REGULAR COUNCIL MEETING
AGENDA

APRIL 11, 2016 - 7:30 P.M.

CITY HALL COUNCIL CHAMBERS
15 LOOCKERMAN PLAZA
DOVER, DELAWARE

OPEN FORUM - 15 MINUTES PRIOR TO OFFICIAL MEETING (7:15 P.M.)

THE "OPEN FORUM" SEGMENT IS PROVIDED TO EXTEND THE OPPORTUNITY TO THE GENERAL PUBLIC TO SHARE THEIR QUESTIONS, THOUGHTS, COMMENTS, CONCERNS, AND COMPLAINTS. DISCUSSION OF ANY ITEM APPEARING ON THE AGENDA AS A PUBLIC HEARING IS PROHIBITED DURING THE OPEN FORUM AS AN OPPORTUNITY WILL BE PROVIDED DURING CONSIDERATION OF THAT ITEM. CITIZEN COMMENTS ARE LIMITED TO THREE (3) MINUTES. COUNCIL IS PROHIBITED FROM TAKING ACTION SINCE THEY ARE NOT IN OFFICIAL SESSION; HOWEVER, THEY MAY SCHEDULE SUCH ITEMS AS REGULAR AGENDA ITEMS AND ACT UPON THEM IN THE FUTURE.

INVOCATION BY REVEREND THEODORE HENDERSON

PLEDGE OF ALLEGIANCE LED BY COUNCILMAN HARE

AGENDA ADDITIONS/DELETIONS

* **CONSENT AGENDA**

THOSE ITEMS ON THE COUNCIL AGENDA WHICH ARE CONSIDERED ROUTINE AND NON-CONTROVERSIAL SHALL BE MARKED WITH AN ASTERISK (*) AND WILL BE ACTED UPON BY A SINGLE ROLL CALL VOTE OF THE COUNCIL. THERE WILL BE NO SEPARATE DISCUSSION OF THESE ITEMS UNLESS A MEMBER OF COUNCIL SO REQUESTS, IN WHICH EVENT THE MATTER SHALL BE REMOVED FROM THE CONSENT AGENDA AND CONSIDERED A SEPARATE ITEM.

* 1. **ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF MARCH 28, 2016**

2. **PRESENTATION - AMERICAN PUBLIC POWER ASSOCIATION (APPA) CERTIFICATE OF EXCELLENCE IN RELIABILITY**

3. **PRESENTATION - VISION 2040 - DOVER/KENT COUNTY MPO METROPOLITAN TRANSPORTATION PLAN 2017-2040 (KATE LAYTON)**

4. **PROCLAMATION - ARBOR DAY**

5. ANNEXATION OF PROPERTY LOCATED AT 1102 SOUTH STATE STREET, OWNED BY CAPITOL CLEANERS AND LAUNDERERS, INC.

A. PUBLIC HEARING - ZONING CLASSIFICATION

PROPERTY LOCATED AT 1102 SOUTH STATE STREET, CONSISTING OF 6,331$^{+/-}$ S.F., OWNED BY CAPITOL CLEANERS AND LAUNDERERS, INC. THIS PROPERTY IS CURRENTLY ZONED BG (GENERAL BUSINESS DISTRICT)(KENT COUNTY ZONING CLASSIFICATION) AND THE PROPOSED ZONING IS C-2A (LIMITED CENTRAL COMMERCIAL)(CITY OF DOVER ZONING CLASSIFICATION)

(TAX PARCEL: ED-00-086.05-01-46.02-000; PLANNING REFERENCE: AX-16-01)

B. ADOPTION OF ANNEXATION RESOLUTION NO. 2016-01

C. FINAL READING/ADOPTION OF REZONING ORDINANCE #2016-08

THE FIRST READING OF THE PROPOSED ORDINANCE WAS ACCOMPLISHED DURING THE COUNCIL MEETING OF FEBRUARY 8, 2016. THE ORDINANCE IS AVAILABLE AT THE ENTRANCE OF THE COUNCIL CHAMBERS AND ON THE CITY'S WEBSITE AT WWW.CITYOFDOVER.COM UNDER "GOVERNMENT."

(1) AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED AT 1102 SOUTH STATE STREET

6. PUBLIC HEARING/FINAL READING OF STAFF SUBSTITUTE (SS#1) FOR PROPOSED ORDINANCE #2016-01 WITH STAFF AMENDMENT #1 (SA#1)

THE FIRST READING OF THE PROPOSED ORDINANCE WAS ACCOMPLISHED DURING THE COUNCIL MEETING OF FEBRUARY 22, 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. STAFF SUBSTITUTE (SS#1) FOR PROPOSED ORDINANCE #2016-01 WITH STAFF AMENDMENT #1 (SA#1) AMENDING APPENDIX B - ZONING, ARTICLE 3 - DISTRICT REGULATIONS, SECTION 1 - ONE-FAMILY RESIDENCE ZONES [(R-20, R-15, R-10, R-8 AND R-7)], SUBSECTION 1.1 - USES PERMITTED, SUBSECTION 1.15 - ACCESSORY USES, LIMITED TO THE FOLLOWING

* **7. COUNCIL COMMITTEE OF THE WHOLE REPORT - MARCH 29, 2016**

A. LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

(1) REVENUE POLICY FOR EXTRA DUTY/VOLUNTARY OVERTIME - ANNUAL REVIEW OF HOURLY RATES

(COMMITTEE RECOMMENDED APPROVAL OF THE PROPOSED EXTRA DUTY RATES)

(2) REVIEW OF HOSPITALITY AND CIVIC FUNCTION POLICY

(COMMITTEE RECOMMENDED THAT THE HOSPITALITY AND CIVIC FUNCTION POLICY BE AMENDED TO STATE THAT IF A MEMBER GOES TO AN EVENT, DEPENDING ON THE SIZE OF THE EVENT, THEY WILL COME BACK AND PROVIDE AN UPDATE TO COUNCIL REGARDING THE BENEFITS RECEIVED FROM THE EVENT; IF A MEMBER GOES TO A NATIONAL LEAGUE OF CITIES (NLC) EVENT, THEY WOULD PROVIDE COUNCIL WITH A MORE EXTENSIVE REPORT OF WHAT THEY LEARNED; AND IF A MEMBER SIGNS UP TO GO TO AN EVENT AND THE CITY PAYS FOR IT BUT THE MEMBER FAILS TO ATTEND, THE MEMBER WILL HAVE TO REIMBURSE THE CITY)

* **7. COUNCIL COMMITTEE OF THE WHOLE REPORT - MARCH 29, 2016 (CONTINUED)**

A. LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE (CONTINUED)

(3) PROPOSED ORDINANCE #2016-10 AMENDING CHAPTER 2 - ADMINISTRATION, ARTICLE IV - OFFICERS AND EMPLOYEES, DIVISION 8 - DEFERRED COMPENSATION PLAN (SPONSORS: COLE AND KOENIG)

(COMMITTEE DEFERRED THIS MATTER FOR FURTHER DISCUSSION)

(4) SOUTH BRADFORD STREET STREETSCAPE ENHANCEMENTS (DIVISION STREET TO LOOCKERMAN STREET) - TRANSPORTATION ENHANCEMENT PROGRAM AGREEMENT

(COMMITTEE RECOMMENDED AUTHORIZATION TO EXECUTE THE AGREEMENT TO INITIATE THE DESIGN FOR THE STREETSCAPE IMPROVEMENT PROJECT)

B. SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

(1) PROPOSED ORDINANCE #2016-09 AMENDING CHAPTER 98 - STREETS, SIDEWALKS, STORM SEWERS AND OTHER PUBLIC PLACES, ARTICLE I. - IN GENERAL, SECTION 98-10 - SPEED REDUCTION DEVICES; APPENDIX A - SUBDIVISIONS, ARTICLE VI - SUBDIVISION - GENERAL REQUIREMENTS AND DESIGN STANDARDS, SECTION A - STREETS, PARAGRAPH 1; AND APPENDIX B - ZONING, ARTICLE 10 - PLANNING COMMISSION, SECTION 2 - SITE DEVELOPMENT PLAN APPROVAL, 2.54 - PROPOSED DEVELOPMENT (SPONSORS: HOSFELT AND COLE) (SEE ITEM #10)

(COMMITTEE RECOMMENDED AMENDING LINE 27 BY STRIKING THE WORDS "FIRE LANE" AND ADOPTION OF THE ORDINANCE, AS AMENDED)

(2) DISCUSSION - ASSIGNMENT OF DEDICATED POLICE ATHLETIC LEAGUE (PAL) OFFICER (COMMITTEE ACTION NOT REQUIRED)

(3) REQUEST FOR LEFT-HAND TURN SIGNALS - QUEEN/WATER STREET AND STATE/WATER STREET INTERSECTIONS

(COMMITTEE RECOMMENDED AUTHORIZING THE CHANGES TO THE TRAFFIC SIGNAL PHASING AND ALLOWING DELDOT TO PROGRAM AND IMPLEMENT THE CHANGES AS SOON AS FUNDING PERMITS)

(4) SAFETY CONCERNS (SUDLER)

(COMMITTEE ACTION NOT REQUIRED ON THE BELOW ITEMS)

(A) THE ELKS LODGE - 217 NORTH KIRKWOOD STREET

(B) HAMLET SHOPPING PLAZA

(5) SHOTSPOTTER GUNSHOT DETECTION AND LOCATION SERVICE (ANDERSON)

(COMMITTEE RECOMMENDED THAT THE MATTER OF THE VIABILITY OF THE SHOTSPOTTER GUNSHOT DETECTION AND LOCATION SERVICE BE REFERRED TO STAFF FOR REVIEW AND THAT IT BE DISCUSSED DURING THE NEXT SAFETY ADVISORY AND TRANSPORTATION COMMITTEE MEETING)

C. UTILITY COMMITTEE

(1) ANNEXATION REQUESTS

(A) 1411 AND 1417 SOUTH GOVERNORS AVENUE, OWNED BY HEARTLAND DELAWARE, INC.

(COMMITTEE RECOMMENDED PROCEEDING WITH ANNEXATION OF THE PROPERTIES)

(B) PROPERTY LOCATED ADJACENT TO STATE ROUTE 1 AND SURROUNDING THE INTERSECTION OF LEIPSIC ROAD AND PERSIMMON TREE LANE INCLUDING THREE (3) UNADDRESSED LOTS OF A SINGLE PARCEL (LOTS 8, 9, AND 10A) AND PROPERTY LOCATED AT 1229 PERSIMMON TREE LANE (LOT 18), OWNED BY DOVER INTERNATIONAL SPEEDWAY, INC.

(COMMITTEE RECOMMENDED PROCEEDING WITH ANNEXATION OF THE PROPERTIES)

* **8. MONTHLY REPORTS - FEBRUARY 2016**

A. CITY ASSESSOR'S REPORT
B. CITY MANAGER'S REPORT
C. CONTROLLER/TREASURER'S BUDGET REPORT
D. ECONOMIC DEVELOPMENT OFFICE REPORT
E. POLICE CHIEF'S REPORT

* **9. APPOINTMENT OF INTERIM FIRE MARSHAL - ANN MARIE TOWNSHEND**

10. FIRST READING - PROPOSED ORDINANCE #2016-09 WITH COUNCIL COMMITTEE OF THE WHOLE/SAFETY ADVISORY AND TRANSPORTATION COMMITTEE AMENDMENT #1 (CCW/SA&T #1)

THE FIRST READING IS OFFERED ON THE PROPOSED ORDINANCE. AMENDMENTS TO APPENDIX B - ZONING REQUIRE A PUBLIC HEARING. IT IS RECOMMENDED FOR REFERRAL TO THE PLANNING COMMISSION ON MAY 16, 2016, AND THAT A PUBLIC HEARING BE SET FOR JUNE 13, 2016 AT 7:30 P.M., AT WHICH TIME THE FINAL READING AND COUNCIL ACTION WILL TAKE PLACE. THE ORDINANCE IS AVAILABLE AT THE ENTRANCE OF THE COUNCIL CHAMBERS, ON THE CITY'S WEBSITE AT WWW.CITYOFDOVER.COM UNDER "GOVERNMENT," OR BY CONTACTING THE CITY CLERK'S OFFICE AT 736-7008 OR CITYCLERK@DOVER.DE.US.

A. PROPOSED ORDINANCE #2016-09 WITH CCW/SA&T #1 AMENDING CHAPTER 98 - STREETS, SIDEWALKS, STORM SEWERS AND OTHER PUBLIC PLACES, ARTICLE I. - IN GENERAL, SECTION 98-10 - SPEED REDUCTION DEVICES; APPENDIX A - SUBDIVISIONS, ARTICLE VI - SUBDIVISION - GENERAL REQUIREMENTS AND DESIGN STANDARDS, SECTION A - STREETS, PARAGRAPH 1; AND APPENDIX B - ZONING, ARTICLE 10 - PLANNING COMMISSION, SECTION 2 - SITE DEVELOPMENT PLAN APPROVAL, 2.54 - PROPOSED DEVELOPMENT (SAFETY ADVISORY AND TRANSPORTATION COMMITTEE)

11. CITY MANAGER'S ANNOUNCEMENTS

12. COUNCIL MEMBERS' ANNOUNCEMENTS

13. ADJOURNMENT

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

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THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. PURSUANT TO 29 DEL. C. §10004(E)(2), THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS, WHICH ARISE AT THE TIME OF THE MEETING.

REGULAR COUNCIL MEETING

The Regular Council Meeting was held on March 28, 2016 at 7:30 p.m. with Council President Slavin presiding. Council members present were Mr. Anderson, Mr. Sudler, Mr. Neil, Mr. Lewis, Mr. Hosfelt, Mr. Hare, and Mr. Hutchison. Mr. Cole was absent.

Council staff members present were Police Chief Bernat, Mrs. Mitchell, Mr. Koenig, Mrs. Townshend, Fire Chief Carey, Deputy City Solicitor Pepper, and Mrs. McDowell. Mayor Christiansen was absent.

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.

Mr. Brad Schmidt, 375 Alder Road, stated that he and his wife were there to discuss issues they were having with the basketball court in Mayfair Park. He advised that they have lived on Alder Road for the last thirteen years and have had to endure a lack of policing and safety concerns with the park every day, 365 days a year, 24 hours a day. Mr. Schmidt stated that they have first-hand knowledge of incidents occurring in the park and at the basketball court. They have seen drug deals and individuals driving their cars through the neighborhood in a very reckless manner. Mr. Schmidt stated that the people utilizing the park and the basketball court are not from the neighborhood and noted that they may be from the surrounding apartments on Webbs Lane and New Burton Road. He advised that the park users have no regard for the residents of the neighborhood. Mr. Schmidt stated that they have had fireworks going off in the park and falling into their yard, over their privacy fence.

Mr. Schmidt advised that they are concerned for their family's safety, their property, and the safety of the elderly residents who live in the neighborhood. He requested City Council members to consider removing the basketball court, and even consider removing the park because it serves no purpose to the residents of the neighborhood.

Responding to Mr. Hare, Mr. Schmidt stated that there is a small brown sign at the park that says the hours are dawn to dusk; however, there are people in the park at 2:00 or 3:00 a.m.

Mr. Patrick McPhail, 214 Grinding Wheel Drive, advised that he is a board member of Dover Little League and he wanted to thank the City of Dover, including the Fire and Police Departments, for everything it does for Dover Little League. He also advised that opening day is April 23, 2016 and invited the Mayor and members of City Council to attend the ceremony.

The invocation was given by Chaplain Wallace Dixon, followed by the Pledge of Allegiance.

AGENDA ADDITIONS/DELETIONS

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

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

ADOPTION OF MINUTES - SPECIAL COUNCIL MEETING OF MARCH 14, 2016

The Minutes of the Special Council Meeting of March 14, 2016 were unanimously approved by motion of Mr. Sudler, seconded by Mr. Neil and bore the written approval of Mayor Christiansen.

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF MARCH 14, 2016

The Minutes of the Regular Council Meeting of March 14, 2016 were unanimously approved by motion of Mr. Sudler, seconded by Mr. Neil and bore the written approval of Mayor Christiansen.

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

Mr. Bill Neaton, Economic Development Director, along with Council President Slavin, presented awards for the 21st Annual St. Patrick's Day Parade, as follows:

Category and Recipient

Pot O' Gold Award - Anything with Wheels (except car clubs) - Nur Shriners
Rainbow Award - Car Clubs Only - Southern Delaware Jeep Club
Blarney Award - Best Mascot - Wally the Work Zone Warrior (DelDOT)
The Green Machine Award - Best Float - Irish Society of Delmarva
Aran Award - Best Animal (Large) - Delmarva Chapter American Mustang & Burro Association
Aran Award - Best Animal (Small) - Greyhounds in Green
Harp Award - Best Musical Group (not a band) - Irish Dancers
Emerald Isle Award - Most Authentic Irish Theme - Irish Mike's
Leprechaun Award - Best Brigade/Marching Unit (not a band) - Dover Fire & Police Pipe Band
McNamara Award - Best High School Marching Band - Dover High School Senators Band
Shamrock Award - Best Adult Band - Delaware Tech Drumline
Mary Fitzpatrick Award - Best Overall - Dover High School Senators Band
Judge's Favorite - Citizens Hose Company

Mr. Neaton noted that there were approximately 60 participants in the parade and thousands of people downtown to watch the parade.

PRESENTATION - 2015 ANNUAL REPORT - DOVER POLICE DEPARTMENT

Police Chief Paul Bernat reviewed a Power Point presentation (***Exhibit #1***) depicting highlights of the 2015 Annual Report for the Dover Police Department.

Mr. Hosfelt moved to accept the report, seconded by Mr. Anderson and unanimously carried.

PRESENTATION - 2015 ANNUAL REPORT - PLANNING, INSPECTIONS, AND RECREATION

Mrs. Ann Marie Townshend, Director of Planning, Inspections, and Community Development, reviewed a Power Point presentation (***Exhibit #2***) depicting highlights of the 2015 Annual Report for Planning, Inspections, and Recreation.

Responding to Mr. Sudler, Mrs. Townshend stated that one of the trends that they have seen in recent years is that houses that were previously owner-occupied, single-family units have become rentals, stating the desire to keep a balance of rental and ownership. An increase in rental permits without new apartment construction causes concern with losing that balance.

Responding to Mr. Hosfelt, Mrs. Townshend stated that if the City has cut grass on a property in response to a violation within the last 18 months and another violation occurs, they do not go through the notification process again before cutting the grass.

Responding to Mr. Sudler, Mrs. Townshend advised that there were a total of five (5) Code Enforcement Officers with one (1) supervisor, one (1) assigned to vacant buildings, and three (3) that are assigned to a geographic area of the City. She stated that the inspectors can be stretched thin but are able to manage the workload, although not as quickly as if there were more inspectors. Mrs. Townshend stated that a pool of prospective Code Enforcement Officers was interviewed approximately one (1) month ago to fill a vacancy.

Mr. Neil moved to accept the report, seconded by Mr. Hosfelt and unanimously carried.

COUNCIL COMMITTEE OF THE WHOLE REPORT - MARCH 15, 2016

The Council Committee of the Whole Meeting was held on March 15, 2016, at 6:00 p.m., with Council President Slavin presiding (departed at 7:07 p.m.). Members of Council present were Mr. Anderson, Mr. Sudler, Mr. Neil, Mr. Cole, Mr. Hosfelt, Mr. Hare, and Mr. Hutchison. Mr. Lewis was absent. Mayor Christiansen was present. Civilian members present for their Committee meetings were Mr. Caldwell and Mrs. Horsey (*Parks, Recreation, and Community Enhancement*), and Mr. Shevock and Ms. Maucher (*Legislative, Finance, and Administration*).

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE

The Parks, Recreation, and Community Enhancement Committee met with Councilman Anderson presiding.

Community Development Block Grant (CDBG) Application Review

Mrs. Tracey Harvey, Planner I, advised members that the Planning Staff had provided the proposed Community Development Block Grant (CDBG) allocation recommendations for the FY16 CDBG grant renewal and that proposed grant funding recommendations would be allocated to the sub-grantees that were awarded multi-year grants from the approved 2015-2019 Consolidated Plan. She stated that $236,509 in funding was available for FY16 based on the grant allocation of $227,955 and anticipated program income of $8,554. Mrs. Harvey explained that 20% of the grant would be used for program administration to manage the CDBG program and up to 15%, with a maximum of $35,476, would be applied to public service activities.

Mrs. Harvey reviewed a brief description of the programs proposed by the City's Community Development Office for funding, stating that allocations were recommended by Staff as follows:

2016 Grant Projects	Grant Request	Current Amount	Recommended Amount
Homeownership Assistance Program	$60,000	$60,000	**$50,000**
Program Administration	$47,342	$47,005	**$47,301**
Dover Interfaith Mission for Housing	$27,000	$27,000	**$22,000**
Connections Community Support Program	$15,000	$7,391	**$7,208**
Milford Housing Development Corporation (Emergency Home Repairs)	$40,000	$35,262	**$25,000**
Milford Housing Development Corporation (Homeowner Rehabilitation)	$60,000	$52,892	**$55,000**
Central Delaware Habitat for Humanity	$40,000	$40,000	**$30,000**
Total	$289,342	$269,550	**$236,509**

Responding to Mr. Hosfelt, Mrs. Harvey confirmed that 20% of the grant would be used for program administration and would cover the salaries of those managing the grant, including her own.

Mr. Hosfelt questioned what public service activities 15% of the grant would be applied to. Responding, Mrs. Harvey explained that the Dover Interfaith Mission for Housing and Connections Community Support programs provide public service activities and would comprise up to 15% of the grant.

Mr. Neil asked if the City's Homeownership Assistance Program involved people who are cleared by the National Council on Agricultural Life and Labor Research (NCALL) to purchase their homes through Habitat for Humanity. In response, Mrs. Harvey explained that the Homeownership Assistance Program is separate from Habitat for Humanity, which does their own financing and holds mortgages.

In response to Mr. Anderson's request for further information on the Homeownership Assistance Program, Mrs. Harvey explained that this program provides up to $20,000 in settlement assistance for first-time homebuyers to purchase affordable housing within the City of Dover.

Mr. Neil questioned how applicants for the Homeownership Assistance Program are cleared, how they go about reaching out for funds, and how they know that funds are available to them.

Mrs. Harvey stated that a Request for Proposals (RFP) is issued every five (5) years for different organizations to apply for the CDBG program. Information is emailed, advertised, distributed by press releases, and posted on the City's website.

Mr. Anderson asked if applicants for the City's homeownership program are qualified through NCALL. Responding, Mrs. Harvey informed members that NCALL provides housing counseling but does not provide grants for affordable housing. She explained that the normal process is for an applicant to first go through NCALL to see if they are eligible and to ensure that they have a credit score of at least 620, are a first time homebuyer, and meet other program guidelines. Applicants are then referred to the City of Dover.

In response to Mr. Sudler, Mrs. Harvey confirmed that there is a partnership between the City and NCALL.

Mrs. Horsey noted that in the past members had heard presentations from all of the CDBG sub-grantees regarding their programs. She questioned the reason for the decrease in the overall amount of money budgeted for these programs. Responding, Mrs. Harvey stated that more funding was available for projects in FY 15 because there was no need to fund program administration due to a rollover of funds from FY 14.

Mr. Sudler questioned the reason for the difference between the $27,000 requested and the $22,000 proposed for the Dover Interfaith Mission for Housing. Responding, Mrs. Harvey stated that applicants can request any amount; however, the amount of grant funds awarded is limited to what is allocated in the budget. She explained that cuts in funding were proposed for all of the projects due to decreased funding available this year.

Responding to Mr. Anderson regarding the CDBG cycle, Mrs. Harvey explained that projects were in the second year of a five (5) year cycle.

The Committee recommended acceptance of the proposed Community Development Block Grant (CDBG) allocations for FY16, as recommended by staff.

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

Review of Active Recreation Area Plan - The Arbors Senior Garden Apartments - 1051 College Road (Planning Reference S-16-07)

Mrs. Dawn Melson-Williams, Principal Planner, advised members that The Arbors Senior Garden Apartments Active Recreation Plan was being reviewed as part of the site plan review process. The proposed residential development consisted of a garden apartment building with a total of 48 dwelling units. She indicated that the property was located on the north side of College Road just northwest of the intersection with McKee Road. This property had been through the review process multiple times

since 2005; however, in each instance the plan had expired before the project commenced. Mrs. Melson-Williams noted that there had been changes in the property's ownership over the years.

Mrs. Melson-Williams explained that there is a requirement for residential developments to provide recreational amenities to residents, stating that the Code sets forth the rate at which an active recreation area must be provided. In this case, 150 sq. ft. of active recreation area must be provided per dwelling unit. With 48 dwelling units proposed, a minimum of 10,000 sq. ft. of active recreation area must be provided.

Mrs. Melson-Williams stated that the proposed project would provide the required amount of recreation, which would be established in two (2) distinct areas, one (1) located close to the building and the other located on the west side of the property, across what would be a City street known as Senior Way. There would be a walking path with a series of benches and pathway lighting, and a gazebo was also proposed. Mrs. Melson-Williams advised members that the applicant had provided a revised Active Recreation Area Plan that tweaked some of the elements of the project on March 14, 2016. She stated that the chipped stone walking path had been changed to a concrete surface, following staff's recommendation, and minor changes related to parking issues had been made to the plan. Mrs. Melson-Williams indicated that the applicant had looked at providing a safer crossing at the Senior Way entrance area and was proposing a mid-block crosswalk system that would be further reviewed by the City's Public Works Department as to appropriate traffic control. She noted that the applicant had also updated their plan utilizing an active recreation area calculation rate of 150 sq. ft. per dwelling unit, as required for this type of project, rather than the typical 275 sq. ft. per dwelling unit that was included in their original proposal.

Mrs. Melson-Williams advised members that Planning Department staff had put forth a number of recommendations regarding the project. She stated that the project meets the area requirements and staff felt the proposed amenities were appropriate for this type of residential development. She advised members that their task was to make recommendations in regard to the proposed active recreation area plan to be provided to the Planning Commission for consideration as the project site plan is reviewed.

Responding to Mr. Hosfelt, Mrs. Melson-Williams stated that the proposal was for one (1), three (3) story, U-shaped building with 48 units.

In response to Mr. Hosfelt regarding how the required square footage was determined, Mrs. Melson-Williams explained that the requirement was based on dwelling units and the applicant was required to provide 150 sq. ft. of active recreation area per dwelling unit.

Mr. Hosfelt asked if the neighboring areas, such as Hidden Oaks, were notified of the project. Responding, Mrs. Melson-Williams explained that neighboring areas are notified of the filing of the site plan application and will have an opportunity to participate in the public hearing that will be conducted during the Planning Commission meeting scheduled for later in the month.

Responding to Mr. Sudler, Mrs. Melson-Williams stated that there would not be fencing around the recreational area. She explained that the proposal includes a walking path that meanders through an open area and there are a number of landscape plantings in the form of trees that would provide a buffer area. She noted that this property is adjacent to other residential uses.

Mrs. Horsey stated her assumption that Senior Way would become a way in and out for other housing developments. She asked if the northern part of the walking path would have a marked crosswalk. Responding, Mrs. Melson-Williams indicated that the revised plan for the project showed the inclusion of a marked crosswalk. She explained that, since Senior Way was proposed as a City street, the Planning Department would be working with the Public Works Department to provide appropriate traffic control measures for a mid-block crossing. She anticipated that there would be a pedestrian crossing sign but did not believe a full stop condition would be implemented at the location.

Mr. Neil asked who would maintain the area across the street from the apartments and if this would be the responsibility of the apartment owner. Responding, Mrs. Melson-Williams informed members that this was considered one (1) tract of land that was divided by the right-of-way for the road, so the management of the apartment complex would be responsible for maintaining the landscaping, walking path, and grass.

Responding to Mr. Hosfelt, Mrs. Melson-Williams confirmed that the proposed street would connect to the Emerald Pointe subdivision. She explained that when Emerald Pointe was laid out, the developer was required to provide stub roads to all vacant adjacent properties. This project would pick up the stub road from Emerald Pointe and extend it to College Road.

Mr. Anderson asked if the City would be responsible for providing pedestrian signs for the crosswalk. In response, Mrs. Melson-Williams indicated that the developer typically incurs the cost of constructing the road to City street standards. She felt that sidewalk traffic control measures, such as stop signs and street name blades, would be provided by the developer to the City's standards before the City would take ownership of the road.

The Committee recommended approval of the Active Recreation Area Plan for The Arbors Senior Garden Apartments with the comments and conditions provided by Staff.

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

Update - Residential Appeal Process and Non-Compliant Non-Conforming Uses

During their meeting of January 11, 2016, Council approved the Committee's recommendation that Staff be requested to prepare a residential appeal process and to also look at those properties within City limits that are clearly non-compliant with the uses to be reviewed by the Committee during their March meeting.

During the Council Committee of the Whole/Parks, Recreation, and Community Enhancement Committee meeting of March 14, 2016, Mrs. Ann Marie Townshend, Director of Planning and Community Development, reminded members that the first step in this process would be to determine the degree of the problem with non-conforming uses by finding out how many such uses exist. She advised that her staff had been working with the Geographic Information Systems (GIS) staff in the Public Works Department, and they are in the process of developing an application that would allow the City's planners to go into the field and document non-conforming uses. Mrs. Townshend stated that staff could then determine which of the non-conforming uses would be permitted as a conditional use, noting that multi-family residential uses would not be permitted any longer in certain residential zones. From that point, a strategy could be developed on how to attrition non-conforming uses.

In response to Mr. Sudler regarding how long this process would take, Mrs. Townshend stated that it would probably be another couple of weeks before GIS staff could have the application ready for field use, and there would be a few weeks of field work. She anticipated the process would take approximately two (2) to three (3) months.

Mayor Christiansen asked if there was a paper trail for these non-conforming properties or if it had been assumed by the Planning Department and Mayor and Council that exceptions to the rules in place were granted for these properties. Responding, Mrs. Townshend stated her belief that there was very little in the way of a paper trail on most properties. She stated that some non-conforming uses had existed in the 1960s prior to the implementation of the City's zoning ordinance. In other cases, uses such as conversion of single-family homes to apartments had happened in the 1990s and earlier, and Mrs. Townshend advised members that the City's documentation from those days was not as strong as it is today.

Mayor Christiansen asked if the City Solicitor had been consulted and apprised of the lack of documentation for these properties, noting that litigation could be involved. He suggested that the Solicitor provide an opinion regarding the City's legal stance on conditional use without documentation.

Mrs. Townshend clarified that these were non-conforming uses rather than conditional uses and had existed prior to the current standard. She advised members that she had a number of discussions with Mr. Nicholas Rodriguez, City Solicitor,

and Mr. William Pepper, Deputy City Solicitor, and they all agreed that before a strategy could be determined on how to phase out or address non-conforming uses, there was a need to know how many there are and the nature of the various uses.

Mayor Christiansen felt that there may be a maintenance of standards issue and that questions might arise if a non-conforming use had persisted for an extended time and the City suddenly changed its approach. He questioned if there would be a grandfathering provision.

Mrs. Townshend informed members that an existing section in the Code addresses non-conforming uses and sets up grandfathering. These Code provisions state that a non-conforming use can continue to exist in perpetuity; however, it cannot be expanded and if it has ceased for a period of one (1) year, it cannot be re-established. Mrs. Townshend indicated that there is language in the Code that sunsets non-conforming uses in residential zones 20 years after adoption of the ordinance or 40 years after the commencement of the use. She stated that Mrs. Traci McDowell, City Clerk, had looked into the history of the ordinance, and it was difficult to determine the onset of the 20- and 40-year periods. Mrs. Townshend indicated that staff would first identify where non-conforming uses are and then look at existing Code to determine if there is enough language to address them. If there is not enough language to address them, staff would determine if there is a need to modify the Code and then develop a method of better documenting or registering non-conforming uses so they can be better tracked in the future. Mrs. Townshend noted that a series of actions was needed and the first step would be to figure out how big the problem is. She stated the need to be consistent and legally defensible and not to phase out some uses without looking at the whole picture.

In response to Mr. Slavin, Mrs. Townshend stated that non-conforming uses were addressed in Appendix B, Article 7 of the Dover Code. She confirmed that the Code was created by City Council and there was nothing in it that was immutable and would take away Council's right to amend, correct, or alter that section of the Code. Mrs. Townshend stated her expectation that staff would be looking at Code changes that would give better control with regard to non-conforming uses as a result of considering this issue.

Mr. Slavin stated his belief that a provision would probably be suggested that would sunset all non-conforming uses at the same time, and asked if property owners with a non-conforming use would be given the opportunity to pursue a conditional use at that time. In response, Mrs. Townshend explained that if the specific type of use was stated as a conditional use in the zoning ordinance, this could be done. She stated that another alternative would be to sunset non-conforming uses after one (1) or two (2) years unless the Board of Adjustment grants otherwise; however, it could create an influx of applications to the Board of Adjustment. Mrs. Townshend advised that this alternative would provide documentation of every non-conforming use that is allowed to stay, the reason why, and a public process.

Mr. Slavin stated his belief that the root cause that the City was trying to get to was non-conforming use, not the creation of paperwork to allow non-conforming use. Responding, Mrs. Townshend stated that some of the non-conforming uses included churches, schools, and other types of facilities.

Mr. Slavin stated that if there were an influx of conditional use applications, there might be a desire to consider changes to existing Code regarding conditional uses.

Responding to Mr. Slavin, Mrs. Townshend explained that there is not a sunset period for conditional use, unless the use stops or there is a failure to abide by the conditions, in which case the matter would go back to the Planning Commission.

Mr. Slavin stated that it would not be desired to move the problem from non-conforming use to conditional use. He encouraged staff to think about changes to the ordinance regarding conditional use that would set up a new conditional use from a set point forward with an automatic sunset. If people want to continue that conditional use, they would have to prove this need again, without the process being too burdensome. Responding, Mrs. Townshend stated her belief that this could be done.

Mr. Hare expressed his understanding that a non-conforming use that had been in effect for 15 years could be continued; however, if the property was sold or disposed of, it could no longer be non-conforming. Responding, Mrs. Townshend stated that use was not tied to ownership. She explained, for example, that if a property was sold to another party, as long as they continued in operation the use could continue. If the original property owner ceased operation and then sold the property, the new owner could not reestablish the non-conforming use.

Mr. Sudler questioned how staff would handle a situation where neither the City nor the property owner could produce documentation regarding a non-conforming use. Responding, Mrs. Townshend explained that the City never grants property a status as a non-conforming use. She stated, for example, that a property might have been zoned commercial; however, at some point the City determined, usually through the comprehensive plan process, that the property should not be commercial but residential and rezoned the property, which resulted in the creation of a non-conforming use. Mrs. Townshend advised members that in the 1960s there was not clear documentation of when these changes happened, and zoning maps and zoning text must be researched. Alternatively, she stated that in 1990 it was legal to divide a home into two (2) or three (3) apartments in the General Residence Zone (RG-1); however, in 2003, the Code was changed and this was no longer allowed. A property may have continued to be zoned RG-1, but the City had changed the uses allowed there.

Mr. Sudler asked if the City puts a condition on how long the use will remain when it creates such non-conforming uses. Responding, Mrs. Townshend stated that Article 7 of the zoning ordinance states that non-conforming uses can remain; however, certain uses in the residential zone have a specific sunset.

Responding to Mr. Sudler as to whether there was anything in the ordinance language that refers to the number of complaints received about a non-conforming use, Mrs. Townshend stated that there was not. Mr. Sudler felt that this should be considered, stating that the number of complaints generated from the neighborhood or residential area would give the City more leeway to address non-conforming uses.

Mrs. Townshend stated that it would be within Council's purview to make such an amendment to the Code.

Mr. Neil asked if staff runs into problems with Americans with Disabilities Act (ADA) compliance when checking non-conforming uses. Mrs. Townshend stated that this would probably not be an issue since ADA compliance only comes into play with regard to the City as it relates to building code and if modifications are being made to properties.

Mr. Anderson noted that there were properties that were approaching or past the 40-year sunset, stating that this would be the answer to those who questioned why the use would be enforced at this time. He advised members that, in some cases, properties were 45 or 50 years past the implementation of the ordinance. Mr. Anderson questioned if staff planned to start with properties that were most likely not in compliance, such those from the 1960s and 1970s, and then move forward.

Responding to Mr. Anderson, Mrs. Townshend reiterated that the first step would be to document uses which staff knows to be non-conforming, estimating that this would involve a few hundred properties. After developing a list, staff could look at the zoning, permitting, and utility histories to get a picture of how property had been used. Mrs. Townshend explained that a property may have been operating since 1974 but may not have been rezoned until 1996. She stated that staff would have to review those properties that look as though they should have been sunsetted and verify that there had not been an action that legitimized the use. Mrs. Townshend advised members that staff's focus at this point was on residential zones since these zones were a higher priority and have the most significant impact on a community if they are not compatible with the character of the zone.

Mr. Anderson stated that he would like to see a public safety component in the Code amendments. He felt that there should be a venue for residents to appeal when their safety is at risk because of a non-conforming use, such as excessive traffic, crime, or another public safety issue.

Mr. Sudler stated that this issue had been discussed by the Safety Advisory and Transportation Committee, noting that at least one (1) non-conforming property had generated some complaints.

Mr. Hosfelt, Chair of the Safety Advisory and Transportation Committee, indicated that this particular matter could be discussed during a Safety Advisory and

Transportation Committee meeting if Mr. Anderson desired; however, he agreed with Mr. Anderson's thoughts on including a public safety component in the amendments.

Citizen Suggestions
There were no citizens present wishing to speak.

LEGISLATIVE, FINANCE AND ADMINISTRATION COMMITTEE

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

Acknowledgment of Benefit Change for Non-Bargaining Employees - Article XVII Employee Benefits, Section 3 - Deferred Income (City of Dover Personnel Policy)
Mr. Scott Koenig, City Manager, advised members that with Council's recent approval of the Dover Organization of Employees (DOE) labor agreement for July 1, 2015 through June 30, 2018, changes were made to the Deferred Compensation Pension Plan/401A Money Purchase Plan retirement benefit. He explained that language in the City of Dover Personnel Policy (Employee Handbook) indicated that changes to this benefit would affect non-bargaining employees. Mr. Koenig indicated that, by a strict reading of the Handbook, this benefit had been extended to the non-bargaining group; however, during DOE contract discussions he had committed to bring this matter before Council because of the need to make amendments to the language going forward.

Mr. Koenig reviewed proposed amendments to Article XVII Employee Benefits, Section 3 - Deferred Income of the City of Dover Personnel Policy (Employee Handbook).

Mr. Koenig reviewed the current mandatory contribution and maximum matching City contribution percentages, along with the negotiated and approved increases for DOE employees as follows:

	Current Employee Mandatory Contribution	Negotiated Employee Mandatory Contribution	Current City Matching Contribution (Up to)	Negotiated City Matching Contribution (Up to)
2016, Upon approval	3%	4%	6%	7%
July 1, 2016	3%	5%	6%	8%
July 1, 2017	3%	6%	6%	9%

Mr. Koenig explained that the proposal for non-bargaining employees would be to increase the mandatory employee and City contributions to the same levels as those for DOE employees.

Mr. Koenig stated that, based on a legal opinion obtained from Mr. William Pepper, Deputy City Solicitor, DOE employee contributions could be made immediately since the City has a legal contract with DOE to fall back on. Mr. Pepper had indicated that if Council accepts the recommended change to the Personnel Policy (Employee Handbook), a Code amendment will need to be adopted to memorialize the change for non-bargaining contributions. Mr. Koenig advised members that Staff was working on this Code amendment.

Mr. Koenig reviewed the costs associated with extending this benefit to non-bargaining employees as follows:

Non-Bargaining					
		Must	**Potential**	**Over 9%**	**Total**
2016, Upon approval	Additional 1%	$974	$3,968	$1,608	$6,550
July 1, 2016	Additional 2% (1+1)	$5,629	$22,924	$9,290	$37,843
July 1, 2017	Additional 3% (1+1+1)	$8,443	$34,386	$13,935	$56,764
Total		**$15,046**	**$61,278**	**$24,833**	**$101,157**

Mr. Koenig advised members that when this table was originally developed, there were 45 non-bargaining employees, two (2) in the Police Pension Plan, 14 in the Defined Benefit Plan, and 29 in the Deferred Compensation Pension Plan/401A Money Purchase Plan. The table was based on cost estimates for 29 employees from the end of February 2016 through the current budget year. Mr. Koenig explained that the costs of $974 and $1,608 were known costs. He stated that the estimated total cost of this benefit for FY 16 would be less than the $6,550 total reflected since some employees had left the organization and since it was now past the end of February 2016 and the proposed changes would not be backdated. Mr. Koenig stated that the maximum cost was estimated at $16,000 to $37,000 for FY 17 and approximately $56,764 for FY 18. He advised members that estimates were developed using the current employees in the plan and projecting expenses. Mr. Koenig indicated that estimates were not exact since non-bargaining positions that were currently vacant were not included in the calculation and some employees would likely leave, resulting in salaries being reset.

Staff recommended adopting the revised matching contributions for non-bargaining employees and approving the following changes to the City of Dover Personnel Policy (Employee Handbook):

1) Change the reference of Public Employees Benefit Services Corporation (PEBSCO) to Nationwide Retirement Solutions.

2) Insert the following language: "Employees enrolled in the Deferred Compensation Pension Plan/401A Money Purchase Plan shall make contributions in accordance with the Plan Document for each individual group of employees."

3) Change the reference of "Employee Labor Agreements when applicable" to "the Plan Document for each individual group of employees."

4) Insert "full-time" to correspond to Chapter 2 - Administration, Article IV - Officers and Employees, Division 8 - Deferred Compensation Plan, Section 2-391 - Definitions of the Dover Code.

Mr. Koenig advised members that staff had found that cleaning up the ordinances became very complicated very quickly and the proposed ordinance change would be much more comprehensive than initially anticipated; however, he indicated that the amendments would be presented at the next Council Committee of the Whole meeting.

Mr. Sudler questioned what prompted the initiative to extend the provisions to non-bargaining employees. Responding, Mr. Koenig stated that the discussion in the DOE labor negotiations prompted a change to the retirement benefit for DOE employees and the existing language in the Personnel Policy required further discussion for non-bargaining employees from an ethical standpoint.

Mr. Koenig stated that there had always been a question as to whether the City Manager or anyone else on the labor contract negotiating team is negotiating for themselves if a benefit is extended to non-bargaining employees. He explained that the Defined Benefit Pension Plan was closed in 2009; therefore, every new City employee hired in general government, other than new police officers, is in the Deferred Compensation Pension Plan/401A Money Purchase Plan. Mr. Koenig stated that new police officers are part of the State municipal police plan; therefore they continue to participate in a defined benefit plan and the City pays a percentage of payroll to the State for this. He indicated that the Deferred Compensation Pension Plan/401A Money Purchase Plan is the retirement vehicle for City employees moving into the future. Recent discussions had been held about employees who are putting in the minimum contribution of 3%, which the City matches, but this does not provide the amount of contributions that would be required for employees to retire from service. He expressed concern that City employees could work for 25 or 30 years and not have the financial ability to retire. Mr. Koenig noted that this benefit was also important from an employee retention standpoint.

Mr. Koenig explained that the contributions for the State municipal police pension fund are approximately 15% of payroll. Contributions for the General Employee Pension Fund (Defined Benefit Pension Plan) are approximately 40% of payroll; therefore, the City contributes 40% in addition to an employee's salary to fund that plan, part of which is the normalized cost and part is catch-up related to market performance. Mr. Koenig advised members that the proposed change to the Deferred

Compensation Pension Plan/401A Money Purchase Plan would slowly push the employee minimum contribution to 6% and increase the maximum City match from 6% to 9%. Under any circumstances, the maximum that the City would contribute to an employee's retirement would be 9%, which would be significantly less than the 15% or the 40% plus match contributed for employees in other plans.

Responding to Mr. Neil, Mr. Koenig confirmed that a two (2) step process was proposed; first, the Personnel Policy (Employee Handbook) language must be changed and then ordinance changes related to the amendments that were proposed for DOE and related to non-bargaining employees must also be made. He indicated that if this proposal did not go forward, the City still had the legal means and requirement to enact the DOE contribution changes due to the City's contract with DOE. Mr. Koenig explained that, in the interest of full disclosure, Staff was trying to get everyone on the same page regarding the potential benefit change and ordinances would be brought forward for consideration at the next Committee meeting to support these proposals.

In response to Mr. Anderson, Mr. Koenig confirmed that there would be changes to the Dover Code but not Charter changes, so no State authorization would be needed.

Mr. Hare questioned how many of the 29 employees in the 401A plan were at the maximum contribution level. Responding, Mr. Koenig stated that there were at least six (6) employees who were at the minimum contribution level, four (4) who were over 9%, and a group of people in the middle. He confirmed that those employees who were over 9% were currently being matched at the 6% level.

Mr. Hare stated his understanding that the negotiation with DOE was to help lower-income people save more money toward their pension. Responding, Mr. Koenig indicated that there was a very large concern that a number of the participants in DOE, not only those with lower incomes, would not be in a position to retire after working in their careers with the City.

In response to Mr. Hare, Mr. Koenig explained that DOE employees' minimum contributions would increase from 3% to 4%, and subsequently to 5% and then 6%. The maximum 7% City contribution would become effective almost immediately for DOE employees but would not be effective for non-bargaining employees until the ordinances are finalized. It would take two (2) years to attain the 9% maximum City contribution.

Mr. Hare suggested that if the City was negotiating with DOE for this benefit or on other matters, perhaps Mr. Koenig should not be doing the negotiating since this would benefit him in the long run. Responding, Mr. Koenig indicated that this was a decision that Council could make. He explained that under normal circumstances, the City Manager is typically not considered a regular employee; however, in this case because he came up through the organization, he had always been an employee.

Mr. Anderson moved to recommend approval of the proposed amendments to Article XVII Employee Benefits, Section 3 - Deferred Income of the City of Dover Personnel Policy (Employee Handbook), as recommended by staff. The motion was seconded by Mr. Cole.

Mr. Slavin expressed concern that changing the Employee Handbook language would lock Council in on ordinance language, which may create a conflict if the ordinance is not adopted. Responding, Mr. Koenig stated that this could be remedied by saying that the Handbook changes would not become effective until the related ordinances are adopted.

Mr. Anderson agreed to amend the motion to indicate that the Handbook changes would not become effective until the ordinances are adopted, and Mr. Cole concurred.

Mr. Anderson stated that he would like to consider setting a maximum cap for the City's contribution, perhaps $8,000 or $9,000 in a given year.

Mr. Hare stated his belief that other cities in the State do not contribute 9%. He noted that employees did have the option to stay in the Defined Benefit Pension Plan.

Responding to Mr. Hare, Mr. Koenig stated that some employees had the option to stay in the Defined Benefit Pension Plan; however, employees that had been hired since 2009 did not have an option.

Mr. Hare stated that prior to 2009 all employees had the option to stay in the Defined Benefit Pension Plan or participate in the Deferred Compensation Pension Plan/401A Money Purchase Plan, and concurred with Mr. Anderson's suggestion to consider setting a maximum cap for the City's contribution.

The Committee recommended approval of the proposed amendments to Article XVII Employee Benefits, Section 3 - Deferred Income of the City of Dover Personnel Policy (Employee Handbook), as recommended by staff, and that the changes to the Handbook not become effective until the ordinance amendments are adopted.

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

Proposed Ordinance #2016-14 Amending Appendix B - Zoning, Article 6 - Off-Street Parking, Driveways and Loading Facilities, Section 5 - Supplementary Regulations for Parking and Loading Facilities, Subsection 5.3 - Supplementary Parking Regulations for Multiple Dwellings, Including Duplexes, Multiplexes, and Apartments

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reviewed Proposed Ordinance #2016-14, stating that it would clean up a section in the parking requirements where the language references "Supplementary parking

regulations for multiple dwellings including duplexes, multiplexes, and apartments." Staff had determined that specifying housing types was probably not consistent with practice, noting that this section of Code mentioned duplexes and went on to say that "No parking shall be located in any front yard or within three (3) feet of any property line or any lot line in side or rear yards." Mrs. Townshend explained that in neighborhoods with duplexes there are many cases where there are driveways in the front as well as side-by-side driveways to implement fewer curb cuts. She advised members that it had been identified that: 1) including duplexes in this provision did not make practical sense and was contrary to the way that duplex lots would normally be laid out, and 2) the language, "including duplexes, multiplexes, and apartments" creates possible challenges and inconsistencies throughout the Code. Mrs. Townshend stated that the proposed text amendment would end the introduction of Subsection 5.3 after "multiple dwellings", which is defined in the zoning ordinance. In this way, multiple dwellings would not be treated inconsistently throughout the zoning ordinance.

Responding to Mr. Hare, Mrs. Townshend stated that there was not a reference in the Code regarding how many vehicles could park at a single-family house. Mr. Hare indicated that he would like to see this addressed, noting that some single-family dwellings have up to nine (9) cars parked both in the driveway and on the street. Mrs. Townshend explained that language would have to be developed as a separate amendment for Chapter 106, since it relates to parking on public streets. She stated that there could be a provision to limit the number of vehicles that could be parked on the street and registered to an address.

Noting that this may not apply to the current ordinance, Mr. Hare requested that Mrs. Townshend bring such an ordinance forward.

The Committee recommended adoption of Ordinance #2016-14, as recommended by staff.

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

By consent agenda, Mr. Sudler moved for acceptance of the Council Committee of the Whole Report, seconded by Mr. Neil and carried by a unanimous roll call vote (Mr. Cole absent).

EVALUATION OF PROPOSALS - OVERHEAD LINE WORK (16-0032EL)

Mr. Scott Koenig, City Manager, advised that the Electric Department maintains blanket contracts with contractors to ensure that the bidding rules are adhered to for any contractors that might be hired to perform work for the Public Works and Electric Departments. These contracts are priced as "time and material" contracts and the proposal is for overhead line work services to include scheduled and unscheduled work on the electric distribution and transmission systems, rebuilding of pole lines required by City crews, and emergency situations as required.

Mr. Koenig noted that the original solicitation for bids resulted in only one (1) submission; therefore, Staff rejected that submission and recently re-released the request. He advised that six (6) vendors responded with complete submissions and all vendors were deemed capable and competent. Mr. Koenig stated that pricing was the determining factor in Staff's recommendation.

Staff recommended awarding a blanket Overhead Line Work contract to Rock Creek Line Construction, Greensboro, MD, for a three (3) year initial period based on the staff evaluation. The Electric Director, with the concurrence of the City Manager, can exercise options to extend the contract in one (1) year increments for a total contract period of five (5) years per the pricing included in the submittal.

Responding to Mr. Sudler, Mr. Koenig stated that the evaluation matrix, provided as Exhibit A, was used by Staff to evaluate the submissions. He noted that the matrix identifies the four (4) areas of scoring, including price, and Rock Creek Line Construction scored better than the other companies in most of the categories with a total score of 86.

Mr. Sudler moved for approval of Staff's recommendation, seconded by Mr. Anderson and carried by a unanimous roll call vote (Cole absent).

OLD PW2 SITE IMPROVEMENTS ENGINEERING DESIGN FEES - CHANGE ORDERS

Mr. Scott Koenig, City Manager, stated that original design fee agreement for the Old PW2 component of the overall project was signed in September 2014 in the amount of $265,600. This fee included the FY-2015 budget authorization of $150,000. The $150,000 in the FY-2015 budget included $75,000 in grant funds from the State of Delaware (DNREC Planning Grant). FY-2015 work was limited to the $150,000 budget for FY-2015. The budget request for FY-2016 included another $330,000 in design fees under (Old PW2 Site Improvements). The additional $330,000 included $115,600 for the remaining design fees for the Old PW2 site as well as $214,500 for design fees associated with moving current staff and operations from the Old PW2 site to the back of Schutte Park. In order to fully abandon the Old PW2 site, the staff and storage operations currently using the Old PW2 site must be moved to an alternate location.

Mr. Koenig noted that, in early FY-2016, staff executed two (2) design fee change orders (Amendment #1 & Amendment #2). Amendment #1 addressed pre-demolition characterization of structures located at Old PW2 along the St. Jones River and stakeout of an open channel alignment from the area east of State Street to the St. Jones River. The stakeout allowed DNREC to conduct independent sampling and analysis of the soils for the proposed project alignment. Amendment #1 increased the total design contract value for Old PW2 from $265,600 to $276,272 ($10,672). In October 2015, staff was presented with another design fee change order related to the design of a bridge crossing of South State Street near the intersection of South Street ($36,200) as well as design fees associated with the protection of the Well #9 structure since it is located within the 100-year floodplain ($34,600). Amendment #2 increased the design fees from the previously amended $276,272 to $347,072 ($70,800).

Mr. Koenig advised that, in January 2016, staff executed the design fee agreement for moving operations to the rear of the Schutte Park property in the amount of $214,500. This design work is intended to be completed in the summer of 2016.

Mr. Koenig stated that, in January 2016, staff was also presented with three (3) additional design contract amendments to complete the design components of the Old PW2 site. Amendment #3 includes work associated with locating underground utilities or other anomalous subsurface features in the defined debris areas #1 & 2 as well as mapping of these features. Limited test pit excavations and sampling will also be conducted in the known debris areas. A Sampling Plan & Health and Safety Plan will be prepared and implemented for the project. These activities are intended to reduce construction costs and risks for construction related change orders. This amendment, once executed, will increase the amended design fee for this component of the project from $347,072 to $372,742 ($25,670). Amendment #4 includes additional design considerations for the Well #9 Flood Improvements to include mechanical, electrical and structural changes not covered by Amendment #2. This amendment, once executed, will increase the design contract from $372,742 to $382,742 ($10,000). Amendment #5, presented in February 2016, addresses the inclusion of environmental analytical data from soil samples collected by DNREC to prepare a memorandum documenting the human health risk assessment for the soil data. This information will be included in the bid documents for the construction phase of the project. This amendment, once executed, will increase the design contract from $382,742 to $389,042 ($6,300).

Mr. Koenig advised that these amendments will allow the Old PW2 project to complete design and progress toward construction. The current construction estimate to abandon Old PW2 and construct the stormwater improvements associated with the Tar Ditch Stormwater Interceptor Project is $7.6M. Construction improvements to the Schutte Park property for Public Works operations will have a separate construction estimate.

Staff recommended approval of the proposed amendments to the design scope by AECOM/URS in the amount of $42,000.

Responding to Mr. Hosfelt, Mr. Koenig stated that the total cost for the design work to get them to the construction documents is approximately $604,000.

Responding to Mr. Hare, Mr. Koenig stated that he did not believe that any final activity that would be authorized at Schutte Park would conflict with the potential replacement of warehouse facilities because large material storage will still be necessary. He advised that the salt barn is scheduled to move to Schutte Park and if the City were to build a combined warehousing facility that would address the City's needs into the future, there may be a small level of redundancy. Mr. Koenig advised that, as they go to construction for improvements to Schutte Park, they would start reviewing this as part of the potential warehouse replacement. He stated that he does not want to end up with dual facilities, or to build facilities that would take away from a potential combined site.

Mr. Hare asked if they needed to spend $7M or $8M for leaf and salt storage. Mr. Koenig reiterated that they are proposing to spend $7.6M for the storm water project and abandonment of Old PW2, and alterations to the back of Schutte Park have a separate construction estimate.

Mr. Neil moved for approval of Staff's recommendation for approval of the proposed amendments to the design scope by AECOM/URS in the amount of $42,000. The motion was seconded by Mr. Sudler and carried by a unanimous roll call vote (Cole absent).

REZONING REQUEST/FIRST READING OF PROPOSED ORDINANCE #2016-15 - PROPERTIES LOCATED IN THREE (3) AREAS (A, B, AND C) CONSISTING OF FOURTEEN (14) PARCELS TOTALING 291.07$^{+/-}$ ACRES, OWNED BY DOVER INTERNATIONAL SPEEDWAY, INC.

A request was received to rezone properties located in three (3) areas (A, B, and C) consisting of fourteen (14) parcels totaling 291.07$^{+/-}$ acres, owned by Dover International Speedway, Inc., as follows:

Area A: Twelve (12) parcels located east of Leipsic Road and west of State Route 1, totaling 195.13$^{+/-}$ acres. The current zoning is CPO (Commercial and Professional Office) and R-8 (One-Family Residence), partially subject to the SWPOZ (Source Water Protection Overlay Zone), and the proposed zoning is RC (Recreational and Commercial), partially subject to the SWPOZ (Source Water Protection Overlay Zone).
Tax Parcels: LC-05-058.17-02-01.00-000, LC-05-058.17-01-07.00-000, ED-05-058.17-01-11.00-000, LC-05-058.17-01-08.00-000, ED-05-058.17-01-18.00-000, LC-05-058.17-01-09.00-000, ED-05-058.17-01-19.00-000, ED-05-068.05-01-02.01-000, LC-05-058.00-02-08.00-000, ED-05-068.05-01-16.00-000, LC-05-068.00-01-01.00-000, and LC-05-068.10-01-01.00-000

Area B: Located east of State Route 1 and south of Pit Stop Lane, totaling 10.43$^{+/-}$ acres. The current zoning is MHP (Mobile Home Park) and the proposed zoning is RC (Recreational and Commercial).
Tax Parcel: LC-05-058.17-02-01.00-000

Area C: Located north of Persimmon Tree Lane adjacent to the City limits, totaling 85.51$^{+/-}$ acres. The current zoning is A (Agricultural) and the proposed zoning is RC (Recreational and Commercial).
Tax Parcel: LC-05-058.00-02-15.00-000

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised that the request from Dover International Speedway for the rezoning of 291 acres from various zoning classifications to RC (Recreation and Commercial) is consistent with the process of annexing the balance of these properties owned by Dover International Speedway, Inc. and placing them under one (1) zoning classification.

Responding to Mr. Sudler, Mrs. Townshend advised that some of the property is zoned as Agriculture, which allows for sale of agricultural products, the keeping and growing of agricultural products, low density residential and some potential cluster residential development, and temporary activities. She advised that they are consolidating the properties under one (1) consistent classification in order to better manage the whole festival area.

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

By motion of Mr. Hare, seconded by Mr. Neil, Council unanimously referred the rezoning request to the Planning Commission on April 18, 2016 and set a public hearing for May 9, 2016 at 7:30 p.m.

In accordance with Section 1-9 of the Dover Code, Council acknowledged the First Reading of Proposed Ordinance #2016-15 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 14 PARCELS OF PROPERTY LOCATED IN THREE (3) AREAS: EAST OF LEIPSIC ROAD AND WEST OF STATE ROUTE 1 (AREA A), EAST OF STATE ROUTE 1 AND SOUTH OF PIT STOP LANE (AREA B), AND NORTH OF PERSIMMON TREE LANE ADJACENT TO THE CITY LIMITS (AREA C).

FIRST READING - PROPOSED ORDINANCE #2016-14

Council President Slavin reminded the public that copies of the proposed ordinance were available at the entrance of the Council Chambers or could be obtained from the City Clerk's Office. Since the ordinance amends the Zoning Code, a public hearing is required. Staff recommended referral of the amendments to the Planning Commission on April 18, 2016 and that a public hearing be set for May 9, 2016 at 7:30 p.m., at which time, final action by Council will take place.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised that this is a clean-up amendment in the parking section of the zoning ordinance. She noted that Line #17 of the ordinance refers to "Supplementary parking for multiple dwellings, including duplexes, multi-plexes, and apartments"; however, the term multiple dwellings, as defined in the definitions section, does not include the term "duplexes," so the language creates confusion. Mrs. Townshend also noted that the requirements make it inconsistent with how they prefer duplex houses to be developed.

Responding to Mr. Sudler, Mrs. Townshend stated that Staff has been working with a developer who is building duplexes with off-street parking and shared driveway aprons, so the driveways will be adjacent to each other. She advised that the current Code states that no parking space shall be located in any front yard, or within three (3) feet of any lot line or side or rear yards, which means that duplexes could not have parking in front of the houses or adjacent driveways, because they would have to be set back.

By motion of Mr. Hare, seconded by Mr. Neil, Council unanimously referred Proposed Ordinance #2016-14 to the Planning Commission on April 18, 2016 and set a public hearing for May 9, 2016 at 7:30 p.m.

In accordance with Section 1-9 of the Dover Code, Council acknowledged the First Reading of Proposed Ordinance #2016-14 as read by the City Clerk, by title only, as follows:

- APPENDIX B - ZONING, ARTICLE 6 - OFF-STREET PARKING, DRIVEWAYS AND LOADING FACILITIES, SECTION 5 - SUPPLEMENTARY REGULATIONS FOR PARKING AND LOADING FACILITIES, SUBSECTION 5.3 - SUPPLEMENTARY PARKING REGULATIONS FOR MULTIPLE DWELLINGS, INCLUDING DUPLEXES, MULTIPLEXES, AND APARTMENTS

FINAL READING - PROPOSED ORDINANCE #2016-11

The First Reading of the Proposed Ordinance was accomplished during the Council meeting of March 14, 2016. Council President Slavin reminded members of the public that copies of the proposed ordinance were available at the entrance of the Council Chambers.

Proposed Ordinance #2016-11 Amending Chapter 102 - Taxation, Article VI - Exemptions; Board of Assessment Appeals, Section 102-182 - Authority to Exempt Real Property from Taxation

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

Mr. Anderson stated that he had concerns with the Ordinance because it would allow the waiving of delinquent taxes without City Council knowing how much is being waived or having any input or review. He also expressed concern that the developers who did pay their taxes while their projects were under construction will not get their money back, while the developers who did not pay their taxes will have them waived. Responding, Mr. Scott Koenig, City Manager, stated that many of these developers were organized under LLC's and they are now defunct. Without the amendment, the adjacent property owners in the subdivisions would be saddled with paying taxes on this property, or would simply not pay the taxes on this property. Mr. Koenig advised that this situation currently applies to approximately four (4) groups of properties within the City of Dover.

Mr. Koenig stated that, under normal development standards, the developer is required to pay the taxes in full until the point when they dedicate the open space to the homeowners' association (HOA), when the HOA can apply for the exemption. The purpose of this amendment to the Code is to ensure that if a developer goes bankrupt and there is nobody to collect the taxes from, the City is not trying to collect the taxes from the adjacent property owners. Mr. Koenig advised that, in the case of The Village of Westover, because the property has not been turned over to the HOA it cannot apply for a tax exemption, therefore the taxes keep accruing on the property and, because the LLC is defunct, the City has no ability to collect the property taxes.

Mr. Koenig suggested that Staff could provide City Council with a report of action that has been taken by the City Assessor with regarding to waiving delinquent taxes. Responding, Mr. Anderson asked why he would not just bring the issue to Council for approval. Mr. Koenig stated that Staff considered this amendment as a LEAN process improvement to allow Staff to waive the delinquent tax without presenting it to Council when he believes the decision will be the same as Staff's. He advised that they have no ability to collect these taxes and they are distorting the delinquent tax roll figures. Mr. Koenig stated that the amendment will streamline the process.

Responding to Mr. Sudler, Mr. Koenig stated that this is dedicated open space that can only be used for a community feature for the benefit of the homeowners.

Responding to Mr. Lewis, Mr. Koenig stated that this would apply to Phases 3, 4, and 5 of The Village of Westover, which began construction in 1993 or 1994; the storm water management area in Stoney Creek, which was built approximately 20 years ago; and some land associated with Heatherfield East. He advised that Staff now tries to have developers dedicate the streets in new subdivisions prior to reaching 80% completion, or right at 80%, in order to provide all levels of service to the community.

Council President Slavin stated that it was his belief that some of these homeowners' associations will be held hostage unless the ordinance is amended because they cannot do anything to improve the land until the tax issue is resolved and this would be one way, as Mr. Koenig had said, to streamline that process and get it done. Mr. Lewis stated that his homeowners' association is delinquent in taxes for the same reason.

Mr. Neil stated that the State of Delaware has an Ombudsman and Deputy Attorney General who handle the problems within common interest communities. He noted that he does not disagree with the amendment; however, he believes that Council should be informed when it occurs. Mr. Sudler concurred that Council should be informed, as well as have some say in the decision. He asked if all the other homeowners' associations had been contacted for their input.

Mrs. Cheryl Bundek, City Assessor, advised that the Code currently gives the Assessor the power to exempt the property once it is turned over to a homeowners' association and the amendment will allow the assessor to exempt the property when the development, or phases of the development, reach 80% completion. Mrs. Bundek advised that the Clean Hands ordinance, which was adopted after these developers became defunct, requires developers to pay their property taxes prior to obtaining final permits and dedication of the developments.

By motion of Mr. Neil, seconded by Mr. Hutchison, Council, by a roll call vote of seven (7) yes (Sudler, Neil, Lewis, Hosfelt, Hare, Hutchison, and Slavin), one (1) no (Anderson), and one (1) absent (Cole), adopted Ordinance #2016-11, as follows:

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

That Chapter 102 - Taxation, Article VI - Exemptions; Board of Assessment Appeals, Section 102-182 - Authority to Exempt Real Property from Taxation of the Dover Code be amended to read as follows:

Sec. 102-182 - Authority to exempt real property from taxation.

The city council shall have the power to exempt real property located within the city from municipal property taxes when, in the opinion of the board, the same will best promote the public welfare. The city assessor shall be empowered to grant tax exemptions to senior citizens where the requested income verification is completed and meets the requirements of section 102-183. Pursuant to Del. C. title 9, §§ 8105 and 8110, the city assessor shall be empowered to grant tax exemptions to property owned by governmental, religious, educational, charitable agency or civic associations owning parkland, upon receipt of an application filed by the organization establishing its entitlement to such exemptions. The city assessor shall be empowered to grant tax exemption to and waive delinquent taxes on real property which has been required by the City of Dover to be set aside for public parkland or open space once the subdivision/phase of subdivision has reached 80% completion and/or street dedication, whichever occurs first, in concurrence with the City Manager. Any outstanding penalty or interest incurred as a result of unpaid taxes on said property shall be forgiven.

ADOPTED: MARCH 28, 2016

CITY MANAGER'S ANNOUNCEMENTS

Mr. Scott Koenig, City Manager, announced that the City of Dover Planning and Economic Development Offices will be holding three (3) public information sessions to promote the Downtown Development District and discuss opportunities for downtown investment for businesses and homeowners. He advised that the Workshops will be held on Wednesday, April 6th, at 9:00 a.m., 4:00 p.m., and 6:00 p.m., at the Bayard Plaza Community Room, 200 West Loockerman Street.

Mr. Koenig announced that City Staff have been working on the delinquent utility lists and backlog of collections. He noted that Mr. Kirby Hudson, Assistant City Manager, has indicated that they are making slow, steady, progress on the delinquency issue. Mr. Koenig advised that one day the previous week there were 356 customers on one route that did not pay their utility bill in full within the 21-day window authorized in the handbook. He stated that, although they are making progress, they are having a lot of difficulty getting customers to pay within the 21-day payment window on certain routes. Mr. Koenig advised that they will continue to encourage the City's customers to get into the 21-day window so that their payments are paid in full on time.

COUNCIL MEMBERS' ANNOUNCEMENTS

Council President Slavin noted that the Fox Hall development had a power outage during the morning of Easter Sunday when a police chase vehicle hit a transformer. He extended his thanks to the police dispatcher, utility dispatcher, and Ms. Kay Sass, Public Affairs and Emergency Management Coordinator, all of whom he was in communication with early that morning to get the word out. Mr. Slavin stated that he thought they headed off a lot of the questions that the constituents had by using social media. He noted that crews were out working to restore power as quickly as they could so that Easter dinners were not unduly delayed. Council President Slavin requested Mr. Koenig and Chief Bernat to relay their thanks to those who responded.

Mr. Sudler announced that the Dover Police Department will be hosting a community outreach Spring Jam, Friday, April 1, 2016, from 5:00 p.m. to 7:00 p.m., on Loockerman Way Plaza. He noted that there will be 3-on-3 basketball, music, free food, a bounce house, face-painting, and a video game truck. Mr. Sudler invited everyone to attend and show their support.

Mr. Sudler announced that the 4th District will hold its Quarterly Community Meeting in April and more information will be provided.

Mr. Hosfelt announced that the Pedestrian/Bicycle Subcommittee of the Safety Advisory and Transportation Committee, along with the City's Parks and Recreation Department, will hold the First Annual Dover Duathlon on April 23, 2016. He stated that the event includes running, biking, and then running again. Mr. Hosfelt noted that pamphlets were available for anyone seeking more information on the event.

Mr. Hosfelt announced that Dover Downs and Dover International Speedway would be hosting a job fair on Saturday, April 2, 2016 from 9:00 a.m. to 1:00 p.m. in the Diamond Room on the 4th floor of the Dover Downs Hotel and Casino. He advised anyone interested in working at their major events this spring and summer to attend the job fair.

Mr. Anderson announced that the Council Committee of the Whole would be meeting at 6:00 p.m. the following evening and the Safety Advisory and Transportation Committee would be discussing possible solutions to shooting concerns. He encouraged people to attend the meeting.

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

Meeting adjourned at 8:54 p.m.

TRACI A. McDOWELL
CITY CLERK

All ordinances, resolutions, motions, and orders adopted by City Council during their Regular Meeting of March 28, 2016, are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

/TM
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Exhibits
Exhibit #1 - Presentation - 2015 Annual Report - Dover Police Department
Exhibit #2 - Presentation - 2015 Annual Report - Planning, Inspections, and Recreation

Dover police department annual report 2015

EXHIBIT #1
Regular Council Meeting of
03/28/2016



90 Years of Protecting and Serving the Capital of the First State

2015 OFFICER RETIREMENTS



Corporal Jeffrey Matthews & Spike



Lieutenant Daniel McKeown



Master Corporal Andrew Morris



Lieutenant Jason Pires



Lieutenant J. Eric Richardson



Captain Robert Scott



Sergeant Glenn Virdin

PROMOTIONS

Each year the Officers of the Dover Police Department take part in a highly competitive promotion process, the following Officers were promoted during 2015:

CAPTAIN

David Spicer

LIEUTENANT

Chad Bernat
Todd Case
Christopher Hermance
Kevin Kober

SERGEANT

Aaron Dickinson
Anthony Digirolomo
Matthew Knight
Paul Kuntzi
Jeffrey Melvin
Robert Roswell
Scott Sealund

MASTER CORPORAL

Bernardo Fioravaniti
Mark Hoffman
Jennifer Lynch
Jordan Miller
Brian Sherwood
Kevin Streadwick
James Stubbs
Carlton Turner
Michael Wisniewski

PATROLMAN FIRST CLASS

James Johnson
Aaron MacDonald
Jacob Rankin
Ryan Schmid
Colin Schmidt
James Wood

CADET PROGRAM

The Dover Police Department implemented a police Cadet Program in June 2015 consisting of nine Cadets who are assigned to the Special Enforcement Unit as part time employees. Funding for this program is provided through multiple grant sources.

Prior to being hired, each candidate was required to pass the same tests as a potential Dover Police Officer which includes, a physical fitness test, drug testing, an oral board and a background check. Each Cadet was provided with 80 hours of training consisting of laws, equipment usage, policies and procedures, geography, radio protocol and then an additional 38 hours of supervised on the job training. After they completed the training, they were released for duty and work in pairs.

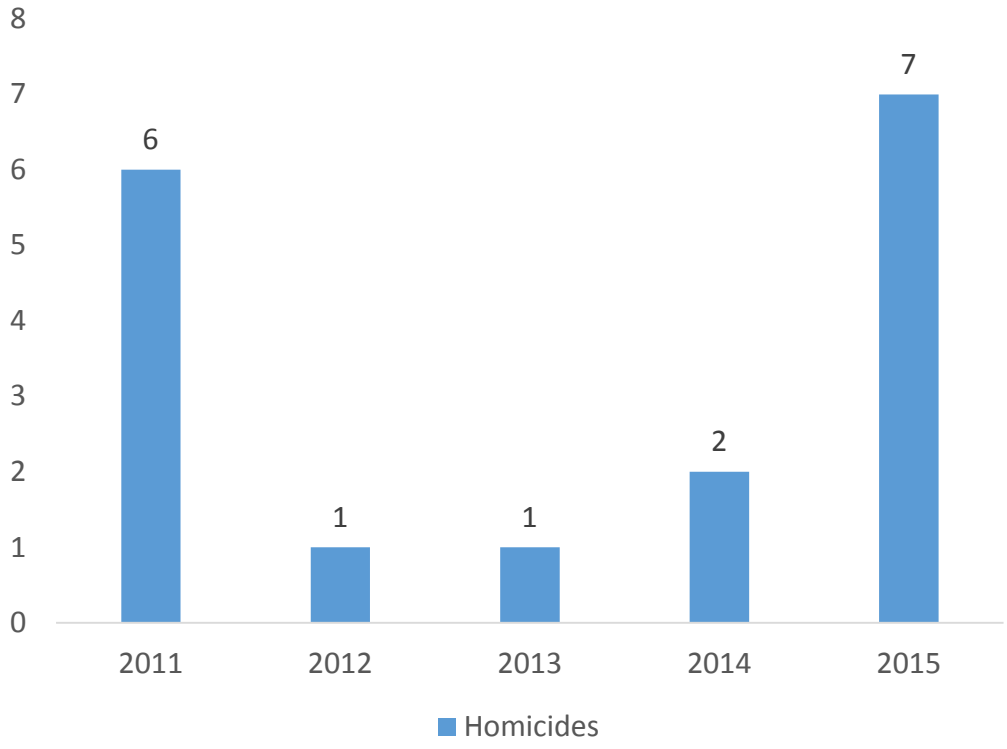
Cadets conduct high visibility patrols throughout the City of Dover handling 558 complaints and issuing 307 city ordinances violations from June thru December of 2015. The Cadets, who are not sworn Police Officers, conduct patrols on both foot and bicycle and enforce local city ordinances. They also assist with crowd control, traffic control and support services during major events in the City. Cadets are also tasked with providing security services in the Dover Public Library.

The Cadet Program has proved to be a valuable asset to the residents, patrons and business owners of the City of Dover and we have received positive feedback on the impact they are making in the downtown Dover area.



Cadets Bryce Jackson and Logan Spicer playing basketball during a local community outreach program.

City of Dover Police Department
Annual Report
Homicides
Five Year Comparison



CALEA Accreditation
The Gold Standard in Public Safety

Crime Analyst/Accreditation Manager

The Crime Analyst/ Accreditation Manager has dual responsibilities. One of the responsibilities is strategic crime analysis and assists with the planning and deployment of resources to best combat crime. It also provides research and analysis support to aid management in making a variety of key decisions.

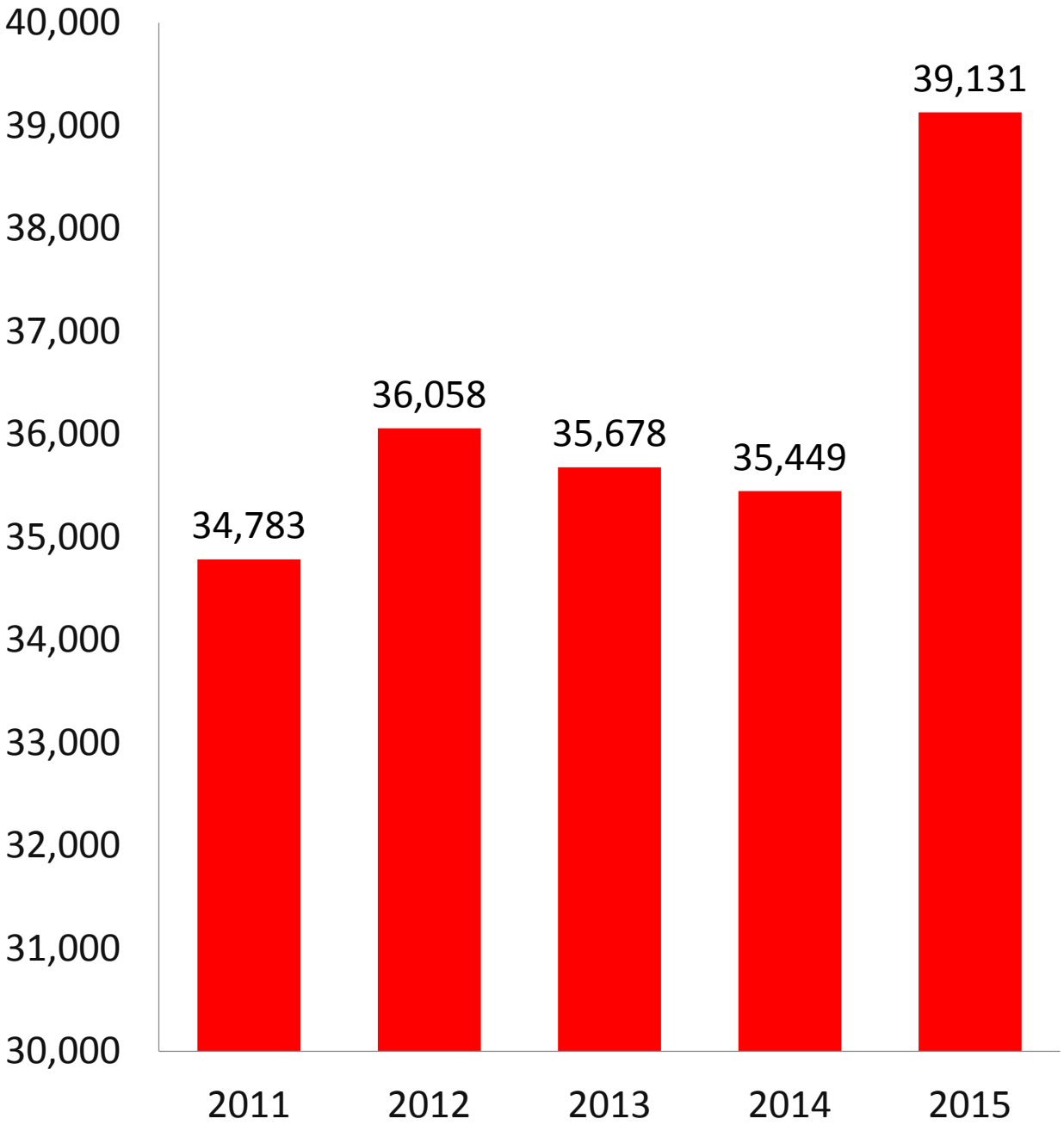
The responsibilities of the Accreditation Manager is to maintain and organize the department's many policies and procedures. The primary function is to maintain and comply with the 484 standards which are mandated by CALEA (Commission on Accreditation for Law Enforcement Agencies) and the 105 standards mandated by DPAC (Delaware Police Accreditation Commission). The Dover Police Department is one of only eight departments in the State of Delaware to have the prestigious honor of National Accreditation. The Dover Police Department recently completed their sixth assessment and in March 2015 were selected by the Commissioners of CALEA to receive re-accreditation, which is the **Gold Standard for Public Safety**.



Robert Scott, Crime Analyst/Accreditation Manager

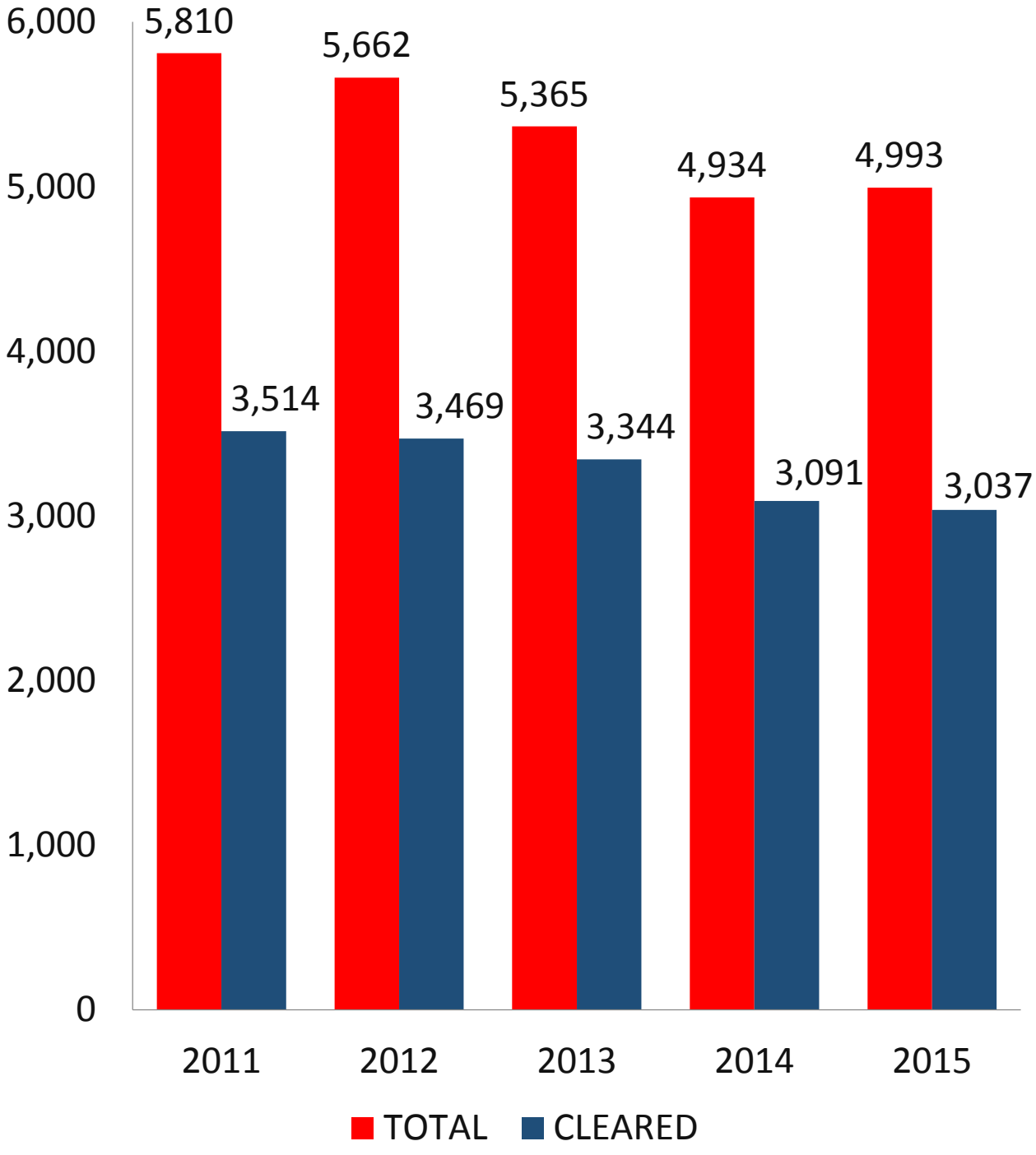
City of Dover Police Department
Annual Report

Complaints
Five Year Comparison



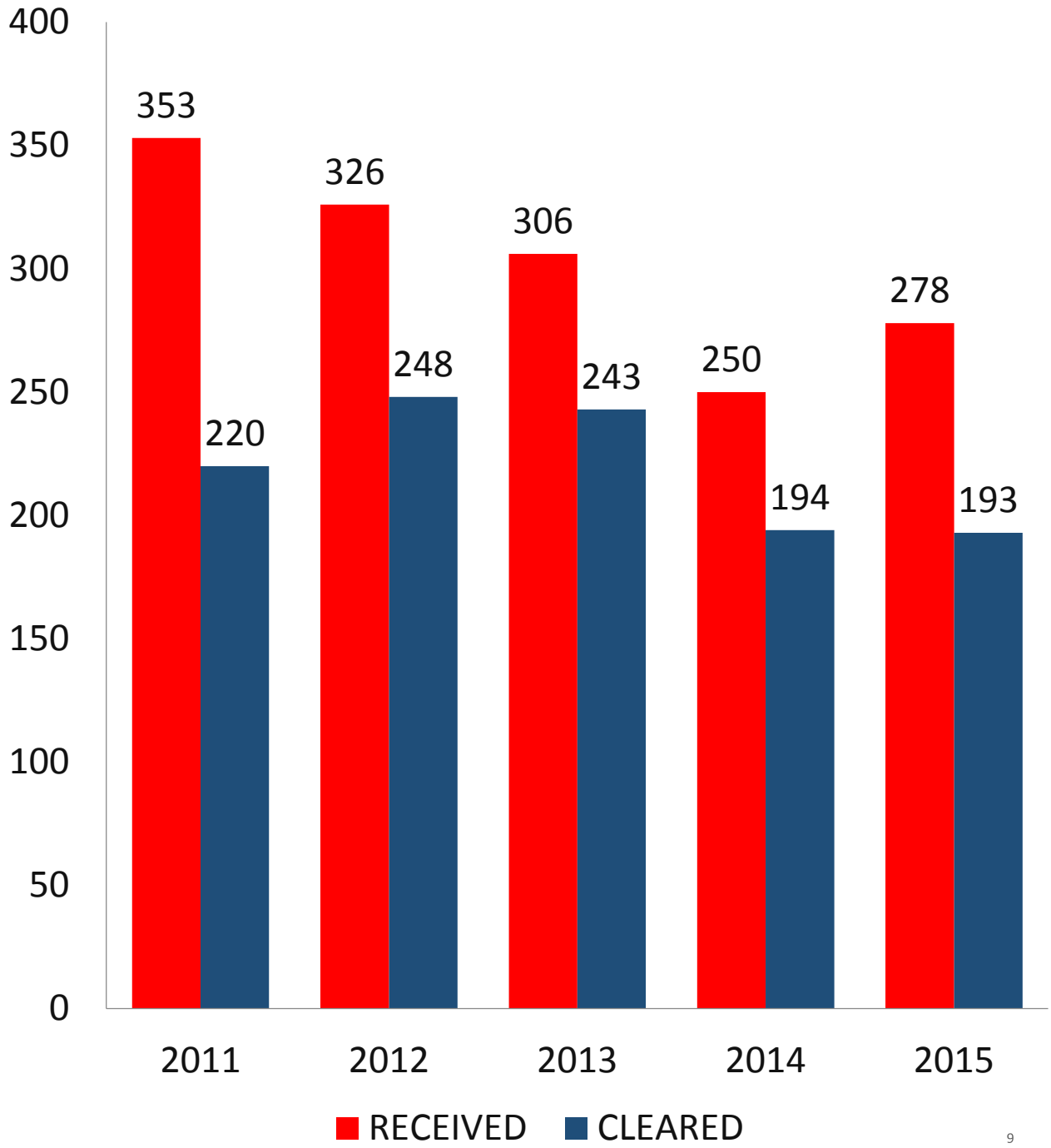
City of Dover Police Department
Annual Report

Total Group A Crime
Five Year Comparison



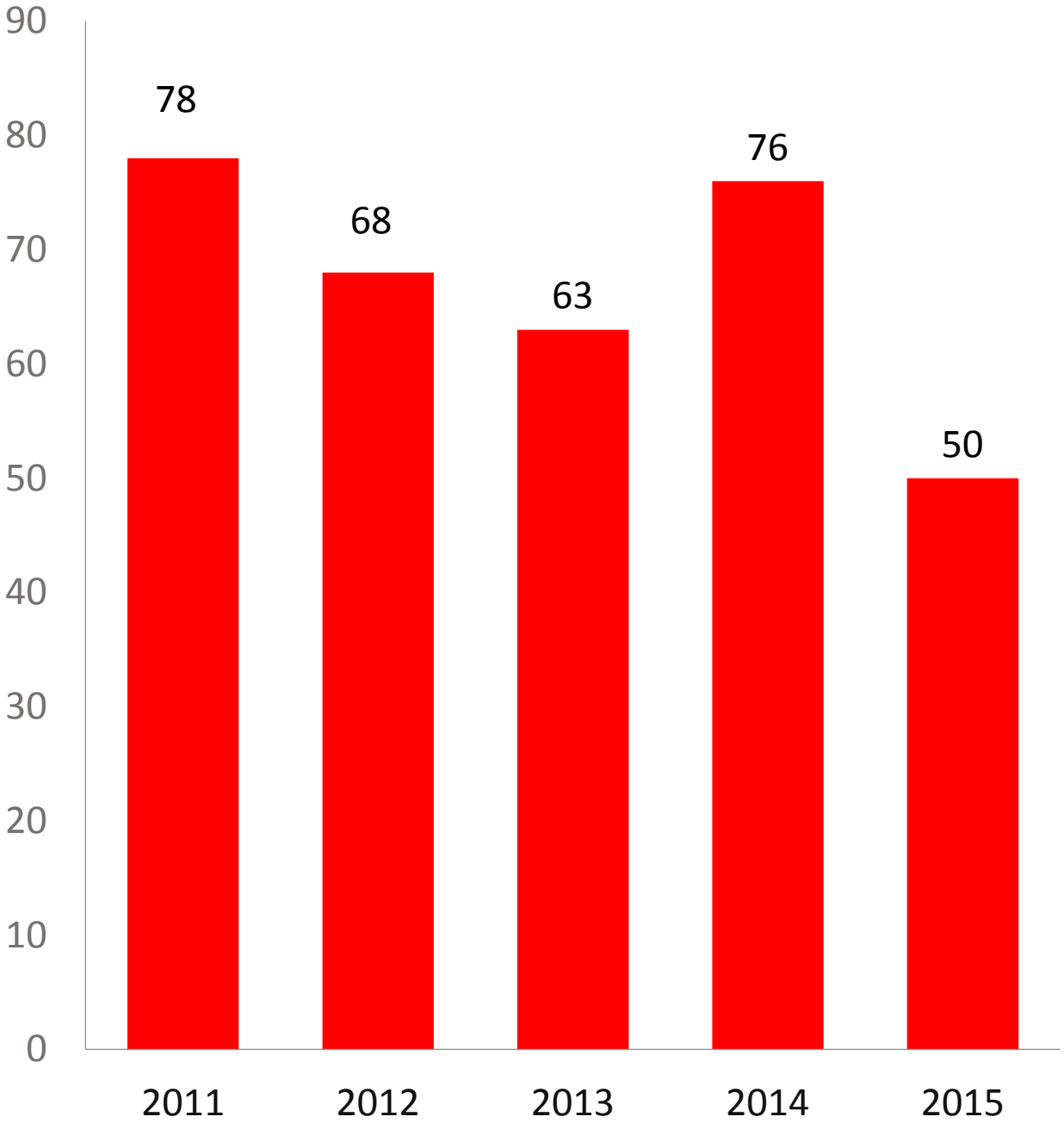
City of Dover Police Department
Annual Report

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



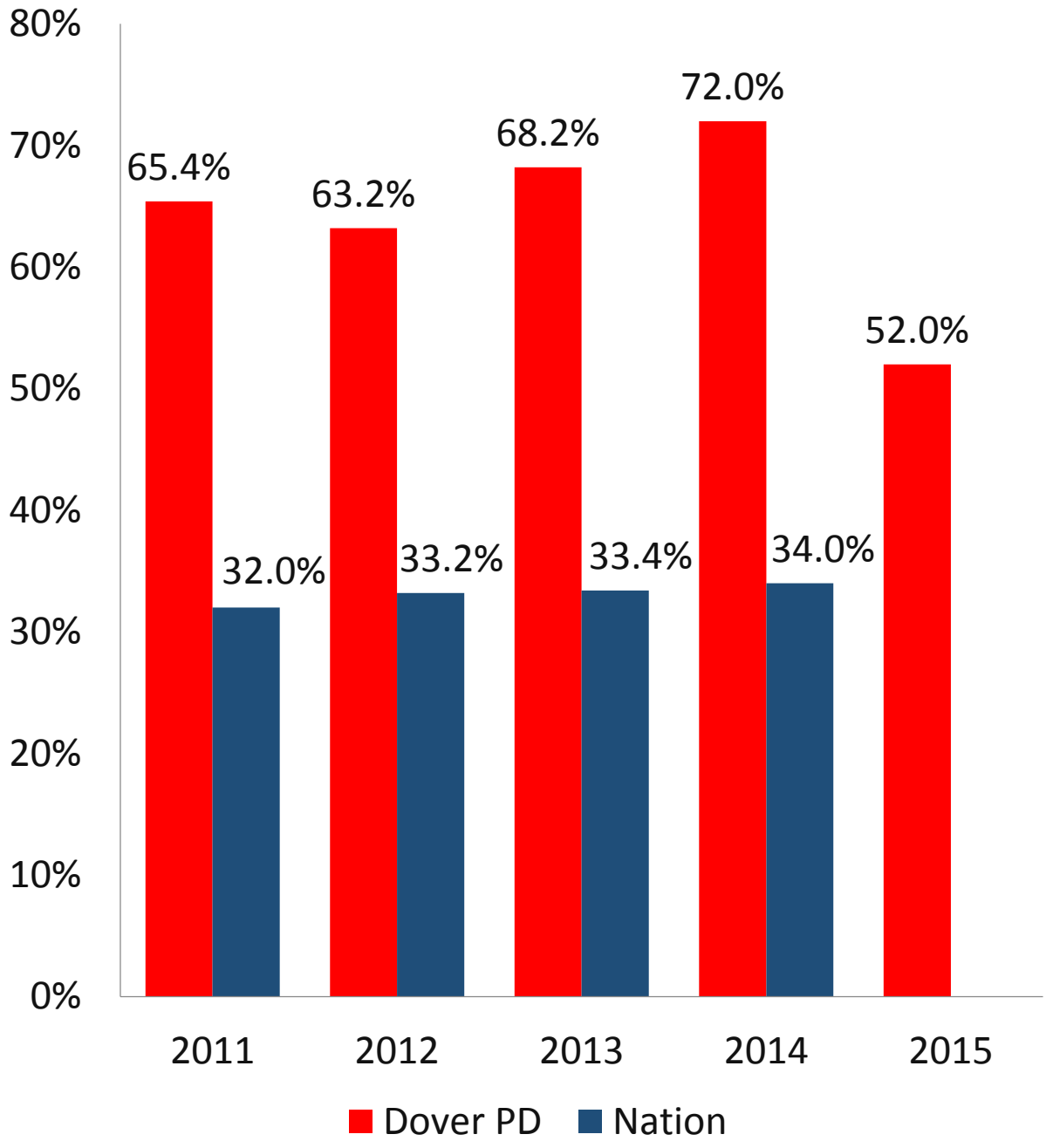
City of Dover Police Department
Annual Report

Robberies
Five Year Comparison



City of Dover Police Department
Annual Report

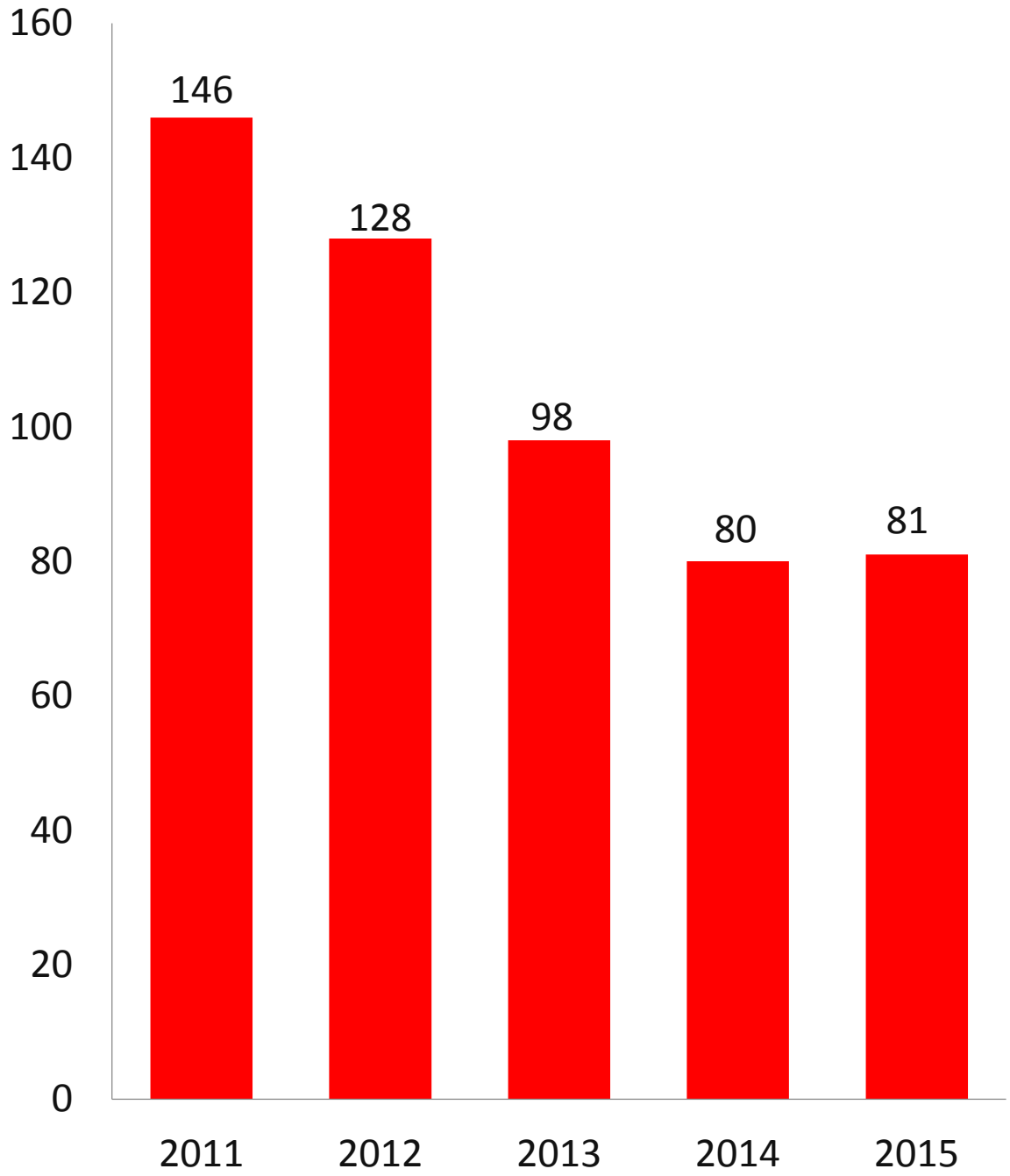
Robbery Clearance Rate
Dover Police Department vs. Nation



NATIONAL FIGURES NOT AVAILABLE FOR 2015

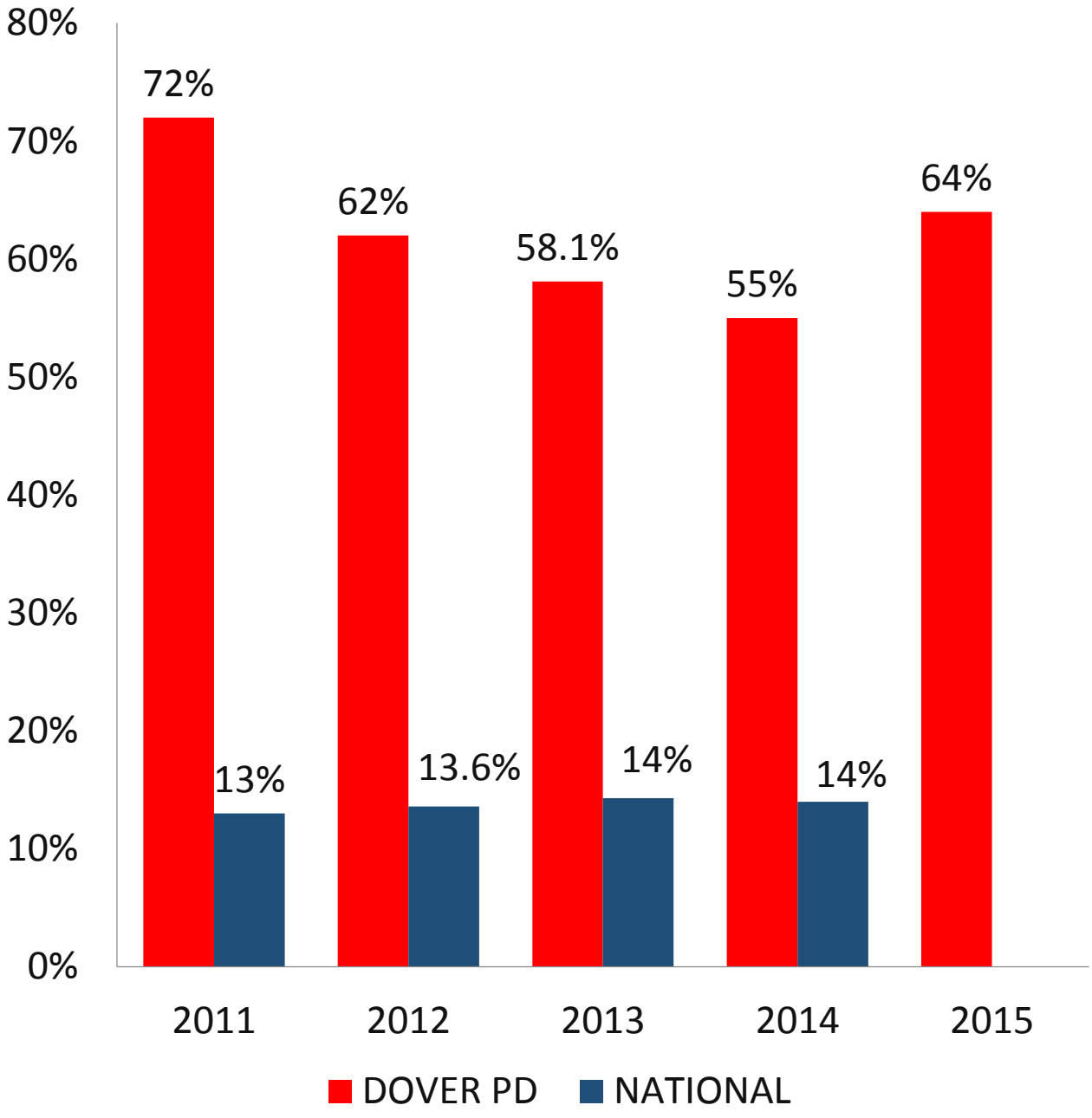
City of Dover Police Department
Annual Report

Burglaries
Five Year Comparison



City of Dover Police Department
Annual Report

Burglary Clearance Rate
Dover Police Department vs. Nation



NATIONAL FIGURES NOT AVAILABLE FOR 2015

Drugs, Vice, & Organized Crime Section (DVOC)

The Drug, Vice, & Organized Crime Section is comprised of five officers who work in an undercover or plain clothes capacity. All five officers working in concert are committed to eliminating the use and sale of illegal drugs, counterfeit merchandise, and prostitution from the City of Dover. The Gang Intelligence Officer is assigned to the Drug, Vice and Organized Crime Section and is responsible for intelligence gathering and criminal investigation of Gang Members and Violent Offenders. Because of their dedication and commitment, the DVOC Section handled a total of 1688 cases. As a result of these cases, the unit seized a large number of illegal drugs and money.

Seizures

	2014	2015	Percent Change
Marijuana (Grams)	5,750	11,704	104%
Cocaine (Grams)	777	2,204	184%
Heroin (Grams)	175	1,700	871%
Ecstasy (Doses)	0	533	N/A
Firearms	16	26	63%
Currency	$174,068.00	$98,893.00	-43%
Case Total	1,726	1,688	-2%

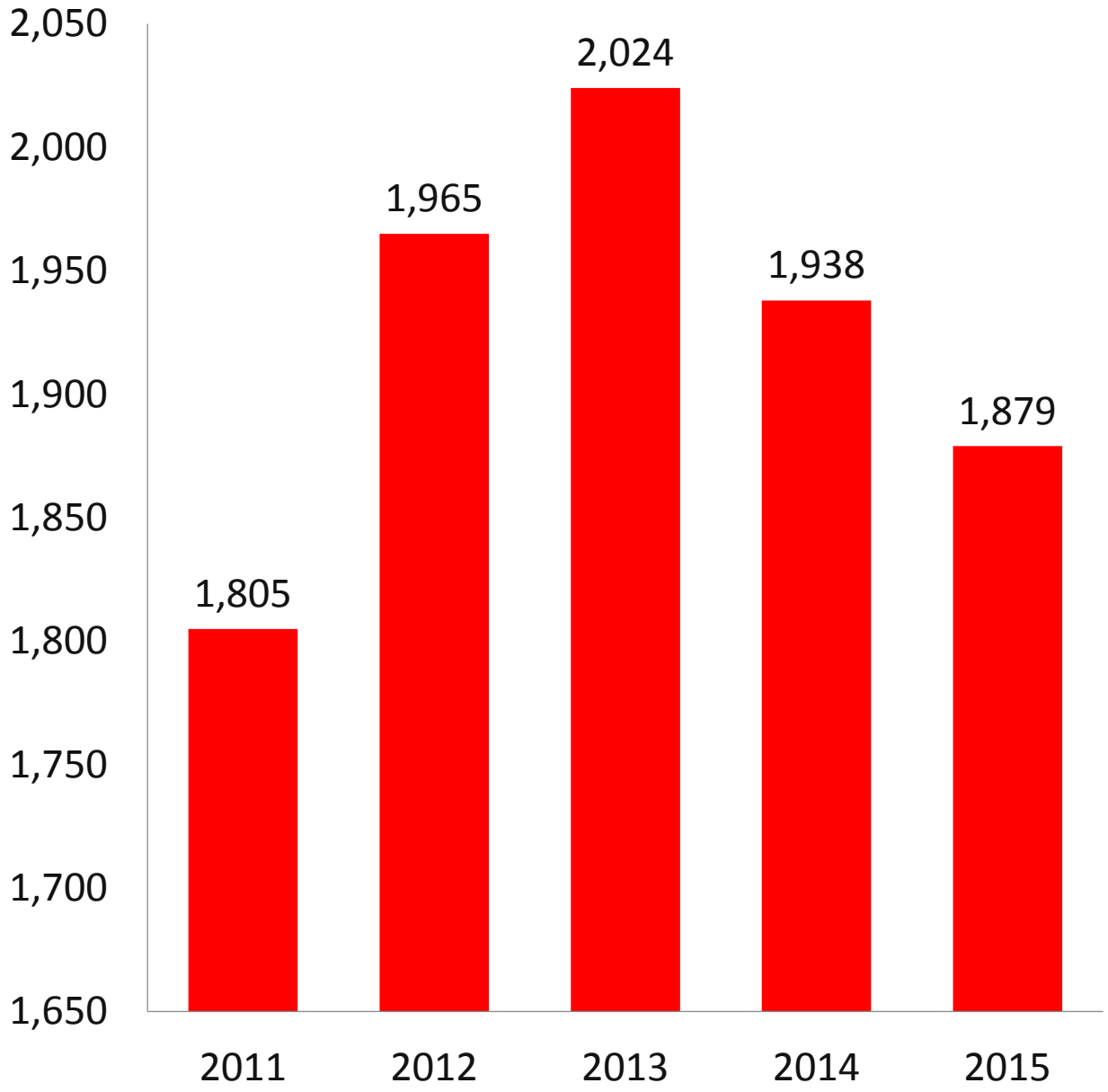
MEDICATION RETURN BOX

The secured box, located in the Dover Police Department lobby, is available 24 hours a day, 7 days a week for the safe and secure disposal of medications no longer needed. The box was given to the department by the National Association of Drug Diversion Investigators (NADDI) as part of a program to combat prescription drug abuse, sponsored by Endo Pharmaceuticals and Zogenix. The box allows for a safe and secure drop-off location where any citizen can anonymously drop unused medications for safe and proper disposal. The Dover Police Department is grateful for the approval by NADDI and looks forward to future success in reducing prescription drug abuse. During 2015, 1,472.6 lbs. of miscellaneous prescription pills were removed from the medication return box.



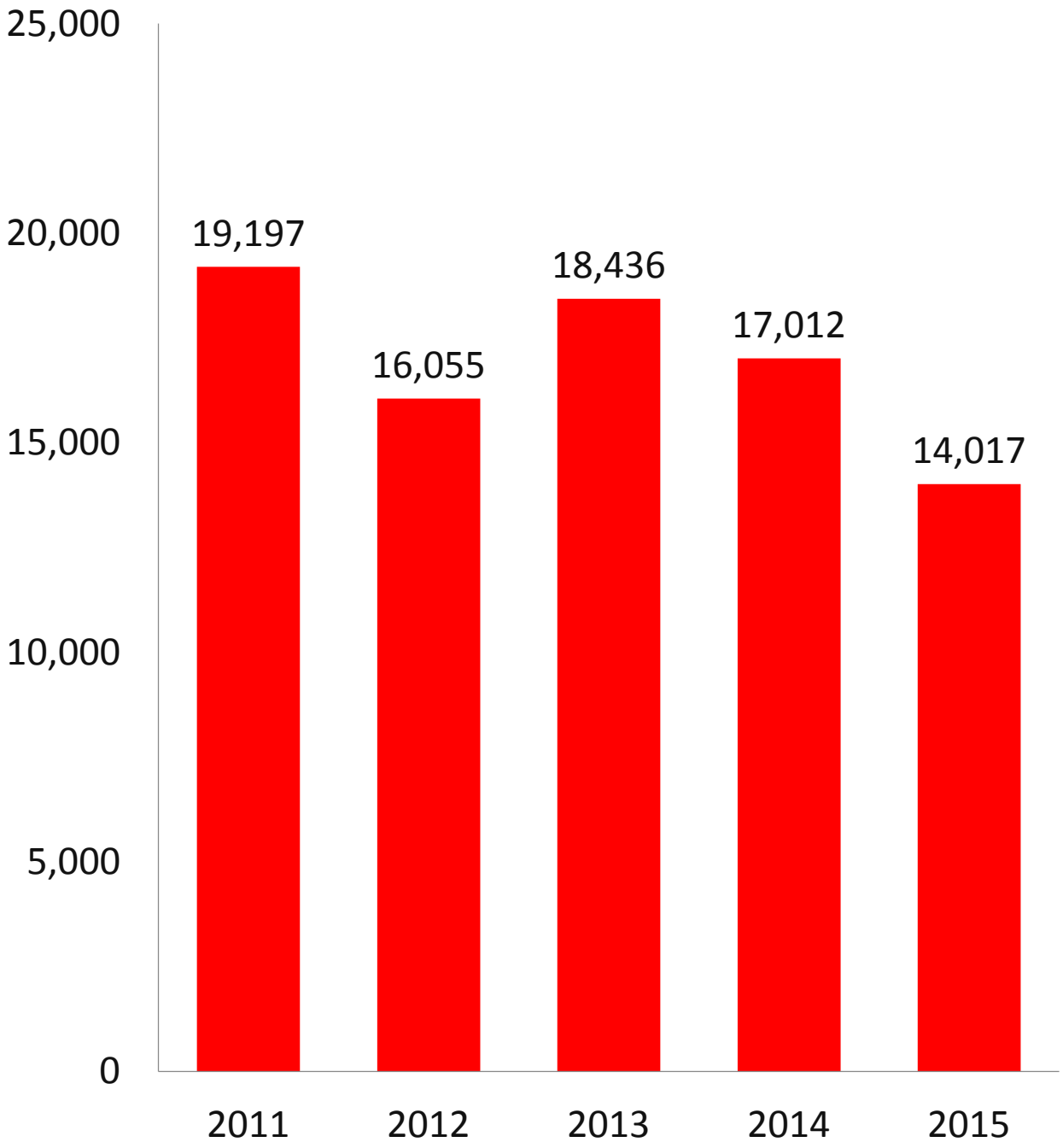
City of Dover Police Department
Annual Report

Crashes
Five Year Comparison



City of Dover Police Department
Annual Report

Traffic Arrests
Five Year Comparison



City of Dover Police Department
Annual Report
Extra Duty Billings

Vendor	2014 Billed		2015 Billed		Increase/Decrease	
	Hrs	$	Hrs	$	Hrs	$
GRAND TOTALS	9,769.0	555,905.18	11,994.5	712,325.47	22.8%	28.1%

Jan 14 - Jun 15

Local businesses billed at actual overtime + 16% overhead rate

All grants billed at actual overtime + 11.596% benefits rate

Jul-Dec 15

City prescribed flat rates charged according to the following schedule:

$63	Flat rate for local businesses
$59	Flat rate for large events with >5,000 spectators
$16.50	Additional flat rate charge for vehicle use
$50	Flat rate approved for DATE Grant and Highway Safety Events

Grants (CJC, SALLE, EIDE, VIOLENT CRIMES) billed at actual overtime + 12.596% benefits rate

Dover Police Department CY2015 Grant Funding Summary

State Attorney General's Office	Totals
Criminal Justice Council (CJC) Grants – pass-through funding from the USDOJ for special programs and priorities funded by their Byrne Memorial Justice Assistance Program allocation.	
• Grant funds were provided for specialized non-recurring training for units needing additional training due to recent turnover and summer youth programs that are a part of the Safe Neighborhood program.	$21,908.00
State Law Enforcement Assistance Fund (SLEAF) – funding from state drug cases reallocated for supplemental law enforcement equipment & programs	
• Funds were approved for a portion of the start-up costs for the new cadet program and additional training for units affected by the high turnover of personnel within the department.	35,959.57
• State funds received for Delaware Police Chiefs' Council (DPCC) payroll and the annual training seminar held in Rehoboth, DE.	25,000.00
State Department of Safety and Homeland Security	
Emergency Illegal Drug Enforcement (EIDE) Grant – state funds received for annual allocation for supplemental law drug enforcement programs.	$11,330.03
Office of Highway Safety Events – Federal pass through funds received from the Office of Highway Safety for extra duty overtime events that target specific program areas in the community.	46,150.00
State Aid to Local Law Enforcement (SALLE) Grants – state funds received for annual allocation for supplemental law drug enforcement programs.	19,266.88
• State funds received for DPCC annual training seminar held in Rehoboth, DE.	6,000.00
Violent Crimes Fund Grant – annual allocation of state funds for initiatives to decrease violent crimes in the community. Funds were used for extra duty patrols targeting violent crimes and police equipment.	64,050.39
US Department of Justice	
Edward G. Byrne Memorial, Justice Assistance Grant (JAG) – funds received during the year from this recurring federal grant for supplemental law enforcement initiatives.	$33,275.13
US Treasury	
Forfeiture funds received for cases processed through the Federal system - allocated for supplemental law enforcement equipment & programs. **This program will be ending during 2016.**	$79,856.55
Grand Total	**$342,796.55**

Officer and Civilian of the Year 2015
Dover's Finest

OFFICER OF THE YEAR



Patrolman First Class
James Johnson

CIVILIAN OF THE YEAR



Records Unit Clerk
Kelly Morgan



2015
DOVER POLICE
ANNUAL
REPORT

Special Thanks to
Lt. Hermance
for the pictures included in this report.

EXHIBIT #2
Regular Council Meeting of 03/28/2016

Planning, Inspections & Recreation

2015 Annual Report

What We Do

- Planning, Zoning, Plan Review
- Building Inspections
- Fire Inspections, Investigations, Plan Review
- Licensing and Permitting
- Parks and Recreation – Athletic Leagues, Fitness Classes, Recreation Programming

2015 Highlights

- Downtown Development District





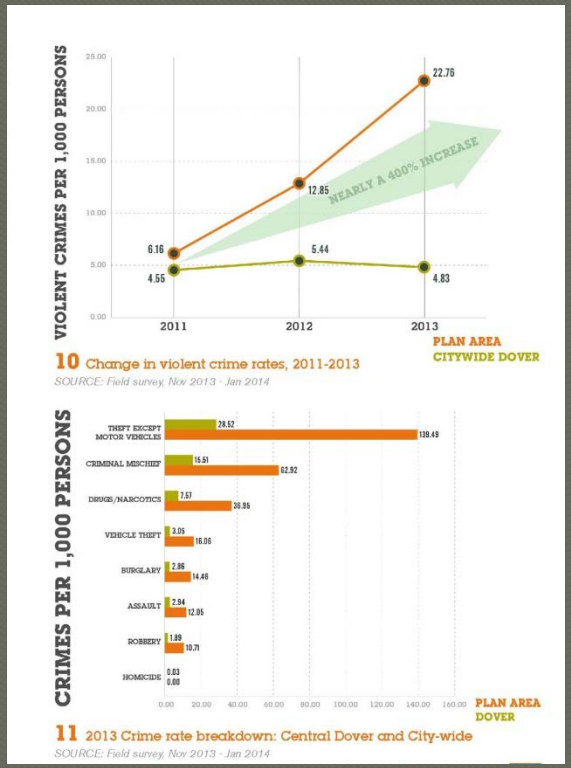


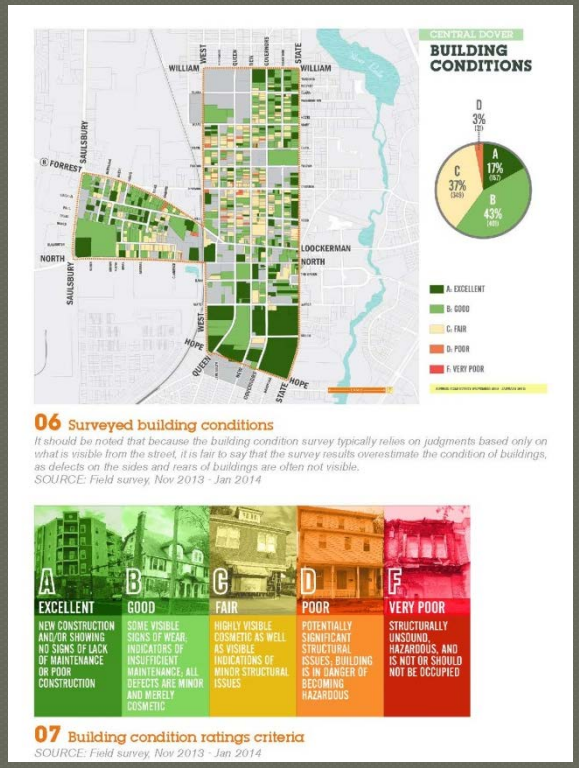
Downtown Development Districts
State of Delaware

2015 Highlights

- Restoring Central Dover







2015 Highlights

- Downtown Success Stories







More to come in 2016!

2015 Highlights

- Garrison Oak Technical Park
  - Uzin Utz Opening
  - Garrison Energy Center Opening
  - Park Infrastructure Completion









2015 Highlights

- Route 13 Redevelopment
  - Winner Ford and Winner VW
  - Farley Plaza and Uno Plaza
  - Dover Towne Center (former Walmart)







2015 Highlights

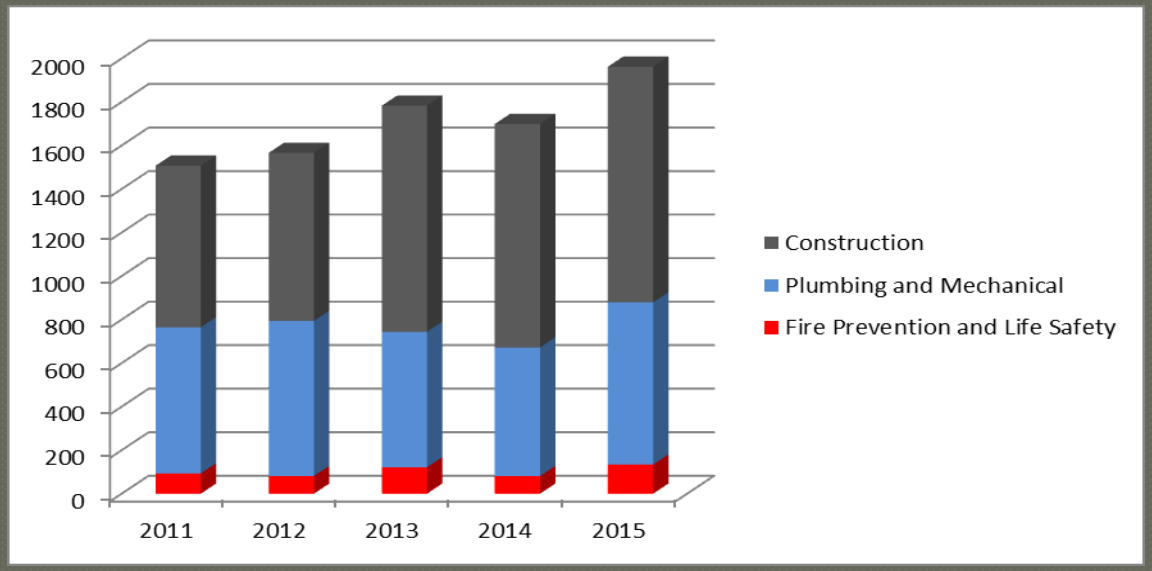
- Institutional Uses
  - Booker T. Washington Elementary School
  - Delaware State University Optics Building





Building Permits

Permits Issued, 2011-2015

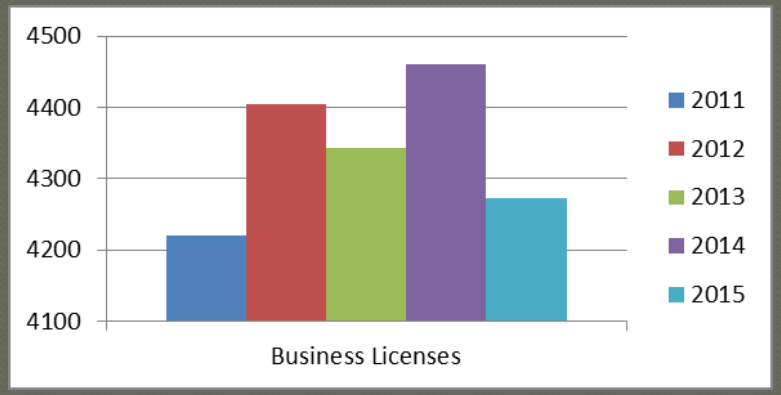


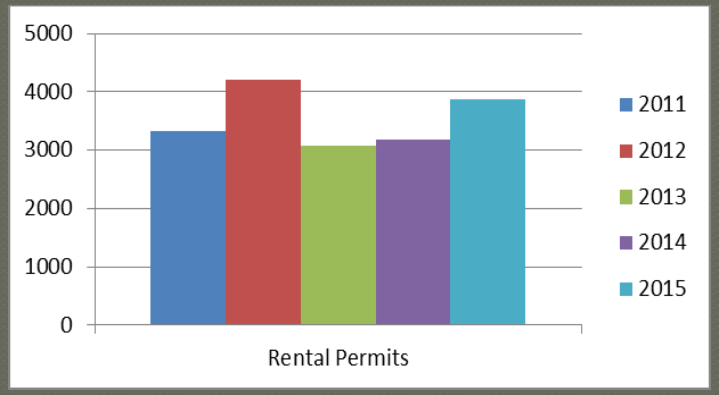
1,962 Building Permits Issued

New Home Construction:

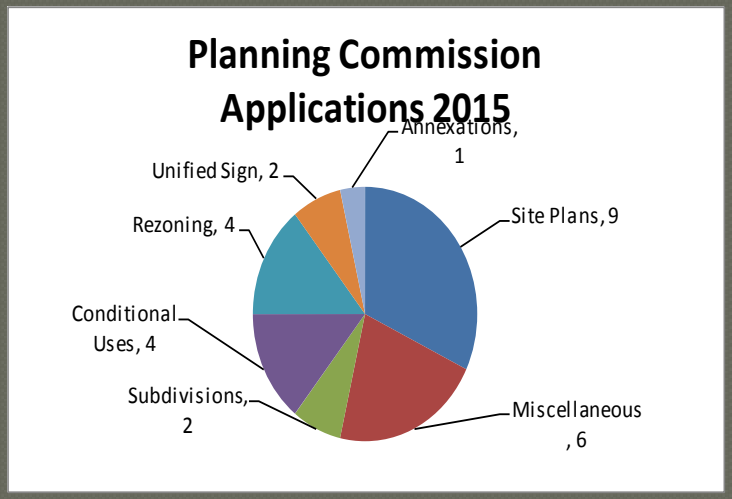
2011: 48
2012: 37
2013: 50
2014: 44
2015: 60

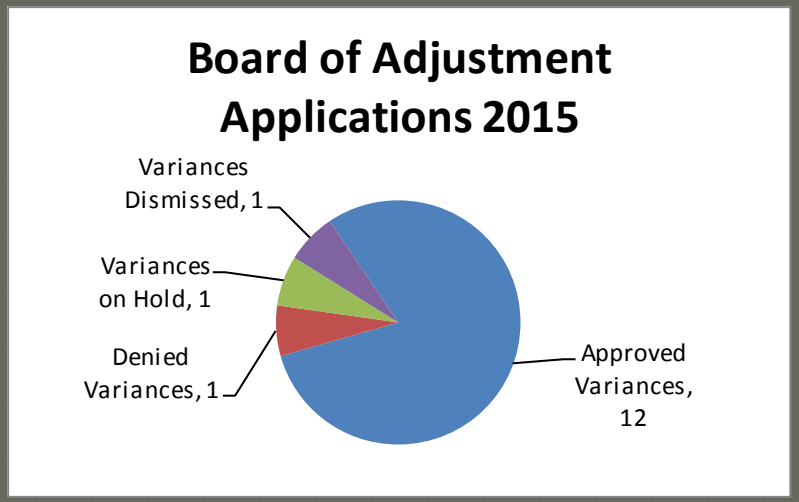
Rental Permits & Business Licenses

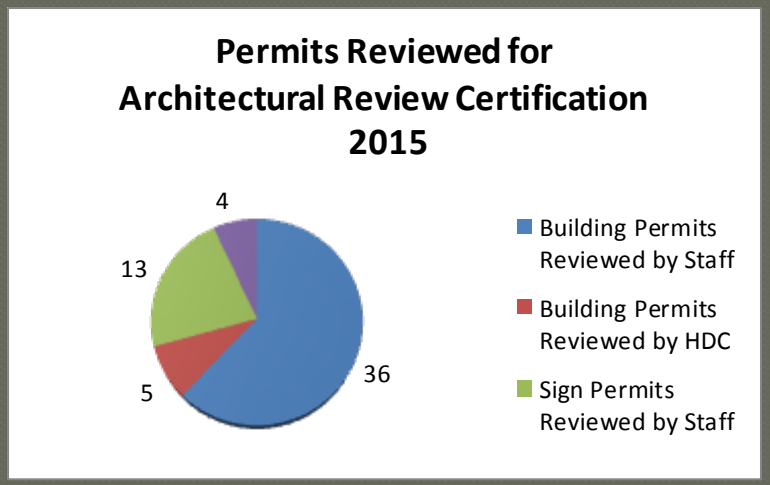




Planning Applications







Fire Marshal's Office

303 Fire Code Inspections
196 Certificate of Occupancy/Acceptance Tests
110 Administrative Walk Through Inspections
309 Life Safety Complaints
145 Fire Protection Permits
85 Fire Investigations

Fire Type	Number	Value of Loss
Accidental	59	$2,590,950
Incendiary	13	$48,301
Undetermined	13	$192,301
TOTAL	89	$2,831,552



Code Enforcement

Types of Inspections/Cases Entered	
Annual Rental Housing Inspections	303
Property Maintenance Exterior	582
Tall Grass and Weeds	642
No Valid Business License	84
No Valid Building Permit	58
Zoning	106
Dover City Ordinances	512
All Others	912
Total	**3,341**



- 6,724 Inspections Performed
- 72% of Cases Staff Initiated

Vacant & Dangerous Buildings

- 275 Buildings Registered Vacant
- $139,600 Vacant Building Registration Fees
- 48 Active Dangerous Buildings
  - 8 Demolished by City of Dover
  - 2 Demolished by Others
  - 6 Repaired by Owners



Recreation

- 43,588 patrons & visitors were recorded in the John W. Pitts Recreation Center
- 3,200 (approx.) participated in our softball, field hockey, lacrosse and volleyball leagues
- 3,000 attended summer Concerts on the Green series
- Total FY15 revenues
  - $85,140 Leagues
  - $23,300 General Recreation
  - $10,400 Field/Building Rentals
  - $ 7,260 Trips
  - $ 6,950 Sports
  - $ 24,000 Camps



Recreation

- Challenger Sports
- Indoor Field Hockey and Ladies Lacrosse
- New Soccer League
- Summer Camps
- Planning for Future Needs
  - Bicycle & Pedestrian Plans
  - Recreation Needs Assessment







Recreation



Left: 1st Annual Ride of Silence

Below: 3rd Annual Bike to Work Day





Recreation











American Public Power Association

Certificate of Excellence in Reliability

This is to acknowledge that

City of Dover

has achieved excellence in reliability by significantly outperforming the electric industry national average as reported by the Energy Information Administration.

eReliabilityTracker™

March 3, 2016
Date

Michael J. Hyland
Senior Vice President,
Engineering Services



Vision 2040

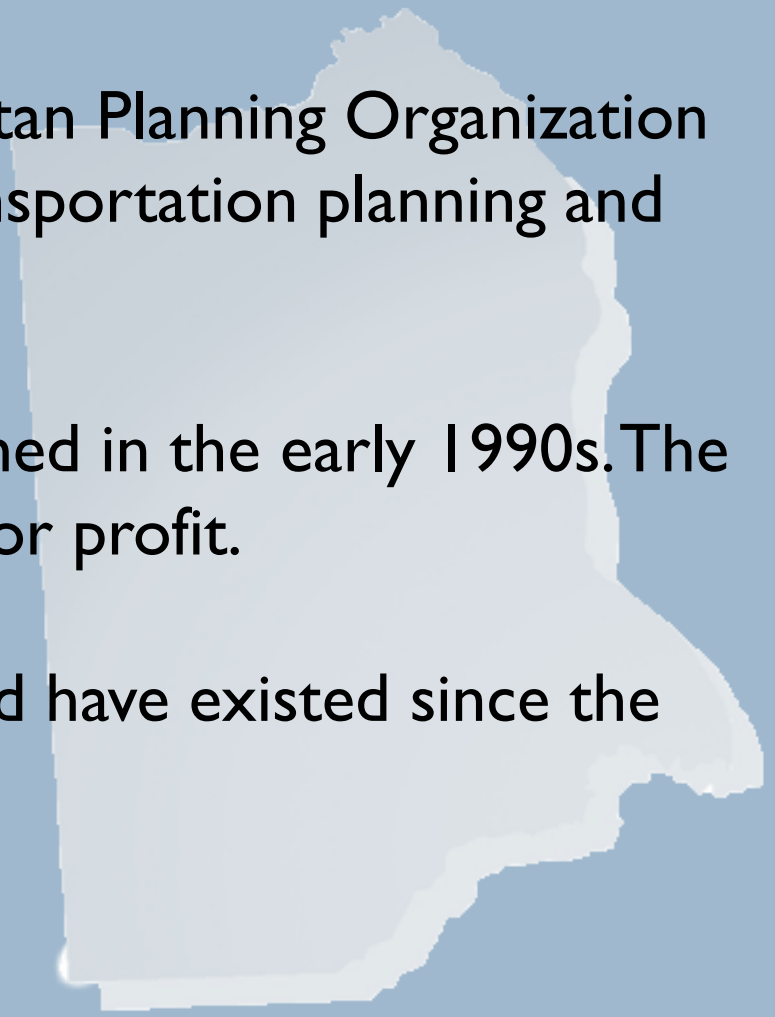
The Dover/Kent County MPO Metropolitan Transportation Plan 2017-2040

What's an MPO?

The Dover/Kent County Metropolitan Planning Organization (MPO) is an agency that aids in transportation planning and programs for central Delaware.

The Dover/Kent County MPO formed in the early 1990s. The agency is federally funded and not for profit.

MPOs exist all over the country, and have existed since the 1970s due to an act of Congress.



Vision 2040

The Metropolitan Transportation Plan (MTP)is one of the MPO's core projects.

The MTP is a look at how central Delaware will take shape, transportation-wise, over the next 20 or more years and provides measurable goals for the region's transportation system.



Vision 2040

The Plan is updated every four years, as is required of all MPOs. Major projects found in the MTP are eligible for Federal funding.

The Dover/Kent County MPO prepared its first long-range transportation plan in 1996. *Vision 2040* is the fifth update to the original plan.



Vision 2040

The MTP:

- Identifies transportation needs and strategies
- Guides transportation investment
- Shows that transportation-related projects will meet federal air quality standards.


Three primary goals of the MTP are:
• To move people safely & efficiently
• Strengthen communities
• Promote economic development

What's changed since the last MTP?

A new federal transportation bill:

The FAST Act (Fixing America's Surface Transportation) was signed into law in December 2015.

-FAST facilitates spending obligations through FY 2020.

- FAST provides a 5% and 8% increase in highway and transit spending, respectively, for FY 2016.

-Spending will increase more than 2% per year for both highway and transit projects after FY 2016.



What's changed since the last MTP?

Performance-based planning - The MPO and the Delaware Department of Transportation (DelDOT) will establish criteria for measuring the performance of various components of Delaware's transportation system.

This type of planning was introduced in the last transportation bill, MAP-21, and Vision 2040's use of performance-based planning is a continuation of the previous bill.

Decreased transportation funding - Delaware raised fees and tolls in 2015 to provide additional revenue for maintenance and capital transportation projects.



What's changed since the last MTP?

Greater emphasis on freight - Federal directives outlined in MAP-21 noted the economic importance of regional freight planning.

DelDOT recognized this, and in 2015, Delaware became one of the first states to adopt a regional freight plan, which incorporates the freight priorities of Delaware, Maryland, and Virginia into one, overall plan.



Kent County is projected to receive between $800 million and $900 million for transportation projects between now and 2040, based on historical trends.





Vision 2040 lists about 35 road projects and 12 walk and bicycle projects that are considered to be "financially reasonable," with an estimated cost of less than $600 million.

MTP project highlights (road)

- Camden Bypass (construction - FY 2021)
- Kenton Road (FY 2020)
- U.S. 13 Widening (FY 2021)
- Walnut Shade Road (no construction money)
- Route 1/N.E. Front Street GSI (FY 2018)
- Crawford Carroll Road extension (FY 2020)



MTP Project Highlights (Bike/Pedestrian)



- U.S. 13 sidewalks in Dover
- Senator Bikeway
- Route 8 sidewalks (Dover High School)
- Route 10 bike trail

We need your input

- From now through early August, the MPO will be on the lookout for public input.
- Take our survey, posted on our website: www.doverkentmpo.org
- Comment on social media (Twitter: *#DoverKentMPOVision2040Survey*)
- Visit our booth us at public events
- Join us at our public workshop this summer



Other Ways to Comment

- Phone: (302) 387-6030
- Write us: P.O. Box 383, Dover, DE 19903
- E-mail me: kate.layton@doverkentmpo.org
- *Drop by the office, third floor, Camden Town Hall, 1783 Friends Way, Camden, DE 19934 or attend one of our meetings. Our meetings are posted on our website (www.doverkentmpo.org)*




March – August 2016
• MPO seeking public input for transportation issues.
June 2016
• MPO holds public workshop for *Vision 2040*.
Fall 2016
• MPO outreach ends to incorporate information into the draft MTP update


Fall 2016
• Final draft of MTP goes through 30-day public comment period.
January 2017
• Draft MTP goes before MPO Council for approval.
January 2017
• If MPO Council approves draft, final document goes to FHWA and FTA


Thank You!

PROCLAMATION

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

***WHEREAS,** in 1885, Arbor Day was named a legal holiday and has since become a national event promoted by the National Arbor Day Foundation, whose mission is to inspire people to plant, nurture, and celebrate trees; and*

***WHEREAS,** the City of Dover was named a Tree City USA in 2015 for the twenty-sixth consecutive year by the National Arbor Day Foundation in recognition of the City's outstanding urban forestry program; and*

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

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

***NOW, THEREFORE, I, ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE,** do hereby proclaim April 29th, 2016 as*

ARBOR DAY

in the City of Dover, and urge all citizens to support efforts to care for trees along our streets, in our parks, and in our yards. As the City of Dover plants trees on public property, I urge all citizens to plant trees on their properties to enhance the environment and promote the well-being of present and future generations.

ROBIN R. CHRISTIANSEN
Mayor

PETITION TO ANNEX AND REZONE PROPERTY
Public Hearing Before the
Dover City Council
April 11, 2016

Applicants/Owners:	Capitol Cleaners & Launderers Inc.
Property Address:	1102 South State Street
Tax Parcel ID #:	ED-00-086.05-01-46.02-000
Size:	6,331 SF
Present Use:	Commercial
Proposed Use:	Commercial

Comprehensive Plan Designation: Category 1 – High Priority Annexation Areas

Comprehensive Plan Land Use Designation: Commercial

Present Zoning:	BG (General Business)
Proposed Zoning:	C-2A (Limited Central Commercial)
Utility Availability:	The property is currently served by City of Dover Electric and Water. There is sanitary sewer service available to the north of this property, specifically within the property of 1074 South State Street, to serve this property, private easement agreements will be required from 1074 and 1086 South State Street. The property owner would be responsible for the costs associated with tapping the sanitary sewer mains extending services to the property, payment of impact fees, costs of all private easements and obtaining permits associated with such improvements.
Planning Commission Recommendation:	Following a public hearing on March 21, 2016, where no members of the public spoke regarding the proposed annexation and rezoning, the Planning Commission voted in favor of the annexation with the proposed C-2A zoning with five (5) votes in favor and no votes in opposition (four members absent).
File Number:	AX-16-01

This application is for the annexation and rezoning of property located at 1102 South State Street. The property is owned by Capitol Cleaners and Launderers Inc. The Tax Parcel Identification Number is ED-00-086.05-01-46.02-000.

Existing Property:
The property consists of one parcel located on South State Street, north of the intersection with South DuPont Highway. The parcel includes the front portion of an existing building. The property line goes through the building. The rear portion of the building (on a separate lot) has a different owner and is not proposed for annexation.

Surrounding Land Uses:
The surrounding uses are commercial properties. Surrounding properties located in unincorporated Kent County are zoned BG (General Business). The properties located immediately north of the subject property are zoned C-2A in the City of Dover. The properties across South State Street are zoned C-4 (Highway Commercial) and SC-2 (Community Shopping Center).

Comprehensive Plan:
In the *2008 Comprehensive Plan*, this property is identified as a Category 1 (High Priority) Annexation Area with a land use classification of Commercial.

Request for C-2A (Limited Central Commercial Zone)
The types of permitted uses in the C-2A (Limited Central Commercial Zone) are given Article 3 §14 of the *Zoning Ordinance*, and include the following: retail stores; business, professional or governmental offices; personal service establishments; restaurants; service establishments; hotels; places of public assembly; drive-throughs; one family residences, including attached and semi-detached dwellings, complying with the bulk standards of the RG-1 (General Residence) zone; apartments and multi-family dwellings. The following are permitted as conditional uses, subject to approval by the Planning Commission: parking lots and structures; and fuel pumps accessory to a permitted use.

Recommendation of the Planning Staff and Planning Commission
Staff recommends that annexation of the property and the rezoning to C-2A (Limited Central Commercial) be approved as submitted. The subject property is in the City's Category 1 (High Priority) Annexation Area. The proposed zoning classification is consistent with the Comprehensive Plan and with the zoning of the immediate area.

Staff recommendation was made prior to the opportunity for public comment on the annexation and rezoning application. Following a public hearing on March 21, 2016, where no members of the public spoke regarding the proposed annexation and rezoning, the Planning Commission voted in favor of the annexation with the proposed C-2A zoning with five (5) votes in favor and no votes in opposition (four members absent).

Excerpt from DRAFT Planning Commission Minutes of March 21, 2016

1) AX-16-01 Lands of Capitol Cleaners & Launderers, Inc at 1102 South State Street – Public Hearing and Review for Recommendation to City Council of an Annexation Request and Rezoning Request for one parcel of land totaling 6,331 S.F. ± located at 1102 South State Street. The property is currently zoned BG (General Business District) in Kent County. The proposed zoning for the property is C-2A (Limited Central Commercial Zone). The property is located west of South State Street and north of State Street Road and South DuPont Highway. The annexation category according to Dover's *2008 Comprehensive Plan* is Category 1: High Priority Annexation Area and the land use classification is Commercial. The owner of record is Capitol Cleaners & Launderers, Inc. Address: 1102 South State Street. Tax Parcel: ED-00-086.05-01-46.02-000.

Representatives: None

Mrs. Townshend stated that this is a small annexation application. It's a property that is just over 6,000 S.F. This is actually an interesting circumstance because the property line goes through a building and the two properties associated with the building have different owners. This is the front portion of the building and the property is located at 1102 South State Street. The property is owned by Capitol Cleaners & Launderers, Inc. The current zoning in Kent County is BG (General Business District) and the proposed zoning in the City is C-2A (Limited Central Commercial Zone). Currently, they receive City of Dover electric and water and they are looking to get into the City's sewer system. This is directly south of the dental office that came to the Commission about one year ago and is currently under construction. Her understanding from the property owner is that they are working with the property owner to the north to secure an easement to get the sewer to their property. It is in a Category 1: High Priority Annexation Area with the land use classification as Commercial. The property immediately north is zoned C-2A (Limited Central Commercial Zone) and that is consistent with the zoning requested by this property owner. Staff would recommend in favor of the annexation and the zoning classification noting that this is one of the enclave areas of high priority annexation area.

Mr. Tolbert opened a public hearing and after seeing no one wishing to speak, closed the public hearing.

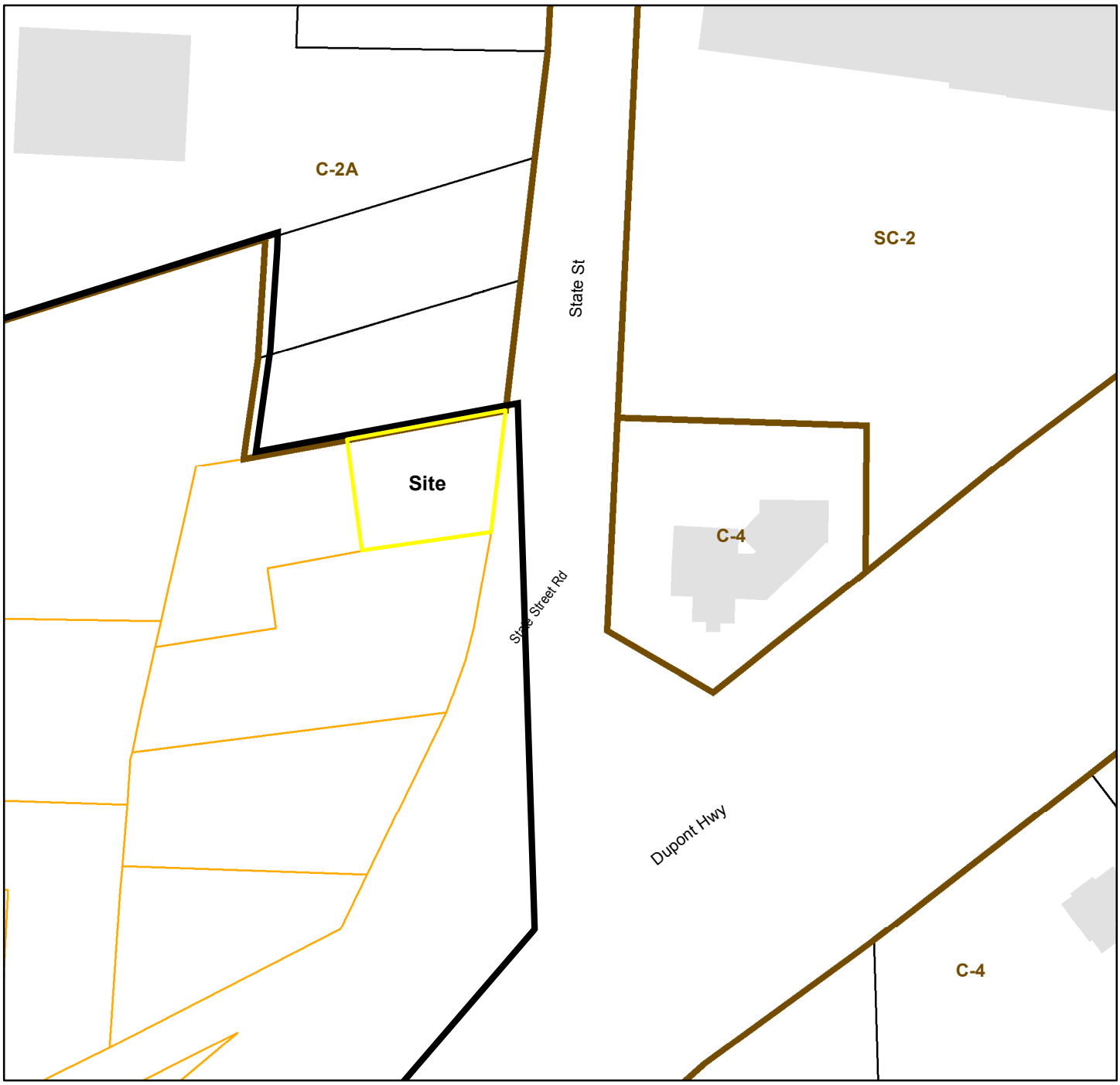
Mr. Cregar questioned if we want to attach C-2A (Limited Central Commercial Zone) at this point in time? Responding to Mr. Cregar, Mrs. Townshend stated yes.

Mr. Cregar moved to recommend approval to City Council for AX-16-01 Lands of Capitol Cleaners & Launderers, Inc. at 1102 South State Street. They recognize that this property is in a high priority area and he would move that they recommend that this annexation be approved and that it be recommended for C-2A (Limited Central Commercial Zone) upon its inclusion into the City, seconded by Mr. Holden and the motion was unanimously carried 5-0 by roll call vote with Colonel Welsh, Dr. Jones, Ms. Still and Mr. Ambruso absent. Mr. Holden voting yes, due to Staff comments and its positioning in a high priority annexation area. Mr. Cregar voting yes, for the same reasons. Mr. Holt voting yes; it is in a high priority area and he thinks it's going to be good for City. Mr. Baldwin voting yes, for the reasons previously stated. Mr. Tolbert voting yes; it's consistent with what they want to accomplish.

City of Dover

Department of Planning & Inspections

Application No.: AX-16-01



Title: Lands of Capitol Cleaners & Launderers
Address: 1102 South State Street
Parcel ID: ED-00-086.05-01-46.02-000
Proposed Zoning: C-2A (Limited Central Commercial Zone)
Owner: Capitol Cleaners & Launderers, Inc.
Date: 2/2/2016

Legend

- Dover Boundary
- Zoning
- Dover Parcels
- Kent County Parcels
- Subject Property
- 2012 Buildings

N W E S

0 60 120 240 Feet

AX-16-01

CITY OF DOVER FIRE MARSHAL

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: March 9th, 2016

APPLICATION: Lands of Capitol Cleaners & Launderers, Inc. at 1102 South State Street

FILE #: AX-16-01 REVIEWING AGENCY: City of Dover, Office of the Fire Marshal

CONTACT PERSON: Timothy P. Mullaney Jr., Fire Marshal PHONE #: (302) 736-4457

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

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

ADDITIONAL / SPECIFIC REQUIREMENTS TO OBTAIN APPROVAL:

1. **This office has no objection to the annexation or rezoning.**

APPLICABLE CODES LISTED BELOW (NOT LIMITED TO):
2012 NFPA Life Safety Code (NFPA; National Fire Protection Association)
2009 IBC (International Building Code)
Latest editions of all other NFPA Codes as defined by the Delaware State Fire Prevention Regulations
2012 Delaware State Fire Prevention Regulations
City of Dover Code of Ordinances

***If you have any questions or need to discuss any of the above comments, please call the above contact person listed.**

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: MARCH 2, 2016

CITY OF DOVER Electric & Public Works Departments

APPLICATION: **LANDS OF CAPITOL CLEANERS & LAUNDERERS,INC. AT 1102 SOUTH STATE STREET**

FILE #: **AX-16-01**

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 annexation of tax parcel ED-00-086.05-01-46.02-000

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

1. None.

WATSTEWATER

1. As per the Petition to Annex and Rezone Property, as heard by the City of Dover Utility Committee, February 22, 2016, please find the following:
    a. The property is currently served by City of Dover Electric and Water. There is sanitary sewer service available to the north of this property, specifically within the property of 1074 South State Street, to serve this property, private easement agreements will be required from 1074 and 1086 South State Street. The property owner would be responsible for the costs associated with tapping the sanitary sewer mains extending services to the property, payment of impact fees, costs of all private easements and obtaining permits associated with such improvements. Wastewater infrastructure must be installed in accordance with the requirements of the City of Dover Water / Wastewater Handbook.

SANITATION

1. The City of Dover will only provide sanitation service to residential properties. Therefore, this property shall be served by a private contractor.

STORMWATER / STREETS / GROUNDS

1. None.

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

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
March 2016

APPLICATION: Lands of Capital Cleaners & Launders Inc.

FILE #: AX-16-01

REVIEWING AGENCY: *Kent Conservation District*

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

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 annexation and rezoning of 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

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: March 2, 2016

DELDOT

==========

APPLICATION: Lands of Capitol Cleaners & Launderers, Inc. at 1102 South State Street.

FILE#: AX-16-01 REVIEWING AGENCY: DelDOT

CONTACT PERSON: Jonathan T. Moore PHONE#: 760-2145

==========

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.

PREPARED BY:
City of Dover
PO Box 475
Dover, DE 19903-0475

TAX MAP PARCEL NO.
ED-00-086.05-01-46.02/000

MAYOR AND COUNCIL

COUNCIL RESOLUTION NO. 2016-01

APPROVING THE INCLUSION OF AN AREA WITHIN THE LIMITS OF THE CITY OF DOVER.

WHEREAS, the Charter of the City of Dover authorizes Council to extend the boundaries of the said City in accordance with Title 22, Chapter 1, Section 101 of the Delaware Code (22 Del.C.§ 101); and

WHEREAS, the Mayor and Council deem it to be in the best interest of the City of Dover to include an area contiguous to the present City limits, and hereinafter more particularly described, within the limits of the City of Dover; and

WHEREAS, the Charter of the City of Dover provides that if an annexation is petitioned by all owners of all property considered for annexation, no election shall be required. For an annexation petition not requiring an election, such petition shall be processed in accordance with procedures established for amendments to the zoning map, specified in Dover Code, Appendix B - Zoning. All annexation petitions shall be processed concurrently with the rezoning of the property considered for annexation and shall be subject to public hearing before City Council. Public notice shall be completed in accordance with the provisions of the Dover Code relating to amendment of the zoning map.

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

1. That the following described area, situated in East Dover Hundred, Kent County, State of Delaware, along with all adjacent paths, sidewalks, roadways, and rights-of-way in their entirety, shall be annexed to and included within the limits of the City of Dover:

> ALL that certain tract, piece or parcel of land situated on the Westerly side of South State Street (Also known as U.S. Route #113A) leading from U.S. Route #13 at Cooper's Corner to Wyoming Avenue and being more particularly described according to a plan prepared by Gerald A. Donovan Associates, Inc., dated April 2, 1979 reference CL-96-2 as follows.
>
> Beginning at an iron pipe in the Westerly side of South State Street at the Northeasterly corner for this subject land and land now or formerly of Elma P. LeCompte and L. Leslie H/H (deed reference T-25-292). This point is located N 23° 43' 07"E 200.00 feet from a concrete monument in the Westerly side of South State Street at the Southeasterly corner for lands about to be conveyed to Robert M. Duncan and lands now or formerly of Thomas M. McGinnis and Evelyn E. H/W (deed reference W-16-184). Thence from said beginning point and by a line along the Westerly side of State Street; 1) S 23° 43' 07"W 80.00 feet to a point in said side of State Street at a corner for land now or formerly of David B. Greene

and Edwena L. H/W (being a residue of deed reference X-23-102 and a corner for lands about to be conveyed to Robert M. Duncan). Thence with said Green-Robert M. Duncan land the following 4 courses of distances 2) N 89° 17' 32"W 70.51 feet to a point (in line of lands about to be conveyed to Robert M. Duncan and a corner for lands about to be conveyed to Earl Duncan). 3) N 0° 45' 16"E 47.90 feet (intersecting a building wall and partition wall at approximately 29.16 feet) to a point in a partition wall. Thence continuing with a partition wall; 4) S 89° 14' 44"E 1.23 feet to a point in a partition wall. Thence continuing in part, with a partition wall; 5) N 0° 45'16"E 26.16 feet (exiting said building at approximately 12 feet) to a point at a corner for said lands about to be conveyed to Earl Duncan in line of land of the aforesaid LeCompte. Thence with said LeCompte land; 6) S 89° 02' 54"E 100.49 feet to the point of Place of beginning. Containing within the above described courses and distances 6,331$^{+/-}$ square feet.

To the extent it is situate on the property described above, said property is expressly subject to a road easement, the nature and extent of said easement and its location being described hereinafter. To the extent that said road easement is not situate upon the property described above then granted and conveyed herein is a road easement, the nature and extent of said easement and its location being described hereinafter. This road easement is an easement for ingress and egress from each of the properties contiguous with the easement to South State Street, Dover, Delaware, including all business traffic reasonably associated with the businesses located on the said contiguous properties.

The said road easement shall be fifteen feet (15 ft) in width having as its reference line one of the boundary lines of the said contiguous properties said line from its point of beginning running North 89° 17' 32" West a distance of 136.05 feet; said point of beginning being located on the west side of South State Street (aka U.S. Rt. 113A) leading from U.S. Rt. 13 at Cooper's Corner to Wyoming Avenue and being more particularly found N 23° 43' 07"E a distance of 120 feet from a concrete monument located on the west side of South State Street in the boundary line between lands about to be conveyed to Robert M. Duncan and lands now or formerly of Thomas M. McGinnis, et ux (Deed Ref. W-16-184), 5 feet of said easement shall be north of said reference line and 10 feet shall be south of said reference line.

2. That the above described property shall be annexed into the City of Dover with a zoning classification as set by City Council and in accordance with the zoning map and environs then in force, effective upon such lands being included within the limits of the City of Dover.

3. That the certified copy of this resolution of annexation, together with a plot of the area annexed, shall be filed for record with the Recorder of Deeds of Kent County.

4. That the effective date of this resolution shall be the 12th day of April, 2016 at 12:01 a.m.

ADOPTED: *

S:\RESOLUTIONS-PROCLAMATIONS-TRIBUTES\2016\RESOLUTION NO. 2016-01 ANNEXATION - 1102 SOUTH STATE STREET\2016-01 - Approval Resolution - Annexation - 1102 South State Street for Packet-No Referendum.wpd

ROBIN R. CHRISTIANSEN
MAYOR

TIMOTHY A. SLAVIN
COUNCIL PRESIDENT

FINAL READING

CITY OF DOVER PROPOSED ORDINANCE #2016-08

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED AT 1102 SOUTH STATE STREET

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

WHEREAS, it is deemed in the best interest of zoning and planning to change the permitted use of property described below from BG (General Business District) (Kent County zoning classification) to C-2A (Limited Central Commercial Zone) (City of Dover zoning classification).

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 BG (General Business District) (Kent County zoning classification) to C-2A (Limited Central Commercial Zone) (City of Dover zoning classification) on that property located at 1102 South State Street (on the west side of South State Street and north of South DuPont Highway), consisting of $6{,}331^{+/-}$ S.F., owned by Capitol Cleaners and Launderers, Inc. (TAX PARCEL: ED-00-086.05-01-46.02-000; PLANNING REFERENCE: AX-16-01)

ADOPTED: *

S:\ORDINANCES\2016\DRAFT\ORDINANCE #2016-08 REZONING-ANNEXATION - 1102 SOUTH STATE STREET\Ordinance #2016-08 Rezoning Property at 1102 South State Street-Final Reading.wpd

Actions History

April 11, 2016 - Scheduled for Public Hearing/Final Reading - City Council
March 21, 2016 - Planning Commission - Review
March 14, 2016 - Council Committee of the Whole/Utility Committee Report - City Council
February 23, 2016 - Review - Utility Committee
February 8, 2016 - First Reading - City Council

Draft

PETITION TO AMEND ZONING ORDINANCE TEXT
Report to the
Dover City Council
April 11, 2016

Proposed Change:	Amendment to *Zoning Ordinance*, Article 3 –District Regulations, Section 1 – One-family residence zones, Subsection 1.1 – Uses permitted, Subsection 1.15 – Accessory uses to regulate the keeping of chickens within the one-family residence zones.
Summary of Amendment:	The proposed amendment would eliminate the language that allows the keeping of not more than 25 fowl within the one-family residence zones and add a subsection to allow for the keeping of chickens for domestic purposes, subject to certain requirements. At the first reading before City Council a question came up about whether the code prohibits the keeping of roosters. After reviewing the Animal Control section of the code, it was determined that roosters are not prohibited. Therefore, staff proposes that a new the following be added between lines 38 and 39: **vii. Keeping of roosters shall be prohibited.**
Planning Commission Recommendation:	Following a public hearing on March 21, 2016, where no members of the public spoke with regard to the proposed ordinance, the Planning Commission voted 4-0 (four members absent, one member abstaining) in favor of the proposed ordinance, including the recommended staff amendment.
Ordinance Number:	Staff Substitute #1 for Proposed Ordinance #2016-01
File Number:	MI-16-02

Excerpt from DRAFT Planning Commission Minutes of March 21, 2016

7) MI-16-02 Text Amendment: Keeping of Domestic Animals and Keeping of Chickens – Public Hearing and Review for Recommendation to City Council on a series of Text Amendments to *Zoning Ordinance*, Article 3 – District Regulations, Section 1.15d. The proposed Ordinance revisions would amend the accessory uses of the One Family Residence Zone regarding the provisions of keeping of domestic animals and add Article 3, Section 1.15e pertaining to the keeping of chickens and the associated restrictions. Staff Substitute #1 for Ordinance #2016-01. *The Public Hearing and Final Reading before City Council on April 11, 2016.*

Representatives: None

Mrs. Townshend stated that this was a proposed amendment to the Article 3 District Regulations, Section 1 One Family Residence Zones, specifically relating to accessory uses within the one family residence zones. Many of the other residential zones also refer back to the one family residence zones so this applies beyond simply the one family residence zones. What this would do is change some language. It would make it clear that keeping of domestic animals as pets would be permitted and takes out the references to allowing up to twenty-five (25) foul but then creates a new subsection that would allow keeping of chickens for individual domestic purposes subject to a number of restrictions. When this went before City Council for first reading a question came up as to whether or not this would prevent the keeping of roosters. They thought that had been addressed in the animal control section of the Code but upon review of that section they determined that roosters are not prohibited anywhere in the Code. Therefore, Staff is recommending that a line be added between lines 38 and 39 that would prohibit the keeping of roosters. In terms of the restrictions that they would have on keeping of chickens, you would have to have a quarter acre lot. You could not have more than five (5) chickens on a residential lot and they would need to be registered with the Delaware Department of Agriculture. The purpose of this registration is so if there is some type of avian virus they can notify the owners of chickens. They would require that chickens be penned in a coop that would be at least four (4) square feet per chicken and be located in a rear yard with a minimum of twenty (20) feet from the side and rear yard property lines and that any odor associated with the chickens would not be discernable from the property lines. By June 1st, the properties would have to be in compliance. Properties that are not large enough to have chickens or that have more than five (5) chickens or that are not penned in the proper way would need to be in full compliance by June 1st.

Mr. Holden stated that he is going to abstain from the discussion and voting because he has a bias since he has chickens of his own.

Mr. Cregar stated that he assumes this came about through City Council because there is a problem. Responding to Mr. Cregar, Mrs. Townshend stated that there is an area in the City where there are chickens on a residential lot that the odor is discernable from beyond the property lines and neighbors are concerned.

Mr. Baldwin questioned how many chickens this person has? Responding to Mr. Baldwin, Mrs. Townsend stated that she thinks it was six (6).

Mr. Tolbert opened a public hearing and after seeing no one wishing to speak, closed the public hearing.

Mr. Holt questioned if roosters were more of a problem? Responding to Mr. Holt, Mrs. Townshend stated that they are noisy.

Mr. Cregar moved to recommend approval to City Council for MI-16-02 Text Amendment: Keeping of Domestic Animals and Keeping of Chickens (inclusive of the staff-proposed amendment), seconded by Ms. Holt and the motion was unanimously carried 4-0 by roll call vote with Mr. Holden abstaining and Colonel Welsh, Dr. Jones, Ms. Still and Mr. Ambruso absent. Mr. Cregar voting yes. Mr. Holt voting yes. Mr. Baldwin voting yes. Mr. Tolbert voting yes.

M I-16-02

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: **February 3rd, 2016**

CITY OF DOVER FIRE MARSHAL

APPLICATION: **Text Amendment: To Disallow Keeping of Fowl**

FILE #: **MI-16-02** REVIEWING AGENCY: **City of Dover, Office of the Fire Marshal**

CONTACT PERSON: **Timothy P. Mullaney Jr., Fire Marshal** PHONE #: **(302) 736-4457**

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

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

ADDITIONAL / SPECIFIC REQUIREMENTS TO OBTAIN APPROVAL:

1. **This office has no objection to the text amendment.**

APPLICABLE CODES LISTED BELOW (NOT LIMITED TO):
2012 NFPA Life Safety Code (NFPA; National Fire Protection Association)
2009 IBC (International Building Code)
Latest editions of all other NFPA Codes as defined by the Delaware State Fire Prevention Regulations
2012 Delaware State Fire Prevention Regulations
City of Dover Code of Ordinances

***If you have any questions or need to discuss any of the above comments, please call the above contact person listed.**

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: JANUARY 27, 2016

CITY OF DOVER
Electric &
Public Works
Departments

APPLICATION: **TEXT AMENDMENT: TO DISALLOW KEEPING OF FOWL**

FILE #: **MI-16-02**

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: January 27, 2016

D E L D O T

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APPLICATION: Text Amendment: To Disallow Keeping of Fowl

FILE#: MI-16-02 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 and 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.

FINAL READING

CITY OF DOVER
STAFF SUBSTITUTE #1 FOR
PROPOSED ORDINANCE #2016-01WITH STAFF AMENDMENT #1 (SA#1)
(Staff Amendment #1 Indicated in Yellow Highlight)

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

That Appendix B - Zoning, Article 3 - District Regulations, Section 1 - One-family residence zones [(R-20, R-15, R-10, R-8 and R-7)], Subsection 1.1 - Uses permitted, Subsection 1.15 - Accessory uses, limited to the following of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

1.15 Accessory uses, limited to the following:

(a) Professional office or studio of an artist, dentist, musician, teacher, or physician, but not including veterinarians, provided that:

i. Such office or studio is incidental to the residential use of the premises and is carried on by a resident thereon with not more than one nonresident assistant; and

ii. Such office or studio shall occupy not more than 30 percent of the area of one floor of the main building.

iii. Studios where dancing or music instruction is offered to groups in excess of four pupils at one time or where concerts or recitals are held are prohibited.

iv. Medical centers, barbershops, beauty parlors, real estate offices, funeral homes or similar uses shall not be considered permitted accessory uses.

(b) Garden house, tool house, playhouse, greenhouse or pool incidental to the residential use of the premises and not operated for gain.

(c) Private garage, provided that, in the case of a one-family dwelling, such garage shall have a capacity of not more than three passenger automobiles. One such space may be leased to a person not [a] resident on the premises.

(d) Keeping domestic animals ~~**(except pigs) for individual domestic purposes or**~~ as pets, provided not more than three **(3)** dogs over six months old~~**, and not more than 25 fowl**~~ shall be permitted~~**, and no animals (except dogs) or fowl shall be penned or housed within 20 feet of any lot line**~~.

(e) ~~**(Reserved.)**~~ **Keeping of chickens for individual domestic purposes subject to the following restrictions:**

i. Keeping of chickens shall not be permitted on lots smaller than 10,890 square feet in lot area.

ii. No more than five (5) chickens shall be permitted on a residential lot.
iii. Chickens shall be registered with the Delaware Department of Agriculture.
iv. Chickens shall be penned in a coop that shall be at least four (4) square feet per chicken.
v. All chicken coops shall be located in a rear yard and shall be a minimum of 20 feet from side and rear property lines.
vi. Any odor associated with the chickens shall not be discernable from property lines.
vii. Keeping of roosters shall be prohibited.
viii. Any lot with chickens shall either comply with these requirements by June 1, 2016 or remove the chickens.

(f) Dormitories accessory to schools, provided that such dormitories conform to the bulk regulations of the RG-1 zone. For purposes of computing bulk requirements, each four rooms shall be considered one dwelling unit. Parking shall be calculated as identified in Article 6-Off-Street Parking, Section 3-Required off-street parking spaces, Paragraph 3.1-Schedule of requirements.

(g) Customary home occupations, provided that:

i. No display of products, goods and/or signs shall be visible from the street.

ii. Such home occupation shall be incidental and secondary to the residential use of the premises and shall be conducted in the principal building by the resident or residents that reside therein.

iii. Nonresident assistants or co-workers shall be prohibited.

iv. Such home occupation shall not occupy more than 30 percent of the area of one floor in the principal building.

v. There shall be no exterior effect such as noise, traffic, odor, dust, smoke, gas, fumes, radiation, or electromagnetic interference.

ADOPTED: *

SYNOPSIS

The proposed amendment would regulate the keeping of chickens in one-family residence zones.

(SPONSORS: HARE, HUTCHISON, AND COLE)

Actions History
04/11/2016 - Scheduled for Public Hearing/Final Reading - City Council
03/21/2016 - Public Hearing - Planning Commission
02/22/2016 - Introduction/First Reading - City Council

COUNCIL COMMITTEE OF THE WHOLE

The Council Committee of the Whole Meeting was held on March 29, 2016, at 6:00 p.m., with Council President Slavin presiding. Members of Council present were Mr. Anderson, Mr. Sudler (arrived at 6:01 p.m.), Mr. Neil, Mr. Hosfelt, Mr. Hare (departed at 6:40), and Mr. Hutchison. Mr. Lewis, Mr. Cole, and Mayor Christiansen were absent. Civilian members present for their Committee meetings were Mr. Keller (*Safety Advisory and Transportation*), Mr. Blakeman and Mrs. Stewart (*Utility*), and Mr. Shevock and Ms. Maucher (*Legislative, Finance, and Administration*). Mr. Shelton (*Safety Advisory and Transportation*), was absent.

Mr. Neil moved to amend the agenda to change the order of the committees, as follows: Legislative, Finance, and Administration Committee; Safety Advisory and Transportation Committee; and Utility Committee. The motion was seconded by Mr. Hare and unanimously carried.

LEGISLATIVE, FINANCE AND ADMINISTRATION COMMITTEE

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

AGENDA ADDITIONS/DELETIONS

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

Revenue Policy for Extra Duty/Voluntary Overtime - Annual Review of Hourly Rates

Members were advised that the City policy for Police Extra Duty/Voluntary Overtime provides for an annual review of the hourly rates charged for extra duty to insure cost recovery for providing these services. The hourly rates in the policy are developed based on the average rates paid each officer by rank or the actual wage/benefit rate paid, depending on the service being provided. Each year Staff prepares an analysis to determine if the extra duty revenues exceed the cost of the police officer wages and benefits plus estimated overhead cost.

Mrs. Donna Mitchell, Controller/Treasurer, informed members that the rates were revised as a result of the new Fraternal Order of Police (FOP) Collective Bargaining Agreement. She stated that Staff did not recommend changing the special event rate at this time. Mrs. Mitchell explained that the overhead and hourly rate for extra duty for Dover Downs events was not changed; however, Staff may possibly bring this item back. She stated that Staff would analyze the rates again in July to determine how the special event rates work out for the two (2) large events at Dover Downs in June.

Staff recommended approval of the proposed extra duty rates.

Mrs. Mitchell advised members that sometimes the actual rate plus the rate for workers' compensation and FICA must sometimes be used for the Officer Extra Duty Billing Rates for Grant Related Events, and stated that she would include a note to indicate this on the rate chart ***(Attachment #1)***.

Responding to Mr. Hare, Mrs. Mitchell confirmed that Staff would bring the policy back for revisions to ensure that the City is not losing money on it. She advised members that the City generally broke even in FY 2015; however, she doubted that the City would break even in FY 2016 because, although the FOP raises were retroactive, the City had already billed several customers and had been through several extra duty jobs. Mrs. Mitchell stated that the proposed rates would get the City back on track for next year, so the City would not be losing money.

In response to Mr. Hutchison, Mrs. Mitchell stated that the proposed extra duty rates had been reviewed by the Police Chief and all interested parties.

Mr. Neil moved to recommend approval of the proposed extra duty rates, as recommended by Staff. The motion was seconded by Mr. Shevock and unanimously carried.

Review of Hospitality and Civic Function Policy

Mr. Hare stated that he had requested that members review the City's Hospitality and Civic Function Policy because he thought there was a need to look at what members of Council pay for and what the City pays for. He proposed that, prior to an event, members submit their request to attend with a one (1) paragraph explanation of how attending the event will benefit the City. Mr. Hare explained that there had been occasions when individual members did not want to attend an event if they have to pay for it but did want to attend if the City pays. He stated that his philosophy had always been that if he wanted to go to an event, he would go whether or not the City pays for it.

Mr. Anderson expressed his opinion that some events are a given or an official duty. He stated that he puts in the budget and attends events that he feels are really important. Mr. Anderson noted that Council specifically budgets for the National League of Cities (NLC), which is all official business, as well as the Delaware League of Local Governments (DLLG). He indicated, for instance, that economic development relates to the Downtown Dover Partnership (DDP), and if Staff would be paid and reimbursed to attend such events, it would only make sense that City Council would also, since that is an organization that the City funds. Mr. Anderson felt that the City has a vested interest in knowing what is going on with regard to this event, knowing who is participating, and in supporting the awards involved. Mr. Anderson noted that the Robbins Hose Company was funded by the City and expressed his feeling that events for City function or a City corporation, such as the Robbins Hose Company or the Downtown Dover Partnership (DDP), should be a given and members should not have to justify them each time.

Responding to Mr. Anderson, Mr. Hare clarified that the Fire Company does not charge members of Council for their attendance, the Company pays for it. Mr. Hare noted that the City funds the DDP but does not fund the Kent Economic Partnership. He felt that if members wanted to attend the Economic Development Dinner, he would assume that they had attended all of the organization's meetings, know what is going on in this regard, and be able to submit a paragraph requesting that it be paid for and explain that they are up to date on everything the Partnership had been doing.

Mr. Hare stated that the City is a member of the DLLG and some members of Council attend the monthly dinner meetings. In regard to the NLC, Mr. Hare recalled that it was former Councilman Francis Weyandt's opinion that when members return from an NLC event, they should submit a report regarding what they learned with their expense information, which kept a lot of people from going. Mr. Hare noted that Mr. Weyandt's philosophy was that members should pay for events up front and then request reimbursement. Mr. Hare expressed his belief that too many members say they will only attend an event if the City will pay for it and, considering the City's current budget, Council should not be in that situation.

Mr. Neil felt that it depended on the purpose of having the money budgeted, explaining that if the purpose is to encourage members of Council to attend events to make sure that the Council is represented, then it serves a good purpose. He stated that it does not hurt the taxpayers if an individual member does not attend an event and the City is not paying for it. Mr. Neil did not see a reason why members would have to submit a request indicating that they wanted to attend an event because they think it is good, as opposed to attending because it is being paid for. He stated that it would not cost the taxpayers any money if members do not attend an event, and he believed that the conversation was moot.

Mr. Hare reminded members that the Mayor budgets for and represents the City at all of these functions. He stated that the key question is whether members would go if they had to pay for it.

Mr. Neil stated his understanding that the purpose is to encourage members of Council, not just the Mayor, to attend events in order to be exposed to what the event is and represent Council. He noted that he recently went to Washington, D.C. for the Capitol Hill visit but is not submitting an expense report for reimbursement because the City paid for the event and he felt that it was his duty to go.

Mr. Sudler stated that he agreed with Mr. Hare that members should provide a report or overview after they attend an event because it is important to share the information. He thought that this would provide transparency to the taxpayers and show them what the City is doing with the money.

Mr. Hare noted that the Kent Economic Partnership has meetings every month and Council has a representative on the committee. He wondered whether members who do not attend the monthly meetings would attend the Economic Development Dinner if the City was not going to pay for it.

Mr. Hutchison expressed his opinion that the policy should state that if a member signs up to go to an event and the City pays for it but the member fails to attend, the member should be obligated to reimburse the City.

Mr. Anderson stated that he agreed with Mr. Hutchison, except in cases when a member gets ill.

Mr. Hare moved to recommend that the Hospitality and Civic Function Policy be amended to state that if a member goes to an event, depending on the size of the event, they will come back and provide an update to Council regarding the benefits received from the event; if a member goes to a National League of Cities (NLC) event, they would provide Council with a more

extensive report of what they learned; and if a member signs up to go to an event and the City pays for it but the member fails to attend, the member will have to reimburse the City *(Attachment #2)*. The motion was seconded by Mr. Sudler and carried by a vote of eight (8) yes (Anderson, Sudler, Hosfelt, Hare, Hutchison, Slavin, Shevock, and Maucher) and one (1) no (Neil).

Proposed Ordinance #2016-10 Amending Chapter 2 - Administration, Article IV - Officers and Employees, Division 8 - Deferred Compensation Plan (Sponsors: Cole and Koenig)

Mr. Scott Koenig, City Manager, advised that during their Regular Meeting of March 28, 2016, Council approved the proposed amendments to Article XVII Employee Benefits, Section 3 - Deferred Income of the City of Dover Personnel Policy (Employee Handbook), as recommended by staff, stating that the changes to the Handbook would not become effective until the ordinance amendments are adopted. He reminded members that the proposed amendments to the Handbook reflected changes created by the Dover Organization of Employees (DOE) Collective Bargaining Agreement as well as clarification regarding non-bargaining employees that are in the 401A Money Purchase Plan. Mr. Koenig explained that Proposed Ordinance #2016-10 was the companion document for the Handbook changes. In regard to DOE, he reminded members that there is an existing labor agreement that creates the contractual authorization to modify the matching contributions. In regard to non-bargaining employees, Staff wanted to get the Handbook changes through, and Council authorized the Handbook changes with the condition that they not become effective until the Code amendments are adopted.

Mr. Koenig reminded members that during the Committee meeting of March 15, 2016, he indicated that Staff was working to incorporate all of the retirement related and medical benefits into correct sections of the Code. He stated that this is a major project and, since that time, Staff had taken a step back and decided only to bring forward clear language regarding the 401A Money Purchase Plan.

Mr. Koenig reviewed Proposed Ordinance #2016-10. Referring to Lines 33-34, he reminded members that there is no longer an option for new employees to go into a defined benefit plan, except uniformed police officers who have the option of joining the municipal government plan at the State level.

Mr. Koenig explained that the language regarding contributions in Lines 38-39 and 44-45 would be changed to refer to the plan document, noting that Staff was in the process of modifying the plan document. He stated that the plan document for DOE had been modified and Staff had been preparing a plan document modification that would affect non-bargaining employees if this ordinance is adopted.

Mr. Koenig stated that the proposed amendments will change the 401A Money Purchase Plan required contributions in accordance with the DOE Collective Bargaining Agreement and the City of Dover Personnel Policy (Employee Handbook), and align definitions and eligibility requirements with existing policies. He informed members that if Council adopts Proposed Ordinance #2016-10, it would amend the contributions of non-bargaining employees from the current 3% minimum match/6% maximum match over time to the 6% minimum match/9% maximum match. The

ordinance language relating to the 401A Plan for non-bargaining employees would mirror the language that was adopted by Council for the DOE employees. Mr. Koenig stated that it would not change the 401 contributions for the American Federation of State, County and Municipal Employees (AFSCME) members or the International Brotherhood of Electrical Workers (IBEW) members that are in this plan, and would have no effect on police officer pensions or employees that are in the general pension plan.

Staff recommended adoption of Ordinance #2016-10.

Mr. Anderson stated that he would definitely favor the Proposed Ordinance but noted that it was left completely open ended. He asked whether Staff had looked at an amendment to cap the contribution at approximately $8,500, noting that the City can start capping the City match at some level. Responding, Mr. Koenig stated that there was some discussion about this at the Committee level; however, Staff did not do any calculations on the impact of a calculated match. He stated that if Council wants those numbers, Staff would have to prepare them for the First Reading.

Mr. Anderson expressed concern regarding the open-ended nature of the Proposed Ordinance, noting that the point of it is to make sure that all the employees have a minimum floor that is sufficient for them to retire. He clarified that the point is to make sure that no employee that works for the City retires in poverty, which he believed was a worthy public interest goal. Mr. Anderson explained that in the future someone could get paid $200,000 and get a match for almost $20,000. He felt that there should be a dollar amount cap on what the City matches, not on what an individual can contribute.

Mr. Koenig noted that he respected Mr. Anderson's opinion; however, he stated that placing a cap on the City match would not favor the higher income earners. He explained that the City had gravitated away from simply talking about salary and looking at total compensation across the board. Mr. Koenig felt that, in the long run, a cap would have a negative effect because it would treat people differently as they move up in the income bracket. He stated that a flat fee or a flat percentage would be the same, regardless of income bracket. Mr. Koenig advised that some people at that level are contributing in excess of the 9%.

Mr. Anderson stated that this is not a completely unprecedented idea, noting, for example, that there are dollar amounts, not percentages set for IRAs. He indicated that this would not discriminate because it is available to everyone and the higher income people would still be able to put in the same maximum percentage, according to their income. He was only suggesting a cap on the City contribution.

Responding to Mr. Anderson, Mr. Koenig reminded members that there is no cap on the defined benefit contribution, nor is there a cap on salaries in the police pension. He explained that only the non-bargaining employees that are at a higher income level would be capped.

Mr. Anderson stated that the City does not pay the police pension. In response, Mr. Koenig clarified that the City pays a percentage of payroll for the police pension.

Responding to Mr. Neil, Mr. Koenig stated that if members disapprove and vote down Proposed Ordinance #2016-10, then the non-bargaining group would not have a legal path forward to amend the contributions. He explained that the DOE bargaining unit will move forward with the amended contributions because of the DOE contract. If the ordinance is not passed, the City would not have legal standing to refer back to a document that allows escalation of the contribution for non-bargaining employees.

Mr. Neil agreed with Mr. Anderson's point, noting that looking forward at the finances of the City, the rich get richer. He stated that this is not a bad thing, but thought that it was something that members needed to consider because they would be making an obligation down the line, which he thought members should be very wary of.

Responding to Mr. Neil, Mr. Koenig agreed that this would be an obligation down the line; however, he noted that it is a pay-as-you-go obligation, since there is not a future obligation once the payment is made. He stated that he understood the point, but was unsure at what level the City would make the cap. Mr. Koenig questioned whether it is a cap that would escalate over time and how often Council would review the cap. He indicated that if Council caps the contribution, members would be discussing this issue again, without question. Mr. Koenig reminded members that the non-bargaining employees do not have a path to come and negotiate directly with Council because they are not represented.

Mr. Hosfelt stated that he agreed with Mr. Koenig. He did not understand why members would want to punish or hold back the City's leaders, the department heads who make the decisions on a daily basis. Mr. Hosfelt noted that these are the individuals who put everything together, including the budget, Public Works, and the Police Department. He explained that members have trusted these individuals and put them in positions of leadership and the City pays them a fair wage, but he did not think that holding them back or putting a cap on this would be fair to them. Mr. Hosfelt reminded members that other individuals have a way through negotiations to work this out, but the non-bargaining employees do not have that opportunity and are out there on an island by themselves and at the whim or the will of City Council. He did not see this as fair, noting that if it is good for the lowest person on the pay scale in the Police Department or Public Works, then he thinks that it is good enough for the City's department heads.

Mr. Hare stated that when this was first brought up, it was relayed that it was to help the lower income people so they would be able to retire and have something. He indicated that he agreed with Mr. Anderson and Mr. Neil and, based on the research he had done, he was not aware of any other city in Delaware that has a 9% match for all their employees, including all their upper management employees. Mr. Hare stated that if this was done because the City is worried about the lower income people, he would suggest that the City cap it at $100,000, and that would be a $9,000 maximum a year. He noted that the City can always revisit this matter in a year, two (2) years, or three (3) years if all of a sudden the salaries of 30 of the non-bargaining people were over $100,000. Mr. Hare stated that he had never heard of a 9% match on a 401K anywhere, in private business or local government. He explained that if it was done to help the lower income individuals, then he could support it, but he agreed with Mr. Neil and Mr. Anderson.

Mr. Shevock asked if the 9% being discussed was based on an employee's total salary or what they are putting in the 401K. Responding, Mr. Koenig stated that it is a percentage of the employee's base salary. He explained that under the new minimums, as it escalates, there will be a point where the minimum is 6% that the employee must contribute, and the City will match up to 9%. Mr. Koenig stated that the City has $40^{+/-}$ non-bargaining employees and a certain percentage of those employees are only going to contribute the minimum, while a couple of people are going to contribute over 9%, so the City's exposure would be up to 9%.

In response to Mr. Shevock, Mr. Koenig clarified that individual employees can go over the matches, up to a certain amount of money. He stated that the current maximum is 6% and there are a number of employees that are contributing more than 6% because they want to put additional funding into their retirement. There are a few people that are currently contributing over 9%, who will probably continue to contribute that amount of money. He stated that it is purely on an individual basis.

Mr. Sudler stated that he appreciated the initiative in regard to wanting to help out the lower income, lower paid employees; however, he questioned how much the employees can realistically contribute when they are currently having a hard time, not getting paid that much, and need money right now to pay their bills and monthly expenses. Mr. Sudler thought it was fine if the individuals who have the extra money can take advantage of it, but he did not think that the individuals at the lower end would be able to contribute 9% the way that the economy is now.

Responding to Mr. Sudler, Mr. Koenig stated that any increase from 6% to 9% is voluntary and individual employees make this decision based on whether they can afford to or want to do it, or whether they want to make adjustments to do it. He clarified that this would move the minimums from 3% to 6% and the maximums from 6% to 9%.

Mr. Hosfelt stated that this is a group of employees who have nobody to speak for them but the City Manager, and they speak for themselves. He reminded members that these were the same people that Council did not give a pay raise to last year and instead gave a bonus, which does not carry them far. Mr. Hosfelt stated that Council hit them once, is now going to hit them again, and who knows what this budget is going to bring. He noted that he sees this as a way to compensate good people for good work. Mr. Hosfelt stated that he is very fortunate that he collects a pension, and he knows how important that is. For those that do not have that ability to collect a pension, he saw this as an important step. He did not think it matters whether Dover is the only city in the State that does this, and believed that others should follow suit. Mr. Hosfelt stated that he thought this is a way to treat the City's employees for good work.

Mr. Neil stated that he did not regard asking for a cap at some point as being disrespectful and thought that it is a very generous contribution; however, at 9%, he believed it deserved some comment. He stated that the employees have the ability to contribute the maximum and go above it if they want. In his opinion, it was a question of looking forward in the future for the City, not an insult of the work that the leaders do. Mr. Neil noted that Council evaluates them and has a chance to say how good they are and compliment them, etc. He stated that he thought that it would be a little bit over generous at this time, looking down the road.

Responding to Ms. Maucher, Mr. Koenig explained that currently the minimum is 3% and Staff is proposing to escalate to 6% between now July 1, 2018. The maximum match right now is at 6% and that would escalate and mirror proportionately to 9% between now and July 1, 2018, when 9% would be the available number. He stated that the area between 6% and 9% is driven by what the employee wants to do. They do not have to contribute more than 6%, but they have to contribute at least 6% when those minimums are reached.

Ms. Maucher asked how much the City would contribute if an employee contributed 7%. Responding, Mr. Koenig stated that if an employee contributed 7.25% and the max was above 7.25, the City would match the contribution. He explained that it cannot be unbalanced towards the City but it can be unbalanced towards the employee. There could be an employee who contributes 15% of their salary, but the City's exposure would be whatever the maximum is.

Ms. Maucher asked what the income ranges are for those who are contributing over the current 3% up to 6%. In response, Mr. Koenig explained that the range for non-bargaining employees is between the low to upper $30's, up to the mid $120's. He noted that there are administrative assistants in confidential positions who are being paid in the upper $30's or perhaps low $40's, while his position is in the mid $120's. Mr. Koenig indicated that there is a wide range in this area, explaining that, at this point, a lot of the non-bargaining employees are in executive level management; however, there are a number of confidential administrative assistant positions throughout the organization that represent the lower end of that scale.

Mr. Neil moved to defer this matter for further discussion, seconded by Mr. Hosfelt and unanimously carried.

South Bradford Street Streetscape Enhancements (Division Street to Loockerman Street) - Transportation Enhancement Program Agreement

Mr. Scott Koenig, City Manager, informed members that the South Bradford Street Streetscape Enhancements project consists of the design and preparation of contract documents, explaining that it involves streetscape improvements along South Bradford Street from Loockerman Street to Division Street. Improvements include curb and sidewalk replacement, American with Disabilities Act (ADA) upgrades, curb ramp improvements, crosswalk improvements, and pedestrian lighting.

Mr. Koenig stated that this project is part of the transportation enhancement program through the Delaware Department of Transportation (DelDOT), the application for this grant was initially filed by the Downtown Dover Partnership (DDP), and the DDP was selected through a competitive process. He explained that the conceptual side of this plan had come to an end and there must be a contract in order to move forward. Since the DDP cannot entertain that contract, the project must shift to the City of Dover to move forward. Mr. Koenig stated that the City's exposure on the design side is approximately $25,000 of the estimated $125,000 design fee. The City will cover that portion of the agreement using either community transportation funding or funding from the street program. He stated that this would basically lock the City into receiving State money, similar to a grant award.

Mr. Koenig advised members that this project will enhance the sidewalks, add brick accents, improve the landscaping, and improve the street lighting. He explained that since approximately $1M will be spent on sidewalk and visual improvements, the City will also do the sewer and water replacement along this corridor prior to the actual construction of the sidewalks, lighting, and other improvements and will likely complete the paving afterward.

Mr. Koenig explained that this is only one (1) component of the overall project but this is the component that has third-party funding. He stated that when the project goes to construction, there will be an 80/20 match. Since it is a $1M construction project, the State will provide $800,000 and the City must provide the 20% match, which can come from either community transportation funding, street program funds, or other general fund projects that may finish under budget.

Mr. Koenig informed members that the conceptual design was just finished, design will take approximately a year to finish, then construction would probably be 12 to 18 months away, which will give the City time to replace the utilities and prepare for the sidewalk and lighting enhancements.

Staff recommended authorization to execute the agreement to initiate the design for this streetscape improvement project.

Mr. Neil moved to recommend authorization to execute the agreement to initiate the design for the South Bradford Street Streetscape Improvement Project, as recommended by Staff. The motion was seconded by Mr. Anderson and unanimously carried.

Mr. Hutchison moved for adjournment of the Legislative, Finance, and Administration Committee meeting. The motion was seconded by Mr. Neil and unanimously carried.

Meeting adjourned at 6:40 p.m.

SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

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

AGENDA ADDITIONS/DELETIONS

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

Proposed Ordinance #2016-09 Amending Chapter 98 - Streets, Sidewalks, Storm Sewers and Other Public Places, Article I. - In General, Section 98-10 - Speed Reduction Devices; Appendix A - Subdivisions, Article VI - Subdivision - General Requirements and Design Standards, Section A - Streets, Paragraph 1; and Appendix B - Zoning, Article 10 - Planning Commission, Section 2 - Site Development Plan Approval, 2.54 - Proposed Development (Sponsors: Hosfelt and Cole)

During the Safety Advisory and Transportation Committee meeting of October 26, 2015, members discussed prohibited speed reduction devices as a result of a discussion that took place at a neighborhood meeting at the Greentree Shopping Center involving the owner of the property as well as business owners. Mr. Hosfelt stated that he would like the Committee to continue this discussion after a couple of months, which would allow him time to do further research, especially in regard to speed cushions. He stated that this subject would not be put aside and was worth investigation.

During the Council Committee of the Whole/Safety Advisory and Transportation Committee meeting of March 29, 2016, Mr. Hosfelt reminded members that some of the business owners in the Greentree Shopping Center had expressed safety concerns which led to a discussion regarding whether speed bumps or speed humps were permitted on private property. He stated that, historically, the City of Dover had not had speed bumps or speed humps because the Police and Fire Departments had always stood against them because of response times and safety for their people. Mr. Hosfelt explained that after meeting with business owners in the Greentree Shopping Center, he met with Police Chief Paul Bernat and the newly elected Fire Chief, Carleton Carey, Jr., to discuss this concept. He reviewed a photo depicting a speed cushion, noting that it was unlike a typical speed bump where the entire roadway is covered with an increased asphalt. Although he had not seen a speed cushion in person, he had been informed that they were utilized in Harrington, Delaware, where they were well used and liked.

Mr. Hosfelt explained that Proposed Ordinance #2016-09 would permit speed cushions on privately owned commercial property. He indicated that the devices would be tested on private property and at some point the City may desire to try them on a public roadway. Mr. Hosfelt advised members that it appeared that installing these devices would satisfy business owners on private property. He expressed his belief that two (2) of the biggest proponents would be the Greentree Shopping Center and Eden Hill Medical Center, noting his understanding that some speed cushions had actually been put in place by owners who had not been aware that the City was discussing this matter. Mr. Hosfelt noted that comments regarding this proposal had been provided by Mr. Timothy Mullaney, Jr., Fire Marshal, and Mr. Jason Lyon, Water/Wastewater Manager, Public Works Department, who were not in favor of speed cushions.

In response to Mr. Hutchison as to how the devices are put in place and if they can be removed, Mr. Hosfelt expressed his belief that they are bolted or secured in place and would not move around the roadway. He stated that the width in the lane of travel between humps would allow for fire apparatus, garbage trucks, and other large vehicles.

Mr. Neil stated his understanding that vehicles would have to slow down to approximately 25 miles per hour before going over the speed cushions, which are slotted. He indicated that speed cushions

had been discussed in regard to speeding issues on North State Street. Mr. Neil expressed his hope that the Police Department had helped to slow down traffic in the North State Street area, noting that he had not heard much about this recently.

Mr. Hosfelt stated that the proposal was not for public roadways like North State Street, noting that there were similar speeding problems on Independence Boulevard in Bicentennial Village. He stated that the intent was to use speed cushions strictly on private property and the cost would be the responsibility of the business or property owner and not the City.

Mr. Hosfelt pointed out that Mr. Lyon had expressed concerns regarding possible damage to vehicles and unnecessary stress on the vehicles and operators; however, Mr. Hosfelt did not see this as an issue with the width and pathway specifications that had been built into the ordinance.

Mr. Scott Koenig, City Manager, stated his belief that the City did not pick up trash in the Greentree Shopping Center, so the devices would not be a problem for trash collection vehicles. He noted he was not really interested in the City collecting trash for large shopping centers; therefore, if this became a problem for garbage trucks, the City would be willing to make this trade-off if necessary. In addition, Mr. Koenig explained that the City does not plow large shopping centers, so there would be no issue with snow plowing equipment. He expressed his belief that the statute should really just be related to private streets, but noted the potential for gravitation to public streets. Mr. Koenig stated that speed cushions could cause operational issues if installed on public streets because there would be an associated cost. Given the level of frustration that some property owners have with this issue, he felt that the devices were something that the City should try, noting that the ordinance could be amended in the future if it does not work.

Mr. Hosfelt advised members that he had met with Mr. Koenig to get his comments and thoughts on the Proposed Ordinance before bringing it to the Committee.

Mr. Hutchison expressed his opinion that the proposal was an excellent way to help the Police Department address public safety issues and concerns since police officers cannot be everywhere. He stated that Christiana Mall has speed bumps and they work in slowing traffic.

Mr. Neil moved to recommend adoption of Proposed Ordinance #2016-09, seconded by Mr. Keller.

Mrs. Traci McDowell, City Clerk, advised members that Mr. Mullaney had advised her that there is a fire lane in front of the Greentree Shopping Center and stated her belief that this is where the speed cushion was proposed to be installed. She noted that Line 27 of the ordinance prohibits use of the devices in fire lanes and questioned if members wished to strike “fire lane” from this line of the Proposed Ordinance.

Mr. Hosfelt advised members that the proposed change would strike through the two (2) words "fire lane" in Line 27 of the Proposed Ordinance.

Mr. Neil and Mr. Keller stated that they were willing to include this change in the motion.

Mr. Slavin questioned if speed cushions would be installed in both the front and rear of the Greentree Shopping Center. Responding, Mr. Hosfelt stated that this would be the choice of the owner.

Mr. Slavin stated that the issue of speeding was more of a concern in the rear of the building. Responding, Mr. Hosfelt indicated that he anticipated speed cushions would go in the rear of the building first.

The motion to recommend amending Line 27 of Proposed Ordinance #2016-09 by striking the words "fire lane" and to recommend adoption of the ordinance as amended *(Attachment #3)*, was unanimously carried.

Discussion - Assignment of Dedicated Police Athletic League (PAL) Officer
During the City Council meeting of February 22, 2016, members referred this matter to the Committee for discussion.

Police Chief Paul Bernat provided an overview of the Police Department, noting that the Department is currently authorized for 101 police officers and at full strength, but has recruits and officers in training. He explained that six (6) officers would be in Field Training Officer (FTO) training through May 14, 2016 and three (3) recruits are in the Delaware State Police Academy. Chief Bernat informed members that the 101st officer, Mr. Timothy Mullaney, Jr., was hired on Monday, March 28, 2016, noting that Mr. Mullaney is a certified officer (City Fire Marshal) and will receive 14 weeks of FTO before being released. Chief Bernat stated that there was one (1) officer with an official resignation date of June 30, 2016 and four (4) officers are on light duty. He advised that a lieutenant was beginning week three (3) of a ten (10) week training program at Northwestern Police Command School this week, a detective was in week four (4) of a ten (10) week training program in a Crime Scene Investigation (CSI) school, four (4) officers were getting ready to attend Special Operations Response Team (SORT) training for 80 hours, and a K-9 officer was getting ready to attend a 12-week training program from April through July.

Chief Bernat informed members that the Department has implemented the beginning stages of the Police Athletic League (PAL) program and Master Corporal (MCpl.) Keith Hester was transferred to PAL on February 7, 2016. He stated that MCpl. Hester has over 19 years of experience working with youth and is an extremely dedicated youth police officer.

Chief Bernat reminded members that in January 2015, the Police Department requested 10 additional police officers from City Council. The Department specifically asked for two (2) officers to be dedicated to PAL, which could be confirmed by a review of the minutes of the Legislative, Finance, and Administration Committee meeting of January 12, 2015. He explained that, when attending meetings or speaking to the public, he is continually asked when the Department will start a PAL program, and he felt it necessary to identify the PAL officer and begin the preliminary processes for the program this past February. Chief Bernat indicated that with the PAL officer selected, the background work had begun. Staff had met with Mr. Robert Jameson, Executive Director, Police Athletic League of Delaware, and had been granted permission to start the City's program under the New Castle County Police Department's umbrella for PAL. Chief Bernat informed members that

the Dover Police Department is in the infant stages of starting a PAL basketball program, noting that the start-up of the City-wide PAL basketball league will demonstrate to corporate PAL the City's capability and dedication to the program. He stated that once the program is completed and measured, the Dover Police Department will have data to present to the PAL Board, which will allow for the development of the sole City of Dover PAL organization. Chief Bernat estimated incorporation for the Dover Police Department PAL in early Fall of 2016, noting that contact had been made with Mr. Kevin Baird, Esq. to discuss this process and he was very willing to help. Chief Bernat indicated that two (2) professional grade, safe basketball hoop systems and basketballs had been purchased, t-shirts were on order for the summer leagues. He stated that the City's Parks and Recreation Department would provide two (2) additional hoop systems and would be an active partner in the summer league. MCpl. Hester had received permission to use the courts at the Elizabeth W. Murphey School, and he and Sergeant Robbins had repainted the outside basketball courts on the Murphey School property. Chief Bernat noted that PAL basketball will be present at community outreach events on April 1, 2016 and June 11, 2016. He stated that MCpl. Hester will vet and train officers to fill positions at PAL program events, and these officers will be deployed under extra duty protocols.

Chief Bernat advised members that a $580,000 grant had been received from the Joint Finance Committee (JFC) and Attorney General Matt Denn last year, and 640 hours connected with this funding is dedicated to community events. He explained that part of this funding would be used toward the PAL program.

Chief Bernat explained that there are several moving parts in the Dover Police Department, and the Department is moving in the right direction. He reminded members that he had been the Chief of Police for two (2) years, and the past two (2) years had been very challenging. In 2015 the Department experienced seven (7) retirements and 21 (62%) of the individuals in the Department's 34 supervisory positions are new supervisors. Chief Bernat explained that the Police Department is a young department that will be well trained and highly motivated to protect and serve the citizens of Dover. He stated the importance of connecting with the community and that it was equally or more important to connect with the youth because they are the future. Chief Bernat felt that the City would be a better place to live if the Police Department could build a better rapport and understanding of law enforcement officers for children in the community.

In response to Mr. Hosfelt, Chief Bernat confirmed that he intended for MCpl. Hester to be the permanent PAL officer. He noted that MCpl. Hester would be eligible to retire in three (3) years, and expressed his hope that the position could be civilianized after MCpl. Hester's retirement.

Mr. Hosfelt questioned if the grant money that Chief Bernat mentioned paid for the extra duty coverage. Chief Bernat stated that funds received from the JFC would cover 640 hours, which would run out after one (1) year; however, the Department would look for other funding sources.

Mr. Anderson noted that the City previously had a PAL program that disappeared due to retirements and other needs in the police force. He asked Chief Bernat whether the City had been better off with or without the PAL. Responding, Chief Bernat expressed his opinion that the program makes a

difference. He advised members that a couple of former participants had recently been hired by the Department, noting that Detective Jordan Miller was one (1) of them. Chief Bernat felt that changing even one (1) life makes a difference and stated that they would change more than one (1) life.

Mr. Sudler thanked Chief Bernat for doing an excellent job. He asked if consideration had been given to having someone provide education on juvenile delinquency and appropriate behavior, in addition to the sports program. Responding, Chief Bernat stated that this would be a good idea.

Mr. Neil stated that in his youth he was led to believe that police officers were heroes. Noting the temptations for young people, he felt it was important for young people to see police officers as the good guys and he applauded their efforts.

Mr. Slavin indicated that his job would be to answer the questions of constituents. He questioned the need for a master corporal to be the program lead. Noting the plan to civilianize the position, Mr. Slavin inquired why the Department would not begin with a civilian division, stating his assumption that there would be a difference in salary between a civilian and an officer position. Responding, Chief Bernat explained that MCpl. Hester has 19 years of experience and he could not think of a better person to get the program started. He stated that, as with a house, there was a need to build a proper foundation or the program would collapse.

Mr. Slavin felt there would be an appearance that the City had authorized more officers than needed to go out on the streets to deal with the threat of violence, if a master corporal, which is a fairly significant position within the Department, was being placed on non-patrol duty. He felt that he could better explain this to constituents since Chief Bernat had provided clarification.

Mr. Slavin asked if the force would be reduced by one (1) position if the position were civilianized. In response, Chief Bernat indicated that he could not answer that right now but would be prepared to do so.

Mr. Slavin stated his understanding that the authorized officer position would serve the PAL purpose for three (3) years. He questioned if the need for the authorization would go away when the position goes to the civilian side. In response, Chief Bernat felt that it was important to have at least one (1) uniformed officer involved and that it was equally important to have the involvement of retired officers, who do not cost as much. He reiterated the importance of having a good foundation for the program.

Mr. Slavin stated that he was encouraged by a comment that Chief Bernat had made to him about his philosophy of building the program where the kids are located by looking for connections in the community, school, and places where they already gather and placing parts of the PAL program there. He stated that he applauded this model, which had been used by the Boys and Girls Clubs for a variety of their programs.

Chief Bernat explained that Central Middle School would be the key area, noting that MCpl. Hester had been a School Resource Officer at that location for 18 years.

Mr. Hutchison stated that Camp Barnes, run by the Delaware State Police; the Boys and Girls Club in the City and throughout the State of Delaware; and PAL programs had been able to accomplish a great deal over the years, and he felt there was nothing that the Dover Police Department could do that would be more important than addressing the issues and concerns of young people. He stated that the Police Department makes a difference and expressed the importance of a good foundation that will allow an opportunity to build for the future, noting that people could be saved. Mr. Hutchison stated that it is amazing how many individuals can be reached, noting that he serves on the board of the Elizabeth W. Murphey School and 30 to 35 students go there on a regular basis. He informed members that over 5,000 kids have gone through the Murphey School in the last 90 years and the establishment is still in business. Mr. Hutchison stated that he is a huge supporter of taking care of youth but acknowledged that there is a cost involved. He felt that this was a good cost because there is a benefit received.

Request For Left-Hand Turn Signals - Queen/Water Street and State/Water Street Intersections

During their meeting of September 28, 2015, the Committee recommended endorsing a letter to the Delaware Department of Transportation to study the Queen/Water Street and State/Water Street intersections.

Mr. Scott Koenig, City Manager, informed members that in October 2015, he forwarded a request from the City of Dover to Mr. Mark Luszcz, Chief Traffic Engineer, State of Delaware Department of Transportation (DelDOT) regarding the potential installation of left turn signals at the intersections of State/Water Street and Queen/Water Street. He informed members that he received an official reply from Mr. Luszcz on Friday, February 26, 2016, which did not indicate that the installation was needed; however, it also stated that if DelDOT did this installation there would only be a minor degradation of the intersection function and it would prevent the City from asking for additional study in the future. Mr. Koenig advised members that the State had basically acquiesced and indicated that if the City wants the left-turn arrows installed, DelDOT will put them on the design schedule and install them as soon as funding permits. Mr. Luszcz hoped that they would be done in FY 17, which would begin July 1, 2016, and this would eliminate the need for DelDOT to study this intersection going forward. Mr. Koenig indicated that, from staff's standpoint, there had been testimony that the arrows would be a reasonable improvement and he thought that most drivers would concur. He expressed his opinion that, in this case, the City would be ahead of the curve in transportation requests at these two (2) intersections.

Staff recommended authorizing the changes to the traffic signal phasing and allowing DelDOT to program and implement the changes as soon as funding permits.

Mr. Hosfelt stated that he agreed with Staff's recommendation.

Mr. Hutchison moved to recommend authorizing the changes to the traffic signal phasing and allowing DelDOT to program and implement the changes as soon as funding permits, seconded by Mr. Anderson and unanimously carried.

Safety Concerns (Sudler)

The Elks Lodge - 217 North Kirkwood Street

Mr. Sudler informed members that the Kirkwood Street community and surrounding neighbors had lost confidence in the ability of Dover Elks Lodge #1125, located at 217 North Kirkwood Street, to provide adequate security and safety measures for the general well-being of their community. They had reached out to the Lodge leadership and had not been able to come to a happy medium in regard to a soft approach to solving their concerns. Mr. Sudler stated that in February 2016, a meeting was held at City Hall to discuss various options for the current City ordinance and State doctrine to classify the Elks Lodge as a nuisance property. Attendees included Council President Slavin; Councilman Hutchison, who represented the Safety Advisory and Transportation Committee; Councilman Sudler; Representative Sean Lynn, 31st District; Mr. Albert J. Roop, Department of Justice; the Kirkwood Neighborhood Watch Executive Committee; and residents of Queen Street. Mr. Sudler stated that another meeting was scheduled for April 6, 2016 at 11:00 a.m. at City Hall, and indicated that he would update members regarding this meeting.

Mr. Hosfelt asked whether management from the Elks Lodge attended the meeting. Responding, Mr. Sudler indicated that the group had been unsuccessful in contacting the management of the Elks Lodge, although a community meeting was held with them in July 2015. He noted that a couple community meetings had been held.

Mr. Anderson stated that meetings had been held with members of the community and an action plan was agreed upon that included various facets, such as reviewing the type of music the DJ's would be playing and looking at hiring off-duty Dover police officers for random times so that there would be someone with authority to move people who are in the streets. He explained that the music in the area was loud and people would bring their own alcohol and set up their own parties outside, where 90% of the problems were occurring. Mr. Anderson stated that approximately nine (9) months had gone by and none of the steps toward the action plan had occurred. Communication had broken off, and this had been a continuing problem. Mr. Anderson expressed frustration, since the idea had been to work with the Elks Lodge and the community on a solution, and a solution was agreed upon and the neighbors did their part. The agreement was to form an active neighborhood watch association and take other actions; however, the Elks Lodge part of the agreement never materialized, so only half of the agreement had been kept, which was also a continuing problem.

Mr. Sudler stated that Police Chief Paul Bernat was also present at the first meeting and the Police Department had been very supportive in trying to address the concerns of the Kirkwood Street Neighborhood Watch and providing information. He indicated that the Neighborhood Watch was working with the Dover Police Department to try to obtain feedback from the Elks Lodge leadership to see if they would comply; however, no one appeared to be accessible to sit down and talk.

Mr. Slavin thanked Councilmen Sudler and Anderson for continuing to follow this issue. He advised members that at one (1) of the related meetings he attended, a multi-pronged approach was discussed. Those in attendance planned to check on the corporation and business license status of the company, as well as their exemption from property taxes. Mr. Slavin stated his belief that under their original charter they had set themselves up as a charitable organization, and there was some question as to whether they are charitable. In addition, those in attendance planned to check with the International Order of the Elks to see if this Lodge is in good standing, which would impact their exempt status with the City. Mr. Slavin felt that something would be found that would help to get to the root of this.

In response to Mr. Hutchison as to whether the police had any contact with the Elks organization, Chief Bernat indicated that Major Marvin Mailey, Deputy Police Chief, had been trying to contact this Lodge with negative results. He stated that he had heard that Mr. Dillard Christmas passed away in a traffic accident approximately two (2) or three (3) weeks ago and Chief Bernat felt that this was related to the difficulty in making contact with the Lodge. Chief Bernat advised members that the number of related complaints being received had dropped somewhat, noting that only five (5) had been received this year to date, including two (2) disorderly conducts with one (1) resulting in an arrest, one (1) gone on arrival (GOA), and one (1) gunshot. After investigating the gunshot, it was determined that an individual had shot themself in the leg. There was also a fraud-related domestic complaint. Chief Bernat stated that the Community Policing Unit is involved and Master Corporal Jennifer Lynch had attended two (2) neighborhood watch meetings that were held in February and March 2016, and another meeting was scheduled for April. He advised members that the Police Department is active in this area and was seeing some results. Chief Bernat stated the importance of contacting the Elks Lodge management, noting that the Police Department had found in the past that meeting with management seemed to get their attention.

Mr. Hosfelt stated his belief, based on past experiences, that the problems would return when the weather warms up and people begin opening their windows again.

Mr. Sudler stated that members of the community were encouraged to call with their concerns; however, they indicated that they did not want to call because they felt that if the police came to their houses, they would be targeted and there would be retaliation. He advised that a vote had been held regarding whether the community wanted the Elks Lodge to be closed and some people indicated that they wanted to participate; however, they were afraid of being seen going to vote and being targeted or retaliated against. Mr. Sudler felt that retaliatory acts play a significant role in complaints from the community. He noted that he was glad that complaints had decreased, but did not feel that this was a strong indicator. Mr. Sudler explained that his constituents had expressed that there was no point in calling since they had been dealing with this issue for years and felt that nothing would be done. He advised members that his constituents wanted something to be done, and he would like to get something done on behalf of his constituents. Mr. Sudler stated that 10 years of complaints had been reviewed and they had been extensive. He indicated that one (1) of the tactics planned to be used now was to see how many complaints are received from the surrounding areas on Queen and Cecil Streets, not just those from Kirkwood Street.

Chief Bernat noted that Fulton Street seemed to be a hot spot now as well. He informed members that a lot of extra-duty foot patrols were being used to saturate this area and they had been bringing results.

Mr. Sudler indicated that Mt. Zion A.M.E.. Church has some concerns about a store in that area.

Mr. Hosfelt stated that if someone were to call and report a crime, police officers would not have to show up on their doorstep. Chief Bernat concurred, stating that an individual reporting concerns could request to remain anonymous or tell the dispatcher that officers should not come to their house because they do not want retaliation. Although their information will appear on the dispatcher's screen, an individual can request that they not be contacted or request to remain anonymous.

Mr. Anderson stated that some people felt more comfortable making an appointment to talk with the police at the police station instead of having someone come to their home, which was an option that the Dover police made readily available. He indicated that looking at non-conforming use in residential areas had also been discussed and felt that this should be looked at when there is a threat to public safety. Mr. Anderson expressed his opinion that this should be an important part of the City Code, not just for one (1) area but as a general principle. He indicated that he has no problems with non-conforming uses but does have problems when such uses endanger people and there is no mechanism for review. Mr. Anderson expressed the need to move forward quickly on that principle.

Hamlet Shopping Plaza

Mr. Sudler advised members that business owners and residents in the area of the Hamlet Shopping Center were concerned about aggressive panhandling and youth gang activity in the Center, which they feel have impeded their future potential profits and sales. He indicated that these business owners and residents were orchestrating a commercial and residential neighborhood watch program.

Mr. Sudler informed members that a meeting was conducted at Tom's Bullpen, 1035 Walker Road. Attendees included Councilman Sudler; Council President Slavin; Representative Sean Lynn, 31st District; Councilman Anderson; a Dover Police Department community police officer; and code enforcement staff from the City. There were approximately 45-60 participants who voiced their concerns and remedies were provided. Mr. Sudler stated the intent to hold a follow-up meeting in approximately three (3) months to assess the increase or decrease in the activities that caused complaints and offered to provide an update following that meeting.

Mr. Anderson questioned if, as a result of the meeting, the Hamlet residents and community had worked with the Community Policing Unit to start a neighborhood watch association. Responding, Mr. Sudler indicated that business owners and residents had exchanged information in this regard and stated his intent to check with the point person to see how this was coming along.

Mr. Anderson felt, since the community was being proactive, that the City should be supportive of their efforts and make sure they get the resources to be successful, and Mr. Sudler concurred.

Mr. Sudler informed members that he shops at the Hamlet Shopping Center quite often and some business owners there had seen an increase in the police presence. He noted that criminal activity is deterred when officers park their vehicles and sit there, and he had observed police officers at the property. He thanked the Police Department and Police Chief Paul Bernat for their strong presence at this location.

Mr. Keller advised members that there was a gentleman employed by the 7-11 Store in the Hamlet Shopping Center whose presence had been helpful and who people look up to. He suggested that if there was any way the City could help this individual, this should be done. Responding, Mr. Sudler stated his belief that the gentleman's name is Corey, and he had acted as a security officer and mentor to some of the youth in the area. Mr. Sudler indicated that this individual had asked if the City could assist him in obtaining a security job in the Shopping Center or with the Dover Police Department. He had informed the gentleman that he was unsure if the Dover Police Department was taking on civilians but that he would ask. Mr. Sudler felt that this individual had done an excellent job of helping to keep the area clean and free from debris and criminal activity, but was unsure if he was still at this location.

In response to Mr. Hosfelt, Mr. Sudler stated that the management team for the Hamlet Shopping Center was not present at the meeting, noting that he had been unsuccessful in reaching out to the property owner. A representative of the Hamlet Homeowners Association was present, and Mr. Sudler had made contact with the president of the association.

ShotSpotter Gunshot Detection and Location Service

Due to time constraints, Mr. Anderson requested that the matter of the viability of the ShotSpotter Gunshot Detection and Location Service be referred to staff for review and that it be discussed during the next Safety Advisory and Transportation Committee meeting.

By unanimous consent, members recommended that the matter of the viability of the ShotSpotter Gunshot Detection and Location Service be referred to staff for review and that it be discussed during the next Safety Advisory and Transportation Committee meeting.

Mr. Hutchison moved for adjournment of the Safety Advisory and Transportation Committee meeting. The motion was seconded by Mr. Neil and unanimously carried.

Meeting adjourned at 7:26 p.m.

UTILITY COMMITTEE

The Utility Committee met with Chairman Hutchison presiding.

AGENDA ADDITIONS/DELETIONS

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

Annexation Requests

1411 and 1417 South Governors Avenue, Owned by Heartland Delaware, Inc.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reviewed a Petition to Annex and Rezone property located at 1411 and 1417 South Governors Avenue, owned by Heartland Delaware, Inc. She advised members that the subject properties were located between Route 13 and Governors Avenue, immediately south of Webbs Lane. Mrs. Townshend explained that the two (2) parcels north of the subject properties, including the Wendy's restaurant, are currently located within City limits. She stated that the owner wants to make some improvements that would involve the use of all of the properties, and the annexation of the two (2) subject properties into the City limits would make that a clean process.

Mrs. Townshend informed members that the Comprehensive Plan Designation for the subject properties is Category 2: 0 to 10 years priority annexation areas. She noted that it had been approximately seven (7) years since the City's Comprehensive Plan was adopted, so this was on target.

Mrs. Townshend advised that the present use is principally commercial with a little bit of residential. The Comprehensive Plan Land Use Designation is medium density residential; however, Staff believed that the City can work with the State Planning Office to characterize it as a minor variation. She explained that the land use classification for the properties that are currently in the City are indicated as commercial in the Comprehensive Plan, and this was colored as residential, along with Rodney Village.

Mrs. Townshend stated that the Wendy's is currently served by City water, sewer, and electric, and the house structure currently has City electric. She advised members that City water and sewer services are available off of South Governors Avenue.

Staff recommended proceeding with annexation of the properties.

Responding to Mr. Neil, Mrs. Townshend confirmed that, once annexed, these properties would fall under the City for assessment purposes.

Mr. Anderson questioned what was driving this annexation request. In response, Mrs. Townshend stated that she was not exactly sure what the owner's development plans are but that the owner does plan to improve the property and being in the City would make the improvements easier to achieve.

Mr. Anderson noted that the surrounding properties were commercial and that it would probably be easier to get a commercial designation by annexing the subject properties into the City than it would be for the County to change its plans. Responding, Mrs. Townshend stated that the subject properties are currently zoned BG (General Business), which is commercial in the County. She explained that if the owner is going to do any expansion of the sewer or water infrastructure on the properties, it would require annexation into the City, which is most likely the reason for the

annexation request. Mrs. Townshend stated that this owner was proactive, noting that people typically come to the City when they are ready to hook up and then find out that they cannot.

Mr. Blakeman asked if Heartland Delaware, Inc. owned any other property in the City. In response, Mrs. Townshend stated that the only properties that she was aware of were the subject properties and the two (2) properties located immediately north of these properties.

Mr. Neil moved to recommend proceeding with annexation of the properties, as recommended by Staff, seconded by Mr. Blakeman and unanimously carried.

Property Located Adjacent to State Route 1 and Surrounding the Intersection of Leipsic Road and Persimmon Tree Lane Including Three (3) Unaddressed lots of a Single Parcel (Lots 8, 9, and 10A) and Property Located at 1229 Persimmon Tree Lane (Lot 18), Owned by Dover International Speedway, Inc.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reviewed a Petition to Annex and Rezone property located adjacent to State Route 1 and surrounding the intersection of Leipsic Road and Persimmon Tree Lane, including three (3) unaddressed lots of a single parcel (Lots 8, 9, and 10A) and property located at 1229 Persimmon Tree Lane (Lot 18), owned by Dover International Speedway, Inc.

Mrs. Townshend informed members that, during their meeting of March 28, 2016, City Council considered a rezoning request and first reading of Proposed Ordinance #2016-15 for property owned by Dover International Speedway, Inc. that is already within City limits. She stated that staff had been working with Dover International Speedway, Inc. for approximately one and one-half years to annex all of the properties used for festivals, camping, and other activities associated with the race and festivals into the City under a common zoning classification of RC (Recreational and Commercial). Mrs. Townshend reminded members that the City recently adopted text amendments to the RC zone that allow the City to manage some of the issues associated with the large music festivals, and stated her belief that it is important for all of the property to have the same zoning classification.

Mrs. Townshend stated that the properties are currently zoned AR (Agricultural Residential) in the County. She advised members that the Comprehensive Plan Designation for the subject properties is Category 2: 0 to 10 years priority annexation areas and explained that one (1) of the notes in the Comprehensive Plan indicates that the properties would be master planned at the time of annexation. Mrs. Townshend stated that staff had worked with the Speedway regarding the master plan for the festival layout, it was submitted to the State for Preliminary Land Use Service (PLUS) review and, although staff was awaiting written comments, there were no major issues.

Mrs. Townshend stated that the whole idea is to bring the festival uses under the City of Dover jurisdiction to make it easier to manage and make it very clear whose jurisdiction it is. She explained that currently, it is not entirely clear which areas are in whose jurisdiction at any given time, noting that it is possible to walk 10 feet and go out of the City.

Mrs. Townshend informed members that water, sewer, and electric are available to the property and, if development were to happen at some point, the property owner would be responsible for extending the infrastructure from Persimmon Tree Lane. She stated that she did not anticipate that there would be any major development, noting that a couple of storage buildings would probably be built in the coming year but nothing in terms of large-scale construction. Mrs. Townshend stated that no water, sewer, or electric demand was anticipated at this time; however, if the annexation is approved, the City would need to anticipate being able to serve the properties in the future. She noted that this request was reviewed by the Public Works Department as it relates to infrastructure

Staff recommended proceeding with annexation of the properties.

Responding to Mr. Neil, Mrs. Townshend confirmed that this was the area where the State Police sometimes conduct testing and programs. She expressed her belief that the annexation would not interfere with this, noting that the Speedway was very cooperative with the State Police.

Mr. Neil moved to recommend proceeding with annexation of the properties, as recommended by Staff, seconded by Mr. Blakeman and unanimously carried.

By unanimous consent, the Utility Committee meeting adjourned at 7:36 p.m.

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

Meeting adjourned at 7:36 p.m.

Timothy A. Slavin
Council President

TAS/TM/dd/js
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Attachments
Attachment #1 - Rate Chart for Extra Duty/Voluntary Overtime
Attachment #2 - Proposed Amendments to the City's Hospitality and Civic Function Policy
Attachment #3 - Proposed Ordinance #2016-09 with CCW/SA&T #1

Attachment 4

City of Dover			
Officer Extra Duty Billing Rates for Grant Related Events			
	Current	Revised	
	Officer	Officer	
	Billing	Billing	
Rank	Rate	Rate	
Patrolman	~~$42.00~~	$43.00	
Patrolman 1st Class	~~$51.00~~	$53.00	
Corporal	~~$55.00~~	$64.00	
Master Corporal	~~$65.00~~	$69.00	
Sergeant	~~$72.00~~	$75.00	
Lieutenant	~~$78.00~~	$80.00	
Captain	~~$85.00~~	$87.00	
**When applicable, actual wage and benefit rates will be billed.*			
Officer Extra Duty Billing Rates for Office of Highway Safety Grants			
Federal Approved Rate		No Change	$50.00

City of Dover			
Officer Extra Duty Billing Rates for Special Events (Spectator's over 5,000)			
No change at the current time - we will			
analyze in July 2016	Officer		Total
	Billing	Overhead	Hourly
Rank	Rate	Rate	Rate
Special Event Rate	$57.00	$2.00	$59.00

City of Dover				
Officer Extra Duty Billing Rates for Non-Special Events				
		Officer		Total
		Billing	Overhead	Hourly
Rank		Rate	Rate	Rate
	Revised	$59.00	$8.00	$67.00
Extra Duty Rate	Current	~~$57.00~~	~~$6.00~~	~~$63.00~~
Vehicles Actively Used on Extra Duty Jobs - Hourly Rate				$ 16.25

CITY OF DOVER
HOSPITALITY & CIVIC FUNCTION POLICY

I. PURPOSE

There are occasions when the judicious extension of hospitality in connection with official City of Dover business is in the best interests of the City of Dover, hereinafter referred to as *"City."* There are also occasions where attendance at civic events and functions which are not sponsored by the City are in the best interests of the City, and thus may require attendance. This policy outlines City policy and procedures governing the manner and extent to which the City's employees, public officials, and appointees may extend hospitality while attending civic functions and events.

II. SCOPE

This policy applies to all hospitality and civic function expenses incurred by the City regardless of the source of funding, and to all City employees, public officials and appointees to City Boards, Commissions and Committees.

III. ALLOWABLE EXPENSES AND APPROVAL

A. Allowable Expenses and Occasions

Expenses for hospitality and civic functions must be directly related to, or associated with the conduct of City business. If the occasion is not sponsored by an organization of which the City sponsors or is a member of, then the occasion must serve a clear City interest, with negligible personal benefit derived by the official host or other City employees, public officials, and appointees. In addition, the expenditure of funds for hospitality and civic functions should be cost effective and in accordance with the best use of public funds.

Upon return, the participating official will provide an update to City Council regarding the benefits received from the event. If the event is a National League of Cities event, the participating official will provide to City Council a more extensive report of what they learned; and if an official registers for an event the City pays for and the official fails to attend, the official will have to reimburse the City for any cost incurred.

Examples of Prohibited/Restricted Expenses:

- Personal Memberships
- Political Expenses
- Holiday Gatherings for non-City affiliated organizations
- Non-budgeted Cash Donations

B. Approval of Transactions

When determining whether a hospitality or civic event expense is appropriate, the approving authority must evaluate the importance of the event in terms of the costs that will be incurred, the benefits to be derived from such an expense, the availability of funds, and any alternatives that would be equally effective in accomplishing the desired objectives.

C. Payment of Expenses

The Finance Department shall process the payment of hospitality and civic functions expenses upon receipt of the invitation, invoice, or proper support documentation, as determined by Finance, with the signature of the Mayor, a Member of Council, and/or City Manager.

CITY OF DOVER PROPOSED ORDINANCE #2016-09
WITH COUNCIL COMMITTEE OF THE WHOLE/SAFETY ADVISORY AND TRANSPORTATION COMMITTEE AMENDMENT #1 (CCW/SA&T#1)

(CCW/SA&T Committee Amendment Indicated in Yellow Highlight)

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

That Chapter 98 - Streets, Sidewalks, Storm Sewers and Other Public Places, Article I. - In General, Section 98-10 - Speed Reduction Devices of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

Sec. 98-10. - Speed reduction devices.

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

> ***Speed bump* shall mean a transverse hump, generally designed as a rounded, raised pavement structure usually from two to six inches high and one to three feet from front to back, set into the surface of a street, parking lot, or driveway to slow the traffic. Their design generally dictates comfortable crossing speeds of five miles per hour or less so they are usually appropriate only for use where vehicle speeds are typically the lowest to begin with such as parking lots, private roads, and on some residential streets.**
>
> ***Speed cushion* shall mean a speed hump with an unraised path for fire trucks and ambulances through the hump. Speed cushions are devices designed as several small speed humps installed across the width of the road with spaces between them. They are generally installed in a series across a roadway resembling a split speed hump.**
>
> ***Speed hump* shall mean a raised area in the pavement surface, usually from three to four inches high and 10 to 12 feet from front to back, extending transversely across the travel way. The purpose of the length of a speed hump is to allow the entire vehicle to be on the hump at once before it descends the far side onto the pavement to reduce the likelihood that a vehicle will "bottom out" when going over the speed hump. Speed humps are typically applied to residential streets where speed limits do not exceed 25 miles per hour.**

(b) ***Prohibited*.** Any device used as a means of speed reduction on any city ~~**or private**~~ street, drive, parking lot, ~~**fire lane**~~ or any other driveable surface, which causes a change in elevation which may result in emergency equipment having to reduce speed during a time of emergency, is prohibited.

(c) ***Permitted*. Speed cushions may be installed on privately owned commercial property, at the owner's expense, following review by the Safety Advisory and Transportation Committee and approval by City Council. Any other type of speed reduction device on private commercial property within the City is prohibited.**

(d) *Installation and Design standards*. Installation and design standards for speed cushions shall be in accordance with the *Delaware Traffic Calming Design Manual*.

(Code 1981, § 7-4; Ord. of 5-26-1998)

BE IT FURTHER ORDAINED:

That Appendix A - Subdivisions, Article VI - Subdivision - General Requirements and Design Standards, Section A - Streets, Paragraph 1 of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

A. - Streets.

1. The layout, character, extent, width, grade and location of proposed streets shall be established with due regard to:
   (a) Public convenience and safety.
   (b) Proposed uses of the land to be served by said streets.
   (c) Proper relation and connection with, continuation and projection of streets to adjacent areas; whether these streets are existing, or proposed in another subdivision, in a neighborhood plan, in the development plan, or in the official map, as approved or adopted by the commission. Where existing or proposed streets are located on adjacent land, then the planning commission shall require street extensions at points in which the commission determines are suitable for future connections to adjacent developable lands on each side of the development.
   (d) Topography and other land features.
   ~~**(e) Speed bumps or dips for the purpose of slowing down traffic shall not be permitted on any streets.**~~
   (e) Speed reduction devices on any city or private street, drive, parking lot, ~~fire lane~~ or any other driveable surface, which causes a change in elevation which may result in emergency equipment having to reduce speed during a time of emergency, is prohibited. Speed cushions may be installed on privately owned commercial property, in accordance with Chapter 98 - Streets, Sidewalks, Storm Sewers and Other Public Places, Article I. - In General, Section 98-10 - Speed Reduction Devices.

BE IT FURTHER ORDAINED:

That Appendix B - Zoning, Article 10 - Planning Commission, Section 2 - Site Development Plan Approval, 2.54 - Proposed Development of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

2.54 Proposed development.
   (A) Existing buildings and other structures.
   (B) Location and width of all proposed streets and rights-of-way. ~~**Speed bumps or speed dips for the purpose of slowing down traffic on any street shall not be permitted.**~~
   (C) Location of all proposed structures, except one-family detached dwellings, and an indication of the total number of dwelling units.
   (D) Location and dimensions of all lot lines.
   (E) Building setback lines on all lots.
   (F) Location of all uses not requiring structures, including parks, playgrounds and other open space areas.

(G) Location and plans for any outdoor signs.
(H) Location, direction, power and time of use for any proposed outdoor lighting.
(I) The location, size and arrangement of proposed sidewalks, driveways, loading areas, off-street parking areas and other paved areas.
(J) Indication of the total amount of impervious surfaces and the development coverage.
(K) Any proposed changes in elevation of the site and elevations of all streets, parking areas, and building foundations. The datum to which all elevations, including existing contour elevations, refer shall be clearly indicated on the plan.
(L) Plans for surface drainage of the site. Such plans shall include stormwater run-off calculations and shall show the proposed method of accommodating the anticipated run-off.
(M) Any proposed below-ground or above-ground utilities and any contemplated public improvements, including road improvements, on or adjoining the property. Plans for such utilities and improvements shall indicate whether the developer, the city, or other agency will bear the financial responsibility for the construction, and which improvements are intended to be dedicated to the city.
(N) Proposed grading, screening and other landscaping, including types and locations of proposed street trees.
(O) Architectural elevation drawings or other graphic representations illustrating exterior building characteristics of proposed buildings and/or building additions that would be visible from the public right-of-way. Elevation drawings shall be drawn to scale and shall reflect major architectural elements such as exterior surface materials, windows, doors, columns, and wall-mounted signage. Elevation plans are intended to provide a general depiction of the physical appearance, massing and scale of the proposed construction.
(P) **Speed reduction devices on any city or private street, drive, parking lot, fire lane or any other driveable surface, which causes a change in elevation which may result in emergency equipment having to reduce speed during a time of emergency, is prohibited. Speed cushions may be installed on privately owned commercial property, in accordance with Chapter 98 - Streets, Sidewalks, Storm Sewers and Other Public Places, Article I. - In General, Section 98-10 - Speed Reduction Devices**.

ADOPTED: *

S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\ATTACHMENTS & EXHIBITS\Committee Attachments\2016\03-29-2016\Proposed Ordinance #2016-09 w CCW-SA&T#1-Ch 98, App A, and App B-03-29-2016 Minutes Att.wpd

SYNOPSIS

The proposed amendments would permit speed cushions on privately owned commercial property.

(SPONSORS: HOSFELT AND COLE)

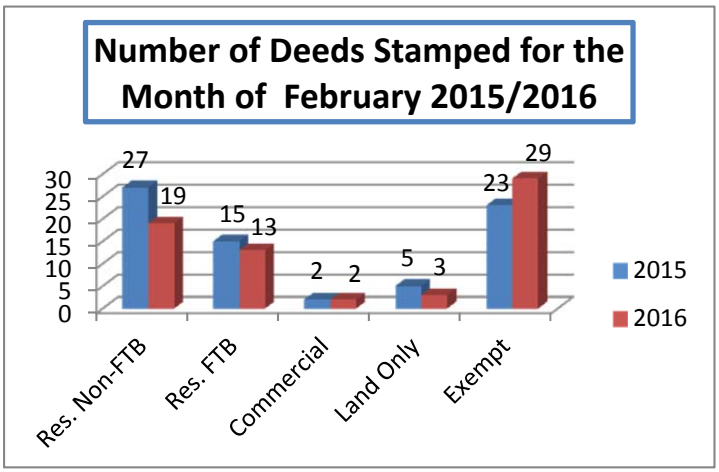
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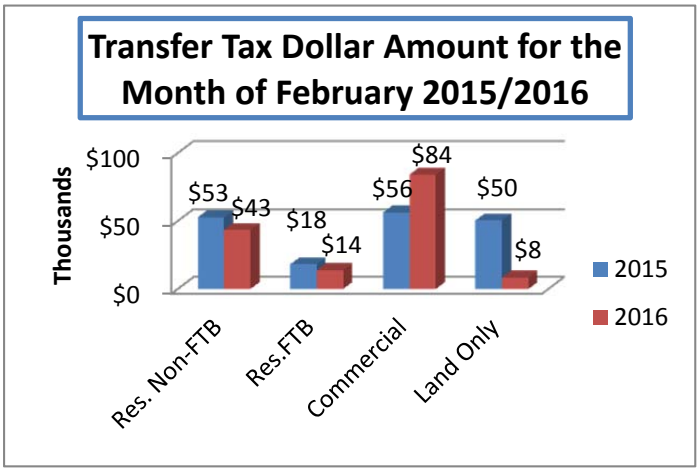
03/29/2016 - Introduction - Council Committee of the Whole/Safety Advisory and Transportation Committee meeting

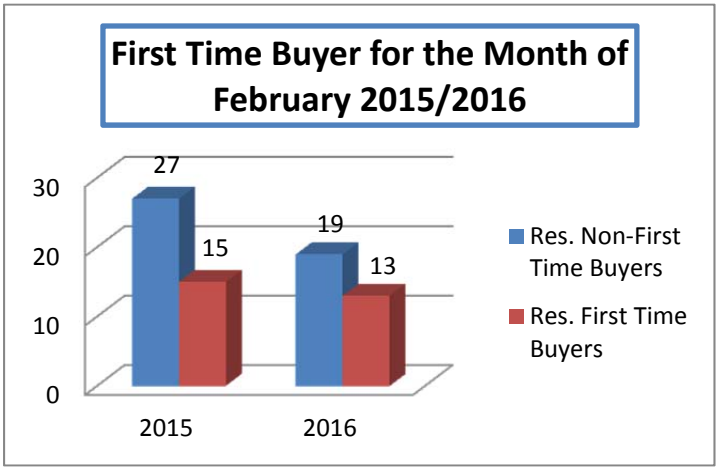
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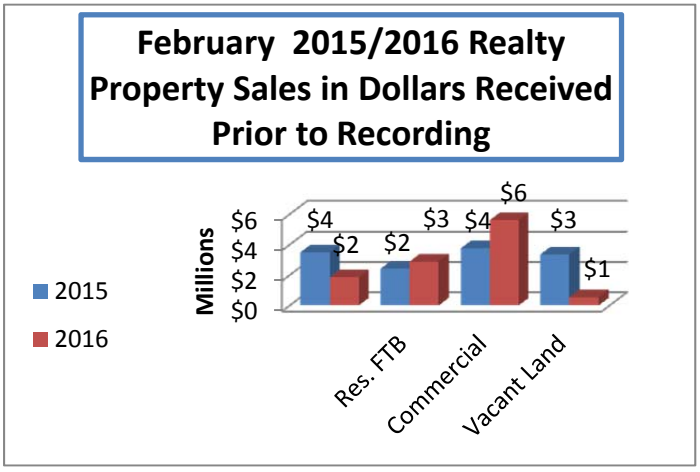
Monthly Report
February 2016

Office of City Assessor









Major Updates

	December - 15	January - 16	February - 16
Assessment Change	$4,877,400	$693,500	$449,400

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
19	$2,593,100	$2,912,200	0.89	1.01

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
ED05-067.09-01-76.00	3	R10	385 TROON RD	1	5	1978	2	2563	B+	AV	230,100	16-FEB-16	230,000	
ED05-067.09-03-07.00	3	R10	297 PINE VALLEY RD	1	13	1985	2	1841	B-	AV	141,500	12-FEB-16	150,000	
ED05-067.11-01-72.00	10	R10	907 SCHOOLHOUSE LN	1	5	1968	2	2168	C	AV	165,700	06-FEB-16	168,000	
ED05-067.20-01-32.00	10	R10	626 COLUMBIA AVE	1	14	1957	1	1008	C	GD	128,700	19-FEB-16	136,500	
ED05-067.20-02-17.00	10	R10	501 FAIRVIEW AVE	1	14	1952	1	1142	C	AV	111,700	19-FEB-16	109,900	
ED05-067.20-03-53.00	9	R10	331 N GOVERNORS AVE	1	8	1973	2	1368	C-	AV	72,600	16-FEB-16	88,000	
ED05-068.10-02-33.00	13	R10	931 BUCK DR	1	14	1964	1	1120	C	GD	124,000	24-FEB-16	168,000	
ED05-068.10-04-59.00	13	R10	45 ANCHOR LN	1	14	2003	1	1516	C	AV	152,800	29-FEB-16	175,000	
ED05-068.18-02-38.00	7	R10	67 UPLAND AVE	1	3	1951	1	1080	C	AV	119,600	19-FEB-16	135,000	
ED05-075.08-01-43.00	3	R10	15 YARMOUTH WAY	1	6	1996	1	1346	B-	AV	161,000	23-FEB-16	198,000	
ED05-076.03-02-72.00	14	R10	319 TRIBBITT ST	1	13	2009	2	1772	C+	AV	118,200	26-FEB-16	135,000	
ED05-076.03-02-82.00	14	R10	324 TRIBBITT ST	1	13	2014	2	1408	C+	AV	122,400	26-FEB-16	139,900	
ED05-076.05-01-29.00	14	R10	266 N CAROLINE PL	1	5	1993	2	2204	B-	AV	175,100	19-FEB-16	203,000	
ED05-076.06-02-74.00	2	R10	333 COLD SPRING PL	1	13	1984	2	1302	C-	AV	90,200	26-FEB-16	119,000	
ED05-076.10-01-36.00	16	R10	1237 S FARMVIEW DR	1	5	1989	2	1931	C	AV	139,600	22-FEB-16	101,000	
ED05-076.13-02-05.00	14	R10	105 GAGEN CT	1	14	1997	1	1345	C+	AV	144,000	05-FEB-16	195,000	
ED05-077.18-01-42.00	4	R10	236 LOTUS ST	1	3	1942	1	1669	C-	AV	127,800	05-FEB-16	169,900	
ED05-085.12-01-17.00	12	R10	309 ALDER RD	1	5	1965	2	1468	C+	AV	159,600	12-FEB-16	171,000	
LC05-068.10-01-42.00	13	R10	542 SCHOONER WAY	1	13	1994	2	1336	C+	AV	108,500	04-FEB-16	120,000	

CITY MANAGER'S MONTHLY REPORT



FEBRUARY 2016

Monthly Highlights

Customer Service

- In the month of February, we processed 6,805 credit card payments for the month totaling $1,443,094.00.

Human Resources

- Continued contract negotiations.

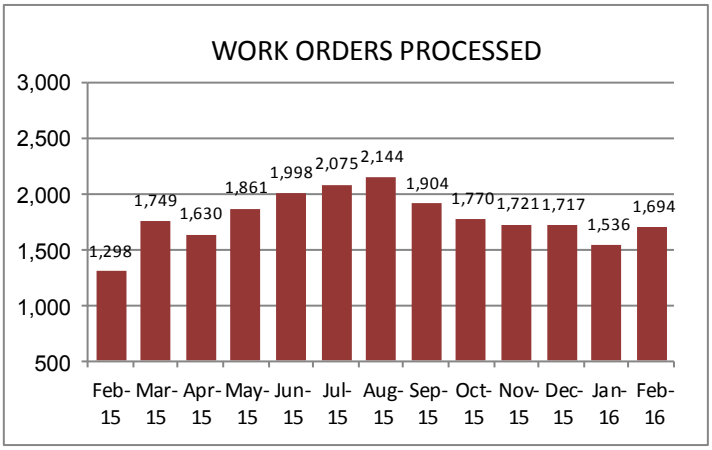
Library

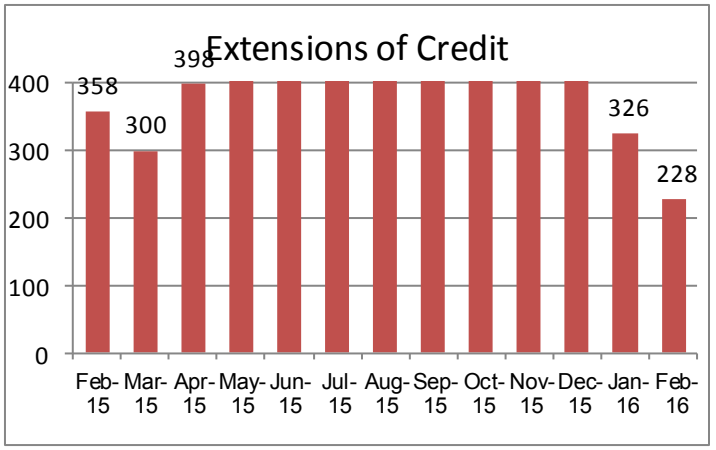
- 1,263 attended 79 programs for adults.
- 307 attended 29 programs for teens.
- 971 attended 46 programs for children.
- 19 volunteers completed 325.75 hours of service.
- 489 attended 42 programs/classes coordinated through the Job Center.

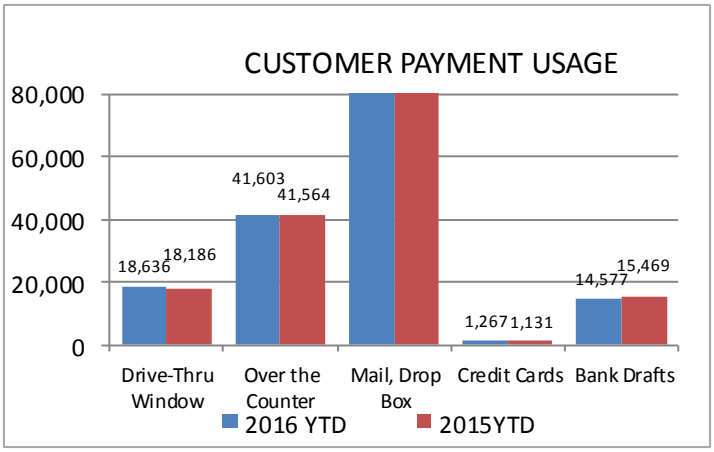
Public Works

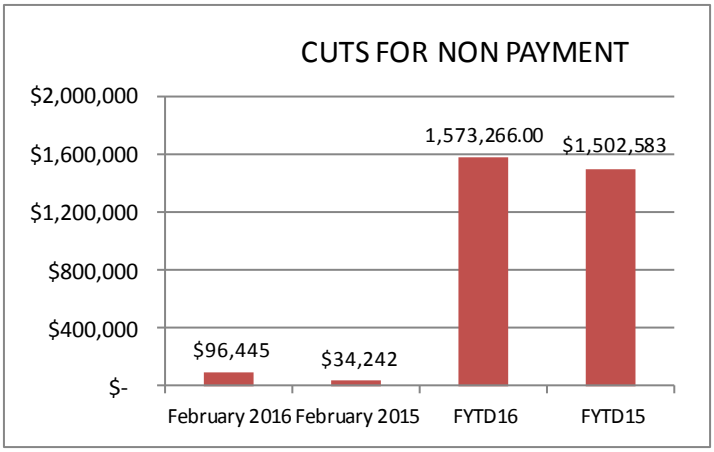
- Working on CIP and additional funding for future street program and other projects.

CUSTOMER SERVICES









Major Program Updates	Feb 2016	Feb 2015	Difference	FY 2016 Year-to-Date	FY 2015 Year-to-Date
Number of Customers Served	20,743	18,972	1,771	170,473	169,193
Final Bills	613	508	105	5,628	5,209
Estimated Bills	242	188	54	1,865	1,365
Penalties Posted	$ 12,538	$ 17,073	(4,534)	$ 123,667	$ 142,972
Extensions of Credit - Amount Extended	$ 68,750	$ 71,124	(2,375)	$ 820,964	$ 646,506
Balance Transfers	$ 18,106	$ 6,508	11,598	$ 123,214	$ 24,150
Utility Collections	$ 25,942	$ 12,459	13,483	$ 344,392	$ 156,895
Special Assessments	$ -	$ -	-	$ -	$ -
Miscellaneous Billings	$ 61,906	$ 177,384	(115,478)	$ 1,029,572	$ 745,735
CNP through Disconnect Collars	$ -	$ -	-	$ -	$ -
Court Cases	$ -	$ -	-	$ -	$ -
Tamperings	$ -	$ -	-	$ -	$ -
Taxes Levied (includes carry forward)	$ -	$ 551,979	(551,979)	$ -	$ -
Billing Adjustments	$ -	$ (170)	170	$ -	$ -
Total Taxes Collected	$ -	$ 57,499	(57,499)	$ -	$ -
Taxes Outstanding	$ -	$ 494,309	(494,309)	$ -	$ -
Payments in Lieu	$ -	$ -	-	$ -	$ -

HUMAN RESOURCES

Category	Feb 15	Mar 15	April 15	May 15	June 15	July 15	August 15	Sept 15	Oct 15	Dec 15	Jan 16	Feb 16	Total
Caucasian*	286	289	289	291	290	291	290	296	300	298	297	296	N/A
Minorities*	62	63	61	63	63	64	64	67	66	67	66	67	N/A
Hired	0	9	5	9	3	8	2	12	1	3	0	2	54
Terminated/Resigned/ Retired/Other	2	5	7	4	4	4	1	4	1	5	2	2	41
Transferred/Promoted	0	0	0	0	4	0	1	0	0	1	1	1	8
Jobs Posted	2	7	2	2	2	1	7	9	4	3	3	2	44
Workers Comp. Injuries	3	3	3	2	2	0	4	6	7	1	3	0	34
Workers Comp. Hours	29	312	97	231	115	260	42	24	211	10	0	166	1497
Insurance Claims	1	3	0	2	2	0	3	1	3	1	5	4	25

335 **Full-time Employees: Part-time Employees:** 28 (*4 Pitts Center, 1 Recreation, 12 Library, 2 Customer Service, 0 Central Services, 9 Police Department) -Numbers do not reflect, temporary, seasonal, relief fire dispatchers, committee or council members.
** August 2015 Pitts Center Number reduced to 4 to reflect error in July 2015
Positions Hired: Office Assistant II, (Planning & Inspections); Customer Service Clerk II (Customer Service, part-time)
Position Resigned/Retired/Terminated: Crew Leader (Grounds); Substation Technician II (Electric Department)
Position Transferred: Utility Construction Worker to MEO II (Streets)
Positions Posted: Police Cadet, Electric Meter Technician (In-House)

Recruitment Information (Positions closed in February)

Position	Total	Female	Male	Unknown	Black	White	Hispanic	Asian/Pacific Islander	American Indian/Alaskan Native	Unknown	In Dover	Out Dover
Police Cadet	27	5	22	-	8	15	3	-	1	-	7	20
Electric Meter Technician (In-House)	1	-	1	-	-	1	-	-	-	-	-	1

Unfilled/Open Positions by Department*

Unfilled/Open Positions By Department	Feb 15	Mar 15	April 15	May 15	June 15	July 15	Aug 15	Sept 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16
Electric	4	3	2	3	2	1	2	2	2	3	3	3	4
Public Works	13	15	13	17	16	18	17	16	16	14	12	13	14
Police	10	4	4	2	3	5	5	1	2	2	2	2	2
All Other Departments	4.5	4.5	5	4	6	11	9.5	7.5	7	8.5	10	12	10.5
Totals	29.5	26.5	24	26	27	35	33.5	26.5	27	27.5	27	30	**30.5**

**Not used for Budgeting Purposes*

[2]The following has been updated to reflected the Fiscal 2015-16 Budget

Electric: Generation Manager, Substation Technician Crew Leader, Electric Meter Technician I, Substation Technician

Public Works: Utility Maintenance Mechanic I/Wastewater; Utility Maintenance Mechanic II/Wastewater; Motor Equipment Operator I (Streets); (2) Motor Equipment Operator I (Sanitation); Gardner II (Grounds); Gardner I (Grounds); (4) Motor Equipment I Water/wastewater; Public Works Operations Manager; Motor Equipment Operator II (Grounds); Crew Leader Grounds;

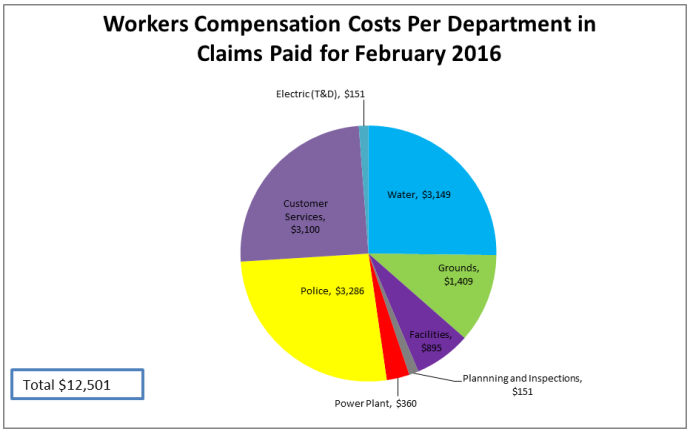
Police: (2) Police Officer

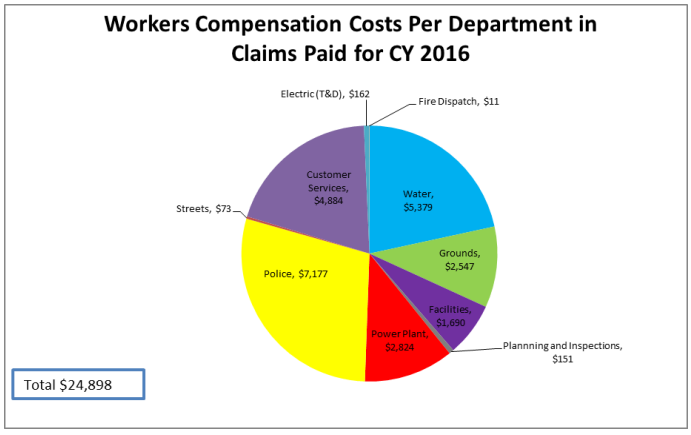
All Other Departments: (1) Customer Service Clerk (part-time), Customer Service Clerk, Collections (Part-time), (2) Librarian I (part-time); Library Clerk I (part-time), Administrative Assistant (Information Technology-part-time); Library Page (part-time); Accountant I, Finance (part-time), Storekeeper/Buyer, (part-time), AS400/System Operator (Information Technology); Key Accounts Representative (Customer Service), Fire Dispatcher,; Inspector I, Administrative Assistant (City Clerk), Librarian II

HUMAN RESOURCES
continued

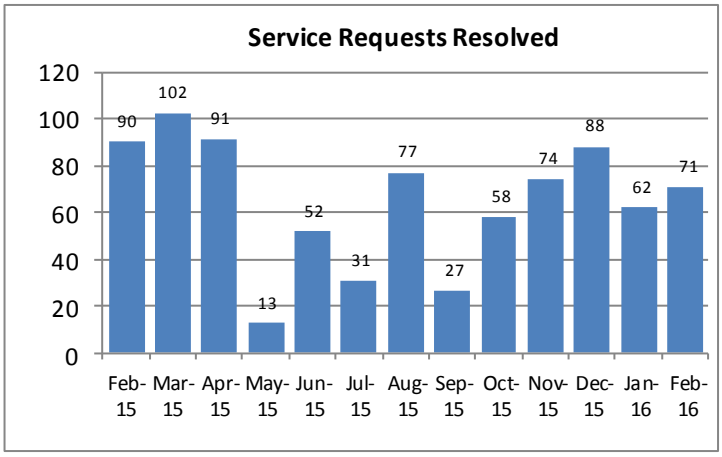
Turnover Statistics							
	2010	2011	2012*	2013 *	2014	2015	2016
Total Turnover %	5.57	6.75	11.00	10.91	6.02	11.77	1.10
Termination Turnover %	0.27	1.08	0.29	1.47	.57	.28	--
Resignation Turnover %	2.12	4.05	5.21	5.01	2.29	7.56	.83
Retirement Turnover %	3.18	1.62	5.50	4.42	3.15	4.20	.55
*** Healthcare cost sharing implemented**							
**** Healthcare cost sharing implemented for DOE**							

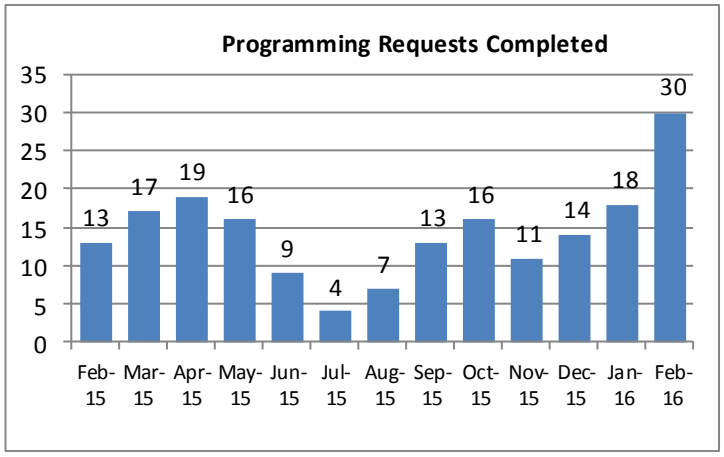
Average Employees							
	2010	2011	2012*	2013*	2014	2015	2016
Total Number of Employees Separating from Service	21	25	38	37	21	42	4
Average Number of Full-time Employees	362	356	333	325	331	333	336
Average Number of Part-time Employees	16	15	12	14	18	24	28
*** Healthcare cost sharing implemented**							

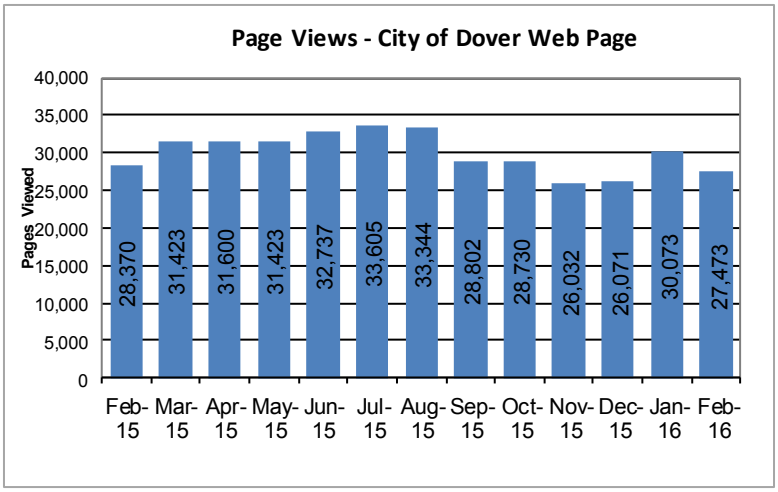




INFORMATION TECHNOLOGY



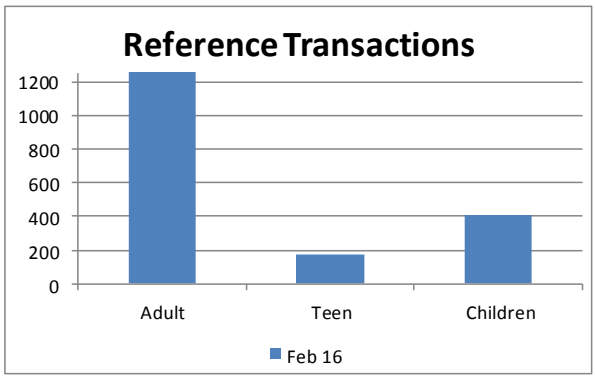




Performance Indicators	Current Month	Last Month	Same Month Last Year
iSeries Availability	100%	100%	100%
Server Availability	100%	100%	100%
AS/400 Connections *(concurrent/authorized users)*	N/A	N/A	N/A
PCs Supported	360	360	372
Scheduled PCs Replaced	-	-	-
Servers Supported	35	35	30
People Trained	17	9	36

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

LIBRARY



Adults – 1,787 Teens – 171 Children – 4113

Circulation	Feb 16		FYTD 16		Feb 15		FYTD 15
Dover residents	17,599		149,585		17,036		164,071
Ebooks	2,659		20,310		2,147		15,956
Kent residents*	10,724		91,769		12,203		108,877
Non-county residents	1,805		15,576		1,701		16,282
Registrations							
Dover residents	304		3,102		297		2,874
Kent residents*	21		266		47		340
Non-county residents	0		51		8		52
Other							
Visiting Patrons	27,887		222,256		27,023		223,411
Meeting Room Usage	1,424		11,055		1,589		13,632
Photocopier Usage	1,225		9,695		1,445		8,817
Computer Printing Usage	4,018		25,802		3,357		24,749
Computer Users	4,015		35,528		4,115		37,504
Wireless Computer Users	1,283		14,602		1,857		13,837
Holds (Total)	6,884		54,669		5,883		52,676

***Breakout of Kent County Residential Statistics**

Circulation	Registrations
Harrington: 172	Harrington: 0
Milford: 116	Milford: 0
Smyrna: 676	Smyrna: 3
Outside City Limits: 9,760	Outside City Limits: 18

Total Registered Users: (Card Holders)

City: 28,102 Kent County: 11,701 Outside Kent County: 1,023

Other Points of Interest:

Inter/Interlibrary: 62 items loaned out
64 items borrowed

Technical services: 2,150 items added
2,008 items deleted

Volunteers: 325.75 hours of service completed

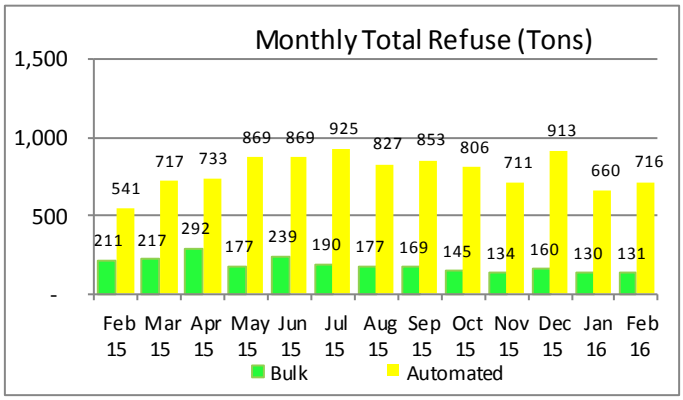
PUBLIC WORKS

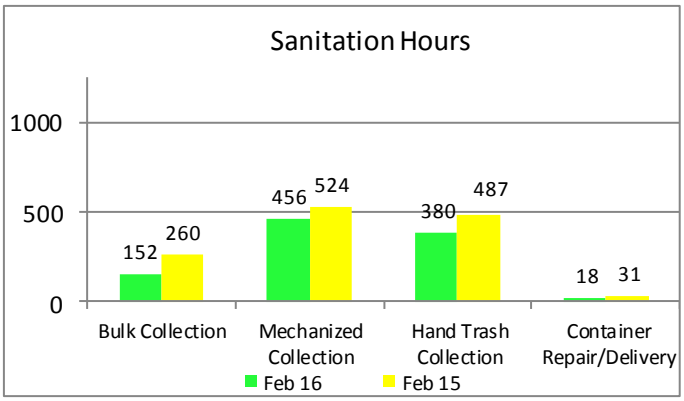
Administration

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

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

Sanitation





	FEBRUARY 16	FYTD 16	FEBRUARY 15	FYTD 15
Trips to DSWA Sandtown Landfill	154	1,358	160	1,450
Total Tonnage to DSWA	847.20	7,648.67	752.00	10,593.40
90-Gallon Containers Delivered	28	446	27	266
300-Gallon Containers Delivered	0	0	3	32
Total Man Hours-containers Delivered	18	125	31	265

CURBSIDE RECYCLING STATS	TOTAL # OF HOUSEHOLDS COLLECTED	TOTAL # OF ACCOUNTS	WEIGHT/LBS.	AVE. LBS.
February 2016	18,512	9,256	276,120	14.03

PUBLIC WORKS
continued

Streets	FEBRUARY 16	FYTD 16	FEBRUARY 15	FYTD 15
Signed Installed	4	35	125	269
Signs Repaired	13	55	15	88
Curbs Painted Yellow (feet)	0	1,281	0	683
New Post Installed	10	59	7	31
Storm Catch Basins Repaired	1	10	1	9
Storm Catch Basin Repairing (Hrs.)	6	44	5	65
Storm Catch Basins Cleaned	59	415	102	201
Storm Catch Basins Cleaning (Hrs.)	23	65	49	88
Hot Mix Patching (Tons)	0	0	0	6.00
Hot Mix Patching (Hrs.)	0	0	0	73
Cold Mix Patching Hrs.)	0	41	83	217
Concrete Work (Hrs)	0	40	0	162
Concrete Patching (Cubic Yards)	0	0	0	0
Ditch Work (Hrs).	0	28	0	3
Street and Alley Maintenance (Hrs)	76	80	77	383
Street Sweeping (Miles)	933	7,016	207	5,534
Street Sweeping (Cubic Yards)	112	640	66	1,354

Grounds

Total Work Orders = 6	General = 1	Arborist = 5

Arborist Crew	February 2016	February 2015
Trees Trimmed	62	1
Trees Removed	2	3
Stumps Removed	0	0
Root Pruning	0	0

Beautification Crew

- No beautification crew.
- Preparation of the green house for upcoming spring season.

Mowing Crew

- Mowing crews continued general clean-up operations.

Athletic Field Maintenance

- No athletic field maintenance.
- Distribute 90 cubic yards of playground safety surfacing at various playgrounds.

Litter Removal

- Litter person has been doing an outstanding job with emptying trash cans and picking up litter.

Miscellaneous

- Snow removal operations at various City facilities
- Winter clean-up of trucks, and equipment, in preparation of spring.

Geographic Information Systems (GIS)

Citizen	Century Engineering requested utility prints of the area of Route 8 between Mifflin Rd and Independence Blvd as well as Kenton Road between Route 8 and Chestnut Grove Rd. Provided via PDF.
Citizen Request	Century Engineering reqeusted utility plans for Route 13 between Leipsic Road and Townsend Boulevard. Provided a combined PDF of 12 pages.
Dover Little League	Made map modifications
Jason Lyon	Created CAF maps for two locations, Hazlettville Road interceptor and Valve Replacement at Silver Lake Dam. Worked with Kate and Winter to identify locations and needed data.
Planning	Tracey requested five updated DAFB buffer maps showing the locations of several properties in relation to the base.
Planning	Created an 8.5"x11" map of Dover Park with the DTF and LWCF boundaries overlaid on the aerial. Provided a PDF copy to AMT.
Planning	Analyzed, adjusted and created layers from the addresses provided in the City Rec Survey and Mt Zion Rec Survey. Used refined data to create two maps showing the approximate locations in the City/State where surveys were filled out.
Planning	Updated the Restoring Central Dover Owner Occupied Parcels map to match the latest parcel owner data. Provided AMT with a PDF copy and printed out one copy at 30"x40".
Public Works	Worked on Service locking issues
Public Works	Update sanitary sewer system at multiple parts of the City
Public Works	Update sanitary sewer system in various parts of the City
Public Works	Attended ICMA training provided by the City.
Public Works	Attended the second of five ICMA trainings.
Public Works GIS	Attended the DGDC meeting as the City's GIS representative.

PUBLIC WORKS
continued

Fleet and Facilities Management

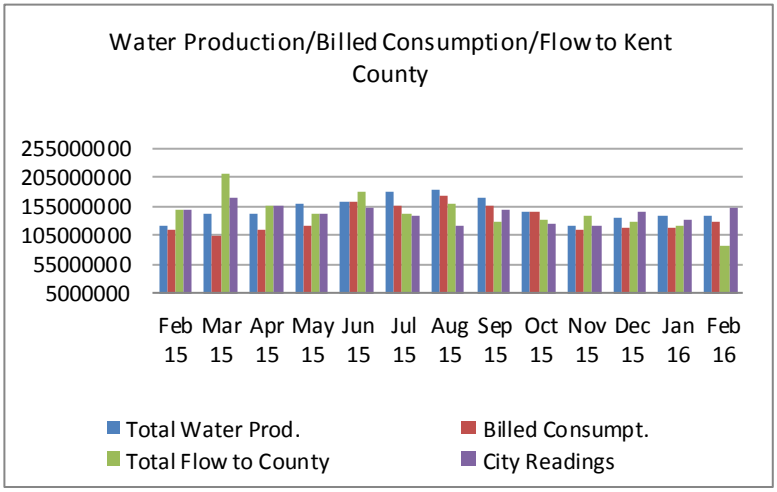
PM Work Orders Completed:	**25**	Number of Tire Repairs:	**7**	Number of Road Repairs:	**5**
Other Work Orders:	**45**	Repair Hours:	**161**	Road Repair Hours:	**6**
Total Work Orders:	**70**	Fabrication Hours:	**N/A**	Misc. Hours:	**N/A**
PM Hours: **97**					

 # Of Scheduled PM's: 34
 # Of Scheduled PM's: Completed: 18

Major Program Updates

MEASURE	February 2016	February 2015	DIFFERENCE
Fleet Maintenance - Scheduled Preventative Maintenance appointments being kept *(Quantity and Percentage)*	18 out of 34 52.94 %	13 out of 34 38.24%	**+ 14.70%**
Facilities Maintenance			
Facilities - Routine work orders completed within 5 days *(Quantity and Percentage)*	20 out of 21 95.24 %	23 out of 23 100%	**4.76%**
Facilities - Emergency work orders completed within 2 days *(Quantity and Percentage)*	2 out of 2 100%	2 out of 2 100%	**0%**

Water/Wastewater



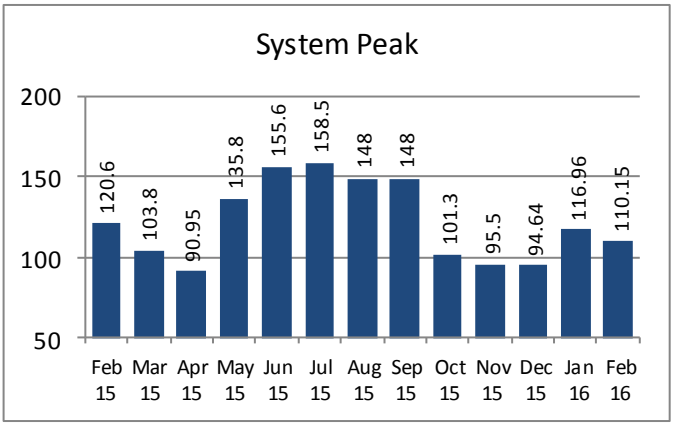
ENGINEERING SUMMARY

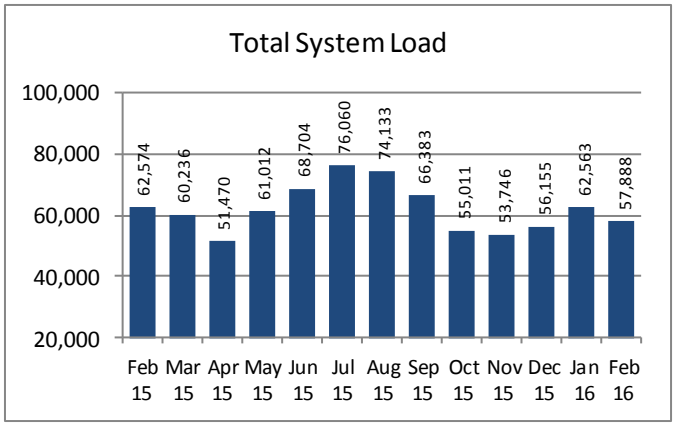
Major Program Updates	FEBRUARY 16	FEBRUARY 15	DIFF	FY16 YTD	FY15 YTD
State and Federal Violations	0 violations	0 violations	-	-	-
Water Quality Complaints	0	2	-2	54	58
Plan Review Completed With-in 30 days of Submission	3 plans 100%	7 plans 100%	-4	50	74

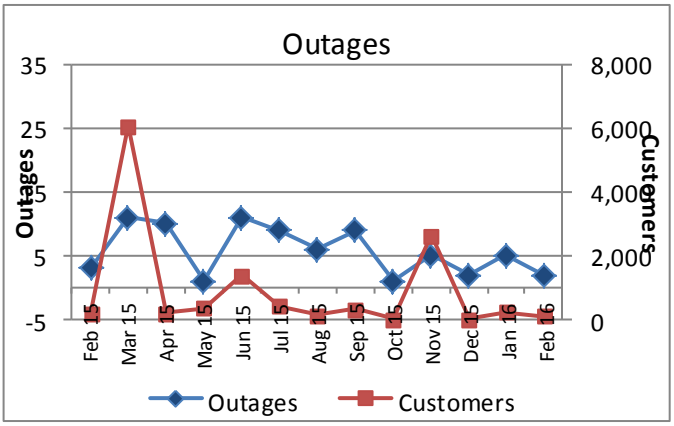
OPERATIONAL SUMMARY

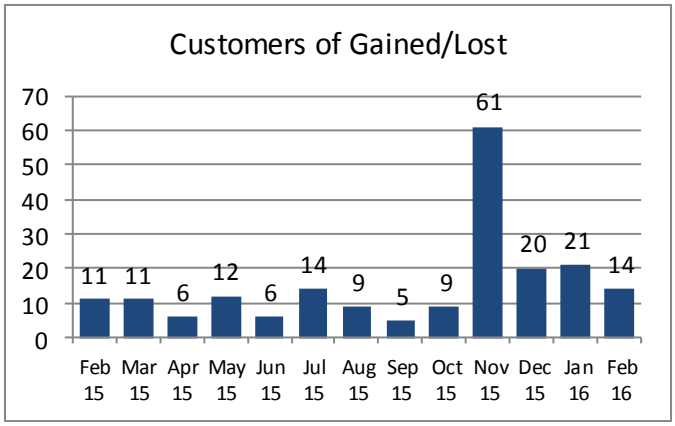
Task	FEBRUARY 16	FEBRUARY 15	CURRENT FY
Water Production - Daily Average	4,726,172	4,280,500	1,206,940,00
Average Field Response Time (goal is <30 minutes)	16.08	18.37	16.29
Water Mains Repaired	2	2	10
Water Service Lines Repaired	0	2	11
Wastewater Mains Repaired	0	0	4
Wastewater Service Lines Repaired	0	0	4
Sewer Lines Flushed - linear feet	26,479	27,427	425,771
Sewer Mains Videoed -linear feet	569	0	11,055
Total Fire Hydrants in Service	1,820	1,820	1,820
Total Water Meters in City Distribution System	14,402	14,173	14,402

ELECTRIC DEPARTMENT









Outages: 2 Customers: 106

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 16 YTD	FY 15	FY 14
26.47	45.88	59.00

Controllable Outages *Annual goal is less than 40*		**Average Response Time** *Goal is less than 30 minutes*	
Month	**Year-to-date**	**Month**	**Year-to-date**
2	\14	27 Minutes	31.83 Minutes

PROGRAM UPDATES	FEB 16	FEB 15	FY16 YTD
Tree Trimming	294	230	2578
Number of Oil Releases	0	0	7
Lost Time Accidents – All Electric Utility Divisions	0	0	0
New Services	14	11	153

ELECTRIC DEPARTMENT
continued

February 2016 Electric (EE Capitol Improvement Projects (CIP)		
S:\Shared Data\Electric Department Bi Weekly Meetings\Capital Improvement Projects Status\2016		
Project Number	**Description**	**Update**
EE1500	69kV Rebuild (Horsepond to Long Point)	Progress: New owner of farm south of Morgan Branch | In discussion about possible relocation of some poles for irrigation | Received permit | ordered poles | Need to work on in off-season (planting) | Possibly do one section soon and the rest in Oct/Nov |
		Schedule: FY15 is for Design |FY16 budget is for construction
EE1509	West Dover Connector - State of DE	Progress: Work to begin this fiscal year | Working with State to clarify staking responsibilities | Pole line along Saulsbury is staked |
		Schedule: Planning on starting on Saulsbury Road after Garrison Oak
EE1513	Town Pointe Distribution Feeders	Progress: City crews continuing the installation underground wire | Installing 750, 80% complete |
		Schedule: Project boring continues
EE1516	Chestnut Grove Subdivision	Progress: Phase I 75% complete | Pipe in, TX pads set, SEC pads set and PE10 | 3 TX set | Waiting on developer to start construction |
		Schedule: In progress
EE1524	Lenders Lake Apartments	Progress: Equipment set | 70 meters left to install and 1 TX to complete Phase 1 | Phase 2 designed, calculating primary fee |
		Schedule: In progress
EE1537	Kirby & Holloway Restaurant	Progress: Primary Design complete | Waiting for primary fee payment |
		Schedule: Waiting on customer
EE1607	Horsepond URD Distribution Feeder	Progress: Permit received | Environment concerns addressed | Directional Bores Complete | Need to rework budget due to additional boring needed | It is too hard for crew to dig |
		Schedule: Contracted work has begun
EE1618	Lakeland Distribution Feeder	Progress: Drawings completed | Owner has been contacted. Easement in process | JR Smith may install conduit
		Schedule: Estimated Start the week of March 7th
EE1635	McKee Road Warehouse (Edge well)	Progress: Changing 75 KVA to 300 KVA TX | Service Locate & W.O. are complete | Payment has been received | Waiting on shut-down time to schedule work | Customer needs to install pipe |
		Schedule: Waiting on customers schedule
EE1636	Clearview Meadows Phase 4	Progress: Primary conductors and equipment installed | Pump station has been energized | All requested lights have been installed |
		Schedule: In progress

ELECTRIC DEPARMENT
continued

EE1637	**DOVER TOWN CTR FLEX SITE - Transformer**	**Progress: Drawing complete and City Crews to install primary after conduit is installed | Primary fees paid| Waiting on Outback pipe to complete | Pads set | Pulled wire and set equipment | Need to run wire from pole to TX |**
		Schedule: In process
EE1639	**Outback Steakhouse**	**Progress: Drawing complete and City Crews to install primary after conduit is installed | Primary fees paid | Equipment set and wire pulled | Pads set | Pulled wire and set equipment | Need to run wire from pole to TX |**
		Schedule: In process
EE1640	**Round Barn Farm**	**Progress: Installing 480 volt service for new grain elevator | Waiting on customer |**
		Schedule: Preliminary Stages of design
EE1643	**Winner Volkswagen**	**Progress: New service to new show room |Design complete | Waiting on payment and pipe install |**
		Schedule: Waiting on customer
EE1644	**Retreat Pump Station Renovation**	**Progress: Station upgrade from 120/240 Volt to 208Y/120 volt | Design completed and waiting on public works |**
		Schedule: Waiting on customer
EE1645	**Dover Family Cosmetics**	**Progress: Preliminary design complete | Primary fee received | Equipment on site | May start next week**
		Schedule: Waiting on customer
EE1646	**Loockerman Retail**	**Progress: Met with electrician | Preliminary design complete | Waiting on customer to pay primary fees and install equipment |**
		Schedule: Waiting on customer
EE1647	**Ollies**	**Progress: Preliminary design complete | Permit received. Bored in pipe need to set TX and pull wire after hours |**
		Schedule: In progress
EE1648	**Blue Hen - UG**	**Progress: Met with customer and received updated drawings | Redesigning due to shifting building back ~10 feet | Waiting on payment |**
		Schedule: Starting within the next few weeks
EE1520	**69Kv Cable Replacement North St. Substation**	**Progress: Work to begin this fiscal year | In planning stages | May push out to FY18**
		Schedule: Planning stages
EE1650	**Live Front with Dual TX Replacement**	**Progress: Preliminary design | waiting on finance |**
		Schedule: Waiting on finance
EE1651	**Eden Hill Build 5 - New Service**	**Progress: Preliminary design |**
		Schedule: Waiting on customer

ELECTRIC DEPARMENT
continued

EE1509	**West Dover Connector**	**Progress: Work to begin this fiscal year | Working with State to clarify staking responsibilities | Pole line along Saulsbury is staked |**
		Schedule: Planning on starting on Saulsbury Road after Garrison Oak
EE1603	**Horsepond to DAFB, 69 Insulator Install**	**Progress: Received permit | Work on after RT13 pole replacement | Starting the week of 3/7/16 |**
		Schedule: FY2016
EE1516	**Chestnut Grove**	**Progress: Phase I 75% complete | Pipe in, TX pads set, SEC pads set and PE10 | 3 TX set | Waiting on developer to start construction |**
		Schedule: In progress
EE1649	**K-Mart - New Service**	**Progress: Preliminary design | Primary fee mailed |**
		Schedule: Waiting on customer
EE1627	**Dover East**	**Progress: Work to begin this fiscal year. Will review existing design for possible tie point for Clearview |**
		Schedule: FY2016
EE1500	**69kV Rebuild (Horsepond to Long Point) Cartanza**	**Progress: New owner of farm south of Morgan Branch | In discussion about possible relocation of some poles for irrigation | Received permit | ordered poles | Need to work on in off-season (planting) | Possibly do one section soon and the rest in Oct/Nov |**
		Schedule: FY15 is for Design |FY16 budget is for construction
EE1622	**Persimmon Tree Apts**	**Progress: Work to begin this fiscal year | Material has been allocated | Drawing/design is complete |**
		Schedule: In progress
EE1619	**Route 8 - Mifflin Road**	**Progress: Work to begin this fiscal year | Might be night bore. Need to complete design |**
		Schedule: FY2016
EE1620	**Route 8 Taps**	**Progress: Work to begin this fiscal year | Easements received | Material Allocated | 20% of the conduit is installed |**
		Schedule: In process
EE1621	**Townsend Bros.**	**Progress: Boring is done | equipment is set | Need to pull primary wires after hours | Secondary's complete**
		Schedule: In progress
EE1617	**Oak Grove T.P.**	**Progress: Work to begin this fiscal year | Preliminary design completed |**
		Schedule: FY2016

PrimeCare Medical Transport, LLC.

[redacted]

P.O. Box 839
Milford, DE 19963
302-422-0900
Fax: 302-422-1082

City of Dover
RECEIVED
MAR - 4 2016
CITY MANAGER/MAYOR

PrimeCare Medical Transport, LLC.

FEBRUARY

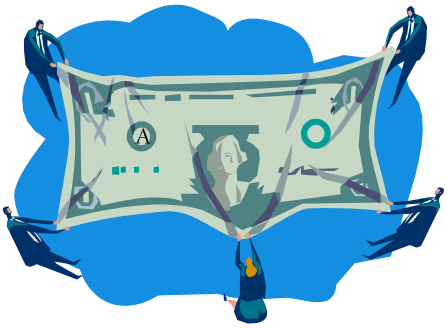
Total 911 ambulance runs	648
Gone on arrival/cancel	80
Transport refusals	14
Stand-by scene	04
Average response time	47 sec.
Average time to the scene	06 min. 42 sec.
Average time on scene	10 min. 08 sec.
Average time to the hospital	05 min. 53 sec.
Average daily responses	22
Average daily transports	18
Total patients transported	516

CITY OF DOVER
FINANCE AND PROCUREMENT & INVENTORY DEPARTMENTS
FEBRUARY 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
FEBRUARY 2016

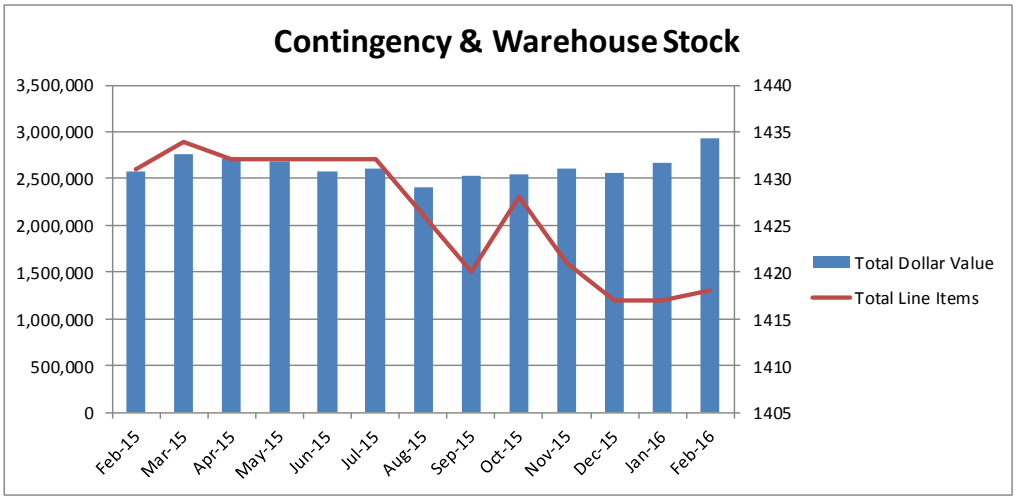
FINANCE DEPARTMENT ACTIVITY LEVELS

	FY15 YTD			FY16 YTD		
BANK TRENDS						
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	4,648			4,689		
Total Amount of All Deposits	$ 88,033,287			$ 90,794,622		
PAYROLL						
	Hours	%	Amount	Hours	%	Amount
Gross wages per registers	**566,121**	**100.0%**	**$ 13,506,156**	**589,058**	**100.0%**	**$ 14,081,309**
Wages and Hours Worked						
Regular	460,625	81.4%	$ 10,228,460	478,579	81.2%	$ 10,597,728
All over time	22,291	3.9%	$ 921,734	24,700	4.2%	$ 1,036,174
Other Paid or Unpaid Wages and Hours						
Vacation	32,203	5.7%	$ 860,398	31,214	5.3%	$ 855,200
Sick	13,508	2.4%	$ 344,365	10,227	1.7%	$ 253,807
Terminal Leave - Retiree Vacation/Sick Payout	15,771	2.8%	$ 499,430	16,555	2.8%	$ 535,329
Comp Time	5,655	1.0%	$ 161,626	5,030	0.9%	$ 146,917
Personal	1,236	0.2%	$ 37,298	1,117	0.2%	$ 33,804
Leave Without Pay	2,380	0.4%	$ -	2,238	0.4%	$ -
Other (description below)	12,463	2.2%	$ 452,845	19,400	3.3%	$ 627,281

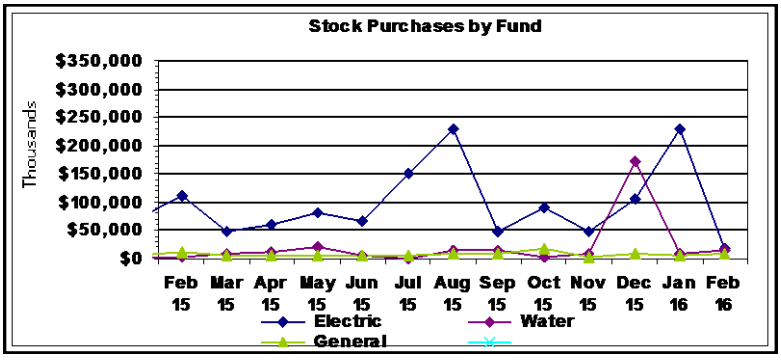
Other includes: pay adjustments, military differential pay, training, committee meetings, worker compensation tracking/adjustments, etc.

Other Activity						
Number of Pay Periods	17			17		
Number of Payroll Checks & Direct Deposits Issued	6,263			6,587		
Number of Pension Checks Issued	2,029			2,032		
Total Pension Benefits Paid - Defined Benefit Plan	$ 3,470,460			$ 3,484,814		
ACCOUNTS PAYABLE						
Number of Check Vouchers	3,843			4,001		
Number of EFT Vouchers	1,580			1,654		
Vouchers Dollar Amount Disbursed	$ 52,216,254			$ 50,536,860		

PROCUREMENT & INVENTORY ACTIVITY LEVELS



Value: $2,934,240.64 Line Items: 1,418



Fuel Use		
Unleaded:	10,207.3	gallons
Diesel:	4,959.4	gallons
Total Cost:	$ 18,654.49	

City of Dover
Finance Department
Monthly Report – February 2016
General Fund Summary

	Budget	Revised Budget	YTD	Balance	67% Budget
Beginning Balance	$ 3,977,500	$ 4,820,400	$ 4,820,414	$ (14)	100.0%
Revenues					
Court of Chancery Fees	1,065,100	1,065,100	712,540	352,560	66.9%
Police Extra Duty, Fines & Revenue	1,235,300	1,257,300	681,397	575,903	54.2%
Franchise Fees	672,300	672,300	338,850	333,450	50.4%
Grants	623,500	623,500	212,333	411,167	34.1%
Intrafund Services	5,231,200	5,265,300	3,255,877	2,009,423	61.8%
Library & Recreation Revenues	671,000	671,000	379,341	291,659	56.5%
Licenses & Permits	2,861,300	2,895,300	2,666,263	229,037	92.1%
Property Taxes (Includes BID Revenue) (1)	12,894,200	12,894,200	12,815,413	78,787	99.4%
Miscellaneous Revenues	57,700	127,900	165,304	(37,404)	129.2%
Sanitation Revenues	2,580,000	2,580,000	1,690,079	889,921	65.5%
Garrison Farm Rent Revenue	93,700	93,700	78,301	15,399	83.6%
Transfers-In from Special Funds & Utilities					
Municipal Street Aid Fund	564,200	673,100	336,637	336,463	50.0%
Civil Traffic Penalties	450,000	450,000	286,237	163,763	63.6%
Transfer Taxes	1,340,000	1,986,100	1,820,922	165,178	91.7%
Verizon & Other Reserves	63,200	63,200	50,000	13,200	79.1%
Police Grants/Extra Duty	74,400	74,400	72,071	2,329	96.9%
Water/Wastewater Fund	850,000	850,000	566,667	283,333	66.7%
Electric Fund	10,000,000	10,000,000	6,666,667	3,333,333	66.7%
Total Revenues	41,327,100	42,242,400	32,794,899	9,447,501	77.6%
Total Beginning Balance & Revenues	**$ 45,304,600**	**$ 47,062,800**	**$ 37,615,313**	**$ 9,447,487**	79.9%
Expenditures					
City Clerk & Council	$ 501,500	$ 505,900	$ 300,281	$ 205,619	59.4%
Mayor, City Manager & Human Resources	1,210,300	1,223,600	808,488	415,112	66.1%
Police & Police Extra Duty	15,761,400	16,486,300	10,023,916	6,462,384	60.8%
Public Services	4,669,500	4,706,500	2,819,701	1,886,799	59.9%
Engineering	181,400	181,400	79,596	101,804	43.9%
Procurement & Inventory, Facilities Mgmt., Fleet Maint.	2,036,200	2,053,200	1,271,527	781,673	61.9%
Planning, Inspections, Life Safety, Code Enf., & Economic Dev.	2,338,300	2,411,000	1,475,018	935,982	61.2%
Finance, Info Tech & Customer Services	2,807,800	2,837,800	1,740,576	1,097,224	61.3%
Library & Recreation	2,239,500	2,251,700	1,351,010	900,690	60.0%
Fire Department	745,400	745,400	488,073	257,327	65.5%
Assessor	234,800	238,200	153,354	84,846	64.4%
Contribution to DDP	70,000	70,000	35,000	35,000	50.0%
Miscellaneous Grant Expense	25,000	25,000	-	25,000	0.0%
Other Employment Expenses	520,100	178,600	-	178,600	0.0%
Bank & CC Fees	10,600	10,600	5,949	4,651	56.1%
Insurance	690,000	690,000	505,991	184,009	73.3%
New Street Property Acquisitions	-	240,400	240,362	38	100.0%
OPEB - Retiree's Health Care Contribution	1,895,600	1,567,700	1,012,083	555,617	64.6%
Police Pension Trust Contribution - State Grant	500,000	500,000	203,400	296,600	40.7%
Appropriation to Employee Pension Fund	-	594,300	-	594,300	0.0%
Appropriation to Police Pension Fund	570,000	676,500	350,250	326,250	51.8%
Street Lights	797,700	797,700	534,906	262,794	67.1%
Debt Service	660,800	669,400	525,499	143,901	78.5%
Transfers Out					
Capital Asset Reserve	-	229,600	-	229,600	0.0%
Inventory Write-offs	10,000	10,000	10,000	-	100.0%
Capital Projects Fund	2,625,400	2,625,400	1,312,700	1,312,700	50.0%
Verizon Reserve	50,000	50,000	50,000	-	100.0%
Uncollectibles: Trash & Other	50,000	50,000	50,000	-	100.0%
Total Expenditures	41,201,300	42,626,200	25,347,680	17,278,520	59.5%
Budget Balance - Working Capital	4,103,300	4,436,600	-	4,436,600	0.0%
Total Budget Balance & Expenditures	**$ 45,304,600**	**$ 47,062,800**	**$ 25,347,680**	**$ 21,715,120**	53.9%
Reserve Balances					
Contingency	$ 720,300	$ 721,400	$ 729,517		

(1) Property Taxes are the taxes billed and not cash received. The outstanding receivable balance as of 2/29/16 is $323,932 as compared to $290,705 in February 2015.

City of Dover
Finance Department
Monthly Report – February 2016
Water/Wastewater Fund Summary

	Budget	Revised Budget	YTD	Balance	67% Budget
Beginning Balance - Water	$ 861,600	$ 1,072,900	$ 1,072,915	$ (15)	100.0%
Beginning Balance - Wastewater	293,400	206,900	206,894	6	100.0%
	1,155,000	1,279,800	1,279,809	(9)	100.0%
Revenues					
Water Fees	6,200,000	5,676,000	3,662,578	2,013,422	64.5%
Wastewater Fees	3,728,000	3,944,000	2,561,595	1,382,405	64.9%
Wastewater Treatment Services	3,026,500	3,108,000	2,013,544	1,094,456	64.8%
Groundwater Inflow Adjustment	1,864,300	1,988,600	1,288,220	700,380	64.8%
Water Tank Space Leases	341,900	341,900	222,234	119,666	65.0%
Miscellaneous Service Fee	67,000	67,000	36,055	30,945	53.8%
Impact Fees - Water	250,000	250,000	158,230	91,770	63.3%
Impact Fees - Wastewater	250,000	250,000	139,116	110,884	55.6%
Total Revenues	15,727,700	15,625,500	10,081,572	5,543,928	64.5%
Total Beginning Balance & Revenues	**$ 16,882,700**	**$ 16,905,300**	**$ 11,361,381**	**$ 5,543,919**	67.2%
Expenses					
Water/Wastewater Operating Divisions					
Engineering & Inspection	$ 517,500	$ 521,500	$ 306,820	$ 214,680	58.8%
Water Department	673,300	678,100	409,210	268,890	60.3%
Water Treatment Plant	1,910,000	1,918,100	1,022,423	895,677	53.3%
Wastewater Department	968,600	968,600	507,107	461,493	52.4%
Kent County Treatment Charge	4,130,000	4,130,000	2,539,009	1,590,991	61.5%
Intrafund Service Fees	1,492,700	1,501,800	903,788	598,012	60.2%
Retiree's Health Care	178,600	60,200	60,200	-	100.0%
Debt Service	1,132,100	1,132,400	651,874	480,526	57.6%
Other Employment Expenses	20,000	3,100	-	3,100	0.0%
Bank & CC Fees	46,200	46,200	15,226	30,974	33.0%
Transfers Out					
General Fund	850,000	850,000	566,667	283,333	66.7%
Contingency Reserve	32,000	32,000	-	32,000	0.0%
Appropriation to Pension Fund	-	248,400	-	248,400	0.0%
Water I & E Fund	1,800,000	1,800,000	1,350,000	450,000	75.0%
Wastewater I & E Fund	1,500,000	1,500,000	1,125,000	375,000	75.0%
Total Expenses	15,251,000	15,390,400	9,457,324	5,933,076	61.4%
Budget Balances					
Budget Balance - Working Capital - Water	1,048,600	684,000	-	684,000	0.0%
Budget Balance - Working Capital - WW	583,100	830,900	-	830,900	0.0%
Total Budget Balances	1,631,700	1,514,900	-	1,514,900	0.0%
Total Budget Balances & Expenses	**$ 16,882,700**	**$ 16,905,300**	**$ 9,457,324**	**$ 7,447,976**	55.9%
Reserve Balances					
Contingency-Water	$ 137,700	$ 138,300	$ 106,530		
Contingency-Wastewater	$ 191,100	$ 191,300	$ 192,633		
Impact Fee Reserve - Water	$ 202,000	$ 429,000	$ 432,974		
Impact Fee Reserve - Sewer	$ 1,309,500	$ 1,588,800	$ 1,764,868		
Bond Coverage Ratio (Covenant 1.20)	4.30	4.30	5.08		

City of Dover
Finance Department
Monthly Report – February 2016
Electric Revenue Fund Summary

	Budget	Revised Budget	YTD	Balance	67% Budget
Beginning Balance	$ 6,177,600	$ 8,337,500	$ 8,337,466	$ 34	100.0%
Revenues					
Direct Sales to Customers	78,279,200	78,279,200	53,958,003	24,321,197	68.9%
Utility Tax	1,281,100	1,281,100	891,253	389,847	69.6%
Weyandt Hall Rents	202,600	202,600	128,735	73,865	63.5%
Miscellaneous Revenues	725,200	725,200	675,914	49,286	93.2%
Interest Earnings	47,900	47,900	17,747	30,153	37.1%
Transfer from Rate Stabilization	3,000,000	3,000,000	750,000	2,250,000	25.0%
Total Revenues	83,536,000	83,536,000	56,421,652	27,114,348	67.5%
Total Beginning Balance & Revenues	**$ 89,713,600**	**$ 91,873,500**	**$ 64,759,118**	**$ 27,114,382**	70.5%
Expenses					
Power Supply & Generation					
Hedged Energy	$ 23,402,600	$ 23,402,600	$ 16,310,546	$ 7,092,054	69.7%
Power Supply Management	996,000	996,000	664,000	332,000	66.7%
Capacity Charges	10,225,100	10,225,100	7,041,591	3,183,509	68.9%
Dover Sun Park Energy	2,313,900	2,313,900	1,189,530	1,124,370	51.4%
Renewal Energy Credits (Incl. Solar)	1,036,800	1,036,800	209,253	827,547	20.2%
RGGI	175,000	175,000	24,080	150,920	13.8%
PJM Charges - Energy	7,966,100	7,966,100	3,197,649	4,768,451	40.1%
PJM Charges - Transmission & Fees	7,932,500	7,932,500	3,727,513	4,204,987	47.0%
Total Power Supply	54,048,000	54,048,000	32,364,162	21,683,838	59.9%
Plant Operations	6,434,600	6,382,900	3,770,185	2,612,715	59.1%
Generation Fuels	1,167,300	1,167,300	1,187,208	(19,908)	101.7%
Capacity Credits	(10,472,100)	(10,472,100)	(6,537,764)	(3,934,336)	62.4%
PJM Spot Market Energy	(1,708,300)	(1,708,300)	(977,692)	(730,608)	57.2%
PJM Credits	(360,000)	(360,000)	(447,840)	87,840	124.4%
Total Generation	(4,938,500)	(4,990,200)	(3,005,903)	(1,984,297)	60.2%
Total Power Supply & Generation	49,109,500	49,057,800	29,358,259	19,699,541	59.8%
Electric Operating Divisions:					
Transmission/Distribution	4,068,600	3,630,300	2,372,145	1,258,155	65.3%
Electrical Engineering	1,335,800	1,249,300	729,721	519,579	58.4%
Administration	839,300	866,800	443,478	423,322	51.2%
Meter Reading	360,500	327,200	249,596	77,604	76.3%
Systems Operations	679,800	612,700	419,376	193,324	68.4%
Intrafund Services	3,738,500	3,763,500	2,352,089	1,411,411	62.5%
Utility Tax	1,281,100	1,281,100	891,253	389,847	69.6%
OPEB Trust Contribution - Unfunded Liability	1,030,000	-	-	-	0.0%
Retirees Health Care	537,800	57,700	268,902	(211,202)	466.0%
Interest on Deposits	20,500	20,500	11,562	8,938	56.4%
Green Energy Payment to DEMEC	128,000	128,000	87,695	40,305	68.5%
Accounts Receivable Write-Offs	200,000	200,000	200,000	-	100.0%
Other Employee Expenses	72,000	40,300	-	40,300	0.0%
Bank & CC Fees	242,300	259,300	168,712	90,588	65.1%
Debt Service	3,402,000	1,617,700	1,114,350	503,350	68.9%
Transfers Out:					
General Fund	10,000,000	10,000,000	6,666,667	3,333,333	66.7%
Electric Improvement & Extension Fund	3,500,000	3,500,000	1,750,000	1,750,000	50.0%
Rate Stabilization Reserve	-	394,800	-	394,800	0.0%
Transfer to Insurance Reserve	10,000	10,000	-	10,000	0.0%
Transfer to Contingency Reserve	13,000	13,000	-	13,000	0.0%
Total Expenses	80,568,700	77,030,000	47,083,805	29,946,195	61.1%
Budget Balance - Working Capital	9,144,900	14,843,500	-	14,843,500	0.0%
Total Budget Balance & Expenses	**$ 89,713,600**	**$ 91,873,500**	**$ 47,083,805**	**$ 44,789,695**	51.2%
Reserve Balances					
Contingency Reserve	$ 844,600	$ 842,000	$ 833,165		
Insurance Reserve	$ 758,700	$ 756,200	$ 750,084		
Rate Stabilization Reserve	$ 4,602,600	$ 4,957,500	$ 6,842,425		
Bond Coverage Ratio (Covenant 1.25)	2.62	6.85	5.17		
Megawatt Hours Sold & Purchased					
Sales to Customers MWh (excluding Street Light MWh)	712,390	712,390	488,781		68.6%
Sales per MWh	$ 109.88	$ 109.88	$ 110.39		100.5%
Purchased/Generated MWh	741,522	741,522	506,645		68.3%
All In MWh Supply & Generation	$ 66.23	$ 66.23	$ 57.95		87.5%

City of Dover
Finance Department
Monthly Report – February 2016
General Capital Project Fund Summary

	Budget	Revised Budget	YTD	Balance	67% Budget
Beginning Balance - Projects	$ 154,800	$ 2,926,700	$ 2,926,738	$ (38)	100.0%
Revenues					
State Grant - Other	-	80,500	57,515	22,985	71.4%
Interest Earnings	5,000	5,000	2,763	2,237	55.3%
Income from Sale of Assets	20,300	51,900	105,708	(53,808)	203.7%
Transfer from General Fund for Projects	2,625,400	2,625,400	1,312,700	1,312,700	50.0%
2014 Loan Proceeds - PD/Fire/Streets	-	30,500	30,505	(5)	100.0%
Total Revenues	2,650,700	2,793,300	1,509,191	1,284,109	54.0%
Total Beginning Balance & Revenue	**$ 2,805,500**	**$ 5,720,000**	**$ 4,435,929**	**$ 1,284,071**	77.6%
Expenditures					
Fire	$ 145,600	$ 445,800	$ 445,594	$ 206	100.0%
Grounds Maintenance	201,100	188,800	29,196	159,604	15.5%
Recreation	-	73,900	-	73,900	0.0%
Life Safety	55,700	55,700	56,363	(663)	101.2%
Police	262,100	302,700	211,097	91,603	69.7%
Streets	1,428,500	3,687,200	1,699,191	1,988,009	46.1%
Sanitation	449,000	449,000	-	449,000	0.0%
City Manager	24,700	24,700	-	24,700	0.0%
Fleet Maintenance	84,000	84,500	-	84,500	0.0%
Total Expenditures	2,650,700	5,312,300	2,441,441	2,870,859	46.0%
Budget Balance - Projects	154,800	407,700	-	407,700	0.0%
Total Budget Balance & Expenditures	**$ 2,805,500**	**$ 5,720,000**	**$ 2,441,441**	**$ 3,278,559**	42.7%
Reserve Balances					
Capital Asset Replacement Reserve	$ 916,500	$ 1,147,200	$ 926,771		
Parkland/Recreation	$ 296,700	$ 321,800	$ 324,886		

City of Dover
Finance Department
Monthly Report – February 2016
Water/Wastewater Improvement & Extension Fund Summary

	Budget	Revised Budget	YTD	Balance	67% Budget
Beginning Balance - Water	$ 833,500	$ 4,990,300	$ 4,990,310	$ (10)	100.0%
Beginning Balance - Wastewater	$ 1,027,600	$ 4,551,700	$ 4,551,722	$ (22)	100.0%
Revenues					
Grants Receipts	-	20,300	13,102	7,198	64.5%
Miscellaneous Receipts	-	61,400	70,247	(8,847)	114.4%
Interest Earnings	25,000	69,900	74,957	(5,057)	107.2%
Transfer from Operating Fund for Water	1,800,000	1,800,000	1,350,000	450,000	75.0%
Transfer from Operating Fund for Wastewater	1,500,000	1,500,000	1,125,000	375,000	75.0%
Transfer from Impact Fee Reserve - Wastewater	165,000	165,000	-	165,000	0.0%
Total Revenues	3,490,000	3,616,600	2,644,152	972,448	73.1%
Total Beginning Balance & Revenues	**$ 5,351,100**	**$ 13,158,600**	**$ 12,186,184**	**$ 972,416**	92.6%
Expenses					
Water	$ 2,028,600	$ 5,442,600	$ 1,330,168	$ 4,112,432	24.4%
Wastewater	1,822,100	5,299,100	1,463,174	3,835,926	27.6%
Water Treatment Plant	-	284,400	104,369	180,031	36.7%
Total Expenses	3,850,700	11,026,100	2,897,711	8,128,389	26.3%
Budget Balance - Working Capital - Water	617,400	1,179,900	-	1,179,900	0.0%
Budget Balance - Working Capital - Wastewater	883,000	952,600	-	952,600	0.0%
Total Budget Balances	1,500,400	2,132,500	-	2,132,500	0.0%
Total Budget Balances & Expenses	**$ 5,351,100**	**$ 13,158,600**	**$ 2,897,711**	**$ 10,260,889**	22.0%
Reserve Balances					
Capital Asset Replacement - Water	$ 518,500	$ 514,600	$ 517,191		
Capital Asset Replacement - Wastewater	$ 515,200	$ 513,400	$ 516,008		

City of Dover
Finance Department
Monthly Report – February 2016
Electric Improvement & Extension Fund Summary

	Budget	Revised Budget	YTD	Balance	67% Budget
Beginning Balance	$ 3,623,600	$ 7,095,300	$ 7,095,270	$ 30	100.0%
Revenues					
Interest Earnings	26,700	57,900	53,841	4,059	93.0%
Transfer from 2010 Bond Reserve	-	2,108,000	2,108,003	(3)	100.0%
Transfer from Electric Revenue Fund	3,500,000	3,500,000	1,750,000	1,750,000	50.0%
Income from Sale of Assets	-	-	4,379	(4,379)	0.0%
General Service Billing	1,900,000	1,900,000	212,032	1,687,968	11.2%
Total Revenues	5,426,700	7,565,900	4,128,255	3,437,645	54.6%
Total Beginning Balance & Revenues	**$ 9,050,300**	**$ 14,661,200**	**$ 11,223,525**	**$ 3,437,675**	76.6%
Expenses					
Electric Generation	$ 1,655,000	$ 2,299,800	$ 602,645	$ 1,697,155	26.2%
Transmission/Distribution	2,887,600	3,602,900	627,052	2,975,848	17.4%
Electrical Engineering	1,724,300	3,401,700	1,210,401	2,191,299	35.6%
Meter Reading	-	23,000	-	23,000	0.0%
Total Expenses	6,266,900	9,327,400	2,440,098	6,887,302	26.2%
Budget Balance - Working Capital (Unaudited)	2,783,400	5,333,800	-	5,333,800	0.0%
Total Budget Balance & Expenses	**$ 9,050,300**	**$ 14,661,200**	**$ 2,440,098**	**$ 12,221,102**	16.6%
Reserve Balances					
Depreciation Reserve	$ 10,066,400	$ 10,033,800	$ 10,084,818		
Future Capacity Reserve	$ 10,218,000	$ 10,185,000	$ 10,236,757		

City of Dover
Finance Department
Monthly Report – February 2016
Community Transportation Improvement Fund

	Budget	Revised Budget	YTD	Balance	67% Budget
Beginning Balance	$ 144,000	$ 57,800	$ 57,798	$ 2	100.0%
Revenues					
Grants Revenue	500,000	688,900	237,573	451,327	34.5%
Interest Earned	500	500	119	381	23.8%
Total Revenues	500,500	689,400	237,692	451,708	34.5%
Total Beginning Balance & Revenues	**$ 644,500**	**$ 747,200**	**$ 295,490**	**$ 451,710**	39.5%
Expenses					
Program Expenses - Del Dot	$ 644,000	$ 655,100	$ 197,326	$ 457,774	30.1%
Total Expenses	644,000	655,100	197,326	457,774	30.1%
Budget Balance - Working Capital	500	92,100	-	92,100	0.0%
Total Budget Balances & Expenses	**$ 644,500**	**$ 747,200**	**$ 197,326**	**$ 549,874**	26.4%

City of Dover
Finance Department
Monthly Report – February 2016
Police Grant Funds

	Budget	Revised Budget	YTD	Balance	67% Budget
Beginning Balance	$ 125,000	$ 154,900	$ 154,944	$ (44)	100.0%
Revenues					
State & Federal Grants Received	527,300	527,300	800,561	(273,261)	151.8%
Interest Earnings	-	-	896	(896)	0.0%
Total Revenues	527,300	527,300	801,457	(274,157)	152.0%
Total Beginning Balance & Revenues	**$ 652,300**	**$ 682,200**	**$ 956,401**	**$ (274,201)**	140.2%
Expenses					
Cadet Program	$ 80,300	$ 80,300	$ 49,336	$ 30,964	61.4%
Equipment & Program Supplies	410,600	379,600	71,039	308,561	18.7%
Technology Equipment	20,000	20,000	2,825	17,175	14.1%
Telephone/Fax	15,000	15,000	11,611	3,389	77.4%
Training/Conference/Food/Travel	17,000	45,000	55,474	(10,474)	123.3%
Consulting/Audit Fees	1,000	1,000	-	1,000	0.0%
Contractual services	-	3,000	1,114	1,886	37.1%
Operating Transfers - Out	74,400	74,400	72,071	2,329	96.9%
Total Expenses	618,300	618,300	263,470	354,830	42.6%
Budget Balance - Working Capital (Unaudited)	34,000	63,900	-	63,900	0.0%
Total Budget Balances & Expenses	**$ 652,300**	**$ 682,200**	**$ 263,470**	**$ 418,730**	38.6%

City of Dover
Finance Department
Monthly Report – February 2016
Library Grant Fund

	Budget	Revised Budget	YTD	Balance	67% Budget
Beginning Balance	$ 17,300	$ 30,600	$ 30,571	$ 29	99.9%
Revenues					
Grants Received	278,900	305,500	293,835	11,665	96.2%
Federal Grants	2,500	2,500	2,500	-	100.0%
Total Revenues	281,400	308,000	296,335	11,665	96.2%
Total Beginning Balance & Revenues	**$ 298,700**	**$ 338,600**	**$ 326,906**	**$ 11,694**	96.5%
Expenses					
Program Expenses/Supplies-State Grants	$ 26,600	$ 27,500	$ 14,628	$ 12,872	53.2%
Program Expenses/Supplies-Federal Grants	-	2,500	450	2,050	18.0%
Office Supplies	24,000	30,800	17,780	13,020	57.7%
Printing/Duplicating	13,200	12,500	7,232	5,268	57.9%
Postage	100	100	-	100	0.0%
Books	129,200	133,300	34,931	98,369	26.2%
Furniture	3,100	7,000	6,432	568	91.9%
Audio Visual Supplies	75,100	77,200	34,874	42,326	45.2%
Training/Conference/Food/Travel	2,000	8,800	589	8,211	6.7%
Contractual Services	900	-	-	-	0.0%
Office Equipment/Repairs & Maintenance	6,000	6,300	4,686	1,614	74.4%
Other Equipment - Lease	1,200	2,000	1,240	760	62.0%
Total Expenses	281,400	308,000	122,842	185,158	39.9%
Budget Balance - Working Capital	17,300	30,600	-	30,600	0.0%
Total Budget Balances & Expenses	**$ 298,700**	**$ 338,600**	**$ 122,842**	**$ 215,758**	36.3%

City of Dover
Finance Department
Monthly Report – February 2016
After School Program/Substance Abuse Prevention Fund

	Budget	Revised Budget	YTD	Balance	67% Budget
Beginning Balance	$ 41,000	$ 98,200	$ 98,181	$ 19	100.0%
Revenues					
Grants Received	55,700	28,000	21,023	6,977	75.1%
Recreation Revenue	33,000	33,000	20,226	12,774	61.3%
Total Revenues	88,700	61,000	41,249	19,751	67.6%
Total Beginning Balance & Revenues	**$ 129,700**	**$ 159,200**	**$ 139,430**	**$ 19,770**	87.6%
Expenses					
Temporary Help/Benefits	$ 60,200	$ 60,200	$ 37,370	$ 22,830	62.1%
Program Expenses/Supplies	55,700	55,700	19,166	36,534	34.4%
Total Expenses	115,900	115,900	56,536	59,364	48.8%
Budget Balance - Working Capital	13,800	43,300	-	43,300	0.0%
Total Budget Balances & Expenses	**$ 129,700**	**$ 159,200**	**$ 56,536**	**$ 102,664**	35.5%

City of Dover
Finance Department
Monthly Report – February 2016
CDBG Fund

	Budget	Revised Budget	YTD	Balance	67% Budget
Beginning Balance	$ 2,100	$ 2,100	$ 87,290	$ (85,190)	4156.7%
Revenues					
Grants Received	265,400	272,800	113,353	159,447	41.6%
Interest Earnings	-	-	115	(115)	0.0%
Total Revenues	265,400	272,800	113,468	159,332	41.6%
Total Beginning Balance & Revenues	**$ 267,500**	**$ 274,900**	**$ 200,758**	**$ 74,142**	73.0%
Expenses					
Closing Cost/Down Payment Program	$ 60,000	$ 60,900	$ 40,000	$ 20,900	65.7%
Connection Community Supply Program	7,400	7,400	4,585	2,815	62.0%
Dover Interfaith Ministry	27,000	27,000	13,700	13,300	50.7%
MHDC Emergency Home Repair	35,300	35,300	12,989	22,311	36.8%
MHDC Homeowner Rehab	52,900	52,900	17,281	35,619	32.7%
Elizabeth W Murphy School	-	-	-	-	0.0%
Habitat For Humanity	40,000	40,000	24,819	15,181	62.0%
NCALL Research Inc.	-	6,500	5,500	1,000	84.6%
Peoples Place	6,800	6,800	6,722	78	98.9%
Salaries	36,000	36,000	22,718	13,282	63.1%
NSP Expense	-	-	20,000	(20,000)	0.0%
Total Expenses	265,400	272,800	168,314	104,486	61.7%
Budget Balance - Working Capital	2,100	2,100	-	2,100	0.0%
Total Budget Balances & Expenses	**$ 267,500**	**$ 274,900**	**$ 168,314**	**$ 106,586**	61.2%

Monthly Report

February 2016

Economic Development Office

2016_02 Economic Development

- Toured Uzin Utz with Senator Tom Carper
- Attended DAC meeting regarding Kmart property
- Attended Parking & Safety Committee meeting and increased Bradford Street parking permits
- Contacted City Solicitor to prepare deed for closing for Advantech
- Met with manager of Safeway store, Kent County Tourism Director and Downtown Coordinator
- Attended Greater Kent Committee meeting
- Teleconference with Adam Goodman, Goodman Properties, regarding Playtex #1 Plant and proposed utilization of the plant's property
- Attended state-wide Economic Planning Meeting in Wilmington hosted by Bob Perkins
- Attended meeting with Mike Leister and Jim Waddington to discuss bylaw changes for Kent County Tourism
- Met with owner of Miken Builders to discuss potential future buildings
- Attended Dover AFB Honorary Commander induction ceremony
- Met with Joe Petrosky to discuss loan payoff
- Meeting with Becker Morgan Group and Lighthouse Construction to discuss future plans for Loockerman Way Plaza
- Attended LEADS Group meeting at R&R Commercial Realty
- Met with Mitch May to discuss future of Economic Development Committee for the Downtown Dover Partnership
- Dinner meeting with Dean Covington, DSU, and SAP Representative
- Attended Central Delaware Chamber of Commerce Board Meeting
- Met with Delaware State Housing Authority representatives to review DDD applications
- Met with Mayor and representative from Carmike Theatres to discuss possible promotion plans for the City
- Chaired Marketing & Promotions Committee meeting
- Attended the DEED Committee meeting
- Attended closing for Advantech
- Made arrangements with DEDO Secretary Whalley to attend next DEED meeting and make a presentation
- Attended Economic Forecast meeting at University of Delaware
- Attended mandatory City of Dover ICMA training
- Attended Food Innovation District meeting
- Met with Joe Zilcosky to discuss funding for transportation study on White Oak Road
- Provided Dover Post reporter an interview on Downtown Development

- Attended meeting with Assistant City Manager and representatives from Data Center
- Attended budget review meeting with City Manager
- Met with realtor to discuss Mrs. McCoy's building at 201 W Loockerman Street
- Attended University of Delaware Economic Incentive overview at the Duncan Center
- Attended meeting with Downtown Delaware Coordinator and DDP Committee Chairs

Measures:

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

	2013-2014 Actual	**2014-2015 Actual**	**2015 - 2016 Actual**
Results	<10% unemployment rate in June 2014 6.1 % - US Rate 6.9 % - DE Rate 8.3% - City of Dover Rate June 2014 Actual	< 10% unemployment rate in June 2015 5.3 % - US Rate 4.7 % - DE Rate 7.4% - City of Dover Rate June 2015 Actual	<10% unemployment rate in June 2016 4.9% - US Rate 4.6 % - DE Rate 6.0% - City of Dover Rate February 2016 Actual

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

	2013-2014 Actual	**2014-2015 Actual**	**2015 - 2016 Actual**
Results	≥20 contacts with potential small businesses; **23 contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover **13 Contacts YTD**	≥20 contacts with potential small businesses; **20 Contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover **16 Contacts YTD**	≥20 contacts with potential small businesses; **20 Contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover **16 Contacts YTD**

2016_2 Downtown Dover Partnership

- Provided technical assistance to two (2) prospective small business individuals on overall business development within the Downtown Dover Business District
- Continued providing technical assistance to two (2) prospective small business individuals on locating available space within the downtown district to lease
- Provided thirteen (13) hours of Technical Assistance to merchants located in the Downtown Business Corridor

- Completed the USDA Rural Quarterly Statics Performance Report
- Coordinated logistics for the American Heart Association Awareness Campaign at the Loockerman Way Plaza with AHA staff
- Coordinated and facilitated logistics for the St. Patrick's Day Parade
- Attended the Delaware Governor's Commission on Hispanic Affairs – Economic Development Subcommittee Meeting
- Attended the Delaware Department of Agriculture - Farmers Market Manager's Meeting.
- Completed and submitted Phase II of Restoring Central Dover Work Group Funding Request
- Provided Jim Klinedinst, Central Delaware Visitors Guide with event information occurring in Dover for the remainder of 2016
- Provided Renee McGlothlin, Wesley College, technical assistance in coordinating the Annual Wishfest Event
- Attended the Restoring Central Dover Planning Committee Meeting
- Provided Sydney Arzt, Schwartz Center, technical assistance in developing and revising day/night time parking maps
- Updated Program Website with revised materials
- Telephone conference with Kira Tieman, Chick-Fil-A, regarding special event collaboration
- Provide Tiffanee Lee-Scott, Tiffanee & Company, technical assistance with Façade Grant application
- Submitted Inter-Agency referral to First State Loan for technical assistance in reviewing loan application for client represented by Connor Jacobsen Realty
- Met with Catherine Wimberley, Dover Library, to discuss logistics for Comic Con Event
- Completed and submitted final draft of Program FY' 15 Annual Report
- Telephone Conference with Kate Layton, Dover/Kent MPO, on public outreach initiatives
- Attended the monthly Program Board of Directors Meeting
- Submitted work order to remove Christmas tree from the Loockerman Way Plaza
- Met with Program Director and Zonnie Adamolekun, Adazio Realty, to discuss the Downtown Development District Incentive Program
- Registered business closing of Dinos & Darlings Store
- Met with Program Director, Kent County Tourism Representative and Mike Holthaus from Safeway to discuss event sponsorship opportunities
- Met with Keven Staley from Cloud Geeks to discuss development of workshop series regarding Small Business Development Workshop Program
- Attended the US SBA Delaware Resource Partner Meeting and Luncheon
- Met with Lakisha Wingard from Communities in Schools to discuss logistics for the Dover Police Athletic League & Youth Outreach Event
- Assisted Program Staff with completion of 2016 Downtown Delaware Revitalize Award Nominations
- Revised the Monthly Downtown Development District Corridor Vacancy Database





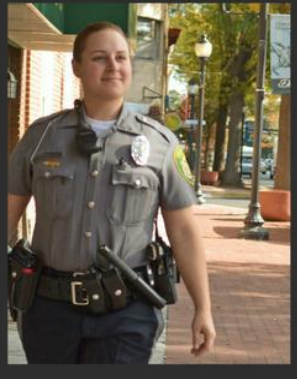



DOVER POLICE MONTHLY REPORT

FEBRUARY 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

April 11, 2016

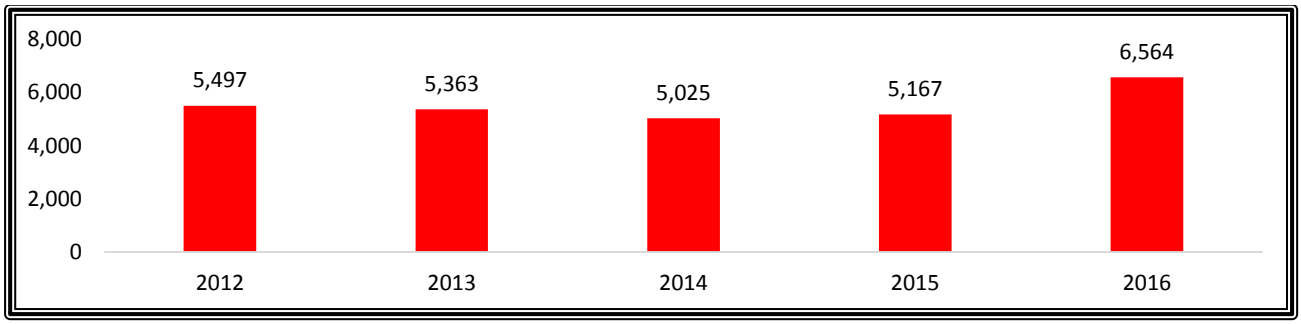
Honorable Robin Christiansen, Mayor
Member of Dover City Council
City Hall
Dover, DE 19901

Mayor Christiansen and Council Members:

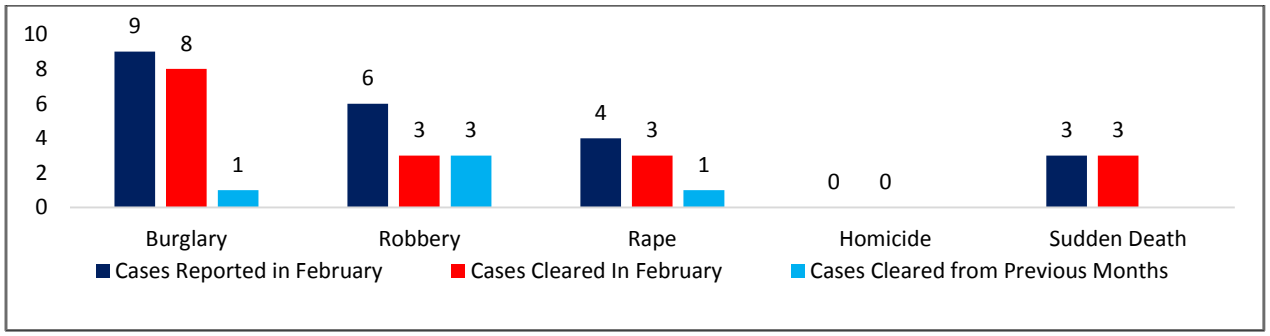
The following is the monthly report for Dover Police Department activities for the month of February 2016:

COMPLAINTS

Total complaints received through February 29th, numbered 6,564, this is an increase of 1,397 complaints over the same period last year.



CRIMINAL INVESTIGATIONS



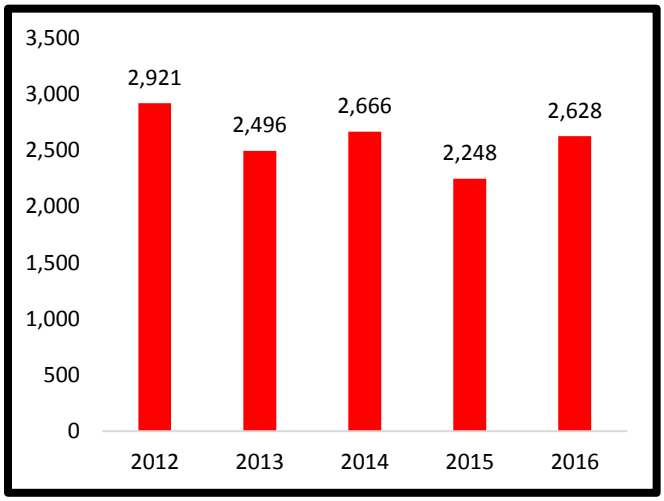
COMMUNITY POLICING – SAFE STREETS ENFORCEMENT & CADETS

SAFE STREETS ENFORCEMENT	***CONTACTS***
ABANDONED VEHICLES	*5*
ALCOHOL VIOLATIONS/DUI'S	*0*
ASSIST OTHER	*32*
WARRANTS ON FILE	*1*
CITY PARK VIOLATIONS	*0*
CRIMINAL ARRESTS	*31*
DRUG RELATED ARRESTS	*60*
LOUD MUSIC	*0*
MISCELLANEOUS VIOLATIONS	*2*
PARKING VIOLATIONS	*10*
PEDDLER	*0*
MEETINGS	*124*
GUNS	*3*
CURFEW CHECKS	*110*
CRIME PREVENTION CHECK	*0*
TRAFFIC ARRESTS	*16*
WARNINGS	*5*
FUGITIVE	*6*
DCO	*2*
PROSTITUTION	*0*
TOTAL CONTACTS	***407***

CADETS	***CONTACTS***
PARKING	*16*
DCO'S	*19*
OPEN CONTAINER	*2*
LOUD NOISE	*0*
LEWDNESS	*0*
OTHER	*2*
BUSINESS CONTACTS	*104*
LIBRARY CHECKS	*0*
COMPLAINTS ASSIGNED	*61*
SPECIAL EVENT	*4*
TOTAL CONTACTS	*208*

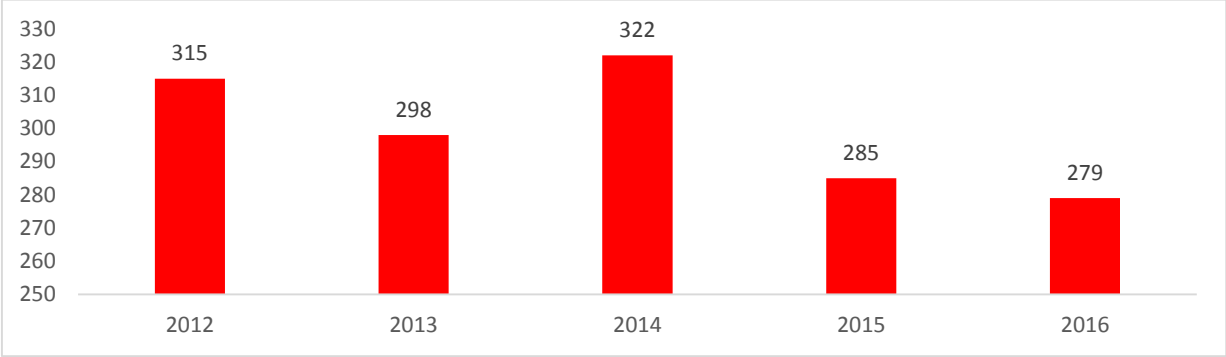
TRAFFIC ARRESTS

The department issued 2,628 traffic citations through this reporting period. This is an increase of 380 citations over the number issued during the same period last year.



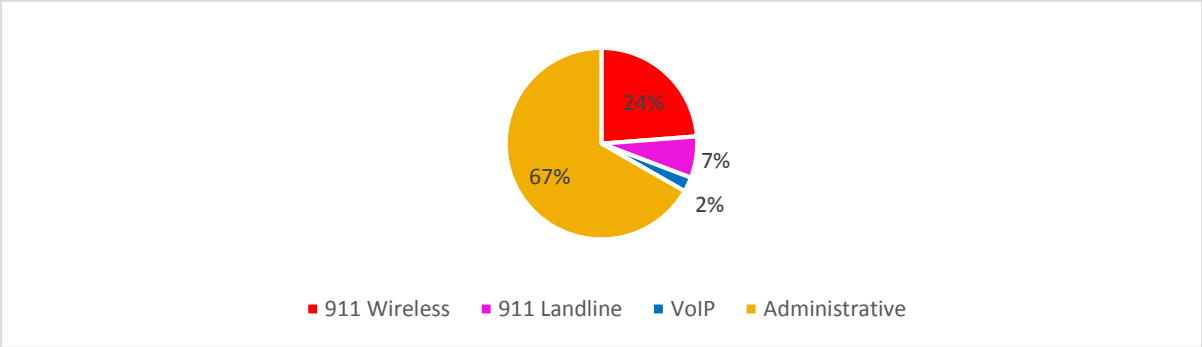
TRAFFIC CRASHES

Through February 29th, Dover Police investigated 279 traffic crashes. This is a decrease of 6 crashes investigated during the same period last year.



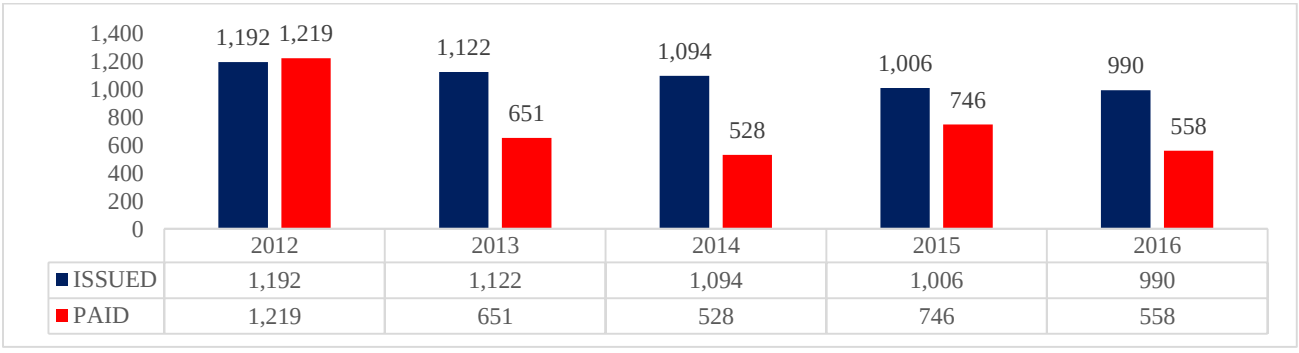
911 Center

During the month of February, the Dover Police Department handled a total of 8,402 calls averaging 290 calls per day. Dispatchers handled 1,998 on the 911 wireless lines, 589 on the 911 landlines, and 208 on the Voice Over Internet Protocol lines, the remaining 5,607 were administrative calls.



CITY ORDINANCE SUMMONS

Through February 29th, we issued 990 city ordinance summons, a decrease of 16 summonses on the same period last year. Note: Of those summonses issued in February, 13 DCO's were issued for handicapped parking violations and 1 for fire lane parking violations, 56 for false alarms (27, for 1-2 alarms, 23, for 3-5 alarms, 6, for 6-9 alarms, 0, for 10-15 alarms, and 0, for 16 or more alarms) and 5 for noise violations (0, for vehicle violations and 5, for residence violations).

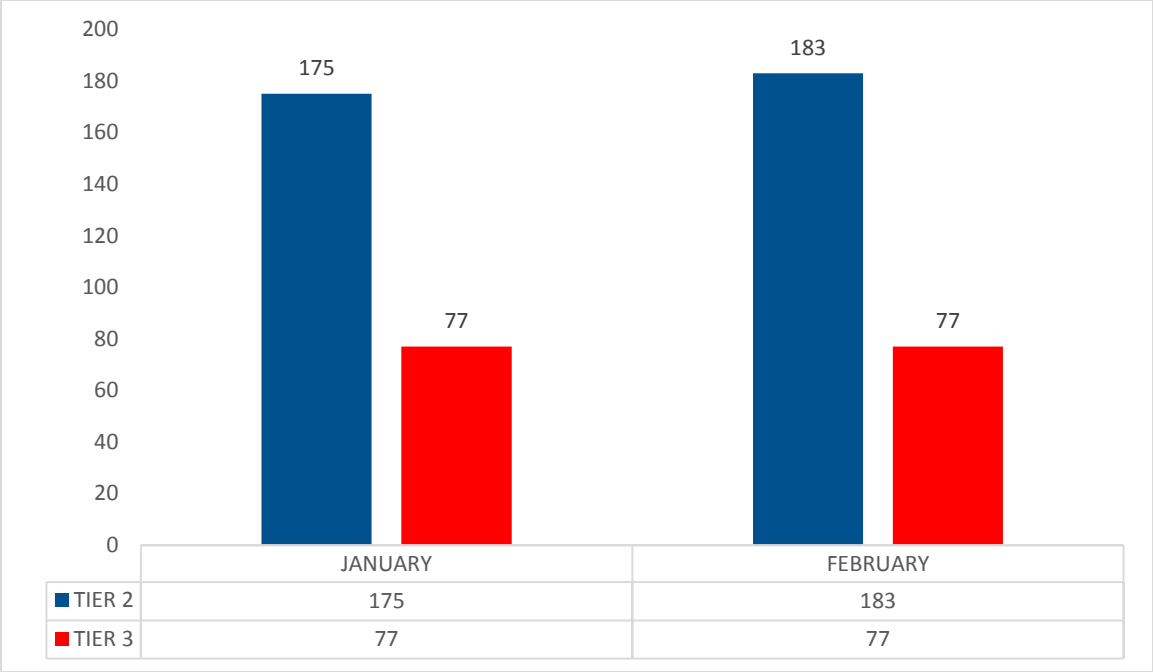


	2012	2013	2014	2015	2016
ISSUED	1,192	1,122	1,094	1,006	990
PAID	1,219	651	528	746	558

SEX OFFENDER STATISTICS/FEBRUARY

	VERIFICATIONS	NOTIFICATIONS	MONTHLY REVERIFICATIONS	NON COMPLIANT WARRANTS
TIER 1	0	0	0	0
TIER 2	23	2139	27	4
TIER 3	11	1383	9	0

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

FIRST READING

CITY OF DOVER PROPOSED ORDINANCE #2016-09
WITH COUNCIL COMMITTEE OF THE WHOLE/SAFETY ADVISORY AND TRANSPORTATION COMMITTEE AMENDMENT #1 (CCW/SA&T#1)
(CCW/SA&T Committee Amendment Indicated in Yellow Highlight)

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

That Chapter 98 - Streets, Sidewalks, Storm Sewers and Other Public Places, Article I. - In General, Section 98-10 - Speed Reduction Devices of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

Sec. 98-10. - Speed reduction devices.

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

> ***Speed bump* shall mean a transverse hump, generally designed as a rounded, raised pavement structure usually from two to six inches high and one to three feet from front to back, set into the surface of a street, parking lot, or driveway to slow the traffic. Their design generally dictates comfortable crossing speeds of five miles per hour or less so they are usually appropriate only for use where vehicle speeds are typically the lowest to begin with such as parking lots, private roads, and on some residential streets.**
>
> ***Speed cushion* shall mean a speed hump with an unraised path for fire trucks and ambulances through the hump. Speed cushions are devices designed as several small speed humps installed across the width of the road with spaces between them. They are generally installed in a series across a roadway resembling a split speed hump.**
>
> ***Speed hump* shall mean a raised area in the pavement surface, usually from three to four inches high and 10 to 12 feet from front to back, extending transversely across the travel way. The purpose of the length of a speed hump is to allow the entire vehicle to be on the hump at once before it descends the far side onto the pavement to reduce the likelihood that a vehicle will "bottom out" when going over the speed hump. Speed humps are typically applied to residential streets where speed limits do not exceed 25 miles per hour.**

(b) ***Prohibited*.** Any device used as a means of speed reduction on any city ~~**or private**~~ street, drive, parking lot, ~~**fire lane**~~ or any other driveable surface, which causes a change in elevation which may result in emergency equipment having to reduce speed during a time of emergency, is prohibited.

(c) ***Permitted*. Speed cushions may be installed on privately owned commercial property, at the owner's expense, following review by the Safety Advisory and Transportation Committee and approval by City Council. Any other type of speed reduction device on private commercial property within the City is prohibited.**

(d) *Installation and Design standards*. Installation and design standards for speed cushions shall be in accordance with the *Delaware Traffic Calming Design Manual*.

(Code 1981, § 7-4; Ord. of 5-26-1998)

BE IT FURTHER ORDAINED:

That Appendix A - Subdivisions, Article VI - Subdivision - General Requirements and Design Standards, Section A - Streets, Paragraph 1 of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

A. - Streets.

1. The layout, character, extent, width, grade and location of proposed streets shall be established with due regard to:
   (a) Public convenience and safety.
   (b) Proposed uses of the land to be served by said streets.
   (c) Proper relation and connection with, continuation and projection of streets to adjacent areas; whether these streets are existing, or proposed in another subdivision, in a neighborhood plan, in the development plan, or in the official map, as approved or adopted by the commission. Where existing or proposed streets are located on adjacent land, then the planning commission shall require street extensions at points in which the commission determines are suitable for future connections to adjacent developable lands on each side of the development.
   (d) Topography and other land features.
   ~~**(e) Speed bumps or dips for the purpose of slowing down traffic shall not be permitted on any streets.**~~
   (e) Speed reduction devices on any city or private street, drive, parking lot, ~~fire lane~~ or any other driveable surface, which causes a change in elevation which may result in emergency equipment having to reduce speed during a time of emergency, is prohibited. Speed cushions may be installed on privately owned commercial property, in accordance with Chapter 98 - Streets, Sidewalks, Storm Sewers and Other Public Places, Article I. - In General, Section 98-10 - Speed Reduction Devices.

BE IT FURTHER ORDAINED:

That Appendix B - Zoning, Article 10 - Planning Commission, Section 2 - Site Development Plan Approval, 2.54 - Proposed Development of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

2.54 Proposed development.
   (A) Existing buildings and other structures.
   (B) Location and width of all proposed streets and rights-of-way. ~~**Speed bumps or speed dips for the purpose of slowing down traffic on any street shall not be permitted.**~~
   (C) Location of all proposed structures, except one-family detached dwellings, and an indication of the total number of dwelling units.
   (D) Location and dimensions of all lot lines.
   (E) Building setback lines on all lots.
   (F) Location of all uses not requiring structures, including parks, playgrounds and other open space areas.

(G) Location and plans for any outdoor signs.
(H) Location, direction, power and time of use for any proposed outdoor lighting.
(I) The location, size and arrangement of proposed sidewalks, driveways, loading areas, off-street parking areas and other paved areas.
(J) Indication of the total amount of impervious surfaces and the development coverage.
(K) Any proposed changes in elevation of the site and elevations of all streets, parking areas, and building foundations. The datum to which all elevations, including existing contour elevations, refer shall be clearly indicated on the plan.
(L) Plans for surface drainage of the site. Such plans shall include stormwater run-off calculations and shall show the proposed method of accommodating the anticipated run-off.
(M) Any proposed below-ground or above-ground utilities and any contemplated public improvements, including road improvements, on or adjoining the property. Plans for such utilities and improvements shall indicate whether the developer, the city, or other agency will bear the financial responsibility for the construction, and which improvements are intended to be dedicated to the city.
(N) Proposed grading, screening and other landscaping, including types and locations of proposed street trees.
(O) Architectural elevation drawings or other graphic representations illustrating exterior building characteristics of proposed buildings and/or building additions that would be visible from the public right-of-way. Elevation drawings shall be drawn to scale and shall reflect major architectural elements such as exterior surface materials, windows, doors, columns, and wall-mounted signage. Elevation plans are intended to provide a general depiction of the physical appearance, massing and scale of the proposed construction.
(P) **Speed reduction devices on any city or private street, drive, parking lot, fire lane or any other driveable surface, which causes a change in elevation which may result in emergency equipment having to reduce speed during a time of emergency, is prohibited. Speed cushions may be installed on privately owned commercial property, in accordance with Chapter 98 - Streets, Sidewalks, Storm Sewers and Other Public Places, Article I. - In General, Section 98-10 - Speed Reduction Devices**.

ADOPTED: *

S:\ORDINANCES\2016\DRAFT\ORDINANCE #2016-09 CH 98 SPEED REDUCTION DEVICES\Proposed Ordinance #2016-09 w CCW-SA&T#1 - Ch 98, App A, and App B-First Reading.wpd

SYNOPSIS

The proposed amendments would permit speed cushions on privately owned commercial property.

(SPONSORS: HOSFELT AND COLE)

Actions History

04/11/2016 - Scheduled for First Reading/Referral - City Council
03/29/2016 - Introduction - Council Committee of the Whole/Safety Advisory and Transportation Committee meeting

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