if it was zoned industrial it would not be a problem. If it's some type of a trucking terminal it would have designated spaces. She thinks that there are places outside of the City like the Smyrna Rest Stop where there are areas for tractor trailer parking. The Royal Farms at Pearson's Corner has areas for that as well. There are locations outside of the City that actually are designed for that type of use. She thinks that the concern that she has heard through some members of Council is that there are a number of places in the City where they are parking in commercial parking lots, taking the parking spaces, and they are unattractive. More importantly she thinks is that if the truck driver is sleeping in the unit it's likely idling, especially in the hot and cold weather where you need the heater or air conditioning. Those are the concerns that have been relayed to her by members of Council. She does think that there is some State regulation but she is not sure. It may be under DNREC about the idling but she is not sure how well that's enforced.

*Mr. Tolbert opened a public hearing.*

**Mr. Mark Reaves – 10 Tanzanite Court Dover DE 19904**

Mr. Reaves stated that he understands this proposal for the amendment to the parking of tractor trailers. His main concern is as he is understanding it, the fees would be charged to the property owner and not necessarily the tractor trailer owner. He believes that there should probably be some charges associated to the tractor trailer owner in the event that someone does park a tractor trailer with the intent to unload it the next morning. They unhook their tractor and maybe come back at a later time and the owner of the property is not necessarily aware or having any responsibility until he sees the truck drive hours later. He thinks they bear some responsibility as the tractor trailer owner instead of burdening some of the City's business owners. He is not sure how the complaint may have come through but there should be some responsibility on the

tractor trailer owner. If someone is continuously maybe establishing a parking lot for tractor trailers, then that is something direct that the City can address to that particular business owner and secure a heavier fine for someone who is doing something like that. His only concern was to ensure that they didn't over burden the business owners and that we give some of the responsibility to the tractor trailer owners that maybe have been abandoning these trailers or using them for storage or something outside of what their purpose is in the City area.

Mr. Tolbert stated that he thinks that if a person parked on private property and the owner of that property didn't know it then it sounds like it would be trespassing. That can be handled by law. The property owner does have significant recourse.

Mr. Reaves stated that in some properties he is sure there are numerous properties that people may own and may not be physically in that presence and someone could be parking on that property without the owner being aware of the situation. As they get fines, they should probably know what's going on with their property but if this is a continuous thing then it may be something where the owner is not aware. The tractor trailer owners and operators should definitely get fined and have some responsibility instead of they move in and out and then we fine our own business owners or residents.

*Mr. Tolbert closed the public hearing.*

Mr. Holt stated that there may just be a lot of property that the property owner owns and he doesn't live there and the person could park the tractor trailer there for weeks or months without the owner knowing. Responding to Mr. Holt, Mrs. Townshend stated that she needs to find out if it's a practice or a Code reason of why the enforcement is with the property owner. They may be able to take enforcement action against the vehicle owner as well but she needs to have Staff look into that.

Mr. Tolbert stated that the property owner as he understands it is responsible for everything that goes on at their property. They have an obligation to know what's going on at the property that they own.

Mr. Holt stated that they could own a lot of properties and not realize that one of them is being abused by somebody parking there.

Mr. Roach stated that he thinks the one thing that they keep missing is the fact that the first time that the City sees a tractor trailer parked they don't send a fine. There are several warnings that are going to be sent out to a property owner; it's their responsibility to check their mail and see that there are several warnings being sent out for a tractor trailer being parked on their property. They would then take that time to see that there is an abandoned trailer and that's when they would call the Police Department. He doubts that the City would fine the property owner if they said they didn't know where the tractor trailer came from or who parked it there. He thinks that they are just skipping to the idea of a fine because he heard the same thing at first. They give out several warnings so even if you are a property owner, if you get 2-3 warnings that you have a tractor trailer parked on your property at some point in time you should either find out who it is, call the Police or reach the City and let them know that it's not your trailer. At some point in time the owner has to take some responsibility to figure out who is parking on their property.

Dr. Jones stated that she wants to extend Ms. Maucher's concern in terms of the Royal Farms and the Smyrna Rest Stop. She thinks that the faces of the truck driver may have changed over the years. She has a friend whose son drives a tractor trailer and she doesn't know where he parks his truck but is there any place within the City that you know of where there could be some relief for a truck driver who lives in Emerald Pointe whose wife works and there is nobody

there to come pick him up to take him home. She is trying to think of some kind of relief instead of an entrapment. Responding to Dr. Jones, Mrs. Townshend stated that there are locations that are zoned appropriately. We used to have a trucking terminal where the Royal Farms is located on Saulsbury Road. She is not aware of any other facilities.

Mr. Tolbert stated that he sees tractor trailers parked frequently at the Home Depot parking lot.

Mrs. Townshend stated that under this Ordinance they would have to be parked in the loading area.

Ms. Maucher stated she feels like there is no option for certain individuals who need an option. Presuming that the Planning Commission passes this and it goes to City Council, how soon after Council does it go into effect? Responding to Ms. Maucher, Mrs. Townshend stated that it goes into effect upon adoption. The Commission doesn't have to recommend approval.

Ms. Maucher questioned if it's published for written comments? Responding to Ms. Maucher, Mrs. Townshend stated that all Ordinances are available on the City's website. They are actually in the carousel in the Chambers and they are available through the Planning Office of the City Clerk's Office. They are available for public review.

*Dr. Jones moved to not recommend approval to City Council for MI-16-17 Text Amendment: Tractor Trailer Parking at this time, pending some additional information, seconded by Ms. Maucher and the motion was unanimously carried 0-7 by roll call vote with Mr. Holden absent. Mr. Roach voting yes; in regards to the fines and the concerns brought up by Dr. Jones in regards to parking of people coming from outside of the City. He wants a better understanding of where people coming from outside of the City will be able to park. He would suggest that it's not just objective fines; that there will actually be set fines whether it's for the individual or the property owner. Mr. Holt voting yes; he thinks that they could look into this amendment a little bit deeper. Mr. Baldwin voting yes; we do need some additional information on where these trucks can and cannot park in the City. He is also concerned about the description of a tractor trailer. Dr. Jones voting yes; she is uncomfortable with anything else at this time because she thinks there needs to be some kind of conversation with people who are impacted by this amendment to perhaps give some additional information. Mrs. Welsh voting yes; for all of the reasons previously stated. Ms. Maucher voting yes; she thinks additional information is needed particularly by people who are impacted. Mr. Tolbert voting yes; he thinks there needs to be more work done with regards to tractor trailer parking in this area. As this town grows you are going to have an increasing number of tractor trailers coming into this town and there needs to be some kind of appropriate facilities for parking those vehicles except all over residential areas.*

**Attachments:**

- Development Advisory Committee Comments from City of Dover Electric & Public Works Departments and DelDOT

**CITY OF DOVER**

**DEVELOPMENT ADVISORY COMMITTEE**

**APPLICATION REVIEW COMMENTARY**

**STAFF D.A.C. MEETING DATE: NOVEMBER 30, 2016**

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

**APPLICATION:** **Text Amendments: Tractor Trailer Parking**

**FILE #:** **MI-16-17**

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

**CONTACT PERSON:** **Paul Waddell - 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 / SANITATION / STREETS / GROUNDS**

1. Our office has no objections to the proposed text 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: November 30, 2016

**DELDOT**

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APPLICATION: Text Amendment: Tractor Trailer Parking

FILE#: MI-16-17 REVIEWING AGENCY: DelDOT

CONTACT PERSON: Jonathan T. Moore 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:

DelDOT has no comments regarding city & state code at this time.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

DelDOT has no recommendations at this time.

ADVISORY COMMENTS TO THE APPLICANT:

DelDOT has no advisory comments at this time.

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 PROPOSED ORDINANCE #2016-25

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

That Appendix B - Zoning, Article 6 - Off-Street Parking, Driveways and Loading Facilities of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

## ARTICLE 6. - OFF-STREET PARKING, DRIVEWAYS AND LOADING FACILITIES

### Section 1. - Permitted accessory parking.

1.1 *Off-street parking spaces*. Off-street parking spaces, open or enclosed, are permitted accessory to any use. One commercial vehicle may be parked on a lot in any residence zone only if less than one ton in carrying capacity.

1.2 *Trailers and boats*. The long-term use of a recreational vehicle as a residence by any person or persons is prohibited in all zones. A boat with its trailer or a utility trailer, under 31 feet body length or an unoccupied recreational vehicle, may be parked within a garage or anywhere behind the setback line if screened from adjacent lots. However, none of the vehicles shall be parked in a required side yard if alley parking adjacent to the lot is available.

1.3 *Driveways*. No driveway shall provide access to a lot located in another zone, which lot is used for any use prohibited in the zone in which such driveway is located.

1.4 The minimum width of a residential driveway shall be nine feet.

(Ord. of 9-12-1983; Ord. of 1-10-1996; Ord. of 11-13-2007; Ord. No. 2016-16 , 8-8-2016)

### Section 2. - Permitted accessory loading berths.

2.1 Off-street loading berths, open or enclosed, are permitted accessory to any use, except residences for one or two families. However, no off-street loading berth shall be located in a front yard.

### Section 3. - Required off-street parking spaces.

3.1 *Schedule of requirements*. Accessory off-street parking spaces, open or enclosed, shall be provided for any lot as specified in Article 4-Zoning Bulk and Parking Regulations, or as specified below for each use in any zone, whichever is greater.

(a) *Exceptions*.

i. Where Article 3-District Regulations, specifies a minimum parking requirement, this parking requirement shall prevail.

ii. For existing buildings within the C-2 zoning district, the requirements of Article 4, Section 4.14-[C-1, C-1A, C-2, C-2A zoned], bulk and parking regulations governing the C-2 zoning district shall prevail.

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| For: | At Least One Parking Space For Each |
|---|---|
| Places of worship | Two hundred (200) square feet of floor area, but not less than one (1) space for each four (4) seats, where provided |
| Libraries | Three hundred (300) square feet of floor area |
| Medical offices—All types | Three hundred (300) square feet of floor area |
| Nursery school or kindergarten | Adult attendant, plus one for every 20 children |
| Elementary or junior high school | Eight (8) seats in main auditorium/cafeteria or gymnasium |
| High school, technical school, college or university | Five (5) seats in main auditorium/cafeteria or gymnasium; if none, see Article 4—Zoning, Bulk and Parking Regulations |
| Hospitals or sanitariums | Three beds |
| Apartments | Two (2) per dwelling unit and one (1) for every two hundred (200) square feet of office space and 0.25 per dwelling unit for visitor space |
| Roominghouses | Guestroom |
| Dormitories | Three (3) beds |
| Eating and drinking places | Four (4) seats plus one (1) for every three (3) bar seats |
| Funeral homes | Two (2) employees, plus five (5) spaces for each chapel |
| Hotels and motels | Guestroom, plus one (1) for every 200 square feet of office space, banquet hall, or meeting areas |
| Athletic fields, baseball, football or boxing stadiums and arenas; race tracks | Three (3) seats |
| Golf courses | Per employee and four (4) parking spaces for each hole |
| Golf or baseball driving range | One-half (½) stall |
| Airports | Per employee and for each two (2) airplanes in storage |

3.2 *Areas computed as parking spaces*. Areas which may be computed as open or enclosed off-street parking spaces include any private garage, carport, or other area available for parking, other than a street or driveway. However, a driveway within a required front yard for a one-family or two-family residence may count as one parking space, other than a corner lot as provided in article 5, section 1.3.

3.3 *Location and ownership of required accessory parking facilities*. Required accessory parking spaces, open or enclosed, may be provided upon the same lot as the use to which they are accessory, or elsewhere, provided all spaces therein are located within 150 feet walking distance of such lot. In all cases, such parking spaces shall conform to the regulations of the district in which they are accessory and shall be subject to deed restriction, filed with the city clerk, binding the owner and his heirs and assigns to maintain the required number of spaces available either:

(a) Throughout the existence of such use to which they are accessory; or
(b) Until such spaces are provided elsewhere.

3.4 Size of spaces. The minimum parking space dimensions shall be at least nine (9) feet in width and at least 18 feet in length. Disabled accessible spaces shall meet ADA requirements.

3.5 Access. Unobstructed access to and from a street shall be provided. Each drive lane shall have at least ten feet of width so that one-way drives have at least ten feet of width and that two-directional drives have two lanes of ten feet each. Unless otherwise specified within this section, access shall be provided by at least one two-directional drive lane or two one-directional drive lanes.

3.6 Drainage and surfacing.

(a) All open permanent parking areas and access drives shall be properly drained and all such areas shall be provided with paved asphalt, concrete or other hard, paved, dust-free surface.

(b) All permanent parking areas shall be enclosed with upright concrete curbing at least six inches in height. The planning commission may relax this requirement for a portion of a parking area when there is a demonstrated need to convey stormwater to a proposed or approved stormwater management area. Curbing shall not be required for loading areas, handicapped access and for parking spaces accessory to a one-family or two-family residence (see also article 6, section 5.3).

3.7 *Joint facilities*. Required parking spaces, open or enclosed, may be provided in spaces designed to serve, jointly, two or more establishments, whether or not located on the same lot, provided that the number of required spaces in such joint facilities shall be not less than the total required for all such establishments.

3.8 *Combined spaces*. When any lot contains two or more uses having different parking requirements, the parking requirements for each use shall apply to the extent of that use. Where it can be conclusively demonstrated that one or more such uses will be generating a demand for parking spaces primarily during periods when the other use or uses is not or are not in operation, the planning commission may reduce the total parking spaces required for that use with the least requirement.

(a) *Campus Parking Plan*. When a new building or building addition is made to a campus involving multiple buildings under common ownership where one or more of the uses will be generating demand for parking when the other use or uses are not in operation, the applicant shall present a campus parking plan as a part of the site development plan that includes an analysis of the parking needs based on the provisions of section 3.8 of this article.

3.9 *Adjustments to parking requirements*. The planning commission may reduce, in an amount not to exceed 50 percent, the number of parking spaces required when, in the opinion of the commission, it has been demonstrated that the use is adequately served by transportation and parking alternatives, including but not limited to:

(a) Site plan proposals within the downtown redevelopment target area, as described in appendix C of the Dover Code of Ordinances, may be granted a 20 percent reduction in the amount of off-street parking normally required, due to the availability of mass transit, municipal parking and existing pedestrian amenities.

(b) Designated off-street parking reserved for car pools, van pools, and bicycle parking facilities, in accordance with the following schedule:

(1) Each carpool space shall be equivalent to three standard parking spaces.
(2) Each vanpool space shall be equivalent to five standard parking spaces.
(3) Every group of five bicycle parking spaces shall be equivalent to one standard parking space.

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(c) Employer participation in a traffic-mitigation plan approved by the Delaware Department of Transportation.

(d) Cash-in-lieu of parking contributions toward the capital construction or improvement of municipal parking facilities that are proposed. The cash-in-lieu of parking contribution shall be in a monetary amount equivalent to the estimated cost of construction for the number of standard surface parking spaces for which the reduction is sought. To take advantage of this option, the developer shall submit to the city engineer a cost estimate for the parking requested to be waived. The city engineer shall examine the estimate for accuracy in current prevailing costs of construction at the time of proposal and shall report to the planning commission his/her findings.

(e) Proposals involving superior urban design which contribute to an enhanced pedestrian environment and which include such features as pedestrian plazas and pocket-parks, pedestrian-way connections with existing sidewalk systems and community facilities, park benches and other street furniture, mass transit connections and shelters, and landscaping and shade tree plantings.

In all areas, except the downtown redevelopment target area, the development plans shall have an area of open space designated where parking could be constructed equal to the number being reduced and the plan shall bear a note which explains that the petitioner, in accepting a parking reduction, agrees to construct such additional parking as is otherwise required under the provisions of the zoning ordinance [this appendix], if the planning commission, after a hearing, determines that the reasons for granting said reduction no longer exist. In all such instances where the planning commission determines that the reasons for granting a reduction no longer exist, the owner of record for the subject property for which a reduction was previously granted must construct the parking required to meet the regulations of the city during the next construction season.

3.10 *Bicycle parking*. Bicycle parking shall be provided for parking spaces at a rate of one bicycle parking space for every 20 parking spaces or a fraction thereof. The planning commission may waive the requirement for the bicycle parking if it is demonstrated that bicycle parking would not be appropriate for safety reasons or due to the nature of the use of the site.

3.11 *Maximum number of parking spaces*. The maximum number of parking spaces shall not exceed 25 percent over the number of parking spaces required by the code.

(Ord. of 12-14-1992(2); Ord. of 4-25-1994; Ord. of 9-13-1999; Ord. of 4-23-2007(4) ; Ord. No. 2009-12, 9-14-2009; Ord. No. 2009-30, 3-8-2010; Ord. No. 2011-29, 1-9-2012; Ord. No. 2011-29, 1-9-2012)

**Section 4. - Required off-street loading berths.**

4.1 ~~[~~*Uses for which required*.~~]~~ Accessory off-street loading berths shall be provided for any lot or any use specified herein. Any land which is developed as a unit under single ownership and control shall be considered a single lot for the purposes of such requirements. Loading berths shall be designed and located so as not to impede fire lane access or the safe and efficient vehicular and pedestrian circulation and shall be in accordance with the following:

4.11 *Dimensions*. One required off-street loading berth shall have minimum dimensions of 12 feet wide and 60 feet long. If more than one loading berth is required, subsequent berths may have minimum dimensions of 12 feet wide and 40 feet long. At no time shall any part of a truck or van be allowed to extend into a public thoroughfare or right-of-way while the truck or van is being loaded or unloaded. If the outdoor loading area is covered, but not totally enclosed, the minimum height of the outdoor loading berth area shall be 14 feet.

4.12 *Maneuvering space*. Adequate off-street truck maneuvering space shall be provided on-lot and not within any public street right-of-way or other public lands. Internal site circulation lanes are to be designed with adequate turning radii to accommodate the size and efficient maneuvering of delivery vehicles.

4.13 *Location*. Loading berths must be functionally related to the building, and be situated where actual loading and unloading activities are intended to occur. Loading berths located remotely from the building will not be permitted, unless the applicant can demonstrate the utility of such berths. Loading berths are not permitted between the street and building, except where a property fronts on three or more streets. This [sub]section of the ordinance shall not preclude the designation of an area in front of the building for parcel pick-up, mail deliveries, or passenger loading.

4.14 *Obstructions*. All loading berths and maneuvering spaces shall be accessible at all times.

4.15 *Fire exit or emergency access*. Off-street loading facilities shall be designed so as not to interfere with any fire exits or emergency access facilities to either a building or site.

4.16 *Maximum number of loading berths required*. For buildings up to 150,000 square feet, a maximum of three loading berths will be required. Additional loading berths are permitted if needed by the property owner or occupant.

4.2 *Loading berths required*. Off-street loading berths will be required for the following uses:

4.21 For a public library, museum, art gallery, or similar quasi-public institution, or governmental building, community center, hospital or sanitarium, nursing or convalescent home, institution for children or the aged, or school with [a] floor area of 10,000 square feet, one berth, [and] for each additional 25,000 square feet or fraction thereof, one additional berth.

4.22 For buildings with professional, governmental, or business offices, or laboratory establishments with [a] floor area of 10,000 to 25,000 square feet, one berth, [and] for each additional 25,000 square feet or fraction thereof, one additional berth.

4.23 For buildings with retail sales and service establishments, one berth for 8,000 square feet to 25,000 square feet of floor area, and one additional berth for each additional 25,000 square feet of floor area or fraction thereof so used.

4.24 For funeral directors, one berth for each chapel. (Such berths shall be at least ten feet wide, 20 feet long, and 7½ feet high, in lieu of the standard dimensions found in [sub]section 4.11 above.)

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4.25 For hotels, one berth for each 25,000 square feet of floor area, or fraction thereof.

4.26 For manufacturing, wholesale and storage uses, and for dry cleaning and rug cleaning establishments and laundries, one berth for 5,000 to 10,000 square feet of floor area in such uses, and one additional berth for each additional 10,000 square feet of floor area or fraction thereof so used.

4.27 For manufacturing, wholesale, or storage uses in the M or IPM zone, and for buildings in excess of 150,000 square feet in any zone, sufficient off-street loading berths shall be provided. Staff will determine the sufficiency of the loading berths after reviewing written documentation from the applicant through the site plan review process.

4.3 *Joint facilities*. Permitted or required loading berths, open or enclosed, may be provided in spaces designed to serve, jointly, two or more adjacent establishments, provided that the number of required berths in such joint facilities shall not be less than the total required for all such requirements.

4.4 *Planning commission waiver*. The planning commission may waive required loading berths in the following instances:

1) On an improved lot, when it can be demonstrated that retrofitting the site for loading berth(s) is impractical or impossible;

2) When the applicant can demonstrate that the intended use is such that no deliveries by large vehicles is expected, now or in the future;

3) When the applicant can demonstrate that the requirements of this ordinance are far in excess of [the] actual needs on the site;

4) In the downtown redevelopment target area, where on-street loading areas are provided nearby.

In all cases, except in the downtown redevelopment target area, land for at least one standard sized loading berth meeting all requirements of this ordinance must be reserved. The city planner may direct that this loading berth be constructed by the owner of record due to any change in use for the site, or if the department of planning and inspections determines that large vehicles are loading and unloading on the site, creating the need for the loading berth.

(Ord. of 9-13-1999)

**Section 5. - Supplementary regulations for parking and loading facilities.**

5.1 *Access near street corners*. No entrance or exit for any accessory off-street parking area with over ten parking spaces, nor any loading berth shall be located within 50 feet of the intersection of any two street lines.

5.2 *On lots divided by zone boundaries*. When a lot is located partly in one district and partly in another district, the regulations for the district requiring the greater number of parking spaces or loading berths shall apply to all of the lot. Parking spaces or loading berths on such a lot may be located without regard to district lines, provided that no such parking spaces or loading berths shall be

located in a residence zone, unless the use to which they are accessory is permitted in such zone, or by special permission of the board of adjustment.

5.3 *Supplementary parking regulations for multiple dwellings*. No parking space shall be located in any front yard or within three feet of any lot line in side or rear yards. The parking of motor vehicles within 15 feet of any wall or portion thereof, which wall contains legal windows (other than legal bathroom or kitchen windows) with a sill height of less than eight feet above the level of the said parking space is prohibited. No service of any kind shall be permitted to be extended to users of the lot, including automobile service, repair or fueling, and no gasoline, oil, grease, or other supplies shall be stored or sold in any such lot or in any garage on such lot.

5.4 *Supplementary regulations for any parking lots adjacent to residential lots*.

5.41 Whenever space is provided for the parking of ten or more vehicles in the open, such spaces shall be individually identified by means of pavement markings.

5.42 Reserved.

5.43 Wherever a parking lot is located across the street from other land in any residence zone, it shall be screened from the view of such land by a thick hedge located along a line drawn parallel to the street and a distance of 20 feet therefrom, [and] such hedge [is] to be interrupted only at points of ingress and egress. The open area between such hedge and the street shall be landscaped in harmony with the landscaping prevailing on neighboring properties fronting on the same street. A fence five feet high may be required while such hedge is growing to a suitable thickness.

5.44 Identification and directional signs shall not exceed an area of three square feet each and shall be limited to such as are essential for the particular use.

5.5 *Parking for motorsports racing*. During any ten-day period prior to or two-day period following an auto racing event the following provisions shall apply:

5.51 Automobile parking.

a. Property located within a residential zone may be used for fee-based parking of motor vehicles. Fee-based parking shall not include parking of commercial vehicles for use by commercial vendors and sales representatives.

b. Unimproved surfaces may be used for automobile parking. Such areas shall be reviewed by the fire marshal to ensure adequate emergency access. No stormwater management areas or other preserved open space shall be used for automobile parking.

c. Automobile parking shall in no case obstruct fire lanes, parking lot drive aisles, emergency access, fire protection equipment, or cross access easements between properties.

5.52 *Recreational vehicle parking*. Recreational vehicle parking shall be permitted within all zones subject to the following requirements:

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a. No more than three recreational vehicles shall be parked on a residential lot.

b. Property owners wishing to provide parking for more than five recreational vehicles shall apply for a permit from the licensing and permitting division a minimum of 60 days prior to the race event. Fees for the permit will be charged in accordance with appendix F. Prior to issuance of a permit, the property owner or his agent must submit a legible diagram of the camping area to the licensing and permitting division. The diagram shall show recreational vehicle parking location, emergency access, drive aisles, entrance and exit, number of proposed recreational vehicles to be parked, location of power lines, and location of restroom facilities.

c. Recreational vehicles shall not be parked within 25 feet of power lines as measured from the center of the utility pole. Vertical extensions from recreational vehicles shall not be closer than 25 feet to power lines as measured from any point on the vertical extension.

d. Recreational vehicles shall not be parked closer than ten feet to other recreational vehicles, buildings or other structures, as measured from the long side of the vehicle; nor closer than two feet from other recreational vehicles, buildings or other structures, as measured from the front or rear of the vehicle. The required ten feet shall exclude any bump-outs or other protrusions from the side of the vehicle.

e. Recreational vehicle parking areas shall have drivable surfaces engineered to hold the weight of recreational vehicles, fire equipment, and other emergency response equipment in all types of weather.

f. Any changes to the layout of recreational vehicle parking areas shall be required to be submitted to the licensing and permitting division at least 30 days prior to the race event.

g. The Fire Marshal's Office may grant an exception to any provision of section 5.52 if it can be demonstrated that equivalent means of public safety and fire protection is being provided.

h. The fire marshal's office shall develop policy guidance on the implementation of this section.

**Section 6. - Tractor Trailer Parking**

**6.1 Parking of tractor trailers, or any part of a tractor trailer, is prohibited in all residential zones, and in the following non-residential zones: CPO, C-1, C-1A, C-2, C-2A, SC-1.**

**6.2 Parking of tractor trailers within the C-3, C-4, IO, SC-2 and SC-3 zones is permitted only in areas designated as loading zones or loading areas.**

**BE IT FURTHER ORDAINED:**

That Appendix B - Zoning, Article 12 - Definitions of the Dover Code be amended by inserting the following definition in its correct alphabetical order:

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*Tractor trailer*: A large truck with a long trailer attached to the back of it.

ADOPTED: *

S:\ORDINANCES\2016\DRAFT\ORDINANCE #2016-25 APDX B-ZONING, ART 6-OFF-STREET PARKING\Proposed Ordinance #2016-25 Appendix B, Art 6 - Off-Street Parking - Tractor Trailer Parking-FINAL Reading.wpd

**SYNOPSIS**

The proposed amendment would prohibit the parking of tractor trailers, or any part of a tractor trailer, in all residential zones and in certain non-residential zones. It would also limit the parking of tractor trailers to designated loading zones or areas in non-residential zones.

(SPONSORS: SLAVIN AND COLE)

Actions History

01/09/2017 - Scheduled for Public Hearing/Final Reading - City Council
12/19/2016 - Public Hearing - Planning Commission
11/28/2016 - First Reading - City Council
11/15/2016 - Introduction - Council Committee of the Whole/Safety Advisory and Transportation Committee

Draft

# COUNCIL COMMITTEE OF THE WHOLE

The Council Committee of the Whole Meeting was held on December 13, 2016 at 6:00 p.m., with Council President Slavin presiding. Members of Council present were Mr. Anderson (arrived at 6:11 p.m.), Mr. Sudler, Mr. Neil, Mr. Cole, Mr. Hosfelt, and Mr. Hare. Mr. Lewis and Mr. Hutchison were absent. Mayor Christiansen was also absent. Civilian members present for their Committee meetings were Mr. Caldwell and Mrs. Horsey (*Parks, Recreation, and Community Enhancement*).

# PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE

The Parks, Recreation, and Community Enhancement Committee meeting was held with Chairman Sudler presiding.

**AGENDA ADDITIONS/DELETIONS**

**Mr. Sudler moved for approval of the agenda, seconded by Mr. Neil and unanimously carried.**

**Addition of Bollard Lighting - Mallard Pond Park Trail**

Mrs. Ann Marie Townshend, Director of Planning and Community Development, informed members that the City of Dover recently completed construction of the Mallard Pond Park multi-use path, which connects Marsh Creek Drive to North Caroline Place, in the Mallard Pond development. She advised that the City completed the path and installed playground equipment this year, noting that the concrete path came in under the original estimate. Mrs. Townshend explained that Community Transportation Funds (CTF) and Delaware Land and Water Conservation Trust Funds were used for the project and, to date, there was no City money spent on the project. She stated that the path is a critical link between Dover High School and housing developments, primarily Mallard Pond and some of the condominiums near Mallard Pond. Mrs. Townshend advised that these areas are not easily accessible from Kenton Road and Route 8; however, the path makes the high school accessible to these areas by foot.

Mrs. Townshend stated that, since there was money remaining in the budget and in the grant funds that had been secured for this project, staff would like to install bollard lighting along the path. She noted that this type of lighting was used to light the Capital City Trail on Martin Luther King, Jr. Boulevard, explaining that it is low lighting that should not interfere with neighboring residences. Mrs. Townshend explained that bollard lighting would be less intrusive than street lighting and improve the safety of the path, especially during the time of year when there could be kids going to and from the school in the dark. She advised that the Electric Department had put together an estimate of just under $20,000 for the lighting and noted that almost $29,000 in funding remained. She indicated that any unexpended Delaware Land and Water Conservation Trust Fund grant funds would go back to the State and CTF monies could be allocated to another project. Mrs. Townshend advised that there may still be funds remaining at the end of the project.

Staff recommended proceeding with the installation of bollard lighting along the Mallard Pond Park multi-use path.

Mrs. Horsey noted that 50-watt lighting was proposed and asked if this would be LED lighting or light bulbs. Responding, Mr. Scott Koenig, City Manager, stated that he did not believe there would be LED lighting. He noted that bollard lighting is similar to the lighting next to the Dover Public Library, which is not LED. Mr. Koenig advised that, if he recalled correctly, the lighting on the Capital City Trail was not LED and the estimate provided was without LED; however, he stated that clarification could be provided.

Mr. Sudler asked what the cost differential would be between LED versus non-LED lighting. In response, Mr. Koenig indicated that he did not know the difference in cost but could try to get the information before the next City Council meeting scheduled for January. He stated that he was unsure if LED lights could be put into the bollard lighting fixtures. Mr. Sudler requested that Mr. Koenig provide a cost differential and a determination regarding whether the fixtures would be compatible with LED.

Mr. Hare asked if this was use-it-or-lose-it money. Responding, Mrs. Townshend reiterated that unused grant allocation funds from the Delaware Land and Water Trust Fund would be returned to the State and unexpended CTF monies could be reallocated to another project.

**Mr. Hosfelt moved to recommend proceeding with the installation of bollard lighting along the Mallard Pond Park multi-use path, as recommended by staff. The motion was seconded by Mr. Neil and unanimously carried.**

**Proposed Land Swap - Capitol Baptist Church/Mayfair Park**

During their Regular meeting of August 22, 2016, Council approved the Council Committee of the Whole/Parks, Recreation, and Community Enhancement Committee's recommendation for approval of staff's recommendation to authorize the City Manager and other City staff to negotiate a proposed land swap which is mutually beneficial to the property owners and the City of Dover, including any necessary research and legal expenses necessary to determine the terms and conditions of a potential land swap that involves the public open space known as Mayfair Park with four (4) caveats, as follows: 1) that staff would come back and present at least three (3) alternatives on the proposed land swap that include maps and drawings; 2) that there would be commentary from the Parks and Recreation Department on what the potential effect would be on the future uses of the park for the land swap; 3) that it would include an estimate of costs, and a proposed cost sharing arrangement with the church would be identified, and 4) that staff was not authorized to expend any funds at this point without further approval.

Mr. Scott Koenig, City Manager, informed members that concerns about the uses of the Mayfair Park began approximately a year ago. He advised that basketball nets and goals were removed from the park by staff because the neighborhood felt they detracted from the neighborhood. Mr. Koenig reminded members that various discussions had been held with the Capitol Baptist Church regarding a potential land swap. Referring to the four (4) caveats that Council had established regarding this matter, Mr. Koenig stated that no money had been spent. He advised members that, based on previous discussions, the City's Geographical Information Systems (GIS) Department was able to develop maps by moving property lines reflecting four (4) potential land swap options. He indicated that a meeting was held with Capitol Baptist Church and Pastor Terri Moore on

Monday, November 7, 2016, and the potential impact of each option was discussed. Referring to the map entitled "Mayfair Park - Potential Land Swap: Option 1" ***(Attachment #1)***, Mr. Koenig stated that staff and the church felt that this option would have the least impact on new property owners. He reviewed the map, noting that two (2) residences currently front on Alder Road and back up to the park, and the park extends to the Capitol Baptist Church parking lot. Mr. Koenig stated that, according to this option, there would be a land swap of approximately 0.66 acres. He explained that the polygon outlined in red, located next to the church parking lot, would be transferred to Capitol Baptist Church and the rectangular section outlined in red to the north would be transferred to the City of Dover. Mr. Koenig stated advised members that this option would impact the property owner at 156 Blue Beach Drive.

Mr. Koenig explained that each of the other options would affect more landowners. Referring to the map entitled "Mayfair Park - Potential Land Swap: Option 2" ***(Attachment #2)***, he advised that Option 2 would take the City park away from the residents that front on Alder Road and impact two (2) additional residences on Blue Beach Drive. Mr. Koenig referred to the map entitled "Mayfair Park - Potential Land Swap: Option 3" ***(Attachment #3)***, explaining that, similarly to Option 2, Option 3 would give up some frontage property on Alder Road, noting that one (1) of those residences would no longer abut the City park but two (2) property owners on Blue Beach Drive would be impacted. Referring to the map entitled "Mayfair Park - Potential Land Swap: Option 4" ***(Attachment #4)***, he stated that under Option 4, the property owners on Alder Road would no longer abut the City park; however, five (5) properties along Blue Beach Drive would be affected. Mr. Koenig noted that this would also create an odd-shaped piece of land for the City.

Based on the conversation with the church during the meeting on November 7, 2016, Mr. Koenig indicated that both staff and the church representatives felt that Option 1 would be the best option to put before the Committee to receive comments. He stated that, since that meeting, Mrs. Ann Marie Townshend, Director of Planning and Community Development, had emailed the City's contact at the Department of Natural Resources and Environment Control (DNREC) regarding the park. Mr. Koenig reminded members that State and federal money had been used at some point to improve the park, and concurrence from the State was needed to modify the boundary of the park. He advised that staff had not yet received any feedback at this point from DNREC; therefore, this part of the equation had not been resolved.

Mr. Koenig stated that the purpose of this evening's meeting was to get feedback on the options and take public comment. He advised that some of the options had been shared with Mr. Hare, and Mr. Koenig stated that he believed that Mr. Hare had shared them with people in the neighborhood. Mr. Koenig also noted that Pastor Moore had indicated that the church had talked to people in the neighborhood. Mr. Koenig stated that costs related to the land transfer had not yet been discussed because staff was unsure if the City would be moving forward to the next step.

Staff recommended Option 1 if the City is going to pursue a potential land swap.

Responding to Mr. Neil regarding the types of costs that would be involved, Mr. Koenig explained that there would be legal costs for the preparation and recording of the deed for the property for the land swap. He also noted that there were currently park improvements on the piece of land adjacent

to the church property, and there was a question about whether those park improvements would need to be moved. Mr. Koenig advised that the City does not want to bear the cost to move those park improvements, but explained that there may be some other mechanism to transfer the value to the church. He noted that these types of discussions had not yet been held. Mr. Koenig reiterated that there would be real costs associated with the preparation of deeds and things like that, which Council had indicated staff should not pursue at the City's expense.

Referring to the map entitled "Mayfair Park - Potential Land Swap: Option 1," Mr. Hosfelt asked what land the City currently owned. In response, Mr. Koenig stated that the City owns several pieces of property in this area and identified them on the map.

Mr. Slavin referred to the map entitled "Mayfair Park - Potential Land Swap: Option 1" and asked who owned the small grassed area behind the church, noting that it did not appear in either of the polygons depicted. Responding, Mr. Koenig indicated that this small grassed area belonged to the church. Mr. Slavin asked if that area was a small in-holding of the church that was surrounded by park land and Mr. Koenig stated that it was, explaining that the church has an odd-shaped property. Mr. Slavin asked if all the properties on Blue Beach Drive were abutted by church property, and Mr. Koenig stated that they currently were.

In response to Mr. Slavin, Mrs. Townshend stated that the vacant church property is zoned R-10, One-Family Residence Zone. She noted that this zoning would allow for 10,000 s.f. lots, which would be approximately four (4) lots per acre. Mrs. Townshend advised that this was approximately nine (9) acres, which would theoretically allow for 36 lots if roads, etc., could be put in.

Mr. Sudler asked what the second option would be if Option 1 was not obtainable. Responding, Mr. Koenig advised that this had not been discussed; however, he would not recommend Option 4 because it would create an odd-shaped piece of land. He stated that Option 3 would probably be the next most attractive option because it would result in land that is closer to a square.

Mr. Slavin stated his understanding that this was proposed to be a fee-simple swap and the City would be the outright owner of the land that it would receive. Responding, Mr. Koenig stated that this was what had been discussed.

Mr. Slavin stated that there would be some low costs and it would just be a swap. He asked if, rather than having the City own fee-simple land, discussions had taken place about conservation easements on a bigger amount of property that would be declared unbuildable land, with underlying ownership by the church. Mr. Slavin explained that his thought was that the land would then be conserved, and the City could design it to be behind all of the houses on Blue Beach Drive to provide a buffer that could never be developed behind those houses. Responding, Mr. Koenig advised that staff had not discussed that option. Mr. Slavin noted that this would give the church, and perhaps the City, the option to use it as open space. He stated that, at the very least, it would give the residents comfort knowing that the property right behind them may not end up being housing in the future.

Mrs. Janice Sibbald, 144 Blue Beach Drive, stated that she had spoken during the August 9, 2016 Council Committee of the Whole/Parks, Recreation, and Community Enhancement Committee meeting when this was discussed and recalled that an easement was granted or offered to the church. She stated that this was not being mentioned now, and there was only talk of a land swap. Responding, Mrs. Townshend stated that she thought there had been some discussion about potential easements; however, the motion made by members did not address easements but a land swap, the effect it would have on recreation, and no expenditure of funds.

Mr. Sudler asked how an easement would impact staff's recommendation in regard to this matter. In response, Mrs. Townshend stated that it would depend on what that easement entails. She indicated that if the City proceeded with an easement instead of a land swap, it could affect the grant covenants because the land that is put under an easement would no longer be accessible for public recreation. Mrs. Townshend explained that, for instance, if a parking lot or drive aisle is placed on the land, it could end up complicating things with DNREC.

Mrs. Sibbald expressed her understanding from the August 9, 2016 meeting that the easement would be for two-way traffic to go back and forth from the property where the church is located to the vacant property that the church owns. She stated that traffic would cross the park, but the church would not own that land. Responding, Mr. Koenig stated that Mrs. Sibbald was correct. He recalled that there had been discussions as long as two (2) years ago when the church had indicated that they would potentially like to obtain an easement from the City of Dover to drive through the parking lot adjacent to the substation through a drive aisle to access the nine (9) acres of land, where they would potentially build some kind of building and a parking lot that would be associated with the church. He advised that the problem was that the area where the easement would most likely go was where the playground was currently located, which would potentially create a conflict with the playground. Mr. Koenig stated that, during the discussion at the Committee meetings, everybody felt that it may be a cleaner transaction if there was a swap of land that would better define the City's park, potentially give the City a better shape of land, and at the same time potentially transfer land to the church so they could proceed with future development that would enhance the community. He stated that there were discussions about this early on. Mr. Koenig advised that Mrs. Townshend was correct that if an easement was granted, there would be no exchange of land, and the easement would reduce the area of the park that the City could utilize for community purposes. He advised that granting an easement could have a negative effect on how the transaction is viewed from the State, as far as maintaining parkland, etc. Mr. Koenig indicated that the discussion had gravitated to a land swap, whereby the City would indicate to the State that the City would give up 0.66 acres of the park but replace it with another 0.66 acres, and the shape of the park would then be more appropriate for modern application and recreation.

Mr. Sudler asked if staff had looked at the impact of providing an easement from the Delaware Department of Transportation (DelDOT) or the entity that would approve this from the State. Responding, Mr. Koenig stated that if the City provided an easement, the only review required to his knowledge would be internal review of the drive aisle across City property. He explained that the development of the nine (9) acres, whether with a parking lot or a building, would most likely require Planning Commission review because of the land disturbance area. Mr. Koenig indicated that staff had not reviewed any associated costs. He stated that, in their discussion with church

representatives, staff had stated that if the City granted an easement, the costs to prepare the easement document and to build the drive aisle, etc., would be the church's costs. Mr. Koenig advised that this would become somewhat of a problem if the church were to improve the City's property. Although this sounded like a good idea on the surface, he explained that there would be issues of maintenance in perpetuity, and if someone was hurt on the property, there would be a question of who owns the property.

Mr. Koenig stated that if the City were to do a transaction, in his opinion a land swap would be a cleaner transaction. He indicated that there was discussion about the location of the playground equipment that is now near the church's area, the composition of the children in the area, and what it is that they want. Mr. Koenig advised that he did not know whether the playground should be moved, if there is even a need for this type of playground equipment in a revised park, or if, in the transaction, the City should decide to leave the equipment and plan for something new. He explained that this discussion had not yet been held.

Mrs. Sibbald, referring to the map entitled "Mayfair Park - Potential Land Swap: Option 1," stated that she was confused by the way the lines were drawn, explaining that she did not know why a yellow line was running through the park and a jagged line going up, as if there was an entrance to the park outlined in yellow. She advised that there was an entrance to the park next to the two (2) houses at the bottom that were adjacent to the church. In response, Mr. Koenig stated that he did not believe the lines were meant to indicate entrances but parcels, noting that the park currently exists on two (2) different parcels. Mrs. Sibbald stated that the park was one (1) whole, big piece. Responding, Mr. Koenig explained that legally there were two (2) parcels. Mrs. Sibbald stated that they could not be subdivided or held for anything else and asked for explanation. In response, Mrs. Townshend advised that the park is made up of two (2) parcels of land, one (1) on the corner outlined in yellow, and one (1) just north of it that extends to the playground. She explained that these two (2) separate parcels were part of the park, noting that this did not mean that it would be developed but that the two (2) parcels had never been combined into one (1). Mrs. Sibbald stated that the existing land use had always been a park and this would not change, and Mrs. Townshend indicated that this was correct. She stated that it appeared that at some point the land was divided into two (2) parcels, or possibly the northern parcel was added later, noting that it would be necessary to look at the history to make a determination. Mrs. Townshend reiterated that it was all one (1) park with two (2) different parcels.

Mr. Anderson asked if the Parks and Recreation Department had determined what type of use would best fit this particular park through discussions or a needs assessment. Responding, Mrs. Townshend indicated that staff had planned to hold a park planning workshop at the park during the summer; however, they decided to wait and see what happened with the land swap and then work with the neighbors to develop a park plan. She stated that it was clear that the City had not made any upgrades to the park, other than the playground equipment that was installed in 2005. Mrs. Townshend indicated that there was asphalt from the basketball courts, some goal posts, and a backstop, so people could use the park for pick-up activities; however, there was no manicured ballfield. She stated that the question was if the needs in that specific area had evolved. Mrs. Townshend explained that once the park boundary is determined, staff wants to have a

neighborhood park planning meeting to find out specifically what activity people would like to see at the park.

Mr. Anderson stated that it was an interesting conundrum that one (1) department wanted to know what was needed to effect the change and the other department wanted to know what the change would be to know the needs, and he asked how this would work out. In response, Mrs. Townshend stated that the park is a very odd shape, with a lot of property extending beyond the church that is shielded from public view, which had been part of the problem with the basketball court. Mrs. Townshend indicated that, regardless of what improvements are ultimately put in the park, reshaping the park could be a benefit to the community and could accommodate whatever types of amenities would be wanted in the park.

Mr. Anderson asked what the total acreage of the park was projected to be. Responding, Mr. Koenig stated that it would not change from its current size. Mrs. Townshend explained that the acreage would stay the same, since one (1) area would be changed for another. She estimated the total acreage at just under three (3) acres, noting that any amount that goes to the church would have an equal swap.

Mrs. Sibbald stated that, during the August 9, 2016 meeting, she provided photographs of signs on the church property that state no trespassing. She indicated that it was discussed that the City had found that the parking lot had been paved so that people would be able to access the park through the church property, and this was part of $1,500 that was paid to pave the church's parking lot. Mrs. Sibbald noted that the signs were still there and nothing had been done about it. She stated that there was talk about access to the park; however, there is no access as long as the church has signs up that state that people cannot walk or go through. Mrs. Sibbald indicated that the agreement stated that people could park in the church parking lot when they wanted to use the park; however, they had never been allowed to do so by the church. She stated that this had been presented in public at the meeting that she attended.

Mr. Koenig advised that Pastor Moore had indicated that, while this agreement was reflected in the minutes, he was unsure that it actually happened. Mr. Koenig explained that staff had not told the church to take the signs down because they wanted to have the discussion about the land swap. He explained that Pastor Moore had indicated that one (1) of the reasons for the signs being up was because the church had problems with residents at the apartment complexes using the church parking lot as overflow, or parking there for days and taking up the off-street parking. Mr. Koenig stated that he would defer to Pastor Moore, but Mr. Koenig believed that related conversations indicated that the church's position was not that they did not want people in the neighborhood coming to stay at the park for a few minutes with their kids, but they were having difficulty with people at the apartment complexes leaving cars and other items in their parking lot for many hours.

Mr. Caldwell recalled that during the August 9, 2016 meeting, there was discussion about illegal activities taking place in the park and questioned if this was still a concern. In response, Mr. Koenig stated his recollection that residents along Alder Road were concerned about activity in the park, specifically kids doing things related to the basketball courts and vandalism. He advised that he was unsure about what illegal activity was occurring; however, when there are isolated areas, a number

of different things can happen. Mr. Koenig stated that he would defer to Pastor Moore to provide a first-hand perspective regarding the activity that was occurring.

Mrs. Sibbald informed members that the basketball hoops were removed, the light had been turned off, and there had not been illegal activity going on there anymore. She advised that she had seen young children, probably around the ages of 10 to 12, playing soccer on the basketball court, which is still paved. Mrs. Sibbald indicated that there had not been any problems since the basketball hoops were taken down and this was not a valid complaint anymore. She stated that the discussion had been that if an easement was given to the church to cross over to their own property, the church would have to pay for moving the equipment. Mrs. Sibbald explained that if it was being stated that the City needed to do a land swap now because of illegal activity, there was no such activity.

Pastor Terri Moore, Capitol Baptist Church, advised that the reason that the no trespassing signs are at that location is because there are no entrances to the park there, noting that a fence runs all the way across and there is no way to get in. Referring to the map entitled "Mayfair Park - Potential Land Swap: Option 1," he indicated the location of the fence and the entrances to the park. Pastor Moore advised that the problem was that a lot of people from Clearfield Apartments would flood through the properties of the church and the two (2) adjacent houses on Alder Road to get to the basketball courts. He stated that these people had destroyed the fence many times and the church repaired it, noting that the church went in with the City to redo the fence several years ago and paid to make it higher, hoping that the individuals would use the entrance. Pastor Moore explained that this had not stopped these individuals, who had ripped open the fence and kicked the gate in, noting that much of this was because of the design of the property.

Pastor Moore stated that the church wants to work with, attract, and minister to the community and it would be odd to say that they would not allow people to do things. He explained that the no trespassing signs are there because the fence had been torn down, noting that the whole thing was torn down where the house is located next to the church. Pastor Moore advised that their gate had been kicked in and they had repaired the fence over and over again. He stated that the City had a problem with the activity, noting that the problem was twofold, the items in the park and also the shape of the park, explaining that its location was attracting the group to come through the way they were.

Pastor Moore explained that the land swap would be good for everyone and would help the church with their parking. He noted that a redesign would solve the problems of trespassing through everybody's property, since the individuals accessing the park would go a different way, which would curb the activity. Pastor Moore indicated that there had never been any longstanding agreement with the City about letting people park at the church, stating that people had parked there and the church understood this. Pastor Moore advised that the fence was the problem, since one cannot get to the park where the fence is located.

Pastor Moore provided a copy of a statement that Mrs. Sunny Schmidt, 375 Alder Road, asked him to submit on her behalf ***(Attachment #5)***. He stated that Mrs. Schmidt resides two (2) houses over from the church, had wanted to be present, and was in favor of the land swap.

Mr. Neil asked if Pastor Moore believed that Option 1 was the strongest option for the church. Responding, Pastor Moore stated that he thought it was best for the community. He indicated that his first thought would be to go straight up to make the park square; however, the church wanted the situation to be good for the community as well and to be good neighbors. Pastor Moore stated that the church felt that the best way would interfere the least with anyone, and Option 1 would not affect anyone that was not already affected. Referring to the map entitled "Mayfair Park - Potential Land Swap: Option 1," he explained that the park was already along the side and part of the back of the property belonging to the house at 156 Blue Beach Drive, and Option 1 would increase that. Pastor Moore noted that the two (2) houses on Alder Road already had the park behind them, so they would not be affected. He stated that there would certainly be other designs that would benefit the church; however, the church wanted everyone to be happy and felt that working together would solve the problems of the park and the activity there, as well as the church's parking problem. Pastor Moore advised that Option 1 would help the church and the City, noting that the church currently has two (2) services on Sunday and people have to park on the street. He indicated that proceeding with this approach would remove parking on the street during service times and allow the church to increase their parking lot, noting that they must see what the agreement and design would be before moving forward.

Ms. Sandy Kinkus, 365 Fiddler's Green, asked Pastor Moore when parking is an issue, other than Sunday. Responding, Pastor Moore advised that they have a lot of things going on, including Sunday services, Wednesday services, and special meetings throughout the week. Ms. Kinkus asked if the church definitely wanted to use this property as a parking lot. Responding, Pastor Moore indicated that the church did not know exactly what they would be doing yet or the design and noted that the church owns other land there as well.

Ms. Kinkus stated her understanding that the City could not make plans until there is a land swap and asked if it had been established that a land swap would be legal. In response, Mrs. Townshend advised that, because of the grant covenants, the land cannot be removed from outdoor recreation and would have to be replaced with an equivalent. She stated the need to go through DNREC to determine if any of the proposed alternatives would be considered an equivalent. Mrs. Townshend indicated that, in preliminary discussions when this issue first came up, DNREC had stated that a land swap would be less rigorous than reducing the size of the park and trying to replace it elsewhere.

Mr. Sudler expressed his understanding that the land swap could be considered equivalent, but had not been deemed as equivalent. In response, Mr. Slavin stated that he was dealing with a similar issue in Delaware City in his State job, and that a swap must be the same amount acre for acre, and also the same quality of land. He advised that land could not be taken out of active recreation and open space and swapped for an identical amount of land that is wetlands and inaccessible, and Mrs. Townshend concurred. In regard to the City's current discussion, Mr. Slavin indicated that the land parcels are adjacent to each other which is the easiest type of swap that can be done under these covenants. Mrs. Townshend indicated that she did not see any issues that would prevent a swap from going forward; however, she advised that the City needed to be sure to follow the process through the State.

Ms. Kinkus stated her understanding that the City would not incur any expense; however, she noted that cost-sharing had been mentioned and asked what this meant. Responding, Mr. Koenig explained that cost-sharing had been part of the overall motion that was made during the August 9, 2016 meeting and approved by Council on August 22, 2016; however, there was no commitment of funds on behalf of the City. He advised that this would be the next step in the process, noting that the City was not even close to being done. Mr. Koenig stated that the question about cost-sharing would be whether there is a benefit to the City in sharing the cost of a fence or something else in the future, noting that this had not yet been discussed. He explained that staff was trying to react to the different concerns of residents who abut the existing park and the facilities that had been constructed in that park that they were not happy with, as well as the church entity that had expressed interest in a potential land swap. Mr. Koenig indicated that staff was trying to present alternatives to the Council and Committee that may add value to the overall community. He stated that the City may end up not selecting any of the options and leaving everything as is, or choosing one of the options to move forward with and evaluate further. Mr. Koenig reiterated that there was clear direction from Council that they did not want staff to spend any money up to this point, and staff had not done so.

Ms. Kinkus stated that the City wants to develop the park but cannot until the land swap issue is settled, because it is not known which parcel of land will be swapped. She indicated that her first impression was that Pastor Moore wanted the piece of property for a parking lot; however, she now understood that the church did not know what they wanted to do with the property. Ms. Kinkus stated that if the church wanted the piece of property, there had to be a plan in mind which she thought needed to be made clear before doing the swap. She noted that there may be zoning, conservation, and water runoff issues. Ms. Kinkus suggested that if the City and church were going to move forward, there should be a committee made up of the residents in the area and Pastor Moore to be clear about what the church would do with the piece of land. She advised that, as far as the park is concerned, she has some ideas that she would like to present at a later date, noting that this all seemed very foggy to her at this point.

Mr. Sudler asked Pastor Moore if, after hearing some of the concerns, he was willing to sit down with residents and come up with a clear plan of action in regard to the property. Responding, Pastor Moore stated that he would be happy to discuss it; however, he explained that the truth was that the church already owns nine (9) acres there and would or would not develop it regardless. Pastor Moore noted that just a little strip of land was being discussed and they were open to any type of discussions with the community. He indicated that it seemed that Ms. Kinkus was trying to put the cart before the horse, noting that the church knew some of the things that were possibilities; however, it would depend on what happens with the land. Pastor Moore explained that the church did not have a grand plan awaiting and noted that they are a non-profit organization and do not have millions of dollars in the bank, and anything they would do would take years. He advised that if the church develops the land, they would come to the Council Chambers again, and the City could decide whether or not they want something there. Pastor Moore stated that these subjects should be addressed at that time, rather than before dealing with the land swap, noting that the church does not know what could be done without the swap happening first.

Mr. Hare asked why Pastor Moore wanted the land. In response, Pastor Moore advised that the church has two (2) pieces of property that are not connected. Mr. Hare asked if the piece of land

could be cut down and if the tip of it, one-third or perhaps 0.22 acres, could be swapped with the City for 0.22 acres. He explained that the church would then have the land in the corner where the playground equipment is located and would have full access to their other land. Responding, Pastor Moore indicated that this would limit options for the park, stating that there is a small strip there to do what the City wants to do. Mr. Hare advised that it would not limit the park any more than it is now. Pastor Moore expressed his understanding that this was why the City was trying to change the situation. Mr. Hare advised that the City was not trying to change it, but the church was proposing that the City change it. Pastor Moore stated his understanding that this was a mutual problem that the City and the church were trying to solve together. He noted that the church was landlocked, and this would help them; however, there were also a lot of problems with the park that had prompted these meetings. Pastor Moore stated that what was in the park and its design were problems, and moving and redesigning it would help the problems of the park and the church at the same time, and this was why he felt this would be a good solution for everyone and was the way to go.

Mr. Hare indicated that the problems with basketball had been alleviated since late April or early May when the equipment was taken down, noting that he and Mr. Slavin had been over there. Responding, Pastor Moore stated that people were still climbing the fence to get to the park. Mr. Hare noted that the basketball hoops where there were drug dealers had been cleared.

Mr. Simon Lowe, 140 Blue Beach Drive, stated that of the proposals he had seen, he liked Option 1, which would have the least impact. He noted that his wife concurred with this but was unable to be present. Mr. Lowe advised that he liked this option because it was the church's property and they could build whatever the City authorized, and it would also impact the least amount of property owners. Mr. Lowe stated that Option 1 would not impact his property, which was the fifth property. In regard to the park, he stated that he had more issues with kids and parents playing in the street than playing in the park. Mr. Lowe advised members that he would like to hear what the plan is for the park. He stated that the biggest problem is kids playing at the intersection and people zooming down Blue Beach Drive, noting that the stop signs serve no purpose other than places for the kids to play.

Ms. Susan Murphy, 116 Blue Beach Drive, stated that she was in favor of the land swap and agreed that Option 1 seemed best. She stated that she had been a resident on Blue Beach Drive for 14 years and had never cared for the way that the park is. Ms. Murphy noted that there is a playground right next to an electrical substation and although it was fenced in, it was not welcoming to the community. She stated that she felt it would benefit the community much more to have the land swap, a much more defined square shape, and a more community-friendly setting.

Ms. Sibbald stated that she wanted to make a comment that she had made in August. She explained that there are two (2) entrances through the gate and through the fence on the church property to the park, noting that the church had been using that park for a playground since they put their school in. Ms. Sibbald stated that the church was allowed to have a church and a school because of the park, since they did not have any room for a playground and they were using the park for a playground. She indicated that the church uses two (2) entrances and exits to go back and forth with the children into the park and she did not know why it was just stated that there were no entrances there.

Ms. Sibbald stated that this entrance was what the public was using when they would walk through the church property. Responding, Pastor Moore advised that this was not a public entrance, and when the church went in with the City to rebuild the fence and paid for the second half, they also paid to put the gate in because they do use it as a park, noting that it is a park to be used. He stated that this was not a public entrance and there was only one (1) gate there for the kids from the church to go in. At the request of Mr. Sudler, Pastor Moore referred to the map entitled "Mayfair Park - Potential Land Swap: Option 1," and identified the gate, noting that there was six-foot fencing that dropped to four (4) feet.

Ms. Elaine Kesselring, 1315 New Burton Road, stated that she was in favor of Option 1. She noted that everyone had said that she does not live on that street; however, she can see everything that is happening, the park, and the property because it is wide open. Ms. Kesselring indicated that the field was the only thing between her and the church. She stated that she did not think that she would like to have the church landlocked, although she believed that it currently was. Ms. Kesselring explained that the church does not have access to their property for a parking lot, or if they want to build, etc. She stated that the only way to preclude anything happening in your backyard is to own the property.

Mr. Sam Knickerbocker, 943 Buck Drive, stated that he was in favor of the land swap and Option 1, which he thought benefitted both the church and the community for the park. He indicated that he has three (3) kids and thought it was an interesting area of the park. Mr. Knickerbocker noted that the church had been in Dover for 50 years and 40 years in that location. He stated that he is an attender of the church and several hundreds of people also attend. Mr. Knickerbocker advised that being in a landlocked position is detrimental not only to the church, but also to the community, because of all that takes place on the streets when there are events and activities. He noted that he knew there were a lot of legal issues and things that would have to be dealt with, as far as whether there would be a land swap or something else that would take place. Mr. Knickerbocker indicated that the most important question was whether this answer would help the community and also the church, and he stated that he thought it would benefit everyone.

Noting that this had nothing to do with the park, Mr. Neil stated that he was the producer of the 300th anniversary show honoring the City of Dover on May 7, 2017 and extended a personal invitation to Pastor Moore to have a group participate and perform on stage at this event. He asked Pastor Moore to contact him.

Mr. Neil stated that he was unsure if members were ready at this point to take any specific action, noting that if they indicate that they will move ahead with Option 1, there is still a lot of work to do. He stated that other agencies must be contacted to find out what must happen and details must be worked out, such as the costs and how it would move forward. Mr. Neil suggested making a motion to continue on the basis of Option 1 being favored, but to come back with a further report on the details of how the City would be able to do this.

Mr. Neil moved to recommend moving ahead with the process using Option 1 and coming back with a report at a later meeting, seconded by Mr. Anderson.

Mr. Hare suggested an addition to the motion, stating that he did not want the impression out there that members were the ones who wanted this, noting that this was not something the City was actively wanting to get done. He stated that he did not think that any City expense should be involved and any expenses should be incurred by the church, noting that it would be a bigger benefit for the church than for the City.

Responding to Mr. Sudler, Mr. Neil stated that he was receptive to a friendly amendment to the motion. Mr. Anderson stated that, as the seconder, he would agree to the motion since it is all part of the negotiation and he thought it was a good starting point.

Mr. Sudler requested the City Clerk to restate the motion and the friendly amendment to the motion for the record. Responding, Mrs. Traci McDowell, City Clerk, advised that the motion was to recommend moving ahead with the process using Option 1, that staff come back to the Committee with details at a later meeting, and that any expenses shall be incurred by the church.

Mr. Slavin noted that none of this would signify Council's approval for any action at this time, but would simply move the process further along. He supported, promoted, and encouraged the church and the neighbors to communicate the best they can on this issue. Mr. Slavin stated that he thought that members were missing a level of understanding and what the benefits would be to the church and the community, noting that in some ways he thought that it was a win-win for the community and the church.

Mr. Sudler echoed Mr. Slavin's comments, stating that the community and the church had a lot of questions and they should talk and try to work out a clear understanding of what would take place. He suggested that they may agree or agree to disagree. Mr. Sudler stated that members were trying to make sure that all City constituents are served and that there is a clear understanding.

Mr. Anderson stated that members had heard from five (5) people, an overwhelming number, who were in favor of Option 1 for various reasons. He asked what the essence was of the letter from Mrs. Schmidt (Attachment #5) and if it supported a particular option or the concept in general. As requested by Mr. Sudler, Mrs. McDowell read the correspondence from Mrs. Sunny O. Schmidt, dated December 13, 2016, into the record.

**The motion to recommend moving ahead with the process using Option 1, that staff come back to the Committee with details at a later meeting, and that any expenses shall be incurred by the church unanimously carried.**

**Mr. Neil moved for adjournment of the Parks, Recreation, and Community Enhancement Committee meeting. The motion was seconded by Mr. Cole and unanimously carried.**

**Mr. Hosfelt moved for adjournment of the Council Committee of the Whole meeting. The motion was seconded by Mr. Anderson and unanimously carried.**

Meeting adjourned at 7:12 p.m.

Timothy A. Slavin
Council President

TAS/TM/js/dd
S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\Committee-Minutes\2016\12-13-2016 CCW.wpd

Attachments
Attachment #1 - Mayfair Park - Potential Land Swap: Option 1
Attachment #2 - Mayfair Park - Potential Land Swap: Option 2
Attachment #3 - Mayfair Park - Potential Land Swap: Option 3
Attachment #4 - Mayfair Park - Potential Land Swap: Option 4
Attachment #5 - Correspondence from Mrs. Sunny O. Schmidt, dated December 13, 2016

# Mayfair Park

## Potential Land Swap: Option 1




0 75 150 300 Feet

N

Date Printed: August 31, 2016
File: m:\gis_data\projects\tech_mxds
\planning_maps\mayfair_park_land_swap
\option_1
Department: Public Works GIS
City of Dover, Delaware

**Legend**
Dover Parcels
**Lands to be Exchanged**
Option 1

# Mayfair Park

## Potential Land Swap: Option 2




0 75 150 300 Feet

N

Date Printed: August 31, 2016
File: m:\gis_data\projects\tech_mxds
\planning_maps\mayfair_park_land_swap
\option_2
Department: Public Works GIS
City of Dover, Delaware

**Legend**
Dover Parcels
**Lands to be Exchanged**
Option 2

# Mayfair Park

## Potential Land Swap: Option 3




0 75 150 300 Feet

N

Date Printed: August 31, 2016
File: m:\gis_data\projects\tech_mxds
\planning_maps\mayfair_park_land_swap
\option_3
Department: Public Works GIS
City of Dover, Delaware

**Legend**
Dover Parcels
**Lands to be Exchanged**
Option 3

# Mayfair Park

## Potential Land Swap: Option 4




0 75 150 300 Feet

N

Date Printed: August 31, 2016
File: m:\gis_data\projects\tech_mxds
\planning_maps\mayfair_park_land_swap
\option_1
Department: Public Works GIS
City of Dover, Delaware

**Legend**
Dover Parcels
**Lands to be Exchanged**
Option 4

December 13, 2016,

Dear Councilmen, Planning & Community Development, and Pastor Moore:

We are unable to attend this evening's council meeting, but wanted to be sure our thoughts were expressed in the repurposing of Mayfair Park located behind and beside our property at 375 Alder Road, Dover, DE 19904.

Since the removal of the park's basketball hoops, our quality of living has increased 110%. We are able to enjoy our home, our yard, and our neighborhood for the first time in 13 years. Mr. Schmidt and I have been able to have company over, Barbeque in our back yard, have a fire in our fire pit on cool evenings and hear nothing but the sound of the fire. Before the removal of the basketball courts we could not go into our back yard without hearing severe cursing, racial epithets, and being threatened. For the first time in 13 years, we have not been woken at all hours of the night by basketballs bouncing, yelling, and loud music. For the first time, we remodeled our home and want to stay in Mayfair instead of rent our home just to get away from the undesirable activities at Mayfair Park.

With that said, we feel perfectly comfortable with any of the design options that the Planning & Community Development and the Church have been working on. We have seen all four designs, and are confident that whichever option best suits the Church will suit us just as well.

The only concern we have is with sporting equipment going back in place at the park, and losing our nice quiet park again, to people who cannot obey the park hours or respect the park property. I would just ask that going forth, the Planning & Community Development consider making the park a natural area (like the one at the end of Blue Beach) with no playground, sporting, or recreational equipment of any kind that could draw attendees at unwanted hours. There is a recreation facility less than a mile down the road that meets the needs of the community and is within walking distance, thus there is no need for playground, sporting equipment, or recreational equipment of any kind in the residential area of Mayfair Park.

Additionally, I would also ask that the current broken equipment be removed, as it has not been used, to the best of my knowledge all summer. The basketball blacktop pad is cracked, collects water which breeds mosquitos, and is an eye sore to the community. The baseball backstop is rusted, holes torn into it, and is not utilized any longer by little league children or even neighborhood children in several years. There are also old volley ball poles, and one football goal post, that has seen better days, which has not been used in many years. Last, the broken fence could be removed to give the park a new natural nice place to walk your dogs or sit and read a book under a shade tree.

I would like to thank you for listening to the needs of the home owners whose property lines touch either the Church property or the park property and consider the impact on those home owners. I would also ask that you only consider those home owners, who would be directly impacted, and not those whose properties are not directly affected by the repurposing of Mayfair Park.

Sincerely,



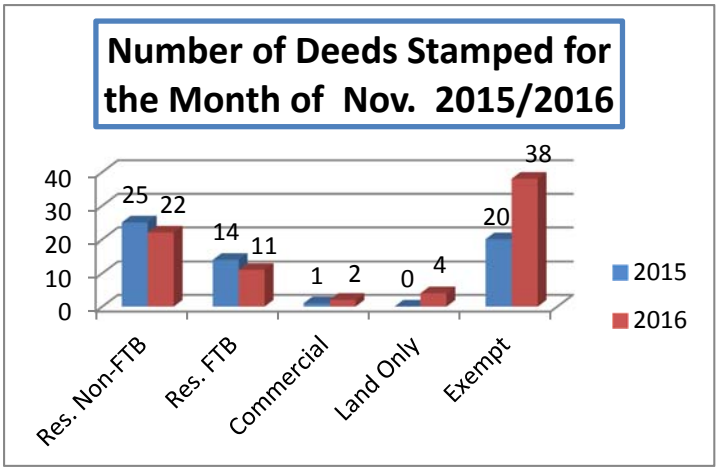
Sunny O. Schmidt

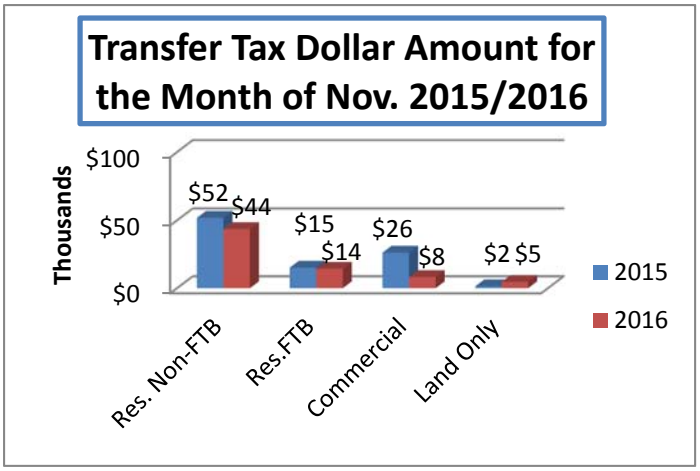
# Monthly Report
# November 2016

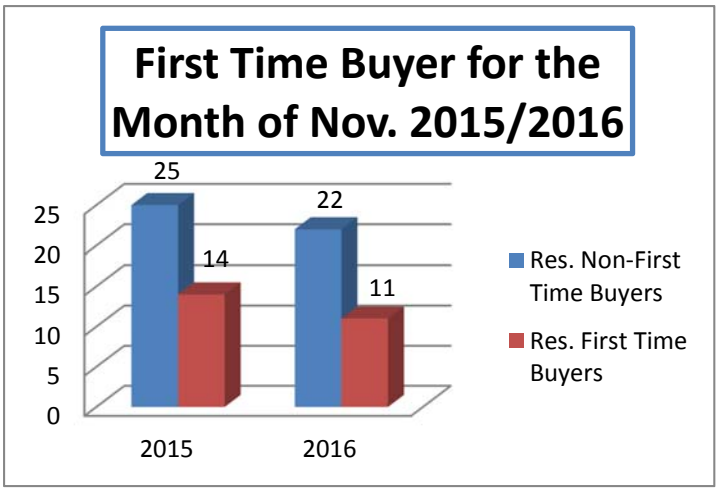


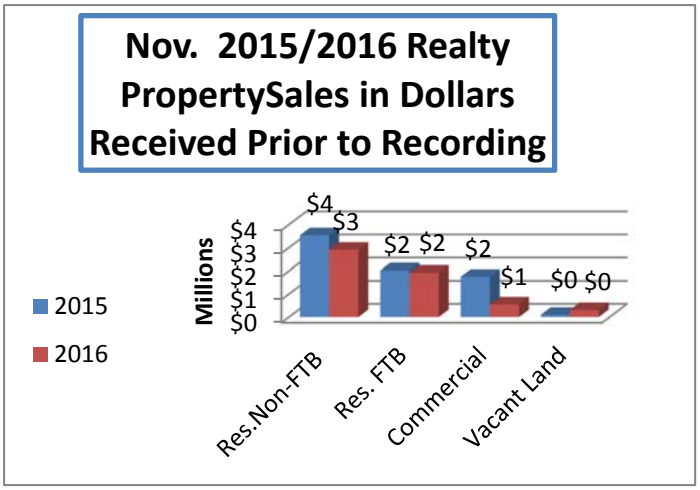

Office of City Assessor

# ASSESSOR'S REPORT




## Major Updates

| | Sept-16 | Oct- 16 | Nov- 16 |
|---|---|---|---|
| Assessment Change | $9,746,000 | $5,817,300 | $1,356,700 |

## Residential Sales Ratio Report

| Sales in Study | Total Assessed Value | Total Sale Price | Ratio | PRD |
|---|---|---|---|---|
| 11 | $1,514,000 | $1,715,772 | 0.88 | 1.05 |

**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.

CITY OF DOVER
SALES RATIO REPORT



| PARID | NBHD | LUC | ADDRESS | UNITS | STYLE | YRBLT | STORIES | SFLA | GRADE | CDU | TOTAL APPR | SALE DT | PRICE | ASR |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ED05-067.12-04-39.00 | 8 | R10 | 23 REPRESENTATIVE LN | | 13 | 2016 | 2 | 2783 | B- | AV | 216,800 | 03-NOV-16 | 226,210 | .96 |
| ED05-067.12-04-46.00 | 8 | R10 | 37 REPRESENTATIVE LN | | 13 | 2016 | 2 | 2235 | B- | AV | 189,100 | 03-NOV-16 | 223,157 | .85 |
| ED05-068.15-03-51.00 | 6 | R10 | 1421 HOPKINS AVE | 1 | 14 | 1995 | 1 | 1232 | C | AV | 141,400 | 10-NOV-16 | 175,000 | .81 |
| ED05-068.18-01-50.00 | 7 | R10 | 132 GREENHILL RD | 1 | 14 | 1950 | 1 | 784 | C | AV | 90,700 | 10-NOV-16 | 134,000 | .68 |
| ED05-068.18-05-54.00 | 7 | R10 | 17 GREENHILL RD | 1 | 14 | 1951 | 1 | 699 | C | GD | 98,900 | 02-NOV-16 | 125,000 | .79 |
| ED05-068.19-02-68.00 | 6 | R10 | 24 ACACIA PL | 1 | 8 | 1997 | 2 | 1640 | C | AV | 139,600 | 04-NOV-16 | 156,500 | .89 |
| ED05-076.05-04-01.017 | 102 | R50 | 44 COURTSIDE DR | 1 | 20 | 1978 | 1 | 1008 | C- | AV | 43,700 | 11-NOV-16 | 39,000 | 1.12 |
| ED05-077.07-06-41.00 | 6 | R10 | 721 MARTA DR | | 1 | 2016 | 2 | 2200 | B- | AV | 203,700 | 07-NOV-16 | 237,905 | .86 |
| ED05-085.08-03-27.00 | 12 | R10 | 210 WINTERBERRY DR | 1 | 16 | 1966 | 1 | 2000 | C+ | GD | 175,500 | 16-NOV-16 | 199,000 | .88 |
| ED05-085.12-02-15.00 | 12 | R10 | 406 ALDER RD | 1 | 14 | 1966 | 1 | 1276 | C | GD | 144,700 | 10-NOV-16 | 150,000 | .96 |
| LC05-058.14-01-01.426 | 1 | R10 | 426 MOORE PL | 1 | 14 | 2005 | 1 | 1344 | C- | GD | 69,900 | 04-NOV-16 | 50,000 | 1.40 |

# CITY MANAGER'S MONTHLY



# REPORT

# NOVEMBER 2016

Note from Scott Koenig, City Manager

Members of Council;

Attached you will find data regarding our Electric Department, Customer Service, Human Resources, IT, Public Works Department and the TEA Report. Please do not hesitate to contact me with any questions regarding the information.

Information pertaining to the Library was not available at the time this report was completed and therefore will be included in with their new information next month.

Wishing you all a Healthy and Happy New Year!

Scott Koenig

# City of Dover
## Customer Services Department

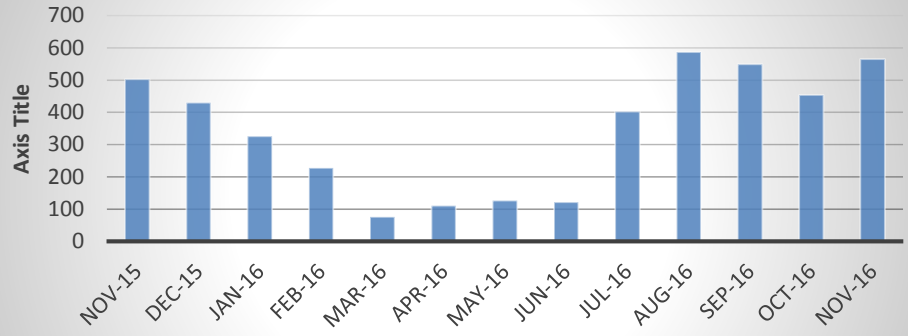
| Major Program Updates | Nov 2016 | Nov 2015 | Difference | FY 2017 Year-to-Date | FY 2016 Year-to-Date |
|---|---|---|---|---|---|
| Number of Customers Served | 20,906 | 20,578 | 328 | 120,178 | 109,186 |
| Final Bills | 593 | 808 | (215) | 3,369 | 3,647 |
| Estimated Bills | 204 | 234 | (30) | 1,011 | 1,151 |
| Penalties Posted | $ 10,447 | $ 18,084 | (7,637) | $ 39,451 | $ 82,319 |
| Extensions of Credit - Amount Extended | $ 97,975 | $ 112,922 | (14,947) | $ 606,928 | $ 607,935 |
| Balance Transfers | $ 2,035 | $ 786 | 1,250 | $ 3,869 | $ 94,765 |
| Utility Collections | $ 16,977 | $ 59,405 | (42,428) | $ 146,511 | $ 257,233 |
| Miscellaneous Billings | $ 49,835 | $ 33,329 | 16,506 | $ 711,177 | $ 741,243 |
| Taxes Levied | $ 512,452 | $ 741,243 | (228,791) | $ 512,452 | $626,851 |
| Billing Adjustments | $ (891) | $ (456) | (436) | $ (891) | ($456) |
| Total Taxes Collected | $ 98,127 | $ 8,200 | 89,927 | $ 98,127 | $55,105 |
| Taxes Outstanding | $ 413,434 | $ 571,290 | (157,857) | $ 413,434 | $571,290 |

**CITY OF DOVER**
**CUSTOMER SERVICE DEPARTMENT**
**Disconnect Summary Report**
**Nov-16**

| Date | Total on list | Total $ | # Cut | $ Cut | Specials | $ Specials |
|---|---|---|---|---|---|---|
| TOTAL | 1339 | $ 707,803.83 | 265 | $ 76,107.64 | 58 | $ 9,227.45 |

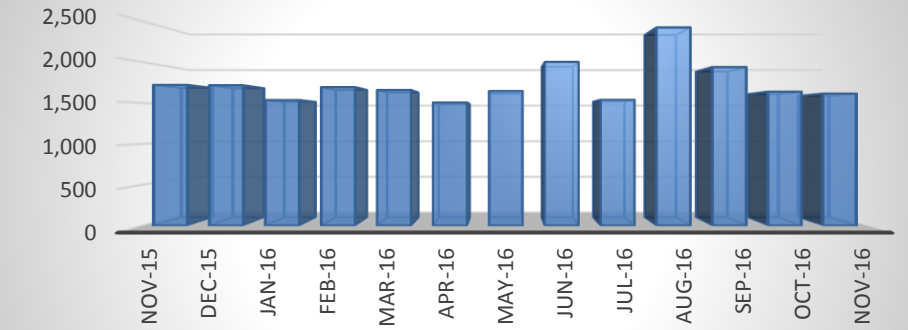
| | | | |
|---|---|---|---|
| % of Cust Cut | 24% | % of Total $ Cut | 12% |
| Total Days Available to Cut | 21 | Average Accounts Cut Per Day | 15 |
| | | Average Accounts Available to Cut Per Day | 64 |

## Payment Agreements / Extensions



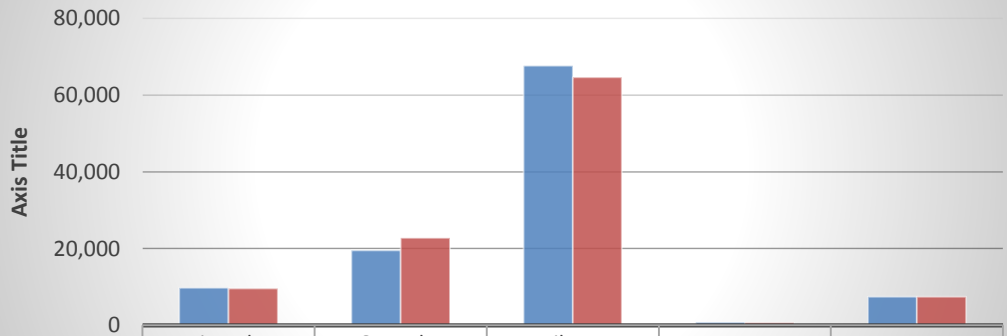

| | Nov-15 | Dec-15 | Jan-16 | Feb-16 | Mar-16 | Apr-16 | May-16 | Jun-16 | Jul-16 | Aug-16 | Sep-16 | Oct-16 | Nov-16 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Series1 | 503 | 430 | 326 | 228 | 76 | 111 | 127 | 122 | 402 | 587 | 549 | 454 | 565 |

## Work Orders Processed



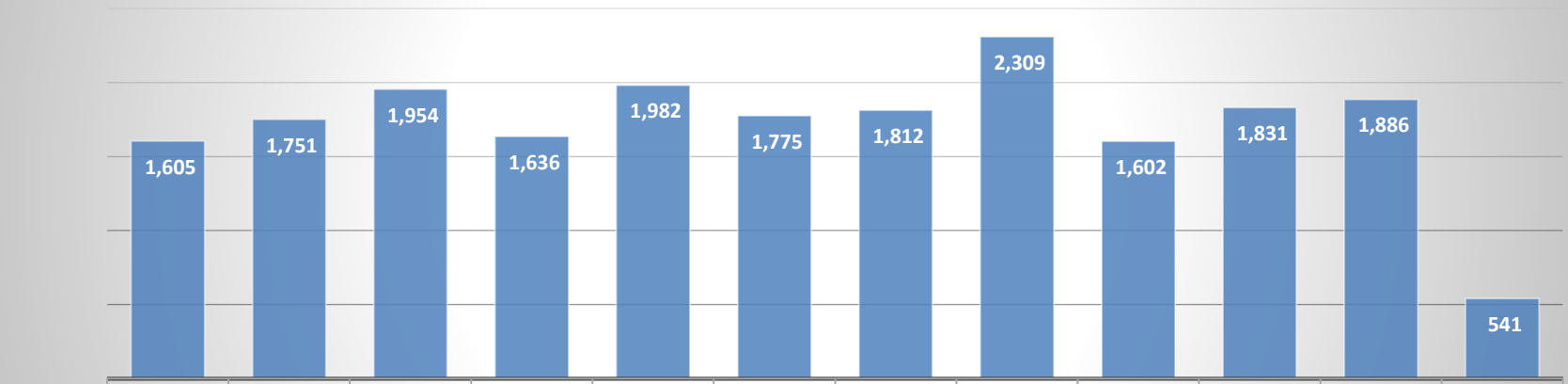

| | Nov-15 | Dec-15 | Jan-16 | Feb-16 | Mar-16 | Apr-16 | May-16 | Jun-16 | Jul-16 | Aug-16 | Sep-16 | Oct-16 | Nov-16 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Series1 | 1,721 | 1,717 | 1,536 | 1,694 | 1,659 | 1,507 | 1,646 | 2,002 | 1,539 | 2,423 | 1,939 | 1,639 | 1,615 |

## CUSTOMER PAYMENT USAGE



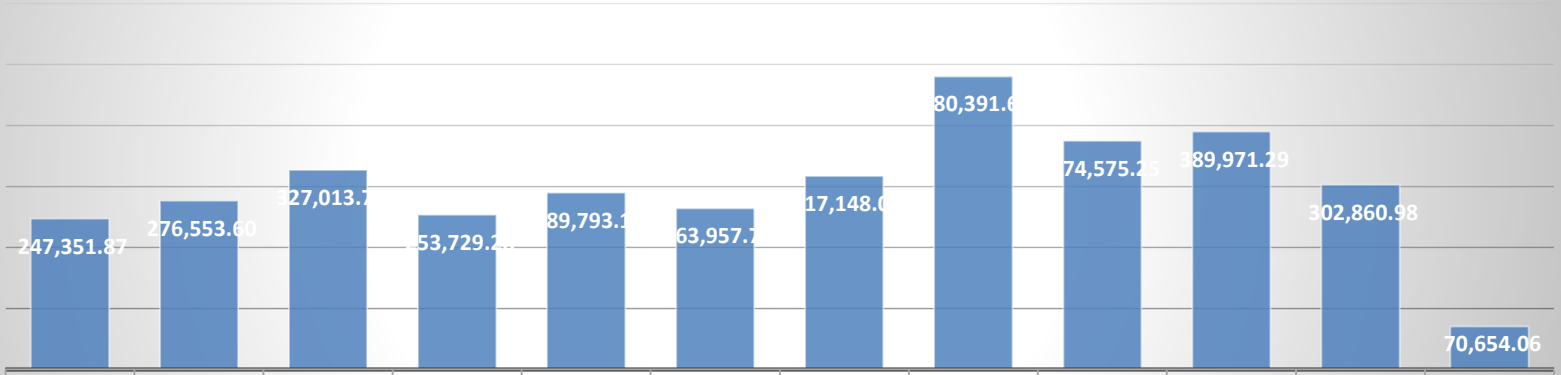

| | Drive-Thru Window | Over the Counter | Mail, Drop Box | Credit Cards | Bank Drafts |
|---|---|---|---|---|---|
| 2017 YTD | 9,807 | 19,528 | 67,677 | 785 | 7,444 |
| 2016 YTD | 9,627 | 22,808 | 64,651 | 704 | 7,404 |

## Total Accounts Bank Drafted for 2016




| | January | February | March | April | May | June | July | August | September | October | November | December |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Series1 | 1,605 | 1,751 | 1,954 | 1,636 | 1,982 | 1,775 | 1,812 | 2,309 | 1,602 | 1,831 | 1,886 | 541 |

## Customer Payments Made Through Bank Draft for 2016




| | January | February | March | April | May | June | July | August | September | October | November | December |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Series1 | 247,351.87 | 276,553.60 | 327,013.78 | 253,729.28 | 289,793.16 | 263,957.73 | 317,148.01 | 480,391.62 | 374,575.25 | 389,971.29 | 302,860.98 | 70,654.06 |

# *ELECTRIC DEPARTMENT*

## Electric Divisions

| System Peak | |
|---|---|
| Mar 15 | 103.8 |
| Apr 15 | 90.95 |
| May 15 | 135.8 |
| June 15 | 155.6 |
| July 15 | 158.5 |
| Aug 15 | 148.0 |
| Sept 15 | 148.0 |
| Oct 15 | 101.3 |
| Nov 15 | 95.5 |
| Dec 15 | 94.64 |
| Jan 16 | 116.96 |
| Feb 16 | 110.15 |
| Mar 16 | 98.93 |
| Apr 16 | 100.37 |
| May 16 | 128.16 |
| June 16 | 133.59 |
| July 16 | 165.92 |
| Aug 16 | 162.61 |
| Sept 16 | 159.99 |
| Oct 16 | 116.94 |
| Nov 16 | 98.27 |

| Total System Load | |
|---|---|
| Mar 15 | 60,236 |
| Apr 15 | 51,470 |
| May 15 | 61,012 |
| June 15 | 68,704 |
| July 15 | 76,060 |
| Aug 15 | 74,133 |
| Sept 15 | 66,383 |
| Oct 15 | 55,011 |
| Nov 15 | 53,746 |
| Dec 15 | 56,155 |
| Jan 16 | 62,563 |
| Feb 16 | 57,888 |
| Mar 16 | 55,967 |
| Apr 16 | 53,202 |
| May 16 | 56,586 |
| June 16 | 65,414 |
| July 16 | 80,114 |
| Aug 16 | 83,086 |
| Sept 16 | 67,117 |
| Oct 16 | 57,707 |
| Nov 16 | 54,812 |

| Month | *outages* | *customers* |
|---|---|---|
| Mar 15 | 11 | 6076 |
| Apr 15 | 10 | 207 |
| May 15 | 1 | 347 |
| June 15 | 11 | 1385 |
| July 15 | 9 | 405 |
| Aug 15 | 6 | 122 |
| Sept 15 | 9 | 334 |
| Oct 15 | 1 | 1 |
| Nov 15 | 5 | 2629 |
| Dec 15 | 2 | 17 |
| Jan 16 | 5 | 245 |
| Feb 16 | 2 | 106 |
| Mar 16 | 7 | 353 |
| Apr 16 | 5 | 672 |
| May 16 | 2 | 206 |
| June 16 | 14 | 601 |
| July 16 | 9 | 307 |
| Aug 16 | 9 | 214 |
| Sept 16 | 7 | 915 |
| Oct 16 | 8 | 224 |
| Nov 16 | 6 | 4293 |

| Number Customers Gained | |
|---|---|
| Mar 15 | 11 |
| Apr 15 | 6 |
| May 15 | 12 |
| June 15 | 6 |
| July 15 | 14 |
| Aug 15 | 9 |
| Sept 15 | 5 |
| Oct 15 | 9 |
| Nov 15 | 61 |
| Dec 15 | 20 |
| Jan 16 | 21 |
| Feb 16 | 14 |
| Mar 16 | 16 |
| Apr 16 | 29 |
| May 16 | 13 |
| June 16 | 53 |
| July 16 | 13 |
| Aug 16 | 13 |
| Sept 16 | 35 |
| Oct 16 | 27 |
| Nov 16 | 41 |

**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 17 YTD | FY 16 | FY 15 |
|---|---|---|
| 24.33 | 23.56 | 50.49 |

| Controllable Outages<br>*Annual goal is less than 40* | | Average Response Time<br>*Goal is less than 30 minutes* | |
|---|---|---|---|
| **Month** | **Year-to-date** | **Month** | **Year-to-date** |
| 2 | 15 | 21.2 Minutes | 31.6 Minutes |

| PROGRAM UPDATES | NOV 17 | NOV 16 | FY17 YTD |
|---|---|---|---|
| Tree Trimming | 133 | 428 | 4608 |
| Number of Oil Releases | 0 | 3 | 8 |
| Lost Time Accidents – All Electric Utility Divisions | 0 | 0 | 0 |
| New Services | 41 | 61 | 393 |

# HUMAN RESOURCES
## November 2016

| Category | Nov 15 | Dec 15 | Jan 16 | Feb 16 | March 16 | April 16 | May 16 | June 16 | July 16 | August 16 | Sept 16 | Oct 16 | Nov 16 | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Caucasian*** | 301 | 298 | 297 | 296 | 299 | 301 | 302 | 301 | 297 | 294 | 296 | 301 | 302 | n/a |
| **Minorities*** | 65 | 67 | 66 | 67 | 68 | 67 | 70 | 70 | 70 | 69 | 71 | 72 | 72 | n/a |
| **Hired** | 2 | 3 | 0 | 2 | 9 | 3 | 3 | 3 | 3 | 0 | 5 | 9 | 3 | 45 |
| **Terminated/Resigned/ Retired/Other** | 2 | 5 | 2 | 2 | 5 | 2 | 0 | 4 | 8 | 4 | 1 | 1 | 2 | 38 |
| **Transferred/Promoted** | 1 | 1 | 1 | 1 | 1 | 4 | 0 | 1 | 2 | 2 | 2 | 0 | 0 | 16 |
| **Jobs Posted** | 0 | 3 | 3 | 2 | 5 | 10 | 2 | 3 | 5 | 7 | 3 | 3 | 1 | 47 |
| **Workers Comp. Injuries** | 1 | 1 | 3 | 0 | 1 | 4 | 2 | 0 | 3 | 3 | 3 | 6 | 3 | 30 |
| **Workers Comp. Hours** | 63 | 10 | 0 | 166 | 144 | 73 | 0 | 32 | 271 | 340 | 171 | 254 | 319 | 1843 |
| **Insurance Claims** | 2 | 1 | 5 | 4 | 5 | 1 | 4 | 2 | 0 | 3 | 3 | 2 | 4 | 36 |

347 **Full-time Employees: Part-time Employees:** 27 (*3 Pitts Center, 1 Recreation, 13 Library, 1 Customer Service, 1 Central Services, 8 Police Department) -Numbers do not reflect, temporary, seasonal, relief fire dispatchers, committee or council members.

**Position Hired**: Librarian I (part-time, Library); Library Page (part-time, Library); Inspector I (Code Enforcement)
**Position Terminated/Resigned/Retired:** Electric Lineman 2nd Class (Electric Department), Cadet (Police Department)
**Positions Posted:** Public Works Inspector

### Recruitment Information
**(Positions closed in November)**

| Position | Total | Female | Male | Unknown | Black | White | Hispanic | Asian/Pacific Islander | American Indian/Alaskan Native | Unknown | In Dover | Out Dover |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Inspector I/II Fire Marshal | 14 | 1 | 10 | 3 | - | 11 | - | - | - | 3 | 7 | 7 |
| Water/Wastewater Supervisor | 8 | 1 | 6 | 1 | - | 6 | - | - | - | 2 | 2 | 6 |

**Open/Currently Recruiting***

| Open/ Currently Recruiting By Department | Nov 15 | Dec 15 | Jan 16 | Feb 16 | March 16 | April 16 | May 16 | June 16 | July 16 | August 16 | Sept 16 | Oct 16 | Nov 16 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Electric** | 3 | 3 | 3 | 4 | 5 | 5 | 5 | 3 | 4 | 4 | 3 | 3 | 4 |
| **Public Works** | 14 | 12 | 13 | 14 | 12 | 10 | 10 | 12 | 11 | 13 | 11 | 5 | 6 |
| **Police** | 2 | 2 | 2 | 2 | 4 | 4 | 1 | 2 | 2 | 3 | 2 | 1 | 1.5 |
| **All Other Departments** | 8.5 | 10 | 12 | 10.5 | 8 | 7 | 7 | 8 | 9.5 | 10 | 9 | 9 | 14 |
| **Totals** | 27.5 | 27 | 30 | 30.5 | 29 | 26 | 23 | 25 | 26.5 | 29 | 25 | 18 | 25.5 |

**Not used for Budgeting Purposes*

✧**<u>The following has been updated to reflected the Fiscal 2016-17 Budget</u>**

**Electric:** Transmission and Distribution Coordinator, Engineering Fieldman I, Electrical Engineer I, Lineman 2nd class
**Public Works:** Utility Maintenance Mechanic I; Lead Laborer (Grounds); Laborer II (Grounds); Water/Wastewater Maintenance Supervisor, Public Works Operations Manager, Public Works Inspector
**Police:** Building Maintenance Craftsperson, Cadet
**All Other Departments:** Customer Service Clerk, (Collections); (2) Customer Service Clerk I (Customer Service); (2) Customer Service Clerk I (Cashiers); Customer Service Director, (2) Field Service Representative I (Customer Service-Meter Reading), AS/400 (Information Technology), Fire Dispatcher (Station II), Inspector I/II (Fire Marshal), Residential Assessment Technician (Tax Office), Administrative Assistant (Information Technology, part-time), Customer Service Clerk I (part-time); (2) Passport Clerk (Library, part-time)

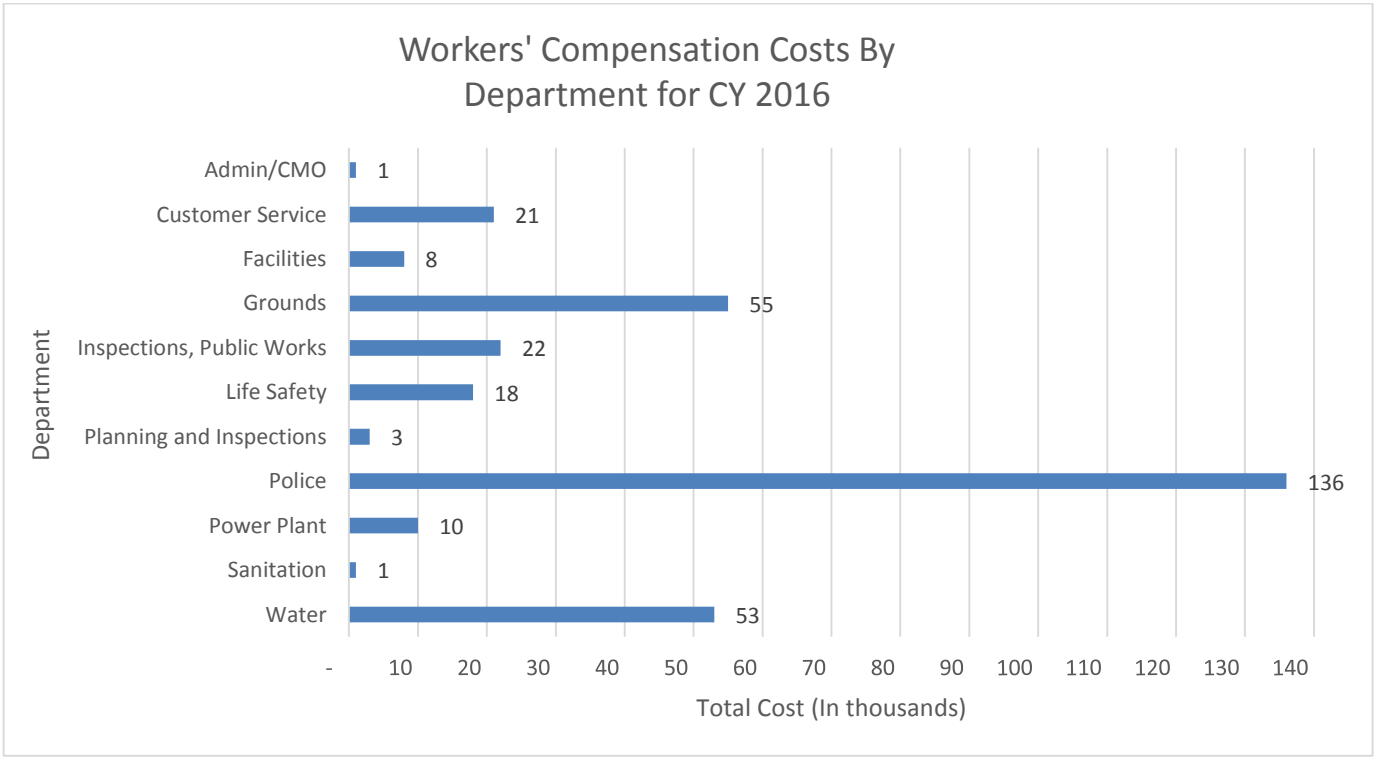
# *HUMAN RESOURCES*
## *(Continued)*

## Turnover Statistics

| | 2010 | 2011 | 2012* | 2013 * | 2014 | 2015 | 2016 |
|---|---|---|---|---|---|---|---|
| **Total Turnover %** | 5.57 | 6.75 | 11.00 | 10.91 | 6.02 | 11.77 | 7.88 |
| **Termination Turnover %** | 0.27 | 1.08 | 0.29 | 1.47 | .57 | .28 | .54 |
| **Resignation Turnover %** | 2.12 | 4.05 | 5.21 | 5.01 | 2.29 | 7.56 | 5.71 |
| **Retirement Turnover %** | 3.18 | 1.62 | 5.50 | 4.42 | 3.15 | 4.20 | 1.63 |
| *** Healthcare cost sharing implemented** | | | | | | | |
| **** Healthcare cost sharing implemented for DOE** | | | | | | | |

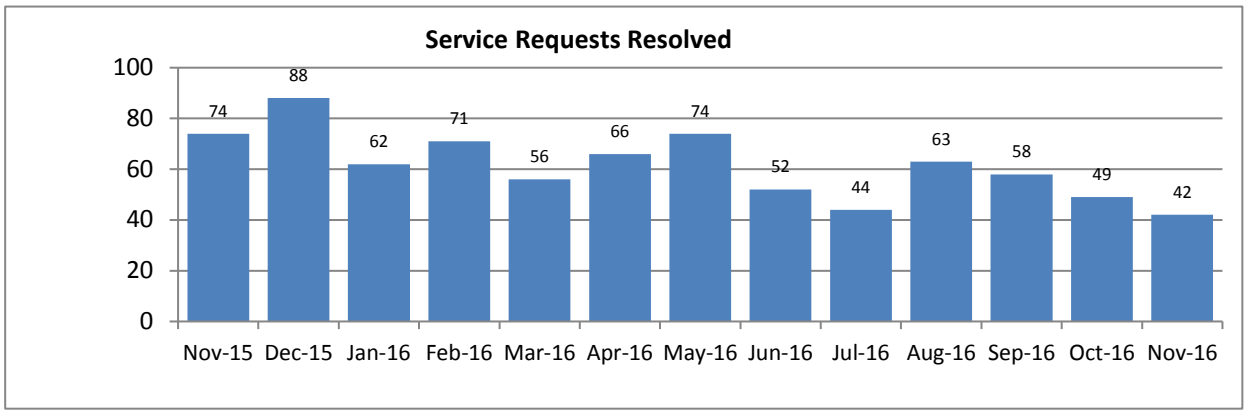
## Average Employees

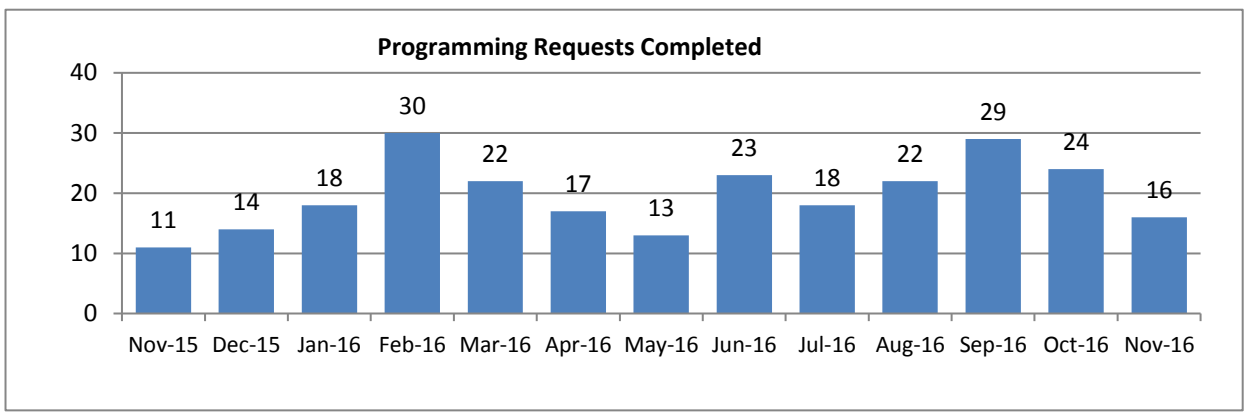
| | 2010 | 2011 | 2012* | 2013* | 2014 | 2015 | 2016 |
|---|---|---|---|---|---|---|---|
| **Total Number of Employees Separating from Service** | 21 | 25 | 38 | 37 | 21 | 42 | 29 |
| **Average Number of Full-time Employees** | 362 | 356 | 333 | 325 | 331 | 333 | 340 |
| **Average Number of Part-time Employees** | 16 | 15 | 12 | 14 | 18 | 24 | 29 |
| *** Healthcare cost sharing implemented** | | | | | | | |

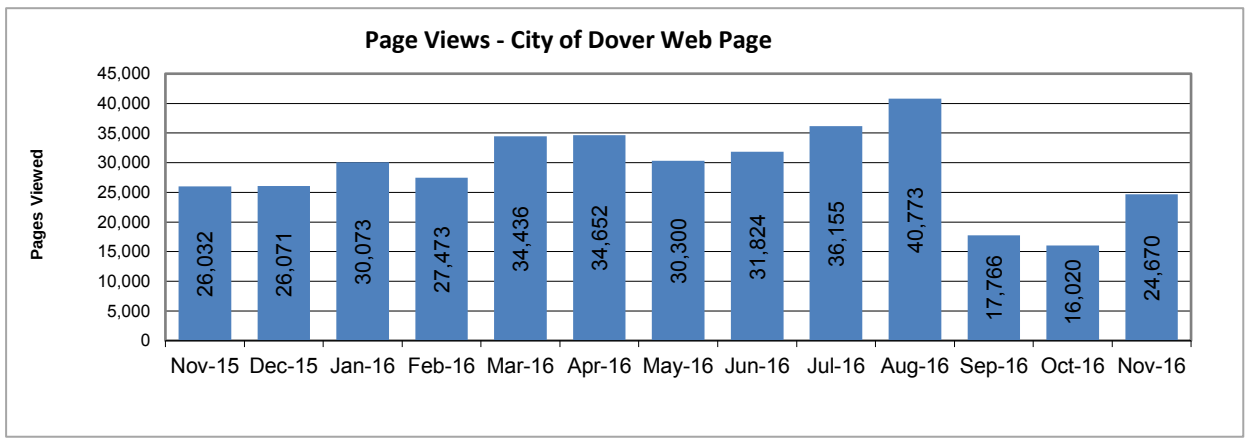



Total $328,000

# INFORMATION TECHNOLOGIES



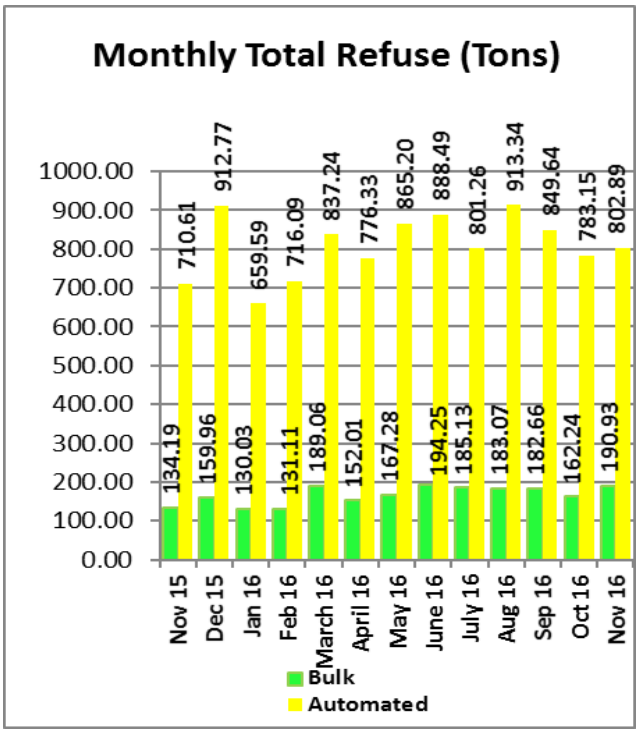

Noteworty:
Conducted several on-site meetings with Berry Dunn determining needs.
Ray attended a six day Boot Camp for Certified Information Systems Security Professional
Continuing work with Invoice Cloud

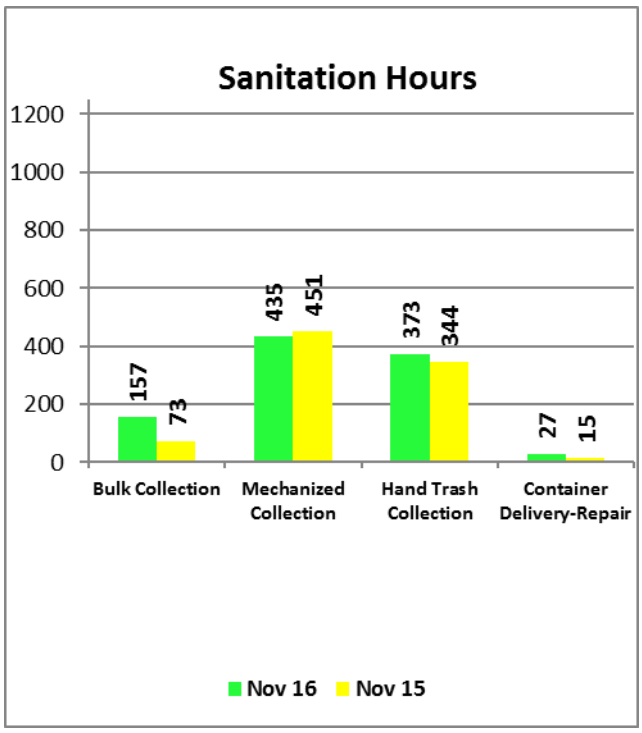
# PUBLIC WORKS

## Construction Inspection

| ***Subdivisions*** *The following required inspection services* | ***Site Development*** *The following required inspection services* |
|---|---|
| Seskinore Court<br>Chestnut Grove<br>Clearview Meadows<br>Eden Hill<br>Nottingham Meadows<br>Senators Lakes<br>Garrison Oak Technical Park<br>Tall Pines | The Grande, Building 4<br>Chesapeake Utilities- Dover Campus<br>Eden Hill Medical Center<br>Reed Street Apartments<br>Leander Lakes<br>Eden Hill Commercial Center<br>Islamic Society of Central Delaware<br>Dover Behavioral Health Systems Phase II |

## Sanitation



| | NOVEMBER 16 | FYTD 17 | NOVEMBER 15 | FYTD 16 |
|---|---|---|---|---|
| Trips to DSWA Sandtown Landfill | 176 | 859 | 153 | 875 |
| Total Tonnage to DSWA | 993.82 | 5,054.31 | 844.80 | 4,938.12 |
| 90-Gallon Containers Delivered | 67 | 276 | 53 | 366 |
| 300-Gallon Containers Delivered | 0 | 0 | 0 | 0 |
| Total Man Hours-containers Delivered | 27 | 98 | 15 | 97 |

| CURBSIDE RECYCLING STATS | TOTAL # OF HOUSEHOLDS COLLECTED | TOTAL # OF ACCOUNTS | WEIGHT/LBS. | AVE. LBS. |
|---|---|---|---|---|
| November 2016 | 20,754 | 9,291 | 245,440 | 11.83 |

| Streets | NOVEMBER 16 | FYTD 17 | NOVEMBER 15 | FYTD 16 |
|---|---|---|---|---|
| Signed Installed | 4 | 46 | 1 | 31 |
| Signs Repaired | 5 | 35 | 14 | 39 |
| Curbs Painted Yellow (feet) | 363 | 3,176 | 165 | 1,281 |
| New Post Installed | 1 | 33 | 5 | 42 |
| Storm Catch Basins Repaired | 0 | 9 | 0 | 9 |
| Storm Catch Basin Repairing (Hrs.) | 0 | 13.5 | 0 | 38 |
| Storm Catch Basins Cleaned | 1 | 21 | 1 | 356 |
| Storm Catch Basins Cleaning (Hrs.) | 1 | 46 | 1 | 42 |
| Hot Mix Patching (Tons) | 0 | 0 | 0 | 0 |
| Hot Mix Patching (Hrs.) | 0 | 0 | 0 | 0 |
| Cold Mix Patching Hrs.) | 0 | 56.25 | 0 | 19 |
| Concrete Work (Hrs) | 8 | 22 | 8 | 40 |
| Concrete Patching (Cubic Yards) | 0.20 | 4 | 0 | 0 |
| Ditch Work (Hrs). | 0 | 2 | 0 | 28 |
| Street and Alley Maintenance (Hrs) | 0 | 0 | 0 | 4 |
| Street Sweeping (Miles) | 60 | 7,620 | 0 | 5,801 |
| Street Sweeping (Cubic Yards) | 10.0 | 654.5 | 0 | 456 |
| Leaves Collected (Cubic Yards) | 5,907.0 | 6,861 | 7,034 | 8,540 |
| Leaf Collection (Miles) | 3,777 | 4,432 | 3,132 | 4,630 |

## GROUNDS

**Work Orders**

| | | |
|---|---|---|
| Total Work Orders = 0 | General = 0 | Arborist = 0 |

| Arborist Crew | November 2016 | November 2015 |
|---|---|---|
| Trees Trimmed | 32 | 46 |
| Trees Removed | 8 | 4 |
| Stumps Removed | 2 | 6 |
| Root Pruning | 0 | 0 |

A two man crew worked on Loockerman Street Christmas lights

**Beautification Crew**

Planted tulip bulbs.

**Mowing Crew**

Regular mowing of parks until November 18th
Began general clean up and leaf removal.

**Athletic Field Maintenance**

Prepared athletic fields for games until November 10th.

**Litter Removal**

Litter crew has been doing an outstanding job with emptying trash cans and picking up litter.
Crew is also assisting with various tasks as needed.

**Miscellaneous**

Additional decorations at City Hall, the Library, Reed Street, and the West End.
All staff participated in decorating for the December 3rd Capital Holiday Celebration.

**GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

| | |
|---|---|
| Citizen | Created water, wastewater, and stormwater plan drawings for Miss Utility Tickets #162940189 & #162940192. Provided to requester via email along with disclaimer. |
| NCALL | Created a map showing the RCD boundary with non-profit owned properties, vacant lots, and potential properties for acquisition. Provided to requester as PDF. |
| Planning | Created a Collector for ArcGIS Application to collect data for parking study, a 30"x40" map displaying these locations and provided the requester with a PDF copy. |
| Public Works | Created Collector App for Feedback sign inspections. Also entered inspection data. |
| Public Works | Completed monthly recycling update |
| Public Works | Created three 30"x40" maps of Dover showing the locations of all the proposed "No Smoking" signs. |
| Public Works | Prepared for and helped run the City's 2016 GIS Day event. |
| Public Works | Converted multiple layers into the ESRI Community Maps format. |
| Public Works | Attended the Quarterly DGDC Meeting as the City's GIS representative. |

## FLEET AND FACILITIES MANAGEMENT

**Fleet Maintenance**

| | | | | | |
|---|---|---|---|---|---|
| PM Work Orders Completed: | **5** | Number of Tire Repairs: | **8** | Number of Road Repairs: | **14** |
| Other Work Orders: | **69** | Repair Hours: | **217.1** | Road Repair Hours: | **18.3** |
| Total Work Orders: | **4** | Fabrication Hours: | **11** | Misc. Hours: | **94.3** |
| PM Hours: | **9.6** | | | | |

**# Of Scheduled PM's: 19**
**# Of Scheduled PM's: Completed: 3**

**Major Program Updates**

| MEASURE | November 2016 | November 2015 | DIFFERENCE |
|---|---|---|---|
| **Fleet Maintenance** - Scheduled Preventative Maintenance appointments being kept *(Quantity and Percentage)* | 3 out of 19<br>15.79 %<br>Fall is upon us and we are in leaf season as well as snow in the upcoming winter months. This means the Fleet Shop will be spending several hours, even days working on seasonal equipment to ensure operations run smoothly. Please be patient, if we have to reschedule your vehicles PM, we will work you in ASAP. It is not our intention to put anyone's vehicle on the back burner. The Fleet Shop is limited with space so again please be patient. | 2 out of 19<br>10.53% | **+ 5.26 %** |
| **Facilities Maintenance** | | | |
| Facilities - Routine work orders completed within 5 days *(Quantity and Percentage)* | 37 out of 38<br>97.37 % | 18 out of 19<br>94.74 % | **+ 2.63 %** |
| Facilities - Emergency work orders completed within 2 days *(Quantity and Percentage)* | 2 out of 2<br>100 % | 2 out of 2<br>100 % | **0 %** |

**Water/Wastewater Divisions**

| | Oct 15 | Nov 15 | Dec 15 | Jan 16 | Feb 16 | March 16 | April 16 |
|---|---|---|---|---|---|---|---|
| Total Water Prod. | 145,299,000 | 121,642,000 | 133,437,000 | 137,229,000 | 137,059,000 | 148,722,000 | 159,483,000 |
| Billed Consumpt. | 144,888,000 | 115,248,000 | 116,923,000 | 118,062,000 | 129,346,000 | 127,945,000 | 141,806,000 |
| Total Flow to County | 132,777,000 | 138,535,000 | 126,640,000 | 120,192,000 | 187,336,000 | 132,852,000 | 129,035,000 |
| City Readings | 124,737,856 | 119,588,481 | 144,997,084 | 131,263,852 | 152,102,705 | 195,225,608 | 148,682,761 |

| | May 16 | June 16 | July 16 | Aug 16 | Sept 16 | Oct 16 | Nov 16 |
|---|---|---|---|---|---|---|---|
| Total Water Prod. | 146,101,000 | 172,331,000 | 204,088,000 | 203,656,000 | 176,510,000 | 173,574,000 | 122,328,000 |
| Billed Consumpt. | 125,105,000 | 147,393,000 | 181,484,000 | 179,460,000 | 184,214,000 | 159,687,000 | 133,279,000 |
| Total Flow to County | 161,418,000 | 129,309,000 | 129,725,000 | 158,799,000 | 125,583,000 | 169,995,000 | 114,255,000 |
| City Readings | 157,406,385 | 158,898,575 | 146,440,837 | 178,307,328 | 135,635,579 | 147,838,447 | 150,270,118 |

## ENGINEERING SUMMARY

| Major Program Updates | NOVEMBER 16 | NOVEMBER 15 | DIFF | FY17 YTD | FY16 YTD |
|---|---|---|---|---|---|
| State and Federal Violations | 0 | 0 | 0 | 0 | 0 |
| Water Quality Complaints | 1 | 2 | - 1 | 59 | 42 |
| Plan Review Completed Within 30 days of Submission | 11 | 8 | + 3 | 35 | 34 |

**OPERATIONAL SUMMARY**

| Task | NOVEMBER 16 | NOVEMBER 15 | CURRENT FY |
|---|---|---|---|
| Water Production - Daily Average | 4,077,600 | 4,054,733 | 880,156,000 |
| Average Field Response Time (goal is <30 minutes) | 16.9 | 17.34 | 15.26 |
| Water Mains Repaired | 3 | 2 | 9 |
| Water Service Lines Repaired | 1 | 0 | 7 |
| Wastewater Mains Repaired | 1 | 2 | 4 |
| Wastewater Service Lines Repaired | 0 | 2 | 1 |
| Sewer Lines Flushed - linear feet | 56,710 | 51,917 | 285,127 |
| Sewer Mains Videoed -linear feet | 2,222 | 552 | 8,013 |
| Total Fire Hydrants in Service | 1,820 | 1,820 | 1,820 |
| Total Water Meters in City Distribution System | 14,515 | 14,372 | 14,515 |

# Monthly Management Committee Update

# November 2016

**Prepared By:**
Arline Holloway
Client Services Manager
Phone: 904-360-1347
Email: aholloway@teainc.org

**Date:**
December 15, 2016

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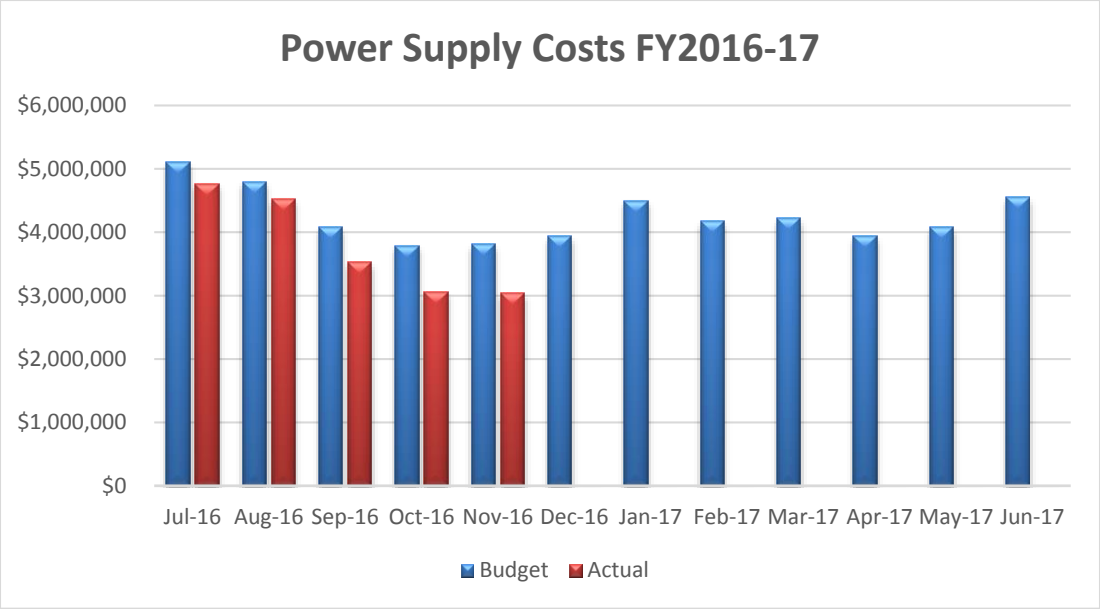
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# I. EXECUTIVE SUMMARY

## POWER SUPPLY SUMMARY




Overall Power Supply costs were $768,832 below budget, predominantly driven by bearish PJM-Energy, Congestion and Losses and lower PJM-ARR Transmission and Fees. PJM Energy, Congestion and Losses charges for the month were $224,762.

Dover's budgeted cost for all power supply (capacity AND energy) was $63.79/MWh. The actual cost of all power supply (capacity AND energy) was $54.81/MWh.

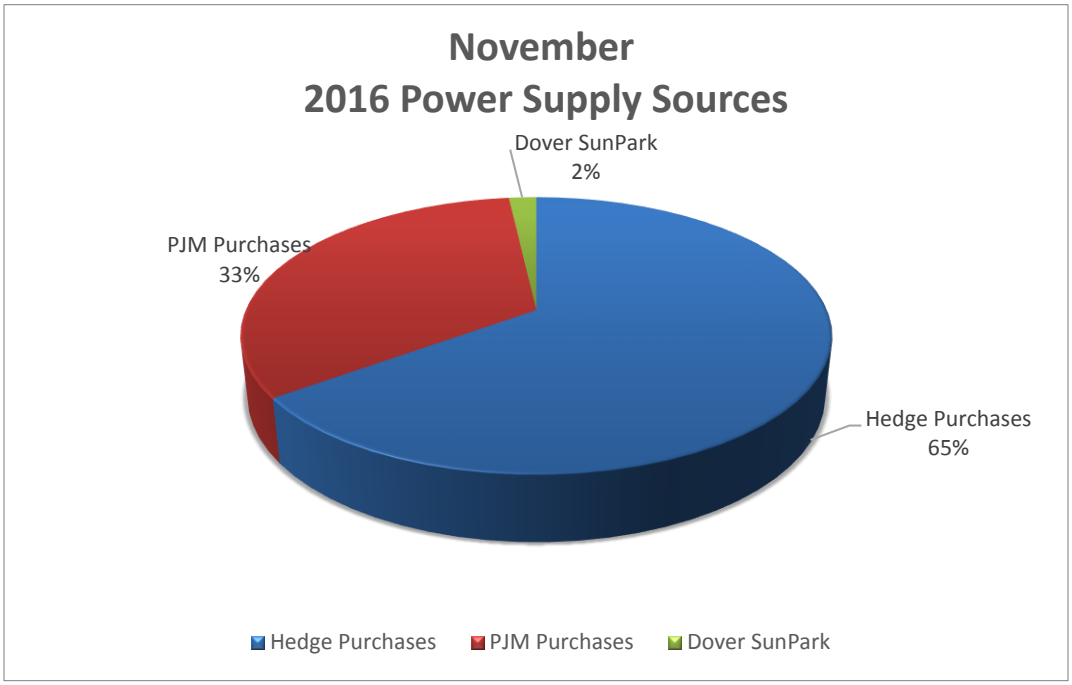
The actual cost of energy alone was $31.25/MWh as opposed to a budgeted energy cost of $36.65.

Dover's total load was 59,700 MWh versus a forecasted load of 55,457 MWh. Hedge purchases totaled 36,043 MWh, which was 65% of the actual load.

Dover's planned energy purchase from the SunPark solar installation was 912 MWhs. Dover's actual energy purchase from the SunPark installation was 998 MWhs.

Purchases from PJM (energy and fees) totaled $1,436,152. PJM Revenue (Generation Credits) totaled $(654,932). The Grand Total owed to PJM for the month of August $781,220.

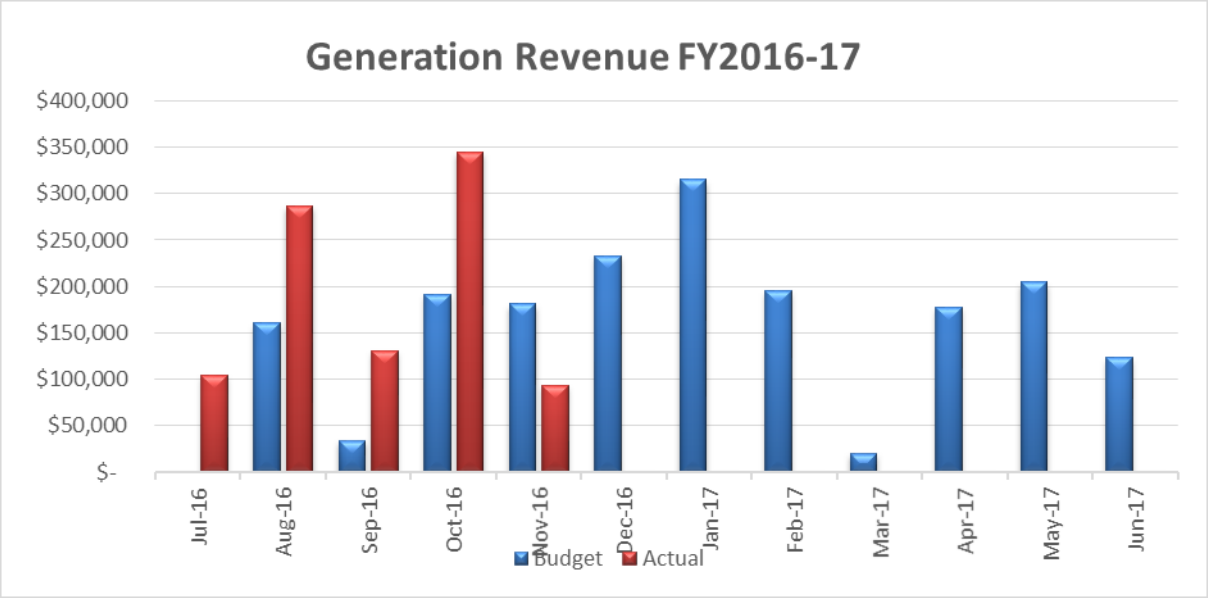
## Supply Source Summary




## Supply Variance

| Purchased Power Variance Report: | November | | |
|---|---|---|---|
| | **Budget** | **Actual** | **Variance** |
| **Gross Load** | 59,700 | 55,457 | 4,243 |
| **Wholesale Load** | 58,788 | 54,459 | 4,329 |
| **Hedged Volume (MWh)** | 30,268 | 36,043 | (5,775) |
| **Unhedged Volume (MWh)** | 28,520 | 18,416 | 10,104 |
| **Dover SunPark Volume (MWh)** | 912 | 998 | (86) |
| **Renewable Energy Credits Volume** | 137 | 193 | (56) |
| **Hedged Cost ($/MWh)** | $ 39.23 | $37.93 | $ 1.30 |
| **Unhedged Energy Cost ($/MWh)** | $30.93 | $12.20 | $18.72 |
| **Solar Energy Cost ($/MWh)** | $130.15 | $141.38 | ($11.23) |
| **Energy Costs ($/MWh)** | **$36.65** | **$31.25** | **$5.40** |
| **All-in Costs - Energy, Capacity and RECs ($/MWh)** | **$63.79** | **$54.81** | **$8.98** |

## GENERATION SUMMARY




Net Generation Revenue for the month of November was $93,561 versus a budgeted revenue of $180,954.

**Generation Breakdown:**

# City of Dover

## Monthly Wholesale Generation

### November 2016

Net Generation
**17.30**

TEA THE EnergyAuthority

### Production Margin

| | | | | Formula |
|---|---|---|---|---|
| PJM - Generation | | | | |
| | Economic and Reliability Dispatch | $ | 584.78 | A |
| | | | | |
| Natural Gas & Oil Consumption | | | | |
| | Purchases for Generation | $ | - | |
| | Natural Gas Transport | $ | (151.37) | |
| | Eastern Shore Cashout | $ | (503.80) | |
| | Oil Consumption | $ | - | |
| | Subtotal: Natural Gas & Oil Consumption | $ | (655.17) | B |
| Gross Production Margin | | $ | (70.39) | C = (A + B) |
| $/MWh Generation Production Gross Margin | | $ | (4.07) | E = (C/D) |
| | | | | |
| PJM - Capacity | | | | |
| | Generation Capacity Credit | $ | 612,326.40 | |
| | Reactive Supply and Transmission Losses | $ | 42,021.46 | |
| | Subtotal: PJM - Capacity | $ | 654,347.86 | F |
| | | | | |
| All in Generation Margin | | | | |
| | All in Generation Margin Total | $ | 654,277.47 | (G = C + F) |

## EMISSIONS SUMMARY

**Emissions Allowance and Solar Renewable Energy Summary through November 30, 2016**

The reinstated Cross-State Air Pollution Rule (CSAPR) replaced the Clean Air Interstate Rule (CAIR) beginning January 1, 2015. The State of Delaware was included in the CAIR footprint but is not included in the CSAPR footprint.

The separate Clean Air Act acid rain deposition control program (CAA Title IV) which governs $SO_2$ national allowance trading program remains in effect for Dover. Beginning with the January 2015 report, TEA no longer includes a CAIR summary. It will continue to report on Dover's Clean Air Act Title IV $SO_2$ allowances.

Market liquidity for Title IV $SO_2$ allowances is very low, with few transactions occurring. The following table shows estimated values for Dover's banked allowances, based on a market price assessment published by SNL Energy.

| Market Value for Clean Air Act Title IV Allowances | | | |
|---|---|---|---|
| ***Commodity*** | ***$/Ton[1]*** | ***Tons*** | ***Market Value*** |
| $SO_2$ Allowances – Title IV | $0.56 | 15,026 | $8,415 |
| **Total** | | | **$8,415** |

**Regional Greenhouse Gas Initiative**

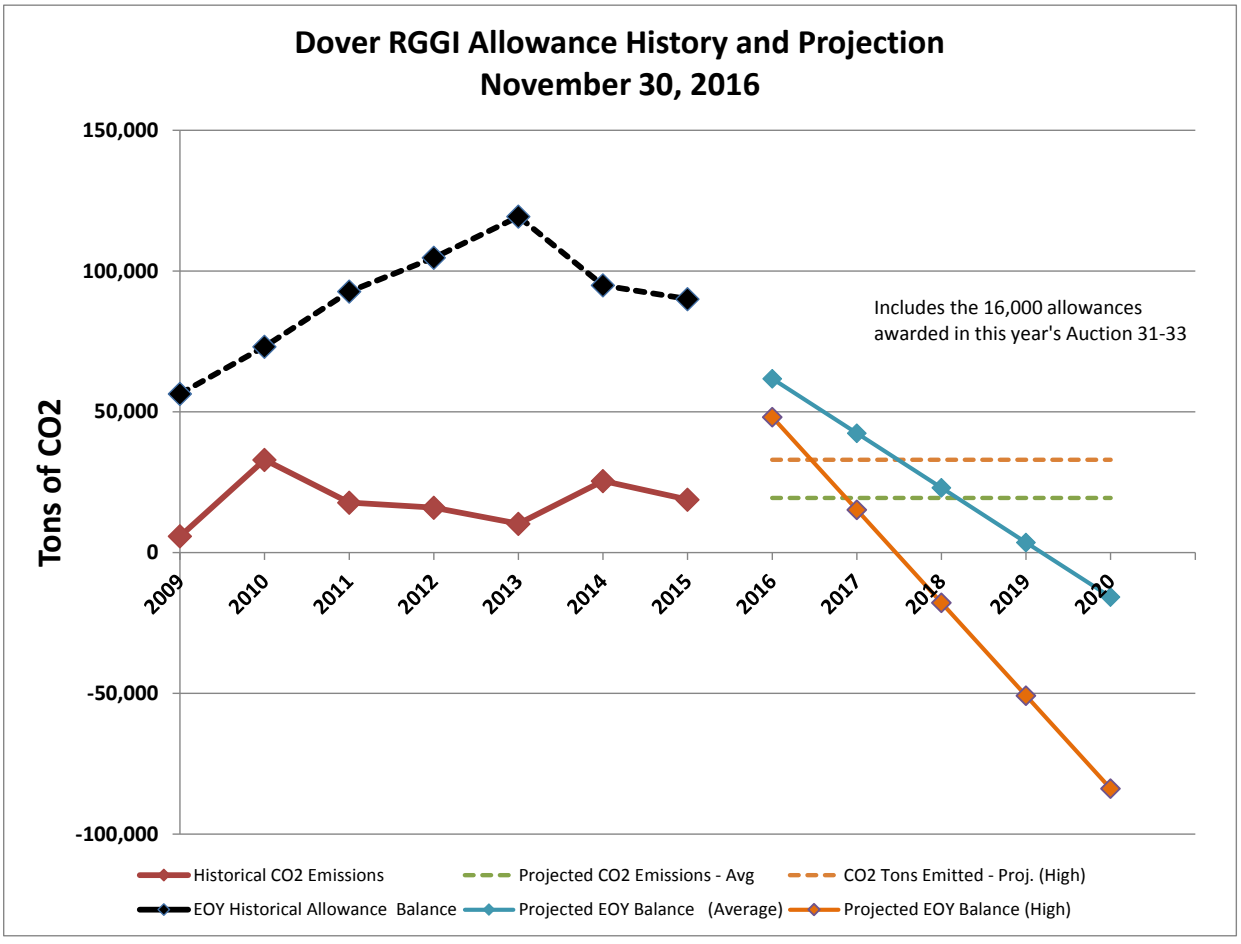
The State of Delaware is a participant in the Regional Greenhouse Gas Initiative (RGGI). The City of Dover must comply with RGGI by surrendering carbon dioxide ($CO_2$) allowances pursuant to the State of Delaware's laws (Title 7, Chapter 60, Sub-Title II-A).

Dover had more than a sufficient number of RGGI allowances allocated to it to cover its requirements through the first compliance period (calendar years 2009-2011) and second compliance period (2012 – 2014). Any unused allowances are carried over ("banked") for subsequent years. The table below includes Dover's historical activities, and includes projections through 2020. Two projections are presented: (1) future annual emissions based on the average for 2009 – 2015, and (2) future annual emissions based on 2010 actual CO2 emissions which was the highest emissions year between 2009 and 2015.

The table and chart indicate that Dover could run out of banked allowances as early as the end of 2018 under the high emissions scenario and by the end of 2020 under the average scenario. Therefore, Dover has initiated a program to participate in RGGI's quarterly auctions to ensure it has adequate allowances in the future.

[1] December 9, 2016 Daily Power Report by SNL Energy

| Dover, DE RGGI Allowance History and Forecast - November 2016 | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Compliance Year (CY) | CO2 Allowances Sold | CO2 Allowances Purchased | Allocated CO2 Allowances | CO2 Tons Emitted & Adjustments-Historical | EOY Historical Allowance Balance | CO2 Tons Emitted - Proj. (Avg) | CO2 Tons Emitted - Proj. (High) | Projected EOY Balance (Average) | Projected EOY Balance (High) |
| 2009 | 0 | | 62,184 | 5,796 | 56,388 | | | | |
| 2010 | 0 | | 49,747 | 32,971 | 73,164 | | | | |
| 2011 | 0 | | 37,311 | 17,746 | 92,729 | | | | |
| 2012 | 0 | | 27,983 | 15,957 | 104,755 | | | | |
| 2013 | 0 | | 24,818 | 10,230 | 119,343 | | | | |
| 2014 | 0 | **1,000** | N/A | 25,427 | 94,916 | | | | |
| 2015 | 0 | **14,000** | N/A | 18,828 | 90,089 | | | | |
| 2016 | 0 | **16,000** | N/A | 24,891 | 81,170 | 19,384 | 33,000 | 61,786 | 48,170 |
| 2017 | 0 | | N/A | | | 19,384 | 33,000 | 42,403 | 15,170 |
| 2018 | 0 | | N/A | | | 19,384 | 33,000 | 23,019 | -17,831 |
| 2019 | 0 | | N/A | | | 19,384 | 33,000 | 3,636 | -50,831 |
| 2020 | 0 | | N/A | | | 19,384 | 33,000 | -15,748 | -83,831 |

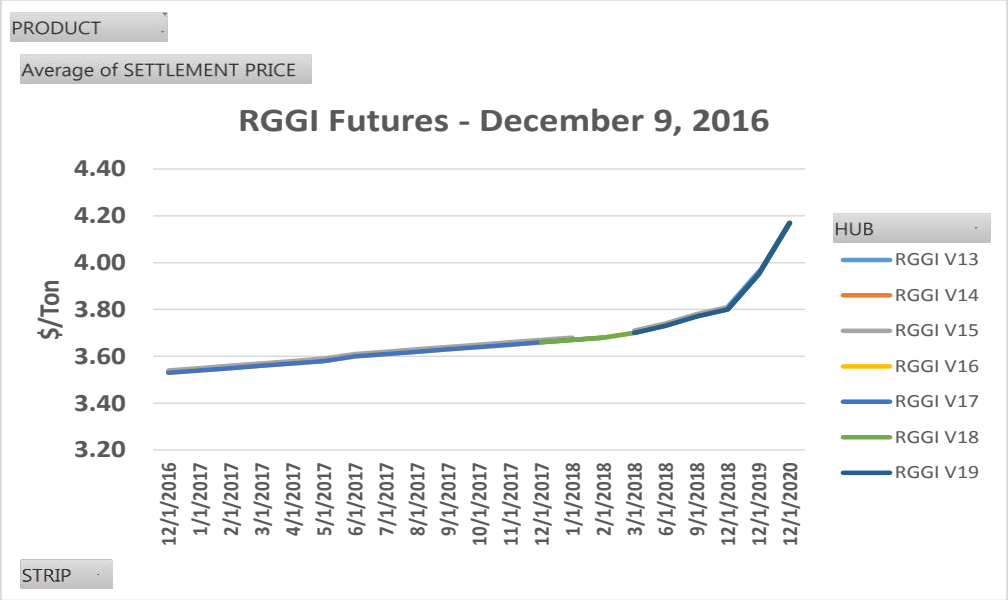



* TEA will conduct a year-end review to ensure balances tie out to RGGI-COATS.

In anticipation of needing additional RGGI allowances in the future, Dover has participated the seven out of the last nine auctions and plans to continue to participate as required. The table below shows details for Dover's allowance purchases for each of these previous Auctions.

| Dover's RGGI Allowance Purchase History | | | | |
|---|---|---|---|---|
| ***RGGI Auction Number*** | ***Auction Date*** | ***Auction Clearing Price ($/Ton)*** | ***Quantity of Allowances Awarded*** | ***Total Cost*** |
| 26 | Dec 3, 2014 | $5.21 | 1,000 | $5,210 |
| 27 | Mar 11, 2015 | $5.41 | 6,000 | $32,460 |
| 28 | Jun 3, 2015 | $5.50 | 4,000 | $22,000 |
| 29 | Sep 3, 2015 | $6.02 | 4,000 | $24,080 |
| 30 | Dec 2, 2015 | $7.50 | 0 | $0 |
| 31 | Mar 9, 2016 | $5.25 | 8,000 | $42,000 |
| 32 | Jun 1, 2016 | $4.53 | 6,000 | $27,180 |
| 33 | Sept 7, 2016 | $4.54 | 2,000 | $9,080 |
| 34 | Dec 7, 2016 | $3.55 | 0 | $0 |
| Totals | | | 31,000 | $162,010 |

RGGI prices rebounded back up to the $4.00 area last month following the post-election decline. In addition to recovering from oversold conditions, the market found support from the proposed changes to the RGGI program that were announced at the late-November stakeholder meeting. The secondary market indicated spot prices were valued at $3.92-$4.10 in the days before the December auction. The December RGGI auction posted an extremely weak clearing price of $3.55; this was down 22% from the September auction of $4.54 and it was down nearly $4 from the December 2015 auction. It is clear from the auction results that elections matter and the market was more concerned with the potential dismantling of CPP rather than on the results of the stakeholder program review.



**Based on the December 9, 2016 ICE price for the December 2016 futures price ($3.53/ton), the estimated market value of Dover's existing 81,170[2] ton RGGI allowance bank is $286,528.**

**Renewable Energy Certificates**

Dover owns two photovoltaic systems totaling 15 kW, consisting of one 5 kW unit at the Utilities Administration Building and two 5 kW units at the McKee Run generating station. Dover also receives solar energy produced by the 10 MW Dover Sun Park which is owned by White Oak Solar Energy, LLC. In addition to all of the physical energy produced by the Sun Park, Dover receives 15% of Sun Park's Solar Renewable Energy Credits (SRECS).

Dover participates in the Delaware Municipal Electric Renewable Portfolio Standard (DMERPS) for compliance with the State of Delaware's RPS laws applicable to municipal utilities. The first compliance period under DMERPS was for the 12 months ending May 2014 and the second compliance period was for the 12 months ending May 2015.

Through the end of generation month October 2016, Dover had accumulated a net total of 7,010 SRECs from these renewable energy resources. This total includes SRECs reported in PJM's GATS account and Bonus allowances for Sun Park labor. This total is reduced by 2,941 SREC transferred to DEMEC for surrender on October 3, 2014 for the first compliance period, 2,861 SRECs and 574 bonus SRECs for the second compliance period on November 9, 2015, and 2,093 SRECs and 207 bonus SRECs for the third compliance period on November 22, 2016.

Delaware periodically holds SRECs auctions; however, these auctions are for size tiers N1 – N3, E1 and E2. The Dover Sun Park is in the N4 tier for large-scale facilities. State-wide carve outs for Tier 4 have been fully subscribed, so there is not a market for tier T4 SRECs in Delaware.

The nearest viable market for Dover's SRECs is Pennsylvania. The most recent daily settlement prices for Pennsylvania SRECs from Bloomberg are used in the table below.

| SREC Vintage (June 1 – May 31) | Market Clearing Price | PJM-GATS Balance Before 2014/15 Compliance | 10% Bonus SRECs for Sun Park Labor(3) | Transferred to DEMEC for 2014/15 Compliance | | Net SREC Balance After Transfer and Surrender | Market Value |
|---|---|---|---|---|---|---|---|
| | | | | GATs | Bonus | | |
| 2011/2012 | $0.00 | 0 | 290.2 | | 290.2 | 0 | $0 |
| 2012/2013 | $0.00 | 2,173 | 215.7 | 2,173 | 215.7 | 0 | $0 |
| 2013/2014 | $8.00 | 2,701 | 268 | 2701 | 268 | 0.0 | 0 |
| 2014/2015 | $8.00 | 2,685 | 266.3 | 80 | 7.1 | 2,864.2 | 22,914 |
| 2015/2016 | $8.00 | 2,586 | 168 | 0 | 0 | 2,754.0 | 22,032 |
| 2016/2017 | $8.00 | 1,392 | 0 | 0 | 0 | 1,392.0 | 11,136 |
| **Totals** | | **11,537** | **1,208.20** | **4,954** | **781** | **7,010.2** | **$56,082** |

[2] Subject to verification from RGGI COATS account.

[3] Note: Retroactive Bonus Allowances were not transferred within PJM's GATS system, but were used to offset 2014/2015 compliance obligation.

TEA continues to recommend to Dover to retain these allowances for compliance with its Renewable Portfolio Standard (RPS). Additionally, Dover will need to acquire additional SRECs resources in future years. It is apparent that Dover's portion of SRECs produced by White Oak Solar Energy Center will not be sufficient future years as the compliance requirements increase. DEMEC has indicated that it expects to have excess SRECs available for Dover's compliance requirements. This and other alternatives will need to be evaluated in the near future.

## RISK MANAGEMENT SUMMARY

Forward power prices in PJM have increased.

| PY | Hedge Ratio | Blended Cost ($/MWh) | Monthly Change ($/MWh) |
|---|---|---|---|
| 2016-17 | 67% | $ 38.89 | $0.96 |
| 2017-18 | 56% | $ 38.37 | $0.65 |
| 2018-19 | 88% | $ 37.51 | $0.10 |
| 2019-20 | 80% | $ 34.93 | $0.11 |
| 2020-21 | 56% | $ 34.11 | $0.24 |

## II. BUDGET REPORT

| | Budget Nov-16 | Actual Nov-16 | Variance |
|---|---|---|---|
| | | | |
| **Gross Load** | **59,700** | **55,457** | **4,243** |
| | | | |
| **Power Supply** | | | |
| Hedged Energy | $ 1,187,400 | $1,367,042 | $ (179,642) |
| PJM - Energy, Congestion & Losses | $ 882,100 | 224,762 | $657,338 |
| PJM - ARR, Transmission and Fees | $ 633,650 | 346,849 | $286,801 |
| Dover SUN Park Energy | $ 118,700 | $141,137 | ($22,437) |
| Dover SUN Park RECs | $ 25,800 | $25,686 | $114 |
| RECS (Solar and Non-Solar) | $ 56,100 | $0 | $56,100 |
| RGGI Credit Costs | $ - | $0 | $0 |
| Management Fees | $ 69,583 | $69,583 | $0 |
| PJM - Capacity UCAP Obligated Purchased | $ 835,100 | $864,541 | ($29,441) |
| **Subtotal - Power Supply** | **3,808,433** | **$3,039,601** | **$768,832** |
| | | | |
| **Power Generation O&M** | | | |
| Plant O&M | $ 455,225 | $ 560,716 | $ (105,491) |
| | | | |
| **Subtotal Generation O&M** | **455,225** | **$ 560,716** | **$ (105,491)** |
| | | | |
| **Power Generation Production Margin** | | | |
| PJM - Economic and reliability dispatch | $ (606) | ($585) | ($21) |
| Fuel Costs - Natural Gas | $ 185 | $655 | ($470) |
| Fuel Costs - Oil | $ - | $0 | $0 |
| Testing Costs | $ 5,542 | $0 | $5,542 |
| **Subtotal Generation Production Margin** | **5,121** | **$70** | **$ 5,050** |
| | | | |
| **Power Generation Non-Production Revenue** | | | |
| PJM - Generation Capacity Credit | $ (611,300) | ($612,326) | $1,026 |
| Emissions Allowance Sales | $ - | $0 | $0 |
| Reactive Supply - Gas | $ (30,000) | ($42,021) | $12,021 |
| **Subtotal - Non-Production Revenue** | **(641,300)** | **($654,348)** | **$13,048** |
| | | | |
| **SubTotal - All Generation** | **$ (180,954)** | **($93,561)** | **$ (87,393)** |
| | | | |
| **Total - Utilities Cost** | **$3,627,479** | **$2,946,039** | **$681,439** |
| | | | |
| Unit Costs | | | |
| Total - Power Supply | $63.79 | $ 54.81 | $8.98 |
| Total - Power Generation | ($3.03) | ($1.69) | ($1.34) |
| Final Cost of Service to City of Dover Ratepayers | $60.76 | $53.12 | $7.64 |

**November Variance Analysis**

- **Power Supply**
  - Dover consumed 4,243 MWh less than forecasted for the month.
  - Dover saw an unfavorable variance for budgeted Hedged Energy of $179,642.
  - Dover experienced a favorable variance for budgeted PJM - Energy, Congestion & Losses of $657,338 and a favorable variance for PJM ARR, Transmission and Fees of $286,801.
  - The City of Dover realized a favorable variance of $768,832 for power supply vs. the monthly budget.
  - Dover Sun Park generated 86 MWhs more than forecasted.
  - This resulted in a net power supply cost positive budget variance of $8.98/MWh below budget.
- **Generation**
  - Non Production Revenue had a favorable variance of $13,048
  - Net All Generation Revenue had an unfavorable variance of $87,393

| | Budget YTD | Actual YTD | Variance |
|---|---|---|---|
| | | | |
| **Gross Load** | **334,800** | **347,749** | **(12,949)** |
| | | | |
| **Power Supply** | | | |
| Hedged Energy | $ 7,340,700 | $9,257,653 | $ (1,916,953) |
| PJM - Energy, Congestion & Losses | $ 5,077,400 | 1,552,685 | $3,524,715 |
| PJM - ARR, Transmission and Fees | $ 3,168,300 | 2,065,240 | $1,103,060 |
| Dover SUN Park Energy | $ 903,100 | $1,106,493 | ($203,393) |
| Dover SUN Park RECs | $ 176,000 | $183,593 | ($7,593) |
| RECS (Solar and Non-Solar) | $ 280,500 | $0 | $280,500 |
| RGGI Credit Costs | $ 32,325 | $9,080 | $23,245 |
| Management Fees | $ 347,915 | $347,915 | $0 |
| PJM - Capacity UCAP Obligated Purchased | $ 4,259,200 | $4,407,867 | ($148,667) |
| **Subtotal - Power Supply** | **21,585,440** | **$18,930,527** | **$2,654,913** |
| | | | |
| **Power Generation O&M** | | | |
| Plant O&M | $ 2,954,075 | $ 2,583,779 | $ 370,296 |
| | | | |
| **Subtotal Generation O&M** | **2,954,075** | **$ 2,583,779** | **$ 370,296** |
| | | | |
| **Power Generation Production Margin** | | | |
| PJM - Economic and reliability dispatch | $ (275,137) | ($1,364,565) | $1,089,428 |
| Fuel Costs - Natural Gas | $ 63,390 | $1,258,666 | ($1,195,276) |
| Fuel Costs - Oil | $ - | $0 | $0 |
| Testing Costs | $ 27,708 | $0 | $27,708 |
| **Subtotal Generation Production Margin** | **(184,038)** | **($105,899)** | **$ (78,140)** |
| | | | |
| **Power Generation Non-Production Revenue** | | | |
| PJM - Generation Capacity Credit | $ (3,117,700) | ($3,122,865) | $5,165 |
| Emissions Allowance Sales | $ - | $0 | $0 |
| Reactive Supply - Gas | $ (150,000) | ($316,066) | $166,066 |
| **Subtotal - Non-Production Revenue** | **(3,267,700)** | **($3,438,931)** | **$171,231** |
| | | | |
| **SubTotal - All Generation** | **$ (497,663)** | **($961,051)** | **$ 463,387** |
| | | | |
| **Total - Utilities Cost** | **$21,087,777** | **$17,969,476** | **$3,118,301** |
| | | | |
| Unit Costs | | | |
| Total - Power Supply | $64.47 | $ 54.44 | $10.04 |
| Total - Power Generation | ($1.49) | ($2.76) | $1.28 |
| Final Cost of Service to City of Dover Ratepayers | $62.99 | $51.67 | $11.31 |

# III. OPERATIONS MANAGEMENT

## OPERATIONS SUMMARY

Executive Summary:

During the month of November, there were no recordable accidents, lost time accidents or environmental incidents. The facility has gone 688 days through November 30, 2016 without a Lost Time Accident (LTI) and 594 days since the April 16, 2015 recordable accident. There were no Near Miss reports filed for the month of November at either the McKee Run Generation Station or the Van Sant Station.

Unit 1 & Unit 2 were not dispatched during the month of November. VanSant and Unit 3 at MRGS were in a planned fall maintenance outage until approximately the 23rd of November, 2016. The maintenance department completed a lot of repairs and good work during the outage to benefit plant operations when we are dispatched again. Van Sant was started and self-dispatched for about 30 minutes to verify that all the re-wiring work (underground conduit move) performed during the maintenance outage would still allowed the unit to fire when started. Only one error was noted, it was immediately corrected, and the unit returned to full availability.

Monthly Budget Variance - The actual expenses attributable to O&M for November for the two sites are $560,716 against a budgeted amount of $463,315 for an unfavorable monthly variance of ($97,401) or 21.02%. The labor budget expense had an unfavorable monthly variance of ($82,762) due to 3 payroll periods being expensed during the month while the budgeted supported only two pay periods. The Materials and Supplies area had an unfavorable monthly variance of ($31,627) due to higher than anticipated water and sewer expenses. This is in part due to budget changes prior to the final approved fiscal year budget. The Administrative Expenses also had a favorable monthly variance of ($15) but the monthly administrative billing for November was not included in the expenses this month due to being received late.

# NAES Corporation
# Dover, Delaware
# November 2016 Monthly Report



[3]

## We are thankful for McKee Run Generating Station and for the People who have worked so hard throughout the years to make it successful.

[3] Cover Photo: Top L: The ground being excavated for the new McKee Run Generating Station.
Top R: The back of the facility many, many years ago.
Center L: Dignitaries from 1975 “Flipping the Switch” to celebrate a successful installation of Unit #3.
Center R: The Administrative portion of McKee Run, pre-pavement.
Bottom: McKee Run Generating Station after a blanket of snow.

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**3.0 Operations**

**4.0 Maintenance**

**5.0 Capital Improvement Projects (CIP)**

**6.0 General Plant Information**

**7.0 Training**

**8.0 Calendar of Upcoming Events**

**9.0 "Value Added" Accomplishments during September**

## 1.0 Environmental, Health and Safety

During the month of November, there were no recordable accidents, lost time accidents or environmental incidents. The facility has gone 688 days through November 30, 2016 without a Lost Time Accident (LTI) and 594 days since the April 16, 2015 recordable accident. There were no Near Misses reported in November 2016 at McKee Run Generating Station or Van Sant facility.

During the month of November, no industrial wastewater was discharged to the Kent County Public Works sewer system. No representative sample of the industrial waste water was collect for laboratory analysis.

The City of Dover (COD) VanSant Generating Station received a letter from DNREC confirming that the 2016 semi-annual Title 5 air permit from January 1-June 30, 2016 was complete and is in compliance with the air permit conditions. A second letter from DNREC was received indicating that COD VanSant is operating in compliance with the air permit except that staff must identify the ASTM standard for fuel oil sampling on the chain of custody and that an Initial Notification for the starting diesel be submitted to EPA since DNREC nor EPA has a copy of this submittal on file. COD submitted the Initial Notification to EPA on November 23, 2016.

During the month of November, semi-annual storm water samples were collected from McKee Run's Outfall 001, 004 and 006 as required by the NPDES permit. A sample from Outfall 005 was not collected because of insufficient flow from the outfall. A sample will be collected in December. It is believed the newly installed sod around the Outfall 005 drain grate absorbed a large portion of the storm water which would normally enter the drain grate. Sod was installed around Outfall 005 drain grate as a best management practice because natural soil conditions around the outfall drain inhibited grass growth which acts as a natural filtering element for soil. The new sod will minimize fugitive soil pollution from entering the drain system and ultimately discharging into McKee run Creek north of the plant. Even though no sampling occurred, DNREC requires the City of Dover to submit an electronic DMR (eDMR) indicating no sampling occurred.

The City of Dover Department of Public Works (DPW) performed video surveillance on the entire Outfall 004 storm water drain system as part of the proposed Pollution Minimization Plan (PMP) scope of work for Delaware River Basin Commission (DRBC) mentioned in last month's report. The DPW identified several areas inside the storm water drain that will require a power flushing to remove accumulated silt/debris/rocks. The drain flushing will occur next month.

McKee Run met with the City of Dover Fire Marshall to discuss options for the 57 year old gasoline-fire back-up fire system generator and for clarification on fire extinguisher requirements. Essentially, McKee Run will continue to maintain the back-up fire system generator and look for a like-kind replacement. The Fire Marshall indicated that McKee Run

could substantially reduce the amount of fire extinguishers throughout the plant since original operations were based on coal and No. 6 fuel oils. Further discussion with COD is required.

The pest control vendor captured one ground hog, one raccoon and a squirrel in an effort to reduce damage to electrical systems and containment dikes around large fuel oil tanks.

The used oil vendor removed 425-gallons of used oil and 75-gallons of oily water from the plant. The material was transported to an EPA and Pennsylvania permitted facility for recycling. One-55-gallon drum of non-regulated oily material was picked up from VanSant for disposal by the waste vendor and sent to an EPA approved disposal facility.

### 1.1 Environmental, Health and Safety Tables

| Environmental, Health and Safety Statistics | | | |
|---|---|---|---|
| | November | Fiscal Year to Date 7/1/2016-6/30/2017 | |
| NOVs | 0 | 0 | |
| Opacity Deviations | 0 | 0 | |
| Environmental Deviations | 0 | 0 | |
| OSHA Recordable | 0 | 0 | |
| OSHA LTA's | 0 | 0 | |
| First Aid cases | 0 | 0 | |
| Restricted Workday Accident | 0 | 0 | |
| Near Miss | 0 | 2 | |
| Man Hours Worked | **3957.5** | **21322.75** | |
| **Date of OSHA Recordable:** | 4/16/2015 | **Days since last Recordable:** | **594** |
| **Date of Lost Time Accident:** | 1/12/2015 | **Days since last LTA:** | **688** |

| $SO_2$ Allowance Summary | | | | | | | |
|---|---|---|---|---|---|---|---|
| $SO_2$ Allowance Vintage | $SO_2$ Allowances Sold - YTD | $SO_2$ Allowances Available (Per Unit, Prior to Sale & Reconciliation) | | $SO_2$ Tons Emitted | $SO_2$ Tons Emitted | Total $SO_2$ Tons Emitted | $SO_2$ Allowance Balance |
| | | Unit #3 | Unit #11 | Unit #3 | Unit #11 | | |
| 2014 and earlier | 0 | 12,214 | 826 | | | | 13,040 |
| 2015 | 0 | 1,850 | 138 | *0.1383 | *1.338 | 1.4763 | 1,986.52 |
| 2016 | 0 | | | 0.1 | 0.0 | 0.1 | |
| | | | Total SO2 Allowance Balance: | | | 15,026.52 | |

4

[4] *2015 SO2 tons emitted were modified in 2016 by COD to reflect DNREC's request to change 2015 SO2 emission factors.

| CO2 Allowance Summary | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| CO2 Allowances | Quarterly Unit CO2 Emitted | | | | Current Period CO2 Purchases | Reporting Period Total CO2 Emitted | | Total CO2 Emitted | | RGGI-COATS Account Balances* | |
| | U1 | U2 | U3 | U11 | New Purch | MR | VS | MR | VS | MR | VS |
| 2015 and before | | | | | | 194,244 | 7,799 | | | 77,282 | 6,788 |
| 2016-1 | 0 | 0 | 2,556 | 391 | 8,000 | | | 2,556 | 391 | 82,726 | 6,397 |
| 2016-2 | 0 | 0 | 634 | 73 | 6,000 | | | 634 | 73 | 88,092 | 6,324 |
| 2016-3 | 0 | 0 | 20,930 | 307 | 2000 | | | 20,930 | 307 | 69,162 | 6017 |
| 2016-4 | | | | | | | | | | | |
| **ACT 2016 TOTALS** | 0 | 0 | 24,120 | 771 | 16,000 | 0 | 0 | 24,120 | 771 | 69,162 | 6,017 |

**5**

[5] *Not actual RGGI balances, NAES' accounting of allowance balance per COMPAS reports and emissions for the year.

## 1.2 Title V Air Permit Fuel Operation Compliance

**McKee Run Generating Station:** The Title V Permit dictates that natural gas is the primary fuel source for the unit operations and stipulates that by April 16, 2015, the boiler shall not combust oil for more than 10.0% of the average annual heat value (MMBtu) input during any 3 calendar years or no for more than 15% of the annual heat rate during any single calendar year. The tables below track fuel combustion operations to ensure compliance with the respective MRGS Title V permits are maintained. Up to 48 hours can be used for valid "testing" purposes and gas curtailments are an allowable exception to the rule. The plant is communicating with Eastern Shore to obtain any required written confirmation of NG outages for compliance purposes. We are also and determining how many operating hours were done for "testing" which will also reduce the required natural gas to combust to be in compliance for Unit 3.

| McKee Run Unit 3 | | | | |
|---|---|---|---|---|
| **Month** | **Gas Combusted (MMBtu)** | **#2 FO Combusted (MMBtu)** | **Net Generation (WM)** | **Gas Combustion Needed (Mcf)** |
| Jan | 355 | 15,805 | 2,095.4 | 135,987.7 |
| Feb | 0 | 6,358 | 506.2 | 190,826.7 |
| Mar | 0 | 0 | 0 | 190,826.7 |
| Apr | 0 | 0 | 0 | 190,826.7 |
| May | 0 | 0 | 0 | 190,826.7 |
| Jun | 10,086 | 0 | 836.4 | 181,266.2 |
| Jul | 204,090 | 0 | 17,492.0 | (12,184.3) |
| Aug | 100,021 | 0 | 8,572.9 | (106,990.6) |
| Sept | 46,930 | 0 | 3,856.2 | (151,473.9) |
| Oct | 16.31 | 0 | - | (151,489.33) |
| Nov | - | - | - | (151,489.33) |
| Dec | - | - | - | - |
| | **YTD Fuel Oil Combustion in MMBtu = >** | **22,162.3** | **Gas Combustion required for Title V Compliance (Mcf) = >** | **-151,489.3 (Mcf)** |

**Van Sant Station:** The Title V Air permit restrictions with regards to operations, is limited to 70,080 MW-hr per calendar year with a rolling average of 35,040 MW-hr over the previous 3 calendar years.

| Van Sant Unit 11 | | | | |
|---|---|---|---|---|
| **Year** | **Months Included** | **Total MW Generation on #2 Fuel Oil** | **MW Generation Allowed on #2 Fuel Oil** | **3 Yr. Rolling Average** |
| 2014 | January-December | 1,316.11 MW | 69,483.89 MW | 1,316.11 MW |
| 2015 | January-December | 2,237.05 MW | 68,562.95 MW | 1,776.58 MW |
| 2016 | January-October | 483.12 MW | 70,402.39 MW | 1,316.77 MW |

## 2.0 Financials

Monthly and year to date financial results as compared with the approved power plant budget for the Generation Units are provided below.

| November 2016 | | | |
|---|---|---|---|
| | **Actual** | **Budget** | **Variance** |
| **Personnel** | $362,862 | 280,100 | ($82,762) |
| **Materials & Supplies** | $25,054 | $10,400 | ($14,654) |
| **Administrative Expenses** | $172,800 | $172,815 | $15 |
| **Total** | **$560,716** | **$463,315** | **($97,401)** |

| July 2016 thru November 2016 | | | |
|---|---|---|---|
| | **Actual** | **Budget** | **Variance** |
| **Personnel** | $1,246,720 | $1,543,200 | $296,480 |
| **Materials & Supplies** | $176,731 | $130,450 | ($46,281) |
| **Administrative Expenses** | $1,160,327 | $1,192,425 | $32,098 |
| **Total** | **$2,583,778** | **$2,866,075** | **$282,297** |

**2.1 Variance analysis:**

The actual expenses for the month of November are $560,716 against a budgeted amount of $463,315 for an unfavorable variance of $97,401 or 21.02%. The variance was due to the following:

**PERSONNEL EXPENSES** – An unfavorable monthly variance of $82,762 was due to (3) payroll period expensed versus the (2) budgeted for November. As a result, this impacted three (3) labor accounts – Straight Time, Overtime, and Labor Burdens.

**MATERIALS AND SUPPLIES EXPENSES** - An unfavorable monthly variance of $31,627 was due to higher than anticipated water – sewer expense and higher than anticipated costs in building maintenance. The water – sewer account will continue to be unfavorable for the remainder of the fiscal year as the budget was erroneously reduced during budget preparation last year.

**ADMINISTRATIVE EXPENSES** – A favorable monthly variance of $15. Note that electricity costs were higher than anticipated. The monthly consolidated billing was not received in time to be included in November expenses.

## 3.0 Operations

**Unit Operations / Outages / Trips:** Unit 1 & Unit 2 were not dispatched during the month of November by PJM. VanSant and Unit 3 at MRGS were in a planned fall maintenance outage until approximately the 23rd of November, 2016. The maintenance department completed a lot of repairs and good work during the outage to benefit plant operations when we are dispatched again. Van Sant was started and self-dispatched for about 30 minutes to verify that all the re-wiring work (underground conduit move) performed during the maintenance outage still allowed the unit to fire properly. Only one error was notated and it was immediately corrected and the unit returned to full availability.

| Month of November 2016 | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | McKee Unit 1 | McKee Unit 2 | McKee Unit 3 | MRGS TOTAL | VanSant Unit 11 | Total ALL Units |
| Capacity: | (MW) | 17 | 17 | 102 | 136 | 43 | 179 |
| On Line Hours: | (HRS) | 0 | 0 | 0 | 0 | 0.634 | 0.634 |
| Starts: | (#) | 0 | 0 | 0 | 0 | 1 | 1 |
| Gross Generation: | (MWh) | 0 | 0 | 0 | 0 | 17.440 | 17.440 |
| Net Generation: | (MWh) | 0 | 0 | 0 | 0 | 17.296 | 17.296 |
| Total Auxiliaries: | (MWh) | 0 | 0 | 0 | 0 | 144 | 144 |
| Auxiliaries purchased: | (MWh) | 28.701 | 28.701 | 132.396 | 189.797 | 13.118 | 202.915 |
| Fuel Gas Used: | (MMBTU) | 0 | 0 | 0 | 0 | 229,330 | 229,330 |
| Fuel Oil Used: | (MMBTU) | 0 | 0 | 0 | 0 | 0 | 0 |
| Fuel Oil Used: | (Gallons) | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Fuel: | (MMBTU) | 0 | 0 | 16.316 | 16.316 | 229,330 | 229,330 |
| Net Heat Rate: | (BTU/KWh) | 0 | 0 | 0 | 0 | 13,259 | 13,259 |
| Unit Trips: | (#) | 0 | 0 | 0 | 0 | 0 | 0 |
| Capacity Factor: | (%) | 0% | 0% | 0% | 0% | 0.06% | 0.01% |
| Availability Factor: | (%) | 100.00% | 100.00% | 26.56% | 75.52% | 46.18% | 68.18% |
| Commercial Unavailability : | (%) | 0% | 0% | 73.44% | 24.48% | 53.82% | 31.82% |
| Planned Outage Hours | (HRS) | 0 | 0 | 528 | 528 | 387 | 915 |
| Maintenance Outage Hours: | (HRS) | 0 | 0 | 0 | 0 | 0 | 0 |
| Forced Outage Hours: | (HRS) | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Equivalent Derate Hours: | (HRS) | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Reserve Shutdown Hours: | (HRS) | 719 | 719 | 191 | 1,632 | 331.366 | 1,960.366 |
| HW Boiler Gas Usage: | (MMBTU) | | | | 462.868 | | 462.868 |

| Month of November 2016 | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | McKee Unit 1 | McKee Unit 2 | McKee Unit 3 | MRGS TOTAL | VanSant Unit 11 | Total ALL Units |
| Capacity: | (MW) | 17 | 17 | 102 | 136 | 43 | 179 |
| On Line Hours: | (HRS) | 0 | 0 | 0 | 0 | 0.634 | 0.634 |
| Starts: | (#) | 0 | 0 | 0 | 0 | 1 | 1 |
| Gross Generation: | (MWh) | 0 | 0 | 0 | 0 | 17.440 | 17.440 |
| Net Generation: | (MWh) | 0 | 0 | 0 | 0 | 17.296 | 17.296 |
| Total Auxiliaries: | (MWh) | 0 | 0 | 0 | 0 | 144 | 144 |
| Auxiliaries purchased: | (MWh) | 28.701 | 28.701 | 132.396 | 189.797 | 13.118 | 202.915 |
| Fuel Gas Used: | (MMBTU) | 0 | 0 | 0 | 0 | 229,330 | 229,330 |
| Fuel Oil Used: | (MMBTU) | 0 | 0 | 0 | 0 | 0 | 0 |
| Fuel Oil Used: | (Gallons) | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Fuel: | (MMBTU) | 0 | 0 | 16.316 | 16.316 | 229,330 | 229,330 |
| Net Heat Rate: | (BTU/KWh) | 0 | 0 | 0 | 0 | 13,259 | 13,259 |
| Unit Trips: | (#) | 0 | 0 | 0 | 0 | 0 | 0 |
| Capacity Factor: | (%) | 0% | 0% | 0% | 0% | 0.06% | 0.01% |
| Availability Factor: | (%) | 100.00% | 100.00% | 26.56% | 75.52% | 46.18% | 68.18% |
| Commercial Unavailability : | (%) | 0% | 0% | 73.44% | 24.48% | 53.82% | 31.82% |
| Planned Outage Hours | (HRS) | 0 | 0 | 528 | 528 | 387 | 915 |
| Maintenance Outage Hours: | (HRS) | 0 | 0 | 0 | 0 | 0 | 0 |
| Forced Outage Hours: | (HRS) | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Equivalent Derate Hours: | (HRS) | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Reserve Shutdown Hours: | (HRS) | 719 | 719 | 191 | 1,632 | 331.366 | 1,960.366 |
| HW Boiler Gas Usage: | (MMBTU) | | | | 462.868 | | 462.868 |

| Fuel Oil Inventory (#2 Fuel Oil) | | | | | | | |
|---|---|---|---|---|---|---|---|
| | Monthly Starting Inventory | Monthly Ending Inventory | Fuel Monthly Purchase | Monthly Inventory Change | FY15-16 Starting Inventory | Fuel Purchase FYTD | FY15-16 Inventory Change |
| **McKee Run** | 864,506 | 860,100 | 0 | (4,406) | 862,307 | 0 | 2,207 |
| | | | | | | | |
| **Van Sant** | 220,801 | 220,042 | 0 | (758) | 222,992 | 0 | 2,950 |

| Van Sant Lifetime through November 2016 | | | |
|---|---|---|---|
| | **Actual Starts** | **Factored Starts** | **Fired Hours** |
| **Van Sant** | 1,433 | 2443.05 | 4,448.90 |
| **Since HGP–2004** | 292 | 775.35 | 1,065.32 |

*Hot Gas Path inspection

### 3.1 Team Report:

The Operations Team completed one start at Van Sant during the month, to test maintenance work that was completed during the fall outage. New generation and auxiliary meters were installed as part of the outage and were observed to check proper operation and functions. The unit was shut down with no issues to report. The Operations Department continues to utilize the on duty Day Shift Team to support plant operations, general maintenance of the plant and support maintenance department by successfully completing Preventative Maintenance (PM) work orders and other plant related PM tasks.

The Operations Department completed a safe LOTO procedure to release Units 3 &11 to complete the fall outages. All major equipment was unlocked and placed back in service. The Unit 3 cooling tower and service piping lines were filled utilizing the onsite well water pump, which serves as a cost savings for the project and the City of Dover.

The Operations Team will utilize GPI Learning courses on a monthly basis, starting in January that targets OSHA safety training and OSHA environmental training. GPI online training will be utilized monthly to complete NAES SMP (Safety & Environmental) Training. The Operations Team will review the plant's safety and environmental permits/policies/manuals and complete a final test for knowledge and familiarity with the subject material.

## 4.0 Maintenance

During the month of November, the Plant Maintenance staff continues to address the backlog of work orders, preventative maintenance (PM's) and new work orders received during the month. Back logged Work Orders are work orders that have been open for greater than thirty days. There were 108 new work orders issued with 91 work orders being completed, and 7 of the back logged work orders completed during the month. There were 3 new Safety Work Orders entered into the plant's Computerized Maintenance Management System (MP2) for the McKee Run site during the month and 4 were completed. The table below summarizes the monthly work order activities based on MP2 work order records and will continue to improve with time. This table gives a representation of identified outstanding work; Preventative Maintenance tasks completion and remaining corrective work orders and back logged work orders that require attention.

| McKee Run Work Order Statistics | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | WO Type | Starting Backlog | Recv'd WO | Total WO | Comp WO | Comp Rcvd | Total Comp | Ending Backlog | OPEN WO's |
| McKee Run | ADM | 5 | 0 | 5 | 0 | 0 | 0 | 5 | 5 |
| | CM | 53 | 50 | 103 | 14 | 22 | 36 | 39 | 67 |
| | EW | 5 | 0 | 5 | 0 | 0 | 0 | 5 | 5 |
| | PM | 22 | 55 | 77 | 5 | 46 | 51 | 17 | 26 |
| | SW | 4 | 3 | 7 | 1 | 3 | 4 | 3 | 3 |
| **Site Totals** | | **91** | **108** | **199** | **20** | **71** | **91** | **71** | **108** |

| City of Dover – Van Sant Work Order Statistics | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | WO Type | Starting Backlog | Recv'd WO | Total WO | Comp WO | Comp Rcvd | Total Comp | Ending Backlog | OPEN WO's |
| Van Sant | ADM | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | CM | 7 | 0 | 7 | 4 | 0 | 4 | 3 | 3 |
| | EW | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | PM | 2 | 18 | 20 | 2 | 15 | 17 | 0 | 3 |
| **Site Totals** | | **9** | **18** | **27** | **6** | **15** | **21** | **3** | **6** |

**Notable activities during the month include:**

The IC&E & Maintenance Staff completed the facility winterization plan; which includes some of the following- closing all ventilation opening, ensuring all heat tracing is operational, ensuring the hot water boilers are operating in good working order and ensure all location heaters are working.

The NAES IC&E Staff and STI CEMS completed the quarterly opacity audits. The monitors and blowers were checked for proper settings and voltage readings. The purge air filters were changed out. Units 1, 2, 3 and 11 audits were completed with no issues identified.

The Maintenance & IC&E Staff removed the CO2 bottles from the fire suppression system at VanSant. This was done to complete the five year requirement to hydro test the bottles. Keen Gases was contracted to complete the testing and refilling of the bottles. The testing was completed with no issues to the bottles. The bottles were returned to the facility. The maintenance staff reinstalled the bottles and returned the fire suppression to service.

NAES Power Service was contracted to remove the liner and reinstall the liner and paint the stack for Unit 3. NAES Power Services has completed both the removal of the stack liner, the installation of the stack liner and the painting of the outside of the stack.

The IC&E staff installed the Christmas lights on Unit 3 stack in the shape of a Christmas tree. This is done each year. The lights are lit between Thanksgiving and the New Year. The surrounding neighbors enjoy the Christmas lights.

The IC&E & the Maintenance Staff removed and replaced the water heating elements in the outdoor DI water tank at VanSant. The heating elements are part of winterization plan at the facility. There were two elements found to be bad. There are four heating elements on the tank. All four heating elements were replaced.

## 5.0 Capital Improvement Projects (CIP)

This month's report for CIP project planned and budgeted for the current budget year 2016/2017 with the status to date for the project.

| Project Number | Description | 2016-2017 CIP Status Update |
|---|---|---|
| EG1407 | Metering System Upgrades | Progress: The new metering system is installed and the Plant Engineer continues to work out reporting formats for ease of daily reporting.<br>Schedule: System operating, report grooming and formatting in house. |
| EG1416 | Van Sant Capacity Increase | Progress: Van Sant DI water tank heaters installed.<br>Schedule: Other work as identified to support capacity increase. Project has been extended to December 31, 2016. |
| EG1612 | Van Sant Exhaust Plenum Replacement | Progress: Final repair quotes for baffle/gap area received and contractor chosen for this work. We are coordinating getting the baffles delivered now.<br>Schedule: Installation work will be completed in February / March 2017. |
| EG1613 | McKee Run Unit #3 Boiler Stack Repairs | Progress: Work completed. Awaiting final reports and invoices.<br>Schedule: Review final reports and get resolution to any questions. |
| EG1701 | Van Sant Major Overhaul | Progress: Assessed Spare parts needed for overhaul with GE Field Engineer<br>Schedule: Awaiting quote from GE for recommended spare parts and will solicit other quotes for comparison. |
| EG1702 | Unit #3 Boiler System Repairs | Progress: Boiler repairs were conducted on U3, tube repair was made. However we have found (2) other leaks at the buck-stay welds.<br>Schedule: Boiler repairs completed. Unit #3 boiler super heater and re-heater clip replacement, air pre-heater inspection / repairs, de-aerator heater and storage tank inspection. Will send out the latest failed tubes to Riley Power for analysis. |
| EG1703 | McKee Run Building Equipment Replacement | Progress: Determining the need and priorities for repairs / refurbishment.<br>Schedule: Past CIP EG1601. Administrative building heating and cooling systems, roof repairs, and DI room modifications. |
| EG1704 | U3 Hydrogen Purity Analyzer | Progress: Proton Energy Systems / On-Site Gas provided information on hydrogen conditioner and purity analyzers during a vendor site visit.<br>Schedule: Requested additional quotes & information for comparison bids. No other bids received to date. This is a specialty item with limited number of suppliers. |
| EG1706 | U3 Accelerated Unit Start | Progress: Engineering evaluation complete, report received. Working punch list of identified "needs" for progressing with project.<br>Schedule: When plant completes needed items Synterprise will return and train staff on new accelerated start-up. Working items for AUS. No funding 2017. |
| EG1707 | McKee Run Unit #3 Auxiliary Equipment Replacement | Progress: One IWW pump replaced. Replaced refractory in both hot water boilers during fall outage.<br>Schedule: This project was EG1607. Service water and vacuum pump inspections. |
| EG1709 | U3 Circ Water Piping Inspection/Repairs | Progress: Inspection completed on accessible portions of supply and return circulating water piping. Reports received.<br>Schedule: Develop scope and send RFP for repairs required on return piping for Spring '17 work. |
| EG1710 | McKee Run / Van Sant Safety and Compliance Improvements | Progress: Held pre-bid meeting November 22nd. Total of (4) vendors.<br>Schedule: Bids due December 7th. Evaluate bids, clarify any questions, and make recommendations for bid award. |
| EG1711 | McKee Run / Van Sant Structural Preservation | Progress: Purchase paint and preservation equipment.<br>Schedule: Plan to begin painting as work load allows and weather permits. Note this project was CIP EG1611. |

## 6.0 General Plant Information

On November 13, 2016, George LaFond, Operator, transferred to Sandy Creek Energy Station in Riesel, Texas. We wish him success in his new endeavor.

Christine Dean, Administrative Manager, joined the NAES Communication Committee in November. This Committee is dedicated to improving communication between Corporate and Plant levels. This Committee will meet monthly, and gives suggestions on how to improve all forms of communication. This Committee has implemented monthly web conferencing for Administrative Managers to interact with NAES Corporate, with the first of this series occurring in early December.

## 7.0 Training

Safety Topics discussed during the November monthly safety committee meeting were reviewed by the entire staff. The monthly safety topic was; “Chain Saw Safety Use and Awareness”, it covered workers who use or operate chain saws for work or at home. Cleaning, Servicing and Awareness. The topic also covered how dangerous the tool can be if the user does not know how to use the saw and the inadvertent accidents that can occur. When using a chain saw the users should be aware of all the hazards associated stored energy.

The Operations Team will utilize GPI Learning courses on a monthly basis, starting in January that targets OSHA safety training and OSHA environmental training.

## 8.0 Calendar of Upcoming Events

A forecast of general event dates for the power plant projects, outages and various agency reporting dates are listed below.

| Calendar of Upcoming Events | Date |
|---|---|
| Fall Outage for Unit 3 | November 3, 2016 thru November 23, 2016 |
| Unit 3 Circ Water Piping Inspection - DONE | November 19, 2016 thru November 21, 2016 |
| Meter Replacement Project – DONE | November 14, 2016 thru November 30, 2016 |
| Plant Winterization – COMPLETED | Complete Prior to November 1, 2106 |
| PJM Winter Capacity Test Period | December 1, 2015 thru February 28, 2017 |
| 2015 Title V Annual Certifications Due | January 31, 2017 |
| Water Allocation Report | January 31, 2017 |
| RGGI COATS True Up | March 1, 2017 |
| | |

## 9.0 “Value Added” Accomplishments during November

During the month the power plant staff accomplished the normal preventative and corrective maintenance for the generation units. We are tasked with maintaining and protecting the City of Dover power generation assets and keeping them “available” for dispatch when called.

Listed below are some of the work accomplishments that have been completed this past month that NAES feels added value to the generation unit assets, protected the assets from deterioration or inoperability, and overall increased the life expectancy through improved maintenance practices which includes preventative and predictive maintenance tasks (see Section 4 - Maintenance Work Orders) for the City of Dover units.

- McKee Run will seek approval from COD on the Fire Marshalls response which allows the facility to reduce the amount of fire extinguishers throughout the plant. A reduction in fire extinguishers will reduce replacement costs, reduce third party annual fire inspection certifications costs and make plant labor more productive in areas of the plant by reducing monthly inspections.
- McKee Run will continue its vigilance on pest control which could potentially cause trips while the unit is operating and to minimize containment dike damage which will jeopardize the integrity of the berm(s) itself.
- Staff has installed sod around Outfall 005 drain grate to control and reduce soil pollution from entering the storm water drain that eventually runs into the McKee Run Creek. This was acceptable by DNREC and they have verbally acknowledged that the storm water quality discharged to McKee Run Creek has significantly improved.
- The Unit 3 cooling tower and service piping lines were refilled using the onsite well water pump, which serves as an overall cost savings for the City of Dover.
- The Maintenance and Operations Teams completed all the fall outage work for Units 3 &11 slightly ahead, or on schedule, with only one known rework item so additional costs to rework maintenance efforts were very minimal. The one time was of no consequence to the City as it was the operational test of the Van Sant unit and verified the movement of several wiring connections from an underground cable conduit to an above ground conduit.
- The new City of Dover interconnection metering installation was completed. This project accomplished the restoration of the Cartanza Meter data, improved the Kraft power meter data acquisition, and brings together all of the meter data necessary for the City of Dover. The plant engineer and City Meter Relay Tech are still working on getting the Sun Park meter data added to the reporting system as this was an afterthought to the metering project.
- The new metering project also allowed a contractor to verify the City’s fiber optic cable network which was not completely known, or had not been verified, for the generation plants to use. The City now has a verified fiber optic map of this portion of the system and the plant plans on using the fiber optic network for installing, and communicating, the remote start HMI for Van Sant later this year.

- Upgrades were made to the CEMS computer systems located at VanSant to enable staff and the support vendor, VIM, to access the computer system remotely. Working with City of Dover IT Department, we were able to piggy-back the fiber cable run for the new Metering System and install a connection to the plant network. This installation saves plant staff time, and also saves time for the vendor, VIM, to download reports in a fraction of the time it took previously.
- The Administrative Department developed an Access Database file to populate and maintain a listing of all prints along with their location in the technical library. This program is currently being populated by staff on a daily basis and is expected to be fully populated by the end of the year. We expect this program will save a lot of time when the staff is attempting to locate system or equipment drawings, prints or P&ID's in the future.
- The Accelerated Unit Start-up Project research continues to be worked. The staff needs to receive one final estimate cost for an electric boiler to provide gland sealing steam for the unit start-up. Once this is received the staff will wrap up the remaining recommendation items and mandatory items for the second and final phase of the project. This procedure once trained to will reduce the startup time of Unit 3 by approximately 50% and mark a significant cost savings to the unit for the startup process as well as reduce some maintenance costs and equipment wear and tear.

## APPENDIX: PJM INVOICE

| | |
|---|---|
| REPORT NAME: | Monthly Billing Statement - CSV and XML |
| CUSTOMER ACCOUNT: | City of Dover, Delaware |
| CUSTOMER CODE: | DOVDE |
| CUSTOMER ID: | 76.000000 |
| FINAL BILLING STATEMENT ISSUED: | 12/7/2016 9:05 |
| BILLING PERIOD START DATE: | 11/1/2016 |
| BILLING PERIOD END DATE: | 11/30/2016 |
| INVOICE NUMBER: | 2016113000076 |
| INVOICE DUE DATE: | 12/16/2016 12:00 |

| CHARGES | ADJ | BILLING LINE ITEM NAME | SOURCE BILLING PERIOD START | AMOUNT ($) |
|---|---|---|---|---|
| 1100.000000 | | Network Integration Transmission Service | | 288576.000000 |
| 1108.000000 | | Transmission Enhancement | | 52640.620000 |
| 1130.000000 | | Firm Point-to-Point Transmission Service | | 0.000000 |
| 1140.000000 | | Non-Firm Point-to-Point Transmission Service | | 0.000000 |
| 1200.000000 | | Day-ahead Spot Market Energy | | 465519.540000 |
| 1205.000000 | | Balancing Spot Market Energy | | 20469.680000 |
| 1210.000000 | | Day-ahead Transmission Congestion | | -255541.020000 |
| 1215.000000 | | Balancing Transmission Congestion | | -2482.140000 |
| 1220.000000 | | Day-ahead Transmission Losses | | -1881.500000 |
| 1225.000000 | | Balancing Transmission Losses | | 319.260000 |
| 1230.000000 | | Inadvertent Interchange | | -1464.600000 |
| 1242.000000 | | Day-Ahead Load Response Charge Allocation | | 42.880000 |
| 1243.000000 | | Real-Time Load Response Charge Allocation | | 145.540000 |
| 1250.000000 | | Meter Error Correction | | -2066.300000 |
| 1301.000000 | | PJM Scheduling, System Control and Dispatch Service - Control Area Administration | | 9403.190000 |
| 1302.000000 | | PJM Scheduling, System Control and Dispatch Service - FTR Administration | | 1.200000 |
| 1303.000000 | | PJM Scheduling, System Control and Dispatch Service - Market Support | | 2182.570000 |

| | | |
|---|---|---|
| 1304.000000 | PJM Scheduling, System Control and Dispatch Service - Regulation Market Administration | 82.320000 |
| 1305.000000 | PJM Scheduling, System Control and Dispatch Service - Capacity Resource/Obligation Mgmt. | 922.500000 |
| 1306.000000 | PJM Scheduling, System Control and Dispatch Service - Advanced Second Control Center | 896.780000 |
| 1307.000000 | PJM Scheduling, System Control and Dispatch Service - Market Support Offset | -200.130000 |
| 1313.000000 | PJM Settlement, Inc. | 200.130000 |
| 1314.000000 | Market Monitoring Unit (MMU) Funding | 326.020000 |
| 1315.000000 | FERC Annual Recovery | 3617.900000 |
| 1316.000000 | Organization of PJM States, Inc. (OPSI) Funding | 38.910000 |
| 1317.000000 | North American Electric Reliability Corporation (NERC) | 683.570000 |
| 1318.000000 | Reliability First Corporation (RFC) | 1117.030000 |
| 1320.000000 | Transmission Owner Scheduling, System Control and Dispatch Service | 4129.170000 |
| 1330.000000 | Reactive Supply and Voltage Control from Generation and Other Sources Service | 30336.180000 |
| 1340.000000 | Regulation and Frequency Response Service | 5536.350000 |
| 1360.000000 | Synchronized Reserve | 3294.730000 |
| 1362.000000 | Non-Synchronized Reserve | 339.260000 |
| 1365.000000 | Day-ahead Scheduling Reserve | 142.940000 |
| 1370.000000 | Day-ahead Operating Reserve | 4931.780000 |
| 1375.000000 | Balancing Operating Reserve | 1276.640000 |
| 1376.000000 | Balancing Operating Reserve for Load Response | 5.050000 |
| 1378.000000 | Reactive Services | 30.160000 |
| 1380.000000 | Black Start Service | 5405.230000 |
| 1400.000000 | Load Reconciliation for Spot Market Energy | 1489.710000 |
| 1410.000000 | Load Reconciliation for Transmission Congestion | -217.250000 |
| 1420.000000 | Load Reconciliation for Transmission Losses | -9.190000 |
| 1430.000000 | Load Reconciliation for Inadvertent Interchange | 3.890000 |
| 1440.000000 | Load Reconciliation for PJM Scheduling, System Control and Dispatch Service | 0.350000 |
| 1442.000000 | Load Reconciliation for Schedule 9-6 - Advanced Second Control Center | 0.020000 |
| 1445.000000 | Load Reconciliation for FERC Annual Recovery | 0.110000 |
| 1447.000000 | Load Reconciliation for North American Electric Reliability Corporation (NERC) | 0.020000 |
| 1448.000000 | Load Reconciliation for Reliability First Corporation (RFC) | 0.030000 |
| 1450.000000 | Load Reconciliation for Transmission Owner Scheduling, System Control and Dispatch Service | 0.130000 |

| | | | | |
|---|---|---|---|---|
| 1460.000000 | | Load Reconciliation for Regulation and Frequency Response Service | | 10.450000 |
| 1470.000000 | | Load Reconciliation for Synchronized Reserve | | 11.580000 |
| 1472.000000 | | Load Reconciliation for Non-Synchronized Reserve | | 1.210000 |
| 1475.000000 | | Load Reconciliation for Day-ahead Scheduling Reserve | | 2.850000 |
| 1478.000000 | | Load Reconciliation for Balancing Operating Reserve | | -0.940000 |
| 1490.000000 | | Load Reconciliation for Reactive Services | | 1.020000 |
| 1600.000000 | | RPM Auction | | 14308.500000 |
| 1610.000000 | | Locational Reliability | | 654857.100000 |
| 1611.000000 | | CP Transitional Locational Reliability | | 211492.500000 |
| 1932.000000 | | Generation Deactivation Refund | | -164.100000 |
| 1995.000000 | | PJM Annual Membership Fee | | 5000.000000 |
| 1230.000000 | A | Inadvertent Interchange | 9/1/2016 | 0.220000 |
| 1250.000000 | A | Meter Error Correction | 8/1/2016 | 10.350000 |
| 1360.000000 | A | Synchronized Reserve | 10/1/2016 | 3.950000 |
| 1365.000000 | A | Day-ahead Scheduling Reserve | 9/1/2016 | -212.090000 |
| 1375.000000 | A | Balancing Operating Reserve | 5/1/2014 | 144.640000 |
| 1375.000000 | A | Balancing Operating Reserve | 5/1/2016 | 0.010000 |
| 1375.000000 | A | Balancing Operating Reserve | 7/1/2016 | -11.240000 |
| 1375.000000 | A | Balancing Operating Reserve | 9/1/2016 | -128.410000 |
| 1375.000000 | A | Balancing Operating Reserve | 10/1/2016 | 5.230000 |
| | | Total Charges | | 1525578.090000 |

| CREDITS | ADJ | BILLING LINE ITEM NAME | SOURCE BILLING PERIOD START | AMOUNT ($) |
|---|---|---|---|---|
| 2100.000000 | | Network Integration Transmission Service | | 0.000000 |
| 2108.000000 | | Transmission Enhancement | | 10899.800000 |
| 2130.000000 | | Firm Point-to-Point Transmission Service | | 0.000000 |
| 2140.000000 | | Non-Firm Point-to-Point Transmission Service | | 480.520000 |
| 2210.000000 | | Transmission Congestion | | 0.000000 |
| 2220.000000 | | Transmission Losses | | 12633.460000 |
| 2320.000000 | | Transmission Owner Scheduling, System Control and Dispatch Service | | 0.000000 |
| 2330.000000 | | Reactive Supply and Voltage Control from Generation and Other Sources Service | | 29388.000000 |
| 2340.000000 | | Regulation and Frequency Response Service | | 0.000000 |
| 2360.000000 | | Synchronized Reserve | | 0.000000 |
| 2365.000000 | | Day-ahead Scheduling Reserve | | 0.000000 |
| 2370.000000 | | Day-ahead Operating Reserve | | 0.000000 |
| 2375.000000 | | Balancing Operating Reserve | | 0.000000 |
| 2380.000000 | | Black Start Service | | 0.000000 |
| 2420.000000 | | Load Reconciliation for Transmission Losses | | 20.050000 |
| 2510.000000 | | Auction Revenue Rights | | 62468.700000 |

| | | | | |
|---|---|---|---|---|
| 2600.000000 | | RPM Auction | | 626634.900000 |
| 2640.000000 | | Incremental Capacity Transfer Rights | | 1071.300000 |
| 2661.000000 | | Capacity Resource Deficiency | | 145.200000 |
| 2140.000000 | A | Non-Firm Point-to-Point Transmission Service | 10/1/2016 | 24.080000 |
| 2210.000000 | A | Transmission Congestion | 10/1/2016 | 0.000000 |
| 2661.000000 | A | Capacity Resource Deficiency | 2/1/2015 | 150.320000 |
| 2661.000000 | A | Capacity Resource Deficiency | 3/1/2015 | 472.740000 |
| 2661.000000 | A | Capacity Resource Deficiency | 2/1/2016 | -0.380000 |
| 2661.000000 | A | Capacity Resource Deficiency | 9/1/2016 | -18.900000 |
| 2661.000000 | A | Capacity Resource Deficiency | 10/1/2016 | -11.960000 |
| | | Total Credits | | 744357.830000 |
| | | **Monthly Billing Net Total** | | **781220.26** |
| | | Previous Weekly Billing Net Total | | 520840.740000 |
| | | Total Due / Receivable | | 260379.520000 |

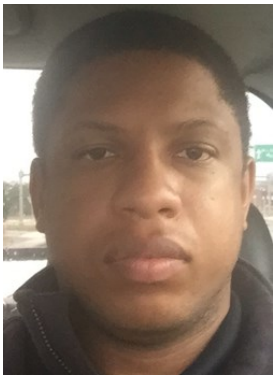
End of Report

# City Planner's Monthly Report

## Planning, Inspections & Recreation

## NOVEMBER 2016

### Planning, Inspections & Recreation Highlights



- **ERP Project**: In the first week of November, Department Staff participated in the series of on-site meetings with Barry Dunn, the consultant working on the ERP (Enterprise Resource Planning) System Selection Project. These meetings by functional area allowed City staff to share information on specific job functions and activities, use of the existing systems, and ideas for improvements.
- **Phillip Lewis** joined the Code Enforcement Staff as an Inspector I on November 28, 2016.
- **Capital Holiday Festival** / **Food Drive:** Once again, the City of Dover hosted the annual Holiday Festival and Food Drive in partnership with the Central Delaware Chamber of Commerce. Families enjoyed festivities all along Loockerman Street with the tree lighting in front of City Hall to the bands in front of the Duncan Center. Santa's visit made the night more special. Food donations were collected throughout the month of November and we were able to supply food to five of the church food banks right here in Dover.
- **Indoor Field Hockey Leagues:** The field hockey sticks aren't put away for the winter. We cover them up and come on inside. The 2016/17 Indoor Field Hockey Leagues kicked off with 16 Women and 9 Adult Coed Teams. 14 teams made up the Girls High School division & 19 Middle Teams entered the league. Come on out to watch these fun and fast sport, Saturday evenings and Sundays through the winter months.
- **Walk Friendly Community:** Improving walkability and pedestrian safety through comprehensive programs, plans and policies is key to this designation. Communities awarded with a Walk Friendly Community designation will receive national recognition for their efforts to improve a wide range of conditions related to walking, including safety, mobility, access and comfort. Working collaboratively, Eddie Diaz and Carolyn Courtney completed the application with support from the Bicycle/Pedestrian Subcommittee members.
- **Youth Connections:** A new component of Youth Connection is Yoga for Kids. Yoga has many benefits for children as well as adults. The response from the children has been great and they are excited on the days Yoga is included in their after school program.

# PROGRESS IN PICTURES

## Winner Volkswagen at 1387 N. DuPont Highway






**Four Seasons - 61 Eiger Court**

# PROGRESS IN PICTURES



**Village of Westover - 405 Northdown Dr.**



**Clearview Meadows - 731 Marta Drive**

## Planning, Inspections & Recreation Revenue

| Revenue Stream | FY '17 Budget | | FY '17 Actual | |
|---|---|---|---|---|
| Business License | $1,467,000 | $ | 1,433,377 | 98% |
| Trailer License | $21,000 | $ | 17,649 | 84% |
| Building Permits | $609,000 | $ | 538,050 | 88% |
| Cert. of Occupancy | $10,000 | $ | 6,915 | 69% |
| Public Occupancy | $21,000 | $ | 1,239 | 6% |
| Lodging House | $14,100 | $ | 28 | 0% |
| Plumbing/Heating/Air | $115,000 | $ | 61,114 | 53% |
| Rental Inspection Fee | $437,000 | $ | 5,371 | 1% |
| Miscellaneous | $27,000 | $ | 9,343 | 35% |
| Fire Protection Fees | $65,000 | $ | 31,851 | 49% |
| Code Enf. Fines | $35,000 | $ | 17,325 | 50% |
| Vacant Building Reg. | $150,000 | $ | 145,615 | 97% |
| **Total P&I Revenue** | **$2,971,100** | $ | 2,267,877 | 76% |
| Recreation | $150,000 | $ | 72,277 | 48% |

## PERSONNEL AND TRAINING

- On November 3, 2016 - The Planning Staff attended the Delaware APA Chapter Mini-Conference and Annual Meeting . One member of the Planning Commission also attended this educational event.
- On November 8, 2016 - Kristen Mullaney attended the Cornerstone Leadership Training in the City Hall Conference Room.
- On November 10, 2016—Dawn Melson-Williams, Kristen Mullaney and Jason Osika attended “People Skills for Non People Persons” training in the City Hall Conference Room.
- During the month of November interviews were conducted for the position of Inspector I and II for the Fire Marshal’s Office.
- On November 16, 2016—Greg Akers, Chris Scott, and Mike McGregor attended the “Significant Changes to the ANSI 117.1” training in the Kent County Building located at 555 South Bay Road.
- During the month of November a Parking Study Survey was conducted for the Downtown area.

## 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 November 2016, Planning Staff was involved with review of 71 Permits and 16 Certificates of Occupancy permits. (2016 calendar year total of 1019 Permits and CO’s compared to 895 for 2015). Thus Permit activity is up when compared to previous years. 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.

- The Planning Office is also involved in the following studies and projects: Restoring Central Dover Community Plan implementation, Transportation Improvement Districts, the Division Street/Forest Street Design Week Charrette, and the Dover/Kent County MPO Regional Bicycle Plan Update project.
- Planning Office Staff is assisting in the data collection effort on parking space usage in the central Downtown area as associated with a Downtown Parking Study. November 29th began the data collection fieldwork.
- Planning Office Staff is also assisting in developing conceptual plans for improvements to the recreational amenities at Schutte Park.
- The Planning Office has completed the data collection fieldwork for the study of "Non-conforming Uses" to identify non-compliant uses in specific residential zones. Staff continues to work with property owners receiving Notification Letters in August 2016 to discuss their non-conforming use status with a number of them initiating steps to become compliant through the submission of Minor Lot Line Adjustment Plans and Rezoning applications. December 31, 2016 is the sunsetting date for the first set of nonconforming uses.

## Proposed Ordinance

- Proposed Ordinance #2016-25 for a series of amendments to the *Zoning Ordinance* related to Tractor Trailer parking was discussed at the November 15, 2016 Council Committee of the Whole – Parks, Recreation and Community Enhancement Committee meeting. The First Reading was conducted at the November 28, 2016 City Council Meeting scheduling it for a Public Hearing and Review by the Planning Commission in December.

## Construction Activity

- The Foundation Permit was issued for construction of the next building in the Eden Hill Farm TND: Professional Office, Medical & Financial District. This Phase 2 Building (Building 4) is a Skilled Nursing Facility (S-16-16) to be located at 300 Banning Street.
- Construction activities continue at several multi-family residential projects including the Tall Pines project at 1655 and 1665 Kenton Road (S-14-18); the first building of Phase 2 at the Blue Hen Apartments Complex; and Leander Lakes Apartments.
- Permits were issued for a series of six (6) duplex units on West Reed Street within the Downtown Development District area (C-16-03). There is residential construction activity in Clearview Meadows PND, Nottingham Meadows, Senators Lake, Seskinore and Chestnut Grove Farms. Certificates of Occupancy were issued to a total of 12 residential dwelling units (consisting of one family detached dwellings, townhouse units, and a manufactured home) in the month of November.

| | NOVEMBER FY17 | TOTAL FOR FY17 |
|---|---|---|
| New Home Permits Issued | 20 | 56 |
| Value of Commercial Projects | $14,039,217.00 | $30,635,325.00 |
| Downtown Incentives (Fees Waived) | $7,373.00 | $17,415.75 |

# BOARD AND COMMISSION ACTIVITY

## Planning Commission

The Planning Commission met on November 21, 2016. The next Planning Commission meeting is scheduled for December 19, 2016. The following applications were considered:

- S-16-21 Lands of Michael Braun at 834 South State Street —Granted approval of waiver requests for the elimination of curbing and the elimination of the fence components of the opaque barrier requirement as related to an Administrative Site Plan for a project adding a new five-space parking lot and other site improvements necessary to make the property suitable for the change in use from residential to office space.

- Z-16-06 Lands of Capital Grange on South Bradford Street — Recommendation to City Council on rezoning from R-8 to RG-1 zone for a 0.32-acre parcel located on the west side of South Bradford Street south of Waples Avenue, and to the rear of 911 South Governors Avenue. This application is associated with item MI-16-13: Nonconforming Uses in Residential Districts.

- S-16-13 Revised Dunkin Donuts at 1116-1128 Forrest Avenue - Granted conditional approval of a Site Plan to permit the construction of approximately 34,813 S.F. of retail and office space in four buildings and other site improvements. The project is to include a Parcel Consolidation Plan to merge the six parcels on site. Also granted approval of waiver requests for the partial elimination of curbing and to allow an alternative material & location of the fence component of the opaque barrier.

- S-16-22 Redevelopment of Liberty Court Apartments - Granted conditional approval of a Site Plan proposing to demolish the fourteen apartment buildings at Liberty Court Apartments and to construct thirteen new apartment buildings on the existing foundations, leaving one building not reconstructed. Also recommended approval of the elimination of the rear emergency access requirement.

- S-16-23 Panera Bread Restaurant at 545 North DuPont Highway – Granted conditional approval of a Site Plan to permit construction of a 4,986 S.F. restaurant and related site improvements on a 36,848 S.F. pad site at the Capitol Commons development as part of the 8.417-acre parcel.

- S-16-24 Advantech at 151 Garrison Oak Drive, Garrison Oak Technical Park Lot #13 – Granted conditional approval of a Site Plan to permit construction of a 15,945 S.F. office building and light manufacturing facility, together with outdoor loading areas and other site improvements. Also granted approval of a waiver request for the partial elimination of curbing.

## Board of Adjustment

The Board of Adjustment met on November 16, 2016. The next regular scheduled meeting of the Board of Adjustment is scheduled for December 21, 2016. The following Appeal was considered:

> **Applicant # V-15-16—**Property at 823 East Loockerman Street —The Board moved to deny the Appeal thereby affirming the decision of the City Planner regarding the issuance of Building Permit #15-1192 on October 14, 2015 and the issuance of the Certificate of Occupancy on December 2, 2015 associated with the permitting and placement of a manufactured home as a one-family detached dwelling unit on the property at 823 East Loockerman Street.

## Historic District Commission

The Historic District Commission met on November 17, 2016. The next Historic District Commission meeting is scheduled for December 15, 2016. As part of their Annual Meeting, the Historic District Commission elected Joseph McDaniel as Chairman and Ann Horsey as Vice-Chairman.

# COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

## CDBG FY16 Projects

The following projects are underway:

***Homeownership Assistance Program***
CDBG funds will be used to provide homeownership assistance to first-time homebuyers who purchase affordable housing in the City of Dover. One family will be going to settlement in December, and two are under contract.

***Dover Interfaith Mission for Housing***
CDBG funds will be used to provide funding of operation costs for the shelter.

***Connections Community Support Program***
CDBG funds will be used to provide rapid re-housing/rental assistance services for homeless households within the City.

***Milford Housing Homeowner Rehabilitation/Emergency Home Repair Programs***
CDBG funds will be used to rehabilitate existing owner occupied housing in the City that is in violation of the City's Housing Code and complete emergency home repairs to eliminate housing conditions that threaten the health and safety of low income homeowners. Bids have been advertised for two (2) single family homes to be rehabbed in the city.

***Habitat for Humanity***
CDBG funds will be used to rehabilitate a vacant property to sell to a low income family and provide affordable housing in the City of Dover.

# Code Enforcement Activity—NOVEMBER

| Case Type | # cases current month | # cases YTD | % staff initiated current month | % staff initiated YTD |
|---|---|---|---|---|
| No valid Rental Permit | 4 | 104 | 100% | 99% |
| No valid Building Permit | 2 | 43 | 100% | 92% |
| Tall grass and weeds | 5 | 500 | 40% | 84% |
| Unregistered vehicle | 0 | 43 | 0% | 70% |
| Abandoned vehicle | 0 | 42 | 0% | 83% |
| Annual Housing Inspection | 19 | 260 | 74% | 74% |
| Property Maintenance – Exterior | 10 | 355 | 40% | 85% |
| Electric Termination | 9 | 123 | 89% | 89% |
| Dover Code of Ordinances | 9 | 361 | 22% | 75% |
| Zoning | 3 | 46 | 67% | 76% |
| **Total Cases** | **61** | **1877** | | |
| **Total # of Inspections For Month** | **301** | | | |

## Dangerous Buildings, Vacant Buildings & Demolitions

- *35 N. Queen Street*—Property is condemned and a lien search is complete. Adjacent property owner has purchased the property and wants to demolish and turn the lot into a parking area for the church. The asbestos abatement is scheduled for December 14, 2016.
- *528 Bay Road*—Commercial property is condemned. On Monday, August 1st, City Council ordered the property owner to demolish the structure by September 1, 2016. An asbestos survey was conducted and abatement is complete. The demolition is scheduled for December.
- *139 Mitscher Road*—This property was condemned in July of 2015 as unfit for habitation. City Staff had scheduled it to go to City Council on August 24, 2015, to request permission to have the structure demolished, but the property sold and the new owner obtained permits for renovations. Since that date, minimal work has been performed. On August 1, 2016, City Council ordered the owner to demolish the structure within 10 days. The asbestos survey and abatement are complete. The demolition is scheduled for December.
- *126 N. Ann Avenue*—Notice sent to owner advising them that this property will be going forward to City Council on August 1st as a dangerous building. City Council deferred the demolition of this structure until November 7, 2016, to allow time for the new owner to make repairs or demolish. Permits were obtained for renovations and plumbing.
- *145 N. Ann Avenue*—Notice sent to owner advising them that this property will be going forward to City Council on August 1st as a dangerous building. City Staff postponed sending this property to City Council until November 7, 2016. Property was declared dangerous and the owners were giving until December 7, 2016 to demolish.
- *131 N. Kirkwood Street* —The property was condemned and taking forward to City Council as a dangerous building on November 7, 2016. Council ordered the owner to demolish the structure by December 7, 2016.
- *801 North State Street*—The property was condemned on October 21, 2016 due to fire damage.

- *Vacant Buildings*—During the month of November eleven (11) additional buildings were registered as vacant, and $17,375.00 in vacant building registration fees were collected.

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

| **LIFE SAFETY** | Current | July 16-June17 | Nov 2015 | July 15-June16 |
|---|---|---|---|---|
| **Inspections** | **NOV 16** | **FYTD 17** | **NOV 15** | **FYTD 16** |
| Annual Fire/Life Safety Inspections | 8 | 101 | 44 | 140 |
| Fire/Code/DCO Complaints | 48 | 192 | 60 | 182 |
| Inspection Deficiencies from AFI | 55 | 387 | 215 | 550 |
| C/O & Acceptance Tests | 16 | 77 | 20 | 71 |
| Administrative Walk Thru | 22 | 94 | 11 | 54 |
| Plan Review | 24 | 64 | 33 | 66 |
| | | | | |
| Accidental | $67,000 | $324,500 | $18,000 | $191,900 |
| Incendiary | $0 | $120,000 | $200 | $25,200 |
| Undetermined | $2,501 | $25,501 | $13,600 | $181,600 |
| | | | | |
| **PERMITTING AND LICENSING** | | | | |
| **Permits Issued** | **NOV 16** | **FYTD 17** | **NOV 15** | **FYTD 16** |
| Administrative Permit | 2 | 39 | 1 | 15 |
| Building Addition/Renovation Permits | 38 | 165 | 29 | 170 |
| Building Permits | 35 | 163 | 21 | 127 |
| Demolition Permits | 2 | 15 | 9 | 32 |
| Fence Permits | 5 | 38 | 5 | 33 |
| Fire Prevention Permits | 22 | 57 | 29 | 73 |
| Mechanical Permits | 59 | 230 | 42 | 152 |
| Plumbing Permits | 28 | 173 | 30 | 172 |
| Sign Permits | 6 | 81 | 48 | 109 |
| Swimming Pool Permits | 0 | 5 | 1 | 2 |
| | | | | |
| Business Licenses | 55 | 2063 | 42 | 1123 |
| Merchant Licenses | 20 | 350 | 18 | 260 |
| Contractor Licenses | 35 | 855 | 31 | 752 |
| Lodging House Licenses | 0 | 14 | 0 | 6 |
| Mobile Homes | 25 | 372 | 2 | 264 |
| Public Occupancy | 7 | 55 | 6 | 42 |
| Rental Dwelling | 11 | 101 | 14 | 127 |
| | | | | |
| **BUILDING INSPECTIONS** | | | | |
| **Inspections** | **NOV 16** | **FYTD 17** | **NOV 15** | **FYTD 16** |
| Building | 357 | 1953 | 285 | 1743 |
| Plumbing/Mechanical | 783 | 2159 | 313 | 1723 |
| Certificate of Occupancy | 16 | 82 | 14 | 66 |

# Fire Marshal's Office—At a Glance

The Fire Marshal's Office investigated a total of six (6) incidents in the month of November, to include a fire at 195 Commerce Way which resulted in a fire loss. The fire loss could have been much greater; however, a Fire Suppression System (Sprinkler) contained the fire to a small area within the building.

During the month of November the Fire Marshal's Office conducted several inspections and acceptance tests.

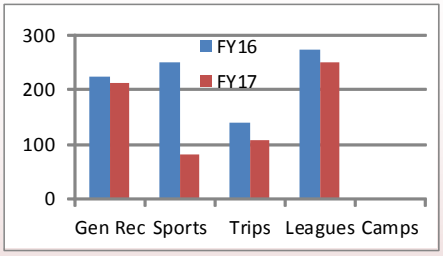



# Recreation Division

City of Dover Parks & Recreation

## Enrollment Summary

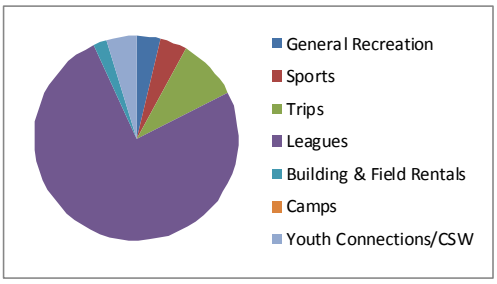
## NOVEMBER FY16 verses NOVEMBER FY15

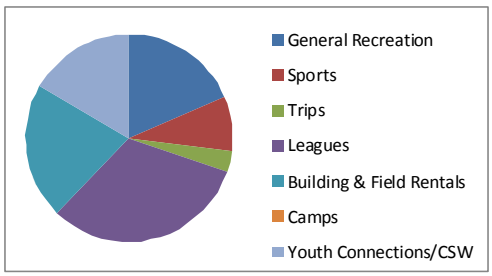



| Category | FY15/16 | FY16/17 |
|---|---|---|
| General Recreation | 224 | 211 |
| Sports | 248 | 79 |
| Trips | 139 | 105 |
| Leagues | 271 | 248 |
| Camps | n/a | n/a |



# Revenue Breakdown: November 2016 verses November 2015




| | |
|---|---|
| General Recreation | 1,151.00 |
| Sports | 1,235.00 |
| Trips | 2,775.00 |
| Leagues | 22,230.00 |
| Building & Field Rentals | 570.00 |
| Camps | 0 |
| Youth Connections/CSW | 1,411.91 |

| | |
|---|---|
| General Recreation | 1,900.50 |
| Sports | 1,415.00 |
| Trips | 925.00 |
| Leagues | 23,170.00 |
| Building & Field Rentals | 1,000.00 |
| Camps | 0 |
| Youth Connections/CSW | 700.00 |

## Capital Holiday Festival Highlights











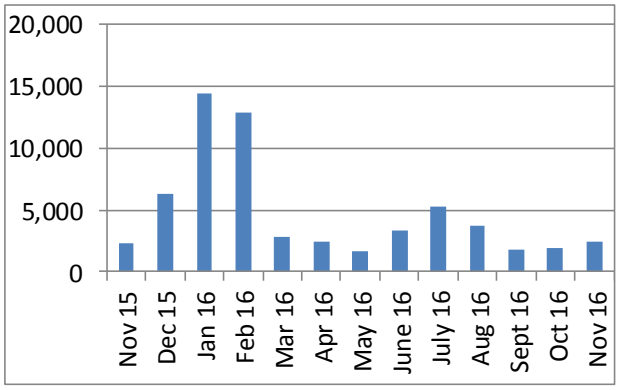




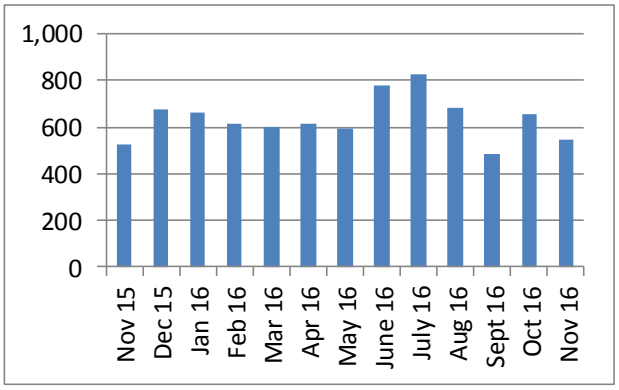



# John W. Pitts Recreation Center – NOVEMBER 2016

**Total Program Attendance**




**Facility Usage By The Hour**




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

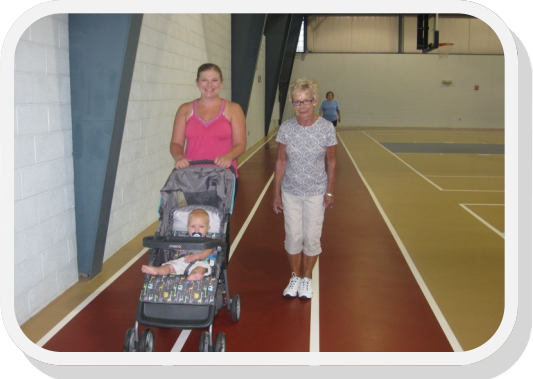
| Facility Usage By The Hour | NOV 16 | | FYTD 17 | | NOV 15 | | FYTD 16 |
|---|---|---|---|---|---|---|---|
| Open Gym | 456.5 | | 1,610.5 | | 432 | | 1,843.75 |
| Fitness Classes | 30 | | 138 | | 30.5 | | 177 |
| Leagues | 34 | | 357.5 | | 29 | | 319 |
| Camps | 0 | | 988.5 | | 0 | | 860 |
| Sports Classes | 16.5 | | 30 | | 14.5 | | 38.5 |
| Meetings & Rentals | 7 | | 56 | | 12.5 | | 96 |
| Enrichment Classes | 1.5 | | 5.5 | | 3.5 | | 7.5 |
| Total Facility Usage Hours | 545.5 | | 3,186 | | 522 | | 3,341.75 |
| | | | | | | | |
| | | | | | | | |

| Daily Program Attendance** | NOV 16 | | FYTD 17 | | NOV 15 | | FYTD 16 |
|---|---|---|---|---|---|---|---|
| Total | 2,373 | | 15,025 | | 2,243 | | 16,628 |
| Open Gym | 398 | | 1,329 | | 510 | | 1,633 |
| Fitness Classes | 102 | | 595 | | 207 | | 1,149 |
| Leagues | 1,516 | | 10,944 | | 1,293 | | 11,442 |
| Camps | 0 | | 1,284 | | 0 | | 1,086 |
| Sports Classes | 81 | | 263 | | 130 | | 219 |
| Meetings & Rentals | 270 | | 582 | | 89 | | 1,071 |
| Enrichment Classes | 6 | | 28 | | 10 | | 28 |

**Since our opening in late April 2008, we have had 459,505 guests at the John W. Pitts Recreation Center.**

## Open Gym Registrations and Packages Sold

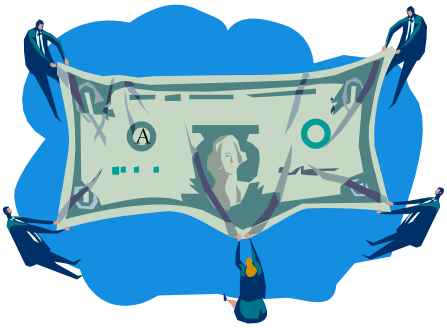
| PACKAGES SOLD: | NOV | MTD | YTD | FYTD |
|---|---|---|---|---|
| Daily: | 26 | $78 | 57 | $171 |
| Individual Quarterly: | 0 | $0 | 0 | 0 |
| Individual Annual: | 0 | $0 | 0 | 0 |
| Family Quarterly: | 0 | $0 | 0 | 0 |
| Family Annual: | 0 | $0 | 0 | 0 |



# CITY OF DOVER
# FINANCE AND PROCUREMENT & INVENTORY DEPARTMENTS
# NOVEMBER 2016 - 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
# NOVEMBER 2016

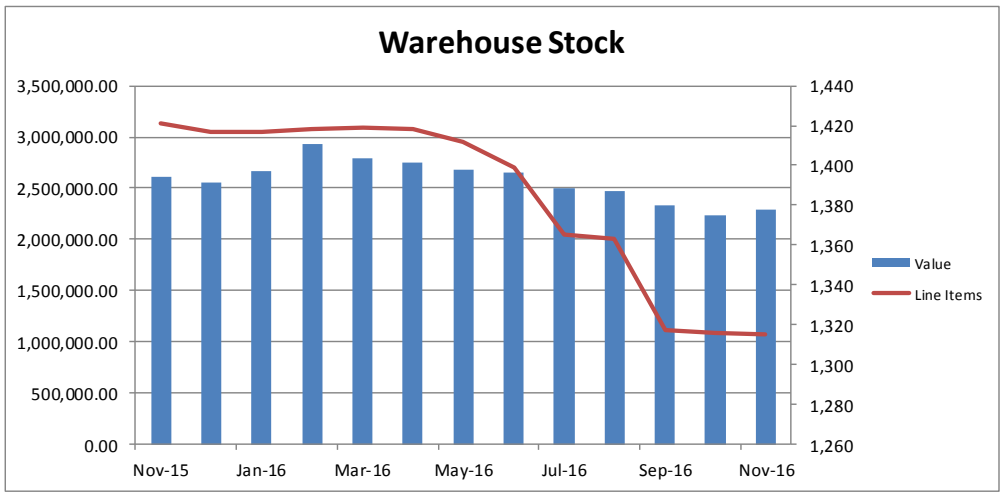
## FINANCE DEPARTMENT ACTIVITY LEVELS

| | FY16 YTD | | | FY17 YTD | | |
|---|---|---|---|---|---|---|
| **BANK TRENDS** | | | | | | |
| Number of Deposits Made (Hand, ACH & Wire, Lockbox) | 3,010 | | | 3,013 | | |
| Total Amount of All Deposits | $ 63,242,717 | | | $ 63,328,972 | | |
| | | | | | | |
| **PAYROLL** | | | | | | |
| | Hours | % | Amount | Hours | % | Amount |
| **Gross wages per registers** | **386,995** | **100.0%** | **$ 26,477,755** | **388,219** | **100.0%** | **$ 28,281,148** |
| | | | | | | |
| **Wages and Hours Worked** | | | | | | |
| Regular | 309,996 | 80.1% | $ 6,770,303 | 315,428 | 81.3% | $ 7,179,530 |
| All over time | 16,009 | 4.1% | $ 690,469 | 15,027 | 3.9% | $ 667,688 |
| **Other Paid or Unpaid Wages and Hours** | | | | | | |
| Vacation | 21,246 | 5.5% | $ 582,729 | 21,149 | 5.4% | $ 608,986 |
| Sick | 6,785 | 1.8% | $ 166,984 | 7,594 | 2.0% | $ 206,824 |
| Terminal Leave - Retiree Vacation/Sick Payout | 14,355 | 3.7% | $ 457,590 | 14,101 | 3.6% | $ 428,727 |
| Comp Time | 3,135 | 0.8% | $ 91,176 | 3,052 | 0.8% | $ 81,748 |
| Personal | 468 | 0.1% | $ 14,625 | 1,768 | 0.5% | $ 58,194 |
| Leave Without Pay | 2,553 | 0.7% | $ - | 713 | 0.2% | $ - |
| Other (description below) | 12,451 | 3.2% | $ 397,760 | 9,388 | 2.4% | $ 324,904 |

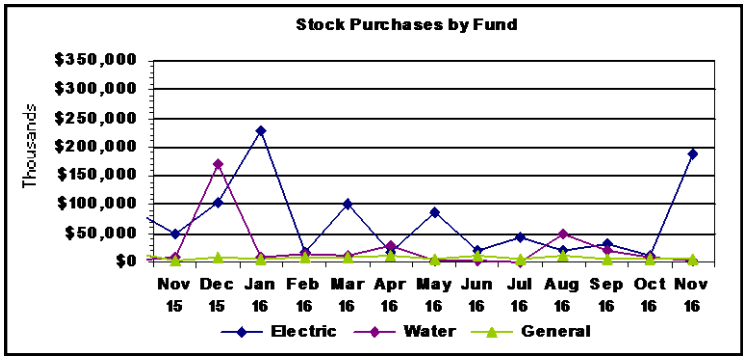
**Other includes:** pay adjustments, military differential pay, training, committee meetings, worker compensation tracking/adjustments, etc.

| | | | | | | |
|---|---|---|---|---|---|---|
| **Other Activity** | | | | | | |
| Number of Pay Periods | 11 | | | 11 | | |
| Number of Payroll Checks & Direct Deposits Issued | 4,270 | | | 4,419 | | |
| Number of Pension Checks Issued | 3,798 | | | 3,786 | | |
| Total Pension Benefits Paid - Defined Benefit Plan | $ 6,532,885 | | | $ 6,522,590 | | |
| | | | | | | |
| **ACCOUNTS PAYABLE** | | | | | | |
| Number of Check Vouchers | 2,500 | | | 2,527 | | |
| Number of EFT Vouchers | 1,011 | | | 1,100 | | |
| Vouchers Dollar Amount Disbursed | $ 31,907,461 | | | $ 27,811,606 | | |

## PROCUREMENT & INVENTORY ACTIVITY LEVELS




Value: $2,294,850.34 Line Items: 1315




| Fuel Use | | |
|---|---|---|
| Unleaded: | 9,911.0 | gallons |
| Diesel: | 7,325.9 | gallons |
| Total Cost: | $ 26,770.45 | |

**City of Dover**
**Finance Department**
**Monthly Report - November 2016**
**General Fund Summary**

| | Budget | YTD | Balance | 42% Budget |
|---|---|---|---|---|
| Beginning Balance | $ 4,493,900 | $ - | $ 4,493,900 | 0.0% |
| **Revenues** | | | | |
| Court of Chancery Fees | 1,100,000 | 416,120 | 683,880 | 37.8% |
| Police Extra Duty, Fines & Revenue | 1,288,300 | 430,005 | 858,295 | 33.4% |
| Franchise Fees | 680,000 | 171,930 | 508,070 | 25.3% |
| Grants | 623,500 | - | 623,500 | 0.0% |
| Intrafund Services | 5,218,700 | 2,003,347 | 3,215,353 | 38.4% |
| Library & Recreation Revenues | 532,900 | 247,392 | 285,508 | 46.4% |
| Licenses & Permits | 3,129,100 | 2,264,252 | 864,848 | 72.4% |
| Property Taxes (1) | 12,895,100 | 12,505,723 | 389,377 | 97.0% |
| Miscellaneous Revenues | 146,800 | 86,593 | 60,207 | 59.0% |
| Sanitation Revenues | 2,538,300 | 1,043,543 | 1,494,757 | 41.1% |
| Garrison Farm Rent Revenue | 94,500 | 31,114 | 63,386 | 32.9% |
| Transfers-In from Special Funds & Utilities | | | | |
| Municipal Street Aid Fund | 673,100 | 168,372 | 504,728 | 25.0% |
| Civil Traffic Penalties | 496,900 | 156,191 | 340,709 | 31.4% |
| Transfer Taxes | 1,672,700 | 726,183 | 946,517 | 43.4% |
| Police Grants/Extra Duty | 258,600 | 66,799 | 191,801 | 25.8% |
| Water/Wastewater Fund | 875,000 | 365,000 | 510,000 | 41.7% |
| Electric Fund | 10,000,000 | 4,169,333 | 5,830,667 | 41.7% |
| **Total Revenues** | 42,223,500 | 24,851,897 | 17,371,603 | 58.9% |
| **Total Beginning Balance & Revenues** | **$ 46,717,400** | **$ 24,851,897** | **$ 21,865,503** | 53.2% |
| **Expenditures** | | | | |
| City Clerk & Council | $ 553,400 | $ 204,258 | $ 349,142 | 36.9% |
| Mayor, City Manager & Human Resources | 1,258,900 | 549,588 | 709,312 | 43.7% |
| Police & Police Extra Duty | 16,875,200 | 6,604,244 | 10,270,956 | 39.1% |
| Public Services | 5,077,600 | 1,709,264 | 3,368,336 | 33.7% |
| Engineering | 207,000 | 73,539 | 133,461 | 35.5% |
| Procurement & Inventory, Facilities Mgmt., Fleet Maint. | 1,968,500 | 784,168 | 1,184,332 | 39.8% |
| Planning, Inspections, Life Safety, & Code Enf. | 2,151,000 | 762,977 | 1,388,023 | 35.5% |
| Finance, Info Tech & Customer Services | 2,871,200 | 1,201,860 | 1,669,340 | 41.9% |
| Library & Recreation | 2,385,900 | 926,573 | 1,459,327 | 38.8% |
| Fire Department | 721,700 | 290,721 | 430,979 | 40.3% |
| Assessor | 244,000 | 91,011 | 152,989 | 37.3% |
| Contribution to DDP | 150,000 | 37,500 | 112,500 | 25.0% |
| Miscellaneous Grant Expense | 25,000 | - | 25,000 | 0.0% |
| Other Employment Expenses | 400,700 | - | 400,700 | 0.0% |
| Bank & CC Fees | 15,000 | 1,773 | 13,227 | 11.8% |
| Insurance | 700,000 | 168,691 | 531,309 | 24.1% |
| OPEB - Retiree's Health Care Contribution | 2,039,700 | 849,975 | 1,189,725 | 41.7% |
| Police Pension Trust Contribution - State Grant | 670,000 | 279,833 | 390,167 | 41.8% |
| Appropriation to Police Pension Fund | 500,000 | - | 500,000 | 0.0% |
| Street Lights | 804,000 | 342,315 | 461,685 | 42.6% |
| Debt Service | 685,300 | 430,453 | 254,847 | 62.8% |
| Transfers Out | | | | |
| Inventory Write-offs | 10,000 | 10,000 | - | 100.0% |
| Capital Projects Fund | 1,859,400 | 1,395,000 | 464,400 | 75.0% |
| Uncollectibles: Trash & Other | 50,000 | 50,000 | - | 100.0% |
| **Total Expenditures** | 42,223,500 | 16,763,743 | 25,459,757 | 39.7% |
| Budget Balance -Working Capital | 4,493,900 | - | 4,493,900 | 0.0% |
| **Total Budget Balance & Expenditures** | **$ 46,717,400** | **$ 16,763,743** | **$ 29,953,657** | 35.9% |
| **Reserve Balances** | | | | |
| Contingency | $ 741,000 | $ 737,393 | | |

(1) Property Taxes are the taxes billed and not cash received. The outstanding receivable balance as of 11/30/16 is $355,461 as compared to $420,566 in November 2015.

**City of Dover**
**Finance Department**
**Monthly Report - November 2016**
**Water/Wastewater Fund Summary**

| | Budget | YTD | Balance | 42% Budget |
|---|---|---|---|---|
| Beginning Balance - Water | $ 566,500 | $ - | $ 566,500 | 0.0% |
| Beginning Balance - Wastewater | 663,200 | - | 663,200 | 0.0% |
| | 1,229,700 | - | 1,229,700 | 0.0% |
| **Revenues** | | | | |
| Water Services | 5,800,000 | 2,741,344 | 3,058,656 | 47.3% |
| Wastewater Services | 3,800,000 | 1,659,834 | 2,140,166 | 43.7% |
| Wastewater Treatment Services | 3,000,000 | 1,309,842 | 1,690,158 | 43.7% |
| Groundwater Inflow Adjustment | 1,938,000 | 838,210 | 1,099,790 | 43.3% |
| Water Tank Space Leases | 366,200 | 116,006 | 250,194 | 31.7% |
| Miscellaneous Receipts | 83,000 | 61,581 | 21,419 | 74.2% |
| Impact Fees - Water | 252,000 | 338,118 | (86,118) | 134.2% |
| Impact Fees - Wastewater | 228,000 | 309,700 | (81,700) | 135.8% |
| **Total Revenues** | 15,467,200 | 7,374,635 | 8,092,565 | 47.7% |
| **Total Beginning Balance & Revenues** | **$ 16,696,900** | **$ 7,374,635** | **$ 9,322,265** | 44.2% |
| **Expenses** | | | | |
| Water/Wastewater Operating Divisions | | | | |
| Engineering & Inspection | $ 516,500 | $ 191,845 | $ 324,655 | 37.1% |
| Water Department | 655,400 | 244,610 | 410,790 | 37.3% |
| Water Treatment Plant | 1,727,400 | 730,985 | 996,415 | 42.3% |
| Wastewater Department | 962,400 | 352,889 | 609,511 | 36.7% |
| Kent County Treatment Charge | 4,130,000 | 1,689,097 | 2,440,903 | 40.9% |
| Intrafund Service Fees | 1,653,800 | 622,760 | 1,031,040 | 37.7% |
| Retiree's Health Care | 192,400 | 80,000 | 112,400 | 41.6% |
| Debt Service | 1,227,200 | 521,241 | 705,959 | 42.5% |
| Other Employment Expenses | 21,200 | - | 21,200 | 0.0% |
| Bank & CC Fees | 25,000 | 10,262 | 14,738 | 41.0% |
| Bond Issuance Cost | 40,000 | - | 40,000 | 0.0% |
| Transfers Out | | | | |
| Water I & E Fund | 1,000,000 | 500,000 | 500,000 | 50.0% |
| Wastewater I & E Fund | 1,000,000 | 500,000 | 500,000 | 50.0% |
| General Fund | 875,000 | 365,000 | 510,000 | 41.7% |
| Contingency Reserve - Water | 110,000 | - | 110,000 | 0.0% |
| Contingency Reserve - Wastewater | 60,000 | - | 60,000 | 0.0% |
| Electric Improv. & Ext. | 231,200 | - | 231,200 | 0.0% |
| **Total Expenses** | 14,427,500 | 5,808,689 | 8,618,811 | 40.3% |
| **Budget Balances** | | | | |
| Budget Balance - Work. Cap Water | 1,103,100 | - | 1,103,100 | 0.0% |
| Budget Balance - Work. Cap WW | 1,166,300 | - | 1,166,300 | 0.0% |
| Total Budget Balances | 2,269,400 | - | 2,269,400 | 0.0% |
| **Total Budget Balances & Expenses** | **$ 16,696,900** | **$ 5,808,689** | **$ 10,888,211** | 34.8% |
| **Reserve Balances** | | | | |
| Contingency-Water | $ 249,000 | $ 228,627 | | |
| Contingency-Wastewater | $ 253,100 | $ 275,965 | | |
| Impact Fee Reserve - Water | $ 243,200 | $ 436,858 | | |
| Impact Fee Reserve - Wastewater | $ 1,391,800 | $ 3,094,551 | | |
| **Bond Coverage Ratio (Covenant 1.20)** | 3.44 | 6.12 | | |

**City of Dover**
**Finance Department**
**Monthly Report - November 2016**
**Electric Revenue Fund Summary**

| | Budget | YTD | Balance | 42% Budget |
|---|---|---|---|---|
| Beginning Balance | $ 13,302,200 | $ - | $ 13,302,200 | 0.0% |
| **Revenues** | | | | |
| Direct Sales to Customers | 77,193,200 | 36,026,733 | 41,166,467 | 46.7% |
| Utility Tax | 1,287,900 | 599,335 | 688,565 | 46.5% |
| Weyandt Hall Rents | 223,000 | 81,355 | 141,645 | 36.5% |
| Miscellaneous Revenues | 676,600 | 282,596 | 394,004 | 41.8% |
| Interest Earnings | 47,900 | 77,516 | (29,616) | 161.8% |
| **Total Revenues** | 79,428,600 | 37,067,535 | 42,361,065 | 46.7% |
| **Total Beginning Balance & Revenues** | **$ 92,730,800** | **$ 37,067,535** | **$ 55,663,265** | 40.0% |
| **Expenses** | | | | |
| Power Supply & Generation | | | | |
| Hedged Energy | $ 16,557,600 | $ 9,257,653 | $ 7,299,947 | 55.9% |
| Power Supply Management | 996,000 | 347,915 | 648,085 | 34.9% |
| Capacity Charges | 10,160,600 | 4,407,867 | 5,752,733 | 43.4% |
| Dover Sun Park Energy | 2,313,900 | 965,355 | 1,348,545 | 41.7% |
| Renewal Energy Credits (Incl. Solar) | 1,036,800 | 157,908 | 878,892 | 15.2% |
| RGGI | 129,300 | - | 129,300 | 0.0% |
| PJM Charges - Energy | 12,357,900 | 1,552,685 | 10,805,215 | 12.6% |
| PJM Charges - Transmission & Fees | 7,603,800 | 2,065,240 | 5,538,560 | 27.2% |
| Total Power Supply | 51,155,900 | 18,754,623 | 32,401,277 | 36.7% |
| Plant Operations | 6,215,700 | 2,583,778 | 3,631,922 | 41.6% |
| Generation Fuels | 302,600 | 1,228,869 | (926,269) | 406.1% |
| Capacity Credits | (7,355,100) | (3,122,865) | (4,232,235) | 42.5% |
| PJM Spot Market Energy | (804,900) | (1,364,565) | 559,665 | 169.5% |
| PJM Credits | (360,000) | (316,066) | (43,934) | 87.8% |
| Total Generation | (2,001,700) | (990,849) | (1,010,851) | 49.5% |
| Total Power Supply & Generation | 49,154,200 | 17,763,774 | 31,390,426 | 36.1% |
| Electric Operating Divisions: | | | | |
| Transmission/Distribution | 3,605,700 | 1,507,066 | 2,098,634 | 41.8% |
| Electrical Engineering | 1,247,900 | 450,153 | 797,747 | 36.1% |
| Administration | 929,700 | 304,385 | 625,315 | 32.7% |
| Meter Reading | 378,600 | 146,048 | 232,552 | 38.6% |
| Systems Operations | 651,700 | 261,641 | 390,059 | 40.1% |
| Intrafund Services | 3,564,900 | 1,380,587 | 2,184,313 | 38.7% |
| Utility Tax | 1,287,900 | 593,191 | 694,709 | 46.1% |
| Retirees Health Care | 600,000 | 250,000 | 350,000 | 41.7% |
| Interest on Deposits | 21,000 | 8,466 | 12,534 | 40.3% |
| Green Energy Payment to DEMEC | 128,000 | 57,283 | 70,717 | 44.8% |
| Accounts Receivable Write-Offs | 250,000 | 250,000 | - | 100.0% |
| Other Employee Expenses | 58,900 | - | 58,900 | 0.0% |
| Bank & CC Fees | 275,000 | 123,409 | 151,591 | 44.9% |
| Debt Service | 1,618,000 | 687,710 | 930,290 | 42.5% |
| Transfers Out: | | | | |
| General Fund | 10,000,000 | 4,169,333 | 5,830,667 | 41.7% |
| Electric Improvement & Extension Fund | 2,500,000 | 625,000 | 1,875,000 | 25.0% |
| Future Capacity Reserve | 750,000 | - | 750,000 | 0.0% |
| Depreciation Reserve | 750,000 | - | 750,000 | 0.0% |
| Rate Stabilization Reserve | 1,250,000 | - | 1,250,000 | 0.0% |
| **Total Expenses** | 79,021,500 | 28,578,046 | 50,443,454 | 36.2% |
| Budget Balance - Work. Capital | 13,709,300 | - | 13,709,300 | 0.0% |
| **Total Budget Balance & Expenses** | **$ 92,730,800** | **$ 28,578,046** | **$ 64,152,754** | 30.8% |
| **Reserve Balances** | | | | |
| Contingency Reserve | $ 848,300 | $ 855,269 | | |
| Insurance Reserve | $ 762,000 | $ 768,266 | | |
| Rate Stabilization Reserve | $ 8,511,900 | $ 7,939,406 | | |
| **Bond Coverage Ratio (Covenant 1.25)** | 4.22 | 14.80 | | |
| **Megawatt Hours Sold & Purchased** | | | | |
| Sales to Customers MWh (excluding Street Light MWh) | 716,755 | 283,393 | | 39.5% |
| Sales per MWh | $ 107.70 | $ 127.13 | | 118.0% |
| Purchased/Generated MWh | 747,187 | 292,291 | | 39.1% |
| All In MWh Supply & Generation | $ 65.79 | $ 60.77 | | 92.4% |

**City of Dover**
**Finance Department**
**Monthly Report - November 2016**
**General Capital Project Fund Summary**

| | Budget | YTD | Balance | 42% Budget |
|---|---|---|---|---|
| Beginning Balance - Projects | $ 383,900 | $ - | $ 383,900 | 0.0% |
| **Revenues** | | | | |
| State Grant - Other | 105,000 | 31,350 | 73,650 | 29.9% |
| Interest Earnings | 5,000 | 7,204 | (2,204) | 144.1% |
| Transfer from General Fund for Projects | 1,859,400 | 1,395,000 | 464,400 | 75.0% |
| Miscellaneous Receipts | - | 16,622 | (16,622) | 0.0% |
| Income from Sale of Assets | - | 69,836 | (69,836) | 0.0% |
| Transfer from Parkland Reserve | 80,000 | - | 80,000 | 0.0% |
| **Total Revenues** | 2,049,400 | 1,520,012 | 529,388 | 74.2% |
| **Total Beginning Balance & Revenue** | **$ 2,433,300** | **$ 1,520,012** | **$ 913,288** | 62.5% |
| **Expenditures** | | | | |
| Fire | $ 145,700 | $ 145,614 | $ 86 | 99.9% |
| Grounds Maintenance | 58,200 | 95,511 | (37,311) | 164.1% |
| Recreation | 165,000 | - | 165,000 | 0.0% |
| Life Safety | 29,500 | - | 29,500 | 0.0% |
| Police | 299,800 | - | 299,800 | 0.0% |
| Streets | 1,026,000 | 102,147 | 923,853 | 10.0% |
| Sanitation | 261,500 | - | 261,500 | 0.0% |
| Facilities Management | 27,700 | - | 27,700 | 0.0% |
| **Total Expenditures** | 2,044,400 | 343,272 | 1,701,128 | 16.8% |
| Budget Balance - Projects | 388,900 | - | 388,900 | 0.0% |
| **Total Budget Balance & Expenditures** | **$ 2,433,300** | **$ 343,272** | **$ 2,090,028** | 14.1% |
| **Reserve Balances** | | | | |
| Capital Asset Replacement Reserve | $ 1,266,300 | $ 1,278,223 | | |
| Parkland/Recreation | $ 247,900 | $ 328,484 | | |

**City of Dover**
**Finance Department**
**Monthly Report - November 2016**
**Water/Wastewater Improvement & Extension Fund Summary**

| | Budget | YTD | Balance | 42% Budget |
|---|---|---|---|---|
| Beginning Balance - Water | $ 1,179,900 | $ - | $ 1,179,900 | 0.0% |
| Beginning Balance - Wastewater | 952,600 | - | 952,600 | 0.0% |
| | 2,132,500 | - | 2,132,500 | |
| **Revenues** | | | | |
| Interest Earnings | 20,000 | 40,167 | (20,167) | 200.8% |
| Transfer from Operating Fund for Water | 1,000,000 | 500,000 | 500,000 | 50.0% |
| Transfer from Operating Fund for Wastewater | 1,000,000 | 500,000 | 500,000 | 50.0% |
| Transfer from Impact Fee Reserve - Water | 190,800 | - | 190,800 | 0.0% |
| Transfer from Impact Fee Reserve - Wastewater | 211,200 | - | 211,200 | 0.0% |
| State Loan-Water | 884,000 | - | 884,000 | 0.0% |
| State Loan-Wastewater | 2,400,000 | - | 2,400,000 | 0.0% |
| **Total Revenues** | 5,706,000 | 1,040,167 | 4,665,833 | 18.2% |
| **Total Beginning Balance & Revenues** | **$ 7,838,500** | **$ 1,040,167** | **$ 6,798,333** | 13.3% |
| **Expenses** | | | | |
| Engineering & Inspection | $ 30,400 | $ - | $ 30,400 | 0.0% |
| Water | 1,338,800 | 71,222 | 1,267,578 | 5.3% |
| Wastewater | 2,021,200 | 524,643 | 1,496,557 | 26.0% |
| Water Treatment Plant | 1,200,000 | 78,043 | 1,121,957 | 6.5% |
| **Total Expenses** | 4,590,400 | 673,908 | 3,916,492 | 14.7% |
| Budget Balance Water - Working Capital | 2,226,700 | - | 2,226,700 | 0.0% |
| Budget Balance Wastewater - Working Capital | 1,021,400 | - | 1,021,400 | 0.0% |
| **Total Budget Balances** | 3,248,100 | - | 3,248,100 | 0.0% |
| **Total Budget Balances & Expenses** | **$ 7,838,500** | **$ 673,908** | **$ 7,164,592** | 8.6% |
| **Reserve Balances** | | | | |
| Capital Asset Replacement - Water | $ 518,500 | $ 522,775 | | |
| Capital Asset Replacement - Wastewater | $ 517,300 | $ 521,579 | | |

**City of Dover**
**Finance Department**
**Monthly Report - November 2016**
**Electric Improvement & Extension Fund Summary**

| | Budget | YTD | Balance | 42% Budget |
|---|---|---|---|---|
| Beginning Balance | $ 5,540,500 | $ - | $ 5,540,500 | 0.0% |
| **Revenues** | | | | |
| Interest Earnings | 40,000 | 48,820 | (8,820) | 122.1% |
| Development Grants | 5,000 | 20,000 | (15,000) | 400.0% |
| Transfer from Electric Revenue Fund | 2,500,000 | 625,000 | 1,875,000 | 25.0% |
| Transfer from Water/Wastewater Fund | 231,200 | - | 231,200 | 0.0% |
| Income from Sale of Assets | - | 27,941 | (27,941) | 0.0% |
| General Service Billing | 900,000 | 126,611 | 773,389 | 14.1% |
| **Total Revenues** | 3,676,200 | 848,372 | 2,827,828 | 23.1% |
| **Total Beginning Balance & Revenues** | **$ 9,216,700** | **$ 848,372** | **$ 8,368,328** | 9.2% |
| **Expenses** | | | | |
| Electric Generation | $ 1,842,800 | $ 118,645 | $ 1,724,155 | 6.4% |
| Transmission/Distribution | 1,975,000 | 232,857 | 1,742,143 | 11.8% |
| Electrical Engineering | 910,700 | 249,416 | 661,284 | 27.4% |
| Meter Reading | 41,800 | - | 41,800 | 0.0% |
| ERP System | 1,000,000 | 13,348 | 986,652 | 1.3% |
| **Total Expenses** | 5,770,300 | 614,266 | 5,156,034 | 10.6% |
| Budget Balance Bond - Work. Capital | 3,446,400 | - | 3,446,400 | 0.0% |
| **Total Budget Balance & Expenses** | **$ 9,216,700** | **$ 614,266** | **$ 8,602,434** | 6.7% |
| **Reserve Balances** | | | | |
| Depreciation Reserve | $ 10,910,200 | $ 10,568,701 | | |
| Future Capacity Reserve | $ 10,961,700 | $ 10,722,275 | | |

**City of Dover**
**Electric Revenue Fund**
**FY17 - White Oak Solar Park Incremental Cost**

| | Original Budget | YTD | Balance |
|---|---|---|---|
| Power Supply & Generation | | | |
| Dover Sun Park - Energy | $ 2,446,700 | $ 1,106,493 | $ 1,340,208 |
| Dover Sun Park - REC's | 362,400 | 139,279 | 223,120 |
| Total Power Supply Cost | 2,809,100 | 1,245,772 | 1,563,328 |
| Non-Solar Power Supply Cost | (686,726) | (415,556) | (271,170) |
| Incremental Energy Cost | $ 2,122,374 | $ 830,216 | $ 1,292,158 |
| **Revenues** | | | |
| Customer Sales - Electricity | (93,900) | (42,815) | (51,085) |
| Rent Receipts | (94,500) | (31,114) | (63,386) |
| **Total Revenues** | (188,400) | (73,929) | (114,471) |
| Incremental Sun Park Cost | $ 1,933,974 | $ 756,287 | $ 1,177,687 |
| MWh Purchased/Generated - Solar | 18,159.000 | 7,985.186 | |
| MWh $ Solar Energy | $ 134.74 | 138.57 | |
| Solar REC's MWh | | 1,382.000 | |
| MWh $ Solar REC (one month lag)* | | 100.78 | |

**City of Dover**
**Finance Department**
**Monthly Report - November 2016**
**Community Transportation Improvement Fund**

| | Budget | YTD | Balance | 42% Budget |
|---|---|---|---|---|
| Beginning Balance | $ 92,100 | $ - | $ 92,100 | 0.0% |
| **Revenues** | | | | |
| Grants Revenue | 500,000 | - | 500,000 | 0.0% |
| Interest Earned | - | 140 | (140) | 0.0% |
| **Total Revenues** | 500,000 | 140 | 499,860 | 0.0% |
| **Total Beginning Balance & Revenues** | **$ 592,100** | **$ 140** | **$ 591,960** | 0.0% |
| **Expenses** | | | | |
| Transfer to Capital Project Fund | $ 500,000 | $ 74,218 | $ 425,782 | 14.8% |
| **Total Expenses** | 500,000 | 74,218 | 425,782 | 14.8% |
| Budget Balance - Working Capital | 92,100 | - | 92,100 | 0.0% |
| **Total Budget Balances & Expenses** | **$ 592,100** | **$ 74,218** | **$ 517,882** | 12.5% |

**City of Dover**
**Finance Department**
**Monthly Report - November 2016**
**Police Grant Funds**

| | Budget | YTD | Balance | 42% Budget |
|---|---|---|---|---|
| Beginning Balance | $ 295,300 | $ - | $ 295,300 | 0.0% |
| **Revenues** | | | | |
| State & Federal Grants Received | 319,000 | 173,778 | 145,222 | 54.5% |
| Interest Earnings | - | 1,105 | (1,105) | 0.0% |
| **Total Revenues** | 319,000 | 174,883 | 144,117 | 54.8% |
| **Total Beginning Balance & Revenues** | **$ 614,300** | **$ 174,883** | **$ 439,417** | 28.5% |
| **Expenses** | | | | |
| Cadet Program | $ 81,100 | $ 32,255 | $ 48,845 | 39.8% |
| Equipment & Program Supplies | 284,000 | 86,339 | 197,661 | 30.4% |
| Telephone/Fax | 16,000 | 7,043 | 8,957 | 44.0% |
| Training/Conference/Food/Travel | 17,000 | 27,139 | (10,139) | 159.6% |
| Consulting/Audit Fees | 1,000 | - | 1,000 | 0.0% |
| Contractual services | 5,000 | 200 | 4,800 | 4.0% |
| Operating Transfers - Out | 82,000 | 66,799 | 15,201 | 81.5% |
| **Total Expenses** | 486,100 | 219,775 | 266,325 | 45.2% |
| Budget Balance - Working Capital (Unaudited) | 128,200 | - | 128,200 | 0.0% |
| **Total Budget Balances & Expenses** | **$ 614,300** | **$ 219,775** | **$ 394,525** | 35.8% |

**City of Dover**
**Finance Department**
**Monthly Report - November 2016**
**Library Grant Fund**

| | Budget | YTD | Balance | 42% Budget |
|---|---|---|---|---|
| Beginning Balance | $ 17,300 | $ - | $ 17,300 | 0.0% |
| **Revenues** | | | | |
| Grants Received | 305,500 | 148,514 | 156,986 | 48.6% |
| Federal Grants | 2,500 | 2,920 | (420) | 116.8% |
| **Total Revenues** | 308,000 | 151,434 | 156,566 | 49.2% |
| **Total Beginning Balance & Revenues** | **$ 325,300** | **$ 151,434** | **$ 173,866** | 46.6% |
| **Expenses** | | | | |
| Program Expenses/Supplies-State Grants | $ 27,500 | $ 6,745 | $ 20,755 | 24.5% |
| Program Expenses/Supplies-Federal Grants | 2,500 | 2,001 | 499 | 80.0% |
| Office Supplies | 30,800 | 11,577 | 19,223 | 37.6% |
| Printing/Duplicating | 12,500 | 6,681 | 5,819 | 53.4% |
| Postage | 100 | 84 | 16 | 84.0% |
| Books | 150,600 | 31,094 | 119,506 | 20.6% |
| Furniture | 10,500 | 5,193 | 5,307 | 49.5% |
| Audio Visual Supplies | 77,200 | 22,509 | 54,691 | 29.2% |
| Training/Conference/Food/Travel | 5,300 | 1,013 | 4,287 | 19.1% |
| Office Equipment/Repairs & Maintenance | 6,300 | 3,820 | 2,480 | 60.6% |
| Other Equipment - Lease | 2,000 | 615 | 1,385 | 30.8% |
| **Total Expenses** | 325,300 | 91,332 | 233,968 | 28.1% |
| Budget Balance - Working Capital | - | - | - | 0.0% |
| **Total Budget Balances & Expenses** | **$ 325,300** | **$ 91,332** | **$ 233,968** | 28.1% |

**City of Dover**
**Finance Department**
**Monthly Report - November 2016**
**After School Program/Substance Abuse Prevention Fund**

| | Budget | YTD | Balance | 42% Budget |
|---|---|---|---|---|
| Beginning Balance | $ 60,300 | $ - | $ 60,300 | 0.0% |
| **Revenues** | | | | |
| Grants Received | 28,000 | 14,015 | 13,985 | 50.1% |
| Recreation Revenue | 33,000 | 7,046 | 25,954 | 21.4% |
| **Total Revenues** | 61,000 | 21,061 | 39,939 | 34.5% |
| **Total Beginning Balance & Revenues** | **$ 121,300** | **$ 21,061** | **$ 100,239** | 17.4% |
| **Expenses** | | | | |
| Temporary Help/Benefits | $ 60,200 | $ 28,816 | $ 31,384 | 47.9% |
| Program Expenses/Supplies | 55,000 | 16,225 | 38,775 | 29.5% |
| **Total Expenses** | 115,200 | 45,041 | 70,159 | 39.1% |
| Budget Balance - Working Capital | 6,100 | - | 6,100 | 0.0% |
| **Total Budget Balances & Expenses** | **$ 121,300** | **$ 45,041** | **$ 76,259** | 37.1% |

**City of Dover**
**Finance Department**
**Monthly Report - November 2016**
**CDBG Fund**

| | Budget | YTD | Balance | 42% Budget |
|---|---|---|---|---|
| Beginning Balance | $ 2,100 | $ - | $ 2,100 | 0.0% |
| **Revenues** | | | | |
| Grants Received | 236,500 | 4,564 | 231,936 | 1.9% |
| Interest Earnings | - | 83 | (83) | 0.0% |
| **Total Revenues** | 236,500 | 4,647 | 231,853 | 2.0% |
| **Total Beginning Balance & Revenues** | **$ 238,600** | **$ 4,647** | **$ 233,953** | 1.9% |
| **Expenses** | | | | |
| Closing Cost/Down Payment Program | $ 50,000 | $ - | $ 50,000 | 0.0% |
| Connection Community Support Program | 7,200 | 765 | 6,435 | 10.6% |
| Dover Interfaith Ministry | 22,000 | 7,375 | 14,625 | 33.5% |
| MHDC Emergency Home Repair | 25,000 | 23,248 | 1,752 | 93.0% |
| Habitat For Humanity | 30,000 | 2,953 | 27,047 | 9.8% |
| Milford Housing H/O Rehabilitation | 55,000 | 1,222 | 53,778 | 2.2% |
| Salaries | 47,300 | 11,137 | 36,163 | 23.5% |
| NSP Expense | - | 7,619 | (7,619) | 0.0% |
| **Total Expenses** | 236,500 | 54,319 | 182,181 | 23.0% |
| Budget Balance - Working Capital | 2,100 | - | 2,100 | 0.0% |
| **Total Budget Balances & Expenses** | **$ 238,600** | **$ 54,319** | **$ 184,281** | 22.8% |

# MONTHLY REPORT

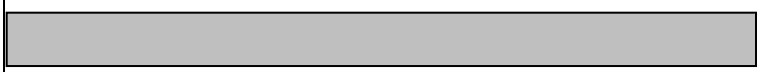



## NOVEMBER 2016

# Alarms by Month of Year

Dover Fire Department

Time Period From 01/01/2016 to 11/30/2016

| Month | | Totals |
|---|---|---|
| January |  | 112 |
| Febuary |  | 98 |
| March |  | 84 |
| April |  | 102 |
| May |  | 94 |
| June |  | 105 |
| July |  | 117 |
| August |  | 111 |
| September |  | 145 |
| October |  | 120 |
| November |  | 107 |
| December |  | 0 |
| | No Date | 0 |
| | Total Calls | 1,195 |

# Incident Run Log

Dover Fire Department

Date Range: From 11/01/2016 to 11/30/2016
Company: All Companies
Sorted by: Not selected

| Date | FDID | Incident# | Alarm | ### | Address | Suite | Type | Lgth |
|---|---|---|---|---|---|---|---|---|
| 11/01/2016 | 30046 | 2016-001092 | 03:38 | 1152 | CHARLES DR | | Smoke scare, odor of smoke | 0.7 |
| 11/01/2016 | 30046 | 2016-001093 | 10:56 | 101 | BABB DR | | Cooking fire, confined to container | 0.4 |
| 11/01/2016 | 30046 | 2016-001094 | 14:36 | 600 | JEFFERIC BLVD | | Unintentional transmission of alarm, other | 0.3 |
| 11/01/2016 | 30046 | 2016-001095 | 14:47 | 1200 | N DUPONT HWY | | Local alarm system, malicious false alarm | 0.5 |
| 11/01/2016 | 30046 | 2016-001096 | 16:00 | 120 | N STATE ST | | Smoke detector activation, no fire - unintentional | 0.1 |
| 11/02/2016 | 30046 | 2016-001097 | 01:35 | 26 | STARBOARD CT | | Gasoline or other flammable liquid spill | 0.5 |
| 11/02/2016 | 30046 | 2016-001098 | 10:18 | 200 | GARRISON OAK DR | | Smoke detector activation due to malfunction | 0.4 |
| 11/02/2016 | 30046 | 2016-001099 | 16:12 | 20 | CECIL ST | | Vicinity alarm (incident in other location) | 0.7 |
| 11/02/2016 | 30046 | 2016-001100 | 18:02 | | WHITEOAK RD | | Good intent call, other | 0.8 |
| 11/02/2016 | 30046 | 2016-001101 | 23:05 | 213 | SPOONBILL CIRCLE | | Building fire | 1.5 |
| 11/03/2016 | 30046 | 2016-001102 | 00:34 | 908 | WOODCREST DR | | Smoke detector activation, no fire - unintentional | 0.4 |
| 11/03/2016 | 30046 | 2016-001103 | 16:03 | 1200 | N DUPONT HWY | | Alarm system sounded due to malfunction | 0.1 |
| 11/03/2016 | 30046 | 2016-001104 | 17:12 | 1710 | N DUPONT HWY | | Cooking fire, confined to container | 0.7 |
| 11/03/2016 | 30046 | 2016-001105 | 17:51 | 400 | COUNTRY DR | | Smoke detector activation, no fire - unintentional | 0.4 |
| 11/04/2016 | 30046 | 2016-001106 | 11:39 | 664 | N. dupont | | Dumpster or other outside trash receptacle fire | 0.5 |
| 11/04/2016 | 30046 | 2016-001107 | 12:32 | 1710 | N DUPONT HWY | | Smoke detector activation, no fire - unintentional | 0.6 |
| 11/04/2016 | 30046 | 2016-001108 | 18:54 | 721 | OAK DR | | Lock-out | 0.3 |
| 11/04/2016 | 30046 | 2016-001109 | 21:19 | 225 | SAULSBURY RD | | Passenger vehicle fire | 0.7 |
| 11/05/2016 | 30046 | 2016-001110 | 15:58 | 1191 | LONG POINT RD | | Authorized controlled burning | 0.4 |
| 11/05/2016 | 30046 | 2016-001111 | 19:24 | 222 | S DUPONT HWY | | Carbon monoxide incident | 2.9 |
| 11/05/2016 | 30046 | 2016-001112 | 19:37 | | LAZY LANE | | Good intent call, other | 0.3 |
| 11/06/2016 | 30046 | 2016-001113 | 15:09 | 319 | BILLY MITCHELL LN | | Cooking fire, confined to container | 0.4 |
| 11/07/2016 | 30046 | 2016-001114 | 11:30 | 290 | S DUPONT HWY | | Good intent call, other | 0.3 |
| 11/07/2016 | 30046 | 2016-001115 | 12:35 | 226 | N NEW ST | | Smoke detector activation due to malfunction | 0.2 |
| 11/07/2016 | 30046 | 2016-001116 | 20:08 | 115 | W LOOCKERMAN ST | | Cooking fire, confined to container | 0.1 |
| 11/07/2016 | 30046 | 2016-001117 | 21:44 | 120 | N STATE ST | | Unintentional transmission of alarm, other | 0.0 |
| 11/08/2016 | 30046 | 2016-001118 | 09:46 | 222 | S DUPONT HWY | | Smoke detector activation, no fire - unintentional | 0.2 |
| 11/08/2016 | 30046 | 2016-001119 | 12:47 | 251 | HARMONY LN | | System malfunction, other | 0.2 |
| 11/08/2016 | 30046 | 2016-001120 | 13:57 | 509 | FAIRNEST CT | | Outside rubbish fire, other | 0.6 |
| 11/08/2016 | 30046 | 2016-001121 | 19:51 | 1124 | CHARLES DR | | Smoke detector activation, no fire - unintentional | 0.5 |
| 11/09/2016 | 30046 | 2016-001122 | 01:33 | 1200 | N DUPONT HWY | | Smoke detector activation, no fire - unintentional | 0.1 |
| 11/09/2016 | 30046 | 2016-001123 | 03:29 | 801 | N DUPONT HWY | | Extrication of victim(s) from vehicle | 0.6 |
| 11/09/2016 | 30046 | 2016-001124 | 16:18 | 9 | S GOVERNORS AVE | | Power line down | 0.0 |
| 11/09/2016 | 30046 | 2016-001125 | 18:15 | 300 | W LOOCKERMAN ST | | Overheated motor | 0.3 |
| 11/10/2016 | 30046 | 2016-001126 | 11:25 | 800 | BAY RD | | Dispatched & canceled en route | 0.0 |
| 11/10/2016 | 30046 | 2016-001127 | 18:09 | 1200 | N DUPONT HWY | | Smoke detector activation, no fire - unintentional | 0.1 |
| 11/11/2016 | 30046 | 2016-001128 | 13:20 | 9 | E LOOCKERMAN ST | | Natural vegetation fire, other | 0.3 |
| 11/11/2016 | 30046 | 2016-001129 | 13:47 | 1210 | WHITEOAK RD | | Forest, woods or wildland fire | 0.4 |
| 11/12/2016 | 30046 | 2016-001130 | 03:31 | 3 | THE PLAZA | | System malfunction, other | 0.4 |
| 11/12/2016 | 30046 | 2016-001131 | 07:10 | 318 | N DUPONT HWY | | Cooking fire, confined to container | 1.9 |
| 11/12/2016 | 30046 | 2016-001132 | 10:05 | 1700 | N DUPONT HWY BLDG L | | Dumpster or other outside trash receptacle fire | 0.5 |
| 11/12/2016 | 30046 | 2016-001133 | 10:53 | 147 | COOPER RD | | Motor vehicle accident with injuries | 0.4 |
| 11/12/2016 | 30046 | 2016-001134 | 16:09 | 1200 | WHITEOAK RD | | Outside rubbish fire, other | 0.5 |
| 11/12/2016 | 30046 | 2016-001135 | 22:03 | 129 | HAMPTON DR | | Good intent call, other | 0.1 |
| 11/13/2016 | 30046 | 2016-001136 | 03:57 | 119 | S DUPONT HWY | | Building or structure weakened or collapsed | 1.6 |
| 11/13/2016 | 30046 | 2016-001137 | 11:01 | 1300 | S FARMVIEW DR | I | Gas leak (natural gas or LPG) | 0.7 |
| 11/13/2016 | 30046 | 2016-001138 | 18:56 | 3060 | Kenton rd | | Assist police or other governmental agency | 2.1 |
| 11/14/2016 | 30046 | 2016-001139 | 16:57 | 1217 | HARRISON DR | | Good intent call, other | 0.3 |
| 11/14/2016 | 30046 | 2016-001140 | 19:08 | 405 | COUNTRY DR | | Cooking fire, confined to container | 0.5 |
| 11/14/2016 | 30046 | 2016-001141 | 19:48 | 1200 | N DUPONT HWY | | Smoke detector activation due to malfunction | 0.1 |
| 11/15/2016 | 30046 | 2016-001142 | 09:58 | 122 | MARTIN LUTHER KING JR. BLVD | | Alarm system activation, no fire - unintentional | 0.3 |
| 11/15/2016 | 30046 | 2016-001143 | 13:41 | 9 | E LOOCKERMAN ST | | Unauthorized burning | 0.5 |
| 11/15/2016 | 30046 | 2016-001144 | 14:17 | 631 | S STATE ST | | Unintentional transmission of alarm, other | 0.2 |
| 11/16/2016 | 30046 | 2016-001145 | 08:18 | 230 | E SHELDRAKE CIRCLE | | Extrication, rescue, other | 0.5 |
| 11/16/2016 | 30046 | 2016-001146 | 10:38 | 103 | MONT BLANC BLVD | | Unintentional transmission of alarm, other | 0.3 |
| 11/16/2016 | 30046 | 2016-001147 | 15:43 | 9 | E LOOCKERMAN ST | | Forest, woods or wildland fire | 0.3 |
| 11/17/2016 | 30046 | 2016-001148 | 17:03 | 631 | RIDGELY ST | | Smoke or odor removal | 0.5 |
| 11/17/2016 | 30046 | 2016-001149 | 18:02 | 1200 | N DUPONT HWY | | Smoke detector activation, no fire - unintentional | 0.1 |
| 11/17/2016 | 30046 | 2016-001150 | 19:56 | 255 | WEBBS LN | D | Cooking fire, confined to container | 0.4 |

| Date | FDID | Incident# | Alarm | ### | Address | Suite | Type | Lgth |
|---|---|---|---|---|---|---|---|---|
| 11/18/2016 | 30046 | 2016-001151 | 13:31 | 815 | NAULT RD | | Building fire | 1.8 |
| 11/18/2016 | 30046 | 2016-001152 | 17:36 | 170 | EVERGREEN DR | | Smoke or odor removal | 0.6 |
| 11/18/2016 | 30046 | 2016-001153 | 18:12 | 340 | WEST WIND DR | | Good intent call, other | 0.6 |
| 11/18/2016 | 30046 | 2016-001154 | 19:20 | 1033 | N DUPONT HWY | | Steam, other gas mistaken for smoke, other | 0.6 |
| 11/19/2016 | 30046 | 2016-001155 | 00:25 | 195 | COMMERCE WAY | | Building fire | 3.1 |
| 11/19/2016 | 30046 | 2016-001156 | 06:26 | 1200 | N DUPONT HWY | | Smoke detector activation due to malfunction | 0.1 |
| 11/19/2016 | 30046 | 2016-001157 | 08:30 | 144 | KINGS HWY | | Alarm system activation, no fire - unintentional | 0.3 |
| 11/19/2016 | 30046 | 2016-001158 | 12:01 | 970 | WHATCOAT DR | | Smoke detector activation due to malfunction | 0.6 |
| 11/19/2016 | 30046 | 2016-001159 | 13:42 | 2898 | ARTHURSVILLE RD | | Cover assignment, standby, moveup | 1.8 |
| 11/19/2016 | 30046 | 2016-001160 | 18:46 | 65 | EDGEMONT AVE | | Power line down | 0.3 |
| 11/19/2016 | 30046 | 2016-001161 | 19:14 | | SAULSBURY RD | | Power line down | 0.0 |
| 11/20/2016 | 30046 | 2016-001162 | 13:03 | 213 | N BRADFORD ST | | Detector activation, no fire - unintentional | 0.0 |
| 11/20/2016 | 30046 | 2016-001163 | 13:43 | 51 | WEBBS LN | B | Good intent call, other | 0.3 |
| 11/20/2016 | 30046 | 2016-001164 | 21:37 | 173 | PrRESTON LANE | | Cover assignment, standby, moveup | 0.0 |
| 11/20/2016 | 30046 | 2016-001165 | 22:31 | 11 | FAIRWAY LAKES DR | C | Natural vegetation fire, other | 0.4 |
| 11/21/2016 | 30046 | 2016-001166 | 10:56 | 32 | W LOOCKERMAN ST | | Cooking fire, confined to container | 0.2 |
| 11/21/2016 | 30046 | 2016-001167 | 17:31 | 319 | BILLY MITCHELL LN | | Smoke detector activation, no fire - unintentional | 0.7 |
| 11/21/2016 | 30046 | 2016-001168 | 19:55 | 1426 | N DUPONT HWY | | Telephone, malicious false alarm | 0.3 |
| 11/22/2016 | 30046 | 2016-001169 | 07:23 | 631 | RIDGELY ST | 7 | Extinguishing system activation due to malfunction | 0.4 |
| 11/22/2016 | 30046 | 2016-001170 | 09:56 | 3475 | FORREST AVE | | Extrication of victim(s) from vehicle | 0.4 |
| 11/22/2016 | 30046 | 2016-001171 | 22:09 | 1124 | Charles Dr | | Outside rubbish fire, other | 0.4 |
| 11/23/2016 | 30046 | 2016-001172 | 01:54 | 99 | PILOT CIR | | Fire in mobile home used as fixed residence | 0.7 |
| 11/23/2016 | 30046 | 2016-001173 | 06:49 | | WYOMING MILL RD | | Good intent call, other | 0.4 |
| 11/23/2016 | 30046 | 2016-001174 | 09:33 | 121 | W LOOCKERMAN ST | | Brush or brush-and-grass mixture fire | 0.1 |
| 11/23/2016 | 30046 | 2016-001175 | 17:49 | 655 | N DUPONT HWY | | Alarm system activation, no fire - unintentional | 0.1 |
| 11/23/2016 | 30046 | 2016-001176 | 20:01 | 201 | STOVER BLVD | | Malicious, mischievous false call, other | 0.3 |
| 11/24/2016 | 30046 | 2016-001177 | 03:37 | 904 | WHATCOAT DR | | Smoke detector activation due to malfunction | 0.4 |
| 11/24/2016 | 30046 | 2016-001178 | 08:39 | | S QUEEN ST | | Arcing, shorted electrical equipment | 0.1 |
| 11/24/2016 | 30046 | 2016-001179 | 12:52 | 26 | S STATE ST | 11 | Smoke detector activation, no fire - unintentional | 0.2 |
| 11/24/2016 | 30046 | 2016-001180 | 13:45 | 461 | BARRISTER PL | | Cooking fire, confined to container | 0.3 |
| 11/25/2016 | 30046 | 2016-001181 | 09:23 | 200 | BANNING ST | 170 | Good intent call, other | 0.4 |
| 11/25/2016 | 30046 | 2016-001182 | 18:51 | 51 | WEBBS LN | L | Cooking fire, confined to container | 0.4 |
| 11/26/2016 | 30046 | 2016-001183 | 04:18 | 810 | WINTER BERRY DR | | Smoke scare, odor of smoke | 0.6 |
| 11/26/2016 | 30046 | 2016-001184 | 10:14 | 19 | ROCKFORD CROSSING | | Cooking fire, confined to container | 0.3 |
| 11/26/2016 | 30046 | 2016-001185 | 11:24 | 1045 | N DUPONT HWY | | Good intent call, other | 0.5 |
| 11/26/2016 | 30046 | 2016-001186 | 12:29 | 1289 | WALKER RD BUILD G | | Arcing, shorted electrical equipment | 0.5 |
| 11/26/2016 | 30046 | 2016-001187 | 22:52 | 915 | S DUPONT HWY | | Smoke detector activation, no fire - unintentional | 0.3 |
| 11/27/2016 | 30046 | 2016-001188 | 02:29 | | WHITEOAK rOAD | | Rescue, EMS incident, other | 0.5 |
| 11/27/2016 | 30046 | 2016-001189 | 11:03 | 2421 | White oak rd | | Outside rubbish, trash or waste fire | 0.8 |
| 11/27/2016 | 30046 | 2016-001190 | 19:56 | 226 | S NEW ST | | Gas leak (natural gas or LPG) | 1.0 |
| 11/27/2016 | 30046 | 2016-001191 | 20:35 | 1080 | SILVER LAKE BLVD | | Local alarm system, malicious false alarm | 0.3 |
| 11/27/2016 | 30046 | 2016-001192 | 20:55 | 9 | DOVER CIR | | Building fire | 1.1 |
| 11/27/2016 | 30046 | 2016-001193 | 21:27 | 226 | S NEW ST | | Gas leak (natural gas or LPG) | 0.5 |
| 11/29/2016 | 30046 | 2016-001194 | 02:13 | 1200 | N DUPONT HWY | | Removal of victim(s) from stalled elevator | 0.5 |
| 11/29/2016 | 30046 | 2016-001195 | 15:46 | 1570 | N DUPONT HWY | | Smoke detector activation, no fire - unintentional | 0.1 |
| 11/29/2016 | 30046 | 2016-001196 | 18:57 | 1200 | N DUPONT HWY | | Alarm system activation, no fire - unintentional | 0.0 |
| 11/30/2016 | 30046 | 2016-001197 | 08:13 | 100 | WASHINGTON ST | | Smoke detector activation, no fire - unintentional | 0.1 |
| 11/30/2016 | 30046 | 2016-001198 | 11:03 | 44 | COURTSIDE DR | B | Unintentional transmission of alarm, other | 0.3 |

Total Number of Incidents: 107

Total Length of Incidents: 53.1 Hours

# Robbins Hose Company # 1, Inc.
## Profit & Loss Detail
### November 2016

| | Type | Date | Num |
|---|---|---|---|
| **Ordinary Income/Expense** | | | |
| **Expense** | | | |
| **Apparatus Repairs & Maintenance** | | | |
| | Check | 11/06/2016 | 1676 |
| | Check | 11/06/2016 | 1676 |
| | General Journal | 11/06/2016 | LSG 6-7 |
| | General Journal | 11/06/2016 | LSG 6-7 |
| | General Journal | 11/06/2016 | LSG 6-7R |
| | General Journal | 11/06/2016 | LSG 6-7R |
| | Check | 11/06/2016 | 1677 |
| | Check | 11/06/2016 | 1677 |
| | Check | 11/06/2016 | 1679 |
| | Check | 11/06/2016 | 1679 |
| | Check | 11/06/2016 | 1679 |
| | Check | 11/06/2016 | 1680 |
| | Check | 11/06/2016 | 1681 |
| | Check | 11/19/2016 | 1684 |
| | Check | 11/19/2016 | 1684 |
| | Check | 11/26/2016 | 1691 |
| | Check | 11/26/2016 | 1691 |
| Total Apparatus Repairs & Maintenance | | | |
| **Building Maintenance Supplies** | | | |
| | Check | 11/26/2016 | 1689 |
| | Check | 11/26/2016 | 1689 |
| Total Building Maintenance Supplies | | | |
| **Electricity** | | | |
| | Check | 11/04/2016 | 1674 |
| | Check | 11/19/2016 | 1686 |
| Total Electricity | | | |
| **Gasoline** | | | |
| | Check | 11/26/2016 | 1690 |
| | Check | 11/26/2016 | 1690 |
| Total Gasoline | | | |
| **Heating Expenses- Gas** | | | |
| | Check | 11/04/2016 | 1675 |
| | Check | 11/19/2016 | 1685 |
| Total Heating Expenses- Gas | | | |
| **Office Supplies** | | | |
| | Check | 11/26/2016 | 1690 |
| | Check | 11/29/2016 | 1692 |
| | General Journal | 11/29/2016 | LSG 6-8 |

# Robbins Hose Company # 1, Inc.
## Profit & Loss Detail
### November 2016

| | Type | Date | Num |
|---|---|---|---|
| | General Journal | 11/29/2016 | LSG 6-8R |
| Total Office Supplies | | | |
| **Program Expenses** | | | |
| | Check | 11/06/2016 | 1678 |
| | Check | 11/06/2016 | 1682 |
| | Check | 11/19/2016 | 1687 |
| | Check | 11/19/2016 | 1688 |
| Total Program Expenses | | | |
| **Telephone** | | | |
| | Check | 11/26/2016 | 1690 |
| | Check | 11/26/2016 | 1690 |
| Total Telephone | | | |
| **Training & Travel Expenses** | | | |
| | Check | 11/06/2016 | 1683 |
| | Check | 11/06/2016 | 1683 |
| Total Training & Travel Expenses | | | |
| **Water/Sewer** | | | |
| | Check | 11/04/2016 | 1674 |
| | Check | 11/04/2016 | 1674 |
| | Check | 11/19/2016 | 1686 |
| Total Water/Sewer | | | |
| Total Expense | | | |
| Net Ordinary Income | | | |
| **Net Income** | | | |

# Robbins Hose Company # 1, Inc.
## Profit & Loss Detail
### November 2016

| | Name | Memo |
|---|---|---|
| **Ordinary Income/Expense** | | |
| **Expense** | | |
| **Apparatus Repairs & Maintenance** | | |
| | Witmer Public Safety | Invoice # 056403216- hyper wash |
| | Witmer Public Safety | Invoice # 056404337- hyper wash |
| | Witmer Public Safety | For CHK 1676 voided on 11/06/2016 |
| | Witmer Public Safety | For CHK 1676 voided on 11/06/2016 |
| | Witmer Public Safety | Reverse of GJE LSG 6-7 -- For CHK 1676 voide |
| | Witmer Public Safety | Reverse of GJE LSG 6-7 -- For CHK 1676 voide |
| | Kunkel Auto Supply | Invoice # 056403216- hyper wash |
| | Kunkel Auto Supply | Invoice # 056404337- hyper wash |
| | Atlantic Emergency Solutions | Invoice # 11745DEL- E-7 replaced fuel tank |
| | Atlantic Emergency Solutions | Invoice # 11758DEL-R-1- broken window track |
| | Atlantic Emergency Solutions | Invoice # 11765DEL- L-1- airpack brackets- pum |
| | Carlisle's Marine | replaced power head on boat motor |
| | Townsend Bros. Chevrolet | serviced Command car |
| | Dover Automotive | Invoice # 8320488- Brake control for utility |
| | Dover Automotive | Invoice # 832290- halogen lamps |
| | Atlantic Emergency Solutions | Inv # 11874DEL- Eng 3 whining noise |
| | Atlantic Emergency Solutions | Inv # 11873DEL- L-2 cord reel not rewinding |
| Total Apparatus Repairs & Maintenance | | |
| **Building Maintenance Supplies** | | |
| | City of Dover | 10 bags of stay dry |
| | City of Dover | C cell batteries |
| Total Building Maintenance Supplies | | |
| **Electricity** | | |
| | City of Dover Utility | Acct # 44343-32052 |
| | City of Dover Utility | Acct # 44255-31966 |
| Total Electricity | | |
| **Gasoline** | | |
| | City of Dover | Unleaded fuel charges |
| | City of Dover | Bio-Diesel fuel charges |
| Total Gasoline | | |
| **Heating Expenses- Gas** | | |
| | Chesapeake Utilities | Station 2 from 09/27 to 10/26 |
| | Chesapeake Utilities | Sta 1 from 10/05 to 11/02 |
| Total Heating Expenses- Gas | | |
| **Office Supplies** | | |
| | City of Dover | Postage charges for May |
| | VOID | VOID: VOID: GJE, RGJE created on 11/29/2016 |
| | VOID | For CHK 1692 voided on 11/29/2016 |

# Robbins Hose Company # 1, Inc.
## Profit & Loss Detail
### November 2016

| | | Name | Memo |
|---|---|---|---|
| | | VOID | Reverse of GJE LSG 6-8 -- For CHK 1692 voide |
| | Total Office Supplies | | |
| | **Program Expenses** | | |
| | | Airpower International | CO monitor with sensor replaced |
| | | Witmer Public Safety | Invoice # 1721914- annual SCBA test |
| | | Roy's Electrical Service, Inc. | Siren rebuild Wesly Colleg field |
| | | United Electric Supply | Inv # S103585053.001- Coil |
| | Total Program Expenses | | |
| | **Telephone** | | |
| | | City of Dover | Verizon May phone charges |
| | | City of Dover | Cavalier May phone charges |
| | Total Telephone | | |
| | **Training & Travel Expenses** | | |
| | | Delaware State Fire School | Invoice # 17-1296- LaDue- EMT reciprocity |
| | | Delaware State Fire School | Invoice # 17-1429- Clifton,Conaway, Sadusky- b |
| | Total Training & Travel Expenses | | |
| | **Water/Sewer** | | |
| | | City of Dover Utility | Acct # 44345-32054 |
| | | City of Dover Utility | Acct # 44341-32050 |
| | | City of Dover Utility | Acct # 44253-31964 |
| | Total Water/Sewer | | |
| Total Expense | | | |
| Net Ordinary Income | | | |
| **Net Income** | | | |

# Robbins Hose Company # 1, Inc.
## Profit & Loss Detail
### November 2016

| | Clr | Split | Amount | Balance |
|---|---|---|---|---|
| **Ordinary Income/Expense** | | | | |
| **Expense** | | | | |
| **Apparatus Repairs & Maintenance** | | | | |
| | √ | City Fund Account | 0.00 | 0.00 |
| | √ | City Fund Account | 0.00 | 0.00 |
| | | City Fund Account | 131.53 | 131.53 |
| | | City Fund Account | 131.53 | 263.06 |
| | d on 11/06/ | City Fund Account | -131.53 | 131.53 |
| | d on 11/06/ | City Fund Account | -131.53 | 0.00 |
| | | City Fund Account | 131.53 | 131.53 |
| | | City Fund Account | 131.53 | 263.06 |
| | | City Fund Account | 3,736.35 | 3,999.41 |
| | | City Fund Account | 399.34 | 4,398.75 |
| | p intake gu | City Fund Account | 947.30 | 5,346.05 |
| | | City Fund Account | 2,766.25 | 8,112.30 |
| | | City Fund Account | 52.58 | 8,164.88 |
| | | City Fund Account | 94.54 | 8,259.42 |
| | | City Fund Account | 24.15 | 8,283.57 |
| | | City Fund Account | 211.10 | 8,494.67 |
| | | City Fund Account | 515.33 | 9,010.00 |
| Total Apparatus Repairs & Maintenance | | | 9,010.00 | 9,010.00 |
| **Building Maintenance Supplies** | | | | |
| | | City Fund Account | 129.39 | 129.39 |
| | | City Fund Account | 51.02 | 180.41 |
| Total Building Maintenance Supplies | | | 180.41 | 180.41 |
| **Electricity** | | | | |
| | | City Fund Account | 2,489.31 | 2,489.31 |
| | | City Fund Account | 594.32 | 3,083.63 |
| Total Electricity | | | 3,083.63 | 3,083.63 |
| **Gasoline** | | | | |
| | | City Fund Account | 193.42 | 193.42 |
| | | City Fund Account | 335.00 | 528.42 |
| Total Gasoline | | | 528.42 | 528.42 |
| **Heating Expenses- Gas** | | | | |
| | | City Fund Account | 71.38 | 71.38 |
| | | City Fund Account | 122.84 | 194.22 |
| Total Heating Expenses- Gas | | | 194.22 | 194.22 |
| **Office Supplies** | | | | |
| | | City Fund Account | 24.59 | 24.59 |
| | √ | City Fund Account | 0.00 | 24.59 |
| | | City Fund Account | 1.00 | 25.59 |

# Robbins Hose Company # 1, Inc.
## Profit & Loss Detail
### November 2016

| | | Clr | Split | Amount | Balance |
|---|---|---|---|---|---|
| | | | d on 11/29/ City Fund Account | -1.00 | 24.59 |
| | Total Office Supplies | | | 24.59 | 24.59 |
| | **Program Expenses** | | | | |
| | | | City Fund Account | 2,542.00 | 2,542.00 |
| | | | City Fund Account | 4,214.28 | 6,756.28 |
| | | | City Fund Account | 1,709.09 | 8,465.37 |
| | | | City Fund Account | 908.34 | 9,373.71 |
| | Total Program Expenses | | | 9,373.71 | 9,373.71 |
| | **Telephone** | | | | |
| | | | City Fund Account | 287.09 | 287.09 |
| | | | City Fund Account | 18.54 | 305.63 |
| | Total Telephone | | | 305.63 | 305.63 |
| | **Training & Travel Expenses** | | | | |
| | | | City Fund Account | 100.00 | 100.00 |
| | | | asic F/F ski City Fund Account | 325.00 | 425.00 |
| | Total Training & Travel Expenses | | | 425.00 | 425.00 |
| | **Water/Sewer** | | | | |
| | | | City Fund Account | 65.50 | 65.50 |
| | | | City Fund Account | 14.49 | 79.99 |
| | | | City Fund Account | 42.96 | 122.95 |
| | Total Water/Sewer | | | 122.95 | 122.95 |
| Total Expense | | | | 23,248.56 | 23,248.56 |
| Net Ordinary Income | | | | -23,248.56 | -23,248.56 |
| **Net Income** | | | | **-23,248.56** | **-23,248.56** |

# FY 16-17 City Funded Account Balance Sheet

| ACCOUNT | BUDGET | SPENT | BALANCE |
|---|---|---|---|
| Apparatus Repairs & Maintenance | $ 91,300.00 | $ 59,605.24 | $ 31,694.76 |
| Building Maintenace Supplies | $ 1,500.00 | $ 260.41 | $ 1,239.59 |
| Contractual Services | $ 9,000.00 | | $ 9,000.00 |
| Electricity | $ 45,000.00 | $ 16,371.24 | $ 28,628.76 |
| Gasoline | $ 15,000.00 | $ 3,396.23 | $ 11,603.77 |
| Heating Expenses- Gas | $ 12,000.00 | $ 1,228.58 | $ 10,771.42 |
| Medical Supplies | $ 1,000.00 | | $ 1,000.00 |
| Office Supplies | $ 1,500.00 | $ 119.78 | $ 1,380.22 |
| Other Equipment Repairs | $ 1,500.00 | | $ 1,500.00 |
| Program Expenses | $ 45,000.00 | $ 34,644.04 | $ 10,355.96 |
| Radio Repairs | $ 2,000.00 | $ 434.95 | $ 1,565.05 |
| Safety & Security | $ 1,500.00 | | $ 1,500.00 |
| Small Tools | $ 3,500.00 | $ 221.26 | $ 3,278.74 |
| Telephone | $ 9,000.00 | $ 3,201.67 | $ 5,798.33 |
| Training & Travel | $ 10,000.00 | $ 2,360.00 | $ 7,640.00 |
| Uniforms & Firefighting Gear | $ 30,000.00 | $ 746.90 | $ 29,253.10 |
| Water/ Sewer | $ 2,500.00 | $ 1,103.27 | $ 1,396.73 |

Balance as of: December 4, 2016








# Dover Police Department

## Monthly Report

## November 2016

## Chief Paul M. Bernat









# DEPARTMENT OF POLICE

**Paul M. Bernat**
**Chief of Police**
**F.B.I.N.A.**

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

*January 9, 2016*

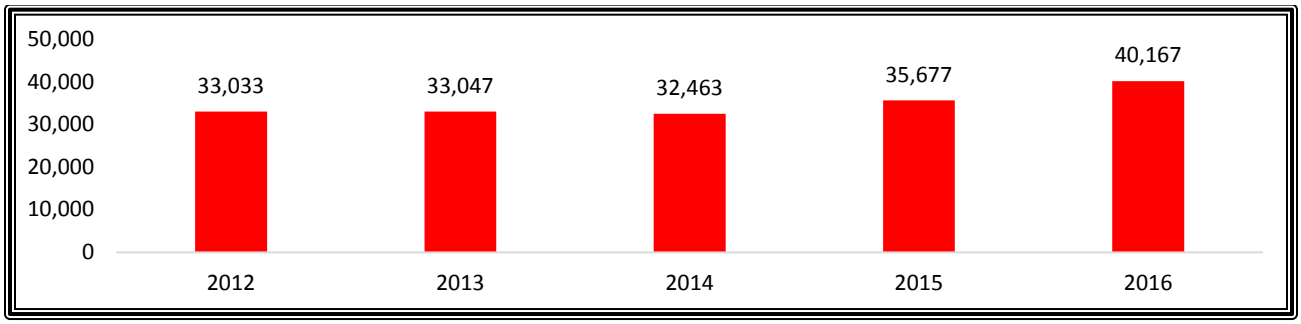
*Honorable Robin Christiansen, Mayor*
*Member of Dover City Council*
*City Hall*
*Dover, DE 19901*

*Mayor Christiansen and Council Members:*

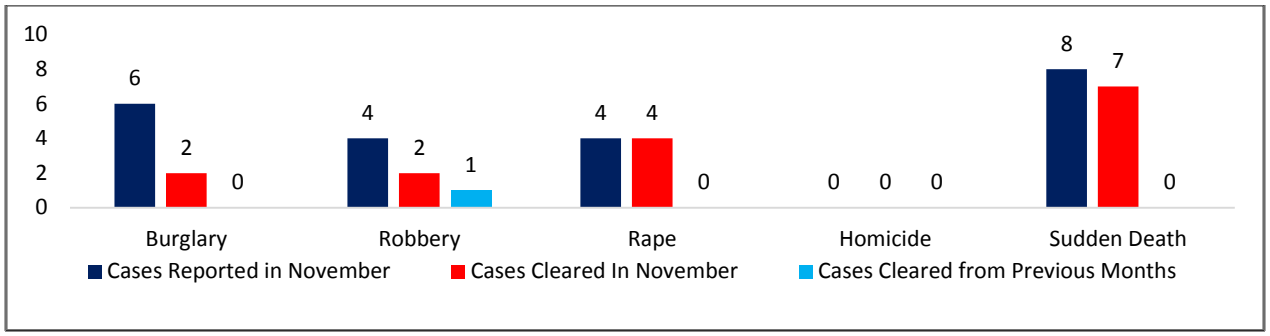
*The following is the monthly report for Dover Police Department activities for the month of November 2016:*

***COMPLAINTS***

*Total complaints received through November 30, 2016, numbered 40,167, this is an increase of 4,490 complaints over the same period last year.*

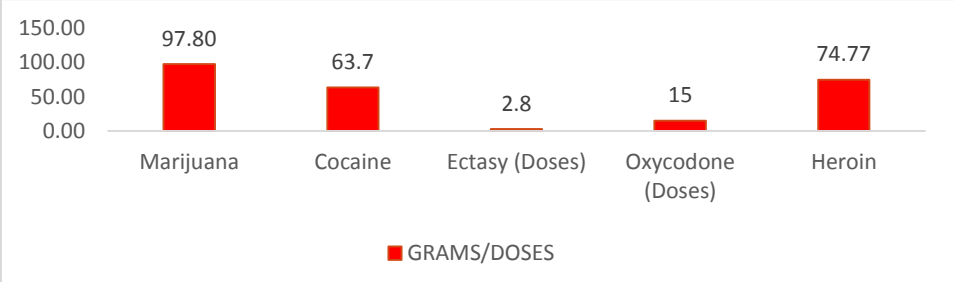



***CRIMINAL INVESTIGATIONS***

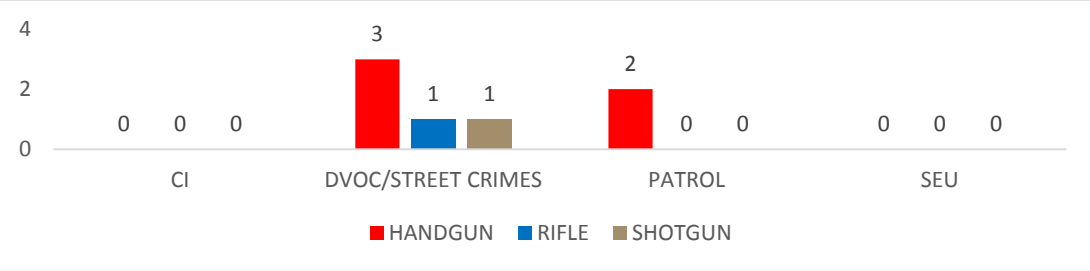


## *DRUGS, VICE, & ORGANIZED CRIME (DVOC) AND STREET CRIMES SECTION SEIZURES*

*Along with the drug seizures below, the units also recovered 19 grams of miscellaneous other drugs and $10,829.00 USD during the month of November.*




## *FIREARM SEIZURES*




## *COMMUNITY POLICING*

| ***COMMUNITY POLICING*** | ***CONTACTS*** |
|---|---|
| *ABANDONED VEHICLES* | *1* |
| *ALCOHOL VIOLATIONS/DUI'S* | *0* |
| *ASSIST OTHER* | *15* |
| *WARRANTS ON FILE* | *0* |
| *CITY PARK VIOLATIONS* | *0* |
| *CRIMINAL ARRESTS* | *0* |
| *DRUG RELATED ARRESTS* | *0* |
| *LOUD MUSIC* | *0* |
| *MISCELLANEOUS VIOLATIONS* | *0* |
| *PARKING VIOLATIONS* | *14* |
| *PEDDLER* | *0* |
| *MEETINGS* | *116* |
| *CRIME PREVENTION CHECK* | *0* |
| *TRAFFIC ARRESTS* | *1* |
| *WARNINGS* | *0* |
| *FUGITIVE* | *0* |
| *DCO* | *0* |
| *PROSTITUTION* | *0* |
| ***TOTAL CONTACTS*** | ***147*** |

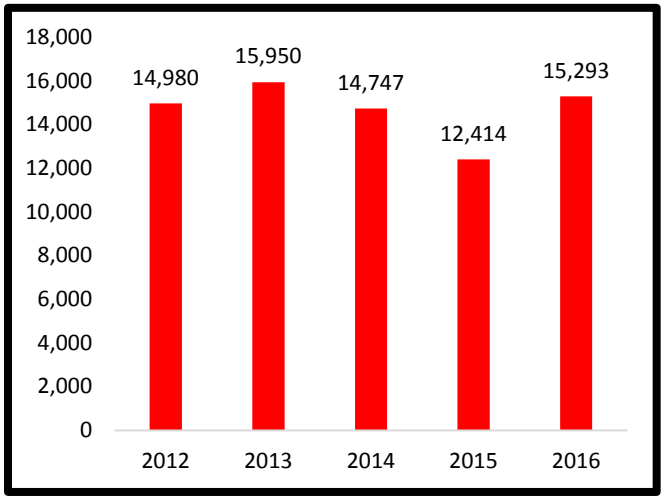
| ***CADETS*** | ***CONTACTS*** |
|---|---|
| *PARKING* | *52* |
| *DCO'S* | *63* |
| *OPEN CONTAINER* | *2* |
| *LOUD NOISE* | *0* |
| *LEWDNESS* | *0* |
| *OTHER* | *9* |
| *BUSINESS CONTACTS* | *228* |
| *LIBRARY CHECKS* | *17* |
| *COMPLAINTS ASSIGNED* | *76* |
| *SPECIAL EVENT* | *4* |
| ***TOTAL CONTACTS*** | ***451*** |

## *STREET CRIMES*

| SAFE STREETS ENFORCEMENT | CONTACTS |
|---|---|
| ABANDONED VEHICLES | 0 |
| ALCOHOL VIOLATIONS/DUI'S | 0 |
| ASSIST OTHER | 5 |
| WARRANTS ON FILE | 0 |
| CITY PARK VIOLATIONS | 0 |
| CRIMINAL ARRESTS | 38 |
| DRUG RELATED ARRESTS | 44 |
| LOUD MUSIC | 0 |
| MISCELLANEOUS VIOLATIONS | 2 |
| PARKING VIOLATIONS | 0 |
| PEDDLER | 0 |
| MEETINGS | 0 |
| CURFEW CHECKS | 120 |
| CRIME PREVENTION CHECKS | 0 |
| TRAFFIC ARRESTS | 11 |
| WARNINGS | 16 |
| FUGITIVES | 10 |
| DCO'S | 0 |
| PROSTITUTION | 0 |
| TOTAL CONTACTS | 246 |

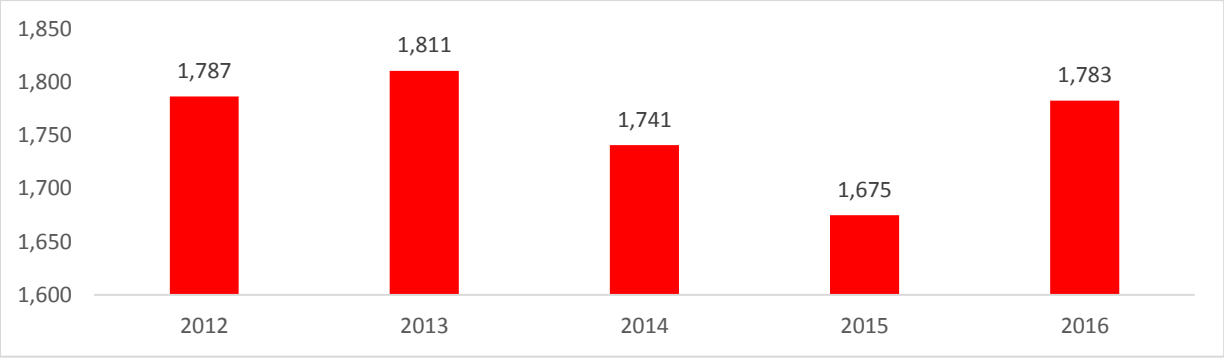
## *TRAFFIC ARRESTS*

*The department issued 15,293 traffic citations through this reporting period; this is an increase of 2,879 citations over the number issued during the same period last year.*



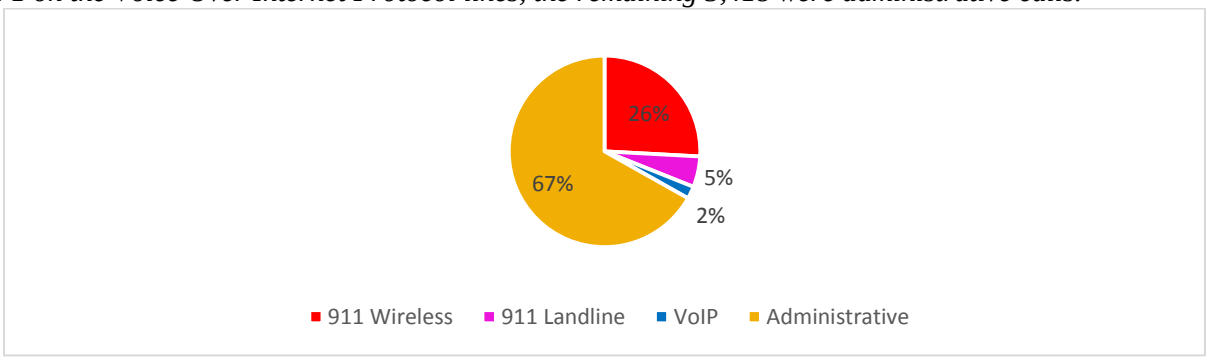
## TRAFFIC CRASHES

*Through November 30th, the Dover Police investigated 1,783 traffic crashes, an increase of 108 crashes investigated during the same period last year.*



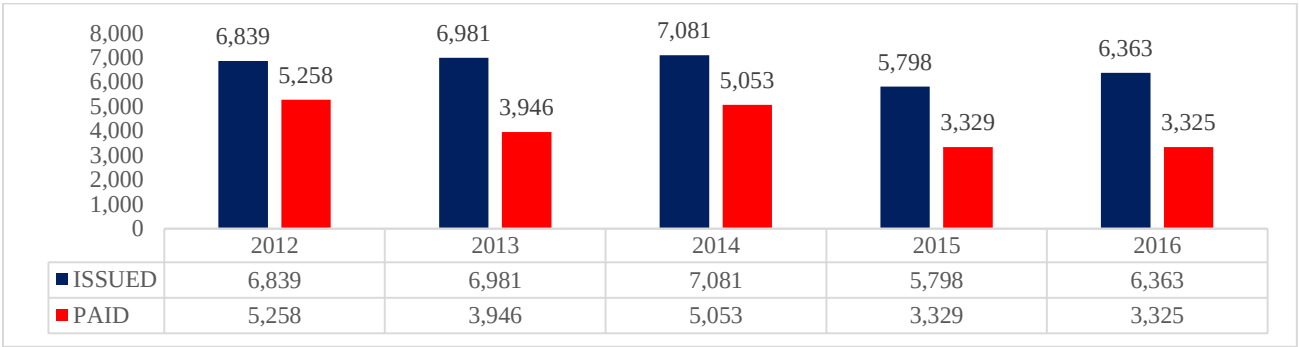

### *911 Center*

*During the month of November, the Dover Police Department handled a total of 8,105 calls averaging 271 calls per day. Dispatchers handled 2,095 on the 911 wireless lines, 421 on the 911 landlines, and 171 on the Voice Over Internet Protocol lines, the remaining 5,418 were administrative calls.*




### *CITY ORDINANCE SUMMONS*

*Through November 30th, we issued 6,363 city ordinance summons, an increase of 565 summonses for the same period last year. Note: Of those summonses issued in November, 9 DCO's were issued for handicapped parking violations and 23 for fire lane parking violations, 204 for false alarms (81 for 1-2 alarms, 61 for 3-5 alarms, 42 for 6-9 alarms, 14 for 10-15 alarms, and 6 for 16 or more alarms) and 10 for noise violations 1 for vehicle violations and 9 for residence violations).*

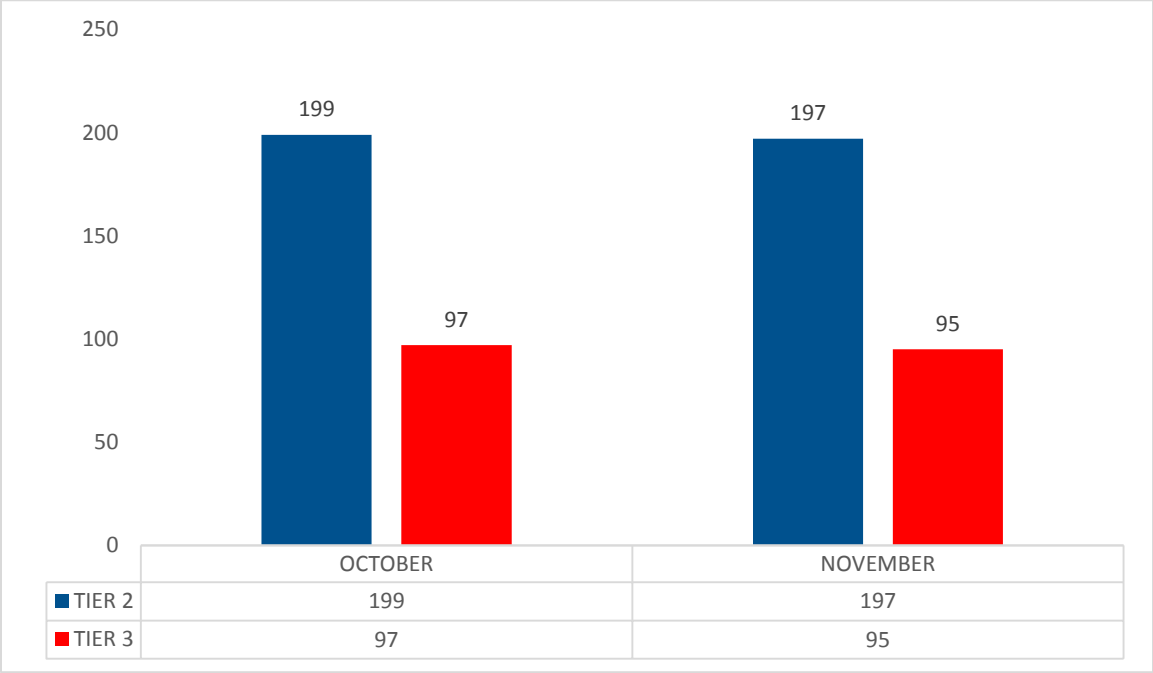



| | 2012 | 2013 | 2014 | 2015 | 2016 |
|---|---|---|---|---|---|
| ISSUED | 6,839 | 6,981 | 7,081 | 5,798 | 6,363 |
| PAID | 5,258 | 3,946 | 5,053 | 3,329 | 3,325 |

## SEX OFFENDER STATISTICS/NOVEMBER

| | VERIFICATIONS | NOTIFICATIONS | MONTHLY REVERIFICATIONS | NON COMPLIANT WARRANTS |
|---|---|---|---|---|
| TIER 1 | 0 | 0 | 0 | 0 |
| TIER 2 | 12 | 1,116 | 30 | 0 |
| TIER 3 | 11 | 1,523 | 18 | 1 |

***ACTIVE SEX OFFENDERS THAT RESIDE IN THE CITY OF DOVER*** *(please note, Tier 1 offenders are not contacted by Dover Police Sex Offender Agents).*




(Please note, Tier 1 offenders are not contacted by Dover Police Sex Offender Agents).

*Please visit our website at www.doverpolice.org for up to date information on crimes and activities in the City of Dover.*

*Respectfully Submitted,*

Paul M. Bernat

*Paul M. Bernat*
*Chief of Police*

# ACTION FORM

| | |
|---|---|
| **PROCEEDING**: City Council | **AGENDA ITEM NO.:** |
| **DEPARTMENT OF ORIGIN**: Public Works | **DATE SUBMITTED**: 12/16/16 |
| **PREPARED BY**: Sharon Duca, P.E., Public Works Director/City Engineer | |
| **SUBJECT**: Evaluation of Proposals – Salt Storage Barn | |
| **REFERENCE**: CIP - Salt Storage Barn | |
| **RELATED PROJECT**: CIP – Street, Concrete and Alley Program | |
| **APPROVALS**: City Manager | |
| **EXHIBITS**: Attachment A – Preliminary Plan for Building<br>Attachment B – Site Plan | |
| **EXPENDITURE REQUIRED**: $122,400 | **BUDGET REMAINING**: $62,400 |
| **FUNDING SOURCE (Dept./Page in CIP & Budget)**: Department of Public Works- General Fund, CIP Project #ST1604, CIP Project Name: Salt Storage Barn Account No.: 147-1800-554.40-31. The financial shortfall ($60,000) will be covered by a budget transfer from unspent funds from Project #ST1601 – Street, Concrete and Alley Program, Account No.: 147-1800-554.40-31. | |
| **TIME TABLE:** Notice to Proceed to be issued within thirty (30) to sixty (60) days of Council approval depending upon the long range weather forecast. Project anticipated to be completed in ninety (90) calendar days after Notice to Proceed. | |
| **RECOMMENDED ACTION**: Award the contract to Dutchman Contracting, LLC for the City of Dover Salt Storage Barn Project, RFP 17-0017PW, for the amount of $88,942. The remaining funds required for the construction of the slab, which will be built under the current Street, Concrete and Alley Program contract by George & Lynch, has an anticipated cost of $33,458. | |

## BACKGROUND AND ANALYSIS

This capital investments project identified a need for a salt storage barn to be constructed at the rear of the Schutte Park property. This building will allow City staff to store salt under cover thereby greatly reducing the environmental impacts of this operation. Salt is currently stored at Old PW II (Water Street yard) under a tarp within the old wastewater treatment plant concrete clarifying rings. The current method of covering this material is inadequate and has potential environmental impacts on the St. Jones River. This project will increase compliance with our NPDES MS4 permit as housing the salt under a roof will dramatically decrease the environmental impact of salt entering a water body. The City of Dover received a Conciliation Order by Consent from the Secretary of the Department of Natural Resources & Environmental Control (DNREC), which was executed on June 29, 2016. The order mandates that this salt barn be constructed within fourteen (14) months of the signed order, or August 29, 2017.

In July 2014, this project was initially advertised to the public as an Invitation to Bid in accordance with the City's purchasing policy by the City's Purchasing Agent under ITB #14-0050PW, unfortunately the bids received did not meet the design requirements. In February 2016, after a design change, a second Invitation to Bid was advertised in accordance with the City's purchasing policy by the City's Purchasing Agent under ITB #16-0038PW. Unfortunately, the City did not receive any bids for this project. A proposal was advertised to the public as a Request for Proposal in accordance with the City's purchasing policy under RFP 17-0017PW in October of 2016. Proposals were opened on November 30, 2016.

The City of Dover received one (1) responsive proposal shown in the table below:

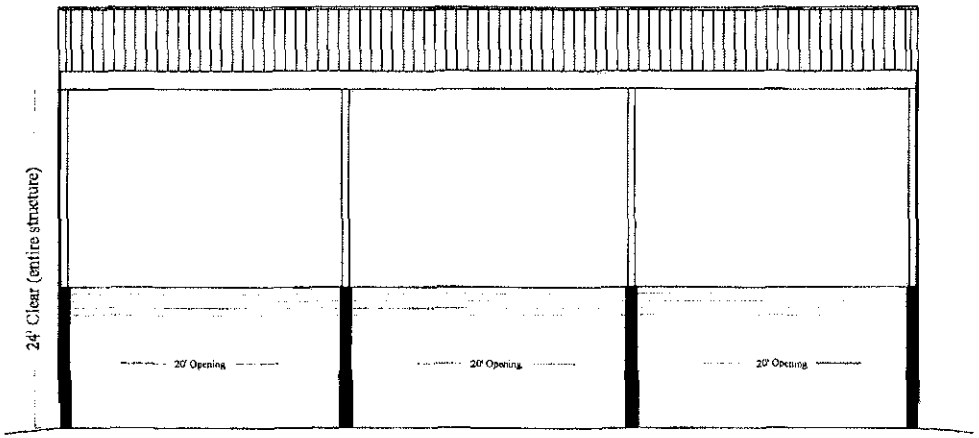
| CONTRACTOR | LOCATION | BASE BID |
|---|---|---|
| DUTCHMAN CONTRACTING, LLC | DENVER, PA | $88,942 |

City staff reviewed the submissions and found that Dutchman Contracting, LLC's proposal met all requirements for the qualifications of the project. Although the proposal has come in over budget, staff believes that the price is a fair market price. Additionally, the City is mandated to complete this project within a timeframe dictated by DNREC. Staff recommends awarding the contract to Dutchman Contracting, LLC in the amount of $88,942 for the Salt Storage Barn project. The remaining funds required for this project (an anticipated cost of $33,458) will be for the asphalt slab upon which the structure will be built. Staff recommends utilizing the existing FY-2017 Street and Alley Program contractor (George & Lynch) to perform this work. The shortfall for this project will be supplemented by a budget amendment from the FY-2017 Street and Alley Program. In order to maintain the budget for the FY-2017 Street and Alley Program, it may be necessary to delete a road segments from the program; however, this decision will be made as the program progresses. A breakdown of the funding sources is provided below:

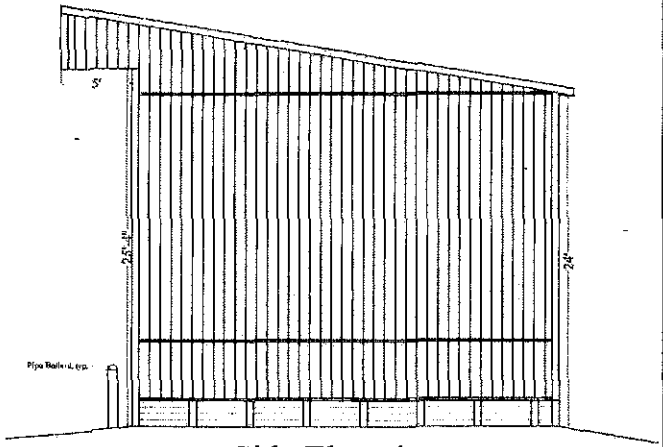
| FUNDING SOURCE | DESCRIPTION | CURRENT BUDGET | SPENT / ENCUMBERED | SAVINGS / REMAINING | REQUESTED CHANGE | PROPOSED BUDGET REMAINING |
|---|---|---|---|---|---|---|
| General | ST1604 Salt Storage Barn | $62,400 | - | $62,400 | $60,000 | $122,400 |
| General | ST1701 Street and Alley Program | $812,000 | - | $812,000 | ($60,000) | $752,000 |

**-Of the amount required, $33,458 is needed for floor construction, recommended to be awarded to current Street, Concrete and Alley Program contractor (George & Lynch).*

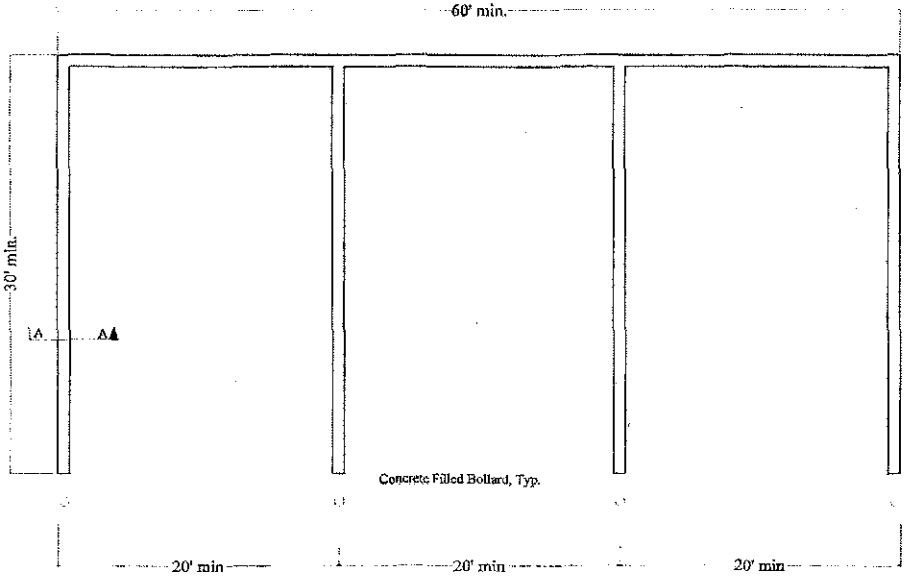
City of Dover



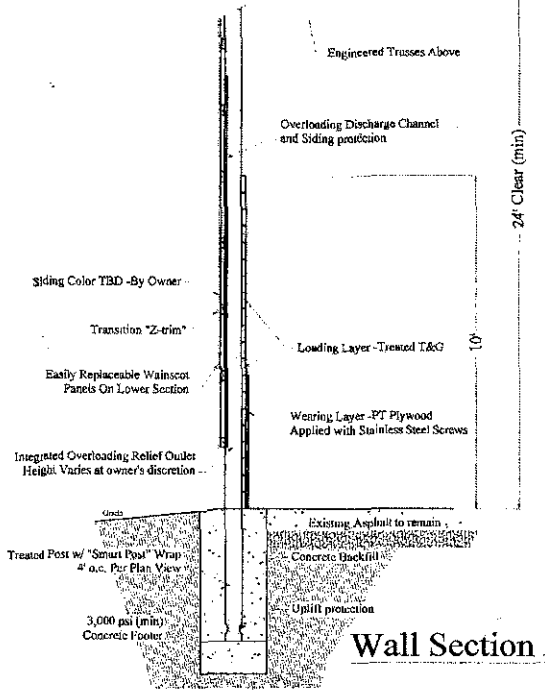

Front Elevation




Side Elevation




Floorplan




Wall Section A-A

Preliminary Proposal

Dutchman Contracting LLC
12 Riverview Drive
Dover, PA 17315
717-873-0173

DUTCHMAN

**Project:** City of Dover Salt Shed

Owner Address: 10 Electric Ave, Dover, DE

Site Address: 10 Electric Ave, Dover, DE

**Notes:**

-PRELIM PLANS FOR APPROVAL

Drawn By: JMD
Issue Date: 11-29-16

**Revisions / Version:**

Ver. 1.1, 11-29-16

**Drawing / Sheet**

**A-1**

# Attachment B

## Schutte Park: Proposed Salt Barn Location




0 50 100 200 Feet

N

Date Printed: July 8, 2016
File: m:\gis_data\projects\tech_mxds
\jason_lyon_maps\caf_maps
\caf_salt_barn
Department: Public Works GIS
City of Dover, Delaware

**Legend**
Dover Parcels

# CITY OF DOVER, DELAWARE

## APPLICATION FOR COMMITTEE, COMMISSION, OR BOARD APPOINTMENT

| **Section 1 - Basic Information** | | |
|---|---|---|
| | | |
| Full Name (Prefix/Title, Last, First, MI, Suffix/Designation) | | |
| | | |
| Address (No., Street, City, State, Zip) | | |
| City of Dover residency is required for appointment to the Board of Adjustment, Compensation Commission; Dover Housing Authority; Election Board; Historic District Commission; Human Relations Commission; Legislative, Finance, and Administration Committee; Parks, Recreation and Community Enhancement Committee; Planning Commission; Property Maintenance Code Board of Appeals; Safety Advisory and Transportation Committee; St. Jones Greenway Commission; and Utility Committee. | | |
| | | |
| Phone (home) | Phone (cell) | E-Mail |
| 1st 2nd 3rd 4th | I am / I am not registered to vote | |
| Council District | Voter registration is required for appointment to the Election Board. | |
| Please list any elected or appointed office that you currently hold under the government of the United States or the State, County, or City.<br>No member of the Ethics Commission or Human Relations Commission shall hold any elected or appointed office under the government of the United States or the State, County, or City. No member of the Board of Adjustment, at the time of appointment and throughout the term of office, shall be candidates nor members of the legislative body nor employees of the City. | | |
| | | |

| **Section 2 - Employment Experience** - Please provide your professional work history (most recent first) | | |
|---|---|---|
| **Employer/Company** | **Position/Title** | **Start and End Dates** |
| | | |
| **Please provide a brief description of the duties and responsibilities below.** | | |
| | | |
| **Employer/Company** | **Position/Title** | **Start and End Dates** |
| | | |
| **Please provide a brief description of the duties and responsibilities below.** | | |
| | | |
| **Employer/Company** | **Position/Title** | **Start and End Dates** |
| | | |
| **Please provide a brief description of the duties and responsibilities below.** | | |
| | | |

| Section 3 - Professional Licenses and Certificates | | |
|---|---|---|
| **License/Certificate** | **Date Issued/Date Expires** | **Status** (active, inactive, pending) |
| | | |
| | | |
| | | |
| | | |
| | | |

| Section 4 - Education - Please provide your complete educational backgrounds. Dates do not have to be exact. | | | |
|---|---|---|---|
| | **School** | **Certificate, Diploma, or Degree** | **Dates Attended** |
| High School | | | |
| College | | | |
| Other | | | |

| Section 5 - Organizations/Society Memberships, Previous Experience Serving on Committees, Community/Volunteer Experience - Please list all organizations and societies of which you have been, or are currently, affiliated. | | |
|---|---|---|
| **Organization Name** | **Previous** | **Current** |
| | | |
| | | |
| | | |
| | | |
| | | |

| Section 6 - Questionnaire |
|---|
| Please provide the name of the Committee, Commission, or Board on which you are interested in serving. See Committee, Commission, and Board Listing. |
| |
| Provide any special knowledge, education, experience, qualities or talent that qualify you to serve on the committee, commission or board listed above. |
| |
| Please explain why you wish to serve on this committee, commission, or board. |
| |

Please describe what skills you have that would enhance the productivity of the committee, commission, or board.

Do you, your spouse, or any immediate family members have any potential conflicts of interest (personal or financial) that could require you to recuse yourself from votes of the committee, commission, or board for which you are applying? If yes, please explain.

No Yes

Do you, your spouse, or any immediate family members own real property, personal property, financial holdings or receive income from any source which might present, or appear to present, a conflict of interest with your requested appointment? If yes, please explain.

No Yes

Have you, your spouse, or any immediate family members ever been affiliated (as an officer, owner, director, trustee, partner, advisor, or consultant) with any institutions (corporations, firms, partnerships, business enterprises, non-profit organization, etc.) which might present, or appear to present, a potential conflict of interest with your requested appointment? If yes, please explain.

No Yes

Do you have a personal or business relationship with any members of City Council, members of any City committees, commissions, or boards, or employees of the City of Dover? If yes, please list them.

No Yes

Have you ever been registered or served as a lobbyist (paid or unpaid) with the State of Delaware or any government organization? If yes, please list the organizations you represented.

No Yes

Have you been convicted of a misdemeanor or felony as an adult? If yes, please explain.

No Yes

Are you currently under any federal, state, or local investigation for violation of a criminal law? If yes, please explain.

No Yes

Please list three references that are not related to you and would be able to speak to your ability to serve on this committee, commission, or board.

| |
|---|
| I acknowledge that I am in good financial standing with the City of Dover, which includes being current on all taxes, utilities, and other obligations owed to the City. Yes No |
| I acknowledge that applications are public documents and are subject to disclosure under the Freedom of Information Act of the State of Delaware if requested. Yes No |
| I certify that the information submitted in this application is true to the best of my knowledge and recognize that if any of the information included in this application is false, my application may be disqualified from consideration. If any information in this application changes during the consideration process or during my term if appointed, I agree to submit the updated information to the City Clerk's Office to be appended to my application as soon as possible. Yes No |
| Signature Date |
| The following questions are optional. They will enable the appointing authority to consider the appointment of a diverse group of individuals. |
| Are you a person with a disability? Yes No Do you have a relative with a disability Yes No |
| Please describe your gender |
| |
| Please describe your ethnicity |
| |